



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

MICHAEL S. MULLIN
County Attorney

TACO E. POPE, AICP
County Manager

OFFICE OF THE COUNTY ATTORNEY

I. ACCOMPLISHMENTS FY2020/2021

1. Supported the Engineering Department by reviewing numerous construction and maintenance bonds and letters of credit. Further, provided advice and direction on legal issues regarding developments and meetings with citizens.
2. Supported the Planning and Economic Opportunity Department by drafting and reviewing various growth-related policies and procedures and legal issues, including meetings with citizens affected. Reviewed Staff Reports for legal sufficiency. Attended Planning and Zoning Board meetings and advised Board members.
3. Supported the Code Enforcement Department by reviewing and advising on issues surrounding complaints, code enforcement violations and stop work orders. Further, attended Code Enforcement Board meetings and provided legal advice to Code Enforcement Board members.
4. Supported, supervised and directed the work of the state lobbyist, including frequent contact with Senator Bean and Representative Byrd.
5. Provided legal representation to the Nassau County Tree Preservation Committee and subsequently advised, reviewed and implemented, through Board's adoption, a new Tree Preservation Ordinance for Nassau County.
6. Drafted and assisted in numerous Resolutions and Executive Orders relating to the COVID-19 pandemic.
7. Supported the Human Resources Department by providing legal oversight and advice on various personnel issues.
8. Drafted, noticed and implemented, through Board's adoption, the Electric Bicycle Restriction Ordinance and subsequent amendment.

9. Assisted in drafting, reviewed and implemented, with Board approval, an Ordinance establishing Building Heights in the unincorporated areas of Amelia Island.
10. Legal representation of the Clerk of the Courts, Property Appraiser, Tax Collector and Supervisor of Elections, including meetings with concerned citizens. Examples of matters: Tax Deeds; Foreclosure Suits; Court Records; Assessment issues, etc.
11. Provided legal advice and counsel to Department staff.
12. Through phone calls and meetings, provided direction to numerous citizen concerns regarding development issues, complaints, etc. Advised solutions to various citizen issues in a timely manner.
13. Managed Contracts Management in the drafting and review of contracts, amendments, renewals, etc. Processed approximately 314 new contracts, amendments, auto-renewals, change orders, work authorizations, etc. for FY2020-2021.
14. Assisted the Procurement Department in drafting an updated Procurement/Purchasing Policy for Nassau County.
15. Provided legal representation to the Board of County Commissioners, the Planning and Zoning Board, the Conditional Use and Variance Board, the Code Enforcement Board and the Nassau County Canvassing Board.
16. Provided legal representation to the Tourist Development Council and the American Beach Water and Sewer District Advisory Board.
17. Drafted Checklists, Motions, Non-Quasi Judicial Statements and Quasi Judicial Statements for all public hearings.
18. Worked with the County Manager and the FGUA regarding the American Beach Water and Sewer District.
19. Prepared and posted approximately 785 public notices for Board meetings, negotiation sessions, bid openings, committee meetings, gatherings, etc. for FY2020/2021.
20. The County Attorney's Office responded and fulfilled approximately 1,221 public records requests for Nassau County. This task included the coordination of all Departments and subsequently provided responses to all requestors in a timely manner.

21. The County Attorney's office provided various training opportunities to the employees and Board members of Nassau County related to the Sunshine Act and Public Records.
22. Scheduled and conducted orientation training for all newly appointed Board/Committee members, including the newly elected County Commissioners in 2020.
23. The Nassau County Risk Management Department came under the purview of the County Attorney's Office in 2021. Managed the Risk Management Department in providing legal advice and direction on various issues related to insurance requirements, insurance claims, and update of forms.
24. The County Attorney's Office acquired the administration of the Nassau County SWEAT Grant Program in December, 2020, wherein the Program was brought into compliance with the Florida Department of Juvenile Justice which allowed Nassau County to start receiving reimbursement for services.
25. Successfully interviewed for and hired a new Assistant County Attorney.
26. Supported the SHIP Grant Program by reviewing various documents and providing legal oversight and advice on issues such as SHIP mortgages, foreclosures, construction, and disputes.
27. Attended weekly scheduled meetings with the Clerk of Court, NAU/FGUA, the Risk Management Department, Office of Management and Budget, Planning Department, Procurement, County Manager and Commissioners, upon request.