



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place, Suite 6
Yulee, Florida 32097

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
Klynt Farmer

Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island/East Yulee
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

DENISE C. MAY
County Attorney

TACO E. POPE, AICP
County Manager

NASSAU COUNTY ATTORNEY'S OFFICE **FISCAL YEAR 2021-2022 ACCOMPLISHMENTS**

1. Served as legal representation for the Board of County Commissioners and associated boards and committees. **The County Attorney spent approximately 165 hours attending public meetings.**
2. Provided orientation for the two (2) newly elected Commissioners, and the recently established Nassau County-Amelia Island Tree Commission and Construction Board of Adjustments and Appeals. Also, trained existing boards and committees on the Sunshine Law, Public Records Law, and Ethics Law. **The County Attorney spent 16 hours providing orientation for the two (2) new Commissioners, and approximately 7 hours training the additional boards and committees.**
3. Implemented procedures for submitting requests for legal services, which established a systemized method for tracking and reviewing requests effectively and efficiently. **The County Attorney spent approximately 380 hours reviewing requests for legal services.**
4. Assisted the County Manager's Office with drafting and revising legal documents; providing feedback on county policies and procedures, and reviewing agenda items, contracts, agreements, memorandums, resolutions, and ordinances. **The County Attorney's Office completed 62 requests for the County Manager's office.**
5. Supported the Engineering Department by reviewing legal documents, contracts and agreements, and construction bonds; drafted the Purchase and Sale Agreements for the successful acquisition of five (5) parcels of property for the William Burgess Extension; and processed the successful abandonment of right-of-way for Marian Drive and Theresa Road. **The County Attorney's Office completed 85 requests for the Engineering Department.**
6. Provided legal guidance for the Planning Department by reviewing Staff Reports and assisting the Planning Department with updating multiple sections of the Land Development Code. **The County Attorney's Office completed 105 requests for the Planning Department.**

7. Assisted the Procurement Department with reviewing all legal matters associated with contracts and agreements; and played an active role in establishing policies and procedures for a more efficient procurement process. **The County Attorney's Office completed approximately 265 contract requests.**
8. Held internal meetings with County staff to discuss weekly updates and pending issues or concerns. **The County Attorney spent approximately 620 hours conducting internal meetings.**
9. Instituted the Records Management Department; successfully hired a Records Management Liaison Officer; appointed Records Liaisons for each department; amended Nassau County's Public Records Policy to include the Records Management Procedure Manual, which was adopted on July 25, 2022; contracted with Shred Partners for the proper disposition of records, and launched JustFOIA, an innovative software program designed to submit, process, and fulfill public records requests. **The Records Management Department fulfilled approximately 935 public records requests.**
10. Prepared, distributed, and posted approximately 215 public notices for meetings, workshop sessions, bid openings, and gatherings.
11. Administered the Nassau County SWEAT Program with assistance from the County's contractor, Bright Minds; 1017 hours were spent mentoring participants, 552 hours were spent tutoring participants, and 11 SWEAT events took place between September 2021 and September 2022.
12. Held various meetings with Commissioners, County staff, contractors, and the Florida Department of Environmental Protection to verify the legal sufficiency of the State Revolving Fund loans, grant applications, and additional funding sources for the American Beach Water and Sewer District Well and Septic Tank projects.
13. Collaborated with the Amelia Island Convention and Visitors Bureau to implement updated policies and procedures as they relate to the Tourist Development Council and the expenditure of Tourist Development Tax revenues.
14. Completed the required tasks for the SAISSA, Amelia Concourse, and American Beach Water and Sewer District annual assessment programs.
15. Streamlined the management of outside legal counsel services utilized by all County departments, including the requirement of retainer agreements and processing of professional services invoices accordingly.
16. Prepared quarterly matrices to accurately display productivity and time management within the County Attorney's office. These matrices provide a detailed visual representation of performance and the day-to-day operations within the office.
17. Interviewed and successfully hired a new Assistant County Attorney, Abby Jorandby.