

Nassau County Board of County Commissioners



Annual Report for 2017



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Meet the County Manager



Shanea Jones is a lifetime resident and has worked for Nassau County since July of 2004. On February 6, 2017, Shanea was promoted to County Manager. As County Manager, Shanea administers and carries out the directives and policies of the Board of County Commissioners and enforces all orders, resolutions, ordinances, and regulations of the Board to ensure that they are faithfully executed in a timely manner.

This annual report is presented to the Nassau County Board of County Commissioners and its citizens for 2017.

Message from the County Manager

Thank you for the opportunity to serve as County Manager. In the last 13 years, I've had the privilege of serving in various positions throughout the county but none have compared to my role over the last 12 months. Let's just say it has been both challenging and rewarding!

As you are aware, Nassau County is rapidly changing. We have moved beyond the recession and have entered a time when developments that were stagnant have come back to life, vacant properties are being planned for future development, home prices are increasing, new residents are moving in, businesses are opening, our largest industry (tourism) is thriving and people are very interested to see how all of this activity will affect the place they call home.

Whether you are excited or upset about the changes that are occurring, everyone knows the importance of being prepared to handle the effects on the community. With this in mind, my focus and direction to staff has been to plan for the future, improve quality of life for residents and enhance the operations of the county. Staff carries out this directive every single day. The employees are by far the county's most valuable assets and I'm proud of the accomplishments they have achieved.

As staff and I move forward, it is my plan to hold more discussions with the board and the public to develop a unified, clear and obtainable vision as to what we want Nassau County to be and adopt a plan to ensure success. The decisions being made today are creating the future for generations to come. It's an obligation and privilege to create a positive future that residents are proud of and I will continue to do my best for Nassau County!

*Sincerely,
Shanea Jones*

Shanea Jones, County Manager
96135 Nassau Place, Suite 1
Yulee, FL 32097
Phone : (904) 530-6010
Email : sjones@nassaucountyfl.com

**Nassau County Total FY16/17 Budget
adopted September 26, 2016:
\$188,867,047***

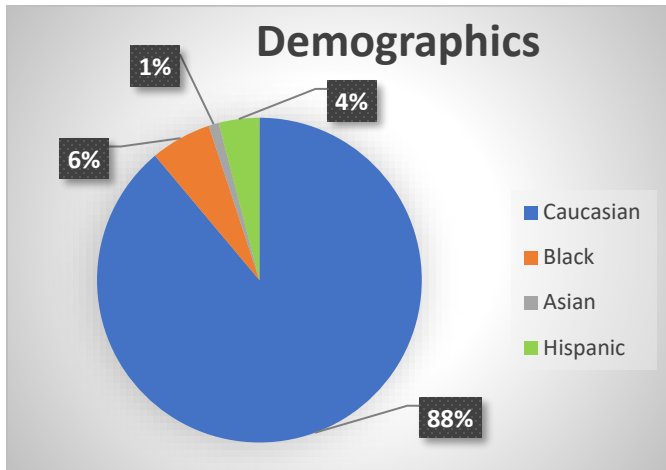
16/17 Millage Rates:

General Fund	5.9768
County Transportation	0.5902
Total County Wide Millage	6.5670

Municipal Service Taxing Unit	1.6694
Amelia Island Beach Renourishment MSTU	0.1021
Rec & Water Conservation District 1	0.0000

Official Website: www.nassaucountyfl.com

About Nassau County



Total Population: 80,622

Median Age: 45.2

Male: 48%

Female: 52%



Established: December 29, 1824

Number of Districts: 5

County Seat: Fernandina Beach

U. S. Congressional District: 4th

State House District: 11th

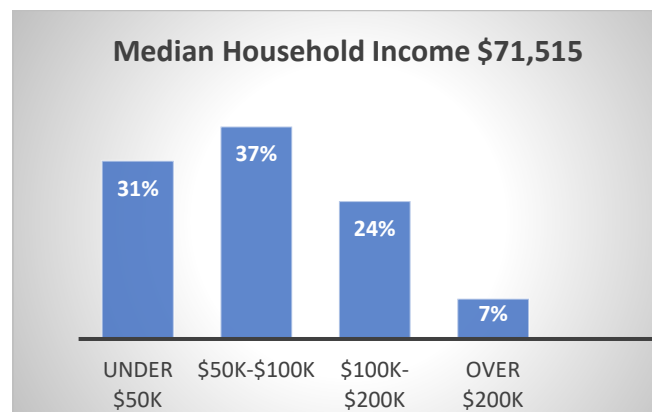
State Senate District 4th

\$35,557

Nassau County Per Capita Income

Nassau County, Florida's per Capita income is **about 25% higher than other counties in the State**: \$28,621

Nassau County, Florida's per Capita Income is **about 10% higher than other counties in the United States**: \$31,128



Total Area: 726 square miles

Total Land Area: 649 square miles

Total Water Area: 77 square miles



Constitutional Officers

Clerk of Court



John A. Crawford
76347 Veterans Way
Yulee, FL 32097
Phone: (904) 548-4600
Website: www.nassauclerk.com

FY16/17 Budget *

\$2.3 Million

Sheriff



Bill Leeper
77151 Citizens Circle
Yulee, FL 32097
Phone: (904) 225-5174
Website: www.nassauso.com

\$20.9

Tax Collector



John M. Drew
86130 License Road
Fernandina Beach, FL 32034
Phone: (904) 491-7400
Website: www.nassautaxes.com

\$2.3 Million

Property Appraiser



A. Michael Hickox
96135 Nassau Place, Suite 4
Yulee, FL 32097
Phone : (904) 491-7300
Website : www.nassauflpa.com

\$1.9 Million

Supervisor of Elections



Vicki P. Cannon
96135 Nassau Place, Suite 3
Yulee, FL 32097
Phone : (904) 491-7500
Website : www.votenassau.com

\$1.4 Million

About the Board of County Commissioners

Governing Authority

Nassau County is a political subdivision of the State of Florida. It was created for civil and political purposes and acts under powers given to it by the State. The County's governing authority is the Nassau County Board of County Commissioners.

Members

Nassau County is divided into five districts and the five members of the Board of County Commissioners are elected at large for staggered four-year terms. The Chairman and Vice Chairman of the Board are elected by the Board annually.

Duties

The general duties of the Board of County Commissioners are as follows:

- To enact resolutions and ordinances for the general health, safety, and welfare of the residents of Nassau County
- To levy taxation when necessary to finance operation of the County government
- To provide necessary services to safeguard the well-being and safety to the residents

Meetings

- Regular scheduled meetings are the second and fourth Monday of each month at 6:00 p.m., and the third Wednesday of each month at 9:00 a.m.
- Calls Special Meetings and Workshops as needed
- Commission Chambers are located within the James S. Page Governmental Complex at 96135 Nassau Place, Yulee, Florida
- Public is invited to attend and participate in meetings

**Commissioner's Adopted Budget FY 16/17:
\$1,823,889**

Total Employees of the Board of County Commissioners
for FY 16/17: 343.5

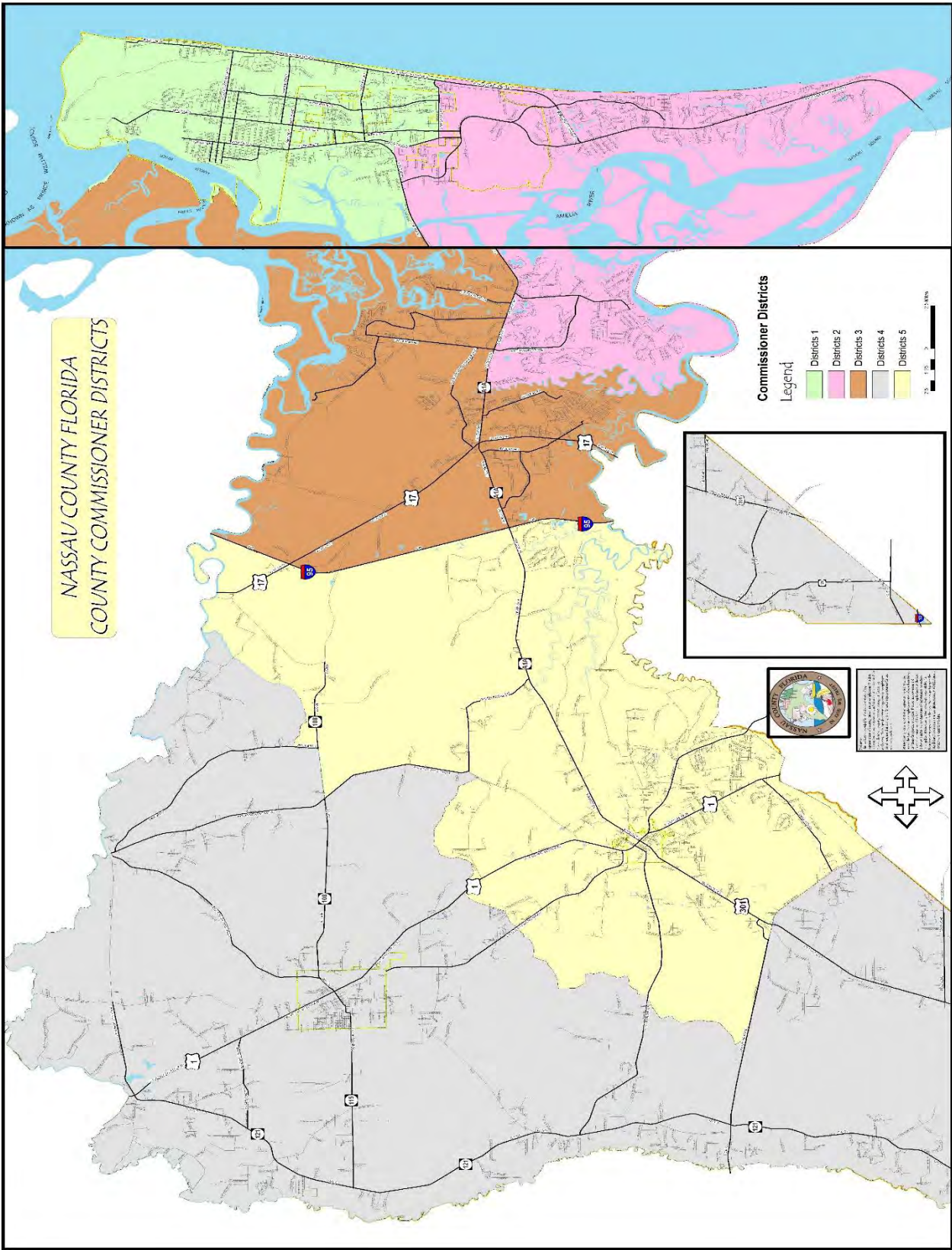
Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, FL 32097

Phone : (904) 530-6010

Fax : (904) 321-5784

Website : www.nassaucountyfl.com

District Map



Meet the Commissioners

District One



Commissioner: Daniel B. Leeper
District One: Fernandina Beach
Term: November 22, 2016 – November 16, 2020
Contact: (904) 430-3868
E-mail: dleeper@nassaucountyfl.com

District Two



Commissioner: Stephen W. Kelley
District Two: South Amelia Island, Nassauville, O'neil
Term: November 18, 2014 – November 19, 2018
Contact: (904) 556-0241
E-mail: skelley@nassaucountyfl.com

District Three



Commissioner: Pat Edwards
District Three: Yulee, Chester, Blackrock
Term: November 22, 2016 - November 16, 2020
Contact: (904) 335-0260
E-mail : pedwards@nassaucountyfl.com

District Four



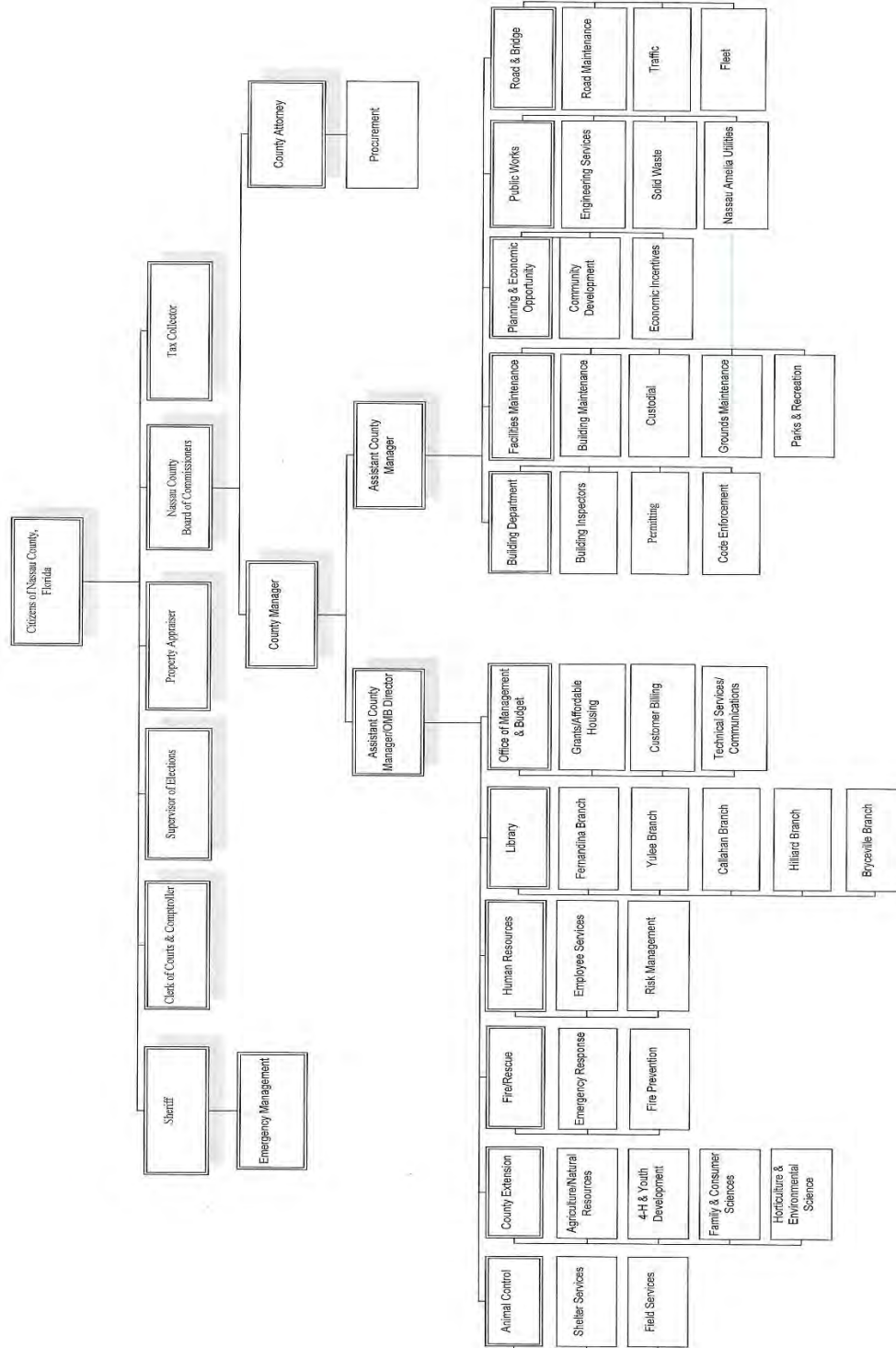
Commissioner: George V. Spicer
District Four: Hilliard, Bryceville, Boulougne, Kings Ferry
Term: November 18, 2014 – November 19, 2018
Contact: (904) 568-3409
E-mail: gspicer@nassaucountyfl.com

District Five



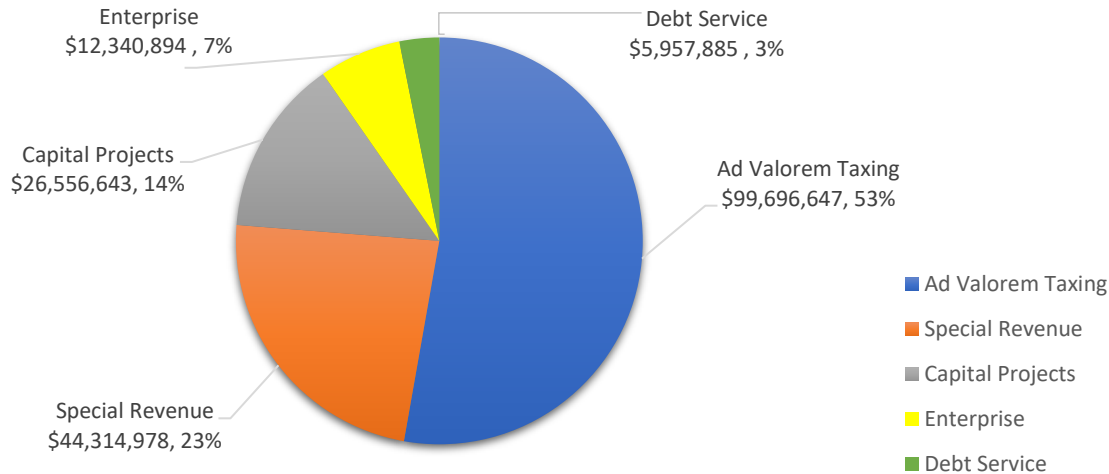
Commissioner: Justin M. Taylor
District Five: Callahan, West Yulee
Term: November 22, 2016 – November 16, 2020
Contact: (904) 625-5624
E-mail: jtaylor@nassaucountyfl.com

Organizational Chart



Nassau County FY 16/17 Budget by Fund Type

\$188,867,047



Ad Valorem Taxing Funds:

Used to account for all revenues and expenditures applicable to the daily operations of the County. Financing is provided principally by ad valorem taxes.

Special Revenue Funds:

Used to account for the proceeds of specific revenue sources that are restricted in their use and must be kept separate from other County revenues.

Debt Service Funds:

Used to account for the accumulation of resources for, and the payment of, interest, principal, and related costs on general long-term debt.

Capital Project Funds:

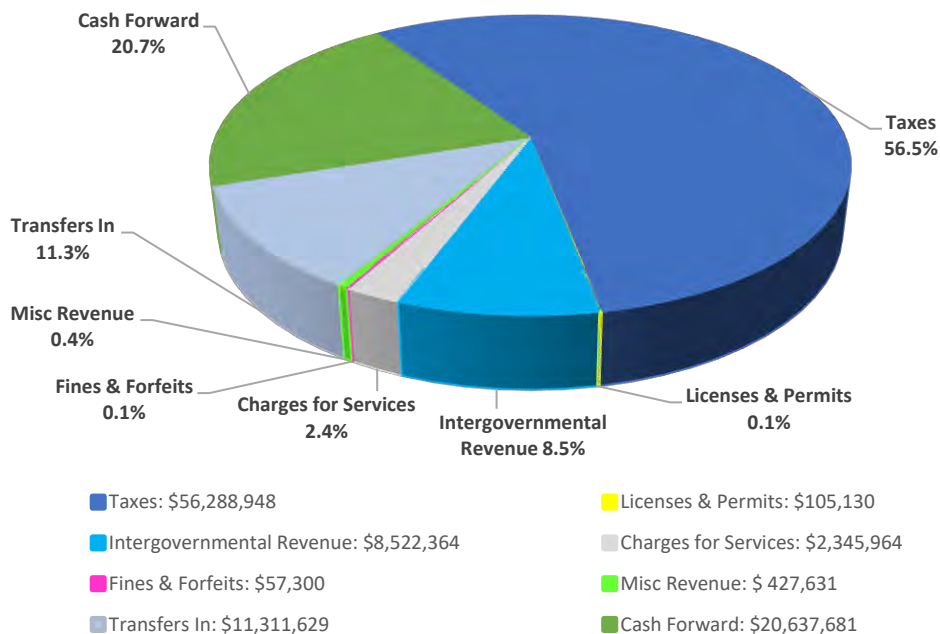
Used to account for all financial resources used for the acquisition or construction of major capital assets, other than those financed by Enterprise Funds.

Enterprise Funds:

Used to account for operations either (1) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user fees; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Ad Valorem Taxing Funds – Revenue Sources

\$99,696,647



Taxes:

Charges levied by the local government against the value of property on a person's purchase of specific goods or services.

Licenses and Permits:

Funds collected for the cost associated with the review and issuance of County licenses and permits.

Intergovernmental Revenue:

All revenue received from federal, state, and other local government sources in the form of grants, shared revenues and payments in lieu of taxes.

Charges for Services:

Revenue stemming from charges for current services whether received from private individuals or other government units.

Fines and Forfeits (non court-related):

Revenue generated from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty.

Miscellaneous Revenue:

Revenue not accounted for elsewhere including interest earned on investments.

Transfers In:

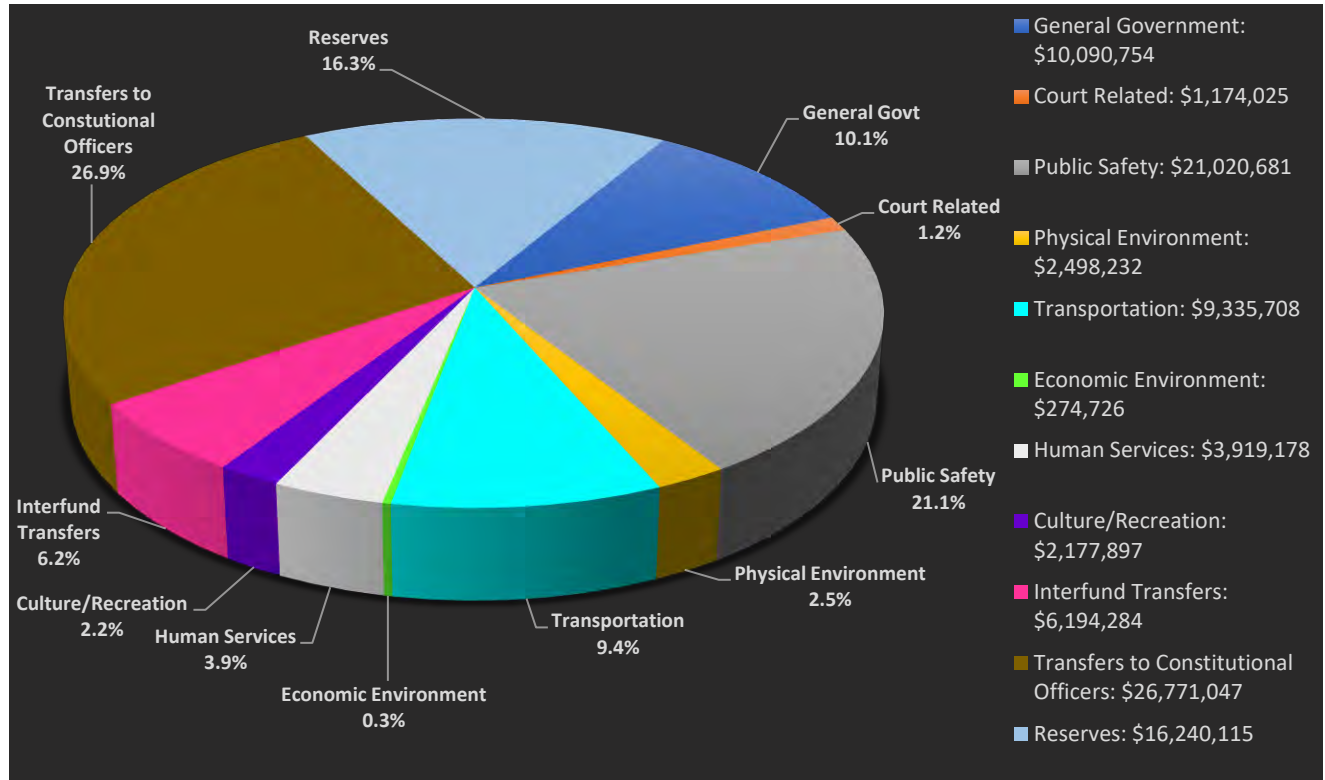
Transfers received from another fund or Constitutional Officer which are not repayable. This account represents a revenue to the fund but not to the entity as a whole.

Cash Forward:

Fund balance at the close of the prior fiscal year.

Ad Valorem Taxing Funds – Expenditures by Major Function

\$99,696,647



General Government (non-court related):

Services provided to the legislative and administrative branches of the local government for the benefit of the public and the governmental body as a whole.

Court Related:

The County's cost directly associated with the State Court System.

Public Safety:

Services for the security of persons and property.

Physical Environment:

Cost of services provided for the primary purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment.

(continued next page)

Transportation:

Cost of services for the safe and adequate flow of vehicles, travelers and pedestrians.

Economic Environment:

Services which develop and improve the economic condition of the community and its citizens.

Human Services:

Care, treatment and control of human illness, injury or handicap; and for the welfare of the community as a whole and its individuals.

Culture/Recreation

Provides and maintains cultural and recreational facilities and activities for the benefit of the citizens and visitors.

Interfund Transfers:

Transfers from one fund to another which are not repayable. This account represents an expenditure to the fund but not to the entity as a whole.

Transfers to Constitutional Officers:

Transfers to Constitutional Officers for various charges for services as well as their portion of the budget which is allocated by the Board of County Commissioners to fund operations.

Reserves:

Funding set aside for various reasons such as contingencies, emergencies, future capital expenses, cash flow purposes, etc.

Your Tax Dollars at Work

The State of Florida's "Truth in Millage" requires the County to adopt a balanced budget annually by September 30th. The annual budget safeguards the County's financial stability and ensures that all service requirements and debt obligations are fulfilled.

The County Commissioners want you to know how your tax dollars are being spent and what services you are receiving in exchange. Below is a chart that shows the allocation for a property with a taxable value of \$100,000. Depending on the location of the property (incorporated or unincorporated area), this taxpayer would be assessed either **\$656.70 OR \$823.64** by the Board of County Commissioners. This chart does not include property taxes assessed by the School Board, City, Town, St. Johns River Water Management District, Florida Inland Navigation District, Mosquito Control, or any other taxing authority.

Property's Taxable Value	\$ 100,000	
	Incorporated Property ¹	Unincorporated Property ²
	OR	
SHERIFF	\$ 226.46	\$ 265.90
CLERK OF COURTS	\$ 32.86	\$ 32.86
PROPERTY APPRAISER	\$ 28.68	\$ 28.68
TAX COLLECTOR	\$ 27.54	\$ 29.66
SUPERVISOR OF ELECTIONS	\$ 18.36	\$ 18.36
BOARD CO. COMMISSIONERS		
Board of Co Commissioners	\$ 23.05	\$ 23.92
Fire/Rescue		
Fire Department	\$ -	\$ 90.51
Rescue	\$ 73.85	\$ 73.85
Public Works		
Road & Bridge	\$ 48.80	\$ 48.80
Engineering	\$ 7.17	\$ 7.17
Solid Waste	\$ -	\$ -
Nassau Amelia Utilities	\$ -	\$ -
Facilities Maintenance		
Maintenance	\$ 37.24	\$ 37.24
Recreation/Beach	\$ 5.91	\$ 5.91
Building/Code Enforcement		
Building Department	\$ -	\$ -
Code Enforcement	\$ -	\$ 3.82
Human Resources/Risk	\$ 7.33	\$ 7.33
County Manager	\$ 3.63	\$ 3.63
Office of Mgmt & Budget		
Budget, Grants & Housing	\$ 4.71	\$ 4.71
Technical Services (IT)	\$ 5.74	\$ 5.74
Public Safety Radio System	\$ 6.11	\$ 6.11
Records Management	\$ -	\$ -
Libraries	\$ 15.36	\$ 15.36
Animal Control	\$ -	\$ 10.40
Growth Management	\$ -	\$ 7.83
County Attorney		
Legal	\$ 5.19	\$ 5.19
Contracts Management	\$ 1.95	\$ 1.95
Emergency Management	\$ 3.75	\$ 3.75
Cooperative Extension	\$ 4.63	\$ 4.63
Grants & Aid	\$ 29.18	\$ 33.03
State Mandates	\$ 20.64	\$ 20.64
Reserves	\$ 18.54	\$ 26.64
TOTAL AD VALOREM TAXES (LEVIED BY THE BOCC)	\$656.70	\$823.64

¹ Incorporated properties are located within City/Town limits. They are assessed General Fund (5.9768 mils) and Transportation (0.5902 mils) taxes by the BOCC for a total of 6.5670 mils.

² Unincorporated properties are located outside City/Town limits and are also assessed Municipal Service Fund (1.6694 mils) taxes for additional services the County provides to Citizens outside of Municipal boundaries for a total of 8.2364 mils.

Animal Care & Control

Nassau County Animal Care & Control promotes and protects public safety and animal care through sheltering, adoption programs, education and animal law enforcement. They also promote responsible pet ownership, compassion towards animals, and safe human-animal interactions.

16/17 Accomplishments

- ✓ Increased live release rate from 92% to 95%, maintaining “no kill shelter status”
- ✓ Euthanasia rates down 2% from last year
- ✓ Launched email support system to provide outreach for adopters to ask questions or have their concerns addressed
- ✓ Completed new addition of cattery enclosure to provide socialization area for cats and allow potential adopters to spend time with them
- ✓ Launched “Forget Me Not” Volunteer Program with Nassau County Schools to create opportunities to educate students on animal welfare, enrichment and volunteering
- ✓ Established weekly offsite adoption events at Petco
- ✓ Participated in several Mega adoption events in Jacksonville



Mega Adoption Event



Cattery Construction

16/17 Adopted Budget: \$1,086,977

Total Employees: 15.5

Contact: Animal Services Director, Tim Maguire

Address: 86078 License Road, Fernandina Beach, FL 32034

Phone: (904) 530-6150

Email: tmaguire@nassaucountyfl.com

Request for Service	2,706
Intake	2,105
Euthanasia	95
Owner Requested Euthanasia	34
Transfers	348
Adoptions	951
Return to Owner	456

Building Department & Code Enforcement

The Building Department provides professional certified services for the enforcement of the County's Codes related to land development and the State of Florida regulations relating to the health, safety and welfare of residents and visitors of Nassau County. Primary functions of the Code Enforcement Department include educating the public on code issues, investigating violations and complaints, and working with the citizens to ensure cases are resolved.

16-17 Accomplishments:

- ✓ Completed software conversion to expand ability to serve customers through online services related to permits and inspections
- ✓ Created a process for over-the-counter permit issuance for windows and doors
- ✓ Resolved FEMA's Community Assessment Visit audit findings related to floodplain administration, allowing Nassau County to join the National Flood Insurance Program's Community Rating System
- ✓ Created "bulletin" section on website where citizens and contractors can find information related to daily permitting and inspections
- ✓ Adopted 2017 Federal Insurance Program maps for east side of County involving changes for coastal waterways, rivers and streams
- ✓ Adopted revisions to 2014 Florida Building Code, Chapter 1, Administration, clarifying permit exemptions for certain single-family dwelling improvements

<u>Building Dept.</u>	
Building Permits (855 were new construction residential)	2,954
Electrical Permits Issued	2,104
Mechanical Permits	1,910
Plumbing Permits	2,087
Fire Protection Permits	23
Commercial Site Work Permits	1
Total Permits Issued	9,079

Contractor Licenses Issued	596
Inspections Performed	35,975
Certificate of Occupancy Issued	991

<u>Code Enforcement</u>	
Complaints Received	804
Initial Inspections	725
Re-inspections	890
Cases Complied	498
Cases Presented to Board	8

Building Dept. 16/17 Adopted Budget: \$4,973,874
Number of Employees: 18.87

Code Enforcement 16/17 Adopted Budget: \$299,752
Number of Employees: 4.13

Contact: Deputy Building Official, Terry Cotter
Address: 96161 Nassau Place, Yulee, FL 32097
Phone: (904) 530-6250
Email: tcotter@nassaucountyfl.com



County Attorney & Contracts Management

The County Attorney provides legal services to the Board of County Commissioners, County Manager, departments and committees organized under the Board; represents the Board in litigation; and manages outside legal and lobbying service providers. The County Attorney also reviews and prepares contracts, ordinances, resolutions, and other documents as required.

Contracts Management functions as the Central Purchasing Department for the Board of County Commissioners and works with the Board departments to create Request for Proposals, Requests for Qualifications, and Invitations to Bid to solicit for goods and services as needed.

16/17 Accomplishments

- ✓ Completed year without a successful or viable bid protest action through training, monitoring and coordination of contract management functions
- ✓ Supported, supervised and directed the work of the State Lobbyist
- ✓ Drafted and led Board to adoption of the Leave No Trace Ordinance for Nassau County beaches
- ✓ Supported Public Works in review of construction and maintenance bonds and letters of credit and legal issues regarding development
- ✓ Supported Planning & Economic Opportunity by drafting and reviewing various growth-related policies and procedures, as well as legal issues
- ✓ Worked with Planning & Economic Opportunity to draft amendments to the County's subdivision regulations and roadway & drainage standards

Procurement Efforts	46
Request for Quotes	10
Invitation to Bid	28
Request for Proposals	2
Request for Qualifications	6
Contract Management	185
New Contracts	87
Amendments	46
Auto Renewals	13
Task Orders/Work Auth.	22
Change Orders	17
Vendor Applications Processed	65
New Vendors	63
Vendor Updates	2
Contracts in Tracking System	870

County Attorney 16/17 Adopted Budget: \$468,498
(this amount excludes Contracts Management which was under the OMB Office when the budget was adopted)
Number of Employees: 3

Contact: County Attorney, Michael S. Mullin
Address: 96135 Nassau Place, Suite 6, Yulee, FL 32097
Phone: (904) 530-3100
Email: mmullin@nassaucountyfl.com

County Extension

The County Extension is a partnership between the University of Florida's Institute of Food and Agricultural Science (IFAS) and Nassau County. They provide research-based information to the residents in the areas of Horticulture (care and maintenance of trees, lawn grass, shrubs, plants, vegetables); Family, Consumer Sciences (budgeting, health and wellness, nutrition, Medicare); Natural Resources (land management, pesticide certification, livestock, and Best Management Practices; and 4-H Development (traditional home-based clubs, 4-H Leadership).

16-17 Accomplishments

- ✓ Two staff members selected as presenters for the National Conference for Public Issues for Extension
- ✓ One staff member selected to present at State Annual Conference
- ✓ Implemented new website design
- ✓ Advertising for programs reached over 10 million people
- ✓ Newspaper/magazine articles reached 1,737,119 people



4-H Program



Plant Clinic – Holiday Mailbox Decor

Horticulture

Class/Program Participants	5,686
Educational Materials Developed	68
Number of Volunteers	43
Total volunteer hours	5,038

Family, Consumer Science

Class/Program Participants	8,966
Educational Materials Developed	77
Number of Volunteers	12
Total Volunteer Hours	230

4-H Youth Development

Class/Program Participants	10,592
Educations Materials Developed	128
Number of Volunteers	286
Total Volunteer Hours	2,362

Nassau County residents saved over \$167,000 utilizing County Extension volunteers and services

16/17 Adopted Budget: \$713,369
Number of Employees: 7

Contact: Extension Director, Rebecca L. Jordi
Address: 543350 US Highway 1, Callahan, FL 32011
Phone: (904) 530-6350
Email: rljordi@ufl.edu

County Manager

16/17 Accomplishments

- ✓ Hired a new Planning Director, new Fire Chief and established a new Road & Bridge Director at no additional cost to the County
- ✓ Conducted salary survey and implemented new pay range and evaluation system which rewards high performers and eliminates low performers
- ✓ Established regular meetings with various intergovernmental and professional agencies to facilitate solutions for community problems
- ✓ Conducted site visits to each department to meet with staff, view facilities and equipment, and review departmental needs
- ✓ Created a new page on website dedicated to affordable housing
- ✓ Served as liaison for the Affordable Housing Advisory Committee
- ✓ Implemented use of electronic agenda software for Planning & Zoning Board meetings
- ✓ Works closely with lobbyist and State Representatives to aid in obtaining State funding
- ✓ Applied for and was awarded 2017 Healthy Weight Community Champion Award due to implementation of programs and policies that encourage healthy eating habits and active lifestyles
- ✓ Served as BOCC Rep at the Emergency Operations Center during 2 hurricanes and multiple wildfires

Public Outreach

- Nearly 300 stories written and shared on The County Insider and cross posted to FaceBook to keep the public informed of various topics such as current news, citizen surveys, capital projects, railroad closures, special events, etc.
- Coordinated Ribbon Cutting Ceremonies for new Sheriff Administration Facility and Eric Oliver Way
- Coordinated recognition event for all government agencies, businesses, non-profit organizations, and individuals who provided assistance during the 2017 wildfires
- Updated video tour book featured on County website which highlights the County
- Raised \$10,355 for United Way



Ribbon Cutting for New Sheriff Admin Facility



Ribbon Cutting for Eric Oliver Way

16/17 Adopted Budget: \$506,894
Total Employees: 3

Facilities Maintenance/Parks & Recreation

Facilities Maintenance maintains approximately 74 County buildings, providing repairs as needed, grounds maintenance and janitorial services to ensure a sanitary and safe environment for the employees and the citizens.

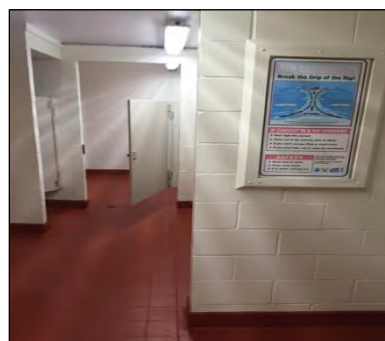
Parks & Recreation is responsible for maintaining approximately 19 park locations, supervising and assisting in new park facility construction, and working with various non-profit organizations for youth sports activities.

16/17 Accomplishments

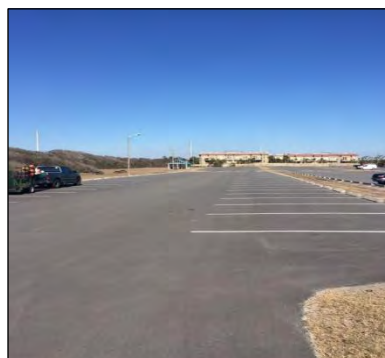
- ✓ Several park improvements including irrigation upgrades and soccer shade structure at the Callahan Ball Park; football field sodding at Hilliard Ball Park; football storage building at the Yulee Sports Complex; playground repairs at Goffinsville Park
- ✓ Removal of 4 derelict vessels from the waterways
- ✓ New or improved parking lots at Callahan County Building, Edwards Road Boat Ramp, Fire/Rescue Station 20 and Peters Point
- ✓ Painted exterior and interior restroom facilities and installed new floor coating at Peters Point and Burney Park
- ✓ Oversaw construction of new Sheriff Administration Building
- ✓ New roofs at Fire Rescue Headquarters and the James Page Governmental Complex
- ✓ Dock replacement at Melton Nelson Boat Ramp
- ✓ Sea Wall Project at John Claxton Boat Ramp



New Melton Nelson Dock



Burney Park Restroom –
Paint & Flooring



Peters Point Parking Lot

16/17 Adopted Budget: \$6,059,378

Number of Employees: 33

Contact: Facilities Maintenance Director, Doug Podiak

Address: 45195 Musselwhite Road, Callahan, FL 32011

Phone: (904) 530-6120

Email: dpodiak@nassaucountyfl.com

Fire/Rescue

Nassau County Fire/Rescue responds to calls for service in Nassau County and to surrounding municipalities through mutual aid agreements.

16/17 Accomplishments

- ✓ Maintained a high level of fire and emergency services to the citizens and visitors of the County
- ✓ Ordered and received one new rescue unit
- ✓ Ordered one new engine (scheduled for delivery in Feb. 2018)
- ✓ Participated in multi-agency Kings Bay Submarine Fire Drill
- ✓ Began design phase for new Station 71
- ✓ Hired five Firefighter/Paramedics
- ✓ Filled an additional Fire Inspector position
- ✓ Participated in over 30 public relations and educational events

Calls for Service by Type

Brush Fires	122
Fire Alarms	433
Gas Leak/Hazmat	50
Trash/Debris Fire	454
Medical Calls	6,272
Medical Alarms	220
Mutual Aid Responses	46
Motor Vehicle Crashes	652
Cardiac/Trauma Red	100
Structure Fires	99
Vehicle Fires	75
Suicide Attempts	5
Other Types Combined	1,637
Total Calls for Service	10,165
Patient Transports	4,642



Bryceville Wild Fires



Community Outreach

16/17 Adopted Budget: \$16,061,424
Total employees: 113.8

Contact: Chief, Brady Rigdon
Address: 96160 Nassau Place, Yulee, FL 32097
Phone: (904) 530-6600
Email: brigdon@nassaucountyfl.com

Human Resources

Human Resources is responsible for recruitment of qualified job applicants, securing competitive rates for employee health benefits, implementing programs that promote healthy lifestyles for the employees, and ensuring that the Board's employee policies and procedures are followed.

16/17 Accomplishments

- ✓ Completed salary survey
- ✓ Successful labor contract negotiations
- ✓ Successfully negotiated contract for County benefits to include Risk Management Services
- ✓ Promoted Safety Program by holding Countywide ergonomics training, purchasing ergonomically correct equipment, purchase of safety harnesses for Facilities staff, and quarterly safety meetings with staff
- ✓ Held employee training on Diversity and Sexual Harassment
- ✓ Completed annual Motor Vehicle Record checks on all regular drivers
- ✓ Promoted Wellness Programs including Walking Program, Flu Shots, Annual Wellness Expo, 2017 Government Day, Fresh Picked Challenge, 5k Race Registration Reimbursement Program, and Employee Wellness Reimbursement Program
- ✓ Procured \$115,000 Wellness Grant from Florida Blue
- ✓ Obtained membership in the First Coast Site Wellness Council



2017 Government Day Event



Employee Wellness Expo

16/17 Adopted Budget: \$1,024,405

Total Employees: 6

Contact: HR Director, Ashley Metz

Address: 96135 Nassau Place, Suite 5, Yulee, FL 32097

Phone: (904) 530-6075

Email: ametz@nassaucountyfl.com

Library

The Nassau County Public Library provides county residents and visitors with current materials for recreational reading, viewing, and listening; general information materials to meet their needs related to work, school, personal growth, and legal information; and assistance and training in improving the user's skills of finding, evaluating and using information effectively.

16/17 Accomplishments

- ✓ Applied for and was awarded over \$60,000 in grant funding to assist with operation costs, supplies, and program materials
- ✓ Processed 1,932 passport applications generating \$48,300 in revenue and an additional \$17,494 in revenue for passport photo services
- ✓ Issued 200 backpacks in partnership with the Sheriff's Office and Family Support Services
- ✓ Completed upgraded wireless access at Fernandina, Callahan, Hilliard and Bryceville Library branches
- ✓ Completed broadband network installation at Yulee branch
- ✓ Completed broadband internet access at Fernandina, Callahan, and Hilliard branches
- ✓ Redesign of website

16/17 Adopted Budget: \$1,404,014
Total Employees: 16.5

Contact: Library Director, Dawn Bostwick
Address: 25 N. 4th St., Fernandina Beach, FL 32034
Phone: (904) 530-6500
Email: dbostwick@nassaucountyfl.com

Library Cards Issued	2,608
Branch Visits	186,210
Items Circulated	224,181
eBooks	9,309

Programs Provided

Adult	108
Young Adult	26
Children's	263

Total Program Attendance 10,558



Teen Murder Mystery Party



Time for Tots Holiday Reading Program

Office of Management & Budget/Informational Technology

The Office of Management & Budget (OMB) provides administrative and financial support to the Board of County Commissioners, County Manager, and Department Heads to ensure the effective and fiscally sound delivery of services to the citizens.

16/17 Achievements

OMB

- ✓ Balanced budget without raising taxes
- ✓ Served as Finance Section for Hurricanes Matthew & Irma
- ✓ Saved over \$200,000 on Station 71 construction costs by working with Sheriff's Office to procure generator and utilized existing mitigation credits
- ✓ Updated Five Year Fleet Replacement Plan
- ✓ Updated the fully funded Five Year Capital Improvement Plan
- ✓ Submitted Hurricane Matthew reimbursement requests to FEMA

Grants

- ✓ Fifteen SHIP Down Payment/Closing Costs Loans totaling \$320,187
- ✓ Eight SHIP Rehabilitation Loans totaling \$520,000
- ✓ Aided citizens to receive \$24,500 in Disaster Mitigation Grants as a result of Hurricane Matthew
- ✓ Awarded and monitored several grants on behalf of the Nassau County Sheriffs' Office

Information Technology

- ✓ Installed and configured backup domain controller for Emergency Operations Center
- ✓ Upgraded networking gear at all sites in the County to increase uptime and support
- ✓ Worked with hosting company to completely redesign website to new ADA compliant version
- ✓ Built a Windows Software Update Server to keep computers up-to-date

Billing

- ✓ Updated many insurance companies to electronic claims submission
- ✓ Collected and processed 564 rescue credit card and e-check payments totaling over \$84,000
- ✓ Sent over 19,200 rescue bills through private invoicing, electronic claims and insurance claims totaling \$3,527,142 and collected \$1,666,535 in payments
- ✓ Sent 39,837 bills for Nassau Amelia Utilities and collected \$4,017,424 in payments
- ✓ Processed 2,835 NAU Service Orders and added 58 new connections

16/17 Adopted Budget: \$2,693,267

(this amount includes Contracts Management which was under the OMB Office when the budget was adopted)

Total Employees: 10

Contact: OMB Director/Assistant County Manager, Justin Stankiewicz

Address: 96135 Nassau Place, Suite 2, Yulee, FL 32097

Phone: (904) 530-6010

Email: jstankiewicz@nassaucountyfl.com

Planning & Economic Opportunity

The Department of Planning & Economic Opportunity provides technical planning to develop a long-term vision of the county and to capitalize on economic development opportunities while maintaining the desired quality of life. The department also ensures that development is done in accordance with established procedures, the Land Development Code and Nassau County Comprehensive Plan.

16/17 Accomplishments

- ✓ Successfully managed admittance to the National Flood Insurance Program's Community Rating System resulting in discounts on flood insurance premiums for Nassau County residents
- ✓ Created and facilitated the adoption of the William Burgess Mixed-Use Activity Center Overlay District in the 2030 Comprehensive Plan
- ✓ Created and facilitated the adoption of supplemental parking standards for Amelia Island to encourage tree preservation and reduce surface parking by establishing parking maximums, administrative reductions in required parking, use of alternative surfaces, and encouragement of Low Impact Development (LID) principles in design
- ✓ Completed revisions to the Land Development Code, Subdivision Regulations, and Roadway & Drainage Standards to create new development types and provide for related alternative design standards
- ✓ Successfully secured the NFTPO's #1 priority for grant funding via the TAP Program to construct a multi-use trail from 8th Street to Fletcher Avenue within the Amelia Island Parkway Corridor (est. cost of \$2.5 million)

Development Review

New Preliminary Binding Site Plans	22
New Site Engineering Plans	30
New Preliminary Plats	15
Final Plats	19
Final Development Plans	5
Single Lot Split Applications	31
DRC Pre-Application Meetings	56
Family Hardship Development	1

Other Related Efforts

Building Permits Reviewed	814
Conditional Use Applications	19
Comp Plan Amendments	10
Rezoning Applications	13
Zoning Variances	2

Board/Committee Facilitation

Planning & Zoning Board	21
Conditional Use & Variance Board	10
Affordable Housing Advisory Comm.	6
Development Review Comm.	56
Amelia Island Tree Protection Working Group	4

16/17 Adopted Budget: \$670,023

Total Employees: 7

Contact: Director, Taco Pope

Address: 96161 Nassau Place, Yulee, FL 32097

Phone: (904) 530-6300

Email: tpope@nassaucountyfl.com

Public Works

Nassau County Public Works is made up of four departments: Engineering Services, Road & Bridge, Nassau Amelia Utilities, and Solid Waste.

Engineering Services

Engineering Services is responsible for the design, inspection and administration of public works improvements within the County. Duties including inspection of road projects, issuing driveway permits, maintenance of traffic lights, right-of-way abandonments, and construction of sidewalks.

Driveway/Sidewalk Permits Issued	1,345
Utility Permits Reviewed/Inspected	176
Borrow Pit Permits Reviewed/Inspected	27
Traffic Lights Maintained	28
Flashers Maintained	27
Preliminary Binding Site Plans/Plats Reviewed and Submitted to DRC	80

16/17 Accomplishments

- ✓ Completed resurfacing of Middle/Griffin Road from Colby Drive to CR 108
- ✓ Completed construction of the CR 115A Bridge over Little St. Mary's River
- ✓ Installation of new School Zone Flasher on CR 108
- ✓ Completed RFQ process for the design consultant for resurfacing and widening of CR 115
- ✓ Issued Work Authorization for resurfacing of South 14th Street from Sadler Rd to Amelia Parkway
- ✓ Secured contract for the Design Services for the Pages Dairy/Chester Rd Intersection Improvements Project
- ✓ Awarded bid for resurfacing of Thomas Creek Rd
- ✓ Hill Road Bridge Reconstruction



New School Zone Flasher on CR 108



Hill Road Bridge Rehab

Contact: Public Works Director, Becky Bray
Address: 96161 Nassau Place, Yulee, FL 32097
Phone: (904) 530-6225
Email: bbray@nassaucountyfl.com

16/17 Adopted Budget for Engineering Services and Road & Bridge: \$9,306,962
Total Employees: 79.85

16/17 Adopted Budget for Solid Waste: \$1,757,968
Total Employees: 4.5

16/17 Adopted Budget for Nassau Amelia Utilities: \$10,880,212
Total Employees: 12.85

Public Works con't

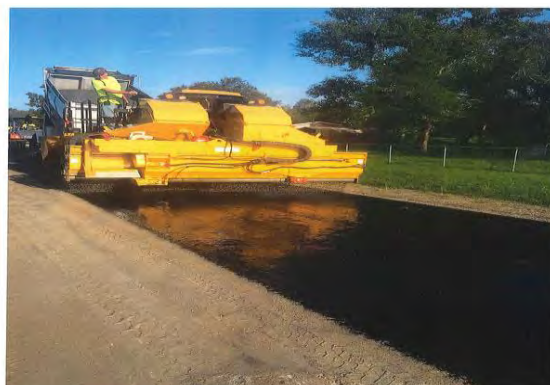
Road & Bridge

Road & Bridge is responsible for maintenance of all county maintained roads including paving, grading, applying surface treatments, etc. They also maintain the associated drainage systems, mow right-of-ways, and ensure roads are free of debris for safety of the citizens.

16/17 Accomplishments

- ✓ Completed Millings Projects on Yanie Rd, Mt. Olive Rd, and Henderson Rd
- ✓ Applied alternate surface treatment in Swallowfork Subdivision and Jones Way
- ✓ Received right-of-entries and advertised bid for Nassau Oaks Subdivision Outfall Ditch/Clearing Project
- ✓ Completed drainage projects include Robin Rd, Old Pineridge Rd, and Swallowfork Subdivision
- ✓ Completed 14th Street Guardrail Repair Project
- ✓ Awarded bid for Storm Drain Culvert Repair Project
- ✓ Completed Realignment of Crosby Ave.
- ✓ Issued 21,000 sand bags to residents in preparation of Hurricane Irma

Miles of Dirt Roads Maintained	176.5
Work Orders Received	856
Work Orders Completed	621



Swallowfork Alternate Surface Treatment



Road Inspections Following Hurricane Irma

Public Works con't

Solid Waste

Nassau County Solid Waste provides a Convenience Center for the collection and disposal of solid waste and recyclables such as tires, white goods, aluminum, glass, steel, plastic, newspaper, cardboard, and electronics. They also monitor and maintain 3 closed landfills in accordance with Florida Department of Environmental Protection regulations.

16/17 Accomplishments

- ✓ Completed the Flare Blower System CIP Project
- ✓ Title V Air Operating Permit revision approved and issued by FDEP
- ✓ Bryceville Landfill Permit released from permitting requirements
- ✓ Awarded bid for the Groundwater and Surface Water Monitoring for West Nassau, Lofton Creek and Bryceville Landfills
- ✓ Annual Hazardous Waste Event held. 15.96 tons of waste received and recycled
- ✓ Waste Tire Cleanup Event held. 868 tires received and recycled. Reimbursed \$1,700 from FDEP
- ✓ Implemented streamline recycling for glass, plastic and aluminum

Newspaper Recycled	124.49 tons
Scrap Metal Recycled	68.30 tons
Plastic Recycled	38.55 tons
Cardboard Recycled	17.31 tons
Appliances Recycled	14.50 tons
Electronics Recycled	3.62 tons
Total Recycled	266.77 tons
Household Waste Collected	1,112.89 tons



Leachate Tanks Recoated

Public Works con't

Nassau Amelia Utilities

Nassau Amelia Utilities (NAU) provides water and sewer services to the south end of Amelia Island. Their mission is to serve the community with the highest quality of safe drinking water at an adequate pressure and volume and to provide sufficient treatment to the wastewater in order to safeguard the surrounding environment. NAU services are not paid for by ad valorem taxes. Therefore, NAU operations are only paid by residents living within the service area.

16/17 Accomplishments

- ✓ Completed construction of Lift Station #1 and #3
- ✓ Began construction of the Transmission Mains Hydraulic Modeling Project
- ✓ Complete overhaul of Lift Station #13
- ✓ Issued Notice to Proceed for the Secondary Clarifier Rehab Project
- ✓ Began construction of the Wastewater Treatment Facility Headworks & Aeration Piping Replacement Project
- ✓ 2016 Annual Drinking Water Quality Report approved by FDEP and met all Federal and State requirements

New Meters Installed	57
Water Line Locates	930
Meters Changed to Touch Read	69



Lift Station #3 Rehab Project



Headworks and Aeration Piping Replacement

Additional Information Regarding Accomplishments & Goals

The accomplishments listed in this report do not reflect all projects and tasks completed in FY 2016/2017.

To view a complete list of accomplishments, or to see goals for the next fiscal year, please visit our website at www.nassaucountyfl.com and view each individual department's page.

If you have any questions, please contact the County Manager's Office at (904) 530-6010.