



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

John Martin
Aaron C. Bell
Jeff Gray
Thomas R. Ford
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Dist. No. 1 Fernandina Beach
Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
Ex-Officio Clerk

DENISE C. MAY
County Attorney

TACO E. POPE, AICP
County Manager

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: DENISE C. MAY, COUNTY ATTORNEY

DATE: AUGUST 3, 2022

RE: COUNTY ATTORNEY'S OFFICE – QUARTERLY MATRICES

Please find enclosed quarterly matrices for Fiscal Year 2021-2022, reflecting productivity and time management within the County Attorney's office.

1. Public Meetings Attendance - Bar Chart
 2. RLS Completions - Stacked Bar Chart
 3. Internal Legal Counsel - Donut Chart
 4. Overall Time Management - Pie Chart
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OVERVIEW:

During the Strategic Planning Sessions that took place on February 14 & 15, 2022, our office presented four (4) strategic initiatives. The second initiative was to create matrices that accurately display productivity and time management within the County Attorney's office. These matrices are formulated based upon the amount of time spent attending public meetings, processing requests for legal services, and meeting internally with various departments and staff. The primary purpose of these reports is to show a detailed visual representation of the day-to-day operations within the County Attorney's office.

PUBLIC MEETING ATTENDANCE:

From October 2021 – June 2022, the County Attorney spent **125 HOURS** attending public meetings, which consisted of various workshop sessions, executive closed meetings, special meetings, and the inaugural Strategic Planning Sessions. The County Attorney serves as the legal representation for the Board of County Commissioners, and all associated boards and committees, including the Planning and Zoning Board (PZB), Conditional Use and Variance Board (CUVB), Code Enforcement Board, American Beach Water and Sewer District

Advisory Board (ABWSDAB), Conservation Land Acquisition Management Committee (CLAM), Amelia Island Tourist Development Council (TDC), Essential Housing Advisory Committee (EHAC), Nassau County-Amelia Island Tree Commission (NC-AITC), and the recently established Construction Board of Adjustments and Appeals. In addition to attending the meetings, the County Attorney is also responsible for administering orientation for new board members, and training sessions for existing boards and committees. Prior to most meetings, the County Attorney's office reviews agenda items, clarifies any questions or concerns, creates presentations, and prepares legal documents for the board members and citizens in attendance.

REQUESTS FOR LEGAL SERVICES (COMPLETED):

The County Attorney's office implemented procedures for requesting legal services, which include two types of requests, general and contracts. General requests typically involve reviewing legal documents such as ordinances, resolutions, staff reports, and memorandums. These requests also include legal opinions on matters such as the interpretation or clarification of Florida Statutes and compliance with Nassau County's Code of Laws and Ordinances. Contract requests involve reviewing all materials associated with contracts and agreements, including draft contracts, amendments, auto renewals, work authorizations, change order requests, and piggyback agreements. These procedures ensure that all legal requests are carefully reviewed, revised, and resolved in a prompt and efficient manner. From October 2021 – June 2022, the County Attorney's office processed **366 Requests for Legal Services**, which is approximately **275 hours**.

INTERNAL LEGAL COUNSEL:

Internal legal counsel refers to any meetings between the County Attorney and County Staff, Commissioners, Constitutional Officers, Board Members, or outside counsel for ongoing litigation cases. For example, the County Attorney will meet internally to discuss requests for legal services in greater detail, to address outstanding issues and ongoing projects, and to receive or deliver updates on pending litigation cases. From October 1, 2022 – June 30, 2022, the County Attorney spent approximately **450 hours** meeting internally.

OVERALL TIME MANAGEMENT:

The overall time management pie chart serves as a comparative analysis of the three charts listed above. As the pie charts depict, the County Attorney spends a majority of attorney time meeting internally to provide legal counsel. These internal meetings typically involve preparing documents and materials for upcoming meetings and clarifying requests for legal services. The key takeaway here is that each of these tasks simultaneously correlate with one another, which ultimately defines the broad scope of legal services performed by the County Attorney.



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CONCLUSION:

The intention of these quarterly reports is to present an insightful overview of the day-to-day duties, responsibilities, and operations within the County Attorney's office. The long-term strategic goal of these matrices is to combine them at the completion of each Fiscal Year in order to create an annual analysis of productivity and time management within the County Attorney's office. Please feel free to schedule a meeting with me to further discuss any of this information.

Sincerely,

Attachments

Denise C. May
County Attorney