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August 2, 2018

City of Salida
The Toubert Building
448 E First Street, Suite 112
Salida, CO 81201

Attention: P. T. Wood, Mayor

Matter #: 17-269

Inv #: 14631

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Jul-02-18	Employment Matter: continue review of employee file; confer with G. Wilson and J. McClurkin re: same.	JMR	\$150.00	2.00	300.00
	Review and analyze agenda, packet and associated documents for 7/3 City Council meeting, correspondence w PT Wood and L. Travis re same and re executive session 7/3 re potential purchase of property; conf call w G. Wilson re CORA requests and in preparation of 7/3 City Council meeting; conf w City staff re inclusionary housing, planning commission issues and property purchase	NP	\$170.00	2.25	382.50
Jul-03-18	Employment Matter: confer with J. McClurkin re: employment matter and request additional documentation re: same.	JMR	\$150.00	0.50	75.00
	Attend and advise at City Council meeting; advise at executive session; meeting w T. Casey and PT Wood re various outstanding legal issues; meeting w G. VanNimwegan re subdivision, inclusionary housing, annexations, impact fees and in-lieu fees; meeting w. D. Lady re design build contracts and drafting of other contracts; conf w G. Wilson re city council meeting, executive session and	NP	\$170.00	8.25	1,402.50

	outstanding legal issues and marijuana licensing issue				
Jul-05-18	discuss lodging tax issue w JM; discuss CORA issues and muni policy relating thereto w LT	GTW	\$200.00	1.00	200.00
	Employment Matter: confer with J. McClurkin re: employment matter and review additional documents responsive to my requests.	JMR	\$150.00	0.75	112.50
	T/c w G. Wilson re 7/3 City Council meeting and issues stemming from executive session; follow up research and advice to city council and staff re confidential purchase of property; correspondence w City Council, staff and G. Wilson re same	NP	\$170.00	0.75	127.50
Jul-06-18	research and revise City CORA policy based on Commerce City/CML model.	GTW	\$200.00	2.00	400.00
	Employment Matter: review and respond to e-mail and voicemail messages.	JMR	\$150.00	0.25	37.50
Jul-07-18	Employment Matter: review City's personal manual and how Colo. wage act and doctrine of at-will employment may be implicated by identified disciplinary options.	JMR	\$150.00	1.25	187.50
Jul-09-18	Employment Matter: confer with J. McClurkin re: review of employee's personnel file.	JMR	\$150.00	0.25	37.50
	Advise G. VanNimwegen re: pre-annexation agreement and IGA w Chaffee County; review and analyze same; conf w G Wilson re same; correspondence w D. Dowd re solar panel and USFS building issue	NP	\$170.00	0.75	127.50
Jul-10-18	Employment Matter: confer with J. McClurkin re: review of employee's personnel file.	JMR	\$150.00	0.25	37.50
Jul-11-18	Employment Matter: complete review of employee's personnel file and draft opinion letter re: imposing discipline and risks of and process for doing same.	JMR	\$150.00	4.25	637.50
	Correspondence w attorney for many minis storage re palmer street right of way encroachment and resolution of same; conf and strategize w City staff re same; conf w city staff re meetings on 7/16	NP	\$170.00	0.50	85.00

Jul-12-18	Employment Matter: review and respond to e-mail and voicemail messages re: imposing employee discipline and process for doing so; research waiver of at-will employment; draft separation letter and confer with J. McClurkin re: same.	JMR	\$150.00	2.75	412.50
Jul-13-18	Discuss NRCDC developments w Mayor, CORA developments w TC and LT; review latest Tafoya correspondence; discuss parks zoning w Nina P; discuss personnel matter w Joe R, further revise CORA policy.	GTW	\$200.00	2.00	400.00
	Employment Matter: revise letter and confer with G. Wilson, T. Casey and J. McClurkin memo re: decision to discipline employee and process re: same, including memo to file and preservation of file.	JMR	\$150.00	1.50	225.00
	Prepare for 7/16 work study sessions and staff meetings; review and analyze agenda for same; conf call w G. Wilson re same; correspondence w City staff re inclusionary housing and in-lieu fees; advise Mayor re code requirements for zone change and establishment of zone district; correspondence w Judge Hardy-Moore re recommended changes to Salida Code as it relates to municipal court and offenses	NP	\$170.00	1.75	297.50
Jul-16-18	discuss Tafoya notice w Mayor; instruct LT to assemble file and set mtg w Tafoya	GTW	\$200.00	0.75	150.00
	Employment Matter: confer with J. McClurkin and confirm that employee's file is in order and complete.	JMR	\$150.00	0.25	37.50
	Attend and advise city council and staff at work study meeting; meeting w T. Casey, PT Wood and G. VanNimwegen and D. Lady re potential purchase of property and negotiation and legal issues surrounding same, NRCDC property transfer, zoning code amendments; affordable housing and upcoming meetings; meeting w G. VanNimwegen re inclusionary housing and re-subdivision and Many Minis/Palmer Street; conf w City staff and G. Wilson re occupational lodging tax; meeting w	NP	\$170.00	7.25	1,232.50

	L. Travis; advise city staff on various legal issues; conf w NRCDC attorney re transfer of property and assets and upcoming meeting				
Jul-17-18	review Tafoya file; afford.hsg.fee discussion;attend city council meeting	GTW	\$200.00	3.50	700.00
	Research various CO municipal code sections and definitions regarding re-subdivision and re-plats; draft memo to G. VanNimwegen re same; conf w G. Wilson re same; conf w Judge re recommended changes to Salida code concerning municipal court	NP	\$170.00	2.25	382.50
Jul-18-18	send release to Larry L; confer w TC in connection therewith	GTW	\$200.00	0.50	100.00
	Correspondence with T. Casey re purchase of property, meeting for same and strategy for same; conf w G. Wilson re NRCDC property transfer and municipal court code changes; correspondence w Judge Hardy-Moore re numerous code changes concerning municipal court and compliance w state court re same; correspondence w G. VanNimwegen re zone district and code change discussion as well as re-subdivision discussion; correspondence w NRCDC attorney and city staff re property transfer;	NP	\$170.00	1.75	297.50
Jul-19-18	Correspondence w NRCDC attorney; t/c w G. Wilson and Mayor Wood; conf w T. Casey re property transfer; t/c w city prosecutor re recommended changes to city code; review recommended changes to code; analyze code and state law; began draft of ordinance amending city code as it relates to municipal court and in response to recent state law changes re same;	NP	\$170.00	2.50	425.00
Jul-20-18	prep for Tafoya mtg.; prep Clerk for meeting;participate in CORA mtg w Tafoya and clerk; meet with NRCDC counsel	GTW	\$200.00	4.00	800.00
Jul-23-18	write up Tafoya meeting narrative; confer w Jodi M re meeting and recording issues	GTW	\$200.00	1.50	300.00
	Conf call w G. Wilson concerning NRCDC transfer and other outstanding	NP	\$170.00	1.00	170.00

	legal issues and assignments; conf w G. Van Nimwegen re annexation agreement for Buckley-Meadows; advise T. Casey re real estate transfer fee tax				
Jul-24-18	Outline recommended changes to city code concerning municipal court; conf w judge and prosecutor re same; amend ordinance for same	NP	\$170.00	1.25	212.50
Jul-25-18	review special election ballot	GTW	\$200.00	0.50	100.00
	Draft and amend real estate documents for NRCDC transfer; conf w G. Wilson re same	NP	\$170.00	4.00	680.00
Jul-26-18	Research issues for proposed zone district changes; conf w city staff re same	NP	\$170.00	1.00	170.00
	Review affordable housing fees and questions and materials concerning dedicated affordable housing fund and inclusionary zoning; listen to video from 7/17 presentation on inclusionary and affordable housing; conf w G. VanNimwegen re same	NP	\$170.00	2.00	340.00
Jul-30-18	revise fact summaries for 09/25 special election issues; confer w/ NP re NRCDC progress and Lodgers occup tax rate ord.	GTW	\$200.00	2.50	500.00
	Draft ordinance amending occupational lodging tax; advise T. Casey re same; conf w G. Wilson re same; meeting w G. Wilson re same and outstanding issues; advise changes to annexation agreement for Buckley Meadows w G. VanNimwegen; advise G. VanNimwegen concerning interpretation of resolution 17-33 and conclusion to developer; analyze memos and agreements for same; review and analyze resolutions for Buckley Meadows annexation; correspondence w attorney for Many Minis	NP	\$170.00	3.75	637.50
Jul-31-18	respond to Mt Mail letter; interlineate specific responses	GTW	\$200.00	1.00	200.00
	Correspondence w Many Minis attorney; draft conditional license agreement for use of palmer street right of way	NP	\$170.00	1.75	297.50

Meeting w G. Wilson re response to letter; conf w Mayor Wood and clerk re same	NP	\$170.00	0.50	85.00
Totals			76.50	<u>\$13,302.50</u>

DISBURSEMENTS

Jul-12-18	Westlaw Research - June	434.92	
Jul-31-18	7/3/18 Roundtrip to Salida City Council Meeting 266 @ 0.545	144.97	
	7/16/18 Roundtrip to Salida for City Council Work Study Meeting 266 @ 0.545	144.97	
	7/17/18 Mileage to/from Salida 266 @ 0.545	144.97	
	7/20/18 Mileage to/from Salida 266 @ 0.545	144.97	
	July Prints/Copies 132 @ 0.10	13.20	
	July Prints/Copies 1 @ 0.50 (color)	0.50	
	Totals	<u>\$1,028.50</u>	
	Total Fee & Disbursements		<u>\$14,331.00</u>
	Previous Balance		11,023.64
	Balance Now Due		<u>\$25,354.64</u>

TAX ID Number 20-1943771

TIMEKEEPER LIST

GTW	Geoffrey T. Wilson	Associate
JMR	Joseph M. Rivera	Associate
NP	Nina Petraro	Associate