

Council Appointee Evaluation Form

Mary Jane Grubb	Municipal Court Clerk	March 2018
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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 December 2018.
 - b. Conduct annual security training by September 2018.

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. Attend the unit meetings of each division quarterly to provide a broad overview of operational issues to ensure that all individuals are aware of recent or upcoming changes. This will also allow me to answer questions from staff whom I do not have the opportunity to engage with face-to-face on a regular basis.
 - b. Implement strategies identified by focus groups to improve the Listening to the Workforce results. March 2019

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

3. Resources – New Case Management Software
 - a. Ensure the project plan proceeds according to schedule. Project is scheduled through October of 2019.

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4. Training – Employee Development
 - a. Next phase of the in-house training program: Unit specific training and general Microsoft Office classes by February 2019.
 - b. Continue to send all new staff members to the new clerk seminars through TMCEC (ongoing).

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5. Facilities – Building/Parking
 - a. Work with the Real Estate office and City Management to implement selected option to relocate the Municipal Court and Downtown Community Court. This **must** include plans to expand the functionality of the substations dependent upon where the main court will be located. To be determined; contingent on Council approval.

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