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March 5, 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 #: 15071

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Feb-01-19	Read Liquor Code	JWG	\$200.00	0.20	40.00
Feb-04-19	discuss potential ADA issue with client; draft letter addressing same and send	GTW	\$200.00	1.50	300.00
	Meeting w G. Wilson re ADA concerns arising from resident and attorney's letter re same, liquor hearing on for 2/5 Council meeting and liquor law in general; review and update G. Wilson on items on for 2/5 council agenda which I worked on; analysis and discussion of planning agenda items; conf w D. Nelson re attorney w ADA question; research ADA issue and conf w G. Wilson re same; coordinate items for 2/5 Council meeting and liquor hearing w S. Walter; correspondence w High Country Bank and accountant for NRCDC final filing and items needed for same; research question concerning minimum distance requirement for liquor hearing; research new state liquor code for same; draft memo with research results and analysis to D. Nelson, S. Walter and G. Wilson and with application and direction for 2/5 Council meeting and local licensing authority hearing; correspondence w Oak Leaf re executed copy of final	NPW	\$170.00	4.25	722.50

	contract; review and analyze liquor hearing packet materials; advise S. Walter re same and for her presentation at 2/5 Council meeting and memo for same				
Feb-05-19	attend Council meeting; confer w SW re CORA requests; review status of personnel matters w client	GTW	\$200.00	3.00	600.00
	Advise S. Walter re transfer of marijuana license; review City Code and state law for same; answer follow up questions re same; conf w G. Wilson re 2/5 Council meeting	NPW	\$170.00	0.75	127.50
Feb-06-19	Conf w G. VanNimwegen re annexation and planning applications and status of same after 2/5 Council meeting; conf w CIRSA attorney re upcoming report on McClurkin investigation; conf w resident re CORA requests; conf S. Walter re same; conf w D. Nelson and G. Wilson advise for personnel and HR issues moving forward; review and analyze two new CORA requests; advise S. Walter re response to same; review and analyze responsive documents for same; research Salida Municipal Code, state law, state websites and other CO municipalities' codes re transfer of retail marijuana license; draft model notice of approval for transfer license; draft memo to S. Walter and D. Nelson w results, analysis and application of research concerning the steps and checklist to transfer a retail marijuana license; advise re specific transfer and answer follow up questions by city staff re same and re CORA requests and responses; research liquor law questions; advise S. Walter re same and re criminal records of applicants and re other items for application	NPW	\$170.00	2.75	467.50
Feb-07-19	Research issue concerning reducing the speed limit on Highway 50; conf w numerous CO municipal attorneys re same; conf w Dept of Transportation re engineering speed study for same and results of previous study and options re same; research state statutes re reduction of highway speed limit issue; draft	NPW	\$170.00	6.50	1,105.00

memo to D. Nelson with results of research, analysis and advice re same; correspondence w CDOT engineer re same and study re Highway 50; review correspondence from former city attorney re 2017 Audit; update staff and G. Wilson re same; correspondence w S. Walter re amendment of city websites as it relates to municipal court; correspondence w judge re same; Draft, edit and finalize ordinance amending code concerning municipal court, offenses and violations imposing prison time as well as necessary updates to outdated portions of code concerning same subject matter; research Salida Municipal Code for same and other similar municipalities; analyze code for necessary changes; research state law for same; review notes from meetings re same and memo from judge to L Lorentzen re same; conf w D. Nelson and S. Walter re same for 2/19 council agenda; advise re same and follow up correspondence w same; conf w G. Wilson; begin draft of parking ordinance; correspondence w city staff re legal issues and advice

Feb-08-19

review McClurkin investigation report; draft transmittal memo to Council and send

GTW

\$200.00

1.00

200.00

Meet w G. Wilson re draft of Ethics Code and other outstanding legal assignments and issues, and upcoming 2/19 City Council meeting; review and analyze 3 additional CORA requests; advise S. Walter on how to proceed; analyze and review my correspondence w L. Travis for one of the CORA requests; review for privilege; release other correspondence to S. Walter and advise on response; advise D. Nelson re employment and culture and personnel services including 360 review; advise S. Walter re response to outstanding CORA request; correspondence w Mountain Mail re same requested document; correspondence w S Walter

NPW

\$170.00

2.25

382.50

	re 3 upcoming liquor hearings; conf w G. Wilson re same				
Feb-11-19	Correspondence w High Country Bank re documents needed for final NRCDC tax filing; correspondence w accountant for same; review and analyze Little Cambodia Liquor license application; advise S. Walter re what to redact for public packet and regarding the application materials and in preparation of next week's hearing; review and analyze snow angel liquor license applications; advise S. Walter on legal research questions concerning wholesalers and redacting of public materials and review in preparation for hearing next week; review and analyze Uptown Grill's liquor license application; advise S. Walter on additional materials necessary and confidential information to redact; answer follow up legal and procedure questions re liquor license applications; meeting w G. Wilson re outstanding legal issues and ideas for ethics code; conf w Judge re municipal court issues related to code, procedure and ordinance; amend, edit and finalize ordinance re municipal court changes and decriminalization for 2/19 council meeting; prepare same for 2/19 city council presentation.	NPW	\$170.00	4.00	680.00
Feb-12-19	Review and analyze CORA requests; review and analyze responsive documents; advise D. Nelson and S. Walter re response to same and w follow up legal questions to same CORA requests and responses; review and analyze annexation agreement for Treat-Mesch; advise G. VanNimwegen re same for 2/19 council meeting and answer follow up questions re same; conf w G. Wilson re research questions concerning roles of clerks, treasurers and finance directors; conf w D. Nelson re same; correspondence w and assistance to accountant for final NRCDC filing.	NPW	\$170.00	2.25	382.50

Feb-13-19	discuss personnel investigation with investigator and CIRSA counsel	GTW	\$200.00	1.00	200.00
	Draft memo for 2/19 council meeting for municipal court ordinance; research and analyze for same; and prepare same for 2/19 council presentation; conf w S. Walter and D. Nelson re same; review CORA requests and correspondence from requestors concerning extension; analyze same for overbroad issue; advise S. Walter re same; review memos for liquor license application for 2/19 council hearing and future hearings.	NPW	\$170.00	2.50	425.00
Feb-14-19	Mark-up Chap.6, Art. 1; comparison w/SB18-243; create revision list	JWG	\$200.00	1.00	200.00
	Conf call w CIRSA attorney and investigator re: investigation initiated by former deputy city clerk and physically held last few weeks and discussion of upcoming report for same; t/c w G. Wilson re same; conf w S. Walter re memos for liquor hearings and follow up legal questions for same and research and analysis for same; analyze and edit memos for 2/19 liquor hearings; advise S. Walter re same; conf w D. Nelson re 2/19 training at work study meeting on quasi-judicial, ex parte and conflict issues; prepare and research for same; conf w G. Wilson re same; conf w S. Walter re logistics of training and materials for packet for same.	NPW	\$170.00	3.00	510.00
Feb-15-19	Conf. w/GTW on proposed revisions; fc to Sonia/left message	JWG	\$200.00	0.15	30.00
	Prepare for 2/19 work study presentation and training on quasi-judicial, ex-parte and conflict of interest issues; draft outline for speech, notes and presentation and anticipated questions and answers for same; research for same; conf w G. Wilson re same; conf w G. VanNimwegen and D. Nelson re same	NPW	\$170.00	1.75	297.50
Feb-18-19	Prepare for 2/19 city council meeting; review and analyze agenda, packet and documents for same; prepare for liquor licensing hearings and review materials for same; make notes and outline law	NPW	\$170.00	2.25	382.50

	and anticipated issues for attendance at same; conf w J. Templeton re municipal court ordinance; review and analyze materials for same for my presentation at 2/19 council meeting; conf w G. Wilson re same				
Feb-19-19	Phone discussion with Sonia Walter	JWG	\$200.00	0.25	50.00
	Attend and advise staff and council at City Council meeting; answer legal questions and present topics at same; attend and present at work study session and conducted training on quasi-judicial, ex parte and conflict of interest issues to city council, planning commission and historic preservation commission members; answer legal and follow up questions at same; meeting w G. Van Nimwegen re annexation and re zone items on for city council; advise and answer questions re same; meeting w S. Walter re CORA requests, CORA responses, liquor hearings and other legal questions; meeting w D. Nelson re outstanding legal issues, specific legal questions and in preparation of tonight's city council meeting; conf w council members and answer legal questions and advise on legal issues; review and analyze contract for fiber install; advise D. Nelson re same; review and analyze correspondence and employment agreement from Dara MacDonald and prior administration denying her severance pursuant to employment agreement; meeting w D. Nelson and PT Wood re same and response to same.	NPW	\$170.00	7.00	1,190.00
Feb-20-19	Conf w D. Nelson on response to Dara MacDonald's correspondence concerning prior administration's denial of severance pursuant to employment contract; conf w G. Wilson re same; advise D. Nelson and S. Walter on CORA request and draft response; answer follow up questions to same; advise S. Walter re marijuana transfer and draft notice of decision for same	NPW	\$170.00	0.75	127.50
Feb-21-19	Draft liquor code revisions for review by client; e-mail D.C.C. Walter	JWG	\$200.00	1.25	250.00

	Conf w S. Walter re second reading of municipal court code changes; meeting w G. Wilson re letter and memo concerning severance owed to D. MacDonald stated in employment agreement; conf w D. Nelson re same; meeting w G. Wilson re other outstanding legal issues and assignments; research state statutes and city code concerning marijuana transfer of license and requirements for notice of same and public hearing of same; advise D. Nelson and S. Walter on these issues in anticipation for upcoming application, hearing and notice of same; answer follow up questions re same; t/c w M. Bowers; conf w J. Greenfield re amending code concerning marijuana licensing; conf w S. Walter re Uptown Grill liquor application; conf w G. VanNimwegen and D. Nelson re appeal of fees.	NPW	\$170.00	2.00	340.00
Feb-22-19	Conf w J. Greenfield re marijuana transfer amendments to code and her draft ordinance of liquor licensing and code amendments and memo required for 3/5 city council meeting; review and analyze same; correspondence w former NRCDC treasurer and accountant for final tax return and re loan documentation re USFS property sale; correspondence w G. Wilson and G. Dahl; conf w D. Nelson and G. VanNimwegen re appeal for tap fees and resolution of same; conf w G. Wilson re same; research other codes and analyze SMC re marijuana licensing; begin draft of ordinance to amend code as relates to marijuana licensing; conf w J. Greenfield re same; draft ordinance amending short term rental provisions in code.	NPW	\$170.00	3.75	637.50
Feb-25-19	Advise S. Walter and D. Nelson re notice requirements for council retreat; answer follow up inquiries from staff re same; conf w G. Wilson re same; review and analyze planning commission agenda, packet and documents for same; research for same; conf w G.	NPW	\$170.00	2.75	467.50

VanNimwegen to advise and help prepare for same; follow up correspondence re contentions for same by applicant; recommend changes and advice re same in preparation for tonight's meeting; research city code; draft electronic memo w conclusions of research and analysis of code and application of code to tonight's meeting proposals; advise various options for same; review and analyze KHEN lease agreement extension; recommend steps moving forward for same to D. Nelson; review and analyze assessor map and advise D. Nelson re NRCDC property conveyed; answer follow up questions re same; conf w G. Wilson re same; conf w D. Lady re same; conf w S. Walter re multiple CORA requests and documentation for same; analyze correspondence from former administrator re separation agreement and severance owed; analyze employment contract details and factual evidence re same; conf w G. Wilson re same and plan for same

Feb-26-19	review file re termination of prior city administrator	GTW	\$200.00	0.00	0.00
	Draft ordinance and e-mail to S. Walter	JWG	\$200.00	0.80	160.00
	Review multiple CORA requests; advise S. Walter as to specific written responses and how to respond to same; review and analyze 100's of documents for a CORA request; redact attorney-client privilege on same for response to CORA request; conf w S. Walter re same; advise G. VanNimwegen re Planning Commission meeting application and steps moving forward and negotiation of same and re street improvements and fee in lieu; draft memo to council re former administrator's claim for severance pursuant to employment agreement, law re same, advice re same and recommended authorization for negotiation re same; analyze documents and law for same; conf w G. Wilson re	NPW	\$170.00	4.50	765.00

	same; advise S. Walter re liquor licensing hearing, transfer applications and Uptown grill memo and documentation for same; answer follow up inquiries re same.				
Feb-27-19	Prepare inserts for Council's Agenda action request; email client	JWG	\$200.00	0.30	60.00
	Research CO town and city parking codes; begin draft of ordinance amending SMC re parking violations and code sections relating to same; review correspondence and planning notes from meetings for same amendments; Research state liquor statutes and regulations; advise S. Walter re posting and noticing for special events; answer follow up legal questions re same; review and analyze First Amended Anglers Ridge Agreement; advise G. Van Nimwegen re same; conf w D. Nelson and G. Wilson re same for 3/5 city council meeting; conf w G. Wilson re former administrator's claim and memo to council re settling same; review employment agreement information to update memo to council re same; conf w D. Nelson re former administrator's contract and resolutions re same; analyze and review same; strategize re same; follow up correspondence re same	NPW	\$170.00	5.75	977.50
Feb-28-19	write Council memo re fmnr. admin. termination; write text for mayor letter re admin review	GTW	\$200.00	1.50	300.00
	Research real estate issues re property conveyed by NRCDC; review and analyze financial and real estate documents by former NRCDC board to answer questions from accountant to finalize final tax return for organization; review and analyze loan statements, interest and bank documents for same and in preparation of meeting w NRCDC accountant; review and analyze hundreds of documents in response to CORA request; redact same for attorney client privilege to assist S. Walter in response to same; answer follow up questions to S. Walter re liquor licensing	NPW	\$170.00	4.75	807.50

and special event permits and general notice, posting and publication requirements for same; research state statutes, regulations and websites for same and SMC for same; meeting w G. Wilson re former administrator's request for severance pursuant to her employment contract; edit, draft and finalize memo to council advising them re same; correspondence w Mayor and D. Nelson and G. Wilson re same; advise re steps moving forward re same; conf w G. Wilson re upcoming city council meeting and other outstanding legal issues and assignments.

Totals	75.45	<u>\$13,185.00</u>
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DISBURSEMENTS

Feb-28-19	Prints/Copies - February 2019 389 @ 0.10	38.90
	Prints/Copies - February 2019 (color) 150 @ 0.50	75.00
	2/19/19 Roundtrip mileage to Salida 266 @ 0.58	154.28

Totals	<u>\$268.18</u>
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Total Fee & Disbursements	<u>\$13,453.18</u>
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Previous Balance	15,528.70
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Previous Payments	15,528.70
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Balance Now Due	<u>\$13,453.18</u>
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TAX ID Number 20-1943771

TIMEKEEPER LIST

GTW	Geoffrey T. Wilson	Associate
JWG	Jane Greenfield	Associate
NPW	Nina P. Williams	Associate