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July 9, 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 #: 15383

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Jun-03-19	Meetings w Bill and Kristi re temporary commercial activities ordinance, recommended changes, presentation of ideas and direction to planning commission and city council and preparation for work session	NPW	\$170.00	1.50	255.00
	Meetings w S. Walter and D. Nelson in preparation for work session meeting and city council meeting, advise on legal issues; answer legal questions; prepare for meetings and other related assignments	NPW	\$170.00	1.75	297.50
	Attend joint work session with Planning Commission and City Council; assist and advise staff re: food trucks and temporary commercial activities; meeting with staff after work session to discuss same and outstanding legal assignments and issues; plan for same	NPW	\$170.00	2.75	467.50
	Meeting w M. Varnum and J. Lee re charter communications franchise agreement and amendments for same and required details to execute same; conf w PT Wood re same; conf w D. Nelson re same	NPW	\$170.00	0.75	127.50
	Review letter from attorney re alleged claim; conf w client; conf w G. Wilson; advise CIRSA attorney re same; review	NPW	\$170.00	1.25	212.50

	and analyze CIRSA attorney's response letter; made comments; finalize same; advise client				
	Amend and finalize Charter franchise agreement; review last minute changes from Charter; analyze same for city council meeting; conf w J. Lee and M. Varnum re same	NPW	\$170.00	1.50	255.00
Jun-04-19	Attend lunch meeting w M. Varnum and J. Lee re Charter Franchise Agreement, amendments for same, logistics for same, finalizing agreement and other related issues	NPW	\$170.00	1.00	170.00
	Prepare short term rental outline for meeting with staff; research issue, facts and law concerning same; obtain answers and models for same to follow council direction for same	NPW	\$170.00	0.75	127.50
	Meeting w Sonia, Kathy, Donna and Heather concerning STR direction from council, as well as obtaining necessary staff input concerning coordination, enforcement and financing pieces of STR; began amending STR ordinance based upon same; advise staff on same and answer legal questions re same	NPW	\$170.00	1.50	255.00
	Meeting w councilmember re city council meeting and legal questions on agenda and proposed ordinances	NPW	\$170.00	0.25	42.50
	Prepare for council meeting; meetings with staff members for same; advise staff on various legal questions and concerns; meeting w S. Walter to advise on legal questions; review and analyze council meeting agenda, packet and related documents in preparation for tonight's meeting	NPW	\$170.00	2.00	340.00
	Attend and advise staff and council at City Council meeting	NPW	\$170.00	1.00	170.00
Jun-05-19	Attend department head management meeting; advise staff on legal questions and receive additional legal assignments; meeting with Aimee and D. Nelson re same	NPW	\$170.00	1.50	255.00
	Meeting with title company, coordination of final logistics for tax return and post office mailing of same; conf w accountant re same; assist S.	NPW	\$170.00	1.50	255.00

	Walter w various legal questions and assignments and items stemming from this week's meetings as well as upcoming hearings and meetings; review and advise on liquor licensing issue				
	Advise on CORA requests; follow up correspondence w S. Walter re same; answer other legal questions from city staff; various legal questions and advice	NPW	\$170.00	1.25	212.50
Jun-06-19					
Jun-08-19	Review and analyze UP lease; advise D. Nelson re same and on other legal questions	NPW	\$170.00	0.75	127.50
Jun-12-19	communication re CORA request processing	GTW	\$200.00	0.50	100.00
	Amend, finalize and draft franchise agreement for city council packet; conf w city staff re same and direct for next council meeting on this item and other legal items on agenda	NPW	\$170.00	1.00	170.00
	Draft, edit and finalize professional service agreement for city staff to use; research and analyze for same; Advise staff on professional services contract; answer follow up questions re same and other legal questions and assignments	NPW	\$170.00	2.00	340.00
	Research and electronic memo re CORA questions's and law re same; conf w city staff re same	NPW	\$170.00	0.75	127.50
Jun-13-19	locate and transmit 2019 affordable housing legislation to CK	GTW	\$200.00	0.50	100.00
Jun-17-19	Research city code; advise additions to packet on historic preservation commission ordinance; conf w planners re same; conf w councilmember re same; assist with follow up questions for council meeting packet	NPW	\$170.00	1.25	212.50
Jun-18-19	Review and analyze subscriber agreement; advise D. Nelson re same; conf w city staff; advise on legal questions; follow up on same;	NPW	\$170.00	1.25	212.50
	Advise Glen on legal issues re indemnification clause and other planning commission and planning issues; review and analyze and advise;	NPW	\$170.00	1.00	170.00

	conf w city staff re various legal questions and issues; conf w D. Nelson; follow up correspondence on other planning issues and council agenda items; con w city staff				
Jun-19-19	Review notes from previous meetings concerning temporary commercial activities; took council direction and advise and directed planner to begin ordinance amending code re same; follow up legal research and answer legal questions re same; conf w city staff re same	NPW	\$170.00	1.25	212.50
Jun-24-19	Analysis of liquor licensee issue and preparation for 7/2 meeting re same; conf w S. Walter re same; conf w G. Wilson	NPW	\$170.00	1.00	170.00
	Draft, edit and finalize resolution adopting fee schedules; analyze materials and exhibits for same; direct and advise S. Walter re same for 7/2 city council meeting; conf w G. Wilson re same	NPW	\$170.00	1.50	255.00
	Advise re social media retention; conf w S. Walter and staff re same; conf w g. Wilson	NPW	\$170.00	0.75	127.50
	Submit materials for 7/1 work session presentation re city administrator job description; research and analyze re same; conf w S. Walter re same; prepare for 7/1 meeting and packet; conf w G. Wilson re same	NPW	\$170.00	1.75	297.50
Jun-26-19	Amend and finalize fee schedule resolution; advise and answer follow up questions to S. Walter; conf w D. Nelson; preparations for 7/2 city council agenda packet and social media policy	NPW	\$170.00	1.25	212.50
Jun-27-19	Review recommended changes to conditional license from attorney; conf w Mayor, council member, planner and D. Nelson re same; conf w attorney re same; plan and coordinate executive session re same; prepare for same	NPW	\$170.00	1.25	212.50
	Prepare for work session meeting and city council meeting; review and analyze packets, documents and agendas; conf w S. Walter re amendment of same and in preparation	NPW	\$170.00	2.00	340.00

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for liquor licensing issues; answer questions re same and analyze legal issues and advise on same

Advise S. Walter re fee schedule questions and re STR ordinance and other associated legal issues and assignments

NPW	\$170.00	1.00	170.00
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Conf call w attorney for liquor licensee; review and analyze documentation and letter in support of legal action; coordinate w S. Walter in preparation of 7/2 liquor licensing hearing; follow up correspondence and advice to S. Walter and attorney for licensee re same

NPW	\$170.00	2.00	340.00
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Advise S. Walter and MJ licensee applicant re hearing and follow up legal questions

NPW	\$170.00	0.50	85.00
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Totals		44.50	<u>\$7,625.00</u>
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DISBURSEMENTS

Jun-30-19	6/6/19 USPS certified package to IRS	10.85
	6/3/19-6/5/19 Attended Salida City Council Meeting, work session and staff meetings 266 @ 0.58	154.28
	June Copies/Prints 4 @ 0.10	0.40
	June Copies/Prints (color) 1 @ 0.50	0.50

Totals	<u>\$166.03</u>
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Total Fee & Disbursements	<u>\$7,791.03</u>
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Previous Balance	14,241.70
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Previous Payments	14,241.70
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Balance Now Due	<u>\$7,791.03</u>
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TAX ID Number 20-1943771

TIMEKEEPER LIST

GTW	Geoffrey T. Wilson	Associate
NPW	Nina P. Williams	Associate