City Attorney Goals for 2022:

1. Evaluate methods to efficiently respond to a rapidly increasing workload.
   - Explore additional efficiencies by scheduling additional one on one meetings with individual departments, particularly those with higher impacts on services
   - Seek additional efficiencies via forms, templates, training for and delegation of non-legal decision making in areas such as leasing, easements, purchasing, etc.
   - Evaluate options to secure a contractor to provide temporary legal services for urgent issues during my vacations, illnesses, etc. with Council approval
   - Evaluate the addition of an Assistant City Attorney position. Considerations include:
     o Compare Durango with other similar sized cities with similar services
     o The extent of the need. Part time vs. Full time
     o Benefits vs costs of additional position
     o Format for assistant, (employee vs. contracted services)
     o Practical issues, office space, local experience with municipal law
     o Possible use of assistant city attorney for municipal court work and specific department support
     o Seek input from and make recommendation to Council regarding the addition of a position
     o Consider request for position in budget process

2. Continue to enhance communications with Council to provide information on projects and to seek input on Council priorities.
   - Continue monthly reports to Council of major new projects and status of on-going projects
   - Quarterly reports or as warranted on “big picture” issues such as legislation, major court decisions or other items with long term impacts
   - Evaluate quarterly meetings with Mayor and Mayor pro-tem to provide updates and seek input on Council priorities

3. Continue to work with Departments to review policies, procedures, forms, and processes to make services more efficient
   - Confer with new Judges, prosecutors, police and other interested parties regarding the structure and operation of the municipal court to enhance Strategic Goals
   - Assist in review and amendments to the Purchasing Manual to streamline the process and to support staff in making independent decisions
   - Ongoing improvements in the Boards and Commissions Manual and enhanced training for Board and Commission members
   - Update strategy, recommendations, and forms for Purchasing, Leases, Community Support Contracts to streamline processes and assure compliance with Council Goals and Strategic plan, including DEI provisions.