

Council Appointee Evaluation Form

Mary Jane Grubb	Municipal Court Clerk	May 2017
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Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas
<ul style="list-style-type: none"> • Identify goals and objectives to be met during the upcoming performance period. • Identify key issues and result areas

Safety – Being safe in our home, at work and in our community.

1. Security
 - a. Conduct evacuation drills by September 2017.
 - b. Conduct annual security training by December 2017.
 - c. Change operating hours to reduce after-hours risks September 2017.

PRIDE Values: Public Service & Engagement, Responsibility and Accountability

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.

2. Communication
 - a. Evaluation and development of strategic plan to address components of the "Listening to the Workforce" survey by October 2017
 - b. Identify and evaluate expansion options of retreats for specific work groups by August 2017.

PRIDE Values: Public Service & Engagement, Responsibility and Accountability, Diversity & Inclusion, Innovation & Sustainability, Ethics and Integrity

3. Resources – New Case Management Software
 - a. Take staff recommendation for new case management system (CMS) to Council by June 2017.
 - b. CMS project kick-off meeting by August 2017.
 - c. Develop CMS project plan by December 2017.

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4. Training – Employee Development
 - a. Collaborate with presiding judge to review and revise the AMC rules to ensure that they are still relevant and accurate by April 2018; this document will eventually be replaced by a policy/procedure format.
 - b. Formal in-house training plan outlined by January of 2018.
 - c. Continue to send all new staff members to the new clerk seminars through TMCEC (ongoing).

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5. Facilities – Building/Parking
 - a. Revise COOP plan to ensure that there are alternative solutions for court operations during emergency situations by August 2018.
 - b. Revise parking assignments to be more in alignment with operational needs by July 2017.
 - c. Pursue options for partnership with Travis County for co-location of main facility by December 2018.
 - d. Work with the Real Estate office to expand functionality at the substations (September 2018).

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