

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:
 - Compare Durango with other similar sized cities with similar services
 - The extent of the need. Part time vs. Full time
 - Benefits vs costs of additional position
 - Format for assistant, (employee vs. contracted services)
 - Practical issues, office space, local experience with municipal law
 - Possible use of assistant city attorney for municipal court work and specific department support
 - Seek input from and make recommendation to Council regarding the addition of a position
 - 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.