

AGENDA

DOLORES COLORADO

TOWN BOARD OF TRUSTEES

November 24, 2025, 5:30 P.M. WORKSHOP

THE WORKSHOP WILL BE HELD AT THE TOWN HALL 601 CENTRAL AVENUE.

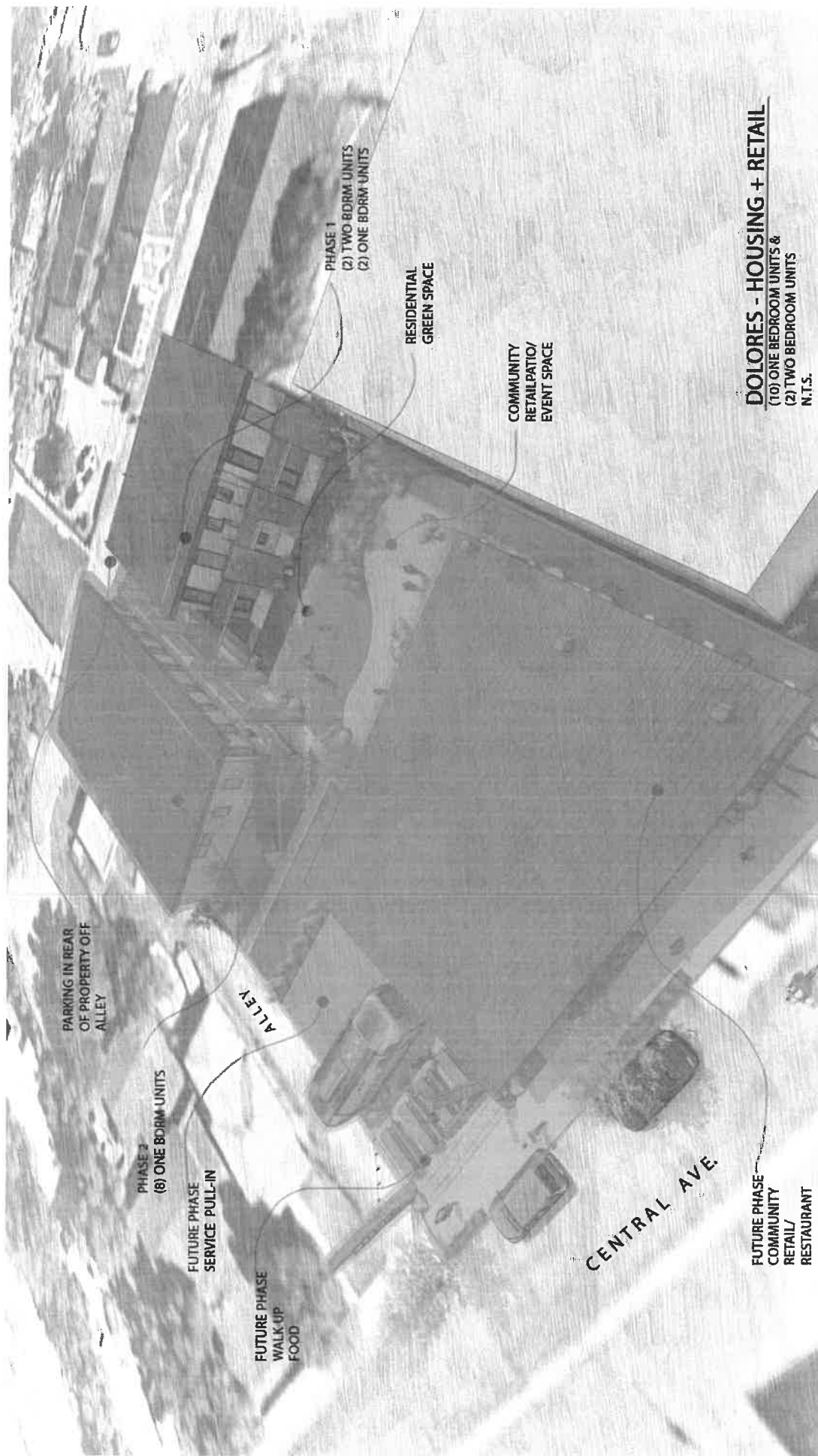
IF YOU WISH TO ATTEND VIRTUALLY, PLEASE VISIT THE TOWN WEBSITE UNDER GOVERNMENT TOWN BOARD MEETING FOR THE TEAMS LINK

<https://townofdolores.colorado.gov>

[There are separate links for the Town Board Meetings and Workshops.](#)

WORKSHOP: 5:30 P.M.:

- 1. Letter of Interest**
- 2. Ryan Greene- Wildlife/Urban Interface update**
- 3. Updated Employee Handbook**
- 4. Final Sheriff contract**
- 5. Topics for December Workshop**



DOLORES - HOUSING + RETAIL

(10) ONE BEDROOM UNITS &
(2) TWO BEDROOM UNITS
N.T.S.

PHASE 1
(2) TWO BDRM UNITS
(2) ONE BDRM UNITS

RESIDENTIAL
GREEN SPACE

COMMUNITY
RETAIL PATIO/
EVENT SPACE

PARKING IN REAR
OF PROPERTY OFF
ALLEY

PHASE 2
(8) ONE BDRM UNITS

FUTURE PHASE
SERVICE PULL-IN

FUTURE PHASE
WALK-UP
FOOD

ALLEY

CENTRAL AVE.

FUTURE PHASE
COMMUNITY
RETAIL/
RESTAURANT

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Welcome to the Town of Dolores Team

We're excited you're here. By joining us, you've become part of a hardworking, friendly, and community-focused organization. We take pride in our staff and in serving the amazing people who call Dolores home.

This handbook gives you the basics about working here: our rules, our expectations, and the benefits that help make this a great place to be. The Town follows all federal and state employment laws, along with any local laws that apply. Not every law is written out here, but we still follow them.

These policies are written for everyone. If you are covered by a union or collective-bargaining agreement, that agreement always comes first. Think of it as the official playbook, while this handbook is the easy-to-read coach's guide.

Please take some time to read through everything. At the end, you'll sign an acknowledgment saying you've read and understood the handbook. This version replaces any older versions.

The Town may update this handbook as things change. Nothing in this handbook is a contract, and no conversation—written or spoken—can create one. No handbook can cover every single situation. If it could, it would be as thick as a phone book, and nobody wants that.

If you have questions about anything in here, please reach out to me, Leigh Reeves, Town Manager. My door is open—unless I'm chasing down a grant or trying to keep the office plants alive—but even then, I'll make time for you.

We're glad you're with us and hope your time here is rewarding, meaningful, and even a little fun.

All the best,

Leigh Reeves, Town Manager

Town of Dolores

Town of Dolores – New Employee Quick Reference Sheet

(The “Read This First” Guide)

Welcome to the team! This sheet gives you the *must-know* information so you can hit the ground running. Keep it handy during your first few weeks.

1. At-Will Employment

Your job is at-will, meaning you or the Town can end employment at any time, for any lawful reason.

Nothing in the handbook is a contract, and only the Town Manager can make employment promises (and only in writing).

2. Work Hours & Attendance

- Standard hours: Mon–Fri, 8:00 a.m. to 4:30 p.m.
 - Tell your Manager if you’ll be late or absent — ideally 30 minutes before your shift.
 - Missing 3 days in a row with no contact counts as job abandonment.
-

3. PTO (Paid Time Off)

You earn PTO based on your years of service:

- Years 1–5: 80 hours/year
 - Years 6–10: 120 hours/year
 - 11+ years: 160 hours/year
- Max balance: 240 hours

PTO can be used for *anything*: illness, appointments, vacation, mental health days, family needs, etc.

If you leave the Town, you’ll receive 100% payout of your unused PTO at your current rate of pay.

4. Respectful, Safe Workplace

We do not tolerate:

- Harassment
- Discrimination
- Bullying
- Retaliation
- Workplace violence

Report concerns to your Manager or the Town Manager. No one will be punished for reporting.

Safety matters:

- Report injuries immediately.
 - Follow safety rules.
 - If something looks unsafe, speak up.
-

5. Technology, Email & Social Media

Town computers, email, and phones are for work.

- Assume anything written on Town systems may become public (CORA).
 - Keep online posts respectful and don't speak on behalf of the Town unless you're authorized.
 - No downloading unapproved software or visiting inappropriate sites.
-

6. Driving & Town Vehicles

If your job includes driving:

- Keep a valid license and required insurance.
- We will check your driving record annually.
- No texting or handheld phone use while driving.
- Town vehicles are for official use only.

If you're in an accident during work travel, report it immediately.

7. Using Town Property

Tools, equipment, keys, vehicles, and devices must be:

- Used safely
- Protected
- Returned when asked

Never loan keys to anyone who isn't authorized.

8. Confidential Information

Protect sensitive information such as:

- Personnel matters
- Legal issues
- Certain records or documents

When in doubt, ask before sharing.

9. Getting Help or Reporting Issues

Start by talking with your Manager.

If the issue involves your Manager or isn't resolved, you can:

- *Bring it to the Town Manager*
- *Request to speak to the Board in executive session (for serious issues)*

We take concerns seriously.

At-Will Employment and Your Rights

Your employment with the Town of Dolores is “at-will.”

This means either you or the Town can end the employment relationship at any time, with or without notice, and with or without a specific reason. It does not mean we want you to leave—we hope you stick around—but the law requires us to be clear about how this works.

What At-Will Does Not Mean

- It does not mean you have a contract guaranteeing continued employment.
- Nothing in this handbook, or anything someone says in a hallway, creates a promise that you can only be fired “for cause.”
- Only the Town Manager can make any kind of employment promise—and only if it is in writing and signed. Verbal promises, no matter how enthusiastic, do not count.
- If you have a written contract that says something different from this handbook, the contract wins.

Your Legal Rights

Nothing in this handbook is meant to:

- Limit your rights under the National Labor Relations Act, or
- Change at-will status where at-will is allowed by state law.

You still have the right to talk about your wages, hours, and working conditions, and to work together with other employees about those issues.

Who Runs What (Town Structure)

Here is a quick “Who’s Who” guide for the Town of Dolores:

- **Board of Trustees** – Six Trustees and the Mayor. They set policy and provide big-picture direction.
- **Town Manager** – Works with the Board and oversees day-to-day operations and all Town staff.
- **Town Treasurer / Finance Manager** – Handles the budget, accounts payable, and grant writing.

- **Town Clerk** – Clerk to the Board, Human Resources, and licensing (marijuana, liquor, business).
- **Assistant Clerk** – Accounts receivable, water/sewer billing, and permit tech duties.
- **Building Official** – Handles building inspections, permits, and code enforcement.
- **Public Works** – One supervisor and three staff who maintain Town facilities, streets, water, and sewer systems, except in summer when we are trying to keep everything alive.

If you forget who does what, don't worry—everyone here is friendly and will point you in the right direction. Also, there are only eight of us plus the guy who knows everything about building.

Why This Handbook Exists

This handbook is here to help you understand:

- How the Town works
- What we expect of you
- What benefits and policies apply to your job
- Where to find help when you need it

It's not a contract, and it doesn't replace normal conversations. We want you to ask questions. That's how we learn and keep things running smoothly.

The Town may update this handbook when laws or policies change. If something in here conflicts with the law, the law wins.

Only authorized management can change handbook policies. Friendly hallway promises, side comments, and "I thought someone said..." do not count. If one part of this handbook is ever found invalid, the rest still stands.

Our Mission, Vision, Values, and Code of Ethics

Our Mission

To preserve and improve a small town that values environmental sustainability, cultural diversity, and family-friendly living, while ensuring the town government delivers exceptional services to its citizens.

Our Vision

We aim to build a vibrant, welcoming, and resilient Dolores by:

- Maintaining safe streets, parks, and public spaces
- Supporting transparent, effective government
- Providing excellent service to our residents
- Encouraging community involvement and teamwork
- Caring for our rivers, lands, and beautiful surroundings

Our Core Values

These guide how we work and how we treat each other:

- Integrity – Do the right thing, even when no one is watching.
- Respect – Treat coworkers and the public with kindness and patience.
- Teamwork – We are a small staff with big goals; we succeed together.
- Communication – Be open, honest, and clear with each other.
- Accountability – Own your decisions and your work.
- Service – We are here to help the people of Dolores.

Code of Ethics

The Town is committed to being honest, ethical, and fair in everything we do. We work hard to:

- Serve the community with respect
- Maintain trust
- Make good decisions
- Keep a reputation we can be proud of

All employees—Board members, committee members, the Manager, supervisors, and staff—are expected to follow high standards of personal and professional integrity. Think of it as our shared commitment to doing the right thing, even when no one is watching.

No one should speak on behalf of the Town Board unless they have been officially asked to do so. This helps us avoid the “Who said what now?” game.

Violations of the Code of Ethics can lead to discipline, up to and including termination. Voluntary honesty and cooperation during an investigation may be taken into account. Honesty really is the best policy.

Equal Employment Opportunity

The Town of Dolores is committed to fair treatment for everyone. We follow all federal, state, and local laws to make sure employment decisions are made without discrimination based on:

Race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other protected classification.

We ensure fairness in hiring, promotions, pay, training, transfers, layoffs, and all other employment actions. We do not tolerate harassment, intimidation, or retaliation of any kind.

If you believe you have experienced discrimination, retaliation, or harassment, please talk to your Manager right away.

Accommodations: Disability, Pregnancy, and Religion

We are committed to giving everyone a fair chance to succeed. The Town follows:

- The Americans with Disabilities Act (ADA)
- Pregnancy discrimination and accommodation laws
- Title VII and state/local laws that protect employees based on religion and other factors

If you have:

- A disability
- A pregnancy-related condition
- A sincerely held religious belief or practice that affects your work,

we will work with you to find a reasonable accommodation, unless it creates an undue hardship for the Town.

Examples of Reasonable Accommodations

- Extra breaks for food, water, or restroom use
- Seating options or the ability to sit or stand as needed
- Schedule changes or part-time work
- Light duty
- Remote work, when possible
- Time off for medical or related appointments
- Adjustments to equipment, uniforms, or job tasks
- Schedule changes for religious observances

You may not need medical documentation when the need is obvious, when the Town already knows about the limitation, or for simple requests like extra restroom or hydration breaks.

How to Request Accommodation

If you need accommodation for disability, pregnancy, or religion:

1. Talk with your Manager.
2. You may be asked to share:
 - Why the accommodation is needed
 - What accommodation you are asking for
 - How it will help you do your job or meet a requirement

We will then work together in an interactive process to find a good solution. In some cases, we may request additional information from a medical provider (for disability or pregnancy), but only when necessary. All medical information is kept confidential.

You can suggest specific accommodations, but the Town may offer an alternative that still meets your needs and allows us to operate effectively. If leave is approved as an accommodation, it may run at the same time as FMLA or other applicable leave.

Retaliation for requesting accommodation is strictly prohibited.

Conflicts of Interest and Family Members

Employees are expected to avoid situations that could create an actual or potential conflict of interest, especially when it involves confidentiality, safety, customer relations, or morale.

Because we value fairness and transparency, the Town does not employ relatives in situations where supervision, safety, confidentiality, or morale could be affected.

If you think a potential conflict exists—whether it involves a relative, contractor, vendor, Board member, or committee—please tell your Manager right away. We will review the situation and determine the best path forward.

Employment Eligibility (Form I-9)

Federal law requires every new hire to:

- Complete Section 1 of Form I-9 on their first paid day, and
- Provide documentation proving identity and authorization to work in the United States within the first three business days.

If your work authorization is temporary, you will need to provide updated proof before it expires. Failure to do so may affect your employment.

Job Descriptions, Categories, and Introductory Period

Job Descriptions and Duties

Each position has a job description that outlines the main responsibilities. If you need a copy, just ask your Manager.

Job descriptions are guides, not contracts. Because we are a small town with big goals, you may sometimes be asked to take on duties outside your usual role. The Town may also update job descriptions when needed.

If you are ever unsure about your job duties or expectations, please ask. We are here to help.

Employment Classifications

You will be classified as one of the following:

- Exempt – Paid a salary; not eligible for overtime.

- Nonexempt – Eligible for minimum wage and overtime.
- Board Officials – Town Treasurer, Town Clerk, and Building Official.

You will also be placed into a general employment category:

- Regular Full-Time – Normally scheduled 40 hours per week.
- Regular Part-Time – Normally scheduled 30 hours or less per week.
- Temporary/Seasonal – Hired for specific periods or seasons and usually not eligible for most benefits.

Your classification will be explained when you are hired and whenever it changes. These classifications do not change your at-will status.

Introductory (Probationary) Period

Your first 90 days of employment are considered an introductory period. During this time:

- You learn the job, the team, and our processes.
- We evaluate your performance and fit.
- Any needed adjustments to duties can be made.

Finishing this period successfully does not guarantee long-term employment or change at-will status, but it is a great chance to get settled and shine.

Training

Most training happens within your department and is tailored to your job. Even if you have done similar work elsewhere, every town runs a little differently.

If you ever feel you need more training, please talk with your Manager. We want you to feel confident and supported.

Attendance, Work Hours, and Timekeeping

Work Hours

- Standard office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
- Public Works schedules adjust seasonally; the Manager will notify staff.
- Overtime may be required for meetings, emergencies, or special projects.

Attendance and Punctuality

Showing up on time and ready to work is essential to keeping operations running smoothly. Life happens, but communication is key.

If you are going to be late or absent:

- Notify your Manager as soon as possible, at least 30 minutes before your shift when you can.
- Let us know how long you expect to be out.
- We may ask for documentation when allowed by law.

Planned time off (vacations, appointments) should be scheduled as far in advance as possible so we can plan around it.

Missing work without approval—or leaving early or arriving late without permission—may lead to discipline. Missing three consecutive days without contacting your Manager is considered job abandonment and treated as a voluntary resignation.

Timekeeping

Accurate timekeeping is essential so everyone is paid correctly and we stay in compliance.

You must record your time:

- When you start work
- Before and after meal breaks
- When you finish work
- Before and after any other time away from work

Never work “off the clock.” Falsifying time records—yours or someone else’s—is a serious violation and may lead to termination.

Report any errors, missed punches, or pressure to work off the clock to your Manager right away.

Business and Travel Expenses

The Town of Dolores will reimburse reasonable, necessary expenses that support legitimate Town business. These are expenses outside our normal purchasing process, such as meeting costs, training, or travel.

Meetings and Trainings

We may cover approved expenses for:

- Meetings with vendors, partners, or other municipalities
- Conferences and seminars that enhance your job-related skills (with prior Manager approval)

We may also reimburse:

- Business-related postage and mailings
- Business-related phone calls
- Supplies needed to complete your work

For large Town-wide events, we may set up a master account. For small meetings or solo travel, you usually pay individually and submit for reimbursement.

Submitting Expenses

Use the standard expense form and include:

- Date
- Vendor
- Business purpose
- Names of attendees (if applicable)
- Receipts

In most cases, no receipt means no reimbursement.

Travel for Work

Travel must be approved in advance by the Manager. It is meant for work that cannot reasonably be done by phone, email, or video.

The Town generally covers:

- Airfare (economy class)
- Hotel and meals
- Rental cars, taxis, and parking
- Necessary business supplies
- Laundry for extended trips
- Standard gratuities

Family travel expenses are not reimbursed.

Reservations and Payment

- The Town Treasurer typically books flights, hotel rooms, and rental cars.
- Use the Town credit card when possible.
- If you use your personal vehicle with prior approval, you will be reimbursed at the IRS mileage rate.
- Personal errands, in-room movies, minibar snacks, and room upgrades are your responsibility.

Town Credit Card Use

Town credit cards must be used responsibly.

- Only use them for approved business purchases.
- Submit receipts promptly.
- Report lost cards immediately.
- Unauthorized purchases must be repaid within five days.

Misuse of a Town credit card may lead to discipline, up to and including termination.

Pay, Deductions, and No Advances

Pay and Transparency

Pay depends on:

- Market data and pay scales

- Job responsibilities and level
- Individual performance
- Education, experience, and Town resources

You may freely discuss your own pay and, as allowed by law, the pay of others. Employees who have access to pay information as part of their job must keep it confidential unless disclosure is required by law or part of an investigation.

Required Deductions

By law, the Town must withhold:

- Federal and state income taxes
- Social Security and Medicare (FICA)
- Court-ordered deductions
- Any other legally required deductions

If we make a mistake, you will be reimbursed as quickly as possible, no later than your next paycheck. There will be no retaliation for reporting an error.

The Town does not provide payroll advances or personal loans. Questions about pay should be brought to the Town Manager.

Performance, Growth, and Discipline

Performance Reviews

We periodically review your performance to:

- Discuss strengths and areas for growth
- Set goals
- Support your professional development
- Inform decisions about promotions or other employment actions

A positive review does not guarantee a raise or continued employment, but it is a good sign that things are going well.

Discipline

We aim for progressive discipline when appropriate. This may include:

1. Verbal warning
2. Written warning
3. Performance plan or other corrective action
4. Termination

However, depending on the situation, the Town may move directly to more serious steps. At-will employment always applies.

Workplace Conduct and Expectations

We want a workplace built on respect, integrity, responsibility, and teamwork.

The following may lead to discipline, up to and including termination:

- Violating handbook policies
- Possessing, using, or selling illegal drugs
- Being under the influence of alcohol during working hours or on Town property
- Theft or destruction of Town property
- Fighting, harassment, or discrimination
- Unsafe behavior or ignoring safety rules
- Excessive absences or chronic tardiness
- Unauthorized overtime
- Providing false or misleading information
- Possessing unauthorized weapons on Town property
- Sharing keys or access cards with unauthorized people
- Outside employment that interferes with your Town job

If it sounds like something your grandmother would give you the side-eye for, it probably belongs on this list.

Harassment, Sexual Harassment, and Respect

The Town of Dolores is committed to a workplace where everyone feels safe, respected, and able to do their best work. Harassment of any kind is not allowed.

What Counts as Harassment?

Harassment can include:

- Offensive jokes, slurs, or comments
- Unwanted touching
- Sexual advances or pressure
- Bullying, yelling, or intimidation
- Sharing inappropriate images, messages, or rumors

If it makes someone feel uncomfortable, unsafe, or disrespected, it does not belong here.

What to Do If Something Happens

If you believe you have been harassed or witnessed harassment:

1. Tell your Manager as soon as possible.
2. If the issue involves your Manager, you may go directly to the Town Manager or the Board (through an executive session request).
3. You will not be punished for reporting in good faith.

The Town will look into the situation promptly and take appropriate action.

No Retaliation

Retaliation—punishing someone for reporting or participating in an investigation—is strictly prohibited. If it happens, report it immediately.

Workplace Safety, Violence Prevention, and Injuries

Safety Is Everyone's Job

We want you to go home in the same condition you arrived. Please follow safety rules and use common sense.

If You Are Injured at Work:

- Tell your Manager right away, even for small injuries.
- Get medical care as directed.
- Complete an incident report.
- The Town's workers' compensation insurance will help with approved injuries.

Reporting Unsafe Conditions

If you see something unsafe—equipment problems, spills, a loose railing, or risky behavior—tell your Manager as soon as possible. No one will get in trouble for raising a safety concern.

Workplace Violence Prevention

We want the Town to be a place where people feel safe. Threats, intimidation, or acts of violence have no place here.

Prohibited behavior includes:

- Threatening language
- Physical aggression
- Stalking or harassment
- Bringing weapons to work without authorization
- Any behavior that makes others feel unsafe

If you ever feel threatened or see something concerning:

- Tell your Manager immediately.
- If it is an emergency, call 911 first.

We will investigate all reports and take appropriate action.

Returning to Work After an Injury

If you are injured on the job, we want you to heal fully and safely.

When you are ready to return:

- Provide any doctor's restrictions or instructions.
- The Town will explore light-duty or modified-duty tasks when possible.
- Modified duty may be temporary based on your recovery.

If restrictions cannot be accommodated, we will work with you through the workers' compensation process. Our goal is a safe and successful return, not rushing you back too early.

Technology, Email, and Social Media

Technology Use

Town computers, email, and internet access are here to help you do your job.

Employees should not use Town systems to:

- Access offensive or illegal websites
- Send harassing or abusive messages
- Download unapproved software
- Do anything that would be embarrassing if it appeared in a public records request

There is no guarantee of privacy on Town devices or accounts.

Social Media

You can have your own opinions online, but please remember:

- Do not present personal opinions as the official position of the Town of Dolores unless you are authorized to do so.
 - Do not use social media to share confidential information or internal disputes.
 - Work-related disagreements should not be fought out on social media. Save those for meetings, conversation, and maybe donuts.
-

Drug, Alcohol, Smoking, and Vaping

Drug and Alcohol Policy

Employees may not:

- Use illegal drugs at work
- Be impaired by drugs or alcohol during working hours
- Drink alcohol in Town buildings or vehicles

Town-sponsored events with alcohol will have clear rules when they occur.

If you are using prescription medication that might affect your alertness or safety on the job, talk with your Manager so we can plan accordingly.

Smoking and Vaping

Smoking and vaping are allowed only in designated outdoor areas and never inside Town buildings or vehicles.

Confidentiality and Public Records (CORA)

Confidential Information

Some Town information is private, including:

- Personnel information
- Certain legal matters
- Security or safety details
- Sensitive financial or administrative information

Employees must protect confidential information and only share it with authorized individuals. If you are not sure if something is confidential, ask before sharing.

Public Records (CORA)

As a local government, many of our documents—emails, texts, files, and messages—may be public under the Colorado Open Records Act (CORA).

This means:

- Communicate professionally.
- Avoid writing things that could be easily misunderstood if seen out of context.
- Keep work-related messages on Town systems when possible.

The Town Clerk handles open records requests. Do not delete work-related records to avoid disclosure. That is against the law.

Political Activity and Neutrality

As a Town employee, you have the right to vote, have personal political opinions, and participate in political activities on your own time.

To keep things fair and nonpartisan, employees may not:

- Campaign, distribute political materials, or solicit political support during work hours.
- Use Town property, email, social media accounts, or vehicles for political purposes.
- Present personal political opinions as the official position of the Town.

Employees may:

- Participate in political activities when off duty.
- Put political bumper stickers on their personal vehicles.
- Have personal conversations about politics, as long as it does not interfere with work or become harassing.

The Town stays politically neutral in its operations and expects employees to do the same while on the job.

Gifts and Gratuities

We appreciate when people appreciate us, but we need to follow ethical standards.

Employees may not accept significant gifts, favors, cash, or services from:

- Vendors
- Contractors
- Developers
- Applicants or permit-holders
- Anyone doing or seeking business with the Town

Small “thank you” items, like cookies, a cup of coffee, or a simple promotional item, are usually fine. Large or valuable gifts are not okay.

If you are unsure, ask your Manager. When in doubt, we lean toward caution.

Use of Town Property, Equipment, and Vehicles

Town Property and Equipment

Town property and equipment—computers, tools, trucks, offices, gear—should be used for Town business.

Personal use should be:

- Minimal
- Occasional
- Not interfering with work

Damaging, losing, or misusing Town property may result in discipline.

Town Vehicles

Unless assigned or approved, Town vehicles:

- Are for official use only
- Should be kept clean
- Must be operated safely at all times

Unauthorized passengers (friends, family, pets, or others) are not allowed unless you have permission.

Employees are expected to:

- Follow all traffic laws
- Wear seatbelts
- Not text or use a handheld device while driving

Fuel cards may be used only for fuel or vehicle care, not for snacks or personal items.

If You Are in an Accident While Driving for Work

If you are in an accident while driving a Town vehicle, or your personal vehicle for Town business:

- Check for injuries and call 911 if needed.
- Notify law enforcement and follow their instructions.
- Contact your Manager as soon as possible.

- Do not admit fault at the scene.
- Complete a written incident report within 24 hours.

All work-related vehicle accidents must be documented, even if minor.

Personal Devices and Technology Security

If you access Town email or documents on your personal phone or laptop:

- Keep your device password-protected.
- Report it immediately if the device is lost or stolen.
- Do not store confidential files on personal devices long-term.

No Expectation of Privacy

Any message, file, or communication created or stored on Town systems may be accessed if needed for business reasons, safety, an investigation, or a public records request.

Personnel Files

The Town maintains a personnel file for each employee that may include:

- Job application and hiring documents
- Background checks annual or otherwise
- Performance reviews
- Training records
- Certifications
- Job changes
- Disciplinary actions, if any

Employees may request to review their own file with reasonable notice.

Personnel records are kept confidential and shared only with authorized Town staff or when required by law.

Gossip, Rumors, and Communication

We all know small towns can grow rumors faster than zucchini in July. Inside the Town organization, we aim for clarity, not drama.

Employees should:

- Bring concerns directly to a Manager, not the rumor mill.
- Avoid gossip about coworkers, residents, or Town business.
- Communicate honestly and respectfully.
- Ask questions when information is unclear.

Healthy communication builds trust. Gossip does the opposite.

Working With the Public

We serve a wonderful community—and sometimes people who are having a hard day.

Employees should:

- Greet community members courteously.
- Listen respectfully, even when someone is upset.
- Provide accurate information or direct people to the right staff member.
- Keep personal opinions out of public interactions.
- Stay calm and professional, even when emotions run high.

If a community member becomes aggressive or threatening:

- Remove yourself from the situation if you can do so safely.
- Notify your Manager.
- Call law enforcement if needed.

Your safety comes first.

Volunteers and Community Projects

Dolores has a strong volunteer spirit, and we are glad for it.

When volunteers help with Town projects:

- They must sign in and follow safety instructions.
- Staff should provide clear guidance and supervision.
- Volunteers should not operate heavy equipment unless approved and trained.
- Volunteers should not be asked to do unsafe tasks or tasks needing special certification.
- Staff must treat volunteers with respect and appreciation.

Volunteers make our community stronger. We want their experience to be safe and positive.

Media and Press Inquiries

If a reporter or media outlet contacts you:

- Be friendly and professional.
- Direct them to the Town Manager.
- Do not give official statements unless you have been authorized.

You may speak about your personal views, but not as the official voice of the Town.

Handling Sensitive Information in Public Spaces

Town Hall is small, and sound carries.

When handling sensitive matters:

- Avoid discussing private employee or resident information in hallways, the lobby, or other public areas.
- Keep documents secure on your desk or screen.
- Close confidential files when you step away.
- Use discretion when answering questions at the front counter.

If it feels like information should be private, treat it that way.

No-Solicitation and No-Distribution

We want to keep work time focused on work and avoid clutter in work areas.

“Solicitation” includes:

- Selling products or services
- Asking for donations
- Recruiting for groups, clubs, or organizations

Employee Solicitation

You may not:

- Solicit coworkers during working time (yours or theirs).
- Distribute non-work materials in working areas.

You may:

- Have personal conversations or solicitations during your own non-working time, such as breaks or lunch, when the other person is also on non-working time.
- Share materials in non-working areas like break rooms or parking lots, as long as it is appropriate.

Non-employees may not solicit or distribute materials on Town property at any time.

Materials that:

- Violate equal employment or anti-harassment policies
- Contain threats of violence
- Are knowingly and recklessly false

are never allowed.

This policy does not limit your legal rights to talk about wages, hours, or working conditions.

Military Leave and National Guard/Reserve Duty

The Town complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

If you serve in the military, National Guard, or Reserves:

- You may take leave for required service or training.
- You will be reinstated to your job (or a similar one) when your service ends, according to law.
- You will not be penalized for military service.

Notify your Manager as early as possible and provide service orders if available.

Jury Duty and Witness Duty

Jury Duty

Serving on a jury is an important civic duty, and we support you in fulfilling it.

If you are summoned:

- Notify your Manager as soon as possible.
- Provide a copy of your jury summons.

Jury duty leave will be provided in accordance with Colorado law. You may also choose to use PTO if you wish.

You keep any payment the court gives you.

Witness Duty

If you are required to appear as a witness in a legal matter:

- Notify your Manager.
- Provide documentation of the required dates and times.

If the matter is related to Town business, your time may be paid as work time. If it is not related to Town business, you may use PTO or unpaid leave.

Bereavement Leave

Losing someone close is hard, and we understand you may need time.

Employees may take up to three days of paid bereavement leave for the death of an immediate family member. You may request additional time using PTO.

Talk with your Manager if you need more time or support.

Respectful Workplace and Anti-Bullying

We want Dolores to be a place where people feel welcome and valued—employees and community members alike.

Bullying is not allowed. Examples include:

- Yelling at or belittling coworkers
- Spreading gossip or rumors
- Intimidation
- Sending rude or hostile messages
- Repeated disrespectful behavior

If it makes the workplace feel hostile or toxic, it is not acceptable here.

Please treat coworkers, Trustees, and the public with respect, patience, and professionalism, even on the busy days. If something concerns you, talk with your Manager.

Paid Time Off (PTO)

What Is PTO?

The Town of Dolores uses a Paid Time Off (PTO) system. This means vacation, personal days, and sick time are all combined into one flexible bank of hours.

You can use PTO for:

- Vacation
- Illness or medical appointments
- Caring for a family member

- Mental health days
- School or family events
- Personal matters or emergencies

We want you to take the time you need and come back refreshed.

How You Earn PTO

PTO begins accruing on your first day of employment. It accrues throughout the year based on your years of service.

Years 1–5:

- 80 hours per year
- About 6.67 hours per month

Years 6–10:

- 120 hours per year
- About 10 hours per month

11+ years:

- 160 hours per year
- About 13.33 hours per month

PTO is added to your balance each month.

Using PTO

We encourage you to use your PTO responsibly and plan ahead.

- PTO should be taken, when possible, during the anniversary year in which it is earned.
- Requests for planned time off should be made in advance so we can maintain service to the public.
- Unplanned PTO (such as sudden illness) should be reported to your Manager as soon as possible.
- PTO may be used in as little as one-hour increments.

Your Manager approves PTO based on staffing and workload. We do our best to say yes whenever we can.

PTO Balance Limit

We want everyone to take their time off, not store it forever.

The Town's maximum PTO balance is 240 hours. This is the total you can have at any one time.

If you reach 240 hours:

- You will stop accruing PTO until you use some hours and drop below the limit.
- Accrual will restart once you are under 240 hours again.

Taking time off is healthier for you and better for the Town.

PTO Cash-Out Option

Each year, employees have the opportunity to “cash out” a portion of their accrued Paid Time Off (PTO). This optional benefit is meant to offer a little extra flexibility—whether it's for holiday expenses, end-of-year savings, or anything else you choose.

How it works:

- Employees may request a PTO cash-out once per year, which will be paid on the first paycheck in December.
- To be eligible, you must maintain a minimum balance of 40 hours of PTO *after* the cash-out is processed. This ensures everyone keeps a healthy amount of time available for rest and personal needs.
- Requests must be submitted by the deadline communicated each fall (usually in early November) so payroll has time to process them.
- PTO hours will be cashed out at your current regular rate of pay.

We encourage employees to use their PTO throughout the year for rest, family time, and personal well-being, but this option is here when a little extra cash at the end of the year would be helpful.

PTO Payout at Separation

When your employment with the Town of Dolores ends—whether you resign, retire, or your employment is otherwise separated—the Town will pay out 100% of your unused, accrued PTO at your current rate of pay.

To help things go smoothly:

- PTO is paid based on the final verified balance in the payroll system.

- Only earned, unused PTO is paid out; unaccrued or future PTO is not.
- Employees must return all Town property before final pay can be processed.
- Final pay, including PTO payout, will be issued according to Colorado law.

We encourage you to use your PTO each year to rest and recharge, but if you leave with unused time, you will be paid for the time you earned.

Requesting PTO

Requesting time off is simple:

1. Submit your request to your Manager as early as possible.
2. Make sure the dates and hours are correct.
3. Your Manager will review staffing and workload.
4. You will receive approval or follow-up questions.

We do our best to approve PTO, especially when it is requested early.

Short-Notice Requests

Life happens. When you need same-day PTO due to illness, emergency, or unexpected events:

- Call or message your Manager as soon as possible.
- Let them know how long you expect to be out.
- You do not have to share personal medical details, just the basics.

Paid Holidays

The Town of Dolores provides paid holidays so employees can rest and spend time with family and friends. Holidays are paid time off and do not reduce your PTO balance.

The standard holiday schedule includes:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples'/Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (half day)
- Christmas Day

Town Hall may close for other holidays or special circumstances as approved by the Town Manager.

When a Holiday Falls on a Weekend

- If the holiday falls on a Saturday, it may be observed on the preceding Friday.
- If the holiday falls on a Sunday, it may be observed on the following Monday.

The Town Manager will confirm the observed dates.

Living Our Values at Work

We want everyone to feel welcome, supported, and respected.

Employees are expected to:

- Be courteous to the public and coworkers.
- Be honest and dependable.
- Communicate clearly and respectfully.
- Support a harassment-free and discrimination-free workplace.
- Work safely and follow rules.
- Use good judgment with Town equipment and resources.
- Protect confidential information.

- Help create a positive work environment.

If you are not sure whether something is appropriate, ask a supervisor—or imagine your grandmother watching.

Resolving Concerns and Grievances

We encourage open communication. If something does not feel right:

1. Talk with your Manager at a time when they can fully listen.
2. If the issue involves your Manager, or you feel it is not resolved, you may bring your concern to the Board through an executive session request.
3. Share what the problem is, who is involved, what you have already tried, and any suggestions you have.

We want to create a workplace where everyone feels safe speaking up and where problems are addressed, not ignored.

Leaving Employment and Reduction in Force

Resignation

We hope your time with the Town is long and rewarding. But we know circumstances can change.

- Please provide at least two weeks' written notice to your Manager.
- Shorter notice may affect your eligibility for rehire.
- In some cases, the Town may choose to provide pay in lieu of notice.

Final Pay and Property Return

When you leave:

- You will be paid according to Colorado law and our payroll schedule.
- Return all Town property (keys, credit cards, phones, clothing, equipment, etc.).
- Make sure we have your current mailing address so we can send tax forms.

Exit Interviews

You may be asked to take part in an exit interview. This helps the Town:

- Understand why employees leave
- Spot trends or issues
- Improve our workplace

Your honest feedback is appreciated.

Reduction in Force (RIF)

Sometimes, due to budget or business needs, the Town may need to reduce staff.

If a Reduction in Force (RIF) is necessary, Town leadership will:

- Make decisions based on legitimate business needs
- Communicate as clearly and respectfully as possible
- Follow applicable laws and relevant policies

We recognize that this is stressful and will make every effort to handle it with care.

Employee Acknowledgment

Please read and sign the following statement:

I acknowledge that I have received a copy of the Town of Dolores Employee Handbook. I understand that it is my responsibility to read the handbook and ask questions if I need help understanding any part of it.

I understand that this handbook is not a contract and does not change my at-will employment status. The Town may modify or change policies at any time.

I agree to follow the policies and guidelines contained in this handbook.

Employee Name: _____

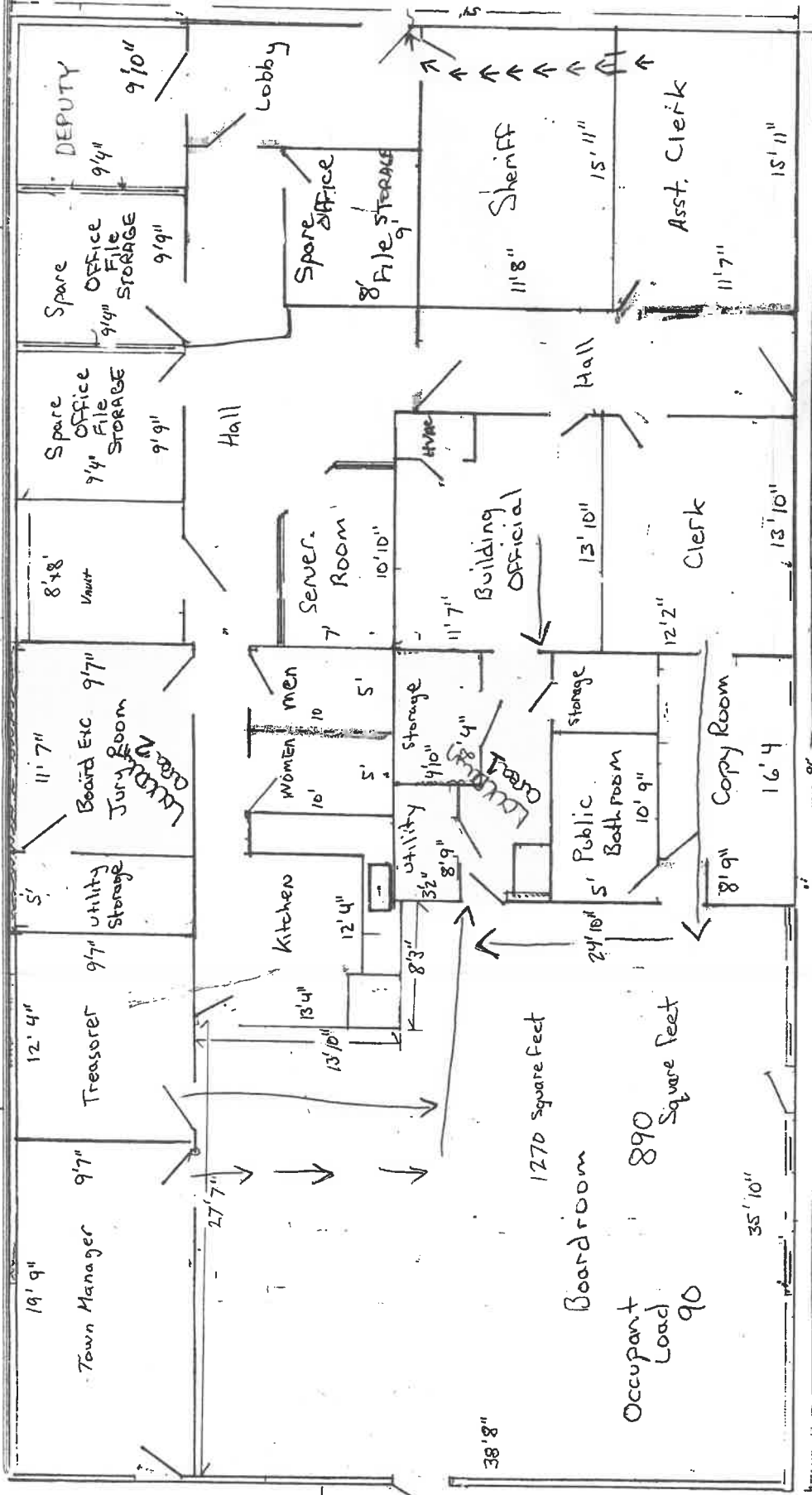
Employee Signature: _____

Date: _____

Manager Signature: _____

Location

Phone and Mail



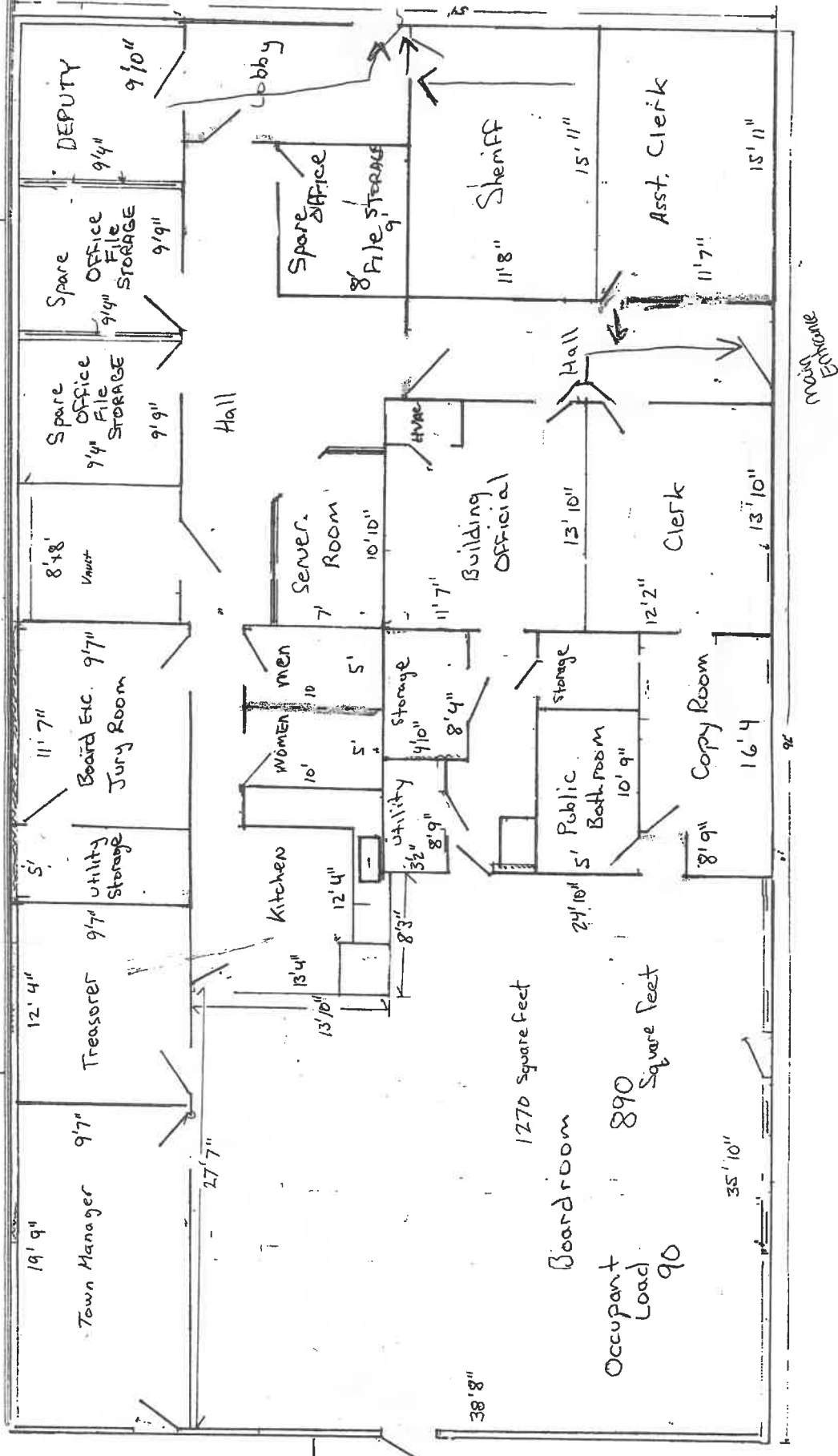
Main Entrance

1270 Square Feet

890 Square Feet

Occupant Load 90

Phone area, Hall



Fire

EXHIBIT A

2026 CONTRACT FOR LAW ENFORCEMENT SERVICES BETWEEN MONTEZUMA COUNTY BOARD OF COUNTY COMMISSIONERS, THE MONTEZUMA COUNTY SHERIFF'S OFFICE AND THE TOWN OF DOLORES

THIS CONTRACT, made and entered into December 15, 2025, effective January 1, 2026, by and between the Montezuma County Board of County Commissioners, and the Montezuma County Sheriff's Office, hereinafter referred to as "County", and the Town of Dolores Board of Trustees, hereinafter referred to as "Town."

WHEREAS, the Town wishes to enter into a Contract with the County for the provision of law enforcement services by the County within the Town of Dolores; and,

WHEREAS, the County agrees to provide law enforcement services according to the terms and conditions set forth below; and,

WHEREAS, the Colorado Constitution and Statutes of the State of Colorado authorize political subdivisions to contract with each other to provide services; and,

WHEREAS, Colorado Revised Statutes §29-1-203 permits governments to enter into cooperative agreements for the provision of services, and Colorado Revised Statutes §30-11-410 permits the governing body of a municipality and the Board of County Commissioners to contract for the purpose of providing law enforcement by the Sheriff within the boundaries of the municipality.

Therefore, the Town of Dolores Board of Trustees and the Montezuma County Board of County Commissioners, Montezuma County Sheriff's Office in consideration of the mutual covenants, promises and conditions set forth below agree as follows:

COUNTY

1. Montezuma County shall provide law enforcement services within the Town limits of Dolores.
 - (a) Sheriff shall provide law enforcement services only of the type coming within the jurisdiction of the Montezuma County Sheriff pursuant to Colorado Statutes and Town of Dolores ordinances.
 - (b) The standard level of service provided by the County shall be the same basic level of service which is provided by the Sheriff for the unincorporated areas in Montezuma

County subject to the good faith discretion of the Montezuma County Sheriff's Office in consideration of emergency or unexpected law enforcement needs elsewhere in Montezuma County.

(c) County shall provide as part of this Contract forty (40) hours per week of directly committed law enforcement services within the Town.

(d) The County agrees to provide certain personnel as follows:

- (1) One (1) or more staff who shall be responsible for the supervision and operation of the law enforcement services provided; and
- (2) Deputy Sheriff's Officers sufficient to provide 40 hours of law enforcement services per week under this Contract.

(e) The specific law enforcement services provided to Town by the County shall include the following:

(1) General enforcement of the Traffic Laws contained in the Colorado Model Traffic Code ("CMTC") as adopted by the Town; and

(2) Investigation of traffic accidents, pursuant to the CMTC and Colorado Statutes; and

(3) Maintenance of a law enforcement records system sufficient to enable provision of law enforcement services under the terms of this Contract; and

(4) Collection and proper storage of all evidence related to law enforcement services provided according to this Contract; and

(5) Other services upon request that are within the capabilities of the Sheriff's Office and the cost limitations of this Contract; and

(6) Enforcement of Town ordinances; and

(7) Liquor License and Marijuana License background checks for new and renewal license applications as requested by the Town.

2. The delivery of services, in terms of the standard of performance, the discipline of Sheriff's Office personnel, and other matters incidental to the performance of such services and control of personnel so employed, shall at all times be and exclusively remain, vested in the Montezuma County Sheriff and not in the Town. Deputies assigned by the Sheriff may be permanently assigned or assigned on a rotating basis. Deputies assigned to the Town may simultaneously be providing service in unincorporated areas of the County surrounding the Town and may be required to patrol or respond to calls for service or emergencies within a reasonable distance outside of the Town

limits. All emergency calls in and to the Town of Dolores will be given the same priority as emergency calls in other areas of the County.

3. The County agrees that all Deputies utilized to provide law enforcement services shall be certified in accordance with Colorado Revised Statutes §24-31-300, et seq., concerning applicable standards and training for law enforcement for Certification of Peace Officers (POST CERTIFIED).

4. The Sheriff shall provide and supply all labor, supervision, supplies and equipment necessary to maintain the service described herein.

5. Deputies' service as School Resource Officer within the Town shall not be counted as part of the 40 hours of service dedicated for the Town under this Contract.

6. The Sheriff shall provide a monthly written report to the Town detailing law enforcement service activities provided under this Contract. Said report shall, at a minimum, detail number and type of criminal complaints, hours of patrol service, hours of investigative service, number and type of traffic tickets issued and accident investigations. This report is due before the regularly scheduled Town Board meetings.

7. The Sheriff or his designated representative shall appear before the Dolores Town Board each month, or when requested by the Board.

8. The County shall, at all times, provide adequate insurance, including Worker's Compensation, liability insurance, and the necessary insurance coverage on all patrol vehicles used in the Town of Dolores for the provision of law enforcement services under this Contract. All policies shall name the Town of Dolores as an additional insured. Such insurance shall insure against the following types of claims:

(a) Worker's Compensation claims; and

(b) Claims by any Montezuma County Sheriff's Office Employees for compensation, fringe benefits of any kind whatsoever including without limitation, pension rights or payments, Workers Compensation, Unemployment Insurance, reimbursement of medical expenses, vacation pay, sick leave or sick pay; and

(c) Claims by any person or entity for injury, including alleged violation of civil rights under Colorado or federal law.

9. In providing services under this Contract, the County, including all employees of the Montezuma County Sheriff's Office, acts as an independent contractor and not as an employee of the Town. The County shall be solely and entirely responsible for its acts, and the acts of its employees, agents, servants, and subcontractors during the term and performance of this agreement. No employee, agent, servant, or subcontractor of the County shall be deemed to be an

employee, agent, or servant of the Town because of the performance of any services or work under this Contract. The County, at its sole expense, shall procure and maintain workers' compensation insurance and unemployment compensation insurance as required under Colorado law. In accordance with the Worker's Compensation Act, C.R.S. §8-40-202(2)(b)(IV), as amended, the County understands that it and its employees and servants are not entitled to Worker's Compensation benefits from the Town. The County further understands that it is solely obligated for the payment of Federal and State Income Tax on any monies earned pursuant to this Contract.

10. County agrees to indemnify and hold harmless Town and its officers, insurers, volunteers, representatives, agents, employees and assigns from and against all claims, liability, damages, losses, expenses and demands, including reasonable attorney's fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Contract or the Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of County, Sheriff, or any person for whom County is legally liable, or any officer, employee, representative, or agent of County, or which may arise out of any worker's compensation claim of any employee of County.

TOWN

1. Town of Dolores, its officers, agents and employees shall fully cooperate with County to facilitate the provision of law enforcement services according to this Contract.
2. Town shall pay County for all the costs of booking and jail detention. In the event that the Dolores Municipal Judge incarcerates a defendant or an arrest requiring detention is made by Deputies for violation of a Town Municipal Ordinance, the Town shall pay the standard daily rate for incarceration in effect at the time of the offense, as approved by the Board of County Commissioners.
3. Town shall be responsible for the prosecution of all municipal offenses in the Dolores Municipal Court.
4. Town shall pay the County for the law enforcement services provided under the Contract the sum of \$143,000.00. Town shall pay the Contract amount starting January 1, 2026, and will be billed in quarterly installments of \$~~37~~35,750.
5. Town shall provide, furnish and maintain an adequate space for the Montezuma County Sheriff to conduct the activities associated with the provision of law enforcement services under

this Contract including but not limited to office space, electricity, water, sewer, telephone and internet services. The imputed value of the office space is \$1000/month. The office space is an in-kind contribution by Town and County shall not be obligated to pay the imputed amount.

6. Town shall not be liable for the direct payment of any salaries, wages or other compensation any personnel performing services herein for the County and all persons employed in the performance of Sheriff services and functions as herein set forth, notwithstanding their commission as Town Law Enforcement Officers, shall be deemed to be Sheriff employees and no person employed for the herein described purposes shall have the benefit of any Town employee benefit, pension, civil service, Workers Compensation and Unemployment Compensation or other status or right.

GENERAL

1. For purposes of this Contract and in conformance with State Law, the Montezuma County Sheriff is hereby commissioned as the Dolores Town Marshal and all County Deputies providing law enforcement services in the Town of Dolores are hereby commissioned as Town Deputies.

2. During the term of this Contract, the Parties agree to maintain insurance in all forms and types as required by law through either commercial policies or self-insurance. Each party agrees to be responsible for its own negligent actions or omissions, and those of its officers, agents and employees in the performance or failure to perform the services under this Contract.

3. The County and Town agree to carry Comprehensive General Liability Insurance with a minimum \$1,000,000.00 limit of liability, with each party naming the other as an additional insured under the policy. The Town and the County shall each provide the other with a certificate of insurance, either through self-insurance or commercial policies, adequate to cover the liability and other risks to which it may be exposed as a result of the services provided pursuant to this Agreement for law enforcement services within the boundaries of the Town of Dolores.

4. Nothing in this Agreement shall be construed as a waiver by either party of the protections afforded them pursuant to the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, C.R.S. ("CGIA") as the same may be amended from time to time. Specifically, neither party waives the monetary limitations or any other rights, immunities, or protections afforded by the CGIA or otherwise available at law. If any waiver by the Town or County results in a waiver of protections afforded to the other, the jurisdiction effecting the waiver shall, to the extent allowed by law, indemnify and hold harmless the other jurisdiction for such actions.

5. This Agreement may not be assigned by either party without the prior written consent of the other party acting in its sole and absolute discretion.
6. This Contract is entered into for the sole benefit of Town, County and Sheriff's Office. Nothing contained herein or in the Parties' course of dealings shall be construed as conferring any third-party beneficiary status on any other person or entity including, without limitation, any constituent of Town, County or Sheriff's Office.
7. If any provision of this Agreement shall be declared invalid or unenforceable for any reason by a court of competent jurisdiction as to any party or as to all Parties, such invalidation shall not affect any other provisions of this Agreement which can be given effect without the invalid provision (except that if a requirement or limitation in such provision is declared invalid as to one party, any corresponding requirement or limitation shall be deemed invalid as to any other party), and to this end the provisions of this Agreement are to be severable.
8. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing to be effective and shall apply solely to the specific instance expressly stated.
9. As required by Article X, Section 20 of the Colorado Constitution, any financial obligations of the Town contained in this Agreement which are not to be performed during the current fiscal year are subject to annual appropriation of sufficient funds by the Town. Should the Board, in any year during the term of this Contract or any renewal term, not appropriate sufficient funds for the performance of its obligations herein contained, this Contract may be terminated by either party by notice to the other party, effective upon the last day for which a valid appropriation exists.
10. The Contract shall be effective from January 1, 2026, to December 31, 2026, inclusive. If the Town and the County fail to approve this Contract on or before the 15th day of December in the year in which it is submitted, this Contract shall terminate on December 31 of that same year.
11. This Contract may be renewed for successive twelve (12) month periods upon the written agreement of all parties to the terms and conditions of the renewed Contract, including any revision of rates and charges. Otherwise, this Contract will automatically terminate by its own terms.
12. The Town shall have the right to terminate this Contract at any time provided the Town provides County with ninety (90) days written notice of its intention to terminate. The Sheriff shall have the right to cancel this Contract at any time provided the County provides the Town with ninety (90) days written notice of the County's intent to terminate.

13. The Montezuma County Sheriff shall be the Contact person for the County related to Law Enforcement services rendered, the County Administrator shall be the contact for the contract and billing. The Town Manager shall be the contact person for the Town.

TOWN OF DOLORES

By _____

Date _____

Mayor Town of Dolores

Attest:

Town Clerk

MONTEZUMA COUNTY SHERIFF'S OFFICE

By _____

Date _____

Steven D. Nowlin, Sheriff

Montezuma County, Colorado

Additional signatures on following page

BOARD OF MONTEZUMA COUNTY COMMISSIONERS

By_____ Date_____

Chairman

Montezuma Board of County Commissioners Attest:

Kim Percell, Clerk

Clerk of the Board of Montezuma County Commissioners _____