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FEB 07 2019

February 4, 2019

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

Attention: P. T. Wood, Mayor

Matter #: 17-269

Inv #: 15011

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Jan-02-19	Meeting w G. Wilson re personnel issue and negotiation of outgoing resigned employee and update and conf on outstanding legal issues; advise D. Nelson re negotiation of separation agreement and recommended steps taken for outgoing employee and employee taking over same position; advise G. VanNimwegen re authority to collect system development fees; conf w G. Wilson re same; advise N. Nelson concerning investigation request and personnel manual; review and analyze personnel manual; meeting w G. Wilson to discuss same; review and analyze CCHO cost sharing agreement; advise D. Nelson re same	NPW	\$170.00	1.50	255.00
Jan-03-19	review project status and prioritize w NW; discuss personnel matters and Council agenda w D. Nelson; review employee correspondence relating to personnel issues; discuss clerk responsibilities re CORA w SW.	GTW	\$200.00	1.50	300.00
	forward correspondence to CIRSA; discuss personnel matter with D.Nelson; discuss Council agenda w SW; inform PT of misc legal developments, incl. personnel matters	GTW	\$200.00	2.00	400.00

	Assist CIRSA investigator w necessary information for investigation; answer question for same; speak with staff members and answer questions re same; advise S. Walter re new liquor licensing provisions in state statutes effective 1/1/2019; conf w city staff re personnel issue	NPW	\$170.00	0.75	127.50
Jan-04-19	meet w CIRSA GC re personnel matters, investigations, and hand off to CIRSA	GTW	\$200.00	1.00	200.00
	Phone call with non-employee witnesses concerning CIRSA investigation; answer questions on same; correspondence w investigator and assist w investigation; t/c w G. Wilson re appeal issue and CIRSA investigation and executive session language; advise G. VanNimwegen re nonconforming use and inclusion in ordinance 2018-20; review correspondence from property owner for same; research city code for analysis of same; conf w city staff and G. Wilson re same; advise D. Nelson re executive session and council agenda; draft memo to D. Nelson and city staff concerning appeal process laid out in code concerning major certificate of approval; research city code and state law for same; review and analyze decision from G. VanNimwegen and letter form Chair of Historic Preservation Committee for same; advise city staff concerning appeal and how to advise council and interested parties re same; review correspondence from council member re same; correspondence w D. Nelson with follow up issues re same and recommended policy considerations for council re HPC; t/c w G. Wilson re same and re open meetings law	NPW	\$170.00	2.50	425.00
Jan-05-19	Correspondence w CIRSA investigator; assist w investigation; conf w G. Wilson about potential investigation and analysis of personnel manual and employment law, personnel issue and appeal of major certificate of approval and Historic Preservation Committee	NPW	\$170.00	0.75	127.50

Jan-07-19	Brief PT and Drew re personnel matter; discuss e-session process w SW; review agenda notice re same; Coordinate various issues w NW	GTW	\$200.00	1.00	200.00
Jan-08-19	discuss personnel matter w CIRSA counsel and investigator; meet w SW re various agenda items for Council. prep for Council meetin; attend Council and e-session	GTW	\$200.00	3.50	700.00
	Advise G. VanNimwegen re proposed draft ordinance 2018-20 concerning central business overlay district; analyze Salida code re same; answer follow up questions re same and in preparation of tonight's city council meeting; t/c w G. Wilson re same and analysis of code and recommended edits to ordinance; review and analyze city council agenda for potential issues and legal responses; conf w G. Wilson re same and in preparation for city council meeting and executive session; conf w D. Nelson	NPW	\$170.00	1.50	255.00
Jan-09-19	work w SW on amendments to ords. prior to publication; confer w Glen N; confer w SW and Drew re in-lieu parking fees	GTW	\$200.00	1.00	200.00
	T/c w G. Wilson re 1/8 city council meeting and executive session and outstanding legal issues deriving from same and ordinances adopted at meeting and analysis of parking fee issue for CBEO district; correspondence w G. VanNimwegen re same and assist w same; research Salida City Code; draft G. VanNimwegen memo re re-zone process as it relates to property near overlay district; correspondence re same; conf w D. Nelson; advise S. Walter re code and statutory requirements to swear in certain city officers; analyze code and law for same; conf w G. Wilson re CIRSA investigation; review and analyze code re business licensing, parking regulations, certificate of approval process and commercial district restrictions; conf w G. Wilson re results of same and strategy towards same	NPW	\$170.00	2.50	425.00

Jan-10-19	Advise S. Walter re short term rental regulation and options for agreements with AirBnb re sales and occupational lodging tax and notifications and listing with hosting websites; research and analyze Salida City Code as it relates to short term rental regulations; draft memo to S. Walter and D. Nelson with results of research and recommended code amendments concerning short term rentals and recommended actions for compliance and enforcement of same; t/c w G. Wilson re results of CIRSA investigation and outstanding personnel issues; t/c w Councilman Bowers concerning NRCDC outstanding receivables re USFS property and other associated items and issues; advise G. VanNimwegen re CBEO ordinance and conf re same; advise D. Nelson re fee-in-lieu for parking in CBEO ordinance and help plan for same and in general in the City; analyze and research code and new ordinance as it relates to parking; advise staff re same; conf w Oak Leaf and D. Nelson re subscription contract for solar farm; correspondence w S. Walter	NPW	\$170.00	4.00	680.00
Jan-11-19	Review and analyze correspondence and issue from K. Gerrity concerning issues arising at BZA meeting and issue concerning bona fide residency of new BZA member; research Town Code re same; research and analyze state law and case law concerning legal residency; draft response to K. Gerrity analyzing legal issue and application to new BZA member; advise next steps to K. Gerrity concerning resignation of said member; follow up advice and correspondence w K. Gerrity re same	NPW	\$170.00	1.50	255.00
Jan-14-19	arrange w investigator and NW re personnel matter logistics; confer w SW re CORA requests; review CORA docs for privilege; forward form to CIRSA.	GTW	\$200.00	1.50	300.00
	Correspondence w County attorney and attorney for SSG re agreement concerning approved land swap; conf w G. Wilson re CORA request and	NPW	\$170.00	1.00	170.00

	response; negotiate w Oak Leaf re solar farm subscriber contract; conf w D. Nelson re same; coordinate investigation concerning workplace matter with consultants; strategies w G. Wilson re same				
Jan-15-19	Work on CIRSA personnel investigation; coordinate same; conference call with investigators for same; strategies same w G. Wilson; correspondence w City staff witnesses to coordinate investigation; research for same; review and analyze correspondence concerning same; conf call w S. Walter re CORA requests and other open records outstanding issues; t/c w G. Wilson re same; negotiate, edit, draft and finalize subscription contract w Oak Leaf for upcoming city council meeting; review and analyze previous contracts for same; conf w Oak Leaf and D. Nelson re same; answer follow up questions for same	NPW	\$170.00	2.25	382.50
Jan-16-19	respond to HK inquiry; research and provide guidance to Council re OML obligations at 3rd party events	GTW	\$200.00	1.50	300.00
	Coordinate workplace investigation; conf w investigators; correspondence w numerous employees; schedule and coordinate interview meeting times with each employee; coordinate scheduling for same; answer follow up questions concerning same; conf w G. Wilson re same; review prior meeting minutes to determine which employees were present; conf calls w various employees re same; review open meetings correspondence and memo; review subpoena for plaintiff cantowine for deposition in Salida on 1/28; conf w D. Nelson and G. Wilson re same; analyze and review CORA request re employee salaries; research and analyze state law and city policy re same; advise S. Walter for response to same; conf w D. Nelson re same; correspondence to S. Walter re same; answer follow up questions re same; advise re new CORA policy; conf w G. Wilson re same	NPW	\$170.00	3.50	595.00

Jan-17-19	Advise S. Walter re CORA policy and resolution adopting updated policy; conf w G. Wilson re same; correspondence w D. Nelson and G. Wilson re deposition of fire chief for Cantowine civil case; correspondence w plaintiff's attorneys re same and coordination of same; analyze Salida City Code as it relates to short term rentals; advise S. Walter re same and business license requirements in the Code, and answer follow up questions concerning same; correspondence w fire chief; review and analyze revised encroachment agreement; advise G. VanNimwegen re same and my analysis and next steps for same; correspondence w D. Nelson and G. Wilson re same	NPW	\$170.00	1.75	297.50
Jan-18-19	Review and analyze CORA request, research open records law, case law and secondary sources concerning personnel files; conf w D. Nelson and S. Walter re same; conf w G. Wilson re same; conf call w plaintiff's attorney for civil case re fire chief's deposition and explanation of documents and questions case in general to prepare Chief Bess re same and for 1/22 meeting concerning same	NPW	\$170.00	0.75	127.50
Jan-21-19	Prepare for 1/22 City Council meeting; review and analyze agenda packet, documents and supporting materials, review additional materials from Oak Leaf for same; review materials and correspondence for workplace investigation	NPW	\$170.00	1.75	297.50
	Meeting w G. Wilson re short term rental draft ordinance and issues with current code as well as analysis and research of other similar codes; conf call w plaintiff's attorney for civil case and deposition of fire chief as fact witness; review numerous documents, reports, investigations complaints, pictures and videos for same; prepare for meeting w Fire Chief for same; conf w D. Nelson and G. Wilson re same; correspondence w Fire Chief re same; continued coordination of employee meetings for CIRSA investigation; correspondence and preparation with	NPW	\$170.00	3.25	552.50

	investigators for 1/22 and 1/23 meetings; review and analyze CORA request concerning correspondence 12/26 to 1/4; review and analyze potentially responsive documents; meeting w G. Wilson re same; advise S. Walter for response to same				
Jan-22-19	Attend City Council meeting; advise staff and council at same; meeting w D. Bess to prepare for deposition; advise D. Bess at same; meeting w D. Nelson and S. Walter re CORA requests, recommended responses and in preparation for this evening's council meeting and outstanding legal assignments and questions; review documents responsive to CORA request; redact private information; re-organize and coordinate all employee interviews w CIRSA investigator; communication with employees for same; conf w investigators in preparation and assistance of same; coordinate w appropriate staff members for facilitation of investigation; advise and answer investigator's questions; facilitate same; advise K. Jefferson and G. VanNimwegen re encroachment agreement; draft language for same; meeting w G. VanNimwegen re same and in preparation of council meeting; conf w NRCDC former board and accountant in preparation and facilitation of final tax return; t/c w accountant for same; analysis of open records issue; conf w G. Wilson re same in order to legally respond to CORA request; advise S. Walter and D. Nelson re same; meeting w Oak Leaf Partners president concerning agreement for solar farm and implementation of approved agreement w City and plans and assistance moving forward	NPW	\$170.00	8.50	1,445.00
Jan-23-19	Meeting w CIRSA investigators re investigations and other legal and related issues; receive advice and update from investigators; coordinate additional employee meetings w investigators; coordinate documents and evidence for	NPW	\$170.00	6.50	1,105.00

investigators to review; assist w investigation and follow up questions and necessary documents, meetings and information; meeting w D. Shore and High Country Bank re NRCDC closing documents; meeting w accountant re documentation and final tax return from NRCDC; meeting w D. Nelson and S. Walter re numerous CORA requests and other legal advice; conf w Oak Leaf Partners re amended contract and other documents needed for solar farm; draft confidential memo to city council members concerning council meeting and question about investigation and procedure for same; t/c w G. Wilson re samd and CORA request responses; email correspondence w CIRSA attorneys concerning investigation and upcoming conference call

Jan-24-19	discuss pending personnel matters with various members of Council; discuss and resolve CORA requests w SW	GTW	\$200.00	1.50	300.00
	Coordination and facilitation of CIRSA investigation; correspondence w employees for same; conf w investigators re same; conf w G. Wilson re same; review minor amendments and additions to Oak Leaf subscription agreement; advise client on same; conf w Oak Leaf re same and advise re next steps; correspondence w High Country Bank re documents needed for NRCDC final tax return; correspondence w accountant and D. Shore re same; advise S. Walter re CORA response letter and responsive documents for same; correspondence w plaintiff's attorney for private civil lawsuit where City employee is fact witness; prepare for deposition of Doug Bess for same; advise S. Walter and D. Nelson re Liquor authority hearings; draft memo to same re law and procedure on same; draft model script for presiding officer for public hearings for local liquor licensing authority; conf w D. Nelson	NPW	\$170.00	3.50	595.00
Jan-25-19	conference call w CIRSA outside counsel on personnel matter; discuss	GTW	\$200.00	2.00	400.00

	CORA and quasi judicial matters and protocols w NW; discuss media inquiries re personnel matters w various Councilmembers				
	Meeting w G. Wilson re CIRSA investigations, upcoming liquor hearings, procedure for liquor hearings, and various personnel issues; conf call w CIRSA investigator, attorneys and G. Wilson re final results of McClurkin investigation; correspondence w plaintiff's attorney in civil case concerning documents and deposition of fire chief and analysis and coordination of same; correspondence w D. Bess re same; correspondence w High Country Bank for loan statement for final NRCDC tax return; conf w accountant to facilitate same; review Denver Post article re short term rentals; begin draft of ordinance amending short term rental regulations; conf w S. Walter re liquor hearings and procedures for same; advise and answer S. Walter follow up questions re same	NPW	\$170.00	4.25	722.50
Jan-28-19	review CORA responses to several requests; confer w SW	GTW	\$200.00	1.00	200.00
	Prepare D. Bess for deposition; advise re same and answer questions re same; conf w plaintiff's attorney taking D. Bess' deposition; correspondence re same; review multiple CORA requests; draft responses for S. Walter to respond to same; conf call w S. Walter re CORA requests, responses and liquor hearing script and procedure and upcoming liquor hearings for February council meetings and offer legal advice on other issues; t/c w J. Jordan re outstanding CORA request and coordination w S. Walter; review and analyze draft response to CORA request; recommend amendments; conf w G. Wilson re same; conf w G. Wilson re updated CORA policy and draft resolution for same; correspondence w S. Walter with legal advice; conf call w G. VanNimwegen re quasi judicial issues and annexation agreements and conditions for same;	NPW	\$170.00	6.50	1,105.00

	review and analyze Planning Commission packet and advise G. Van Nineteen for tonight's Planning Commission meeting; advise G. VanNimwegen re same; conf w S. Walter and PT Wood re liquor licensing authority hearing script for future public hearings; answer questions re same; conf w G. Wilson re same; conf call w CIRSA investigator re final results of McClurkin investigation and presentation of same and timeline for same; conf call w G. Wilson re same and CORA requests and responses; amend liquor hearing script for presiding officer				
Jan-29-19	address access to records issues; CORA "correspondence" rule; process docs for police dept grant.	GTW	\$200.00	0.50	100.00
	Conf call w G. Wilson re 2017 audit letter and correspondence from prior attorney re same; review correspondence concerning same; research federal law cited in grant materials for police chief; conf w G. Wilson re same; analyze same; coordinate same for police chief's grant; correspondence w D. Bess and plaintiff's attorney in civil case re D. Bess non-party deposition; review amendments to contract; coordinate execution of same; conf w party re same; conf w D. Nelson, Wood and S. Walter re same; coordinate final bank, loan and interest documents for accountant for final NRCDC tax return; conf w CORA requestor and advise same and advise S. Walter on same	NPW	\$170.00	2.25	382.50
Jan-30-19	review docs. for a/c privilege before CORA release	GTW	\$200.00	1.00	200.00
	Review S. Walter response to CORA request; advise re same and other meetings w residents concerning additional CORA requests; conf w CIRSA investigator re final results of McClurkin investigation; conf w D. Nelson re audit letter and correspondence necessary for same; review responsive documents to CORA	NPW	\$170.00	1.75	297.50

	request to evaluate privileged material; conf w G. Wilson.				
Jan-31-19	assign JG redline and annotated liquor code; clear CORA requests for release; review Quasi judicial protocols for liquor lic. proceedings	GTW	\$200.00	1.00	200.00
	Correspondence w former City attorney re request for 2017 audit response letter and explanation of what is necessary for same; conf w G. VanNimwegen re annexation applications and Planning Commission meeting decision and items on for future City Council meetings; research city code and state law re marijuana license transfer; advise S. Walter re same and transfer process in general; review special election language; draft resolution to establish retail marijuana license transfer fee; advise S. Walter, D. Nelson re same; conf w G. Wilson re same; Review and analyze Natural Grocers liquor application; redact confidential and financial information; advise S. Walter re same for 2/5 city council meeting and process for public hearing; Amend local liquor licensing authority public hearing outline and script; conf w S. Walter and D. Nelson in preparation for 2/5 city council meeting; draft and amend municipal court ordinance	NPW	\$170.00	3.25	552.50
	Totals			85.75	\$15,177.50

DISBURSEMENTS

Jan-01-19	Westlaw Research - December	15.38
Jan-31-19	12/28/18 Colorado Secretary of State Fee - Dissolution of SNRCDC	10.00
	1/22-23/19 Roundtrip mileage to Salida 266 @ 0.58	154.28
	1/8/19 Roundtrip Mileage to/from Salida for Council Meeting 248 @ 0.58	143.84
	January Prints/Copies 267 @ 0.10	26.70
	January Prints/Copies 2 @ 0.50	1.00
	Totals	\$351.20

Invoice #: 15011

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Total Fee & Disbursements

\$15,528.70

Previous Balance

19,700.46

Previous Payments

19,700.46

Balance Now Due

\$15,528.70

TAX ID Number 20-1943771

TIMEKEEPER LIST

GTW

Geoffrey T. Wilson

Associate

NPW

Nina P. Williams

Associate