Council Appointee Evaluation Form

Mary Jane Grubb  Municipal Court Clerk  March 2018

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

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

1. Security
   a. Conduct evacuation drills by December 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.
   **PRIDE Values: Public Service & Engagement, Responsibility and Accountability**

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).
   **PRIDE Values: Public Service & Engagement, Innovation & Sustainability, Diversity & Inclusion, Ethics and Integrity**

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.
   **PRIDE Values: Public Service & Engagement, Innovation & Sustainability**