

2021 CITY MANAGER GOALS

Fiscal Management

- ❖ Thorough and effective preparation/management of the Budget.
 - Sustainable budget proposed to the Council based on a 10 year Operating and Capital Forecast.
 - Establishment of easy to use and comprehend month financial report for the Community.
- ❖ Timely updates to the City Council regarding financial conditions. Ensuring financial reporting is available, accurate and timely.
 - Present information to the Council that allows the City to seize opportunities or pivot to avoid financial hardships.

Supervision and Leadership

- ❖ Create appropriate courses of action and achieve goals as set by the City Council through Strategic Plan through an established project tracking and regularly scheduled status updates for staff, City Council, and the Community.
- ❖ Direct and develop an effective team of staff members, encouraging decision-making, instilling confidence, and emphasizing support by outlining clear expectations and guidelines.
 - Inspire attitude of helpfulness, courtesy, and sensitivity among staff through an established regular and timely communication plan.
 - Create regularly scheduled employee townhalls (3+/year)
 - Creation and regular meetings of leadership group Teams (at least monthly)
 - The Executive Leadership Team (Directors)
 - The 30 Team (Managers)
 - The Super Team (Supervisors)

Community Relations

- ❖ Maintain City image for service and professionalism by leading by example and outlining clear expectations for staff.

- ❖ Maintain a positive working relationship with private, non-governmental agencies, governmental agencies, community organizations, and citizens in areas relating to the city by developing key partnerships.
 - Establishment of regular meetings and check ins:
 - Durango 9R School District
 - Fort Lewis College
 - Business Improvement District
 - Local First
 - Visit Durango
 - Neighborhood Meetings
 - Durango Chamber of Commerce
 - La Plata Economic Development Alliance
 - Conduct Community Presentations upon request

Relationships with City Council

- ❖ Set and maintain weekly 1:1s with individual council members striving to keep informed of issues, concerns and initiatives and creating space to ask questions.
- ❖ Provide Prompt (within 24 hours) and proper response to requests.
- ❖ Resolve problems at the administrative level to avoid unnecessary action from the City Council.

Strategic Plan

- ❖ Accomplish 75% of the objectives on the strategic plan by end of 2021.
- ❖ Stretch Goal: 80% or more of the objectives on the strategic plan by the end of 2021.

Professional Development / Improvement

- ❖ Actively seek professional training to continue to develop and stay current on new trends in local government and community leadership.
 - Attendance of the following Annual Conferences with report backs via 1:1 meeting with the Council Councilors on takeaways:
 - Colorado City County Management Association
 - Colorado Municipal League
 - International City County Management Association
- ❖ Provide training opportunities for staff to stretch their experience and provide value to the Community with cost saving opportunities.
 - Deployment of Lean Six Sigma Training into the workforce
 - 1 black belt staff member
 - 3 green belt staff members