## Council Appointee Evaluation Form

<table>
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<tr>
<th>Mary Jane Grubb</th>
<th>Municipal Court Clerk</th>
<th>March 2019</th>
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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

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**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. **Staff Development**
   a. Implement strategies identified by focus groups to improve the Listening to the Workforce results. Below are the strategies that we will move forward with; these will be implemented in stages. FY 2019 and 2020
      - Increased training on performance measures (individual and organizational)
      - Restructure of voting process for quarterly and annual employee awards
      - Training on pay structure and zoning
      - Supervisor and staff training on effective evaluation processes (SSPR)
      - Enhance the professional development of staff by creating an internal “Court Supervisor” program inspired by the National Center for State Courts’ (NCSC) model
      - Surveys for employee feedback on the performance of the management team
      - Restructure of our intranet site (SharePoint)
      - Request for certification incentive pay
      - Request for the reclassification of the position of Court Clerk Assistant
      - Expansion of panic button and security camera systems

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

2. **Resources – New Case Management Software**
   a. Continue to monitor and provide support to ensure that the project does not experience further delays. Current “go live” date is slated for the fall of 2020.
   b. Further develop performance metrics to support resolution 2017-1214-060

**PRIDE Values:** Public Service & Engagement, Responsibility and Accountability

3. **Facilities**
   a. Work with stakeholder groups to manage the relocation of the downtown location to Bergstrom Tech. December 2019
   b. Identify opportunities to expand services in our north substation. FY 2020

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