



NASSAU COUNTY
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96135 Nassau Place, Suite 1
Yulee, Florida 32097

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Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

TED SELBY
County Manager

MEMORANDUM

TO: Ted Selby, County Manager

FROM: Sabrina Robertson, Administrative Assistant/Project Specialist

SUBJECT: County Manager's Accomplishments for FY14/15 and Goals for FY15/16

DATE: December 1, 2015

Below are accomplishments achieved by the County Manager's Office in FY 14/15, as well as goals for FY 15/16.

14/15 Achievements:

- Approximately 100 stories written and shared on The County Insider and cross posted to FaceBook in an effort to keep the public informed about various topics such as current news, citizen surveys, road projects, County and/or employee awards, etc.
- Applied for and was awarded the 2015 Healthy Weight Community Champion Award from the Florida Department of Health due to implementation of various programs and completion of various projects promoting physical activity and nutrition.
- Continued producing monthly Employee Newsletter to recognize employee achievements, years of service, birthdays, etc.
- Scanned FY 13/14 and FY 14/15 archived records in compliance with Florida Statutes, Chapter 119
- Continued to streamline agenda process and worked with Novus Solutions to implement template changes for user friendliness and assisted with hosting migration so software updates automatically take place.
- Continued to hold monthly department head meetings.
- Successful United Way Campaign:
 - Raised \$10,42.50 for overall campaign

(904) 530-6010 or (866) 474-1446

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- Held 4th Annual City of Fernandina Beach vs Nassau County Charity Golf Tournament
- Helped coordinate 2nd Annual Government Day in which a portion of proceeds were donated to United Way

15/16 Goals

- Continue to identify ways to reduce expenditures and increase efficiency within the departments
- Continue to organize/scan archived records for prompt retrieval in compliance with Florida Statutes, Chapter 119
- Increase number of stories published on The County Insider
- Continue preparing and distributing the Employee Newsletter
- Increase funds donated through our United Way Campaign