



CITY COUNCIL WORK SESSION

448 E. 1st Street, Room 190 Salida, Colorado 81201

March 04, 2024 - 6:00 PM

AGENDA

Please register for the City Council Work Session

<https://attendee.gotowebinar.com/register/8054749917914710285>

After registering, you will receive a confirmation email containing information about joining the webinar.

DISCUSSION ITEMS

- [1.](#) City Prosecutor Interviews
- [2.](#) Annual Report- Department Updates
- [3.](#) Special Events Process- Parks and Recreation

Interview questions for Prosecuting Attorney recruitment:

1. Why are you interested in this municipal court prosecutor position?
2. Tell us about your experience with prosecuting cases in municipal court.
3. What do you know about our community and the specific needs of our municipal court?
4. How do you stay updated on changes in relevant laws and legal precedents to enhance your effectiveness as a municipal prosecutor?
5. Describe your experience working with law enforcement officers and other court personnel.
6. What strategies do you use to manage your caseload and workload effectively?
7. What would you say your response time would be to answer an inquiry from court staff and from a defendant?
8. How do you ensure you are prepared for every court appearance?

9. Given your busy schedule, how much time would you be able to dedicate to the Salida Court prosecution?
10. Who will be your backup prosecuting attorney?
11. In municipal court, most defendants are not represented by council. How do you deal with a difficult or uncooperative defendant?
12. How do you effectively communicate with defendants and victims in municipal court cases?
13. Do you have any questions for me about the position or our court?



CLAYTON M. BUCHNER
ATTORNEY AT LAW, LLC
444 Lewis Street, P.O. Box 3855
Pagosa Springs, CO 81147
(970) 507-0227

Item 1.

Dear Salida Hiring Committee,


Please consider my application for the City of Salida Municipal Prosecutor. As the current Municipal Prosecutor and/or Attorney for seven Colorado municipalities and as a previous Municipal Judge, I've gained invaluable experience and knowledge in the areas of municipal court procedure, laws governing Colorado statutory cities, code enforcement (nuisance, animal, etc...), and the Colorado municipal traffic codes.

My greatest motivation for seeking this position is to continue to partner with off range Colorado municipalities to provide the highest quality prosecutorial services available. If selected, I would quickly demonstrate how to streamline and successfully negotiate and/or prosecute all prosecutorial municipal issues in the most proficient, timely, and cost-effective manner. My previous experience as a felony prosecutor for the Department of Defense and Assistant U.S. Attorney's Office, as well as my years' experience as the Municipal Prosecutor and Municipal Judge on other jurisdictions makes me well-qualified for this position.

I have over 6 years' experience with Colorado municipal issues including criminal and civil codes, the Model Traffic Code. I served many years as a Trial Counsel and Special Assistant U.S. Attorney, felony level prosecutor, and as a Trial Defense Attorney for the Department of Defense, and I continue to advise young prosecutors in my capacity as a Lieutenant Colonel in the Judge Advocate General's Corps. In short, my 17 years' experience as a government attorney/prosecutor and my 6 plus years' experience specific to Colorado statutory municipalities will enable me to seamlessly transition into the Salida prosecutor position and provide the efficient, effective prosecutorial services the City deserves and requires.

What my resumés cannot communicate is the commitment and passion I have for the practice of Colorado municipal law. As the Salida Municipal Prosecutor, I will put the City's interests before my own, be personally available for all departments, and prioritize all legal requirements for the City. I promise the City of Salida that I will work with the Staff and relevant Departments to prosecute municipal offenders effectively and ethically, while preserving the rights and dignity of the accused.

Thank you for the opportunity to apply for this position. I look forward to the possibility of partnering with the City of Salida.



Clayton M. Buchner, J.D.

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ATTORNEY AT LAW, LLC
444 Lewis Street, P.O. Box 3855
Pagosa Springs, CO 81147
(970) 507-0227

Item 1.

TO: City of Salida

RE: Proposal, Municipal Prosecutor

1. **Firm Information**

Clayton M. Buchner, Attorney at Law, LLC. (Established 2017)

Attorney Number: 50996

Email and Phone: cmblawllc@gmail.com; 970-507-0227

444 Lewis St., Pagosa Springs, CO 81147

2. **Description of Experience**

I am the sole practitioner at Clayton M. Buchner, Attorney at Law, LLC, and my legal office is located in downtown Pagosa Springs. I graduated from Northern Illinois College of Law in May of 2006 and was admitted to the Illinois Bar (inactive) in October 2006. I have been licensed and in good standing with the Colorado Bar since I was admitted in July of 2017. My experience includes six plus years working for local municipalities, and I have significant experience in prosecuting cases in Colorado Municipal Courts. As a sole practitioner, the breadth and depth of my knowledge regarding prosecution comes from personal experience, a brief description of which follows.

I began my criminal prosecutorial career in 2008 as a felony level prosecutor, known as a "Trial Counsel", in the U.S. Army Judge Advocate General's Corps ("JAG"). As a Trial Counsel from 2008-2012, I represented the Government at hundreds of Courts-Martial and administrative hearings and provided legal advice and assistance concerning criminal cases and administrative actions to military police, the Army Criminal Investigative Division, and military commanders, covering an average population of 35,000 Soldiers. Note: The Military Rules of Evidence are nearly identical to the Federal Rules of Evidence, which in turn are nearly identical to the Colorado Rules of Evidence.

In 2009, I completed the Prosecutor's Bootcamp Course and the Trial Advocacy Course at the National Advocacy Center in Columbia, South Carolina.

From 2008-2010, I also prosecuted crimes committed within the concurrent federal jurisdiction of Fort Lee, Virginia as a Special Assistant United States Attorney ("SAUSA") with the 1st District in Richmond, Virginia. As a SAUSA, I tried hundreds of cases including traffic violations, shoplifting, assaults, and drug possession charges.

Once barred in Colorado, I was able to seamlessly transition my prior prosecutorial experience into the municipal setting. As Municipal Prosecutor, I have handled the enforcement of all types of municipal violations. From pre-trial negotiations to contested trials, I have handled thousands of cases and gained experience in the widest array of municipal issues and violations including traffic, criminal, animal control, juvenile, nuisance, land use appeals, civil lawsuits, code enforcement, and the list goes on. My experience in municipal court also includes matters in restitution, deferments, probation, plea deals, and contested constitutional matters. I am also intimately familiar with the Colorado Model Traffic Code (“MTC”) and the MTC’s interplay between the municipal court and the Colorado DMV regarding license suspensions, insurance violations, and the myriad of other reporting and enforcement issues. Further, I am level-headed and easy to get along with, which allows easy collaboration with City staff.

Previously, I had transitioned from a municipal prosecutor to a municipal judge starting February 2019 through February 2020. As the municipal judge, I was further exposed to the breadth of municipal issues and this time from a different perspective. It became my duty among other things to understand and enforce the rules of the court, which gave me a deeper understanding of municipal court processes that I would not have gleaned from prosecution alone. Again, I heard traffic, criminal, animal control, land use, and many other interesting municipal cases during my year on the bench. I only stepped down from the Municipal Judge position to pursue other positions including that of Municipal Attorney for multiple municipalities.

From February 2020 to present, I have served as Municipal Attorney/Prosecutor for either or all of Aguilar, Coal Creek, Pagosa Springs, Pitkin, Silverton, Sugar City, and Westcliffe, Colorado. I have gained vital experience in all areas of municipal law required by the RFP.

I have a 18-year legal career built on a foundation of prosecution and government service and have a current, intensive focus in the area of Colorado municipal prosecution and municipal law.

Please see resumés attached.

3. List of Represented Municipalities

Pagosa Springs, Colorado (Home-Rule). Currently serve as Municipal Prosecutor. Previously served as Municipal Attorney, Special Legal Counsel, and Municipal Judge.

Westcliffe, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Silverton, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Coal Creek, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Aguilar, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Sugar City, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Pitkin, Colorado (Statutory). Currently serve as Municipal Attorney and Prosecutor.

Avon, Delta, Fairplay, Fruita, Mountain Village, New Castle. Draft ordinances, resolutions, contracts, etc... as needed for listed home-rule and statutory towns/cities as independent contractor.

4. Other Primary Focus

Prior to starting my private practice in Colorado, I served as a Department of Defense (DOD) attorney, GS-14 level. In this role, I gained experience in transportation law, regulation-based government contracts, ethics in government, and government employment and labor law issues.

My previous and continued experience as a U.S. Army Judge Advocate General (JAG) officer has trained and given me experience in matters of negotiation, litigation, leadership, interpersonal skills, and advisement to high-level officials. I am currently a Lieutenant Colonel in the U.S. Army Reserves.

My primary area of practice outside the area of municipal law is criminal defense.

Although I do not have a direct history of working with Salida, I trust my current work in similarly situated mountain communities will allow me to seamlessly transition into this role.

5. Primary Attorney

Clayton M. Buchner, Attorney at Law, LLC is a sole practice located in Pagosa Springs, CO. Clayton M. Buchner will provide all legal services required by the RFP.

6. Availability

I am available to attend municipal court one full Friday per month.

7. Billing and Rates

| Product | Member | Rate (U.S. Dollars) |
|----------------------------|--------------------|---------------------|
| Roundtrip Travel (5 Hours) | Clayton M. Buchner | \$600 |
| Hourly Rate | Clayton M. Buchner | \$165 |

My rate sheet does not include administrative costs, so please allow me to outline those. I am not requesting incidental costs for photocopying and/or postage. I would request use of City resources for printing City work-product and materials and sending City

correspondence. Incidental use of my firm's printing, scanning, and mailing capabilities would be at no cost to the City.

Charging the City my hourly rate for travel time would be a significant expense, as such, I am proposing a \$600 fixed fee per roundtrip between my location in Pagosa Springs and Salida, with no mileage, stipend, or other expenses. For comparison, the \$600 fixed fee is \$100 per hour considering a 6-hour, round-trip from my location in Pagosa Springs. I would also request hotel or other room accommodations for those occasions that require my physical presence in Salida and do not permit daylight travel back to my home. This travel reimbursement request is of course negotiable, and I am open to proposals from Salida and very flexible with travel arrangements and providing remote support to the City.

Further, I am requesting to be hired as a private contractor and not as a City employee. As such, benefits such as FICA, medical, and retirement matches, etc...are not requested or necessary and provide a cost savings to the City. My status in the U.S. Army Reserve JAG Corps provides a retirement plan and medical benefits for me and my family.

Finally, if cost is the deciding factor in my selection versus the cost of another respondent, I respectfully request an executive session be called under C.R.S. §24-6-402(4)(e) in order to negotiate the rates quoted in this revised proposal.

8. Fixed Fee/Flat Rate

Fixed Rates/Flat Fee scenarios have a tendency to benefit only one of us... Me, if I do less work, and the City of Salida if I do more work than my hourly would otherwise pay. For this reason, I believe payment of an hourly rate is the most equitable structure. That said, I'd be amenable to a \$1320 flat fee per month arrangement, if I was paid my hourly rate of \$165 for any work exceeding 8 hours per month.

9. Conflicts of Interest

I have no known conflicts of interest in becoming the municipal prosecutor nor do I foresee any arising in the future.

10. Disciplinary Issues

I have no instances of discipline or ethics complaints.

11. References

- a. Justin P. Fay, Archuleta County Judge and Magistrate. (c) 303-483-3445, (w) 970-247-8160.
- b. Candace Dzielak, Pagosa Springs Court Administrator and Probation Officer. Contact. (c) 970-264-4151 Ext.247, cdzielak@pagosasprings.co.gov

- c. Gloria Kaasch-Buerger, Silverton Town Manager. Contact. (w) 970-880-4087, gkaasch-buerger@silverton.co.us
- d. Kathy Reis, Westcliffe Town Clerk. Contact. (w) 719-783-2282, Townclerk@townofwestcliffe.com

12. Philosophy and Commitment

From the outset of my legal career eighteen years ago, I have been in government service. At all levels, federal to local, the purpose of government is to ensure peace, deliver justice, and promote the general welfare of its citizens. To that end, the government's most important tool is the enactment and application of the rule of law and its most destructive action is to do so unethically. **My philosophy is that of selfless service rooted in integrity and aligned with the mission, vision, and goals of the local government as my client.** In the role of public servant, my commitment is to provide ethical, consistent, and accurate legal advice to government leaders and decision-makers when creating, interpreting, and enforcing the rule of law.

I promise to treat all Salida personnel respectfully with a commitment and priority of work given to the municipal court staff. My principles of quality assurance are based on integrity and duty. Integrity in that all legal services are community-centered and rooted in moral and ethical values. Duty in that all prosecutorial services will be researched and knowledge-based to provide upstanding and consistent prosecution in order to lower risk and increase efficiency in City law enforcement.

Thank you in advance for your time and consideration and thank you for this opportunity. I am standing by to clarify, explain or validate any of the contents contained in this proposal.



Clayton M. Buchner, J.D.

KAREN E. LINTOTT
205 Two Rivers Road, Unit C
Salida, CO 81201
kelintott@yahoo.com
(719) 588-1479

January 5, 2024

Christy Doon
City Administrator
City of Salida, Colorado

Via email: Christy.doon@cityofsalida.com

RE: RFP for Municipal Prosecutor

Christy,

Per my previous email, Chief Johnson mentioned the City needed a municipal prosecutor. He advised that, historically, the County Court DDA has served in both capacities. I ran the situation by Linda Stanley and she has no objection to me serving the City as well as the District.

I attach my resume for your consideration. I moved to Colorado in 2014 and (as you know) represented a number of municipalities in the San Luis Valley. I served as Monte Vista's municipal prosecutor (2017-18). I worked for the 12th Judicial District as a deputy district attorney in the summer of 2022 at the request of Mr. Payne prior to his resignation. I found I really enjoyed criminal law and was fortunate enough to be hired in the 11th last January.

My docket is Chaffee County Court with Judge Bull. I tried ten cases last year and am on pace for the same this year. I work with all four law enforcement agencies (Salida PD, BV PD, CSP and CCSO) and probation closely.

As for a financial proposal, I don't feel I am in a position to present one since I don't know the volume of cases or time commitment (2 days a month?). I no longer carry malpractice insurance since I am a full-time District employee and am not permitted to have an outside practice. However, I am sure there is a way to structure the arrangement in light of past history.

I am fine with whatever works for you all – I just think this is a really nice opportunity to streamline public safety resources for the City.

I can make myself available to meet with you, Nina and council. Evenings are better with my trial/docket schedule over the next couple of weeks.

Thank you for considering me.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "Karen E. Lintott". The signature is stylized with a large, looped "K" and a cursive "E".

Karen E. Lintott

KAREN E. LINTOTT**205 Two Rivers Road, Unit C****Salida, CO 81201*****kelintott@yahoo.com*****(719) 588-1479****EDUCATION****University of San Diego School of Law**J.D., May 1995, *cum laude*

San Diego Law Review, member

University of Southern California

B.A. Political Science/English 1989

LEGAL EXPERIENCE**Deputy District Attorney** January, 2023-present**11th Judicial District, Chaffee County****Sole Practitioner** 2014-2023*Karen E. Lintott, P.C.*, Salida, Colorado

General civil litigation practice focusing on contract disputes. Transactional practice including estate planning and advising municipal boards. Representative municipalities include: Monte Vista, Saguache, Moffat, Hooper, Creede and Romeo, Colorado.

Sole Practitioner 2009-2013*Law Office of Karen E. Lintott*, Aptos, CA

Civil litigation practice of plaintiff's personal injury matters and contract disputes.

Senior Associate 2007-2009*Jackson & Wallace, LLP*, Los Angeles and Orange County, CA

Management of insurance defense litigation teams.

Sole Practitioner 2002-2007*Law Office of Karen E. Lintott*, Santa Cruz, CA

General civil litigation practice handling construction defect defense, plaintiff's personal injury, contract and real estate disputes.

Associate 1997-2002*Burton, Volkman & Schmal, LLP*, Santa Cruz, CA

Civil litigation associate specializing in construction defect, motor vehicle, legal malpractice, and premises liability defense. Extensive experience in litigation, trials and appellate matters

Associate 1995-1997*McCormick, Barstow, Sheppard, Wayte & Carruth*, Fresno, CA

Civil litigation associate concentrating in areas of insurance defense and business litigation.

LICENSESCalifornia Bar -1995 (179770) *inactive status*California Eastern and Northern Federal District Courts; 9th Circuit Court of Appeal-2000

Colorado Bar- 2014 (47287)

Colorado Federal District Court-2015

PRO BONOJudge *Pro Tem* for Santa Cruz County Superior Court from March 2005-December 2006/March-December 2009 (Traffic, Small Claims and Department of Children Support Services Calendars)

February 7, 2024

Christy Doon
City Administrator
City of Salida

Re: Municipal Prosecutor Position

Dear Ms. Doon,

Thank you for forwarding the Request for Qualifications for the Municipal Prosecutor position with the City of Salida. I will address the requested information for the proposal in the order provided in the RFQ.

I am a solo practitioner currently serving as the Municipal Prosecutor for the Town of Buena Vista and the Town of Poncha Springs. I began my work as a solo practitioner and Municipal Prosecutor in December of 2019 with the Town of Poncha Springs. I then expanded my work to include the Town of Buena Vista in January 2020. Currently, the majority of my legal practice is dedicated to the municipal work, but I also on occasion will work as a criminal defense attorney. I work from home and currently live in Chaffee County, just outside of Poncha Springs.

Prior to starting my work as a Municipal Prosecutor I worked for 22 years as a Deputy District Attorney in the 18th Judicial District, the 1st Judicial District, and finally the 11th Judicial District. Having served as a trial attorney since 1997, I am familiar with trial procedures, the Rules of Evidence, and Court rules. During my time as a Municipal Prosecutor, I have handled code enforcement, animal control laws and Municipal Traffic Code violations. I am responsible for reviewing the facts and law related to each case, conducting legal research when necessary, preparing pleadings, handling pretrial conferences, negotiating plea agreements and terms of sentences, witness interviews for trial, preparing jury instructions, drafting legal pleadings as necessary, and conducting trials. I also work closely with law enforcement, code enforcement and the Town Administrator on proposed additions and changes to the Municipal Code in both Buena Vista and Poncha Springs.

Currently the Town of Buena Vista requires a court appearance monthly on the fourth Wednesday of every month and the Town of Poncha Springs requires a court appearance bi-monthly on the third Wednesday of every month. I am available to attend monthly court appearances which do not conflict with the Town of Buena Vista and Town of Poncha Springs court dates.

I currently bill monthly for my services at an hourly rate of \$200.00 per hour. If the City of Salida would prefer to discuss a flat service fee agreement I am open to that discussion. I do not charge any additional fees for mileage, telephone service or supplies. I will pass along any charges that are incurred with respect to the prosecution of cases for the City of Salida including

without limitation filing fees, witness fees, deposition costs, reproduction costs, messenger services, postage, computer research costs and similar prosecution costs.

I am unaware of any conflicts of interest which may exist in representing the City of Salida as the Municipal Prosecutor.

As a prosecutor for 22 years, there were various times that criminal defendants filed complaints with the Office of Attorney Regulation Counsel. None of these complaints have resulted in any form of discipline.

I am excited about the opportunity to expand my practice to include the City of Salida. I look forward to further discussions about the position of Municipal Prosecutor and answering any questions you may have about my qualifications.

Sincerely,

Lisa M. Scanga

REFERENCES

Judge Brian Green
719-839-1121 cell
Canthook2@gmail.com

Phillip Puckett
719-581-1031
ppuckett@buenavistaco.gov

Brian Berger
719-581-1035
bberger@buenavistaco.gov

LISA SCANGA

12066 W. U.S. Hwy 50, Salida, CO 81201
303-324-2908; lscanga@msn.com

PROFESSIONAL SUMMARY

Experienced and reliable attorney with advanced litigation skills; advanced knowledge in criminal law and procedure; and proven ability to communicate effectively with a variety of audiences, including law enforcement professionals. Experience reviewing and drafting legislation and testifying in front of State legislative committees. Licensed and admitted to the Colorado Bar in 1996.

SKILLS

- Expertise in public speaking
- Advanced litigation skills
- Efficient project management
- Persuasive communication skills
- Strong analytical skills
- Ability to work well under pressure and with multiple deadlines
- Advanced training skills

WORK HISTORY

01/2020 to Present Municipal Prosecutor (part-time)

Town of Buena Vista, Colorado

Handle the prosecution of all criminal cases including traffic, municipal ordinance violations, code enforcement and animal control. Review police reports to determine appropriate charges and disposition. Prepare for and conduct arraignments, pre-trial hearings and bench trials, jury trials and sentencings. Enter into plea negotiations with defendants or their attorneys during pretrial conferences. Provide legal guidance to police officers. Interpret laws, rulings and regulations. Interview victims and witnesses. Prepare pleadings, ensure compliance with discovery requirements and draft appeals.

12/2019 to Present Municipal Prosecutor (part-time)

Town of Poncha Springs, Colorado

Handle the prosecution of all traffic cases. Review police reports to determine appropriate charges and disposition. Prepare for and conduct arraignments, pre-trial hearings and bench trials, jury trials and sentencings. Enter into plea negotiations with defendants or their attorneys during pretrial conferences. Provide legal guidance to police officers. Interpret laws, rulings and regulations. Interview victims and witnesses. Prepare pleadings, ensure compliance with discovery requirements and draft appeals.

10/2020 to 10/2022 Mortgage Loan Underwriter

High Country Bank

Analyzed and documented complex financial and credit information. Compiled, analyzed and documented loan data and credit risk along with borrower and property information. Updated and communicated with processors and mortgage professions regarding documentation needed for loan approval.

07/2019 to 10/2020 Loan Processor

High Country Bank

Responsible for gathering and processing all documentation required for a borrower to qualify and close a home mortgage loan. Review loan documentation to ensure documents are compliant with state, lender and investor requirements.

**06/2018 to 07/2019 Deputy District Attorney
11th Judicial District Attorney's Office – Salida, CO**

Responsible for handling all criminal cases in Park County from filing decisions through trial, sentencing and post-conviction proceedings. Analyze applicable statutes and case law; take a lead role in the case investigation; and filing and litigating all motions.

**01/2006 to 06/2018 Senior Deputy District Attorney
First Judicial District Attorney's Office - Golden, CO**

Responsible for all aspects of criminal prosecution from filing charges through trial, sentencing and post-conviction proceedings. Analyze applicable statutes and case law; take a lead role in case investigation; and filing and litigating all motions. Selected to be the Family Violence Specialist in 2009 which included supervision of a paralegal and resource coordinator, and training law enforcement and attorneys on issues related to domestic violence. Promoted to Senior Deputy District Attorney in 2010 which included handling class one felony cases and complex high priority cases as the lead attorney, independently and effectively managing a diverse docket of criminal cases while also training newer deputy district attorneys. Selected in 2016 to serve as a Senior Deputy District Attorney in the Appellate Unit. In this position I was responsible for responding to DMV appeals, 35(c) motions, county to district court appeals, and served on the District Attorney's Legislative committee, testifying in front of the Judiciary Committee on proposed legislation. In 2017, presented oral argument to the Colorado Supreme Court. From 2017-2018 coordinated and implemented the First Judicial D.A.'s Office transition to a paperless database system for all criminal case files and discovery. This also required system coordination and training with all law enforcement agencies working with the District Attorney's Office.

**09/2004 to 12/2005 Assistant Attorney General – Gang Prosecution
Attorney General's Office – Denver, CO**

Unit

Responsible for all aspects of prosecution for complex gang related crimes. Took a lead role in advising during the investigation stage, presentation to the statewide grand jury, writing the indictment, handling plea negotiations, preparing and developing strategies and arguments in preparation for presentation of the case for motions and trials. Also prepared and presented statewide training regarding using the Colorado Organized Crime Control Act in the prosecution of gang related crimes.

**05/2004 to 05/2005 Instructor
Arapahoe Community College – Littleton, CO**

Taught all aspects of criminal law for the Law Enforcement Academy. This includes Title 18 and 19, Fourth Amendment search and seizure law, application of the Fifth Amendment and Miranda, identification procedures and courtroom testimony.

**04/1997 to 09/2004 Deputy District Attorney
Eighteenth Judicial District Attorney's Office – Centennial, CO**

Responsible for all aspects of criminal prosecution from filing charges through trial, sentencing and post-conviction proceedings. This includes managing discovery, plea negotiations, witness preparation, preparing trial and exhibit binders, and developing strategies and arguments in preparation for presentation of cases.

06/1996 to 04/1997 Law Clerk**Arapahoe County District Court – Centennial, CO**

Researched and prepared legal memorandums on motions submitted to the Court in civil, mental health and probate cases. Produced orders for the Court's approval, including findings of fact and conclusions of law, following trials to the Court.

EDUCATION:

Juris Doctor Vermont Law School, South Royalton, VT (1993-1996)

Bachelor of Arts Psychology, University of Colorado, Boulder (1989-1992)

AWARDS:

2017 Excellence in Prosecution
Presented by the Rocky Mountain Victim Law Center

COMMITTEE RESPONSIBILITIES:

2016-2017 CDAC Legislative Committee
2009 – 2016 Jefferson County Domestic Violence Coalition
2009- 2016 Wheat Ridge Police Department Domestic Violence Task Force
2006-2015 Jefferson County District Attorney's Office Sexual Assault Team
2014-2015 Colorado Coalition Against Domestic Violence Strangulation Legislation Committee
2015 Peace Officer Standards and Training Sexual Assault Curriculum Committee
2014 Peace Officer Standards and Training Domestic Violence Curriculum Committee

TRAINING PRESENTATIONS:

2009- 2019 Annual Legislative Update and Case Law Update presented to law enforcement agencies (4 hours)
October 2009 Domestic Violence Investigation
New Detective Training at the Jefferson County District Attorney's Office (2 hours)
October 2009 Domestic Violence Investigation (co-presenter with Detective Betsy Westbrook)
New Officer Training for the Arvada Police Department (2 hours)
March 2010 Advanced Domestic Violence Investigation and Prosecution
Ending Violence Against Women training for Eagle County law enforcement (2 days)
June 2010 Protection Orders
Lakewood Police Department Victim Advocate Training for New Volunteers (1 hour)
August 2010 Advanced Domestic Violence Investigation and Prosecution
Ending Violence Against Women training for the Westminster Police Department (8 hours)
September 2010 Making Technology Work for Us
Colorado District Attorney's Council Conference (2 hours)
September 2010 Investigation and Prosecution of Stalking
Ending Violence Against Women training for the Seventh Judicial District Law Enforcement Officers and Prosecutors (8 hours)
September 2010 Domestic Violence Investigation
New Detective Training at the Jefferson County District Attorney's Office (4 hours)
January 2011 Domestic Violence Investigation and Prosecution
Ending Violence Against Women training for the Twenty Second Judicial District Law Enforcement Officers and Prosecutors (8 hours)
February 2011 Expert Witness Training (Domestic Violence and Sexual Assault)
Ending Violence Against Women training (8 hours)

| | |
|---------------------|--|
| Feb & Aug | Criminal Justice Response to Domestic Violence Panel |
| 2011,2013,2014-2015 | Family Tree, Inc. (3 hours) |
| February 2011 | Domestic Violence Prosecution |
| | University of Denver – Social Work Graduate School (1 hour) |
| April 2011 | Sexual Assault Investigation and Prosecution |
| | Ending Violence Against Women training for the Fourteenth Judicial District Law Enforcement Officers and Prosecutors (8 hours) |
| June 2011 | Expert Witness Training (Part 2) (4 hours) |
| | Colorado District Attorney’s Council and Ending Violence Against Women |
| September 2011 | Intimate Partner Rape |
| | Colorado District Attorney’s Council Conference (2.5 hours) |
| February 2013 | Predominant Aggressor in Domestic Violence Investigations Jefferson County Sheriff’s Department in-service training (four 2 hour sessions) |
| March 2013 | Domestic Violence Investigation |
| | New Detective Training at the Jefferson County District Attorney’s Office (2 hours) |
| April 2013 | Domestic Violence Investigation |
| | Ending Violence Against Women training for law enforcement in Lamar, Colorado |
| May 2013 | Domestic Violence Prosecution |
| | Jefferson County District Attorney’s Office, County Court Attorneys |
| February 2014 | Courtroom testimony and Domestic Violence Investigations and Lethality Factors |
| | Golden Police Department in-service training (three 4 hour sessions) |
| February 2014 | Domestic Violence and Sexual Assault Investigations and Prosecutions |
| | Ending Violence Against Women training for law enforcement in the Eighteenth and Fifteenth Judicial Districts (16 hours) |
| March 2014 | Domestic Violence Investigations and Lethality Factors |
| | Edgewater Police Department in-service training (3 hours) |
| April 2014 | Domestic Violence Investigations |
| | New Detectives Academy |
| | Jefferson County District Attorney’s Office |
| July 2015 | What to do After Trial – Before and After Sentencing (Case Organization) |
| | Colorado District Attorney’s Council (30 minutes) |
| August 2015 | Moderator for a Panel Discussion on Prosecuting Non-Fatal Strangulation Cases |
| | Jefferson County DA’s Office (2 hours) |
| January 2016 | Cross-Examination of Mental Health Professionals |
| | Colorado District Attorney’s Council (1.5 hours) |
| June 2018 | Expert Witness Training |
| | Colorado District Attorney’s Council (4 hours) |



2023 Annual Department Updates and Community Report



City Council

Mission

To guide the future of the City through thoughtful and inclusive decision-making, preserving what makes Salida unique and focusing on positive outcomes

Core Services

- Transparent dialogue and information sharing
- Proactive and defensible decision making
- Sustainability of investments
- Ability to maintain and improve investments



2023 Highlights

By the Numbers

- Reestablished Focus Areas:

- Fiscal Stability
- Internal Operations/Communication
- External Communication/Stakeholder Engagement
- Community Infrastructure

- 2 new Council members
- 1 new Treasurer
- \$49.5 m budget



Administration

Mission

Direct and coordinate activities of all departments, department heads and employees of the city, guide the future of the City through thoughtful and inclusive decisions-making, preserving what makes Salida unique and focusing on positive outcomes.

Core Services

- Ensure coordination and efficiency across all departments to meet goals and objectives established by City Council.
- Implement and enforce ordinance, policies, rules and regulations adopted by City Council.
- Manage, direct and develop systems for long-range planning, prioritization and completion of projects and programs.
- Serve and personnel director for the City.



2023 Highlights

- Hired a Sustainability Coordinator/Public Information Officer to move the Climate Action & Energy Action Goals forward.
- Codified the Sustainability Committee.
- Transferred Vital Records to Chaffee County Public Health.
- Implemented new Employee Committees and established regular all-staff meetings.

By the Numbers

- 90 Full-time employees
- 64.58 residents served per employee
- Perfect score (plus extra credit) during CIRSA annual audit
- 100% of employees completed annual training requirements



2024 Projects

Item 2.

- Create a Fiscal Emergency Plan
- Develop a work plan and priorities for the newly created Sustainability Committee.
- Implement Comprehensive HR Services
- Increase training hours for City employees by 5%
- Increase proactive communication with the community
- Highlight activities that meet Council goals of fiscal stability, better internal and external communication and sustainable community infrastructure.



Finance Department

Mission

The Finance Department is committed to building the public trust through sound financial management and innovative and effective guidance in decision-making while protecting the City's assets, and ensuring compliance with Federal, State and local laws and regulations.

Core Services

- Coordinate the annual City budget
- Manage the annual audit and prepare the ACFR
- Track actual performance against budget goals
- Provide general accounting services, including: receivables, payables, grant accounting, cash and debt management, investing, utility billing and collections.



2023 Highlights

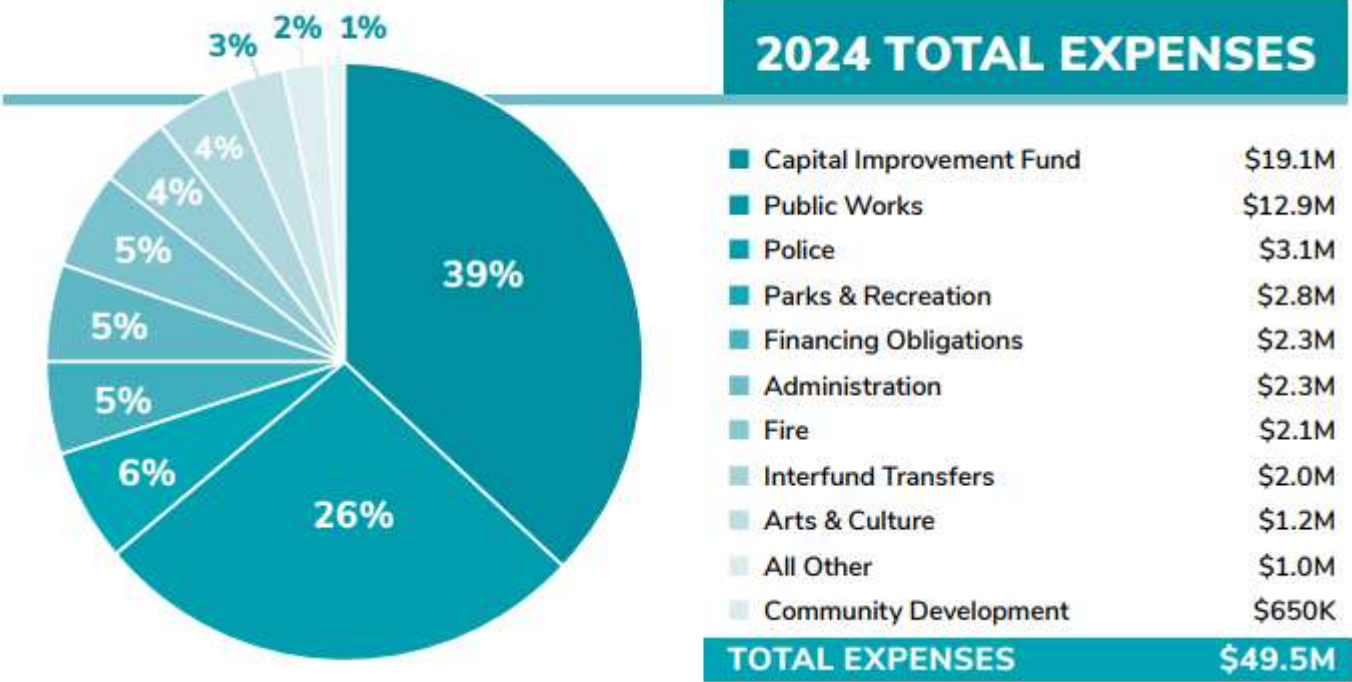
- Updated the City's Financial Management Plan.
- Worked with financial advisors and bond council to issue Certificates of Participation at a premium for the purpose of financing a new fire station. A Standard & Poor rating of AA- was achieved.
- Implemented a Purchasing Policy that follows best practices.
- Centralized the financial management of grants received by the City.
- Prepared an award-winning annual budget document and Annual Comprehensive Financial report recognized by the GFOA.
- Made improvements and efficiencies in the City's financial processes.



Finance Department

Key Performance Indicators:

| | |
|-------------------------|----------|
| Invoices Processed | 4,563 |
| Active Utility Accounts | 3,931 |
| Budget size | \$49.5 M |





2024 Projects

- A balanced budget of \$49.5M was adopted in November 2023.
- Develop a Fiscal Emergency Plan to get the City through lean times.
- Strive for continued openness and improved understanding of City financial issues.
- Cross training efforts in the office is a priority.



Clerk's Office and Municipal Court

Core Services

- Post public notices, agendas, resolutions and ordinances
- Safeguard all official records of the City
- Process new liquor, marijuana, short term rental, arborist and tobacco licenses and renewals
- Process Colorado Open Records Act (CORA) requests
- Manage Municipal Court for the judge and prosecutor

By the Numbers

- 281 Traffic Citations Processed
- 254 Cases Heard by the Municipal Judge
- 95 CORA Requests Processed
- 65 Liquor Licenses Processed
- 221 Short Term Rental Licenses Issued
- 64 Special Event Permits Issued



2023 Highlights

- Implemented Spanish language support and interpretation for court cases
- Offered two Record Retention and Management classes to the City
- Instituted a “Shred Day” for City records past retention date
- Manage the 2023 Coordinated Election

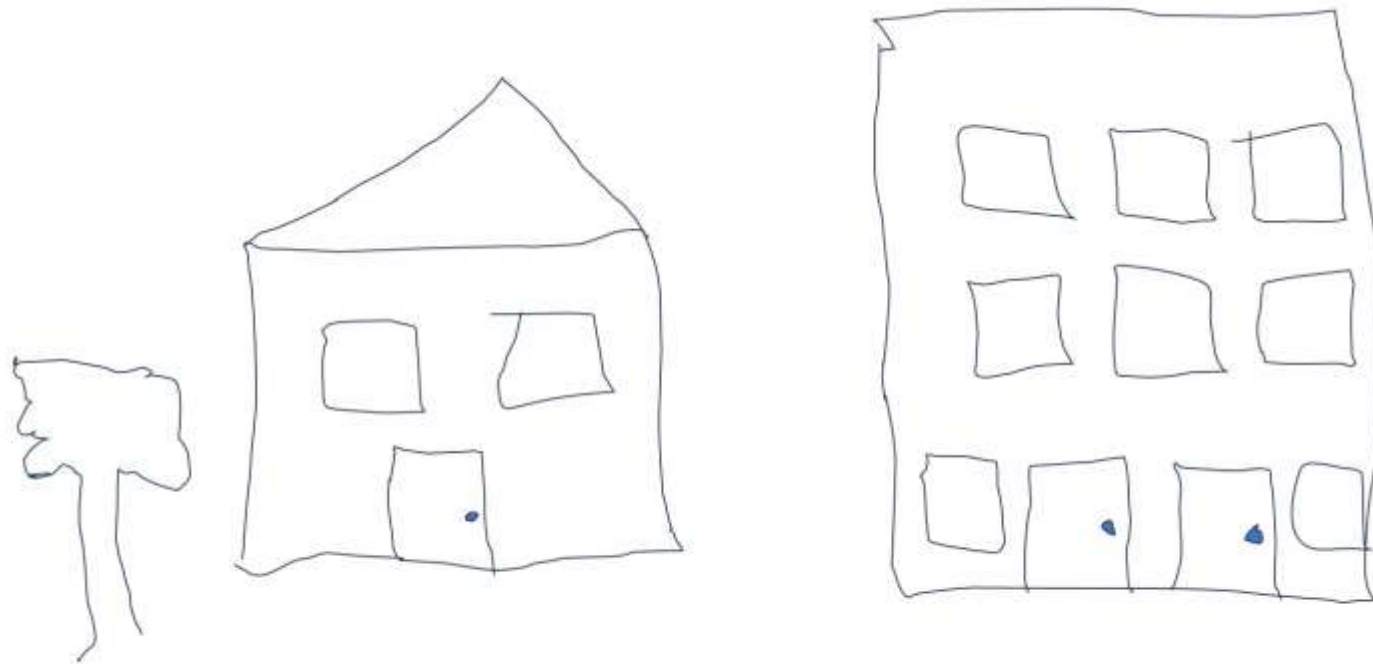
2024 Projects

- Enhance calling and text abilities linked directly to the municipal court cases
- Moving the Municipal Court to a paper light Court minimizing paper wasted
- Training new Clerk and hiring a new Deputy Clerk
- Implement an online payment system through Tyler for Liquor, Marijuana, Tobacco & Arborist Licenses



Community Development Department

Item 2.





2023 by the numbers

- 248 Building Permits Issued (including 172 new residential units) – Second only to 2021 stats
- 90 Administrative Reviews
- 11 Limited Impact Reviews / Variance Requests
- 7 Major Impact Reviews
- 4 Annexations
- Provided 7 households temporary housing through the innovative Open Doors RV Program
- 250 inclusionary housing units committed in 2023-2024



Other Highlights

- Committed to State's Proposition 123 affordable housing program
- Acquired and demolished derelict buildings at corner of 1st & D to make way for forthcoming 19-unit affordable workforce housing project
- Made significant updates to the Land Use Code
- Created a Future Land Use Map amendment to the City's Comprehensive Plan
- Completed the South Ark Neighborhood Master Plan
- Secured additional parking downtown via lease agreement for 35-space parking lot.
- \$1.1M grant from the Department of Local Affairs (DOLA) for the 1st and D Street Apartment project
- \$750K Colorado Housing and Finance Authority (CHFA) grant for land purchasing to develop future affordable housing geared to aging adults.





2024 Projects

- Increase staffing
- Anticipated completion of design of 1st and D Street workforce apartments, pursue funding
- Continue work on the South Ark Neighborhood Phase I Primary Infrastructure, pursue funding
- Facilitate development of low-income apartments for older adults on the eastside of town, secure developer
- Finalize the new Land Use Code and new Zoning Map
- Process building permits, conduct administrative and other land use reviews
- Assist Council and other staff with variety of other projects and programs



Item 2.





Police Department

Community Programs and Events

School Games

Community That Cares

SART (Sexual Assault Response Team)

Adult Protection Team

Domestic Violence Council

Crimestoppers

Parades!

Chaffee County Drug Task Force

High Visibility Enforcement DUI Program

Click It or Ticket

Chaffee County Tactical Team

Positive Ticket Program

Bike Safety with Absolute Bikes

Shop with a Cop

By the Numbers

- Calls for Service – 10660 (98% increase since 2019)
- Arrests – 311
- Citations – 781
- Reports – 1917
- SWAT Calls – 8
- Average annual training hours per officer - 154



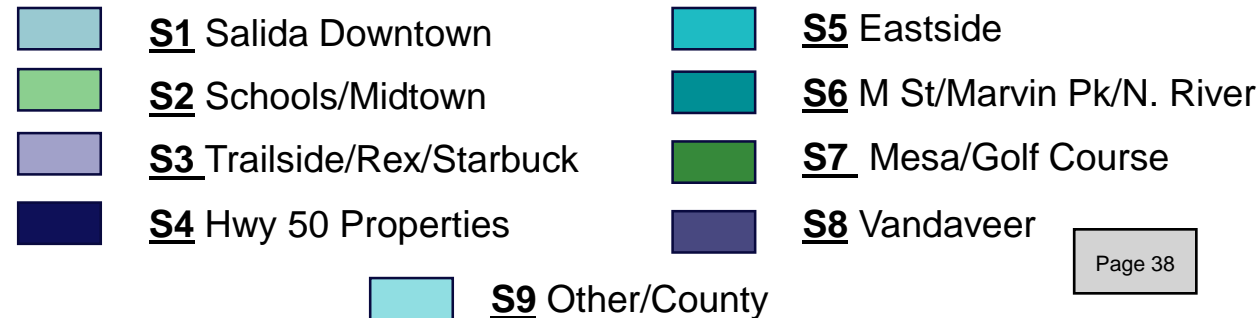
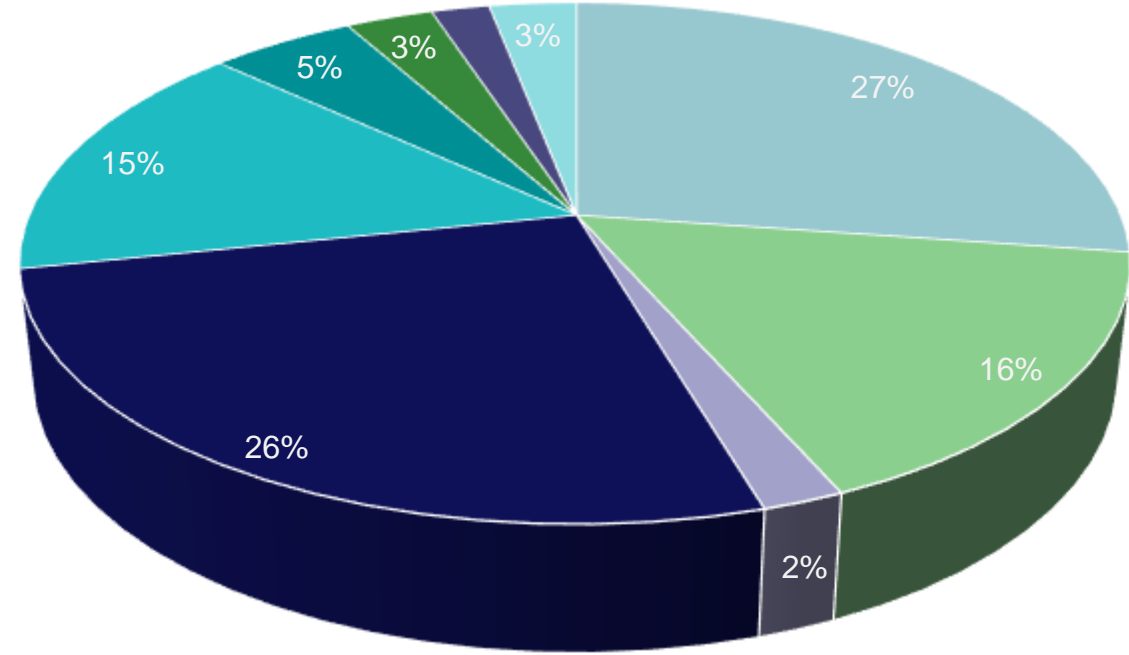
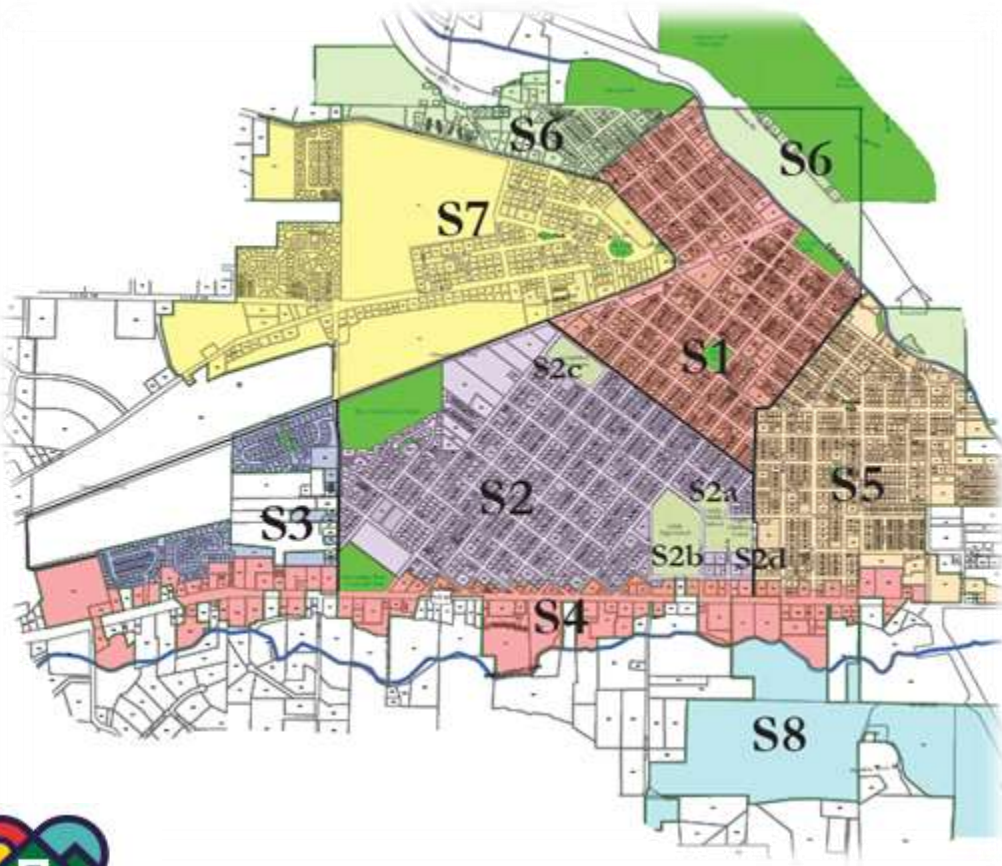
K-9 Sarge Narcotic Seizures

- Liquid Meth – 11 fluid ounces
- Meth – 91.65g
- Cocaine – 7g
- Fentanyl – 58.01g
- Psilocybin – 126g
- GHB – 2.62 fluid ounces
- Other illegally possessed prescription pills – 3.47g



INCIDENTS BY ZONE

Item 2.



CITY OF
SALIDA
POLICE



Salida Fire Department

Item 2.

Structure Fires,
vehicle fires, and
wildfires

Medical Care

Hazardous Materials

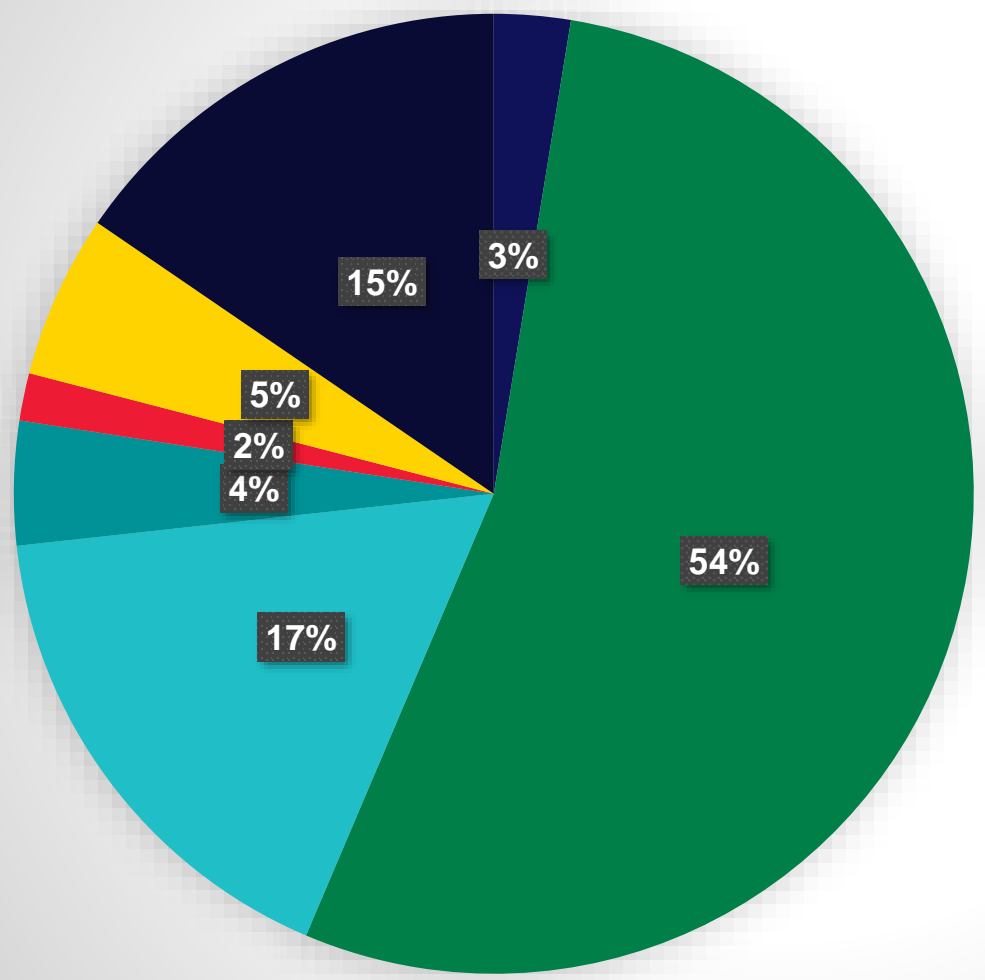
Technical Rescue

Fire Prevention, fire
inspections, plans
review, and code
compliance

Emergency
Preparedness and
planning

Provide Outreach (fire
prevention and safety
programs, community
engagement, special
events, and more)

2023 Calls for Service Breakdown



- Fires
- Medical Calls
- Public Service Assistance
- Hazmat Calls
- Rescue (ICE, Swiftwater, Extrication)
- Fire Alarm
- Accident/Potential Accident



New Fire Station Progress

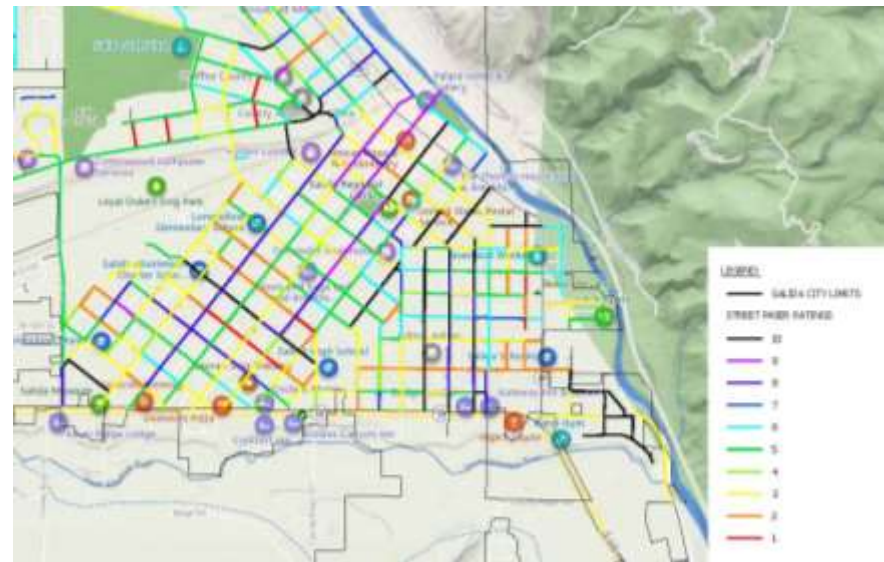
- Broke ground November 3, 2023
- Cleared site
- Began utility work
- Dug foundations
- Completion date – November 2024





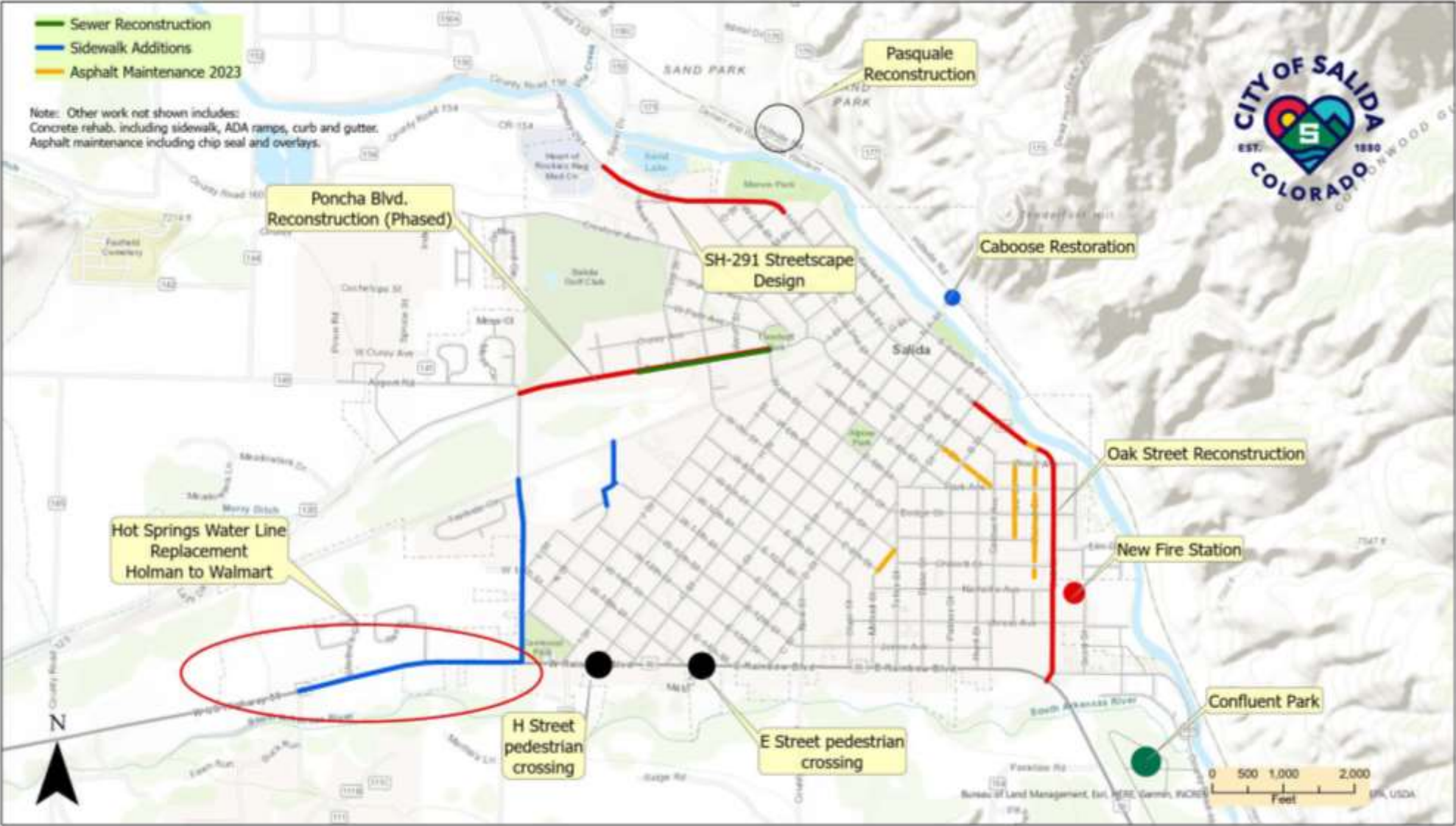
Public Works Operational Items

- Street Sweeping Schedule Updates
- Multi-Use Facility and Fleet
- Smart Meters
- Asset Management
 - Street condition assessment
 - Utility condition assessment
 - Asset management software
 - Integration into CIP planning
- Sustainability
 - Asphalt Recycling
 - Water Conservation
 - Biosolids composting





Public Works Capital projects





Parks and Recreation

- Growth in recreation programming – 3,009
- Hot Springs Aquatic Center
 - Revenue - \$556,963
 - Attendees – 57,359





Parks and Trails Maintained



| | |
|----------------------------------|-------|
| Number of municipal parks | 17 |
| Acres of parkland | 31.79 |
| Acres of open space managed | 360 |
| Number of Mutt Mitt Stations | 17 |
| Number of annual flower planters | 18 |
| Trash Cans managed daily | 99 |
| Sprinkler heads managed | 726 |
| Number of Playgrounds | 9 |
| Number of Skate Parks | 2 |
| Number of Bike Racks | 22 |
| Picnic tables | 62 |



Arts and Culture

Mission

The Arts and Culture Department oversees operations and programming of the Salida SteamPlant Event Center, the Salida Scout Hut, and the State-certified Salida Creative District. The department also supports the Public Art Commission that oversees public art and makes recommendations to the City Council.

Core Services

- Manage SteamPlant Event Center and Scout Hut events including private weddings, conferences, community meetings, concerts, conventions, special events, classes and more.
- Produce artistic programs for the community throughout the year such as a free summer concert series, Salida Jazz Fest, annual film festival, gallery shows, and educational programs.
- Partner with local and regional organizations to promote the arts.
- Provide technical support through broadcast and streaming of the City Council meetings and the City's YouTube channel.



2023 Highlights

- Worked to update the Salida Creative District Strategic Plan which will help provide direction, vision and new opportunities within the Creative District downtown area.
- Received recertification of Salida's Creative District.
- Developed and launched a new website for the Creative District.
- For the first time, offered six full-day Summer Creativity Camps for children guided by local artists.
- Expanded outreach and community engagement for artists and galleries to connect at meetings, meet-ups, First Friday events, and educational opportunities.





By the Numbers

- Over 500 Hosted Events
- 35K People Served
- 350 Organizations Served
- 104 Free Creative Arts-Focused Events
- 13,412 Attendees at Free Creative Arts-Focused Events





2024 Projects



- Continue implementation of the Creative District Strategic Plan.
- Expand artistic programming and curation of festivals and events for the community including ArtWalk and a new Salida Chalk Festival event.
- Support the Public Arts Commission with the installation of a new sculpture and public art and increase opportunities for local artists.



WORKSESSION MEMORANDUM

| DEPARTMENT | PRESENTED BY | DATE |
|----------------------|---|---------------|
| Parks and Recreation | Diesel Post - Parks and Recreation Director | March 4, 2024 |

ITEM

Updated 2024 Special Events application, review, and approval process.

BACKGROUND

The City of Salida's Special Events permitting and approval process has not been updated in approximately 10 years. It has become cumbersome and frustrating for event organizers wishing to hold events on City Property. The process involved numerous staff members and departments to review and authorize event requests. There has been a City events organizer in both the Departments of Parks and Recreation and Arts and Culture, and a Special Events coordinator was recently hired in Arts and Culture. Due to Council requests, that position has transitioned into the Community Engagement Supervisor position.

After consideration of the duties, the Event Coordination responsibilities are now being managed by Parks and Recreation. Currently, the department is managing the duties with existing staff as the City re-organizes its positions with the intent to hire a Coordinator as soon as possible.

The Department of P&R has worked with the Clerk's office and all other departments to develop a more updated and efficient application, review, approval, and execution process for Special Events. The new process involves identifying existing code requirements and systems, finding discrepancies in the system and code, clarifying the code, and increasing the ease and access of the application process.

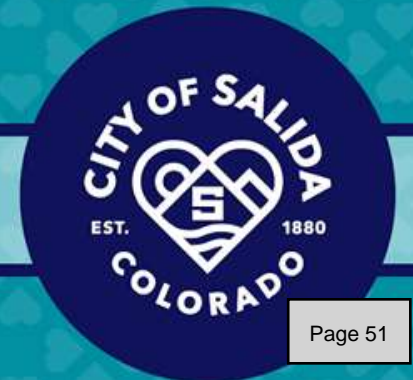
At the root of the process was determining what party is responsible for approvals (precisely what is Council's responsibility for "approving" events), making the process easier for Organizers, and making the packet material more templated and less "bulky".

A \$100 application fee has also been added to the fee schedule starting in 2024.

Staff would like to share the Special Events Application Process, explain who (staff, Council, county staff, etc.) authorizes the different aspects of an application, and learn to what level the Council would like to be informed of the various Special events happening in the City.

2024 Salida Special Events processes and procedures

New procedures for community organizers, staff, and Council





Organizer wants to hold an event

Item 3.

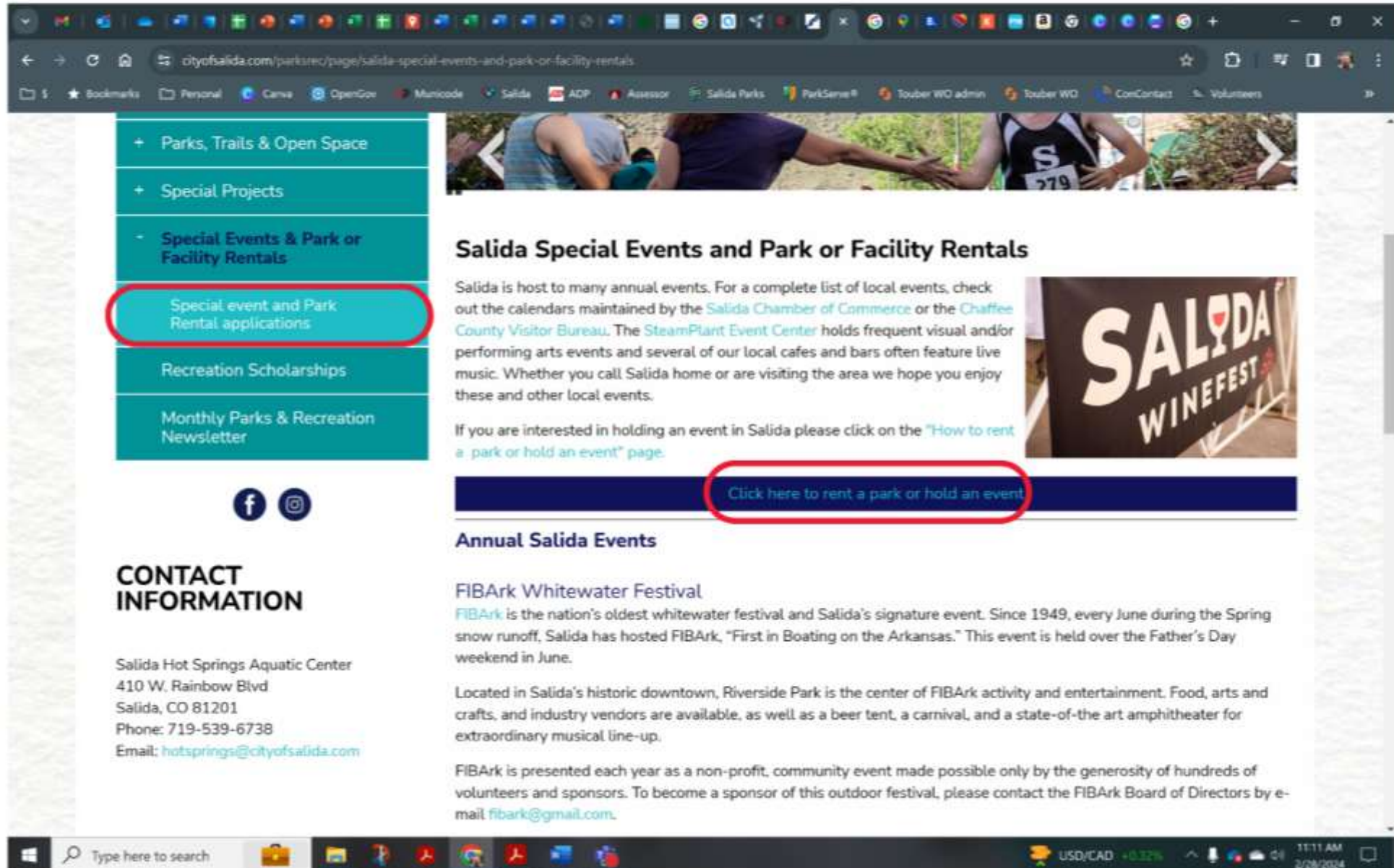
Go to the City website - Parks and Recreation - Special Events and Park Rentals

A screenshot of a web browser displaying the City of Salida website. The browser's address bar shows "cityofsalida.com/parksandrec". The website's header includes the City of Salida logo, navigation links like "HOW DO I...", "CITY NEWS", and a search bar. A dark blue navigation bar contains links for "YOUR GOVERNMENT", "I'M A LOCAL", "PARKS & RECREATION", "THINGS TO DO", and "DOING BUSINESS". Below this, a sidebar lists "HOT SPRINGS AQUATIC CENTER", "PARKS, TRAILS & OPEN SPACE", and "RECREATION". The "RECREATION" link is highlighted with a red circle, and a sub-link "SPECIAL EVENTS & PARK RENTALS" is also circled in red. The main content area features a large image of a playground slide and the heading "Parks and Recreation". Below the heading, a paragraph describes the department's responsibilities. To the right, there is a smaller image of an indoor aquatic center. The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the date and time.

Page 52

Click - "Click here to rent a park or hold an event"

Item 3.



cityofsalida.com/parksrec/page/salida-special-events-and-park-or-facility-rentals

- + Parks, Trails & Open Space
- + Special Projects
- + Special Events & Park or Facility Rentals
- Special event and Park Rental applications
- Recreation Scholarships
- Monthly Parks & Recreation Newsletter

Salida Special Events and Park or Facility Rentals

Salida is host to many annual events. For a complete list of local events, check out the calendars maintained by the [Salida Chamber of Commerce](#) or the [Chaffee County Visitor Bureau](#). The [SteamPlant Event Center](#) holds frequent visual and/or performing arts events and several of our local cafes and bars often feature live music. Whether you call Salida home or are visiting the area we hope you enjoy these and other local events.

If you are interested in holding an event in Salida please click on the ["How to rent a park or hold an event"](#) page.

[Click here to rent a park or hold an event](#)

Annual Salida Events

FIBArk Whitewater Festival

[FIBArk](#) is the nation's oldest whitewater festival and Salida's signature event. Since 1949, every June during the Spring snow runoff, Salida has hosted FIBArk, "First in Boating on the Arkansas." This event is held over the Father's Day weekend in June.

Located in Salida's historic downtown, Riverside Park is the center of FIBArk activity and entertainment. Food, arts and crafts, and industry vendors are available, as well as a beer tent, a carnival, and a state-of-the art amphitheater for extraordinary musical line-up.

FIBArk is presented each year as a non-profit, community event made possible only by the generosity of hundreds of volunteers and sponsors. To become a sponsor of this outdoor festival, please contact the FIBArk Board of Directors by e-mail fibark@gmail.com.

CONTACT INFORMATION

Salida Hot Springs Aquatic Center
410 W. Rainbow Blvd
Salida, CO 81201
Phone: 719-539-6738
Email: hotsprings@cityofsalida.com



Park Rental and Special Events application form

Item 3.

The screenshot shows a web browser window displaying the 'Park Rental & Special Event Application 2024' form. The browser's address bar shows the URL: forms.office.com/Pages/ResponsePage.aspx?id=e8QVn36a1Uyi2k79uRFS5g5E1ygu5Fq68U-VvFH1JUN0VKVbUJUY2R002RDgyOE9M4DQ2U18TMC4u. The browser's taskbar at the bottom shows various open applications including Canva, OpenGov, Municode, Salida, ADP, Assessor, Salida Parks, ParkServe, Touber WO admin, Touber WO, ConContact, and Volunteers. The form itself has a blue header with the title 'Park Rental & Special Event Application 2024'. Below the title, a message reads: 'Thank you for your interest in renting one of Salida's beautiful Parks! Please fill out this form with as much detail as possible. The Parks & Recreation Team will be in touch in the next 3-5 business days with more information and the next steps in the park rental application process. For immediate assistance, please email parksandrec@cityofsalida.com. We look forward to working with you!'. The form contains three required fields: '1. Contact Name *', '2. Email *', and '3. Phone Number *'. Each field has a text input box with the placeholder text 'Enter your answer'. The Windows taskbar at the bottom shows the search bar, task view button, and several pinned applications. The system tray on the right shows the date and time as 11:43 AM on 2/28/2024, along with weather information (34°F Sunny).

Park Rental & Special Event Application 2024

Thank you for your interest in renting one of Salida's beautiful Parks! Please fill out this form with as much detail as possible. The Parks & Recreation Team will be in touch in the next 3-5 business days with more information and the next steps in the park rental application process.
For immediate assistance, please email parksandrec@cityofsalida.com
We look forward to working with you!

* Required

1. Contact Name *

Enter your answer

2. Email *

Enter your answer

3. Phone Number *

Enter your answer

[Application link](#)




17 step application, review, and approval process

| Organizer | Special event coordinator | Clerk | P&R admin | Parks Staff | PW staff | Public safety staff | County Public health | City Administrator | State liquor board | City Council |
|---|---|---|--|-----------------------------------|-----------------------------------|-----------------------------------|---|---------------------------------------|--------------------|---|
| Organizer (EO) s Special Events an | | | | | | | | | | |
| | 2. Staff Special Event Coordinator (SSEC) reviews application | | | | | | | | | |
| | 3. SSEC contacts EO, provides follow up instructions for required applications, park fees, service requests | | | | | | | | | |
| ompletes and submits applications to SECC | | | | | | | | | | |
| | 5. SECC creates invoice for park deposit and fees using Smart Rec/Amilia software | | | | | | | | | |
| | 6. SECC processes or forwards applications to appropriate department (Sound permit, Street Closure, Liquor permits to Deputy Clerk's (DC) Office | | | | | | | 6a. Sound permit - City Administrator | | |
| | 6b. Food permits to County Public Health Department | | | | | | 6bi. PH confirms food license, safe practices | | | |
| s all fees to appropriate nts | 7a. Multi vendor, liquor fee to Clerk's office | | 7c. Park deposit and fees to Parks & Rec Amilia/SmartRec | | | | 7b. Food vendor fee to County Public Health | | | |
| | 8. SECC reserves date in calendar, notes service requests | | | | | | | | | |
| | 9. SECC follows up with EO regarding outstanding applications | | | | | | | | | |
| | 10. SECC schedules EO for Special Event Meeting Committee presentation | | | | | | | | | |
| ds Special Event | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | 11. Attends Special Event Meeting | | |
| | 11a. SECC confirms Parks services, additional support needed 11b. SECC identifies items for Council approval such as permits or special resolutions | | | | | | | | | |
| | 12. SECC communicates date of consent agenda to EO | | | | | | | | | |
| | | 13. Clerk runs Council meeting with event approvals | | | | | | | | 13. Event presented in the Consent Agenda - Cover sheet |



2024 Special Events Consent Agenda Cover Sheet

Item 3.



SPECIAL EVENT MEMO

| SPECIAL EVENT | PRESENTED BY Parks & Recreation | DATE |
|---------------|------------------------------------|------|
|---------------|------------------------------------|------|

ITEM:
Consent Agenda
Council Action – Approve the Consent agenda.
Event Date(s):
Location:
Event Mission Statement:

Check all that apply:

☐ Amplified Sound
☐ Liquor License
☐ Vendor(s)
☐ Street Closure
☐ Code Violation

Department Approvals

Parks & Recreation

Comments: _____

Signature: _____ Date: _____

Public Works

Comments: _____

Signature: _____ Date: _____

Arts & Culture

Comments: _____

Signature: _____ Date: _____

Police

Comments: _____

Signature: _____ Date: _____

Fire

Comments: _____

Signature: _____ Date: _____

Chaffee County Public Health

Comments: _____

Signature: _____ Date: _____

Administration

Comments: _____

Signature: _____ Date: _____

City Clerk

Comments: _____

Signature: _____ Date: _____