

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. 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 Bastrop, 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 continue working on a standard process for reviewing appropriate number and location of polling locations for general, runoff elections, run-off dates and early voting schedule for run-off.
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.

Council Appointee Evaluation Form

ADDITIONAL PROJECTS FOR 2020

ELECTIONS

- Continue the implementation of the eFiling System. (Government that Works for All of Us)
The remaining phases for this project are:
 - Lobbyist Registration (Implementation date: December 2020)
 - Campaign Finance (July 2020)
 - Electronic payment capability (Implementation date: December 2020)
 - Conflict of Interest questionnaire (Implementation date: December 2020)
- Work with CMO and Building Services on the transition plan for offices following the November 2020 Election. (Government that Works for All of Us)
- Work with CMO on Council Orientation following the November 2020 Election. (Government that Works for All of Us)

COUNCIL SUPPORT

- Develop marketing material (English and Spanish) to highlight the Remote Citizen Communication option available at the Libraries for Noon citizen communication. (Government that Works for All of Us)
- Translate the Council Rules, flyers for citizen communication and other Council Meeting informational guides into Spanish. (Government that Works for All of Us)
- Work with CTM on implementing implementation of a City Hall Directory to assist visitors to the building. (Government that Works for All of Us)
- Work with Building Services and Security on developing a City Hall Facilities COOP Plan and City Hall Mental Health Protocols. (Government that Works for All of Us and Safety)
- Finalize the enhancements to Speaker Sign-up (Government that Works for All of Us)
- Develop a plan for a replacement for Speaker Sign-up (Government that Works for All of Us)
- Develop a database to track intergovernmental appointments approved by Council. (Government that Works for All of Us)

INFORMATION MANAGEMENT AND GOVERNANCE

- Continue working 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)
- 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)

Council Appointee Evaluation Form

BOARDS AND COMMISSIONS

- Boards & Commissions – work on options for making training materials available in Spanish for those who prefer taking the trainings in their native language. (Government that Works for All of Us)
- Make recommendations on streamlining the process for Audit and Finance Committee approval for changes to boards/commission bylaws; and recommendations on staff support for boards and commissions. (Government that Works for All of Us)
- Continue working with the Telecommunications and Regulatory Affairs Commission, ATXN and CTM on remote participation at board/commission meetings and make a recommendation to Council (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)
- Redesign the notifications for posted Board and Commission Recommendations (Government that Works for All of Us)

ADMINISTRATION

- Continue working with the City Manager to resolve our space issues. (Government that Works for All of Us and Safety)
- Work with the MuniCode, Law and Communications and Public Information Office on the publication of the revised Land Development Code. (Government that Works for All of Us)
- Work with the MuniCode, City Manager, Law and appropriate departments on posting and publication of the revised Criteria Manuals. (Government that Works for All of Us)
- 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)
- 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)
- Work with Law and Intergovernmental Relations to resolve the issue including 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 involved in the Perpetual Care Trust Fund process. (Government that Works for All of Us)
- Assist Austin Energy with the next Rate Case by serving as the point of contact for citizens submitting information and documents and publishing the documents to increase transparency in the rate adjustment process (Government that Works for All of Us)