



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, ^{S.R.} Administrative Assistant/Project Specialist
SUBJECT: County Manager's Accomplishments for FY 15/16 and Goals for FY 16/7
DATE: December 7, 2016

Below are the County Manager's Office accomplishments for FY 15/16, as well as goals for FY 16/17.

14/15 Achievements:

- Created and monitored new general contact email address for people to submit inquiries to through website when unsure of which department to contact
- Created process for issuing beach permits for persons with disabilities
- Served as the liaison for the Transit Committee
- Approximately 115 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.
- Continued producing monthly Employee Newsletter to recognize employee achievements, years of service, birthdays, etc.
- Scanned FY 15/16 archived records in compliance with Florida Statutes, Chapter 119
- Continued to hold monthly department head meetings.
- Successful United Way Campaign:
 - Raised \$9,276 for overall campaign
 - Held 5th Annual City of Fernandina Beach vs Nassau County Charity Golf Tournament
 - Helped coordinate 3rd Annual Government Day in which a portion of proceeds were donated to United Way

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

16/17 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