

TOWN OF MANCOS
BOARD of TRUSTEES WORKSHOP
November 8, 2023 6:00 P.M.
Workshop – 2024 Budget Discussion
Town Hall Board Room

Monthly Board Workshops are for Board discussion purposes only. Decisions cannot be made during these sessions. These workshops are open to the public, however public comment will not be accepted.

BOARD of TRUSTEES MEETING
November 8, 2023 7:00 p.m.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance and Moment of Silence
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of the Minutes of October 25, 2023
- F. Mancos United Presentation
- G. Audience Business
- H. Announcements
- I. Treasurer's Report: October Bills & Claims
- J. Committee Reports
 - Montezuma County Commissioner Update
 - Student Liaison Update
 - Montezuma County Planning Commission
 - Region 9
 - CDOT TPR
- K. Discussion and Action Items
 - 1. Chavolos/La Mesa Liquor License Transfer
 - 2. Master Meter Purchase Authorization
 - 3. Unhoused Discussion
 - 4. Personnel Manual Update
 - 5. Board of Adjustment Appointments
- L. *Items for December 13, 2023 Meeting*
 - *Public Hearing: 2024 Budget & Mill Levy Adoption*
 - *2024 Resolutions – Board Meeting Dates, Plant Investment Fees, Monthly Utility Rates*
 - *Possible Cancellation of December 27, 2023 Board Meeting*
 - *2023 Budget Amendment*
 - *Community Development Action Plan Approval*

M. Executive Session Personnel – Town Administrator Evaluation - For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees

N. Adjournment

STAFF REPORT - FYI

To: Town Administrator, Honorable Mayor and Board of Trustees
From: Jason Armstrong, Community and Economic Development Coordinator
Date: November 1, 2023
Re: Letter of Support (LOS) for Timber Age Systems and Higher Purpose Homes

Recommendation

Information only

Background/Discussion

Timber Age Systems, an existing local modular housing manufacturer, requested a letter of support for their loan application for the IHIP program at the Office of Economic Development and International trade through funds from Proposition 123. Their business is proposing to build a manufacturing facility directly west of Mancos town limits in unincorporated Montezuma County.

Higher Purpose Homes is panelized home construction startup. They have been seeking land on which to build a manufacturing facility in unincorporated Montezuma County for the past year. They feel they have found an ideal location with their investors. They are also applying for financing through the same program.

Resource Impact

These LOS do not contractually obligate the Town.

Attachments

None



Re: Letter of Support for Higher Purpose Homes

Dear Review Committee

The Town of Mancos is pleased to provide a letter of support for Higher Purpose Homes Innovative Housing Incentive Program (IHIP) and the Proposition 123 Modular Finance program. Their mission is to bring high-quality, affordable housing to the Southwest workforce which is needed in our community. Mancos welcomes innovative solutions to our local and regional housing shortage. Higher Purpose has a plan to not only increase the housing inventory in our area with high quality affordable homes, but to also create meaningful jobs.

The Town of Mancos has met with Nick Lemmer and Ethan Deffenbaugh over the past year, and we have seen their commitment to the Southwest community's best interests. One step they have taken is developing a partnership with Pueblo Community College and Habitat for Humanity to support the workforce development of panelized home construction, setting a new career pathway for current and future job creation that provides a living wage, while also producing much needed panelized components for a local non-profit.

Like many rural areas of the state, Mancos is navigating the challenges of workforce housing development and job creation. Higher Purpose Homes can be part of the solutions to these challenges, and this financing will allow them to expand their current operations and impact in the region.

We hope you choose to fund their application for financing.

Sincerely,

A handwritten signature in cursive script that reads "Heather Alvarez".

Heather Alvarez
Town Administrator

117 North Main Street • P.O. Box 487 • Mancos, Colorado 81328

Phone (970) 533-7725 • Fax (970) 533-7727

www.mancoscolorado.com



Steve Boice
Manager of Business Finance
303-297-7468
sboice@chfainfo.com

Ryan TerBush
Commercial Loan Officer II
303-297-5266
rterbush@chfainfo.com

RE: Timber Age Prop123 Modular Finance Loan Application

Dear Ryan and Steve,

The Town of Mancos is pleased to offer this letter of support for the Proposition 123 Modular Finance Loan Application by Timber Age Systems, Inc. Mancos is home to other innovative wood manufacturing companies, and we are excited at the prospect of seeing synergies develop to accelerate forest-health treatment efforts in our surrounding forests. The ability to have local production of attainable, durable, sustainable, and high-performance housing in our community is a win-win.

The initial proposal of development from Timber Age fits well with our long-term development needs for Mancos while also addressing the immediate needs for affordable housing and adding jobs in our local community. In addition, the focus on balanced development and high-efficiency, electrified homes and multi-family structures helps ensure the long-term viability of the Timber Age neighborhoods.

The focus of the Proposition 123 Modular Finance Program is uniquely fit to the scalable and rurally adapted manufacturing system of Timber Age. We have observed a commitment to both community and environmental health from Timber Age and are excited to see the growth of their organization as they continue to add employees and capacity to "Elevate communities through innovative materials and methods which transform the way we design and build."

Sincerely,

A handwritten signature in black ink that reads "Heather Alvarez".

Heather Alvarez
Town Administrator

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TOWN OF MANCOS
BOARD of TRUSTEES MEETING MINUTES
October 25, 2023
7:00 p.m.

- A. CALL TO ORDER:** Mayor Queenie Barz called the meeting to order at 7:06 p.m.
- B. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- C. ROLL CALL:** Present: Mayor Queenie Barz, Mayor Pro Tem Cindy Simpson, Trustee Richard Tokar, Trustee Janice Bryan and Trustee Brent McWhirter
- Absent:** Trustee Nick Manning and Trustee Ed Hallam
- Staff Present: Town Administrator Heather Alvarez, Public Works Director Terry Jennings, Planning and Economic Coordinator Jason Armstrong, Mancos Marshal Justen Goodall, Town Clerk Treasurer Jamie Higgins and Deputy Clerk Mercedes Yanito.
- D. APPROVAL OF THE AGENDA:** Trustee Richardd Tokar made the motion to approve the October 25, 2023, agenda. Trustee Brent McWhirter seconds the motion. Motion passed.
- E. APPROVAL OF THE MINUTES:** Trustee Janice Bryan made a motion to approve the minutes, as presented by staff, from October 11, 2023. Trustee Richard Tokar seconds the motion. Motion Passed.
- F. EVERBRIDGE EMERGENCY ALERT SYSTEM – MONTEZUM COUNTY EMERGENCY MANAGEMENT**
- G. AUDIENCE BUSINESS:**
- None
- H. ANNOUNCEMENT:**
- None
- I. COMMITTEE REPORTS**
- Montezuma County Commissioner Update – No
 - Montezuma County Planning Commission Update – 7 items/ 1 affects us – sent to P&Z
 - Region 9 – Trustee Janice Bryan term expire Jan. Board April – wants to continue to stay on
 - CDOT TPR – Boundary changes/ 6 new transportation commissioners/ no speaker house
 - Mancos Panning Commission – Comp plan revision.
- J. DISCUSSION AND ACTION ITEMS:**

1. Student Liaison Appointment – Trustee Brent McWhirter made the motion to approve appointing 3 candidates to serve as student liaisons to the Board of Trustees through May 2024. Trustee Richard Tokar seconds the motion. Motion passed.
2. Public Hearing: Frost Collective LLC Square Footage Increase & Renewal – Mayor Queenie Barz opened the public hearing at 8:04pm. Mayor Queenie Barz closed the public hearing at 8:04pm. Trustee Brent McWhirter made the motion to approve the special use permit request for increased square footage from 12,910 square feet to 13,544 square feet and renewal of the Retail Marijuana Cultivation and Retail Marijuana Products License by The Frost Collective LLC at 651 North Main Street and authorize the Town Clerk to send approval to the State. Trustee Richard Tokar seconds the motion. Motion carries.
3. Public Hearing: Doobie Sisters Retail Marijuana Business License - Mayor Queenie Barz opened the public hearing at 8:09pm. Owner Corine Wolf introduced herself. Mayor Queenie Barz closed the public hearing at 8:10pm. Trustee Janice Bryan made the motion to approve the application of the Retail Marijuana business permit for Southwest Sunshine LLC dba Doobie Sisters Mancos, conditional upon receiving the license from the State of Colorado and authorized the Town Clerk/ Treasurer to send approval to State, conditional upon Marshal approval of final security plan. Trustee Brent McWhirter seconds the motion. Motion carries.
4. Public Hearing: Comprehensive Plan Revision Adoption - Mayor Queenie Barz opened the public hearing at 8:16pm. P&Z changes discussed; changes received here tonight. Mayor Queenie Barz closed the public hearing at 8:43pm. Trustee Brent McWhirter made the motion to adopt the revised Comprehensive Plan with the changes recommended by the Planning Commission. Trustee Janice Bryan seconds the motion. Motion carries.

K. *Items for November 8, 2023, Agenda*

- *October Bills & Claims*
- *Executive Session Personnel – Town Administrator Evaluation – For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees*
- *Mancos United Presentation*
- *Personnel Manual*
- *Unhoused discussion conservation*
- *Approval of CDAP*

L. **ADJOURNMENT**

Trustee Richard Tokar made the motion to adjourn the meeting at 8:46 pm.

Board of Trustees
October 25, 2023
Page 2 of 3

Mayor Queenie Barz

Deputy Clerk Mercedes Yanito

DRAFT

I, Jamie Higgins, Clerk/Treasurer for the Town of Mancos, Colorado, do hereby certify the following to be a true and correct statement of bills and claims paid during the month of October 2023.

Date	Vendor	Description	Amount						
10/10/2023	A T & T Mobility	Cell Phones	604.91						
10/25/2023	Advantage K Lawn	Boyle Park Fall Application	2,112.17						
10/03/2023	AFLAC	Employee Benefits	560.72						
10/10/2023	Amazon Capital Services	Office Supplies and Homecomming Supp	211.69						
10/25/2023	Amazon Capital Services	Cleaning Supplies	110.90						
10/25/2023	Atmos Energy	Natural Gas	176.61						
10/25/2023	Atmos Energy	Natural Gas	38.88						
10/12/2023	Ballentine Communications	Legal Notices	374.00						
10/10/2023	Barz, Queenie	Mayor Services	300.00						
10/25/2023	Barz, Queenie	Hotel Reimbursement	184.26						
10/10/2023	Bryan, Janice	Trustee Services	200.00						
10/10/2023	Budget Business Forms & More	SUPPLIES	111.48						
10/03/2023	CEBT	Employee Benefits	21,889.60						
10/03/2023	CEBT	Employee Benefits	1,747.60						
10/25/2023	CenturyLink	Phones	75.07						
10/10/2023	ChargePoint, Inc.	Chargepoint Repair	1,151.86						
10/10/2023	CNH Industrial Accounts	Lease Agreement	4,484.24						
10/25/2023	Coleman, Wesley	Travel/Training	147.50						
10/25/2023	Comfort Air	Maint at CC	311.06						
10/25/2023	Corporate Payment Systems	Equipment Repairs, Travel, Training	3,389.19						
10/25/2023	Corporate Payment Systems	Professional Services, supplies	770.00						
10/10/2023	Cox Conoco	Fuel	2,008.50						
10/10/2023	Cox Conoco	Vehicle Repairs & Parts	1,102.96						
10/12/2023	Cruzan Irrigation Inc.	Water Repairs	54.88						
10/12/2023	Digitcom Electronics	MMO Vehicle Setup	2,053.26						
10/25/2023	DPC Industries	Chemicals	2,652.06						
10/25/2023	Empire Electric	Electric	2,293.90						
10/25/2023	Empire Electric	Electric	5,280.90						
10/12/2023	FastTrack Communications, Inc.	Internet	112.50						
10/25/2023	Four Corners Welding & Gas	Supplies	11.49						
10/10/2023	Green Analytical Lab	Sewer Tests	628.00						
10/25/2023	Green Analytical Lab	Sewer Tests	274.00						
10/10/2023	Hallam, Ed	Trustee Services	200.00						
10/10/2023	ImageNet Consulting LLC	Copier Lease	350.29						
10/10/2023	J.P. Cooke Company	Dog Tags	76.50						
10/03/2023	Jona's Auto Detailing	Decal Installation	250.00						
10/25/2023	Lanus, Josh	Travel/Training Collection & Distribution	208.00						
10/10/2023	Liberman, David	Legal Services	2,107.60						
10/25/2023	Liberman, David	Legal Services	2,268.00						
10/10/2023	Liberman, David	Legal Services	162.00						
10/25/2023	Liberman, David	Legal Services	108.00						
10/10/2023	Mancos Conservation District	DOLA Grant	32,340.36						
10/10/2023	Manning, Nicholas	Trustee Services	200.00						
10/10/2023	McWhirter, Brent	Trustee Services	200.00						
10/12/2023	Motorola Solutions Inc	Parts for vehicle	3,736.79						
10/10/2023	Mountainland Supply Company	Service Charge	35.63						
10/25/2023	NAPA/Partners In Parts, Inc.	Equipment/Parts	37.68						
10/10/2023	NetForce PC, Inc.	Technology Contract	2,485.46						
10/10/2023	P & D Grocery	Public Works Supplies	47.65						
10/12/2023	Quadient Leasing USA, Inc	Postage	109.00						
10/25/2023	Rentall Rentals	Tree Maintenance	1,208.50						
10/12/2023	Rieck, Kyle	Travel Training	196.68						
10/10/2023	Ryders Public Safety LLC	Uniform Supplies	1,175.91						
10/10/2023	Safebuilt, LLC Lockbox #88135	P&Z Consultation Services	272.50						
10/25/2023	San Juan Basin Health/Lab Bill	Water Tests	1,026.00						
10/12/2023	SGM	Water Treatment Improvements Tank #1	910.00						
10/12/2023	SGM	Water Treatment Improvements Tank #1	1,031.00						
10/25/2023	SGM	Engineer on Call Water	13,477.25						
10/25/2023	SGM	Stormwater Masterplan	2,060.57						
10/10/2023	Simpson, Cindy	Trustee Services	200.00						
10/10/2023	Slavens	Supplies	23.50						
10/10/2023	Slavens	Equipment	227.10						
10/25/2023	Superior Auto Supply	Supplies	505.00						
10/10/2023	TKF Contracting Inc.	Tank No 1 Replacement	416,931.25						
10/10/2023	Tokar, Richard	Trustee Services	200.00						
10/10/2023	Town of Mancos	Water & Sewer	4,553.66						
10/10/2023	Town of Mancos	Water & Sewer	4,465.30						
10/25/2023	Treatment Technology LLC	Chemicals	3,649.06						
10/10/2023	UNCC	Meter Reads	15.48						
10/25/2023	Utility Notification Center of Colorado	Professional Services	15.48						
10/10/2023	Wanger, Michael	Municipal Judge Services	250.00						
10/12/2023	Waste Management of Colorado	Refuse	230.52						
10/12/2023	Waste Management of Colorado	Refuse	115.30						
10/25/2023	Watson, Shawn	Travel/Training Collection & Distribution	208.00						
10/12/2023	Webb Chevrolet Buick of Cortez	MMO Vehicle Repairs	769.36						
10/03/2023	Wex Bank	Fuel	590.08						
10/03/2023	Wex Bank	Fuel	597.53						
10/03/2023	Yanito, Mercedes	Caselle Training and Travel/Liquor Training	866.32						
		TOTAL	\$ 556,118.50						
		PAYROLL	\$100,864.55						

STAFF REPORT

To: Town Administrator, Honorable Mayor and Trustees
From: Jamie Higgins, Town Clerk/Treasurer
Date: November 8, 2023
Re: La Mesa Mexican Restaurant Liquor License Transfer

Recommendation

Approve Liquor License Transfer of ownership and name from Chavalos Mexican Restaurant to La Mesa Mexican Restaurant and authorize the Town Clerk/Treasurer to submit the transfer application to the Dept. of Revenue.

Background/Discussion

The liquor license for Chavalos Mexican Restaurant was issued July 22, 2023. The owner of the restaurant has changed from Chavalo Ortiz to Diana Navarro, therefore a liquor license transfer is required.

There have been no violations since the renewal in July. The Mancos Marshal's Office has no objections to the transfer.

Policy Implications

None

Resource Impact

\$1600.00 Transfer Fee to Town of Mancos

Attachments

Transfer Application

Colorado Liquor Retail License Application

* Note that the Division will not accept cash Paid by check Paid online

Uploaded to MoveIt on Date

New License New-Concurrent Transfer of Ownership State Property Only Master file

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor, Beer and Wine Code: SBG.Colorado.gov/Liquor

1. Applicant is applying as a/an Individual Limited Liability Company Association or Other
 Corporation Partnership (includes Limited Liability and Husband and Wife Partnerships)

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation
 LA MESA MEXICAN RESTAURANT

2a. Trade Name of Establishment (DBA) LA MESA MEXICAN RESTAURANT
 State Sales Tax Number [REDACTED] Business Telephone 9705539885

3. Address of Premises (specify exact location of premises, include suite/unit numbers)
 121 E RAIL ROAD AVE

City MANCOS County MONTEZUMA State CO ZIP Code 81328

4. Mailing Address (Number and Street) [REDACTED] City or Town [REDACTED] State CO ZIP Code 81328

5. Email Address

6. If the premises currently has a liquor or beer license, you must answer the following questions

Present Trade Name of Establishment (DBA) LA MESA MEXICAN R. Present State License Number Present Class of License HOTEL & RESTAURANT Present Expiration Date

Section A Nonrefundable Application Fees*	Section B (Cont.) Liquor License Fees*
<input type="checkbox"/> Application Fee for New License\$1,100.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review\$1,200.00 <input checked="" type="checkbox"/> Application Fee for Transfer\$1,100.00	<input type="checkbox"/> Liquor-Licensed Drugstore (County)\$312.50 <input type="checkbox"/> Lodging & Entertainment - L&E (City)\$500.00 <input type="checkbox"/> Lodging & Entertainment - L&E (County)\$500.00 <input type="checkbox"/> Manager Registration - H & R\$30.00 <input type="checkbox"/> Manager Registration - Tavern\$30.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment\$30.00 <input type="checkbox"/> Manager Registration - Campus Liquor Complex\$30.00 <input type="checkbox"/> Optional Premises License (City)\$500.00 <input type="checkbox"/> Optional Premises License (County)\$500.00 <input type="checkbox"/> Racetrack License (City)\$500.00 <input type="checkbox"/> Racetrack License (County)\$500.00 <input type="checkbox"/> Resort Complex License (City)\$500.00 <input type="checkbox"/> Resort Complex License (County)\$500.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (City)\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (County)\$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (State)\$160.00 <input type="checkbox"/> Retail Gaming Tavern License (City)\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County)\$500.00 <input type="checkbox"/> Retail Liquor Store License-Additional (City)\$227.50 <input type="checkbox"/> Retail Liquor Store License-Additional (County)\$312.50 <input type="checkbox"/> Retail Liquor Store (City)\$227.50 <input type="checkbox"/> Retail Liquor Store (County)\$312.50 <input type="checkbox"/> Tavern License (City)\$500.00 <input type="checkbox"/> Tavern License (County)\$500.00 <input type="checkbox"/> Vintners Restaurant License (City)\$750.00 <input type="checkbox"/> Vintners Restaurant License (County)\$750.00
Section B Liquor License Fees* <input type="checkbox"/> Add Optional Premises to H & R\$100.00 X Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X Total _____ <input type="checkbox"/> Add Sidewalk Service Area\$75.00 <input type="checkbox"/> Arts License (City)\$308.75 <input type="checkbox"/> Arts License (County)\$308.75 <input type="checkbox"/> Beer and Wine License (City)\$351.25 <input type="checkbox"/> Beer and Wine License (County)\$436.25 <input type="checkbox"/> Brew Pub License (City)\$750.00 <input type="checkbox"/> Brew Pub License (County)\$750.00 <input type="checkbox"/> Campus Liquor Complex (City)\$500.00 <input type="checkbox"/> Campus Liquor Complex (County)\$500.00 <input type="checkbox"/> Campus Liquor Complex (State)\$500.00 <input type="checkbox"/> Club License (City)\$308.75 <input type="checkbox"/> Club License (County)\$308.75 <input type="checkbox"/> Distillery Pub License (City)\$750.00 <input type="checkbox"/> Distillery Pub License (County)\$750.00 <input checked="" type="checkbox"/> Hotel and Restaurant License (City)\$500.00 <input type="checkbox"/> Hotel and Restaurant License (County)\$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City)\$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County)\$600.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City)\$227.50	

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$


Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. All documents must be properly signed and correspond with the name of the applicant exactly. All documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit: SBG.Colorado.gov/Liquor for more information**

Items submitted, please check all appropriate boxes completed or documents submitted	
I.	Applicant information <input checked="" type="checkbox"/> A. Applicant/Licensee identified <input type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input checked="" type="checkbox"/> C. License type or other transaction identified <input checked="" type="checkbox"/> D. Return originals to local authority (additional items may be required by the local licensing authority) <input type="checkbox"/> E. All sections of the application need to be completed <input type="checkbox"/> F. Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application
II.	Diagram of the premises <input checked="" type="checkbox"/> A. No larger than 8½" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input checked="" type="checkbox"/> E. Bold/Outlined Licensed Premises
III.	Proof of property possession (One Year Needed) <input type="checkbox"/> A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk <input checked="" type="checkbox"/> B. Lease in the name of the applicant (or) (matching question #2) <input type="checkbox"/> C. Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant <input type="checkbox"/> D. Other agreement if not deed or lease. (matching question #2)
IV.	Background information (DR 8404-I) and financial documents <input checked="" type="checkbox"/> A. Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members) <input checked="" type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State using code 25YQHT with Identogo. Do not complete fingerprint cards prior to submitting your application. The Vendors are as follows: Identogo – https://enroll.identogo.com/ Phone: 844-539-5539 (toll-free) Colorado Fingerprinting – http://www.coloradofingerprinting.com Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/ Phone: 720-292-2722 Toll Free: 833-224-2227 Details about the vendors and fingerprinting in Colorado can be found on CBI's website here: https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks <input checked="" type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
V.	Sole proprietor/husband and wife partnership (if applicable) N/A <input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
VI.	Corporate applicant information (if applicable) <input type="checkbox"/> A. Certificate of Incorporation <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (out of state applicants only)
VII.	Partnership applicant information (if applicable) N/A <input type="checkbox"/> A. Partnership Agreement (general or limited). <input type="checkbox"/> B. Certificate of Good Standing
VIII.	Limited Liability Company applicant information (if applicable) N/A <input type="checkbox"/> A. Copy of articles of organization <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of Operating Agreement (if applicable) <input type="checkbox"/> D. Certificate of Authority if foreign LLC (out of state applicants only)
IX.	Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application <input type="checkbox"/> A. \$30.00 fee <input checked="" type="checkbox"/> B. If owner is managing, no fee required

Name LA MESA MEXICAN RESTAURANT	Type of License HOTEL RESTAURANT	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
a. Been denied an alcohol beverage license?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b. Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Waiver by local ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Other: _____		
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13. a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
b. Are you a Colorado resident?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____				
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord TERY COX	Tenant LA MESA MEXICAN RESTAURANT	Expires		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".				
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary. NA				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:		Has a local ordinance or resolution authorizing optional premises been adopted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of additional Optional Premise areas requested. (See license fee chart) _____				
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.				

Name LA MESA MEXICAN RESTAURANT HOTEL & RESTAURANT	Type of License HOTEL & RESTAURANT	Account Number		
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following: a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? <input type="checkbox"/> <input checked="" type="checkbox"/> If "yes" a copy of license must be attached.				
20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation				
a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
c. How long has the club been incorporated?				
d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following: a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)				
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
22. Campus Liquor Complex applicants answer the following:				
a. Is the applicant an institution of higher education?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
23. For all on-premises applicants. a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager NAVARRO N/A	First Name of Manager DAVE N/A			
24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.				
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
25. Related Facility - Campus Liquor Complex applicants answer the following:				
a. Is the related facility located within the boundaries of the Campus Liquor Complex? If yes, please provide a map of the geographical location within the Campus Liquor Complex. If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager	First Name of Manager			
26. Tax Information.				
a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.				
Name	Home Address, City & State	DOB	Position	%Owned

Name LA MESA MEXICAN RESTAURANT	Type of License HOTEL & RESTAURANT	Account Number
<p>** If applicant is owned 100% by a parent company, please list the designated principal officer on above.</p> <p>** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)</p> <p>** If total ownership percentage disclosed here does not total 100%, applicant must check this box:</p> <p><input type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.</p>		
Oath Of Applicant		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.		
Authorized Signature 	Printed Name and Title Diana Navarro	Date 7/17/23
Report and Approval of Local Licensing Authority (City/County)		
Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)	
For Transfer Applications Only - Is the license being transferred valid? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Fingerprinted <input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license (Check One) <ul style="list-style-type: none"> <input type="checkbox"/> Date of inspection or anticipated date _____ <input type="checkbox"/> Will conduct inspection upon approval of state licensing authority 		
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?		Yes <input type="checkbox"/> No <input type="checkbox"/>
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.		
Local Licensing Authority for	Telephone Number	<input type="checkbox"/> Town, City <input type="checkbox"/> County
Signature	Print	Title
Signature	Print	Title
		Date
		Date

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator & Terry Jennings, Public Works Director
Date: November 8, 2023
Re: Water Meter Upgrade

Recommendation

Authorize \$165,000 from Water Fund reserves to purchase new smart water meters and required meter reading software for all current taps utilizing our water system

Background/Discussion

Staff has been researching new water meters for our system since the water and sewer rate discussions in 2021/2022.

We currently utilize Master Meter for large meters at the water and sewer plants. We also utilize Master Meters for the residential and commercial meters throughout town, but we use a third party vendor to purchase them.

By going direct to Master Meter, we can save a significant amount of money per meter. Currently, we pay about \$260-\$300 for a ¾” meter. If we purchase in bulk direct through Master Meter, we will pay \$219.00 for a ¾” meter.

The total cost to upgrade all meters and meter reading software is \$165,000. Attached is some information for your review.

These smart meters allow us to provide information to our customers, down to the day and time of usage, their consumption information. Terry is able to provide you information to your questions at the meeting.

Our existing approximate fund balance is \$3,000,000 in Water Fund reserves. Our Water Plant Upgrade and Tank Replacement project is currently on budget, so we don't anticipate going over the current funding available for this project.

Attachments

New smart water meter information



Quotation

3/4" x
over 1" need ERT

Date: 09/05/2023
Prices Valid Until: 12/05/2023
Delivery: TBD ARO

Customer:		End User:	
Company:	City of Mancos, CO	Job/Utility:	Mancos, CO
Branch:			3G Meter & Laptop Reading System & Harmony Encore Training Quote
Attention:	Terry Jennings	Bid/Quote #:	n/a
Email:	jjennings@mancocolorado.com	Bid Due Date:	n/a
Phone:	970-533-7725	Bid Due Time:	n/a
Mobile:			

Terms & Conditions:		
F.O.B.: Mansfield, TX Freight paid on minimum orders of \$20,000.	Terms: Net 30	Comments/Special Instructions: ~All items included in this quote subject to Master Meter Consolidated Warranty located at: https://www.mastermeter.com/wp-content/uploads/2021-Master-Meter-Consolidated-Warranty-081221-vF.pdf

10-20 meters

\$ 200-300/ea

BLMJ Meters with 3G DS Registers:

QTY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
550	(B12-A21-A01-0101A-1) BLMJ Meter Lead Free Body w/Cast Iron Bottom w/3G DS Register	\$219.00	\$120,450.00
TOTAL			\$120,450.00

3G Laptop Reading System w/Case, and Harmony Encore Training and Annual Support:

QTY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
1	(00-080-125-HMY) 3G LAPTOP READING SYSTEM & CASE	\$10,531.80	\$10,531.80
1	(RSS-HAR-A-TR2) HARMONY ENCORE 2 DAY TRAINING	\$4,957.20	\$4,957.20
1	(RSS-HAR-M-12) Harmony Encore Mobile Annual Hosting / Support (1 to 1,500 Services)	\$1,300.00	\$1,300.00
TOTAL			\$16,789.00

Prepared By: Melissa Bourland
CC: Dave Conaway, Neal Farmer

Signature: _____

\$ 160,899.00

\$ 137,000



How many of ea do we need?

QUOTATION

Master Meter, Inc.
 101 Regency Parkway
 Mansfield, TX 76063
 PH: (817) 842-8000
 FAX: (817) 842-8100
 www.mastermeter.com

Date:	27-Sep-23
Prices Valid Until:	31-Dec-23
Delivery:	6-8 weeks ARO

Customer:	
Company:	Town of Mancos, CO
Attention:	Terry Jennings
Address:	PO Box 487
	Mancos, CO 81328
Phone:	970.533.7725
Email:	jjennings@mancoscolorado.com

7
18
5
2-4 inch

QUANTITY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
1	(B16-A21-A01-0101A-1) 1" BLMJ lead free bronze meter, with cast iron bottom and 3G DS register (USG)	\$335.10	\$335.10
1	(M21-A00-A01-0101A-1) 1.5" flanged multijet meter, lead free bronze, w/3G DS register (USG)	\$618.72	\$618.72
1	(M23-A00-A01-0101A-1) 2" flanged multijet meter, lead free bronze, w/3G DS register (USG)	\$813.48	\$813.48
1	(199-004-50) 3G DS External Transciever w/8' cable	\$134.79	\$134.79
TOTAL:			\$1,902.09

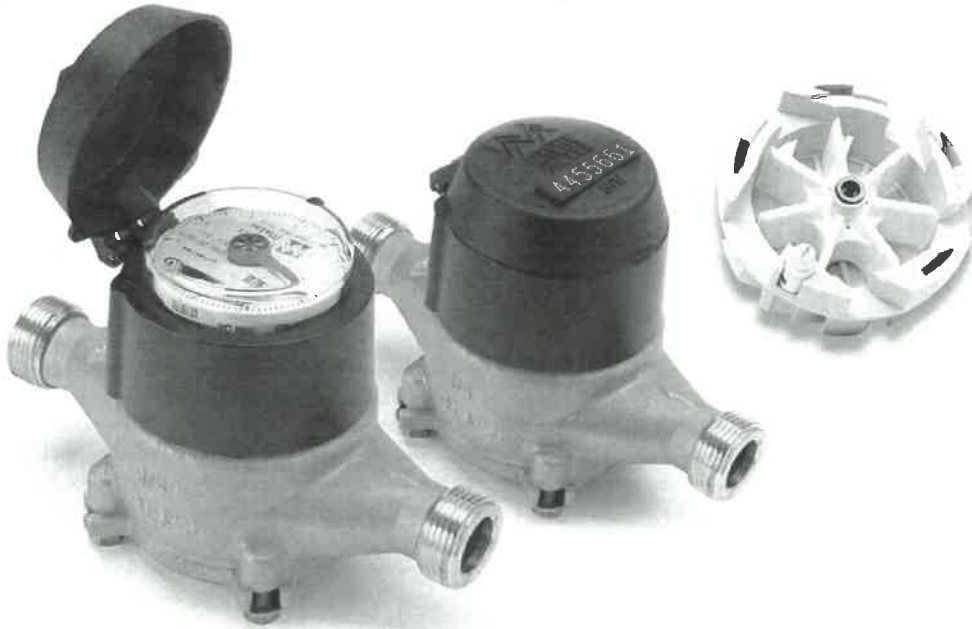
JH16
11137.
41068
1348

Terms & Conditions:	
F.O.B.:	Freight paid on minimum orders of \$20,000
Terms:	Net 30
Comments/Special Instructions:	

■ BOTTOM LOAD MULTI-JET METERS

10 year
with repl-
sect.
11-20 prnated

20 year
accuracy



Master Meter's Multi-Jet meter exceeds the AWWA C708 standard. With sensitivity to measure water flowing as low as 1/8 gallon per minute and accuracy unaffected by common particulates and build-up that would freeze other types, you can count on our Multi-Jet technology.

Technical Specifications:

AWWA Standard - Meets or exceeds all sections of AWWA Standard C-708, most recent revision. Compliant with SDWA, NSF ANSI 372 and NSF ANSI 61 standards.

Register - Standard Direct Read, DIALOG® 3G AMR System registers, AccuLinx Encoder, and IP 68 Electrical Output registers available. Together, an integrated and migratable technology environment is attained; direct, proximity (touch), mobile AMR, and Fixed Network AMI.

Register Sealing - Direct Read and DIALOG registers are permanently sealed with a scratch resistant glass lens, stainless steel base and wrap-around gasket to prevent intrusion of dirt or moisture.

Features & Benefits:

- Rugged basket strainer built from advanced polymer materials for superior wear mitigation.
- Proprietary design produces smooth, laminar flow profile for improved accuracy
- Award-winning DIALOG 3G register design houses all vital components — encoder, RF transmitter, battery and antennae — safely within the register's stainless steel and tempered glass enclosure. Free of external wires, components and connections — the #1 cause of field related issues on competitive designs.
- Assures compliance with the Safe Drinking Water Act (SDWA).
- Measures with only one moving part that is hydro-dynamically balanced on a sapphire bearing to preserve accuracy and promote a positive bottom line.
- Exceptional performance in passing entrained solids and operating in environments with high mineral content.
- Clean, elegant measurement design is highly sensitive to leaks and low flow while limiting wear for excellent revenue protection.

■ BOTTOM LOAD MULTI-JET METERS

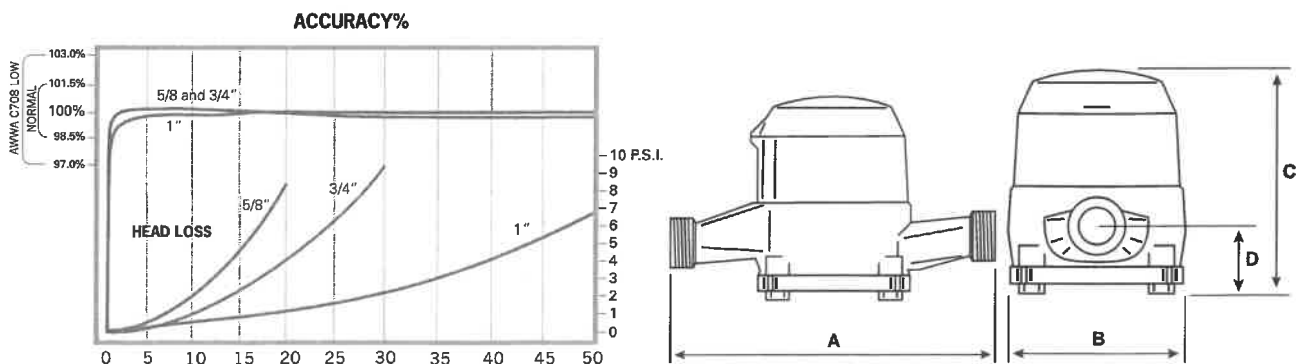


Technical Specs (Cont'd):

- **Register Unit** - Registration available in U.S. gallons, cubic feet or cubic meters.
- **Test Circle** - Large center sweep hand with one hundred (100) clearly marked gradations on the periphery of the dial face (available on Direct Read and DIALOG 3G registers).
- **Design/Operation** - Velocity-type flow measurement. Water that is evenly distributed by multiple converging inlet ports flows past an impeller in the measuring chamber, creating an impeller velocity directly proportional to water flow rate. The meter's register integrates that velocity into totalized flow. An inherent advantage for this design is unparalleled wear mitigation leading to sustained revenues. The register assembly is removable under line pressure permitting seamless, simplified upgrades in reading technology.
- **Strainer** - A rugged, 360-degree advance polymer basket strainer protects the critical measuring element from damage. The unique strainer design smooths the flow of water entering into the meter creating a laminar flow that is gentle on the meter's internal components. Tough materials operating in a smooth, balanced environment enable the meters to perform more accurately over time. Utilities' investments last longer while capturing more revenue.
- **Measuring Chamber** - The measuring chamber housing and measurement element are built with an advanced synthetic polymer. Measurement surfaces are not wear surfaces, providing sustained accuracy despite the presence of entrained solids in the water. A long life, synthetic sapphire bearing serves as a wear surface with radially balanced water flows. The chamber housing is constructed in two parts to allow access to the impeller. Bottom plates available in Bronze, Cast Iron (CI) or Engineered Plastic.

METER OPERATING CHARACTERISTIC/DIMENSION	5/8"	3/4" x 7-1/2"	3/4" x 9"	3/4" x 9" x 1"	1"
Flow Rating (gpm)	20	30	30	30	50
Continuous Flow (gpm)	15	20	20	20	30
Normal Flow Range (gpm)	1-20	2-30	2-30	2-30	3-50
Extended Low Flow (gpm)	1/4	1/2	1/2	1/2	3/4
Maximum Working Pressure (psi)	150	150	150	150	150
Maximum Working Temperature (F)	120	120	120	120	120
Length (A below)	7-1/2"	7-1/2"	9"	9"	10-3/4"
Width (B below)	3-5/8"	3-5/8"	3-5/8"	3-5/8"	4"
Height, standard register with lid (C below)	5"	5"	5"	5"	5-1/4"
Height, bottom to center line (D below)	1-1/2"	1-1/2"	1-1/2"	1-1/2"	1-3/4"
Weight (lbs)	3.95	4.0	4.1	4.6	5.25
Packed To Carton	6	6	6	4	4
Carton Weight (lbs)	25.1	25.4	26	19.8	22.4

Accuracy and Head Loss Chart





*does integrate
Caselle*

Master Meter's 3G Mobile AMR solution is a comprehensive meter reading platform with fixed network-like performance, minus the infrastructure or cost. Realize advanced water management tools with the convenience and flexibility of our premier drive-by technology.

Technical Specifications:

Communication — 902 - 928 MHz license-free frequency range operating under FCC part 15 regulations

Radio Modulation — Secure, unlicensed, spread spectrum RF technology

Power Source — Dual 3.6 volt Lithium Thionyl Chloride batteries with warrantied 20 year operational life

Environmental Protection — IP68+ , Ambient operation temperature 4° F to 140° F

Humidity Rate - 0% to 100% non-condensing

Real Time Clock - Integral system-wide meter read synchronization using dual real time clock (DRTC) microchip processor

Features & Benefits:

- **Active Revenue Impact Alerts** — Vigilant protection against theft, leaks, tamper and zero consumption (disabled or removed meter).
- **3G SyncReads** — System-wide meter data for precision accurate water accountability and analytics.
- **3G Personal Consumption Profile** — Detailed snapshot of consumption behavior, and verification of leaks and flow anomalies. Empowers conservation and accountability.
- **3G Rightsizer** — Minute-by-minute meter flow analysis. Optimize revenue, reduce wear, and record every drop.
- **3G LeakZones** — Macro leak containment through zonal balancing and district meter areas and zones (DMA/DMZ)
- **3G Real Time Feed (RTF)** — Data is pushed in real time back to headquarters for timely usage and analysis.
- **Two-way communication** — advanced in-field data collection and diagnostics.



Technical Specifications (Cont'd):

- **Measure.Collect.Manage** — Complete system entails meters outfitted with fully integral AMR register system (endpoint) whereby all electronics (high-resolution encoder, antenna, and battery) are contained within a stainless steel register housing, fully under the glass with no connections. Collect; Mobile transceiver capable of capturing unlicensed RF signal with integrated GPS based mapping system and real time communications to utility headquarters. Manage; Browser-based cloud-enabled software system allowing data capture from multiple sources (Hand Held Field Computers, AMR, AMI, Remote 3G Cellular) and concurrent multiple devices.
- **System Integrity** — 3G Mobile must ensure data integrity and accuracy (i.e., meter readings, ID numbers, and other data are always correct, and check-sum error checking). Data Security (i.e., using over-the-air encryption to avoid meter reading transmissions and customer data being intercepted or accessed by unauthorized parties). The endpoints must ensure against loss of data.
- **Programmability** — Endpoint must be capable of two-way RF communication for field programming of a user selected ID number or for resetting specific alarm codes. Programming must be accomplished without removing the endpoint from a pit, basement or wall application. Comm must be RF based - touch wands or light emitting wands not allowed.
- **3G DataLogs** — Data logging must be at minimum 4,000 points of user-defined, high-resolution intervals down to the minute.
- **Alerts/Alarms** — Must use active sensing technology to determine forward and reverse water movement, magnetic tamper presence, and micro low flow for leak reporting.

3G Mobile for Master Meter Products



Standard 3G Register

3G Mobile for Competitor Products



LCD Interpreter



3G XTR™
Connects to any encoder register.

3G Mobile for Specialty Meters



3G XTR

(XTR integrates Propeller, Magnetic, Ultrasonic, V-Cone, or other meter technologies with pulse output)

3G Mobile for Gas and Electric Meters



Actaris



American



Sensus



Landis+Gyr



Master Meter, Inc.

Toll Free: 800-765-6518

Fax: 817-842-8100

Email: innovate@mastermeter.com

Multi Jet Radio Read Solution



Reading the Future™

MASTER METER BLMJ



💧 Longer Warranty

--Typical Competitors 5/8"
Warranty = 15 years or 1.5
m gal

--MM 20 Years or 2.5 m gal



💧 Sustained Accuracy!!
Result of reduced wear
points

💧 Very quiet, excellent
for high mineral
content & water with
entrained solids

ConnectionFree™ Design

you'll love what's
MISSING



This is a truly **wireless** radio.

Designed to eliminate the hassles of wires, complex programming, and difficult installations.

Easy to install and maintain.



3G-DS RADIO

NEW CONCEPT IN DESIGN



Leak Detection

For a leak to be identified as a leak there has to be continuous water flow for a period of 24 sequential hours.

If there is no continuous water movement for 3 sequential hours within the 24 hours, the LEAK ALARM is not transmitted and the cycle starts over (Leak Alarm is turned off). Leak detection is designed to detect leaks in high or low flows.

3G-DS RADIO

NEW CONCEPT IN DESIGN

Back Flow Detection

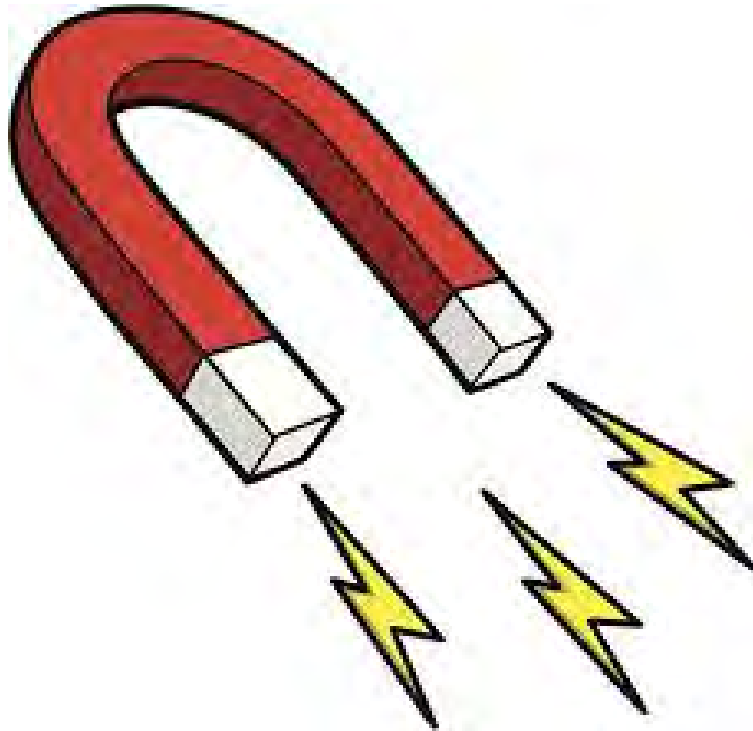
When water flows backwards for 3 revolutions of the sweep hand, the CCW or back flow detection alarm is set and transmitted.

CCW turns off automatically after 3 days. The amount of backflow is recorded and kept until cleared.



3G-DS RADIO

NEW CONCEPT IN DESIGN



● Magnetic Tampering

Whenever a magnet is placed on the dial face, a reed switch is closed indicating tampering.

Tampering turns off automatically after 3 days.

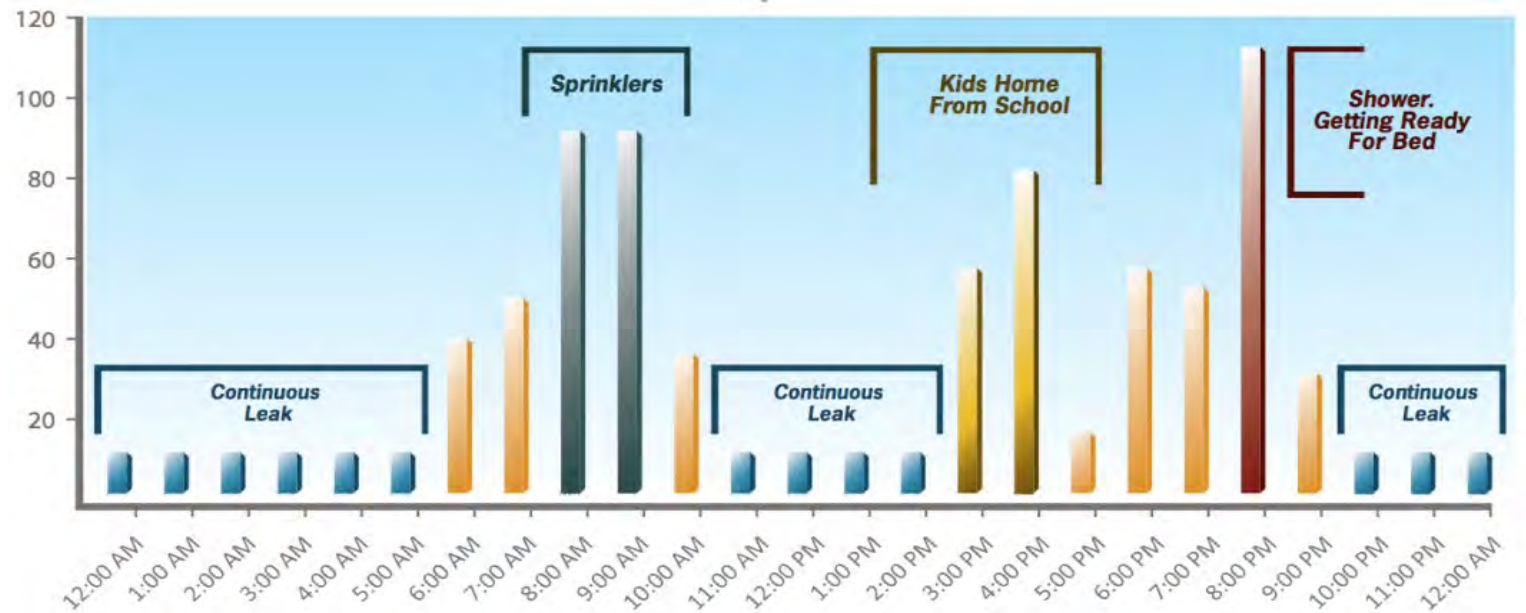
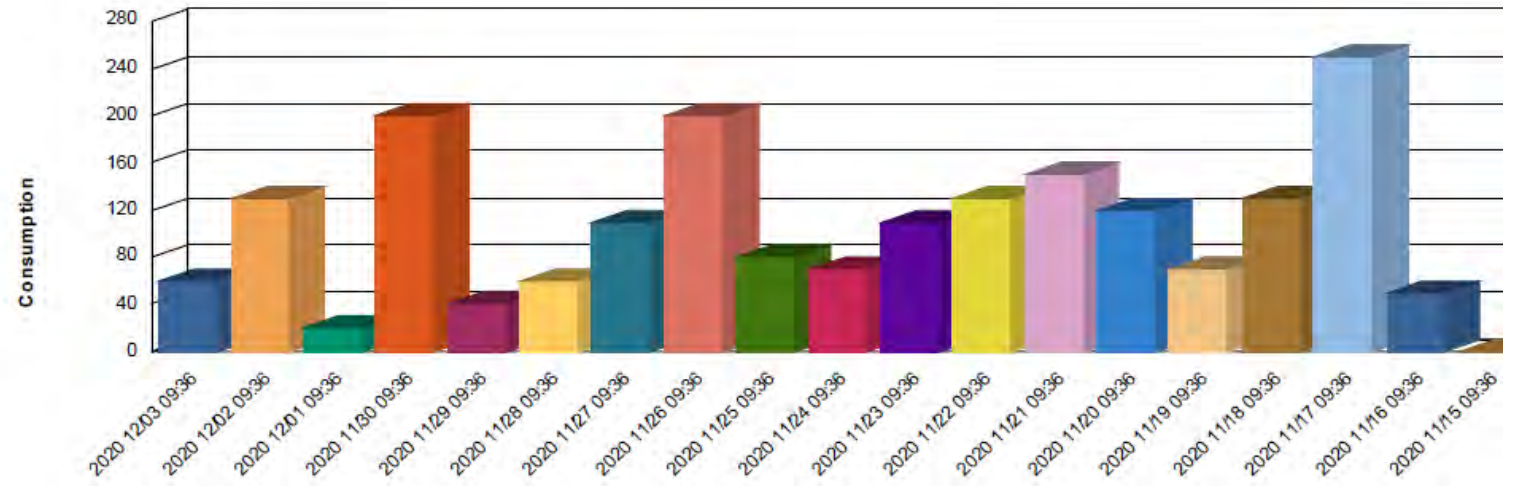
DATALOGGING



- Retains 4,000 datapoints
- Real Time Clock
- Graphable
- 1 hour reads for last 164 days

- **Amicably resolve water usage issues.**

Datalogs



Drive-By AMR Solution

- Portable, vehicle based
- Under the Glass Technology
 - No wires!
 - Compact
- Accuracy/Speed/Visibility
- Automated Alerts
 - Leak Alert
 - Backflow Alert
- Data Logging
 - 4,000 real time reads retained
 - 164 days of 1 hour reads
 - AMICABLY solve customer usage concerns





Harmony Mobile™

- Unread Meters – Table Display

harmony™ **MOBILE**
Radio Transmissions / Meters In Selected Routes
Displaying Unread Meters

START RADIO

Display Meters ⌵

Display Meter Table

Display On Map

Data Log Meter

Get Meter Lat/Long

Program A Meter

Search

Field - Any -

Filter Search Results

Reading Statistics

1567 Meters In Route

5 Meters Read

1562 Unread Meters

0 Orphan Reads

0 Alarms Received

Electronic ID	Address	Customer Name	Last Read Date	Last Read	Current Read	Current Read Date	Current Status	Serial Number	Factor	Service Type
10820925	2105 TOWN CENTRE DR 28	WEISS, DAVID	2016-03-09 12:00 AM	119359				10292386	0.1	WAT
10510680	2105 TOWN CENTRE DR 27	CHALLAPALLI, ARUNA	2016-03-08 12:00 AM	73026				9446964	0.1	WAT
10781665	2105 TOWN CENTRE DR 52	ASHTON WOODS HOMES	2016-03-09 12:00 AM	6736				10438402	0.1	WAT
10877882	2105 TOWN CENTRE DR 21	ROMNEY, TERLENE	2016-03-09 12:00 AM	49245				10438427	0.1	WAT
10883340	2105 TOWN CENTRE DR 22	HUGHES, CAYLYN	2016-03-09 12:00 AM	45079				10474031	0.1	WAT
10883972	2105 TOWN CENTRE DR 19	ASHTON WOODS HOMES	2016-03-09 12:00 AM	11554				10474033	0.1	WAT
10882654	2105 TOWN CENTRE DR 20	ASHTON WOODS HOMES	2016-03-09 12:00 AM	4406				10474032	0.1	WAT
10876432	2105 TOWN CENTRE DR 18	ASHTON WOODS HOMES	2016-03-09 12:00 AM	27293				10474034	0.1	WAT
10882738	2105 TOWN CENTRE DR 17	ASHTON WOODS HOMES	2016-03-09 12:00 AM	26692				10474035	0.1	WAT
10883983	2105 TOWN CENTRE DR 14	ASHTON WOODS HOMES	2016-03-08 12:00 AM	25791				10474061	0.1	WAT
10883357	2105 TOWN CENTRE DR 13	ASHTON WOODS HOMES	2016-03-09 12:00 AM	13775				10474062	0.1	WAT
10883579	2105 TOWN CENTRE DR 12	ASHTON WOODS HOMES	2016-03-08 12:00 AM	10529				10474063	0.1	WAT
10884202	2105 TOWN CENTRE DR 15	ASHTON WOODS HOMES	2016-03-09 12:00 AM	5850				10474019	0.1	WAT
10883987	2105 TOWN CENTRE DR 50	ASHTON WOODS HOMES	2016-03-09 12:00 AM	20878				10474030	0.1	WAT
10882886	2105 TOWN CENTRE 49	ASHTON WOODS HOMES	2016-03-09 12:00 AM	9289				10474029	0.1	WAT

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Harmony Mobile™

- Unread Meters – Map Display

The screenshot displays the Harmony Mobile application interface. At the top, it shows "Radio Transmissions / Meters In Selected Routes" and "Displaying Unread Meters". The interface includes a navigation bar with "START RADIO" (green), "Start GPS" (blue), and "GoogleMap" (dropdown). Below this, there are controls for "Display Meters" (up arrow), "GPS Status: Stopped", "Map Data Mode:", and "Read Statistics:". A sidebar on the left contains a list of filter options: "Unread Meters" (selected), "Read Meters", "All Meters", "Alarms Only", "No Lat/Long", "Hi/Lo Reads", and "Work Orders". Below the filters are options for "Display Meter Table", "Display On Map", "Data Log Meter", "Get Meter Lat/Long", and "Program A Meter". A search bar and a field dropdown are also present. At the bottom left, a "Reading Statistics" box shows: "1567 Meters In Route", "5 Meters Read", "1562 Unread Meters", "0 Orphan Reads", and "0 Alarms Received". The main area is a map showing a residential neighborhood with numerous red pins representing unread meters. The map includes street names like "Interstate 35 Frontage Rd", "S Mays St", "Cushing Park Dr", and "Cushing School Rd". A "Back To Routes" button is in the top right corner, and F4 and F5 function keys are shown below it. The page number "33 of 84" is visible in the bottom right corner.

Alerts

Critical Alerts		
Meter ID	Alert Type	Severity
00010352253	Negative Consumption	●
00010351278	Leak	●
00010345645	Leak	●
00010348031	Tamper	●
00010354579	Leak	●
00010349212	Leak	●
00010348892	Leak	●
00010352165	Leak	●
00010355987	Leak	●
00010349862	Leak	●
00010348696	Leak	●
00010356251	Leak	●
00010350135	Leak	●
00010349046	Leak	●
00010351273	Leak	●



Meter Card

Meter ID 00010345586 Back

Meter ID	<input type="text" value="00010345586"/>	Account Number	<input type="text" value="02-1795-03"/>	Customer Name	SMITH JOSEPH W	Last Read (Gallons)	<input type="text" value="186419.4"/>	Email	<input type="text"/>
Serial No.	<input type="text" value="9387508"/>	Location Number	<input type="text" value="02-1795"/>	Location Address	518 KAROLYN DR	Last Read Time	<input type="text" value="05/12/2018 1:00 PM"/>	Mobile Phone	<input type="text"/>
Service Type	<input type="text" value="WAT"/>	Meter Size	<input type="text"/>	Status	<input type="text" value="OK"/>	Remarks	<input type="text"/>		

Dashboard
 Meter Details
 Alerts
 Related Entities
 Consumption
 Charts
 Events

Additional Data More

Electronic No.	<input type="text" value="10345586"/>	Model	<input type="text"/>
Unit Type	<input type="text" value="Allegro 4GBL"/>	Uplink RSSI	<input type="text" value="-102"/>
Route Description	<input type="text"/>	Downlink RSSI	<input type="text" value="-93"/>
Read Sequence	<input type="text" value="16900"/>		

Alerts More

Severity	Alert Type	Status	Alert Time
No data			

Daily Reads More

Date	Last Read (Gallons)	Consumption	Meter Status
05/12/2018	186399.3	20.9	OK
05/11/2018	186378.4	220.9	OK

Related Entities More

No data

Events More

Replaced Date	Old Electronic No.
No data	

Last Event: From Date: 04/04/2018 Letter Sent
Sent By: admin.

Charts More

On-Line Change Out Manual Reading Entry Events Upload Image GIS Alerts Report Consumption Report Additional Reports Send Email Print

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: November 8, 2023
Re: Unhoused Discussion

Recommendation

None – requesting Board feedback.

Background/Discussion

We have discussed this agenda item at several workshops. I did not receive any suggestions from the Board after the last meeting, so staff drafted some information for your review.

Attached is a draft of potential talking points, private property enforcement letter and state and local resources for your feedback. Since the Board will be facilitating the public meeting, please be sure to review carefully.

Once the Board has provided feedback on this item, staff will work to organize a public meeting and reach out to local stakeholders. We are looking at a January meeting date at the Mancos Library.

Attachments

Talking Points
MMO Letter
Resource Information

Main Message

- A. While the Town staff and Marshal Service will encounter and engage unhoused individuals it is not the Town's responsibility to solve this problem.
- It's important that these individuals and families are treated fairly by the law.
 - We are laying foundation for the future, but we don't have all the answers today.
 - This is a societal issue. Social service organizations should work together to mitigate this issue as much as possible. The Marshal's Office should not be leading the problem-solving process.
 - We are hosting this meeting in the hopes that local stakeholders will continue to meet to move forward with addressing this issue.
 - We are concerned that "if you build it they will come" when it comes to developing services or other supports. We do not want to encourage this based on other local communities who are experiencing higher numbers of unhoused persons and have no real solutions.
 - The community organizations can determine the types of support they wish to offer, if any.
 - Collectively, we can provide information and opportunities to either access services available in other areas or ask them to relocate.
 - Access to resources and services exist in the region for individuals that are either at-risk or are currently unhoused. The town is happy to provide information to local businesses, community members, non-profits, religious organizations, and the unhoused population.
 - The possibility exists that the needs of this population exceed the current level of services available in this region. Local government should not be the answer to this capacity need.
- B. Current problem – The Marshal service has interacted with several unhoused individuals over the past year. Types of encounters include:
- land use violations (illegal camping)
 - living under the bridges,
 - multiple issues of public indecency, public urination and public defecation,
 - shoplifting and trespassing at local businesses which affect commerce and tourism
- C. Common misperceptions
- Panhandling is not illegal
 - Homelessness is not a crime
 - Businesses and churches must call MMO to respond and request action to be taken

- The Town of Mancos is not a social service organization, nor does the Town of Mancos have resources within town limits available to serve this population. Montezuma County Human Services may be able to assist people in specific cases.

D. Applicable Codes

- Camping/overnight parking in parks is not allowed. MMC 11-4-10(22)
- RVs are not allowed to be used as dwellings MMC 16-4-6(d)(2)(ii), 16-4-11(h)

E. Town of Mancos Actions

- Offer businesses support by asking them to sign an agreement to act when enforcement needs to occur when business is closed.
- Enforce our current codes by monitoring public spaces
- Provide resource lists to the community and unhoused persons
- On a case-by-case basis, provide safe transport to regional resources

Meeting Logistics

Invitees:

- local non-profits,
- churches,
- citizens,
- BLM/USFS,
- County,
- Axis,
- EMT
- Businesses

Meeting Location: Mancos Library



Mancos Marshal's Office

Subject: Private Property Enforcement Letter

Private Property Owner/Manager:

The Mancos Marshal's Office can enforce certain violations of State Statutes and Town Ordinances occurring on private property without the owner/manager being present by having a letter on file with the Mancos Marshal's Office. Examples of these ordinances are trespassing on private property or littering on private property.

Ordinance(s) or law(s) to be enforced: _____

By completing this agreement, you will be entering into an enforcement action plan during normal and after-hour business hours, and should the need arise, be willing to testify in court. This letter authorizing enforcement action will expire _____, or one year after entering into this agreement.

I, _____, doing business as _____
 (Print Name) Owner/Agent/Manager, etc.)

for the business/property _____ located at
 (Name of Business)

 (Address of Property)

do hereby authorize the Mancos Marshal's Office to cite and/or remove unauthorized persons and vehicles from my business property during normal and after-hour business hours. I also will sign complaints and testify in court, if necessary, against those persons who violate State Statutes or Town Ordinances pertaining to my private property."

 (Signature/Title)

 (E-mail address)

 (Date)

 (Owner/Company Name)

 (Address & Zip Code)

 (Work Phone)

 (Home/Cell Phone)

 (Business Hours)

State and Federal Resources

- [2-1-1 Colorado](#)
2-1-1 Colorado is a collaborative of eight organizations, hosting six call centers across the state to provide food, shelter and rent assistance to those who qualify. For more information, simply call 2-1-1.
- [Colorado Department of Local Affairs \(Division of Housing\)](#)
CDLA offers rental assistance statewide through the Homelessness Prevention and Rapid Rehousing Program. For more information, call 303-864-7810.
- [Community Resources & Housing Development Corporation](#)
CRHDC provides a wide range of affordable, low-income apartment rental opportunities across the state of Colorado.
- [Colorado Housing Assistance Corporation](#)
CHAC's mission is to help make housing and successful home ownership affordable to low-income people. For more information, call 303-572-9445.
- [Colorado Rural Housing Development Corporation](#)
CRHDC provides housing assistance to those in need across Colorado. For more information, call 303-428-1448.
- [Colorado Housing Connects](#)
Colorado Housing Connects provides Coloradans with reliable and trustworthy access to information regarding affordable housing, housing assistance, tenant rights, and more. To reach this resource please call 844-926-6632.
- [Colorado Homeless Families](#)
Colorado Homeless Families is a nonprofit that focuses on transitional housing and provides a road to self-sufficiency. To reach this nonprofit please call 303-420-6634.
- [Colorado Division of Housing](#)
The Colorado Division of Housing includes the Supportive Housing Program (SHP) which provides an effective and efficient approach to offering funds for paying rent, providing low-income housing and various other supportive services to thousands of low-income Colorado families, senior citizens and vulnerable adults. Emergency rent and housing assistance is administered as a part of the federal government funded Shelter Plus Care programs as well as the Section 8 Housing Choice Voucher program. To reach the Colorado Division of Housing, call 303-864-7852.
- [The Ross Management Group](#)
RMG provides housing assistance to those who qualify. For more information, call 303-860-7885.
- [Salvation Army](#)
The Salvation Army provides short-term rental assistance and financial assistance for security deposits. They work with organizations that can provide emergency lodging and shelter. 303-295-3366 (Denver), 719-636-3891 (El Paso County), 719-543-3656 (Pueblo), 970-207-4472 (Larimer County), 970-945-6976 (Garfield), 970-874-4840 (Gunnison).

- [Senior Housing Options, Inc.](#)
SHO provides and promotes quality affordable housing and services in a caring environment for older adults in Colorado. For more information, call 303-595-4464.
- [STRIDE](#)
Provides family services and a personalized plan to attain economic independence and break the cycle of poverty.
- [Supportive Housing Programs \(SHP\) Rental](#)
The Supportive Housing Program provides an effective and efficient approach to offering funds for paying rent, providing low-income housing and various other supportive services to thousands of low-income Colorado families, senior citizens and vulnerable adults. Emergency rent and housing assistance is administered as a part of the federal government funded Shelter Plus Care programs as well as the Section 8 Housing Choice Voucher program. For more information, call 303-864-7852.

Western Slope

- [Axis Health Systems](#)
The Healthcare for the Homeless (HCH) program offers Medical, dental, mental health and substance use treatment services for people experiencing homelessness. The goal of the program is to help individuals and families experiencing homelessness get the healthcare they need. Care is provided at both Axis locations in Cortez and Durango. For more information, call an Outreach Specialist at 970.335.2288.
- [Housing Authority of Montezuma](#)
Housing Authority of Montezuma provides financial assistance to those who qualify. For more information, call 970-565-3831.
- [Housing Solutions for the Southwest \(HS\)](#)
HS provides resources and programs for those who are struggling with their bills or debts. They include the Eviction and Emergency Homeless Prevention Program, which provides rent assistance, cash grants and other emergency aid. Funds are available for paying a mortgage, rent and energy bills. For more information, call 970-259-1086.
- [Volunteers of America - Colorado](#)
Volunteers of America offers six programs in Southwest Colorado that meet the needs of adults and children fleeing domestic violence, individuals and families struggling with homelessness, Veterans and their families who are homeless or at risk of homelessness, and seniors 62 year of age or older. Hundreds of donors and volunteers make these programs possible. For more information, call 970-259-1021.
- [The Pinon Project](#)
Family resource center. For more information, call 970-564-9011.
- [Mancos Valley Resources](#)
MVR is a community based charitable 501(c)(3) umbrella organization dedicated to preserving and enhancing the unique agricultural, charitable, cultural, educational, historical, and recreational assets of the Mancos valley. MVR accomplishes its mission by advocating, facilitating and supporting the diverse efforts of our sponsored projects to meet their defined needs through grants and other funding sources. For more information, email kim@mancosvalleyresources.com.

- [Colorado Legal Services](#)
Legal help for low-income Coloradans seeking assistance with civil legal needs. For more information, call (888) 298-8483.
- [Bridge Emergency Shelter](#)
Within a safe and respectful environment, the Bridge provides a seasonal shelter for adults as well as transitional housing and work opportunities for adults seeking greater independence. For more information, call (970) 565-9808.
- [Durango Community Shelter](#)
The Durango Community Shelter continues to be the only 24/7/365 shelter service in Southwest Colorado and the only option for families and individuals trying to get back on their feet and regain self-sufficiency. The facility has sleeping quarters for men, women, and families as well as communal living spaces including a kitchen, living room, laundry facilities, and dining room. For more information, call (970) 259-1255.
- [Grace's Kitchen](#)
Grace's Kitchen provides one full meal, three days per week, to whoever asks. For more information, call (970) 565-7865.
- [Manna Soup Kitchen](#)
The mission of Manna is to provide, in the spirit of faith and love, nourishing meals and supportive services in an atmosphere of acceptance and caring for those in need. For more information, call (970) 385-5095.

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Heather Alvarez, Town Administrator
Date: November 8, 2023
Re: 2024 Personnel Manual

Recommendation

Adopt revised personnel manual and drug/alcohol policies effective January 1, 2024

Background/Discussion

Each year, Employer's Counsel reviews our personnel manual for legislative and Human Resource law changes. We did discuss this item at the October 25, 2023 workshop.

Attached are the updated personnel manual, drug and alcohol policy and DOT employee drug and alcohol policy for your review and approval.

Once the Board approves, this will be presented to staff during our year end meeting.

Attachments

2024 Personnel Manual
2024 Drug and Alcohol Policy
2024 DOT Drug and Alcohol Policy

PERSONNEL MANUAL

Town of Mancos, Colorado

Revised & adopted by the
Board of Trustees
Effective January 1, 2024

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IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF MANCOS AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN OF MANCOS'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERCEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH THE TOWN OF MANCOS IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE TOWN OF MANCOS, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN OF MANCOS HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF TOWN OF MANCOS, OTHER THAN THE TOWN ADMINISTRATOR OF THE TOWN OF MANCOS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN ADMINISTRATOR AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE TOWN ADMINISTRATOR. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN OF MANCOS RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

EMPLOYMENT

EEO/Harassment Policy

The Town of Mancos is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, creed, ancestry, gender identity, gender expression, marital status or any other applicable status protected by state or local law.

ADA and Religious Accommodation

The Town of Mancos will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health and safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Town. Employees needing such accommodation are instructed to contact their supervisor or Town Administrator immediately.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Administrator.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or

visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in person and can occur over electronic media such as Zoom or other electronic platforms. .

Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Town of Mancos believes it warrants separate emphasis.

The Town of Mancos strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Town of Mancos has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The Company takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The Company also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The Town of Mancos expects employees to make a timely complaint to enable the Town of Mancos to investigate and correct any behavior that may be in violation of this policy.

Report the incident by notifying your immediate supervisor or department head, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Town Administrator. If the complaint involves the Town Administrator, you should report the incident to any member of the Governing Body of the Town of Mancos.

The Town of Mancos prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Town of Mancos determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Employee Status

Full Time Employee - Full-time employees are those who are normally scheduled to work a schedule of 40 hours per week. Full-time employees are generally eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law.

Part Time Employee - Part-time employees are those who are normally scheduled to work fewer than **40** hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are currently not eligible for some employee benefits described in this Handbook but are provided with benefits required by applicable law.

Exempt Employee - Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

Non-exempt Employee - Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees will be given compensatory time off in lieu of cash payment or overtime.

Personnel Records

Each employee's official personnel record is maintained in the Town Administrator's office.

No employee of the Town shall provide any information concerning an employee's employment status in response to a reference request and should refer all such requests to the Town Administrator.

Current employees may make an appointment to view their employee file with Town Administrator. Past employees are generally not permitted access to their employee file after employment ends. Otherwise, documents shall be released from a personnel record only as required by the Open Records Act or other applicable law.

The Mayor shall be responsible for the official personnel record of the Town Administrator. These records shall be kept in a locked file, in the Mayor's Office at Town Hall. The Mayor shall keep the key, until no longer in office, at which time the Mayor shall hand the key to the incoming Mayor.

Data Disposal Policy

During the course of your employment, the Town will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Town may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

EMPLOYEE BENEFITS

Group Insurance

Currently, on the first day of the month after hire date, eligible full-time employees may participate in group medical, dental, and life insurance programs.

For further information and plan details contact Town Administrator.

Upon hiring, full-time employees are eligible to participate in the Town's 457 retirement plan. Benefit plans offered by the Town are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Town.

Employees will have an opportunity to make changes to their benefit selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult the Town Administrator to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

¹Colorado Secure Savings Program

The Town of Mancos has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the Town currently offers an employer-sponsored retirement plan, the 457 plan, to eligible employees. Please the Town Administrator to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document. Employees who are not eligible for 457 Plan can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website: coloradosecuresavings.com.

Holidays

The Town of Mancos currently observes the following holidays as days off with pay:

- The first day of January (New Year's Day)
- The third Monday in January (Martin Luther King Jr. Day)
- The third Monday of February (Presidents Day)
- The last Monday of May (Memorial Day)
- The fourth day of July (Independence Day)
- The first Monday of September (Labor Day)
- The eleventh day of November (Veterans Day)
- The fourth Thursday of November (Thanksgiving Day)

¹ See this [LINK](#) for more information.

- The fourth Friday of November (the day after Thanksgiving Day)
- The twenty-fourth day of December (day before Christmas Day)
- The twenty-fifth day of December (Christmas Day)
- The thirty-first day of December (New Year's Eve)

When the holiday listed above falls on a Sunday, the following Monday shall be considered a holiday, and when the holiday listed above is on a Saturday, the preceding Friday shall be considered a holiday. In the event an employee is required to work on a regularly scheduled holiday, for every hour worked, the employee will receive regular pay and will also earn .5 hours of compensatory time.

A holiday falling within an employee's pre-approved scheduled vacation will not be charged against the employee's accrued vacation time.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours.

Sick Leave

All employees accumulate sick time. Full-time employees currently are credited with four hours of sick leave pay for each two-week pay period worked, up to 360 total hours.

All other employees accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year.

Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child;
- (6) needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;

- (7) • needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- (8) • needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care or domestic violence, care for family whose school has been closed, evacuation of residence, or bereavement. Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification may be required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year, up to 360 hours for full-time employees and up to 48 hours for all other employees, so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 360 hours for full-time employees and 48 hours for part-time employees.

Because paid sick time can be accumulated to be used if you are personally sick or injured; you will not receive extra pay or extra time off for your unused sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave.

Additional rules will apply in the case of a public health emergency.

Vacation

Full-time employees are currently granted paid vacation after completing continuous service as described below:

Vacation Days Granted Per Month Worked	Length of Service
6.67 hours/mo.	Year 1 through 4 full years of continuous employment
10.50 hours/mo.	After 5 through 9 full years of continuous employment
13.50 hours/mo.	After 10 or more full years of continuous employment

Part-time employees are currently ineligible for vacation pay.

Employees are responsible for scheduling their vacation, 14 days in advance, with their Supervisor and must receive their Supervisor's approval. Except with special approval from Supervisor, vacations are limited to a maximum of 10 business days per request. Vacations are scheduled in a manner that minimizes interruptions to Town of Mancos operations.

When a paid holiday falls within the employee's vacation period, an additional day of vacation may be granted. Vacation time will not be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned, unused vacation.

We encourage employees to use all of their earned vacation each year. Employees may carry over unused vacation into the next anniversary year. However, the maximum vacation that employees may accumulate is 200 total hours. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that employees may be granted each anniversary date might be limited by the amount carried over.

LEAVES OF ABSENCE

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Town Administrator for more information.

Funeral Leave

Employees are currently eligible for paid bereavement leave as part of Colorado's Healthy Families and Workplaces Act. (See "Paid Sick and Exigency Leave" above). In addition, full-time employees are currently eligible for paid leave of up to five days to attend the funeral of an immediate family member. Length of leave granted is based upon distance to be traveled and mode of transportation. Immediate family is defined as the employee's spouse, children, parents, grandparents, grandchildren, or siblings, and the parents, siblings, children of the employee's spouse, in-laws, or persons residing in the same household.

If more time off is needed than provided above, other leave may be granted upon the approval of the supervisor/manager.

Jury Duty

The Town of Mancos recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

If Employee provides a certificate of juror service, Employee receives regular pay for up to ten days (80 hours) of jury duty, minus any compensation paid by the state for the jury service. Jury duty leave beyond 10 days is without pay from the Town of Mancos.

Medical Leave

A medical leave of absence of not more than three months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, pregnancy or recovery from childbirth.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with Town of Mancos.
- Leave without pay of five days or less is subject to approval by the employee's Supervisor.
- The Supervisor (and/or Town Administrator) is notified by the employee as soon as possible of the need for medical leave.
- Leave without pay in excess of five working days must be routed through the employee's supervisor, and then approved by the Town Administrator.
- A form shall be completed by the employee, and signed by the appropriate authorities as indicated in previous two bullets. Forms are available from the Town Administrator.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. (The Town of Mancos reserves the right to obtain a Town of Mancos doctor's opinion.)

All available sick leave, earned vacation and compensatory time must be used prior to unpaid time.

When the estimated period of leave is less than three months, and an employee needs to extend the leave, another doctor's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work.

Employees who are on approved medical leave may be reinstated to a position of like status and pay if such position is available and they are qualified. However, there is no job guarantee. The Town of Mancos currently continues medical and life insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium. The use of leave without pay may impact the employee's eligibility for other employee benefits. The employee must schedule a meeting with the Town Administrator to discuss said impact prior to leaving.

Vacation and sick leave will not accrue during a medical leave of absence. Approved leave without pay shall not constitute a break in service. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave. Employees who fail to return at the expiration of their authorized leave will be terminated.

Family and Medical Leave

As a public sector or governmental employer, the Town is covered by the federal Family Medical Leave Act (FMLA). For this reason, the Town has posted an FMLA notice to

employees. However, to be eligible to take FMLA leave, an employee must work at a work site with at least 50 employees within 75 miles. Because the Town does not have at least 50 employees, employees are not eligible to take FMLA leave. The Town does, however provide medical leave to employees as is described separately in this handbook.

FAMLI Participation

The Organization has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the Organization have the ability to participate in FAMLI on an individual basis. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Please see the Town Administrator to obtain additional copies of the required notices to employees of local government employers who have opted out of FAMLI that are distributed upon hiring.

Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights.

Personal Leave

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their immediate supervisor no later than the day prior to Election Day.

In the event of the above Leaves of Absence, if an employee is paid for less than 50 percent of the hours for that pay period, they will receive no annual leave accrual for that particular pay period. And, if an employee is paid for at least 50 percent but less than 100 percent of the hours for that pay period, they will receive 50 percent of the annual leave accrual for that particular pay period.

PAY

Compensatory Time

Employees may from time to time be required to work in excess of 40 hours per week. Employees may be granted compensatory time in lieu of overtime. All non-exempt employees must gain supervisor approval in advance before working over 40 hours per week.

1. The workweek is a seven consecutive day period beginning at 12:01 a.m. on each Tuesday, and ending at midnight on each Monday.
2. All hours worked in excess of the 40 hours per week shall be credited to the employee in the form of compensatory time.
3. Compensatory time for law enforcement personnel employed by the Town of Mancos as full-time, non-exempt, employees of the Mancos Marshal's Office will not be calculated until 84 hours of regular time has been fulfilled in a two-week work period.
4. Compensatory time shall accrue at the rate of 1.5 hours for each hour worked beyond the normal work period.
5. Compensation time shall accrue at the rate of 1.5 hours for each hour an employee works on a scheduled holiday as defined in Holiday section of this handbook.
6. Employees called in on a regularly scheduled day off or holiday accrue a minimum of 2 hours compensation time.
7. Employees eligible for compensatory time may use accrued compensatory, sick, vacation, and holiday hours to fill in the work week on their timesheets,
8. Employees do not accrue compensatory time until the "on-the-job" time exceeds 40 hours within the work week. Paid time off does not accrue compensatory time. For example, an employee whose timesheet shows 32 hours of regular work and eight hours of vacation time would not accrue compensatory time until 40 hours of actual, regular work is recorded. Then, with 8 hours of vacation that would total to 48 hours shown for that workweek.
9. Only non-exempt employees are entitled to compensatory time.
10. All non-exempt employees shall use accumulated compensatory time within 12 months of the month of accrual. All non-exempt employees shall use compensatory time as time off. Compensatory time shall be used before sick leave or vacation is used.
11. Any non-exempt employee who leaves the Town's employment with accrued but unused compensatory time shall be paid at the employee's then-current rate of such accrued compensatory time.
12. ²Non-exempt employees will be given compensatory time off in lieu of cash payment or overtime for up to a maximum of [80 hours.]

Paydays

Employees are paid every other Thursday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

² Public employers may allow employees to earn up to 240 compensatory hours (160 hours x 1.5), and employees in safety positions, such as police officers and firefighters, may earn up to 480 hours (320 hours x 1.5). Even though the legal limits are higher, most public employers only allow employees up to 60 or 80 hours of compensatory time to limit their liability to employees. See this [LINK](#) for more information.

On each payday, employees receive a statement showing gross pay, deductions, and net pay. Employees are responsible for reviewing paystubs for accuracy. Any errors must be brought to the attention of the Department Head. The errors will be investigated and, if needed, corrected the pay period after the error is discovered.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Town Clerk.

For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

Hours of Work

Our Town is normally open for business Monday through Friday, from 8:00 a.m. to 5:00 p.m. The starting and ending times of your shift may change from time to time according to the needs of the Town or your department. You may be required to work overtime.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The Town of Mancos is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to your Department Head. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

Mileage reimbursement

An employee who is required to use a personal vehicle on Town of Mancos business outside the Town limits shall be reimbursed for such use at the then-current Internal Revenue Service mileage rate. The employee must be specifically authorized by the supervisor for such use in advance. A mileage report form shall be completed and submitted with receipts to the employee's supervisor at such intervals as required by the supervisor to substantiate such use. Reimbursement shall not be allowed without such report.

Food and Lodging

Coverage of food and lodging expenses shall be in accordance with the current I.R.S. guidelines. Please consult the Town Administrator for current I.R.S. guidelines, and the procedure for processing food and lodging expenses.

Time Reporting

Non-exempt employees must record time worked on a daily basis. Time sheets are used for calculating the employees pay.

Employees are responsible for submitting their timecard to **the Town Clerk by 10:00 am Monday** on a bi-weekly basis for approval and submittal to payroll.

With the exception of POST certified law enforcement, nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Employees must promptly notify their supervisors of any mistakes in their time records or pay. Employees also must notify the Town Administrator if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The Town will not tolerate retaliation against employees for making a report or participating in an investigation.

Employees must accurately report time worked. Employees must not record any time not actually worked. Employees must not fill out timecards for other employees or change timecards for other employees. Violations of this policy will not be tolerated.

WORK ENVIRONMENT

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol while on the clock for Town of Mancos or conducting Town of Mancos business is prohibited.

The Town of Mancos engages in drug and alcohol testing for reasonable suspicion and Commercial Driver's License qualification purposes. See the Drug and Alcohol policy or consult with the town administration team for further information.

Anti-Violence

Employees must not engage in violence, bullying, intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Such conduct by Town employees is prohibited.

Workplace violence is defined as any conduct in the workplace that is meant to harm, cause fear in, or intimidate another, including, but not limited to: (1) physical acts or physical threats against persons or their property, or Town property; (2) direct or veiled threats, profanity, or vicious or abusive statements; (3) written threats, profanity, vicious cartoons, notes, or other written or symbolic conduct; or (4) stalking.

Bullying is defined as the repeated, health-endangering mistreatment of a person at work by a co-worker, supervisor/manager, elected official, or customer (member of the general public). The

mistreatment may involve repeated acts of: (1) shouting, yelling, screaming, or swearing; (2) insults, put-downs, name-calling, or belittling; (3) public humiliation, criticism, or “dressing down”; (4) cruel or offensive pranks, jokes; or (5) physical behavior, such as pushing, blocking, or tripping.

An employee who observes or has knowledge of any conduct listed above should immediately report the same to the employee’s supervisor, Department Head, or Town Administrator. Complaints will be investigated promptly, and follow-up action taken as determined appropriate. To the extent feasible, complaints and investigations will be handled in a confidential manner and anonymity preserved.

Any employee with a restraining order that applies on Town premises shall promptly provide the Town Administrator with a copy of the same.

Any conduct that requires immediate attention by law enforcement should be reported to the police by phoning 911.

Attendance and Punctuality

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable.

Failure to call in when absent for two consecutive days will result in termination.

Communication Systems

The communication systems are property of the Town of Mancos and intended for business use. Therefore, the Town of Mancos maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the Town of Mancos, employees should not attempt to gain access to another employee’s computer, Internet files, e-mail, or voice mail without the latter’s permission.

See Town of Mancos Computer and Email System Policy.

Personal Use of the Internet

Use of the internet must not disrupt the operation of the Town of Mancos network or the networks of other users. It must not interfere with employees’ productivity. See Town of Mancos Computer and Email System Policy

Software and Copyright

The Town of Mancos licenses, and does not own, the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the Town of Mancos's designated Software Manager. See Town of Mancos Computer and Email System Policy

Employees must not use the Town of Mancos's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other Town of Mancos guidelines. We reserve the right to determine when an employee is using the Town of Mancos communication systems inappropriately. See Appendix B Town of Mancos Computer and Email System Policy

E-mail

Because the Town of Mancos provides the e-mail system to employees to help them with the performance of their job, it should be used for official Town of Mancos business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, e-mails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending e-mails. Do not write anything in an e-mail message that is inappropriate to say to others face-to-face. See Town of Mancos Computer and Email System Policy

Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime. See Town of Mancos Computer and Email System Policy

Telephones/Cell Phones

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of the Town of Mancos telephones for long distance is not permitted.

The Town of Mancos provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and should be brief.

For safety reasons, employees should avoid the use of cell phones while driving.

The Town of Mancos may review phone bills, voice mails, and text messages on any Town of Mancos land line or cell phone at any time without notice. See Town of Mancos Computer and Email System Policy

Confidential Information

Employees of the Town of Mancos will have access to confidential information of the Town of Mancos and our citizens. Confidential information includes, but is not limited to, information concerning personal citizens, personal telephone numbers or address of employees, personnel issues, confidential communications about Town of Mancos business, and similar subjects.

Disclosure of confidential information might seriously damage the Town of Mancos's interests and therefore such action will not be tolerated. This non-disclosure applies during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Town of Mancos on demand. Disclosure of confidential information must only be made in compliance with the Open Records Act and other applicable laws. Employees should see supervisor or Town Administrator for any questions regarding disclosure of confidential information.

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

Conflict of Interest

Town of Mancos employees shall not place their personal or business interests above the best interests of the Town of Mancos' constituents. Employees must not participate in any conduct which would be a real or perceived conflict of interest. They must obey any prohibitions established by ordinance or other applicable law. Conflicts of interest include but are not limited to the following:

- Engaging in a substantial financial transaction for private business purposes with another employee whom they supervise;
- Taking any official action directly and substantially affecting the employee's own economic benefit or that of the employee's immediate family (as defined in the Funeral Leave section of the handbook).
- Taking any official action regarding a business or other undertaking in which there is a substantial financial interest or business arrangement for the employee or the employee's immediate family (as defined in the Funeral Leave section of the handbook).
- Disclosing or using confidential information acquired in the course of their official duties to further personal financial interests; or

- Accepting a gift of substantial value or of substantial economic benefit which might tend improperly to influence an employee in the discharge of their responsibilities, or which could be construed as a reward for action taken or not taken in the course of official duties.

Employees must immediately disclose any actual, perceived, or potential conflicts of interest to the Town Administrator. This will permit the Town administrator to keep the employee separate from the transaction involving the actual, perceived, or potential conflicts of interest.

A conflict of interest may occur even if neither the employee nor the employee's immediate family (as defined in the Funeral Leave section of the handbook) realize any financial gain. If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to Town Administrator for a final determination. The Town Administrator may disclose any actual, perceived, or potential conflicts of interest to the Board of Trustees.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Dress Code

In the Town of Mancos, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our community. This helps ensure Town of Mancos's success. Employees' appearance should be consistent with good hygiene, safety, and what Town of Mancos considers appropriate attire based on the nature of each employee's work. So long as clothing does not conflict with the dress code, employees' attire may be based on their gender identity. Direct questions about dress code for specific positions to a supervisor.

Inspections

We may conduct searches of employees' personal effects after notice is given and with the employee's consent. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles. We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Employees do not

have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Organization and copies of those keys are kept by the Organization.

Problem Solving

Also see EEO/Harassment Complaint Procedure in this handbook.

Employees who disagree or are dissatisfied with a Town of Mancos practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees shall take the problem to the Town Administrator. If it is inappropriate to go to the Town Administrator, employees must submit a written complaint to the Mayor and Human Resources for review and final decision about the situation.

References

The Town of Mancos does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the call to the Town Administrator for all positions except the Town Administrator. These should be referred to the Mayor.

Safety/Reporting of Injury

The Town of Mancos is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact their supervisor or the Town Administrator as soon as they are able and report in writing within 10 days after the injury

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Town of Mancos's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Use of Town of Mancos Property

Town of Mancos property is to be used only for official Town of Mancos business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, and directives. No employee shall remove Town of Mancos property or the property of any other employee from Town of Mancos premises or Town of Mancos work sites without proper authorization. Stealing Town of Mancos property; stealing the property of another employee; or abusing, misusing, damaging, or destroying Town of Mancos property will not be tolerated.

Use of Town of Mancos Vehicles

Town of Mancos vehicles may be used only for the purposes of Town business and in the manner authorized. Only authorized, qualified, and licensed Town of Mancos employees may operate Town of Mancos vehicles. All vehicles shall be operated in accordance with all applicable traffic laws, and vehicle operators shall be responsible for the condition and proper use of their vehicles. Unauthorized or improper use of Town of Mancos vehicles is prohibited. The Town of Mancos reserves the right to review an employee's driving record at any time.

All Town of Mancos employees must wear seat belts when operating a town-owned vehicle, or any vehicle on town business; and all occupants are to wear seat belts when riding in a town-owned vehicle, or in a personal vehicle being used for town business.

Tobacco Use

It is our objective to provide a smoke-free environment within our Town of Mancos. Tobacco use is prohibited within all areas of and Town of Mancos building and within 25 feet of the main entrance into any building. Tobacco use is prohibited in Town of Mancos owned vehicles and equipment. Employees may smoke in designated outdoor areas and personal vehicles. This restriction applies to all employees and visitors, at all times, including non-business hours.

Separation of Employment

We request that employees who wish to resign their positions notify the Town of Mancos of their anticipated departure date and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Town Administrator.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Town of Mancos maintained satisfactory performance and attendance.

APPENDIX A DRUG AND ALCOHOL POLICY

I. Purpose

The Town of Mancos is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making.

II. Scope

This policy applies to all employees. The type of testing is contingent upon whether the employee is considered safety sensitive. Safety sensitive employee is defined as any employee whose duties involve risk of injury or harm to the general public. All safety sensitive employees have been issued upon initiation of this policy or upon hire (whichever is later) a copy of the Town policy, describing in detail what substances will be tested for and under what conditions employees will be tested.

III. Statement of Policy

To ensure a safe and productive work environment the Town prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs or controlled substances on any Town premises or worksites. This prohibition includes Town owned vehicles, or personal vehicles being used for Town business or parked on Town property.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. (A detectable amount refers to the standards generally used in workplace drug & alcohol testing).

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to their supervisor prior to going on duty.

Illegal use of drugs off duty and off Town premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers in the Town's ability to meet its responsibilities.

Any violation of this policy will result in disciplinary action up to and including termination.

IV. Categories of Employee Substance Testing

All employees will be subjected to the following Reasonable Suspicion Testing.

A. Reasonable Suspicion Testing:

Any employee may be asked to submit to tests for alcohol and/or illegal drugs when the employee is reasonably suspected of being impaired in the performance of his or her job.

1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
 - a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
 - b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.
2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.
3. The employee will continue in a paid status pending the receipt of drug testing results by the Town.

The following testing provisions apply only to employees and applicants for safety sensitive employment.

A. Pre-employment Testing:

1. All persons seeking safety sensitive employment with the Town of Mancos, Applicants shall undergo post-offer, pre-employment drug testing. Applicants will be informed that, as a condition of employment, they must pass a drug-screening test.
2. Applicants who test positive will be notified that they have not met the standards for employment and of their right to request a re-test of the urine sample that can be reviewed by a medical review officer.

B. Random Testing:

Except on those work sites prohibited by state or local statute or ordinances, all safety sensitive employees will be subject to controlled substance and alcohol testing at any time on a random basis, as a term and condition of continuing employment. The number of controlled substances tests conducted annually shall equal or exceed 50 percent of the number of driver positions subject to testing.

Random testing will be spread reasonably throughout the year and will be unannounced to ensure that no employee receives advanced knowledge of the time of testing. Employees will have an equal chance of being selected each time a random selection is made.

C. Post-Accident Testing:

All employees who could have contributed to the incident, must submit to a drug and/or alcohol test after an on-the-job accident.

1. An accident for purposes of this policy is defined as an incident or occurrence in which:
 - (a) a person dies or requires medical treatment or
 - (b) property damage is estimated at greater than \$1500 or
 - (c) it involves use of a Town vehicle or
 - (d) it involves an employee in a personal vehicle accident who as a regular condition of his/her employment is required to drive a non-Town vehicle.
2. An employee who is involved in an accident must immediately report the accident to his or her supervisor/manger.
3. Whenever a supervisor/manager observes or is notified of an accident as defined in #1 above, the supervisor/manager will initiate drug and alcohol testing. The supervisor/manager will order the employee to submit to a urine and/or breath test. The supervisor/manager will arrange to transport the employee to the collection site and will arrange for the employee's transport home.
4. The employee will continue in a paid status pending the receipt of drug testing results the Town.

D. Return to Duty/Follow-up Testing

If the Town elects to allow an employee to return to work following a positive test result, it is mandatory that the employee must first pass a drug test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty.

VI. The kinds of substances tested for will include the following substances or their metabolites:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Phencyclidine (PCP)
- E. Amphetamines
- F. Ecstasy
- G. Alcohol

VII. Inspection and Searches

The Town may conduct unannounced inspection for violations of this policy in the workplace, worksites, or Town premises. Employees are expected to cooperate in any inspection.

VIII. Voluntary Treatment

The Town supports sound treatment efforts. Whenever practical, the Town will assist employees in overcoming drug, alcohol, and other problems which may affect employee job performance, as long as this policy has not already been violated.

If an employee seeks treatment for drug or alcohol use, the employee may be eligible to go into a drug and/or alcohol treatment program either through the Town medical insurance program or at his or her own expense.

If the employee elects to enter an appropriate treatment program, the employee may be placed on unpaid status, but will be required to use any accrued vacation time and sick leave while participating in the evaluation and treatment program, so long as the employee is complying with the conditions of treatment. The Town of Mancos will have the right to require verification from the health care provider for a release to work and/or verification of treatment as covered in the Town's medical leave policies. More information regarding availability of treatment resources and possible insurance coverage for treatment services is available from the Human Resources Department.

IX. Safeguards/Confidentiality

The drug screen analysis is accomplished through split sample urinalysis testing. Alcohol testing may be through breath testing. Samples will be collected in a sanitary environment designed to maximize employee's privacy while minimizing the possibility of sample tampering. If there is a positive drug and/or alcohol result on the initial screening test, the laboratory or blood alcohol technician will automatically do a second test to confirm the results. The second drug test will be performed using gas chromatography/mass spectrometry or other scientifically accepted method. A positive breath alcohol test will be confirmed by a second breath test.

All drug tests are performed by a government-certified outside laboratory. All government-certified outside laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. The Town shall use a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and the appropriate medical training to evaluate positive results, medical histories, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained by the Town. The MRO or the testing laboratory reports the negative results to the Town. In this instance, no additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the six drugs tested or if the blood alcohol test comes back positive, a second confirmatory test shall be performed. The employee is prohibited from performing any duties if the initial test is positive, and while the confirmatory testing is being performed. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the employee personally, in the case of a positive test result. The MRO has the responsibility of reporting to the Town of Mancos whether the test results are positive or negative.

An applicant or employee who does not pass a drug test may request that the original sample be analyzed again at the individual's expense by a government certified laboratory. All requests for an independent analysis must be made in writing within 72 hours of notification of a confirmed positive test result. In the event the drug and/or alcohol test results are not achieved due to a diluted sample, the applicant will be required to re-test.

Each applicant or employee will have an opportunity to discuss the drug and/or alcohol test with a Medical Review Officer in a confidential setting. Each applicant or employee upon his or her request may be provided with a written copy of the positive test result,

upon written request. Upon written request within seven days of taking the test an employee may access records relating to his drug and/or alcohol test.

X. Disciplinary Action

A. Testing Positive

Employees who test positive for drugs or alcohol are in violation of this policy. An employee who tests positive for marijuana is in violation of the Town's drug policy, even if the employee is exempt from criminal prosecution under Colorado's medical marijuana laws or is using marijuana recreationally in conformity with Colorado's Amendment 64.

Be advised that a positive drug test for marijuana constitutes a violation of the Town's drug and alcohol policy and may lead to your termination. For more information, please speak with the Town Administrator.

B. Refusal to comply

Employees who refuse required testing are in violation of this policy.

C. Interference with testing

Employees who adulterate, tamper with or otherwise interfere with accurate testing are in violation of this policy.

D. Any employee, who has been observed using or possessing illegal drugs or alcohol during work time, including lunch breaks, or on Town of Mancos' premises is in violation of this policy.

XI. At Will Employment

Nothing in this policy is to be construed to Town of Mancos from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment. **Employment is at-will and subject to termination by Town of Mancos or the employee at any time, with or without notice and with or without cause.**

ACKNOWLEDGMENT

I have received a copy Town of Mancos Drug and Alcohol Policy and understand that in order to continue my employment with this employer I must abide by the terms of the policy. I agree to notify the employer of any drug violation occurring in the workplace.

I understand that this policy in no way modifies my status as an at-will employee and in no way implies, infers, or guarantees my continued employment for any definite term.

Employee

Date

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JANUARY 1, 2024. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE TOWN'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE TOWN IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE TOWN AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF TOWN OF MANCOS, OTHER THAN THE TOWN ADMINISTRATOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN ADMINISTRATOR AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES,

BENEFITS, OR OTHER PROGRAMS OF TOWN OF MANCOS. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Name

Date

Town of Mancos
DOT DRUG AND ALCOHOL POLICY

I. Purpose

The Town of Mancos is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. The use of controlled substances (as herein defined) or alcohol may pose a serious threat to health and safety by impairing employee judgment; resulting in increased safety risks, injuries, and faulty decision-making.

The use of controlled substances or the misuse of alcohol increases the risk of accidents, jeopardizes the safe work environment, and causes harm to an individual's health and personal life. The purpose of this policy is to establish procedures to support a safety and health program and to comply with minimum federal safety standards for safety-sensitive functions regulated by the Department of Transportation (DOT). These standards were designed to reduce accidents that result from Employee use of controlled substances and alcohol.

II. Scope

This policy applies to all drivers who are required to hold a commercial driver's license (CDL) in order to perform their job for the Town. For purposes of this policy, a driver is covered by DOT regulations as those regulations relate to the driver's fitness-for-duty and use of alcohol prior to going on duty, while on duty, or while operating or having physical control of a commercial motor vehicle. DOT testing for controlled substances under this policy requires that drivers abstain from the use of controlled substances at any time or risk violating DOT regulations prohibiting the presence of controlled substances in their body. For purposes of this policy, the term "controlled substances" means marijuana, cocaine, amphetamines (including 3,4-Methylenedioxyamphetamine (MDA)), opioids, and phencyclidine (PCP).

Under this policy performing a safety-sensitive function means all of the time after a driver begins to work or is required to be ready to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) All time in the Town buildings, land, terminals, facilities, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Town; (2) All time inspecting equipment as required by the law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; (3) All time spent at the driving controls of a commercial motor vehicle in operation; (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth; (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts

for shipments loaded or unloaded; and (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

When a driver must take prescription or over-the counter drugs, the driver must ask the medical professional or pharmacist if the drug has any side effects which may impair the driver's ability to safely or productively perform the driver's job duties. If there is the potential impairment of the driver's ability to work safely or productively, the driver must report this information to the supervisor. With input from the driver, the Town will determine if the driver should work in their regular job, be temporarily assigned to another job or placed off-work.

III. Statement of Policy

1. No driver shall unlawfully manufacture, use, possess, or distribute controlled substances.
2. No driver shall report for work, perform any safety-sensitive functions or, while in the employ of the Town of Mancos have at any time, any controlled substance present in their body. Presence of controlled substances will be determined by testing performed as described in this policy.
3. No driver shall perform safety-sensitive functions within 4 hours after consuming alcohol.
4. No driver shall consume alcohol while performing safety-sensitive functions.
5. No driver shall possess alcohol while on duty.
6. No driver shall report to work or perform safety-sensitive functions while having an alcohol concentration of .02 or greater. Drivers' alcohol concentration will be determined by testing performed as described in this policy.
7. No driver shall leave the scene of an accident, without a valid reason, before arranging to have both a controlled substance and alcohol test performed.
8. No driver shall consume alcohol after an accident unless eight hours have elapsed, the Driver has been tested or the Town has determined that the driver's performance could not have contributed to the accident, whichever occurs first.
9. No driver shall refuse to take a required test.

IV. Consequences of Violation Under Town Policy

Any violation of this policy will result in discipline up to and including termination under the Town's independent authority, as provided for by the DOT.

A driver who tests positive for marijuana is in violation of the Town's drug policy, even if the driver is exempt from criminal prosecution under a state marijuana or other permissive drug related law or is using such drugs recreationally in conformity with a state law. Be advised that a positive drug test for marijuana and psychedelics constitutes a violation of the Town's drug and alcohol policy and may lead to your termination. For more information, please speak with Human Resources.

Drivers who adulterate or otherwise interfere with accurate testing required pursuant to this policy are in violation of this policy.

Any driver who has been observed using or possessing controlled substances or alcohol during work time, including lunch breaks, or on Town premises is in violation of this policy.

The Town will not hire applicants who test positive for controlled substances.

The Town will provide to any driver who violates a DOT drug and alcohol regulation a listing of Substance Abuse Professionals readily available to the driver.

V. Minimum Consequences of Violation as Mandated by D.O.T.

If a driver tests positive for a controlled substance or has an alcohol concentration of .02 or greater, the driver will be removed from safety-sensitive functions.

Pursuant to the Town's independent authority, Drivers testing between an alcohol concentration of .02 to .039, may be subjected to disciplinary action up to and including termination.

To be eligible to return to work after a positive controlled substance test or test indicating an alcohol concentration of .04 or greater, the driver must be evaluated by a Substance Abuse Professional (SAP). If the SAP determines that additional treatment is necessary, the driver must complete such treatment. In addition, the driver will be subject to follow-up testing.

The above consequences are minimum requirements as set out by the DOT. Compliance with the above does not guarantee a driver will be returned to work following a violation of this policy. Drivers will be subject to disciplinary action up

to and including termination for violation of this policy, regardless of eligibility to return to work under the DOT regulations.

Before a driver returns to duty requiring the performance of a safety-sensitive function after violating the alcohol or controlled substance provisions outlined by the DOT, the driver shall undergo a return-to-duty test with a result indicating a verified negative result.

VI. Substance Screening

For the purpose of assuring compliance with the Federal Department of Transportation regulations and this policy, applicants for safety-sensitive positions and drivers who perform safety-sensitive functions will be subject to controlled substance and alcohol screening under the circumstances described below. Applicants and drivers are required to submit to testing in the following circumstances as a condition of their employment.

VII. Types of Testing

Pre-Employment Testing

Applicants for driving-related positions shall undergo a test for the presence of controlled substances prior to being hired or used by the Town. Under no circumstances may a driver perform a safety-sensitive function until a confirmed negative result is received.

Applicants who refuse to submit to testing will not be hired.

Testing for Current Drivers

1. Post-Accident Testing

Any driver in an accident in which a fatality occurs must immediately submit to a controlled substance and an alcohol test. Any driver who receives a citation for a moving traffic violation must immediately submit to a controlled substance test, and the Town ***can require testing even if a citation is not issued to the driver, upon its independent authority*** an alcohol test if, (a) the accident results in a fatality, or bodily injury to a person who must immediately receive medical treatment away from the scene, or (b) one or more of the vehicles involved is towed from the scene.

A driver will not be allowed to return to work until a confirmed negative test is received. The Town will place the driver on a paid leave pending the receipt of the drug testing results.

2. Reasonable Suspicion Testing

A driver will be required to submit to a controlled substance or alcohol test upon reasonable suspicion. Reasonable suspicion means that the actions, appearance or conduct of the driver on duty are indicative of the use and/or presence in the driver's body of a controlled substance or alcohol. Reasonable suspicion is based on specific, contemporaneous, articulable observations concerning the appearance behavior, speech or body odors of the driver.

A driver will not be allowed to return to work until a confirmed negative test result is received.

The Town will place the driver on a paid leave pending the receipt of the drug test results.

3. Follow-Up and Return to Duty

Any driver who has been required to or voluntarily undergoes rehabilitation for substance abuse must submit to a drug test and receive a confirmed negative test result and an alcohol test (with a result of less than .02) before returning to work. In addition, the driver will be subject to follow-up testing in accordance with the recommendations of the Substance Abuse Professional.

VIII. Testing Procedure

The Town uses the following providers to conduct drug testing:

Drug and Alcohol Testing Associates
641 East Main Street
Cortez, CO 81321

Prior to testing, the employee to be tested and their supervisor must pick up the appropriate drug testing chain of custody form from Human Resources.

1. Controlled Substances

Controlled substance screening shall be conducted in a laboratory certified by the Department of Health and Human Services (DHHS) and in accordance with the Procedures for Transportation Workplace Drug Testing Programs. All controlled substance screening includes split sampling, which provides that a urine sample be split into two separate containers.

Precautions shall be taken to ensure that the specimen is not adulterated or diluted during the collection procedure and that the information on the sample matches the information on the custody and control form.

Dilute test results will be treated as follows:

- Dilute positives are treated as a verified positive test;
- Dilute negatives with the creatinine concentration equal to or greater than 2mg/dL but less than or equal to 5mg/dL will be retested under direct observation. A second dilute negative result will be treated as a negative test result;
- Dilute negatives with the creatinine concentration greater than 5mg/dL will not be retested. A second dilute negative result will be treated as a negative test result unless the MRO directs the Town to retest under direct observation.

The substance screen will test for the following drugs: marijuana, cocaine, opioids, amphetamines, phencyclidine (PCP) and ecstasy.

Any positive initial test will be confirmed by a gas chromatography/mass spectrometry (GC/MS) test.

The Town shall employ a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and appropriate medical training to evaluate positive test results, medical history, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

The MRO shall also review all specimens which are found to be adulterated or substituted specimens. In the instances of an adulterated or substituted specimen, the MRO will provide the driver an opportunity to present a legitimate medical explanation. If no legitimate medical explanation is provided, the MRO will report the verified adulterated or substituted specimen to the Town. The Town will consider the verified adulterated or substituted specimen as a refusal to test and immediately remove the driver from performing safety-sensitive functions. The driver may then be subjected to disciplinary action under the Town's independent authority.

The MRO will be the sole custodian of the individual test results. The Medical Review Officer will advise the Town only of whether the test results were negative or positive.

After receiving notification of a verified positive test, an adulterated or substituted specimen, a driver may request that the split sample be analyzed. Such a request must be made within 72 hours of notification of the verified positive test. If such a request is made, the sample will be tested at another DHHS certified laboratory, at the driver's expense. Upon written request within 7 days of a verified positive test, the driver may obtain copies of any records pertaining to their controlled substance tests.

2. Alcohol Testing

Alcohol testing shall be conducted by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing Device (EBT). The driver will provide a breath sample. If the driver's alcohol concentration is greater than .02, a second confirmation test will be performed.

IX. Refusal to Submit to Testing

This provision regarding the refusal to submit to testing excludes applicants for employment. Refusal to submit to testing is a violation of this policy. Any driver refusing to submit to testing will be referred to a Substance Abuse Professional and will face appropriate disciplinary action. The following behaviors constitute a refusal:

Refusal to submit is defined as:

- a. Refusal to appear for testing,
- b. Failure to remain at the testing site until the testing process is complete,
- c. Failure to provide a urine sample,
- d. In instances of observed or monitored collection, failure to allow observation or monitoring,
- e. Refusal to sign the testing form,
- f. Failure to provide adequate breath,
- g. Failure to take a second test as directed,
- h. Otherwise fail to cooperate in the testing process,
- i. Perform any actions which prevent the completion of the test,
- j. A test result reported by the MRO as a verified adulterated or substituted test,
- k. Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation,
- l. Failure to undergo a medical examination or evaluation when directed,
- m. Tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure,
- n. Not reporting to the collection site in the time allotted,
- o. Leaving the scene of an accident without a valid reason before the tests have been conducted.

X. Commercial Driver's License Drug and Alcohol Clearinghouse

Pursuant to regulations establishing requirements for the Commercial Driver's License Drug and Alcohol Clearinghouse, the following personal information collected and maintained under this part shall be report to the Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of .04 or higher;

3. A refusal to submit to any test required by FMCSA regulations;
4. An employer's report of actual knowledge:
 - a. On duty alcohol use
 - b. Pre-duty alcohol use
 - c. Alcohol use following an accident
 - d. Controlled substance use
5. A substance abuse professional (SAP) report of the successful complete of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

XI. Voluntary Driver Self-Identification Program

The Town supports sound treatment efforts. Whenever practical, the Town will assist drivers in overcoming drug and alcohol problems as long as this policy has not already been violated. A driver may not self-identify in order to avoid required testing. The following is required to participate in this voluntary program: the driver makes the admission of alcohol misuse or controlled substances use **prior** to reporting to duty to perform a safety-sensitive function and the driver does not perform a safety-sensitive function until the Town is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements.

Drivers who seek voluntary treatment prior to a violation of this policy will not be disciplined for making a voluntary admission of alcohol misuse or controlled substances use within the parameters of this program. The driver will be allowed a sufficient opportunity to seek evaluation, education or treatment to establish control over the driver's drug and alcohol problem. Drivers who seek voluntary assistance will be returned to safety-sensitive duties only upon successful completion of an educational or treatment program as determined by a drug and alcohol abuse evaluation expert. Prior to the driver participating in a safety-sensitive function, the driver shall undergo a return-to-duty test with a result indicating an alcohol concentration of less than .02 and/or controlled substance test with a verified negative test. In addition, the Town may monitor any driver who voluntarily reports under this provision by conducting unannounced follow-up testing not to exceed 60 months following the driver's return to work.

If the driver elects to enter an appropriate treatment program, the driver may be placed on unpaid status, but will be required to use any accrued comp time, vacation time and sick leave while participating in the evaluation and treatment program so long as the driver is complying with the conditions of treatment. The Town will have the right to require verification from the healthcare provider for a release to work and/or verification of treatment as covered in the Town's medical leave policies. More information regarding

availability of treatment resources and possible insurance coverage for treatment services is available from Human Resources.

XII. City Representative

Please contact Human Resources if you have any questions about this policy or wish to discuss issues related to the use of controlled substances or the misuse of alcohol.

XIII. Inspection and Searches

The Town may conduct unannounced inspection for violations of this policy in the workplace, worksites, or Town premises. Drivers are expected to cooperate in any inspection.

XIV. At-Will Employment

Nothing in this policy is to be construed to prohibit the Town from maintaining a safe work environment or imposing disciplinary actions as it deems appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises from drug or alcohol use. Such disciplinary actions may include termination of employment. Employment is at-will and subject to termination by the Town or the driver at any time, with or without notice and with or without cause.

Acknowledgement and Receipt

I have received a copy of the Town of Mancos’s DOT Drug and Alcohol Testing Policy and understand that in order to continue my employment with the Town of Mancos, I must abide by the terms of this policy.

I also verify that I have received information of the effects of alcohol and controlled substances on my health, work and personal life, signs and symptoms of a problem and available methods of intervening when a problem is suspected.

I UNDERSTAND THAT THIS POLICY IN NO WAY MODIFIES MY STATUS AS AN AT-WILL EMPLOYEE AND IN NO WAY IMPLIES, INFERS, OR GUARANTEES MY CONTINUED EMPLOYMENT FOR ANY DEFINITE TERM AND THAT I MAY BE DISMISSED AT THE DISCRETION OF THE TOWN FOR OTHER REASONS THAN FAILING TO FOLLOW THE TERMS OF THIS POLICY.

Employee

Date

STAFF REPORT

To: Town Administrator, Honorable Mayor and Trustees
From: Jamie Higgins, Town Clerk/Treasurer
Date: November 8, 2023
Re: Board of Adjustments Alternates

Recommendation

Appoint Fancy Navarro, Wynn Jones, Daniel Hennek, Sally Dziedzic, and Sherry Grazda as alternates for the Board of Adjustments.

Background/Discussion

The Board of Adjustments needs 5 alternates for a meeting in December. On advice of legal counsel, we are requesting the appointment of 5 alternate members to ensure a fair and impartial hearing.

Policy Implications

None

Resource Impact

None

Attachments

None