

Council Appointee Evaluation Form

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City Clerk
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Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas

- Identify goals and objectives to be met during the upcoming performance period.
- Identify key issues and result areas

Government that Works for All of Us – Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

1. Promote transparency and access to City information.
 - a. Ensure City Code is updated within 30 days of submission to the publisher 100% of the time.
 - b. 90% of electronic data files submitted and accepted by the Clerk's Office initially without any errors.
 - c. 100% of data files published to the data portal in compliance with the established deadlines.
2. Collaborate with Hays, Travis, and Williamson Counties to conduct accessible elections that comply with election laws.
 - a. 100% of elections held comply with election laws.
 - b. In cooperation with Counties and other entities develop a standard process for reviewing appropriate number and location of polling locations for general and runoff elections.
3. Promote record management best practices and compliance with state and city records management requirements.
 - a. Complete the seven deliverables identified in the Records and Information Management Program by the end of fiscal year 2018.
 - b. Add seven new departmental projects to the City's Enterprise Document Imaging and Management System (EDIMS) by the end of fiscal year 2018.

Additional areas and projects for FY2018:

- Working with the City Manager's Office to develop a transition plan for Council Office following each election cycle. The transition plan will be in place for the 2018 General Election. (Government that Works for All of Us)
- Working with the City Manager to resolve our space issues with a goal of having a plan in place by the end of the 2017 calendar year. (Government that Works for All of Us and Safety)
- Revising and expanding our training programs including incorporating additional training for board and commission staff liaisons so they are better prepared to assist the chairs on areas such as parliamentary procedures. This goal will occur over the next couple of years as we phase in the new training but our goal is to have a plan in place to begin requiring parliamentary procedure training during FY18. (Government that Works for All of Us and Cultural and Learning Opportunities)
- Prior to the 2018 General Election develop and present a plan and process for Council Office records management and access with special attention following a transition period including access to predecessor records, other Council Member records and access by public. (Government that Works for All of Us)
- Strengthen minutes review process to ensure minutes are accurate. (Government that Works for All of Us)