



**Nassau County**  
**FACILITIES MAINTENANCE**  
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## Memorandum

Date: November 15, 2016  
To: Ted Selby, County Manager  
From: William Stonebreaker – Interim Director *WS*  
Subject: Accomplishments for FY 15/16 and Goals for FY 16/17

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### Awards and Recognition:

- David White has started his 4<sup>th</sup> and final year in the Electrician Trade as part of the North East Florida Builders Association.

### Training Opportunities

- Bill Howard, Jeff Little, George Moody, Julie Elliott and attended OSHA Safety Certification-10 Hour Construction Industry Training in Oct 2015.
- Bill Howard, Daniel Barnes and Les Burnsed attended HVAC Training Class in Oct 2015.
- George Moody and Reggie Jones attended Honeywell sponsored - Silent Knight - Technical class covers the Intelliknight 5820XL, 5820XL-EVS, 5808, 5700 Addressable Fire systems, installation, SLC devices, Emergency Communication System, hands on programming and troubleshooting with the SKSS software. Dec 2015.
- David Crews and Craig Mason attended 2 Limited Commercial Landscape Management Classes provided by the University of Florida – County Extension Office (Dec 2015 and April 2016). Classes are to receive CEU's. CEU's are necessary to keep their license current.
- David Crews and Craig Mason attended the Parks Maintenance Workshop sponsored by the Florida Recreation and Parks Association in March 2016.
- Don Castle, George Moody, Reggie Jones and David White attending Generator training course provided by the Nassau County School Board educating our personnel on their equipment we borrow during elections and power outages in Feb 2016.

## **Projects Completed for Fiscal Year 2015-2016:**

- American Beach Historic Park:
  - Wildlife Observation Platform, Parking, and Signs.
  
- Animal Control:
  - Air Conditioning Replacement.
  - Update and renovate the Directors and Supervisors office space is completed.
  - Parking Lot Project.
  
- Beach Front Walkover Replacement:
  - Burney and Julia #107 – Beach Front Walkover Replacement.
  - Scotts Road Beach Access #104 Beach Front Walkover replaced.
  
- Bryceville Repeater Tower:
  - Air Conditioning replacement.
  
- Burney Park Pavilion:
  - Pavilion Restoration.
  - Parking Lot Project.
  
- Callahan Health Clinic:
  - Roof replacement.
  - Air Conditioning Replacement.
  
- Callahan County Building:
  - Air Conditioning Replacement.
  
- Callahan Landfill Tower:
  - Air Conditioning Replacement.
  
- 911 Call Center:
  - New Facility Construction completed.
  
- Detention Center:
  - Replacement of Laundry Equipment is completed.
  - Kitchen Equipment Replacement.
  - Remediation Cleaning Project complete.
  
- Fire Rescue Headquarters:
  - Carpet Replacement.
  - Interior Painting.
  - Windows replaced.

- Fire Rescue Station 20:
  - Station Exterior Coating.
  - Window Replacement.
  
- Fire Rescue Station 40:
  - Roof Repairs.
  
- Fire Rescue Station 70:
  - Fencing Project.
  - Exterior Coating.
  - Awning installation.
  - Additional Rescue Parking Cover
  
- Fire Rescue Station 90:
  - Concrete site work complete.
  - Awning Project.
  
- Hilliard Repeater Tower:
  - Air Conditioning replacement.
  
- Hilliard Road & Bridge Dept.:
  - Mechanics Shop Improvements
  - Admin Office Area
  
- Historic Courthouse:
  - Installation of 2 Attic Units - Judges Chambers and Office.
  - Clock Tower - Structure Platform Renovations.
  - Video Surveillance System Upgrade.- Security Camera Upgrade
  
- James S. Page Gov. Complex:
  - Re Roof the Supervisors of Elections Portion.
  - Outside Air Make-up Units.
  
- John Claxton Boat Ramp:
  - Pavilion Installation
  
- Multi-Use Facility:
  - Air Conditioning Replacement.
  - Curb and Drainage Repairs.
  
- Nassau Amelia Utilities:
  - Secure Structure
  - Floor Coating

- Public Service:
  - Renovation Project.
  - Air Conditioning Replacement.
  - Code Enforcement Office Renovations complete.
- Sheriff Repeater Tower:
  - Air Conditioning replacement.
- Yulee County Building / FR 30 Parking Lot:
  - Parking Lot Overlay completed.
- Yulee Sports Complex:
  - Gymnasium Floor Upgrade.
  - Gymnasium- Re-Roofing Project completed.
  - Jaguar Grant for a New Football Field and Improvements to existing field.

Yulee Health Clinic – WIC:

- Remediation Cleaning Project

**Department Goals for Fiscal Year 16-17**

- Continue with the Re-lamping Program that was started in 2011/2012. Program continues to show a reduction in overall utilities costs.
- Continue to implement cost saving measures to reduce utility power and demand charges.
- Continue to actively work with Risk Management toward the development of safety plans and make it priority one for our staff to follow safety policies and utilize safe work methods there by reducing our workers compensation risk factor.
- Continue to establish and maintain the monthly preventative maintenance program, observing any potential problems that can be easily corrected before a major failure.
- Streamline Operations:
  - Assigning Maintenance Technicians to perform as project managers insures;
    - Projects are scheduled properly.
    - Projects are completed on a timely basis.
    - Projects are held to budgeted amounts.
    - The quality of the project is maintained.
    - The County and Technicians move in a positive direction of knowledge and skills with the tax payer being the beneficiary.