

# Board of County Commissioners

THE BOARD OF COUNTY  
COMMISSIONERS INVITES YOU



NASSAU  
COUNTY  
FLORIDA  
01.13.2024

PRESENTED BY WILDLIGHT

*BICENTENNIAL  
SPECIAL GUESTS*

**FLIPTURN**  
**HONEY HOUNDS**  
**THE BAND BE EASY**  
**THE FIREWATER TENT REVIVAL**

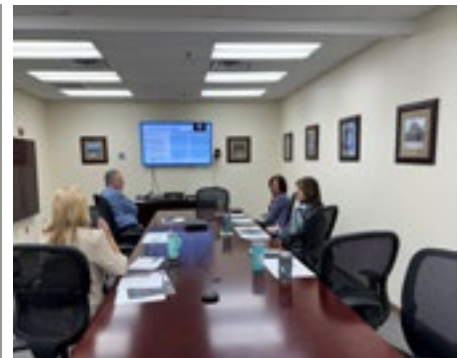
STAGE PRESENTED BY RESIDENCE INN  
BY MARRIOTT | AMELIA ISLAND

[WWW.NASSAUFL2050.COM](http://WWW.NASSAUFL2050.COM)



## HIGHLIGHTS

Bicentennial Celebrations  
Nassau Vision 2050  
Streamlining Procurement  
Upcoming Adoption Events  
Recycling Event Successful  
Tourism Update



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## TOURISM UPDATE



At the Board of County Commissioner’s meeting held on Wednesday, November 15, 2023, Gil Langley, President & CEO for the Amelia Island Convention & Visitors Bureau (AICVB), presented their fourth quarter report which reflected the total economic impact tourism had on Nassau County during the 22/23 fiscal year from October 1, 2022 through September 30, 2023.

During his presentation, Mr. Langley reported that in during the last fiscal year, tourism had a total overall economic impact of over \$932 million from bed taxes and taxable sales. Mr. Langley also provided an update on the AICVB’s new marketing strategies and an overview of special events, including an update on this year’s Dickens on Centre event.

To view the presentation, please visit [www.nassauclerk.com](http://www.nassauclerk.com) and then click on “Live Meetings”. All meetings are recorded and posted to the website for access at any time.

Did you know? The AICVB is the managing agency of the Amelia Island Tourist Development Council (TDC) which was established in 1988 to collect bed taxes for overnight stays on Amelia Island. Funds generated from the TDC are used to promote tourism on Amelia Island, but are also used for beach improvements and cleaning, as well as for various special events that add to the quality of life for Nassau County residents.



## EMPLOYEES OF THE QUARTER

At the Wednesday, November 15, 2023 meeting, the Board of County Commissioners recognized our new Employees of the Quarter.

Pictured left is Road & Bridge Foreman Curtis Wilder. Curtis has been employed with Nassau County since 1993, during which time he learned how to operate a variety of heavy equipment and machinery. Curtis takes great pride in his work and his dedication is unmatched. He often goes above and beyond the call of duty and was instrumental in completing chip seal projects over the last year.

Pictured right is Road Supervisor, Jay Denmark. Mr. Denmark has worked for the County since 2019 sharing his knowledge with team members and encouraging them to build their skills. Under his leadership, there has been an improvement in his crew's confidence and capabilities. Assistant Road Director Darren Marsh stated that as a supervisor, Jay helps new employees with less experience learn the job while demonstrating patience with them throughout the process, saying "Many times I've pulled up to a site and he's on his hands and knees showing them how to finish a curb. He does a great job training these young employees and he's been a great help to the county".

Congratulations Jay and Curtis. We appreciate all you do for Nassau County and its residents.



## ABOUT CUSTOMER CARE STANDARDS

As part of a proactive effort to create a more positive work environment, advance a public service culture, enhance accountability, and provide exceptional service to those doing business with Nassau County, the County Manager implemented Customer Care Standards in January 2022 to govern both internal and external interactions. Employee exemplifying the Customer Care Standards can be nominated by their peers for Employee of the Quarter.

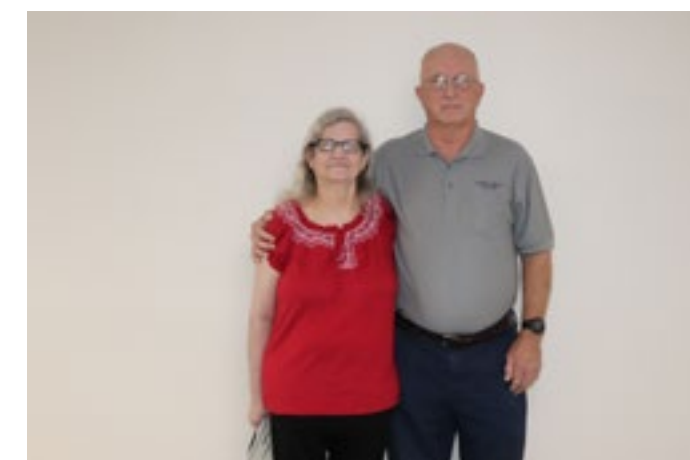
## EMPLOYEE RECOGNIZED FOR YEARS OF SERVICE

At the November 15, 2023 meeting, the Board recognized employee Danny White on 45 years of service with Nassau Amelia Utilities, the County's utility provider on the south end of Amelia Island.

During the presentation, County Manager Taco Pope took a few minutes to provide some examples of exemplary service provided by Mr. White and the utility. NAU Superintendent Josh Stillwagon followed stating, "His dedication to this utility is unmatched. His knowledge of this utility is unmatched. His work ethic is unmatched. Him as a man, husband and father... he's amazing. There's not enough time for me to stand up here (at the podium) and sing Danny's praises. To this utility, he is everything".

Each Commissioner took time to thank Mr. White for his service, however Commissioner Alyson McCullough seemed especially moved. As a full-time educator, Ms. McCullough expressed the value of blue collar workers and stated, "Blue collar workers make the world go around. I wish I could take a little piece of you and bottle up to give it to each and every one of my students in Nassau County. I'm just so grateful for 45 years of service so thank you so much from the bottom of my heart".

Congratulations, Danny! And thank you for everything you do for Nassau County and its residents.





## DEPARTMENT DIRECTORY

The following pages contain information about each department reporting to the Board of County Commissioners including their purpose and their contact information.

### Animal Care & Control

Nassau County Animal Services 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.

Tim Maguire, Director  
86078 License Road  
Yulee, FL 32097  
Phone: (904) 530-6150  
Email: [tmaguire@nassaucountyfl.com](mailto:tmaguire@nassaucountyfl.com)

### Building Department

The Building Department provides professional certified services for the enforcement of the County's codes related to land development and the State of Florida for the health, safety and welfare of residents and visitors of Nassau County.

Keith Ellis, Building Official  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6250  
Email: [kellis@nassaucountyfl.com](mailto:kellis@nassaucountyfl.com)

### Capital Projects

The Capital Improvement Project Management Department serves the residents of Nassau County by providing efficient planning, design, design management, grant management, construction management, construction engineering inspection management, as well as budget and schedule administration for all transportation, facilities and parks & recreation Capital Improvements Projects.

Raymond Albury, Director  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6225  
Email: [ralbury@nassaucountyfl.com](mailto:ralbury@nassaucountyfl.com)

### Code Enforcement

Code Enforcement's mission is to protect, promote and improve the health, safety and welfare of the community through an effective code enforcement program. Primary functions include educating the public on code compliance and working with residents to ensure a safe environment.

Raymond Lettsome, Manager  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6200  
Email: [rlettsome@nassaucountyfl.com](mailto:rlettsome@nassaucountyfl.com)

## DEPARTMENT DIRECTORY

### County Attorney

The mission of the County Attorney's Office is to provide high quality, timely, professional, and cost-effective legal representation to the Board of County Commissioners, and to other officials of Nassau County as directed by the Board.

Denise May, Attorney  
96135 Nassau Place, Suite 6  
Yulee, FL 32097  
Phone: (904) 530-6100  
Email: [dmay@nassaucountyfl.com](mailto:dmay@nassaucountyfl.com)

### County Extension

The County Extension offers classes and information related to 4-H youth development, agriculture and natural resources, lawns and landscapes, and family and consumer services.

Dr. Taylor Clem, Director  
85831 Miner Road  
Yulee, FL 32097  
Phone: (904) 530-6350  
Email: [tclem@nassaucountyfl.com](mailto:tclem@nassaucountyfl.com)

### County Manager

The County Manager provides fiscal, strategic and operational leadership to the departments under the Board of County Commissioners, as well as sound analysis and professional implementation of the Board's policies.

Taco Pope, County Manager  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone: (904) 530-6010  
Email: [tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)

### Development Services

The Development Services Department enhances health, safety and welfare within the County by providing economical, responsive, and effective professional engineering services.

Caleb Hurst, Director  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6225  
Email: [churst@nassaucountyfl.com](mailto:churst@nassaucountyfl.com)

### Facilities Maintenance

The Facilities Maintenance Division maintains approximately 75 County buildings including repair and maintenance needs, grounds maintenance and janitorial services, to provide a safe and sanitary environment.

Doug Podiak, Director  
45195 Musselwhite Road  
Callahan, FL 32011  
Phone: (904) 530-6120  
Email: [dpodiak@nassaucountyfl.com](mailto:dpodiak@nassaucountyfl.com)

## DEPARTMENT DIRECTORY

### Fire Rescue

Nassau County Fire Rescue responds to calls for service in Nassau County and surrounding municipalities through mutual aid agreements. This includes calls for fire service and for emergency medical emergencies.

Brady Rigdon, Fire Chief  
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.

Ashley Metz, Director  
96135 Nassau Place, Suite 5  
Yulee, FL 32097  
Phone: (904) 530-6075  
Email: ametz@nassaucountyfl.com

### Library

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

Julie Cannavino, Director  
25 N. 4th Street  
Fernandina Beach, FL 32034  
Phone: (904) 530-6500  
Email: jcannavino@nassaucountyfl.com

### Office of Management & Budget

The Office of Management & Budget is comprised of three divisions. The Budget Division 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 residents. The Grants/SHIP (State Housing Initiative Partnership) Division oversees dozens of grants and administers the SHIP Program for down payment assistance and rehabilitation assistance of homes for individuals in need. Lastly, the Rescue Billing Division handles billing for ambulance/rescue services by filing insurance claims and collecting payments.

Chris Lacambra, Director  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone: (904) 530-6010  
Email: clacambra@nassaucountyfl.com

## DEPARTMENT DIRECTORY

### Parks & Recreation

The Parks & Recreation Division strives to provide high-quality facilities and recreational opportunities for the residents of Nassau County. They oversee County ballparks, beach accesses and boat ramps and also serve as a liaison between the County and youth sports organizations.

Jay Robertson, Director  
45195 Musselwhite Road  
Callahan, FL 32011  
Phone: (904) 530-6120  
Email: jrobertson@nassaucountyfl.com

### Planning Department

The Planning Department provides technical planning support to the Board of County Commissioners, County Manager, and other County departments. They perform the daily operations associated with the implementation of the Land Development Code and Comprehensive Plan and are the point of entry for site plan review and other applications for development orders.

Elizabeth Backe, Director  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6320  
Email: ebacke@nassaucountyfl.com

### Procurement

The Procurement Department functions as the central hub for purchasing for the Board of County Commissioners and ensures that the County receives the best price for goods and services. They work with the departments to create Requests for Proposals, Requests for Qualifications, and Invitations to Bid to solicit goods and services, as needed, as well as managing procurements below the formal procurement threshold.

Lanaee Gilmore, Director  
96135 Nassau Place, Suite 2  
Yulee, FL 32097  
Phone: (904) 530-6040  
Email: lgilmore@nassaucountyfl.com

### Public Information

The Public Information Office strives to provide accurate and timely information to the residents, specifically as it relates to activities for departments under the Board of County Commissioners. This includes distribution of monthly newsletters, creation of news stories, management of the Board's news blog and social media pages, and attending special meetings and events.

Sabrina Robertson, Public Information Officer  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone: (904) 530-6010  
Email: srobertson@nassaucountyfl.com

## DEPARTMENT DIRECTORY

### Road Department

The Road Department performs maintenance of County roads including paving, grading and the application of surface treatments. They also maintain drainage systems, mow rights-of-ways and ensure that roads are free of objects and debris for the safety of motorists.

Darren Marsh, Interim Director  
37356 Pea Farm Road  
Hilliard, FL 32046  
Phone: (904) 530-6175  
Email: [chansen@nassaucountyfl.com](mailto:chansen@nassaucountyfl.com)

### Solid Waste

The Solid Waste Division provides collection and disposal of solid waste and recyclables, in addition to reporting and post closure procedures for five closed landfills.

Doug Podiak, Director  
45195 Musselwhite Road  
Callahan, FL 32011  
Phone: (904) 530-6120  
Email: [dpodiak@nassaucountyfl.com](mailto:dpodiak@nassaucountyfl.com)

### Strategic Advancement & Economic Resources

The Department of Strategic Advancement & Economic Resources is tasked with managing the County's Strategic Plan, correlating strategic planning efforts, performance monitoring and reporting and ensuring the execution of strategic initiatives and special projects. The department also works to increase collaboration and sharing of resources for Library Services, Animal Care & Control, Public Information, and the UF/IFAS Extension Office.

Brandy Carvalho, Director  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone: (904) 530-6010  
Email: [bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com)

### Stormwater Drainage Division

The Stormwater Drainage Division provides oversight to the water quality and water quantity in Nassau County. Staff is working diligently to create a comprehensive map of the County's entire stormwater system. This will help better serve citizens with stormwater flood protection and water quality projects. Staff work closely with Development Services and the Building Department to review development for applicable regulatory compliance.

Katie Peay, Director  
96161 Nassau Place  
Yulee, FL 32097  
Phone: (904) 530-6390  
Email: [kpeay@nassaucountyfl.com](mailto:kpeay@nassaucountyfl.com)

## Your County Commissioners



District One  
John Martin  
County Cell: (904) 570-2594  
Email: [jmartin@nassaucountyfl.com](mailto:jmartin@nassaucountyfl.com)



District Two  
A.M. "Hupp" Huppmann  
County Cell: (904) 319-0686  
Email: [ahuppmann@nassaucountyfl.com](mailto:ahuppmann@nassaucountyfl.com)



District Three  
Jeff Gray  
County Cell: (904) 570-1946  
Email: [jgray@nassaucountyfl.com](mailto:jgray@nassaucountyfl.com)



District Four  
Alyson McCullough  
County Cell: (904) 319-0689  
Email: [amccullough@nassaucountyfl.com](mailto:amccullough@nassaucountyfl.com)



District Five  
Klynt Farmer  
County Cell: (904) 570-1357  
Email: [kfarmer@nassaucountyfl.com](mailto:kfarmer@nassaucountyfl.com)

## OFFICE OF MANAGEMENT & BUDGET

### BUDGET DIVISION

FY 22/23 year-end review and close-out, to include:

- Verification of accurate account postings
- Ensuring sufficient available budget to invoice processing
- Preparation of year-end entries for accurate recording of all revenue/expenditures

FY 22/23 cash-carry forward process, to include:

- Working with departments to confirm amounts to carry forward into the new year for uncompleted projects, contracts and purchase orders
- Completion and submission of a master list of FY 22/23 purchase orders to carry forward into the 23/24 Fiscal Year to be submitted to Clerk Finance

Other activities in November included:

- Continued collaboration with Guidehouse, a consulting group contracted to administer American Rescue Plan funding
- FEMA reimbursement for Hurricane Idalia in process
- In the process of preparing the 2023/2024 Budget Book
- The Local Housing Assistance Plan (LHAP) was amended to include a new strategy and technical revisions

### GRANTS DIVISION

Grant Activities:

- Approval of a \$500,000 2023 COPS Grant for the Sheriff's Office
- Approval of a \$37,811 VOCA Grant for the Sheriff's Office
- Approval of a \$15,633 JAG Grant for the Sheriff's Office
- Approval of a \$66,798 EMPG Grant for Nassau County Emergency Management

State Housing Initiatives Partnership (SHIP) Activities:

- Conducted a pre-bid walkthrough for an upcoming home rehabilitation project for a resident in need



The Essential Housing Advisory Committee (EHAC) recognized Grants/SHIP Administrator, Carol Gilchrist, at their November meeting. Carol will be retiring in December after 12 years of service to Nassau County.

## HUMAN RESOURCES

### November Activities

Employee Services		Employee Benefits	
New Hires:	8	Benefit Enrollments:	5
Terminations/Retirements:	5	Benefit Terminations:	2
Positions Posted:	7	Benefit Changes:	0

### NATIONAL CAREGIVERS MONTH

November was National Family Caregivers Month, a time to celebrate and honor the contributions of caregivers who provide care and support for their loved ones. As such, Human Resources's monthly Wise & Well Newsletter focused on strategies that employees caring for family members can use to care for themselves. Below are a few tips if you find yourself providing care for someone.

- **Take time to recharge.** You can pour from an empty cup, so practice self-care.
- **Share the load.** Enlist the help of family members to perform specific tasks.
- **Hire help.** If you can fit it in the budget, it can be wise to hire someone to do tasks you may no longer have time for such as cleaning.
- **Talk to your employer.** Work flexibility is crucial.
- **Let go of the notion of a perfect balance.** There will be weeks where you focus more on your children or spouse, and other weeks where you have to focus on your aging parent. Let priorities guide you.
- **Determine your needs.** Caregivers must be cognizant of their non-negotiable human needs to prevent burnout or exhaustion.
- **Lean on support.** Having a support system of friends, family and possibly even a therapist is crucial to the caregiver's mental health.
- **Keep perspective.** Remember that this time in your life will not go on forever.

### Job Opportunities

The County offers free health benefits (for employees), paid time off, 13 paid holidays, educational reimbursement, and participates in the Florida Retirement System. Scan here to see job descriptions and associated salary ranges, or visit <https://nassaufl.co/jobopportunities>.





## COUNTY ATTORNEY

### NOVEMBER LEGAL SERVICES



53

\*Requests for Legal Services Received



69

\*Requests for Legal Services Completed



23

Public Notices Issued



283

Public Records Requests Fulfilled

\*A request for legal services is an internal form that staff uses to request the County Attorney to provide legal advice and/or review documents prior to items being presented to the Board of County Commissioners for consideration.

### Did You Know?

The County Attorney's Office works with approximately twenty-five (25) of the County's departments and divisions on a continuing basis to provide legal review services. This year alone, the County Attorney's Office has reviewed close to 500 requests for legal sufficiency. This number includes initial review, and re-review, as necessary, of contracts, amendments, addendums, grants, supplemental agreements, work authorizations and change orders for a wide variety of goods and/or services ranging from road paving projects to water/sewer improvements to the hiring of street performers for the annual Dickens on Centre holiday event. The County Attorney's office works closely with the County's Procurement office and the County Manager's office to ensure that the County's departments and divisions receive the necessary goods and/or services in a timely manner so that they are able to better serve the residents of Nassau County.

### Official Webpage

For more information about the Nassau County Attorney's Office, visit: <https://nassaufl.co/CountyAttorney> or scan the below QR Code.



### Public Records Requests

Filing a records request has never been easier. Our electronic records system, Just FOIA, allows you to create an account and receive updates on the status of your request throughout the process. You can file a request on our website at <https://nassaufl.co/PublicRecords> or by scanning the below QR Code.



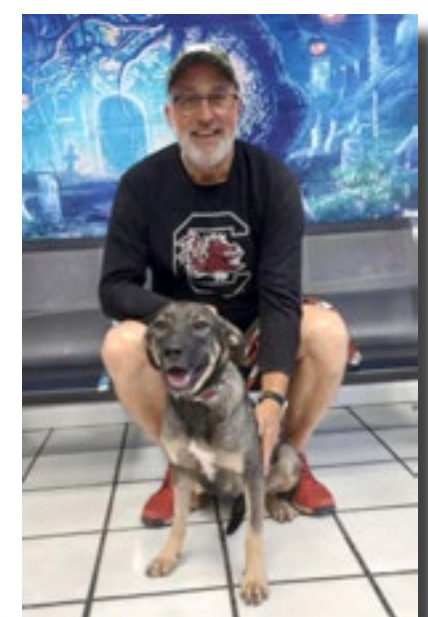
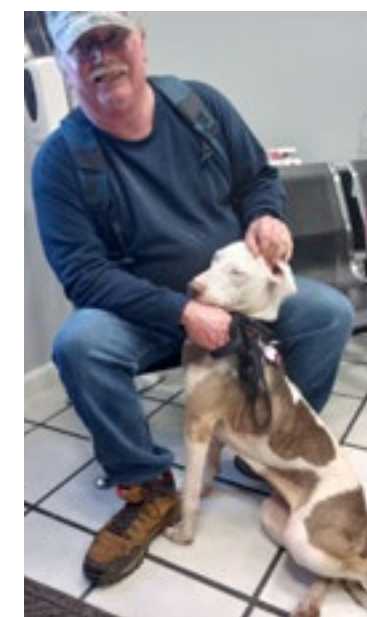
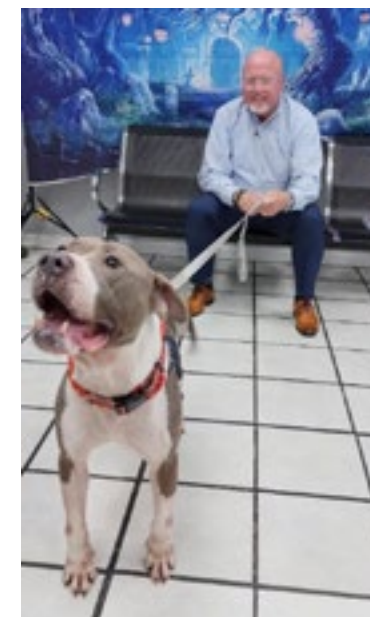
## ANIMAL SERVICES

### November Activities

	Dogs	Cats
Total Intakes	58	91
Total Outcomes	47	142*

\*Total out includes adoptions, return to owners, and transfers to rescue groups

### 129 animals were adopted in November 2023!



### ADOPTION EVENTS



**Saturday, January 6, 2024** from 10am-3pm, Pet Supermarket, 1416 Sadler Rd., Fernandina Beach, FL

**Saturday, January 13, 2024** from 8am-12pm, Nassau Crossing Park, 77480 William Burgess Blvd., Yulee, FL

**Saturday, January 13, 2024** from 1pm-5pm, Bicentennial Kick-off Event at Wildlight (Tinker Street)





## PROCUREMENT

### Streamlining Procurement: Automating Requisition Processes for Efficiency

The Procurement Department is excited to provide you with an update on its ongoing initiative to automate the requisition to purchase order process. We are pleased to announce that Procurement has successfully piloted automation in one department, marking a significant leap towards modernizing the County's procurement processes. The next phase involves extending this automation to other departments in the coming months.

Benefits of Automation:

- 1. Increase Efficiency:** Automation will expedite the requisition to purchase order process, reducing manual effort and saving valuable time.
- 2. Streamline Process:** The automated workflow will create a seamless and standardized process, eliminating inefficiencies.
- 3. Improve Data Integrity:** Automation ensures accuracy and consistency in data entry, minimizing the risk of errors and enhancing the reliability of our procurement information.
- 4. Improve Transparency:** The requisition workflow will provide transparency into the entire process, enabling stakeholders to track progress and stay informed.
- 5. Enhance Internal Controls:** Automation introduces robust internal controls, reducing the likelihood of errors, and ensuring compliance with procurement policies.

Our commitment to leveraging technology to improve services and reduce costs remains unwavering, and this initiative is a pivotal step in our ongoing effort to streamline the procurement and contracting process.

As we move forward, we look forward to the positive impact this automation will have on our operations. Stay tuned for further updates as we progress through the implementation across various departments.

### VENDOR REGISTRATIONS

In November, 35 new vendors registered to bid on new projects with Nassau County. Out of those, 23 were Florida vendors and 5 were local, Nassau County vendors.

### Contracts, Contract Amendments and Change Orders approved by the County Manager in November 2023

See next page

GLE Associates	Environmental Survey for old jail property	\$5,400
US Dept of interior	Storm gauges for St Marys Ferry Landing and Thomas Creek at Lem Turner	\$69,750
KLT Construction	Demolition at old sheriff's office property	\$54,500
Facility Automation Solutions	Building Management System	\$37,456
Armstrong Fence	Installation of gate operator at Road Dept. - Hilliard	\$12,640
Armstrong Fence	Installation of gate operator at Road Dept. - Yulee	\$9,019
Community Planning Collaborative	Amendment to existing contract with revised scope	\$19,950
PQH Group	Extension to existing contract	\$6,000
Just FOIA	Addition of administrative assistance for public records software	\$31,091
Pye-Baker Fire & Safety	Back flow repair at Station 70	\$7,741
Visionworks, LLC	Courtroom audio/visual system	\$11,710
Comprise Tech.	Extension to existing contract	N/A
FL Door Control of Orlando	Install of ADA Compliant push button system at James Page Building	\$14,907
Bandwango, Inc.	Amendment to scope and time extension	\$49,500
City of Fernandina	Renewal of interlocal agreement for rescue services	N/A
City of Jacksonville	Renewal of interlocal agreement for rescue services	N/A
ICON Enterprises	Contract extension	\$5,275
Clearwater Marine Aquarium, Inc.	TDC Sponsorship for Right Whale Festival	\$10,000
Public Consulting Group, LLC	Collection and reporting of data for Fire/Rescue	\$35,000
GAI Consultants	Additional Scope for William Burgess Project	\$49,080
Presentation Resources	TDC - Decor for Dickens on Centre	\$42,649
Aloha Interior Plants	TDC - Decor for Dickens on Centre	\$9,400
Olsen Associates	Assistance with FEMA Grant and other misc. services	\$31,500
Instuform Tech.	Reduction of contract. Work less than bid.	+\$78,124
Coastal Current Electric	TDC - Electrical devices for Dickens on Centre	\$6,700

## LIBRARY

Activity	November 2023
Items Circulated	17,809
Library Cards Issued	227
Gate Count	9,423
Computer Use (hrs)	651
Computer Use (ppl)	869
Reference Questions	1,261

The Library System circulated 17,809 items November. This includes books, audio books, cds/dvds, and other items that can be checked out at any of the 5 library branches.

### Hotspots are available at the library

Nassau County Public Library has hotspots available for patrons to check out! These hotspots will help you stay connected whether you are at home or on the go. The hotspots allow students, parents, teachers and families working and studying remotely, access to a free and reliable internet connection.

The portable hotspots connect Wi-Fi enabled devices such as laptops, tablets or smartphones to the internet. The hotspots can connect up to 10 devices at one time and work almost anywhere in the continental U.S.

In order to check out a hotspot, users must have a Nassau County Public Library card in good standing. The lending period is 14 days which can be extended if there is no waitlist. Visit [nassaureads.com](http://nassaureads.com) for more information!



## FIRE RESCUE

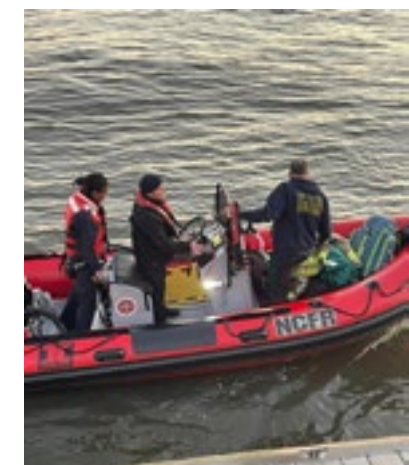
Call Type	# of Calls for November
Medical Calls	763
Fire Calls	139
*Other Calls	1

\*Examples of "other calls" include lift assistance, downed wires, stranded motorists, etc.



Several members of Nassau County Fire Rescue's Honor Guard participated in the Florida Fallen Firefighter Memorial Service on November 17th.

Pictured L-R: Eng. Fitchett, Eng. Faucher and Battalion Chief Dodd.



Marine 20 responded to a call of a medical emergency near Cumberland Island. The patient was located and transported to the Dee Dee Bartel Boat Ramp where paramedics were waiting to provide medical assistance.



NCFR collecting their equipment and tools after a motor vehicle crash that required extrication on November 22nd.



## CODE ENFORCEMENT

November Activities	
Complaints Received	157
Initial Inspections	2
Cases Reaching Compliance	25
Cases Presented to Code Board	25
Lien Search Requests	19
Snipe Signs Removed from right-of-way	159
Stop Work Orders Issued	3

### STOP WORK ORDERS:

Code Enforcement may issue a Stop Work Order for any work on projects upon finding probable cause to believe that work which requires certification or registration (permit) is being performed without a current, valid certificate or registration (permit).

Stop Work Orders can be issued for an entire project or a portion of a project. The issuance of a Stop Work order requires the receiver to immediately halt all work related operations, in accordance with Florida law. Stop Work Orders are often issued for payment disputes, or unsafe working conditions. It is imperative that you take action quickly to protect yourself from any consequences (i.e., starting a job without approved plans or the prerequisite permit, clearing land without a clearing permit, etc.).

How to Lift a Stop Work Order:

- Correct the violations. The first step in having a Stop Work order is to correct the issue;
- Request re-inspection from the issuing department once the violation has been corrected.
- Pay the fees.

For work begun without a valid permit, the permit fee could be up to four (4) times the normal permit fee. Contractors performing emergency repairs/replacements shall apply for the proper permits. Otherwise, the work could be considered work begun without a permit.


## STORMWATER AND DRAINAGE

### November

Lot grading applications approved	97
Formboards approved	81
Drainage concerns reviewed	3
Building heights reviewed	88

### Rainfall Totals

(from St. Johns River Water Management District)	
November 2023	3.38 inches
Monthly Average	2.02 inches



### CURRENT UPDATES

Below are activities that took place in November, as well as several project updates. For additional information, please call (904) 530-6225.

- Spring Lake Estates Drainage Project: Construction anticipated to begin in January 2024.
- Thomas Creek Land Acquisition: Scope received.
- Simmons Road drainage project: Design Work complete. Work will begin after Comcast relocates their lines.
- Staff teamed with UNF Senior Design Class to review various stormwater design concerns for the 3rd year, including Kings Ferry Boat Ramp re-design.
- The Resilient Florida Planning Grant with the Florida Department of Environmental Protection has been executed. Training for GIS survey equipment set to commence in coming weeks.
- Participated in the Northeast Florida Emergency Operations Center Roundtable Event.



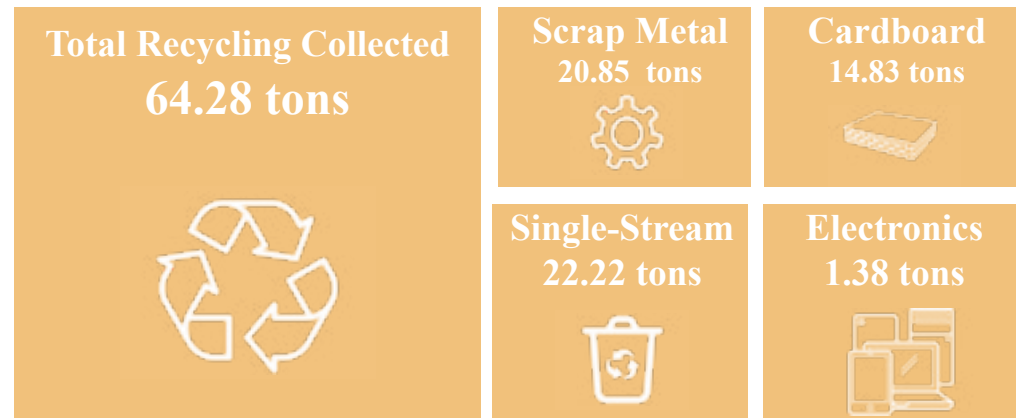
### CHILI COOKOFF

Congratulations to Senior Stormwater Inspector Chris Dixon on winning first place in the Public Service Division's annual chili cook off in November. (shown center)

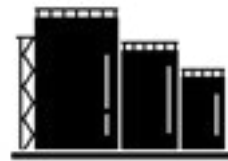


## PUBLIC WORKS - SOLID WASTE

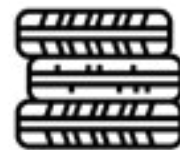
### November Activities



164.4  
tons of residential  
waste collected



323,900  
gallons of leachate\*  
collected



148  
tires collected for  
recycling

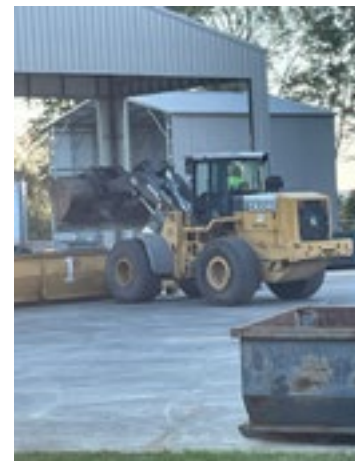
\*Leachate is liquid that forms when rain water filters through landfill waste



Transferring freon  
appliances collected at  
the Convenience Recycling  
Center to a recycling facility



Collecting recycling bins and  
replacing them with empty bins



Compacting trash bins at  
the Convenience Recycle  
Center

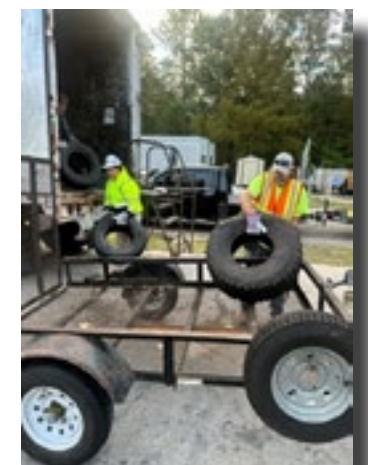
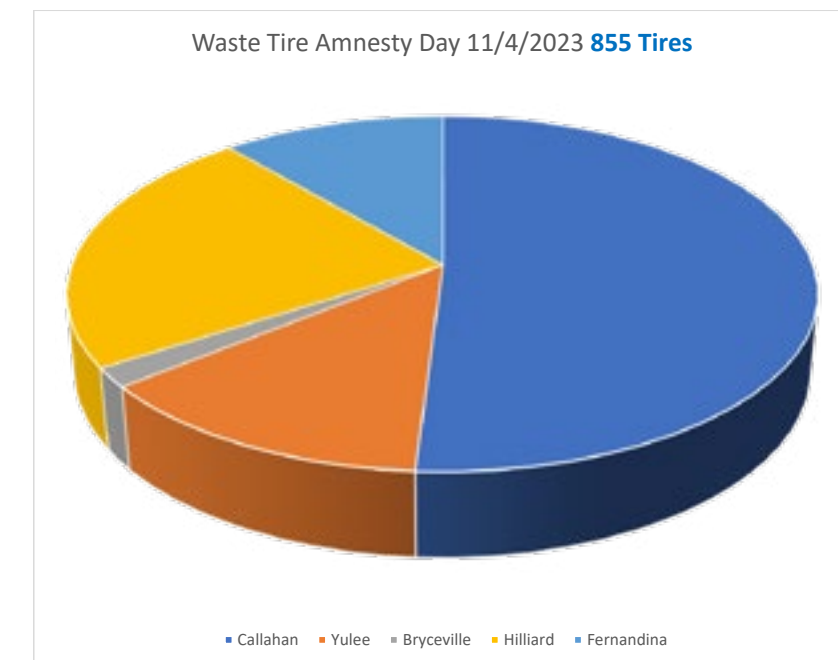
## ANOTHER SUCCESSFUL RECYCLING EVENT

On Saturday, November 4, 2023, Nassau County Solid Waste their bi-annual Waste Tire Amnesty Day. This event allows Nassau County residents to safely dispose of up to 15 car/truck tires at no cost and is done as an effort to keep toxic tires from being dumped.

We are excited to announce that 855 tires were collected during the 3 1/2 hour event and will be recycled appropriately. We look forward to bringing another Waste Tire Amnesty Day in the spring.

As a reminder, each household can dispose of up to four (4) tires per year at no charge at the Convenience Recycle Center in Callahan located at 46026 Landfill Rd. So you don't have to wait until the next event to dispose of tires properly! Call (904) 530-6700 with questions.

Thank you for helping us keep these toxic items out of the environment.



## PUBLIC WORKS - FACILITIES MAINTENANCE

### PROCESSING WORK ORDERS

Maintenance Technicians are assigned work orders each day. Each work order is different and varies in location and skill sets. Work orders range from painting, carpentry, plumbing, welding, air conditioner, and electrical work.... just to name a few. Pictured below are photos of some work orders being completed in November 2023.



Maintenance and repairs at the Historic Courthouse



Trimming door to be hung at the Health Department



Repairing walls at the American Beach Community Center



Trimming trees at the Judicial Complex



Getting the tree ready for the Christmas Tree Lighting scheduled for December 1st

Facilities Maintenance completed **1,397 work orders in November**

## PUBLIC WORKS - PARKS & RECREATION

### EMPLOYEE SPOTLIGHT



We would like to recognize Parks & Recreation's new Operations Manager, Jason Brown.

Jason has nearly 30 years of experience in Parks & Recreation. In his new role with the County, Jason will oversee park facility scheduling including building rentals, recreation activities, sports associations, and community requests. He will also manage annual services contracts and rental agreements, perform regular inspections of County parks and amenities, and will serve as the direct liaison between Youth Sports Organizations and the County.

### NASSAU CROSSING SOCCER FIELD UPDATE

In November, the County received bids for installation of irrigation and sod to the soccer fields at Nassau Crossing Park. It is anticipated that the Board will award the bid at a meeting in January 2024. Work is anticipated to begin in March when the weather warms so the sod can establish properly.

### NOVEMBER ACTIVITIES



Repairing a latch on the men's restroom stall at Peters Point Beachfront Park



Repairing the glass on the train at Nassau Crossing Park after it was vandalized



Parks & Rec Director adding the final touches to the tree for the Christmas Tree Lighting



## PUBLIC WORKS - ROAD DEPARTMENT

### November Activities

	Work Orders Created	158
	Ditches Cleaned	3,783 LSF*
	Storm Drains Cleaned	6,405 LSF*

\* Linear Square Feet

### Work Order Highlights for November

#### Culvert Repairs

- Completed 8 work orders for various driveway repairs

#### Storm Drain Cleaning

- Completed 9 work orders using the jet vac truck

#### Dirt Road Maintenance

- Completed 8 work orders adding additional materials to dirt roads

#### Fleet Maintenance

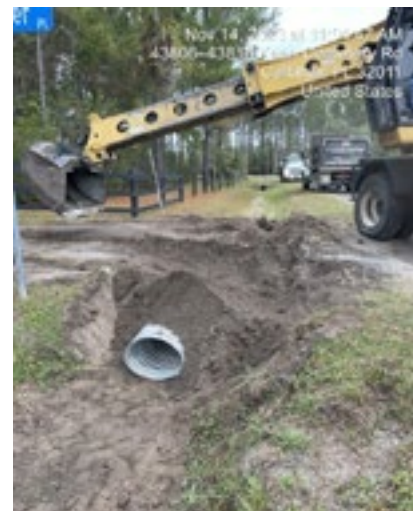
- Performed 15 preventative maintenance work orders
- Performed 70 non-scheduled work orders
- Dispensed 2,120 gallons of diesel fuel

#### Roadside Ditch Cleaning

- Completed 4 work orders digging ditches in various locations around the County

#### Paved Road Maintenance

- Completed 6 work orders for various miscellaneous maintenance
- Completed 8 work orders for pot hole repairs
- Completed 8 work orders for roadway shoulder repairs
- Completed 13 work orders for tree/debris removal



## TRAFFIC DIVISION

Nassau County is responsible for maintenance of over 80,000 traffic signs and markers. This relatively small division of the Road Department has a very quick response to repair and replace damaged or missing signs (usually within 24 hours). The four employees make and install anything from small guardrail markers to large project informational signs. Below are a few examples of the hard work performed in November 2023.



Replacing missing sign at Dyal Road/US 1



Making and installing new numbers for mowers



Replacing signs at Melton Nelson Boat Ramp



Installing no parking signs on Duane Road



Replacing damaged yield sign on bike trail

## HOW TO SUBMIT A REQUEST FOR ROAD ISSUES/REPAIRS



Did you know that you can submit maintenance requests and/or report road issues online? Visit [www.nassaucountyfl.com](http://www.nassaucountyfl.com) and click on Maintenance Work Request. This will direct you to our work order site, Dude Solutions. You will need to create a user profile but once you do, you can submit your work order and then the system will generate automatic emails to you, notifying you of updates as the work progresses.



## PLANNING DEPARTMENT

### AMERICAN BEACH COMMUNITY PLANNING MEETINGS



Community members and interested individuals attended the first of three community meetings planned for American Beach on Saturday, November 4th. The event was held at the American Beach Community Center on Amelia Island. Remembered by visitors as the "heartbeat and synergy" of the community, the Evans' was a 200-seat establishment, serving food and drinks and home to musical entertainment and dancing. Started in 1948 by Willie Evans, Sr., the Rendezvous operated continuously until 2000, when it closed.

Discussion during the community meeting focused on the following:

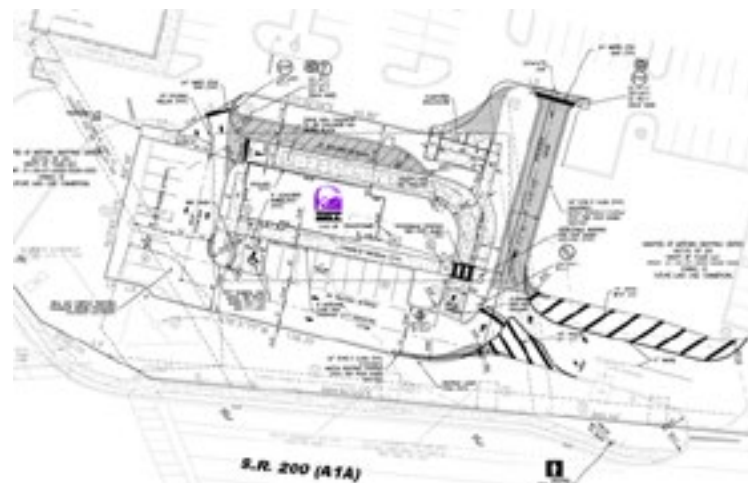
- providing an update on progress made in the evaluation of the structural soundness of the Evans' Rendezvous building;
- engaging attendees in conversations related to options for reactivating the Evans' Rendezvous building and surrounding area; and
- identifying the parameters for potential future usage of the Evans' Rendezvous building and the surrounding area based on restrictions related to the historic nature of the building and on limitations due to the ecologically sensitive nature of the location on Gregg Street.

For more information related to the American Beach planning effort, view the following: <https://>

Meetings have also been scheduled for December 2, 2023 at 11:00 a.m. and January 27, 2024. Both will be held at the American Beach.

### PROJECT HIGHLIGHT: TACO BELL - SHOPPES AT MIDTOWN

Staff is currently reviewing a site plan for the Taco Bell – Shoppes at Midtown - Yulee, proposed within a 5.89-acre property located on the north side of Hwy A1A/SR200 within the Shoppes at Midtown development in Yulee. The plans propose a fast food restaurant within a 2,163 square foot building which includes a drive-through.



## BUILDING DEPARTMENT

Permits	# Issued in Nov.
New Builds, Additions, Rehabs, Roofs, Siding, Signs	282
Mobile Home & Modular Home	8
Electrical	313
Mechanical	234
Plumbing	305
<b>TOTAL</b>	<b>1,142</b>
Other Activities	
Contractor Licenses Issued	42
Certificate of Occupancies Issued	97
Inspections Performed	3,046

### WHAT OUR CUSTOMERS ARE SAYING

Patty was wonderful and helpful. She went above and beyond helping us.

-A. Bell

June was absolutely fabulous!

-T. Carson

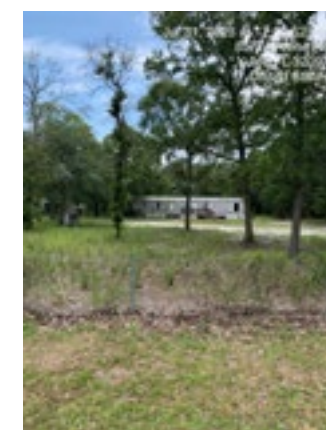
This is my second time here. I work across the whole state and this Building Department is the most friendly and accessible of all. Thank you!

-J. Raines

### UNSAFE STRUCTURES

In July 2023, Code Enforcement notified the Building Department of an unsafe structure on Alene Rd. An initial inspection was performed with multiple violations found. A courtesy letter was sent to the property owner on August 8, 2023. On August 14, 2023, the Deputy Building Official spoke with the property owner who indicated he would be coming in to obtain a demolition permit.

The demolition permit was issued on October 2, 2023. Final inspections were completed on November 3, 2023 and found the property to be in compliance.



Before



After

Please keep in mind that it's important to obtain your demolition permit prior to work being performed. Should work be done prior to the issuance of a permit, fees can be substantially greater.

## CAPITAL PROJECTS

### Project Highlights

#### County Road 108 Safety Improvements:

Construction from Middle Road to US 17 (Phase 1) is nearing completion. Construction from Bay Road to Middle Road (Phase 2) is also nearing completion.

#### Henry Smith Road Improvements:

Construction anticipated to begin in December 2023.

#### Pratt Siding Road Improvements:

Plans are complete. Right-of-Way identification and acquisition is currently underway.

#### William Burgess Blvd:

Final permitting and specification are nearing completion. Construction expected to begin in January 2024.

#### County Road 121 Improvements:

The design for the segment between Duval County to CR 119 began in April 2023. The design timeframe will be 9 months. Construction is expected to commence in early 2024. The County will be issuing an RFQ soon for the segment from CR 119 to US 1 in Boulougne.

#### Hendricks Road Extension

Right-of-way acquisition is nearly complete. Design to begin in the last quarter of 2023.

### Bicycle and Pedestrian Projects

#### Amelia Island Parkway Trail: Phase One

Construction by CGC, Inc. is underway. Expected completion is May 2024.

#### Amelia Island Parkway Trail: Phases 2-4

Phase 2 design was completed in the first quarter of 2023. The advertisement for construction is expected in late 2023. Phases 3 and 4 are under design.

#### Amelia Island Trail from Simmons Road to Hickory Street

This segment was funded by legislative appropriations from the State. The County grant agreement was executed and staff is preparing to advertise for design professional services. The RFQ will be advertised in November 2023.

#### Citrona Drive Pedestrian Improvements

Construction was completed in August 2023.

### Intersection Improvements

#### Pages Dairy and Chester Road Intersection Improvements

Design is nearing completion and construction is expected to begin in January 2024.

#### William Burgess Boulevard and Harts Road Roundabout

Design is complete. Construction will be completed under a development agreement with costs shared by the developer and the County. Construction is expected in late 2023.

## DEVELOPMENT SERVICES

### November

Driveway/Sidewalk Permits Issued	46
Driveway/Sidewalk Inspections Performed	212
Utility Permits Issued	8
Building Permits Reviewed	123
Borrow Pit Permits	0
DRC Pre-applications Reviewed	7
Site Engineering Plans Reviewed	25
Variance Requests Reviewed	0
Zoning Certifications	1

### DEVELOPMENT REVIEW

Commercial properties that were reviewed in the Yulee area included a commercial area, a church expansion, commercial platting of land, a sport/recreation area, and a hotel. Near Callahan, a solar farm facility and two tradesman offices were reviewed.

### DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee meets every Tuesday at 9am to discuss applications that have been filed for development. These are preliminary meetings to ensure that the applicant and proposed project have met all requirements from the County. Anyone interested in learning about proposed projects should follow DRC agendas closely and reach out to Development Services with questions. Items approved by the DRC may eventually progress to the Planning & Zoning Board and/or Board of County Commissioners for approval.

## UF/IFAS COUNTY EXTENSION

The County Extension offers classes and information related to 4-H youth development, agriculture and natural resources, lawns and landscapes, and family and consumer services.

Services	Qty.	Estimated Savings to Residents
Total Programs/Activities	137	\$20,149
Site Visits	35	\$2,573
Phone, Email and Office Visits	185	\$3,401
Volunteer Hours	293	\$8,617
Newspaper Articles	5	\$703
Soil Analysis	28	\$560

### 4-H Youth Development

The 4-H Agent mission is to provide educational programs for positive youth development and overseeing fundraising, record-keeping, marketing, working with the Nassau County 4-H Association, and ensuring compliance with state and national policies. 4-H Agents recruits, trains, and retains youth and adult volunteers.

#### I Am A Scientist!

Nassau County 4-H hosted our 4-part school enrichment series, "I Am A Scientist!" at Hilliard Elementary. The 4-H Agents taught more than 120 youth the steps of the scientific method through 5 exciting experiments... concluding in the always fun ice cream in a bag experiment!

Other experiments that we used included teaching capillary action through "rainbow bridges", making observations on soda volcanoes, learning how to make a hypothesis with sink/float, and keeping good scientific methods by growing bacteria! It is always a joy to see the spark for the love of science bloom in young minds.



## AGRICULTURE

The Agriculture/Natural Resources Agent works to help ranchers and farmers enhance their production and distribution capacities, while maintaining sound environmental principles.

David Hebert, the Ag/NR Extension Agent with Nassau County, taught at the Silvopasture Workshop during Forest Week at the Florida Forest Service Event in Hilliard. With about 20 people in attendance, David went over the types of forages available to plant during the warm and cool seasons and different methods of planting. He showed attendees different graphs with one goal in mind: Reduce the amount of "purchased" and "stored" feed - that is to reduce the cost associated with buying feed rather than growing it on-site. The latter option presents the property owner with more options and enables them to save money while maximizing land use and animal health. The workshop explained the benefits of silvopasture and how it improves the quality of livestock and livestock products.

### Nassau County 4-H At Large-Club (Ages 5-18)

This Club is for all 4-H families, current members, potential members, and the general community who haven't found their club or specialty area yet, wants to learn more about 4-H in general, or wants to participate as an independent member. This will be an all-around, all purpose, general topic club led by the Nassau County 4-H Agents & Staff. Those that are in other clubs are still welcome to participate!

**Who:** open to ALL interested families, potential, or current 4-H members

**When:** Jan 22, 6-7:30 pm

**Where:** Yulee Extension Office, 85831 Miner Rd.

### Nassau County 4-H Movie Club

Nassau County 4-H is offering a brand new SPIN program designed to combine the love of movies with meaningful conversations such as confidence, friendship, mental health, and more!

We will have 4 sessions where we will watch a movie as a group (snacks included!) and then hang out for a brief period afterward to discuss our movie critiques and application to everyday life!

**Who:** open to ALL interested youth ages 8-18, per movie

**When:**

- Jan 16- Inside Out (Ages 8-18)
- Jan 23- Up! (Ages 8-18)
- Feb 2- Encanto (Ages 8-18)
- Feb 27- Seniors only (ages 14-18)- A Silent Voice

**Where:** Yulee Extension Office, 5pm



Contact Kelsey Irvine at (904) 530-6354 or via email at [kelseymirvine@ufl.edu](mailto:kelseymirvine@ufl.edu) for more details.



## STRATEGIC ADVANCEMENT

### Nassau Prosperity Alliance (NPA) Quarterly Meeting

At the NPA meeting on November 6th, NPA members were asked to review the County's strategic plan and to provide input and/or recommendations for the Board to consider during the upcoming Winter Strategic Planning Session. Halff Associates, the County's Vision Plan consultants, attended virtually to introduce the consultant team and to discuss the NPA's role in the Vision Plan process. Members participated in a SWOT analysis and were asked to provide feedback on a number of topics including growth, economic development, housing, and transportation.

### JAXUSA Regional Partners Meeting

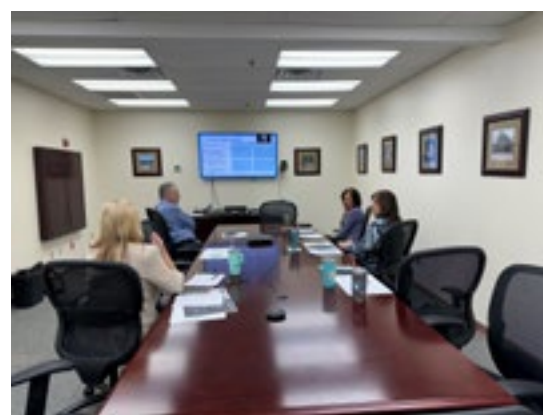
A meeting of the JAXUSA Regional Partners was held on November 17th. Partners include economic development representatives from Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns counties. Attendees participated in a strategic plan exercise that focuses on Northeast Florida's strengths, weaknesses, opportunities, and threats. The plan's guiding principles include competitiveness, regionalism, economic mobility, innovation, and resilience centered around the following goals: talent development, business growth, quality of place, and infrastructure networks. Representatives were on hand to provide input and to share county initiatives that help support the identified goals.

### November Community Engagement Events

- Developer/Builder Monthly Meeting
- Evans' Rendezvous Community Meeting
- Leadership Roundtable
- JTA Transit Study Virtual Workshop - Hospitality Group
- Republican Party of Nassau County



Republican Meeting



Meeting of the NPA

## NASSAU COUNTY CELEBRATING 200 YEARS!

The countdown is on! Nassau County is turning 200 (est. 1824), on December 29, 2024, for those marking your calendars. To commemorate our Bicentennial, the Nassau County Board of County Commissioners is hosting events and activities all year long to celebrate our history, while also working with the community to help sculpt our future through the Nassau Vision 2050 exercise.

We are excited to announce our first event – The Bicentennial Kick-off, brought to you by Wildlight, on Saturday, January 13, 2024, from 1:00 – 9:00 p.m. at Wildlight (Tinker Street). This free event will include activities for all ages and interests including live music, a kid's zone, vendors, food trucks, a chili cookoff, a cornhole tournament, and a Nassau Vision 2050 tent where you can give your input on the County's next 25 years and win some cool swag!

Featured on the Residence Inn by Marriott | Amelia Island music stage is Nassau County's very own flipturn, an indie-rock band originating from Fernandina Beach. Special guests include: Honey Hounds, The Band Be Easy, and Firewater Tent Revival.

County Manager Taco Pope stated, "Nassau Florida is our collective home. It is incumbent on those of us here now to take proactive steps to protect the quality of life and unique character of Nassau Florida so generations will come to know the place we have all grown to love. The Nassau Florida Vision 2050 exercise provides a meaningful opportunity to help chart the course for the next 200 years".

To learn more about the celebrations and vision exercise, please visit our Nassau Vision 2050 webpage at [www.nassaufl2050.com](http://www.nassaufl2050.com). You can also find information on our Bicentennial FaceBook page at <https://nassaufl.co/BicentennialFBPage>.

Businesses, individuals, and organizations who are interested in participating in the Bicentennial, including sponsorships and volunteering, should contact the Department of Strategic Advancement and Economic Resources at (904) 530-6010, Option 7, or email Director Brandy Carvalho at [bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com).

We look forward to celebrating with everyone in 2024.



All Voices. One Vision.





## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

INVITES YOU TO CELEBRATE NASSAU COUNTY'S BICENTENNIAL (EST. 1824) THROUGHOUT 2024

## BICENTENNIAL KICK-OFF

PRESENTED BY WILDLIGHT

Saturday, January 13th, 2024 | 1-9pm | Wildlight, Yulee, FL

FREE ADMISSION • LIVE MUSIC • KIDS ZONE • CHILI COOK-OFF  
CORNHOLE TOURNAMENT • VENDORS • VISION 2050 TENT

MUSIC STAGE PRESENTED BY RESIDENCE INN BY MARRIOTT | AMELIA ISLAND

**Headlined by local indie-rock band FLIPTURN**

along with special guests:

HONEY HOUNDS • THE BAND BE EASY • THE FIREWATER TENT REVIVAL

To learn more about Bicentennial schedule & activities, visit:

**WWW.NASSAUFL2050.COM/BICENTENNIAL**

## PUBLIC INFORMATION OFFICE

### November activities included:

- Monthly BOCC Newsletter for October 2023
- Issued two special event permits
- Attended and photographed Veterans Day Parade
- Attended and photographed October recycling event
- Assisted NCAS with social media posts and bi-monthly newsletters
- Processing three special event applications
- Final stages of Annual Report to be released this winter
- The County Insider: 38 stories
- Facebook: 36 posts reaching 88,905 people
- Tweets: 19
- LinkedIn posts: 9
- Press Releases issued: 1
- Proclamations prepared: 1

### SIGN UP FOR NASSAU COUNTY NEWS

Are you interested in having Nassau County news delivered straight to your inbox? Sign up for our weekly newsletter. Emails are sent weekly and you can unsubscribe at any time.

You can unsubscribe at any time.

Scan the QR Code or sign up online at: <https://nassaufl.co/News>



### Follow Us on Social Media!



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[https://www.youtube.com/channel/UCPcL9uy37-oy\\_iX1ka\\_fw8Q](https://www.youtube.com/channel/UCPcL9uy37-oy_iX1ka_fw8Q)



<https://twitter.com/FINassau>

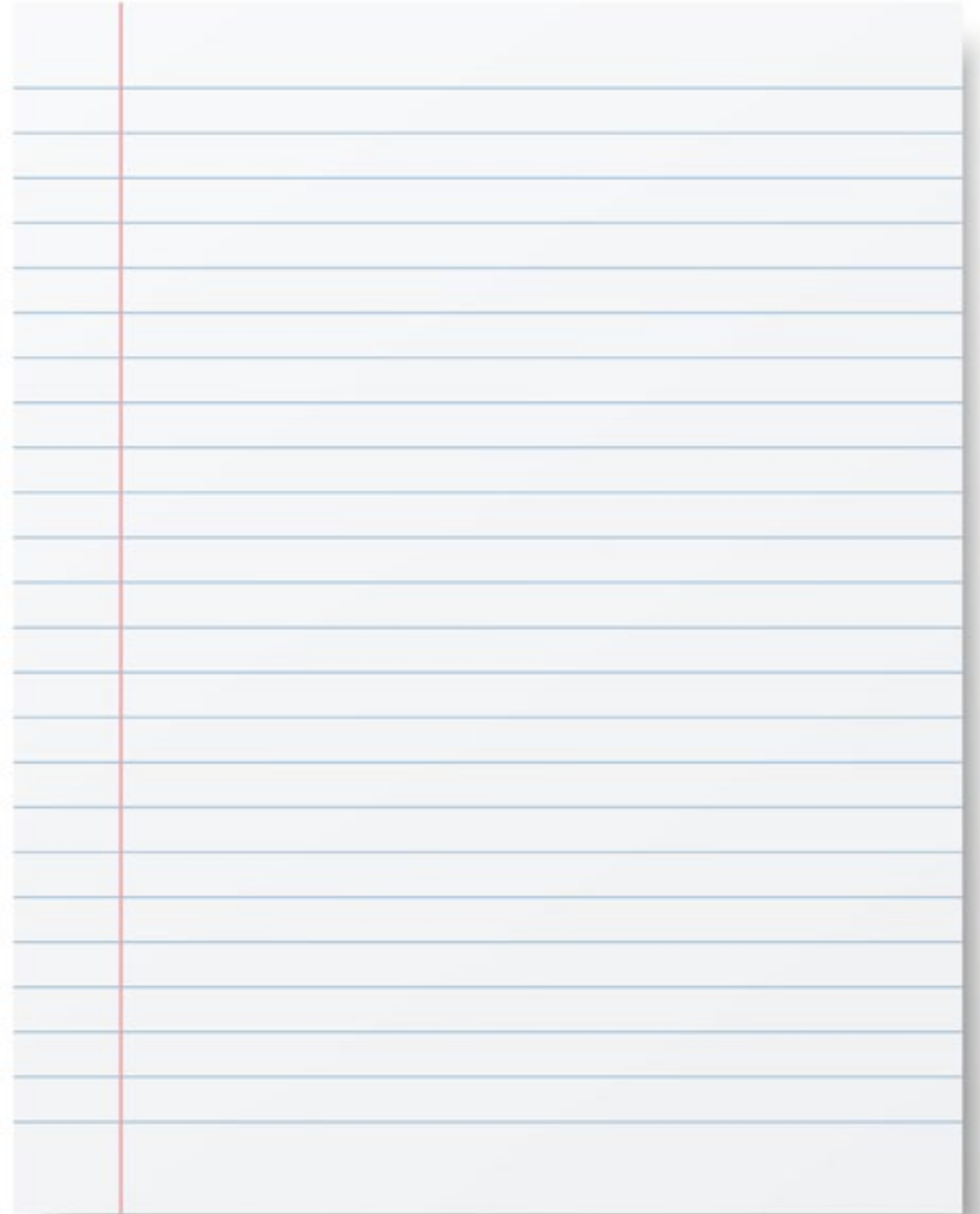


<https://www.linkedin.com/company/nassau-county-board-of-county-commissioners>

## NOTES

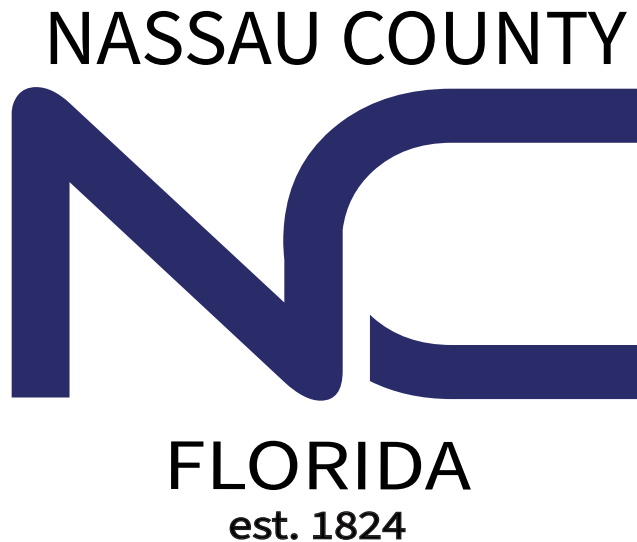


## NOTES





# Board of County Commissioners



Visit our news blog, **The County Insider**, for up-to-date information related to the County including, but not limited to, road closures, special events and programs, project updates, County awards, meeting information, and more!

[www.thecountyinsider.com](http://www.thecountyinsider.com)

Nassau County Newsletter

November 2023  
Volume 3, Issue 11



Contact:  
Sabrina Robertson, Public Information Officer  
Board of County Commissioners  
96135 Nassau Place, Suite 1  
Yulee, FL 32097  
Phone: (904) 530-6010  
Website [www.nassaucountyfl.com](http://www.nassaucountyfl.com)