



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
 96135 Nassau Place, Suite 1
 Yulee, Florida 32097

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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

MICHAEL S. MULLIN
 County Attorney

SHANEA D. JONES
 County Manager

MEMORANDUM

TO: Shanea D. Jones, County Manager
FROM: Sabrina Robertson, Administrative Specialist II
SUBJECT: Accomplishments for FY 16/17 and Goals for FY 17/18
DATE: December 11, 2017

Accomplishments FY 16/17:

- Hired new Planning Director, new Fire Chief, and established a Road & Bridge Director (at no additional cost due to reclassification)
- Served as BOCC Rep at the Emergency Operations Center during 2 hurricanes and multiple wildfires
- 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
- Worked with Novus Support to create agenda format and workflows to allow for electronic agendas for the Planning & Zoning Board Meetings
- Created a new page on website dedicated to affordable housing
- Served as liaison for the Affordable Housing Advisory Committee
- Nearly 300 stories written and shared on the County Insider and cross posted to the County's FaceBook page 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.

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- Applied for and was awarded the 2017 Healthy Weight Community Champion Award due to implementation of programs and policies that encourage healthy eating habits and active lifestyles
- Coordinated Ribbon Cutting Ceremonies for new Sheriff's Administration Building and Eric Oliver Way
- Coordinated recognition event for all government agencies, businesses, non-profit organizations, and individuals who provided assistance during the Bryceville wildfires
- Updated script and footage for video tour book featured on website
- Scanned FY 16/17 records in compliance with Florida Statutes, Chapter 119
- Continued to hold monthly department head meetings
- Continued producing monthly Employee Newsletter to recognize employee achievements, years of service, welcome new hires, etc.
- Successful United Way Campaign:
 - ✓ Raised \$10,355 for overall campaign
 - ✓ Helped coordinate 4th Annual Government Day in which a portion of proceeds were donated to the United Way
 - ✓ Hosted 5th Annual City vs. County Charity Golf Tournament

Goals for FY 17/18:

- 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
- Establish work flows and agenda template to allow Code Enforcement agendas to be electronic
- Take photos of all County facilities, boat ramps, parks, etc. and have them featured to website
- Continue preparing and distributing monthly newsletter
- Continue holding monthly department head meetings
- Continue United Way Campaign