Council Appointee Evaluation Form

Jannette Goodall	City Clerk	March 2019

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. 90% of required financial filings are submitted by the required deadline.

   d. 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. Council and Boards and Commissions Support
   a. Number of City Council Meetings, work sessions, special called meetings and Council discussions.

   b. Number of Council, board/commission and other open meetings documents posted to the public website.

   c. 90% of new board and commission members completing the required training within the deadlines.

   d. Conduct an annual training on parliamentary procedures for board and commission members and staff liaisons.

4. Promote record management best practices and compliance with state and city records management requirements.
   a. 25% of departmental records control schedules are reviewed annually.

   b. Add nine new departmental projects to the City's Enterprise Document Imaging and Management System (EDIMS) by the end of fiscal year 2019.

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Additional areas and projects for 2019 and 2020:
- Continue the implementation of the eFiling System. (Government that Works for All of Us)
  Phases for this project are:
  - Statement of Financial Information (Implementation date: April 2019)
  - Lobbyist Registration (Implementation date: August 2019)
  - Campaign Finance (Implementation date: December 2019)
  - Electronic payment capability (Implementation date: August 2019)
  - Personal Financial Statement (Implementation date: February 2020)
  - Conflict of Interest questionnaire (Implementation date: March 2020)

- Implement Council recommendations resulting from Resolution: 20190207-031 which could include all or part of electronic voting system in chambers, searchable voting history, and updates to speaker sign-up to allow residents to view in the lobby the registration list. (Government that Works for All of Us)

- Continue working with the City Manager to resolve our space issues. (Government that Works for All of Us and Safety)

- Revising and expanding our training programs including incorporating additional on-line training for board and commission staff liaisons, board and commission members, lobbyist, candidates and city staff. (Government that Works for All of Us and Cultural and Learning Opportunities)

- Continue working with the Counties and other entities to develop a standard process for identify polling locations including a list of locations. (Government that Works for All of Us)

- Continue to work with Council Offices to identify records management needs designed to meet their preferences while ensuring compliance. (Government that Works for All of Us)

- Redesign and enhance the public records search page to make it easier to search for and locate information. (Government that Works for All of Us)

- Develop an online reporting tool to capture board and commission attendance information including the number of meetings cancelled for lack of quorum. (Government that Works for All of Us)

- Develop a database to track intergovernmental appointments approved by Council. (Government that Works for All of Us)

- Bring forth proposed revisions to the lobbyist registration ordinance as discussed during the Audit and Finance Committee Meeting. (Government that Works for All of Us)

- Expand OneNote version of Agenda for Council Committee agendas. (Government that Works for All of Us)

- Work with the Chief Information Security Office and the City Manager's Office on policies and procedures relating to cyber security issues as identified in the Security Audit. (Government that Works for All of Us)

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- Bring forth amendments to City Code, Chapter 10-1, Article 2 – Perpetual Care Trust Fund for the Cemeteries to have the code reflect what has apparently been the practice for more than 30 years. This would remove the City Clerk from being in involved in the Perpetual Care Trust Fund process. (Government that Works for All of Us)

- Work with the Communications and Technology Management's GIS Division to implement enhancements to the online Council District Map. (Government that Works for All of Us)

- Council Support (Government that Works for All of Us)

    o Develop marketing material (English and Spanish) to highlight the Remote Citizen Communication option available at the Libraries for Noon citizen communication.
    o Translate the Council Rules, flyers for citizen communication and other Council Meeting informational guides into Spanish.
    o Boards & Commissions – work on options for making training materials available in Spanish for those who prefer taking the trainings in their native language.
    o Evaluate and bring forth a recommendation on the feasibility of installing a copy machine in City Hall that would be available for public use.
    o Make recommendations on streamlining the process for Audit and Finance Committee approval for changes to boards/commission bylaws.
    o Implement a standard process and form for room reservation requests for City Hall first floor meeting rooms.