




MEMORANDUM

TO: Steve Shiver
County Manager

DATE: December 5, 2002

FROM: 
David C. Leahy
Supervisor of Elections

SUBJECT: Letter of Understanding

Based on our conversation on Monday, December 2, 2002, the following represents our understanding:

1. I have resigned my position as the Supervisor of Elections for Miami-Dade County effective upon the appointment of an individual to serve in that position.
2. Until the effective date of the resignation as the Supervisor of Elections for Miami-Dade County, I will:
 - a. Continue to carry out the responsibilities of the Office of Supervisor of Elections.
 - b. Work with the Business Management Team that you appointed to analyze the existing Elections Department structure and administration, be responsible for the Department's operations and planning functions, and make recommendations for the future structure and function of the Department.
 - c. Chair or Co-Chair, at the Manager's discretion, the selection committee for a new Miami-Dade County Supervisor of Elections.
3. On the effective date of my resignation, I will become a Special Advisor to the County Manager regarding election issues and will remain in that position through at least the November 2004 General Election. As Special Advisor to the County Manager, I will assist you and the Supervisor of Elections through you to ensure a smooth transition and to provide input on various issues including:
 - a. New Federal and State Laws
 - b. Proposed legislation
 - c. New polling place accessibility standards
 - d. Municipal election schedules
 - e. Voting equipment technology
 - f. Pollworker recruitment
 - g. Other election-related issues
 - h. Perform other responsibilities you deem appropriate

INFORMATION CENTER
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Steve Shiver

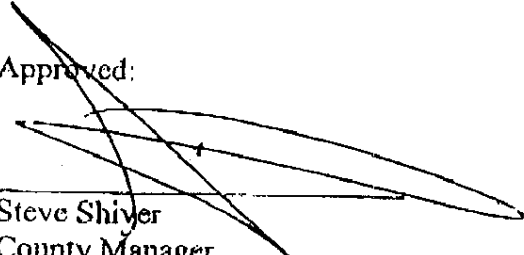
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4. During the time that I serve as Special Advisor to the County Manager, I will continue to receive the salary and executive benefits including a car allowance and parking or a metrorail pass that I was receiving as of December 2, 2002. Additionally, I will receive any COLAs received by County employees.
5. That you are approving my request to receive DIP benefits upon my leaving the County service.

DCL:zr

Approved:



Steve Shiver
County Manager

Date: 1/23/03