



BOCC AGENDA ITEM

Item Title: SOE Request re Use of County Facilities

Date: 12/20/2017

Department: Supervisor of Elections

Background:

The County Manager's Office has received a letter from the Supervisor of Elections, Vicki Cannon, requesting use of County Facilities for early voting periods and election day for 2018. Ordinance No. 2014-23 automatically exempts government entities from paying rental fees, and typically the County Manager will email the custodian to notify them when the requestor is a government entity so they know they are exempt. However Ms. Cannon has asked the Board to confirm they are in agreement for her to use the following County Facilities for 2018 Early Voting Periods and Election Days as follows:

Callahan County Building and Hilliard Community Center:

Primary Election: August 13, 2018 at 8:00 A.M.-August 30, 2018 at 12:00 P.M.

General Election: October 22, 2017 at 8:00 A.M.-November 8, 2018 at 12:00 P.M.

American Beach Community Center, Bryceville Community Center, and Yulee Sports Complex:

Primary Election: August 24, 2018 at 8:00 A.M.-August 30, 2018 at 12:00 P.M.

General Election: November 2, 2018 at 8:00 A.M.-November 8, 2018 at 12:00 P.M.

Additionally, Section 101.657, Florida Statutes, requires early voting in a Supervisor of Elections Office. The Commission Chambers is the only area in the building that is easily accessible to the public and can accommodate large numbers, therefore Ms. Cannon is requesting to utilize the Commission Chambers for the time periods listed below:

Primary Election: August 16, 2018 at 8:00 A.M.-August 29, 2018 at 12:00 P.M.

General Election: October 25, 2018 at 8:00 A.M.-November 7, 2018 at 12:00 P.M.

The use of the Commission Chambers would require the following meetings to be cancelled:

- August 21, 2018-P&Z Meeting at 7:00 P.M.
- August 23, 2018-Conditional Use & Variance Board Meeting at 7:00 P.M.
- August 27, 2018-BOCC Meeting at 6:00 P.M.
- October 25, 2018-Conditional Use a& Variance Board Meeting at 7:00 P.M.
- November 6, 2018-P&Z Meeting at 7:00 P.M.

Request:

Approve the following: 1) Consider request from the Supervisor of Elections to utilize County Facilities for early voting days and election day in 2018; 2) Consider request to utilize the Commission Chambers on dates as specified, thus canceling and/or rescheduling all Board of County Commissioner meetings for that time period; and 3) Authorize the County Manager to notify the Chairman of the other Boards that they will need to cancel their meetings during the specified time period as well.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

N/A

Action Requested and Recommendation:

Approve the following: 1) Consider request from the Supervisor of Elections to utilize County Facilities for early voting days and election day in 2018; 2) Consider request to utilize the Commission Chambers on dates as specified, thus canceling and/or rescheduling all Board of County Commissioner meetings for that time period; and 3) Authorize the County Manager to notify the Chairman of the other Boards that they will need to cancel their meetings during the specified time period as well.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

NA

Funding Source:

N/A

Additional Information Needed for Contracts/Agreements (If Applicable)

Contract Number assigned by Contracts Management:

N/A

For non-governmental agencies, has the document been sent to the vendor for signature?

N/A

Does the document need to be recorded? If so, who will pay the recordation fee?

N/A

Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc):

N/A

How many originals are needed?

N/A

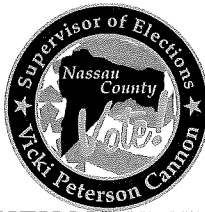
ATTACHMENTS:

Description	Upload Date	Type
<u>SOE Letter re Facility Use dtd 11-02-17</u>	11/6/2017	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
County Manager	Robertson, Sabrina	Approved	11/7/2017 - 3:18 PM
County Manager	Jones, Shanea	Approved	11/9/2017 - 2:44 PM

VICKI P. CANNON
Supervisor of Elections
Nassau County, Florida



**VOTE IN HONOR
OF A VETERAN**

MEMORANDUM

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS
FROM: *Vicki P. Cannon*
VICKI P. CANNON, SUPERVISOR OF ELECTIONS
DATE: NOVEMBER 2, 2017
SUBJECT: 2018 ELECTION CYCLE RESERVATIONS FOR COUNTY FACILITIES

ITEM 1: REQUEST APPROVAL TO USE **BOARD OF COUNTY COMMISSIONERS CHAMBERS** FOR 2018 EARLY VOTING PERIODS AND ELECTION DAYS. Section 101.657 of the Florida Statutes provides for early voting in a Supervisor of Elections' office. The Commission Chambers is the only area in the building that is easily accessible to the public and can accommodate large numbers for our office to be in compliance with this law. Therefore, I respectfully request the use of the Chambers for the time periods listed below for *early voting* and *Election Days*:

Primary Election: August 16, 2018 at 8:00 a.m. – August 29, 2018 at noon
General Election: October 25, 2018 at 8:00 a.m. – November 7, 2018 at noon

We understand the following meetings are scheduled for the Chambers during these time periods. As the Board approved in the 2016 Election Cycle, I am requesting that the following meetings either be postponed, canceled or relocated to another facility to assist in the election process:

PRIMARY ELECTION:	August 21	P&Z	7:00 p.m.
	August 23	CUVB	7:00 p.m.
	August 27	BOCC	6:00 p.m.

GENERAL ELECTION:	October 25	CUVB	7:00 p.m.
	November 6	P&Z	7:00 p.m.

ITEM 2: REQUEST APPROVAL FOR USE OF **OTHER COUNTY FACILITIES** FOR 2018 EARLY VOTING PERIODS AND ELECTION DAYS. We have reserved the following county facilities through the designated agents and request official approval from the Board for the following dates and times:

Facilities used for Early Voting and Election Day Periods: Callahan County Building & Hilliard Community Center

Primary Election: August 13, 2018 at 8:00 a.m. – August 30, 2018 until noon
General Election: October 22, 2018 at 8:00 a.m. – November 8, 2018 until noon

Facilities used for Election Days only: American Beach Community Center, Bryceville Community Center & Yulee Sports Complex

Primary Election: August 24, 2018 at 8:00 a.m. – August 30, 2018 until noon
General Election: November 2, 2018 at 8:00 a.m. – November 8, 2018 until noon

Should you have questions, or if I can provide further information, please do not hesitate to contact me. Thank you in advance for your consideration of this request.