



Date: 07/01/2019 to 07/31/2019

Client: City of Brighton



Client	Date	Personnel	Description	Rate	Hours	Fees
City of Brighton	07/17/2019	Hottman, Taunia	To Brighton with PW to meet with staff; Meet with communication team and additional staff to discuss next steps after Council's vote and termination of City Manager, strategic communications, media relations and recommendations; To Webb office from Brighton; Meet with PW to create initial crisis response messages for City Manager; Create messages and review with PW; Send messages and social media BMPs to Zach and Kristen, follow up with them on messaging; Discuss website updates necessary with PW, read email from Zach regarding site updates.	\$140.00	5.00	\$700.00
City of Brighton	07/17/2019	Webb, Peter	To Brighton City Hall, meet TH, meet with Kristen, Zach and team with Marv and team, to discuss planning and messaging in wake of Council's decision on manager; Discuss and create messaging with TH.	\$375.00	3.75	\$1,406.25
City of Brighton	07/18/2019	Cohen, Andy	Updates from TH on status of communications, review messaging for CM social media video with TH and discuss suggested edits, provide TH with example info sheet on water; Copy editing fact sheet with TH.	\$155.00	1.00	\$155.00

City of Brighton	07/18/2019	Hottman, Taunia	Communication with Zach about points for CM in social media video and review after Brighton creates and sends; Additional follow up review and recommendations, send to Janelle; Follow up with Zach about script, brief discussion with Zach about water FAQ information and next steps; Discuss CM script with AC, and review water district client infographic one-pager on water treatment plant information and timeline from AC and further discussion of necessary information from Brighton; Work with Zach and Kristen on changes; Brief updates to PW; Send Brighton revisions for one-pager for BBQ.	\$140.00	2.00	\$280.00
City of Brighton	07/18/2019	Webb, Peter	Update from TH on social media postings, video.	\$375.00	0.25	\$93.75
City of Brighton	07/19/2019	Hottman, Taunia	Emails and messages with Zach and Kristen on annual City BBQ, feedback from residents and water fact sheet; Review revised fact sheet and follow up questions about community feedback; Search for news coverage of Brighton CM termination; Discuss additional design recommendations for fact sheet with AC; Update PW on Brighton BBQ and next steps; Make notes on all recommended changes to Utilities Fact Sheet; Connect with Zach and Kristen to set up call; Call with Zach and Kristen to review all priority communication, including updating fact sheet and social media, website additions; Send ECCV one-pager to Zach and Kristen to begin creating comprehensive Brighton Utilities One-pager.	\$140.00	1.75	\$245.00
City of Brighton	07/19/2019	Webb, Peter	Update on BBQ and staff plans from TH.	\$375.00	0.25	\$93.75

City of Brighton	07/22/2019	Hottman, Taunia	Communication with Zach and Kristen about all staff meeting and water utilities document; Brief call with PW about staff and social media, send Zach message about recommendations; Email from Kristen on updates and scheduling call; Call with PW on recommended strategies for Acting CM and call with Brighton; Call Kristen to discuss some recommendations for community relations, setting up call; Send out invite to group and approve calendar invite for Acting CM media training.	\$140.00	1.25	\$175.00
City of Brighton	07/22/2019	Webb, Peter	Brighton communication update from TH.	\$375.00	0.25	\$93.75
City of Brighton	07/23/2019	Cohen, Andy	Discussion with TH on recent updates, including media training effort and latest from city.	\$155.00	0.25	\$38.75
City of Brighton	07/23/2019	Hottman, Taunia	Call with Brighton and recommendations on communication projects; Discuss next steps and recommendations on utilities information with AC; Discuss communication recommendations with PW; Spreadsheet from Kristen on slated projects and ongoing Utilities expenses, review information with PW, additional questions about timelines for projects to Kristen and Zach; Follow up with Kristen on questions for utilities lead, offering calls with utilities liaison about water bills; Communication with Kristen about discussion between Acting CM and Webb Senior Consultant Sam Mamet.	\$140.00	2.50	\$350.00
City of Brighton	07/23/2019	Webb, Peter	Conf. call with TH and Brighton comms team, Kristen, Zach, Janelle, on next steps forward.	\$375.00	0.75	\$281.25
City of Brighton	07/23/2019	Webb, Peter	Work on messaging for public works/infrastructure projects with TH.	\$375.00	0.50	\$187.50
City of Brighton	07/24/2019	Cohen, Andy	Review water rates chart with TH and recommendations to her.	\$155.00	0.25	\$38.75

City of Brighton	07/24/2019	Hottman, Taunia	Discuss latest news on recall with PW; Communication with Kristen about comparison rate sheet and Acting CM call setup with Sam Mamet; Follow up with Kristen with questions about rate sheet; Review rate sheet with PW; Communication with Kristen regarding news release on audit, review with PW and make suggested revisions, send back to her; Calls to Sam Mamet to set up discussion time with Brighton; Call with Sam to discuss guidance for city staff; Communication with Kristen on available time for phone conference and Sam's contact; Set up weekly client call with Kristen and Zach; Continued communication with Kristen to connect Acting CM and Webb senior consultant.	\$140.00	2.00	\$280.00
City of Brighton	07/24/2019	Webb, Peter	Edit Brighton release with TH.	\$375.00	0.25	\$93.75
City of Brighton	07/25/2019	Hottman, Taunia	Communication with Kristen about call with Sam Mamet and logistics, discuss materials/messaging development and next steps; Communication with Sam on availability for call with Acting CM today.	\$140.00	0.50	\$70.00
City of Brighton	07/26/2019	Cohen, Andy	Discuss water projects schedule and messaging with TH.	\$155.00	0.25	\$38.75
City of Brighton	07/26/2019	Hottman, Taunia	Communication with Brighton on Next Door questions regarding Utilities; Follow up communication with Kristen about Brighton Blade story; Brief update to EC on collateral material to create; Review all documents on projects, timelines and costs sent by Brighton, discuss costs with AC and messaging, make notes for Monday's call.	\$140.00	1.25	\$175.00

City of Brighton	07/29/2019	Hottman, Taunia	Review all recent news on Brighton and notes; Prepare for weekly call with communication team and call with team to discuss next steps on materials development, utilities questions and media; Post-call, discuss Brighton next steps and recommendations with PW; Follow up briefly with Brighton team about utilities information; Create messaging for Brighton audiences.	\$140.00	2.50	\$350.00
City of Brighton	07/29/2019	Webb, Peter	Discuss next steps forward with TH, based on Monday morning phone call with Brighton comms team.	\$375.00	0.50	\$187.50
City of Brighton	07/30/2019	Cohen, Andy	Review and edit discussion points.	\$155.00	1.00	\$155.00
City of Brighton	07/30/2019	Hottman, Taunia	Revise messaging after AC edit recommendations; Communication with Brighton on information from staff needed for public materials development; Review rendering of water treatment plant and discuss with AC; Communication with Brighton on meeting with Acting CM; Debrief call with Sam Mamet after conversation with Acting CM.	\$140.00	2.25	\$315.00
City of Brighton	07/30/2019	Mamet, Sam	Phone conversation with Marv Falconburg, Brighton interim city manager on various projects in which he is currently involved and guidance; Phone debrief with TH.	\$250.00	1.50	\$375.00
City of Brighton	07/31/2019	Hottman, Taunia	Review utility department materials from Zach and notes; Meet with PW to revise messaging grid and discuss next steps; Print materials for meetings with Brighton staff; Meet with Kristen, Janelle and Zach to discuss messaging grid and notes; Meet with Marv to discuss messages ahead of interview with Brighton Blade, talk to Michael about economic updates, continued messaging recommendations; Drive to and from Brighton City hall.	\$140.00	4.50	\$630.00
City of Brighton	07/31/2019	Webb, Peter	Discuss message points and comms team strategies with TH in advance of her meeting with team and Acting CM.	\$375.00	0.75	\$281.25
<b>Total</b>				<b>37.00</b>	<b>\$7,090.00</b>	