

## Council Appointee Evaluation Form

**Jannette Goodall**
**City 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

**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. 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. 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 2018.

#### **Additional areas and projects for FY2018:**

- Finalize transition plan for Council Office following each election cycle with assistance from the City Manager's Office. The transition plan will be in place for the 2018 General Election. (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)
- Finalize plan prior to the 2018 General Election develop and present a plan and process for Council Office records management and access with special attention following a transition period including access to predecessor records, other Council Member records and access by public. (Government that Works for All of Us)

City Clerk

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- 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 the Communications and Technology Management Department to redesign the Service Level Agreement between CTM and the departments to ensure departments are receiving the appropriate level of service and to incorporate accountability measures. (Government that Works for All of Us)
- In collaboration with the Information Security Office develop a risk assessment for adoption by the Information Management Governance Board to evaluate proposed technology solutions to ensure the solutions meet information management and security best practices. (Government that Works for All of Us)