



# Town Board Agenda Regular Meeting December 10, 2025 5:30 P.M.

## MISSION STATEMENT

*"The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community."*

"THIS AGENDA MAY BE AMENDED"

PUBLIC HEARING – BUDGET – 5:30 P.M.

MEETING CALLED TO ORDER, ROLL CALL AND PLEDGE ALLEGIANCE

1. APPROVAL OF AGENDA
2. CITIZEN COMMENTS
3. CONSENT AGENDA
  - A. COURT REPORT
  - B. POLICE REPORT
  - D. PUBLIC WORKS DEPT. REPORTS
    1. L&P
    2. Gas
    3. Water
    4. Sanitation
    5. Streets and Parks
    6. Code Enforcement
4. PAYABLES
5. NEW BUSINESS
  - A. APPROVAL OF 2026 BUDGET
    1. ORDINANCE 577– LEVYING PROPERTY TAXES
    2. ORDINANCE 578 – APPROPRIATING SUMS OF MONEY
    3. RESOLUTION 20251210
  - B. SLV REC FRANCHISE AGREEMENT RENEWAL
  - C. CIELLO SETTLEMENT
6. OLD BUSINESS
  - A. BOHANAN AND HOUSTON
  - B. ELECTION – MAIL BALLOT OR POLLING PLACE
7. RESOLUTION
  - A. RESOLUTION 121025-1
8. CALENDAR ITEM
9. ITEMS FOR NEXT MEETING
10. ADJOURNMENT

Posted on

December 8, 2025

Center Town Hall and Center Post office

This agenda may be amended

Start Time	End Time	Description	Schedule Type
09:00 AM	09:10 AM	Case Number: 25-184 -- Juvenile Case number: 25-184 Name: All offenses: SPEEDING 5-9 MPH OVER LIMIT Posted Speed: 45 Actual Speed: 58 Officer Name: NAVARRO, SAM Violation date: 09/24/2025	ARRAIGNMENT PAID
09:00 AM	09:10 AM	Case Number: 25-185 -- KRZYKWA, GABRIEL Case number: 25-185 Name: KRZYKWA, GABRIEL All offenses: SPEEDING 5-9 MPH OVER LIMIT Posted Speed: 35 Actual Speed: 50 Officer Name: MORENO, JONATHAN Violation date: 10/05/2025	ARRAIGNMENT FTA
09:00 AM	09:10 AM	Case Number: 25-186 -- PLANE, HERMAN W Case number: 25-186 Name: PLANE, HERMAN W All offenses: SPEEDING 5-9 MPH OVER LIMIT Posted Speed: 45 Actual Speed: 56 Officer Name: MORENO, JONATHAN Violation date: 10/06/2025	ARRAIGNMENT PAID
09:00 AM	09:10 AM	Case Number: 25-187 -- BENAVIDES, BRETT Case number: 25-187 Name: BENAVIDES, BRETT All offenses: SPEEDING 10-19 MPH OVER LIMIT Officer Name: GUADERRAMA EIDY Violation date: 09/30/2025	ARRAIGNMENT FTA
09:00 AM	09:10 AM	Case Number: 25-167 -- GARZA, JOSIAS Case number: 25-167 Name: GARZA, JOSIAS All offenses: SAFETY BELT REQUIRED Officer Name: DAVID PINO Violation date: 08/30/2025	ARRAIGNMENT FTA
09:00 AM	09:10 AM	Case Number: 25-168 -- LAWRENCE, LECHTENBERG W Case number: 25-168 Name: LAWRENCE, LECHTENBERG W All offenses: SPEEDING 5-9 MPH OVER LIMIT Posted Speed: 25 Actual Speed: 15 Officer Name: DAVID PINO Violation date: 09/04/2025	ARRAIGNMENT FTA
09:00 AM	09:10 AM	Case Number: 25-172 -- MCCFARLAND, I BRYCE Case number: 25-172 Name: MCCFARLAND, I BRYCE All offenses: SPEEDING 5-9 MPH OVER LIMIT Posted Speed: 31 Actual Speed: 15 Officer Name: DAVID PINO Violation date: 09/11/2025	ARRAIGNMENT FTA
09:00 AM	09:10 AM	Case Number: 25-176 -- LOPEZ-A, JORGE L Case number: 25-176 Name: LOPEZ-A, JORGE L	ARRAIGNMENT FTA

Caption		Data
All offenses:		PASSED STOPPED SCHOOL BUS WITH FLASHING LIGHTS
Officer Name:		GUADERRAMA EIDY
Violation date:		09/10/2025
09:00 AM	09:10 AM	Case Number: 25-178 -- FAUST-C,KENNA C
		ARRAIGNMENT
		Case number: 25-178
		Name: FAUST-C,KENNA C
		All offenses: SPEEDING 10-19 MPH OVER LIMIT
		Posted Speed: 45
		Actual Speed: 65
		Officer Name: NAVARRO, SAM
		Violation date: 09/08/2025
		FTA
09:00 AM	09:10 AM	Case Number: 25-179 -- HURTADO, EVAN I
		ARRAIGNMENT
		Case number: 25-179
		Name: HURTADO, EVAN I
		All offenses: SPEEDING 10-19 MPH OVER LIMIT
		Posted Speed: 25
		Actual Speed: 35
		Officer Name: NAVARRO, SAM
		Violation date: 09/09/2025
		FTA
09:00 AM	09:10 AM	Case Number: 25-180 -- GALLEGOS, LORI A
		ARRAIGNMENT
		Case number: 25-180
		Name: GALLEGOS, LORI A
		All offenses: SPEEDING 5-9 MPH OVER LIMIT
		Officer Name: GUADERRAMA EIDY
		Violation date: 09/14/2025
		FTA
09:00 AM	09:10 AM	Case Number: 25-181 -- LARA, GREGORIO
		ARRAIGNMENT
		Case number: 25-181
		Name: LARA, GREGORIO
		All offenses: DOG RUNNING AT LARGE, VICIOUS DOG
		Officer Name: DAVID PINO
		Violation date: 09/13/2025
		FTA
09:00 AM	09:10 AM	Case Number: 25-182 -- GARCIA, JUAN D
		ARRAIGNMENT
		Case number: 25-182
		Name: GARCIA, JUAN D
		All offenses: UNSAFE BACKING IN PARKING AREA
		Officer Name: DAVID PINO
		Violation date: 09/13/2025
		PAID
09:00 AM	09:10 AM	Case Number: 25-183 -- CHAVE, FRANCISCO
		ARRAIGNMENT
		Case number: 25-183
		Name: CHAVE, FRANCISCO
		All offenses: PUBLIC NUISANCE ILLEGALLY PARKED IN ALLEY.
		Officer Name: PAMELLA MITCHELL
		Violation date: 09/16/2025
		FTA
09:00 AM	09:10 AM	Case Number: 25-188 -- CAPAROSA-HANSON, ELLEN
		ARRAIGNMENT
		Case number: 25-188
		Name: CAPAROSA-HANSON, ELLEN
		All offenses: SPEEDING 5-9 MPH OVER LIMIT
		Posted Speed: 45
		Actual Speed: 65
		Officer Name: DONALDSON, K
		Violation date: 10/19/2025
		PAID

[illegible]



Start Time	End Time	Description	Schedule Type
05:00 PM	05:10 PM	Case Number: 25-048 -- MARTINEZ, ROGER Case number: 25-048 Name: MARTINEZ, ROGER All offenses: DISREGARDED STOP SIGN AT THROUGH HIGHWAYS Officer Name: DAVID PINO Violation date: 04/03/2025	ARRAIGNMENT <i>Failed to comply with deffer.</i>
05:00 PM	05:10 PM	Case Number: 25-006 -- VALLES-RUBIO,MAYELA Case number: 25-006 Name: VALLES-RUBIO,MAYELA All offenses: FAILED TO PRESENT EVIDENCE OF INSURANCE Officer Name: DAVID PINO Violation date: 01/15/2025	ARRAIGNMENT <i>Review</i>
05:00 PM	05:10 PM	Case Number: 25-013 -- <i>Juvenile</i> Case number: 25-013 Name: All offenses: DRIVER FAILED TO YIELD RIGHT OF WAY AT STOP SIGN, NO INSURANCE IN POSSESSION Officer Name: HUNN, CODY Violation date: 02/11/2025	ARRAIGNMENT

Case Number	Sequence Number	Date	Code	Description	Ordinance Type
25-190	200	11/12/2025	11019	SPEED	State
25-191	200	11/12/2025	11019	SPEED	State
25-192	200	11/21/2025	300	TRAFFIC CONTROLS	State
25-193	200	11/21/2025	11019	SPEED	State

## Report Criteria:

Include convictions

Include dispositions for minors

Date	Case Number	Name	Description	Total Amount
11/18/2025	25-167	GARZA, JOSIAS	FINE - SAFETY BELT REQUIRED	195.00
11/18/2025	25-168	LAWRENCE, LECHTENBERG W	FINE - SPEEDING 5-9 MPH OVER LIMIT	200.00
11/18/2025	25-170	GARCIA, ISAIAH A	FINE - SPEEDING 20+ MPH OVER LIMIT	250.00
11/18/2025	25-172	MCCFARLAND, I BRYCE	FINE - SPEEDING 5-9 MPH OVER LIMIT	200.00
11/18/2025	25-178	FAUST-C,KENNA C	FINE - SPEEDING 10-19 MPH OVER LIMIT	265.00
11/18/2025	25-179	HURTADO, EVAN I	FINE - SPEEDING 10-19 MPH OVER LIMIT	265.00
11/18/2025	25-185	KRZYKWA, GABRIEL	FINE - SPEEDING 5-9 MPH OVER LIMIT	200.00
11/18/2025	25-187	BENAVIDES, BRETT	FINE - SPEEDING 10-19 MPH OVER LIMIT	265.00
11/18/2025	25-190	APODACA-LAGUNA, JOUB I	FINE - SPEEDING 5-9 MPH OVER LIMIT	120.00
Grand Totals:				1,960.00

# Citation Report

Date Reported: 11/01/2025 - 11/30/2025

**CENTER POLICE DEPARTMENT**  
294 S. WORTH  
CENTER, CO 81125  
(719) 754-2442

Citation No	Date Cited	Cited By	Violation(s)
18528	11/02/2025	NAVARRO, SAMUEL A	42-4-1301(1)(b) - Drove Vehicle While Ability Impaired by Drugs (CRIMINAL VIOL) 42-4-1301(1)(a) - Drove Vehicle While Under the Influence of Alcohol/Drugs/or Both (CRIMINAL VIOL) 42-2-101(1) - Drove without Valid Drivers License (TRAFFIC VIOL-STATUTE) 42-4-703(3) - (Disregarded/Failed to Stop as Required at) Stop Sign (TRAFFIC VIOL-STATUTE)
18467	11/06/2025	DONALDSON, KRIS	18-6-803.5 - Violation of a Protection Order (Criminal) (CRIMINAL VIOL)
18437	11/12/2025	MORENO, JONATHAN	42-4-1301(1)(a) - Drove Vehicle While Under the Influence of Alcohol/Drugs/or Both (CRIMINAL VIOL)
18527	11/13/2025	NAVARRO, SAMUEL A	42-2-138(1)(a) - Drove (Motor/Off-Highway) Vehicle When License Under Restraint (Revoked) (CRIMINAL VIOL)
18519	11/14/2025	NAVARRO, SAMUEL A	MTC 1101 - Speeding 5-9 MPH Over the Limit (OTHER)
18468	11/15/2025	NAVARRO, SAMUEL A	MTC 603 - (Failed to Observe/Disregarded) Traffic Control Device (OTHER)
18274	11/17/2025	MORENO, JONATHAN	
18469	11/22/2025	NAVARRO, SAMUEL A	MTC 1101 - Speeding 5-9 MPH Over the Limit (OTHER)
18470	11/22/2025	NAVARRO, SAMUEL A	42-2-138(1)(a) - Drove (Motor/Off-Highway) Vehicle When License Under Restraint (Revoked) (CRIMINAL VIOL) 42-4-1101(1) - Speeding (10-19 MPH) Over Posted Limit (TRAFFIC VIOL-STATUTE) 42-4-1409(2) - Operated an Uninsured Motor Vehicle on a Public Roadway (TRAFFIC VIOL-STATUTE) 42-4-206(3) - Vehicle Had (No/Defective) License Plate Lamps (TRAFFIC VIOL-STATUTE)
18438	11/25/2025	MORENO, JONATHAN	
18520	11/27/2025	NAVARRO, SAMUEL A	18-6-803.5 - Violation of a Protection Order (Criminal) (CRIMINAL VIOL)
<b>Total: 11</b>			

# Arrest Report

Date Reported Range: 11/01/2025 - 11/30/2025

CENTER POLICE DEPARTMENT  
294 S. WORTH  
CENTER, CO 81125  
(719) 754-2442

Classification	Number of Arrests
DUI	2
LIQUOR LAW	1
OBSTRUCT JUSTICE	2
OBSTRUCT POLICE	1
PROCESS SERVICE	1
TRAFFIC (CRIMINAL VIOLATION)	1
WARRANT	1
WEAPONS OFFENSE	1
<b>Total Arrests: 10</b>	



November	Date	Charge	Vi S Officer
25-0335	11/01/2025	Follow Up/Incident Report	S. Paschall
25-0336	11/01/2025	Bar Fight Incident	S. Navarro/C. Hunn
25-0337	11/01/2025	VOID	VOID
25-0338	11/02/2025	DWAI	S. Navarro/C. Hunn
25-0339	11/01/2025	Incident Report/Stolen Vehicle	C. Hunn/S. Navarro
25-0340	11/05/2025	Incident Report	C. Hunn/K. Donaldson
25-0341	11/06/2025	VPO	C. Hunn
25-0342	11/08/2025	DV Agency Assist (RGSO)	C. Hunn
25-0343	11/10/2025	Warrant arrest	J. Moreno
25-0344	11/12/2025	DUI	J. Moreno
25-0345	11/12/2025	DV Agency Assist (SCSO)	Moreno/ Hunn/ Donaldson/Navarro
25-0346	11/12/2025	Warrant Arrest	S. Navarro/C. Hunn
25-0347	11/13/2025	Incident report	J. Moreno
25-0348	11/15/2025	Cold Crash	S. Paschall
25-0349	11/14/2025	Incident Report	S. Navarro
25-0350	11/15/2025	Incident Report/ Theft	S. Navarro
25-0351	11/16/2025	Eluding, Possession Firearm/Paraph, prohibit use of weapon, resisting	S. Navarro
25-0352	11/17/2025	Fraud	K. Donaldson
25-0353	11/17/2025	Incident report	J. Moreno
25-0354	11/17/2025	Cold Burglary	J. Moreno
25-0355	11/18/2025	VRO	K. Donaldson
25-0356	11/18/2025	Incident report	J. Moreno
25-0357	11/18/2025	Hit and run/ careless driving	Irenda perez chavez
25-0358	11/19/2025	Theft	K. Donaldson
25-0359	11/19/2025	Incident Report/ Theft	J. Moreno
25-0360	11/21/2025	Cold Burglary	S. Navarro
25-0361	11/22/2025	Incident Report	S. Navarro
25-0362	11/22/2025	DUR (Revoked)	S. Navarro
25-0363	11/23/2025	M1	S. Paschall
25-0364	11/24/2025	Vandalizm	K. Donaldson
25-0365	11/24/2025	M.5	K. Donaldson
25-0366	11/26/2025	Drugs	J. Moreno
25-0367	11/25/2025	FAST Team Search Warrant	S. Navarro
25-0368	11/26/2025	Cold Burglary	J. Moreno
25-0369	11/27/2025	VPO	S. Navarro
25-0370	11/27/2025	Agency Assist/ Pursuit	S. Navarro/ K. Donaldson
25-0374	11/30/2025	Theft	S. Paschall
25-0371	11/30/2025	Informational report	J. Moreno
25-0372	11/30/2025	Incident report	J. Moreno

## **Utility Reports November-25**

### **Gas and Electrical System**

#### **Gas**

Sent Contract Gas Measurements

Operator Qualification Training of new hire for gas system

Worked gas system information for SIF - SHRIMP/DIMP required settings/assessments

Turned on gas at 345 S Sylvester and started furnace

Excavator Training Arnold Lujan

Zoom meeting – Quarterly meeting with PUC Pipeline Safety Local Government Meeting

Kerry with Alcon picked up regulator that was ordered for the school

Meet with Energy Resource Center's - David Malloff and his Plumbing Contractor to look over issues at 736 S Sisneros's (Alberta Medina's)

Replaced back to original orifice in regulator at 736 S Sisneros, still having issues.

#### **Electrical**

Incorrect voltage at 115 S Broadway, loose connection at power pole

Checked overhead secondary power, replaced a FRN R 100 Amp fuse in disconnect at 250 S Jones for Jennie Doran

Coordinated with ACE/Bill McClure about new electrical service installation

Disconnected/Reconnected for a duplex service and overhead upgrade at 460 S Fullenwider upgrade

#### **Water**

Turned off water at 285 W 2<sup>nd</sup> St

Troubleshoot why breaker for west well heater keeps tripping, replaced a QO 220 to a QO 230 breaker

#### **Sanitation**

Lent out backhoe to level waste dumping container

School Lift Station – Power/control issues and alarms

Manhole plugged on Garcia backed up all the way from park lift station to 4" cap in between the water tower fence & Park fence by track West of electric meter

Jones Lift Station – Manually drained, changed capacitor

Park Lift Station - replaced jumper and connector from in between start & run capacitors, needs more attention

Report for Vactor truck hose

### Streets and Parks

Took down Canopies at the Casa Blanca Park

Used Compressor to blow out sprinklers at Casa Blanca Park

### Miscellaneous

Reports

Supervisor's Meeting

Locates (emergency) and service orders

Read Meters/ Re-reads

Deliver Delinquent Notices (53)

Disconnect and Reconnect of delinquent customers (8)

Vehicle Inspection Logs

Cleaned shop/trucks and Municipal Plant Substation

Inventory

Hung Christmas Decorations

Cut trees in the alley of 460 S Fullenwider to be able to access secondary attachment/connection point for duplex service upgrade

Help put up decorations for Town Hall and Annex Buildings

# Streets/Parks Monthly Report

Jergio Valades

Orlando Rascon

Marco Aguilar

## Street Maintenance

- Stop signs @ 4<sup>th</sup> st and school
- New Crosswalk @ 4<sup>th</sup> st
- Picked up trash from towns trash cans
- Cleaned Curv and gutters
- Cleaned worth st on fridays

## Park Maintenance

- Removed all tarps from playgrounds
- Put chains @ dug-outs
- Blew out water park system.
- Filled up trenches @ community park.
- Daily task picking up trash.

## Other

- Cleaned K-9 unit.
- Christmas Decorations
- Organized town shops
- Started fire pit
- Replaced Flags
- Organize tables @ Anex building.
- Cleaned town vehicles.



# November '25 summary Pamela Mitchell

## Major Themes

- **Animal Control:** Multiple dog-at-large incidents, welfare checks, neglect cases, and coordination with owners, vets, and shelters.
- **Kennel Facilities:** Extensive cleaning, repairs, upgrades, security improvements, and preparation for PACFA inspection in January.
- **Code Enforcement & Building Inspection:** Permit reviews, inspections, compliance checks, nuisance property monitoring, and variance applications.
- **Community Engagement:** Frequent patrols, resident complaints addressed (parking, vacant lots, trespassing, animal issues), and coordination with town staff.
- **Administrative Work:** Axon reviews, report writing, contract reviews, meetings with supervisors, planning committee, and court appearances.

## Animal Control Highlights

- Numerous **dog-at-large calls**; most dogs returned to owners.
- Welfare checks revealed **neglect cases** (e.g., German Shepherd with ear infection, puppies kept outside).
- Coordinated with **Colorado Pet Pantry** and local vets to support owners.
- Transported impounded dogs to **Alamosa shelter**; most adopted, some euthanized due to illness/aggression.
- Ongoing monitoring of repeat offenders and solutions for elderly owners struggling with containment.

## Code Enforcement & Building

- Inspections approved for **re-roofing, home repairs, and new builds**.
- Addressed **public nuisance properties** (trash, weeds, abandoned trailers).
- Variance applications processed (Otero Child Development approved; fencing exception denied).
- Ongoing compliance checks for permits and construction setbacks.

## Kennel Facility Work

- Cleaning, repainting, sealing floors, fixing drains, and upgrading heating.
- Security improvements: **door code reprogramming, lock repairs, pressure washer maintenance**.
- Removal of stored items and preparation for remodeling.
- Coordination with Valley Lock & Key, sanitation, and utilities.

## Community & Administration

- Responded to **resident complaints** about vacant lots, parking violations, trespassing, and animal issues.
- Meetings with supervisors, sanitation, planning committee, and contractors.

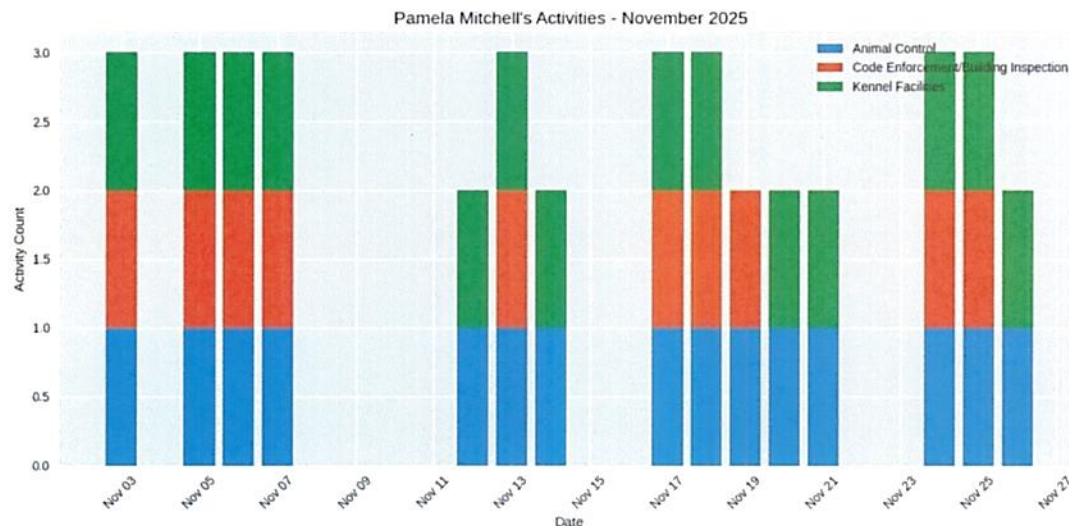


- Reviewed **animal shelter contract**; clarified billing issues (cat charges removed, resident charges allowed).
- Court attendance for parking violation.
- Board meeting participation.

## 1 Overall

November was dominated by:

- **Animal welfare enforcement** and kennel facility upgrades.
- **Permit inspections and code compliance.**
- **Community problem-solving** with residents and town staff.
- **Administrative oversight** of contracts, reports, and planning.



## What the chart shows

- **Animal Control:** Consistently high activity throughout the month, with multiple dog-at-large calls, welfare checks, and shelter coordination.
- **Code Enforcement/Building Inspection:** Spread across the month, especially early and mid-November, with inspections, permits, and nuisance property follow-ups.
- **Kennel Facilities:** A steady workload, peaking mid-month as upgrades, cleaning, and security improvements were underway in preparation for January's PACFA inspection.

## Insights

- Pamela's workload was **balanced but heavy on animal control**, showing daily interventions and follow-ups.
- **Kennel facility work** was a major ongoing project, with consistent progress logged almost every week.
- **Code enforcement tasks** were clustered around permit deadlines and community complaints, indicating cyclical peaks.

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount
12/25	12/03/2025	18893	C M C A	130.00-
11/25	11/30/2025	19115	XPRESS BILL PAY	140.00-
12/25	12/08/2025	19159	EFFECTIVE FITNESS COMBATIVES, LLC	1,249.00-
12/25	12/03/2025	19183	TARNUTZER LAW, LLC	1,450.00
12/25	12/08/2025	19184	AMERICAN ELECTRIC COMPANY	1,396.14
12/25	12/08/2025	19185	CENTER MUNICIPAL UTILITIES	5,408.10
12/25	12/08/2025	19186	CENTER SANITATION DISTRICT	78,800.27
12/25	12/08/2025	19187	CENTER TIRE STORE	369.16
12/25	12/08/2025	19188	CIELLO	951.21
12/25	12/08/2025	19189	CINTAS CORP	804.96
12/25	12/08/2025	19190	CITY OF ALAMOSA	350.00
12/25	12/08/2025	19191	CIVISTRUCT	4,300.00
12/25	12/08/2025	19192	COLORADO GRAVEL PRODUCTS,	332.00
12/25	12/08/2025	19193	CONLEY WASTE MANAGEMENT - L&P	137.00
12/25	12/08/2025	19194	CONLEY WASTE MANAGEMENT - PARKS	849.00
12/25	12/08/2025	19195	DAVIS ENGINEERING SERVICE	12,122.93
12/25	12/08/2025	19196	DEPARTMENT OF LABOR	180.00
12/25	12/08/2025	19197	ELIZABETH SERNA TICAS	237.19
12/25	12/08/2025	19198	FENIX USA	481.25
12/25	12/08/2025	19199	GABRIELA BUCIO	59.59
12/25	12/08/2025	19200	HAYNIE'S	21.47
12/25	12/08/2025	19201	HEALY LAW OFFICES, LLC	6,944.72
12/25	12/08/2025	19202	MUNICIPAL ENERGY AGENCY OF NEBRASKA	127,334.63
12/25	12/08/2025	19203	O&V PRINTING	239.87
12/25	12/08/2025	19204	ORKIN	199.98
12/25	12/08/2025	19205	ROCKY MOUNTAIN PLUMBING SUPPLIES	251.12
12/25	12/08/2025	19206	SAN LUIS VALLEY REC	157.00
12/25	12/08/2025	19207	SDC LABORATORY, INC	168.00
12/25	12/08/2025	19208	SHREDAMERICA	112.98
12/25	12/08/2025	19209	STUART C IRBY, CO	745.18
12/25	12/08/2025	19210	U.S. POSTAL SERVICE	162.00
12/25	12/08/2025	19211	VALLEY COURIER	155.64
12/25	12/08/2025	19212	VALLEY LOCK & SECURITY, INC	171.76
12/25	12/08/2025	19213	VEMCO ELECTRICAL CONTRACTOR, INC	28.57
12/25	12/08/2025	19214	WEAVER'S LEVEL BEST SEPTIC & EXCAVATION	577.14
12/25	12/08/2025	19215	WESTERN AREA POWER ADMINISTRATION	6,274.09
12/25	12/08/2025	19216	XPRESS BILL PAY	134.00
12/25	12/02/2025	917460	ANTHEM BLUE CROSS & BLUE SHIELD	19,000.36
11/25	11/30/2025	917461	XCEL ENERGY GAS	30,062.20
11/25	11/30/2025	917462	LEGALSHIELD	63.79
12/25	12/02/2025	917463	U.S. POSTAL SERVICE	458.72
11/25	11/30/2025	109046940	WEX FLEET UNIVERSAL	2,351.70
Grand Totals:				302,324.72

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	1,361.23	105,935.88-	104,574.65-
01-208-000-10	556.24	.00	556.24
01-220-000-01	60.00	.00	60.00

GL Account	Debit	Credit	Proof
01-238-000-00	78,800.27	.00	78,800.27
01-552-523-40	859.33	.00	859.33
01-552-534-20	33.50	35.00-	1.50-
01-552-535-30	.00	32.50-	32.50-
01-552-537-00	237.80	.00	237.80
01-552-538-00	180.00	.00	180.00
01-552-542-10	88.22	.00	88.22
01-552-542-20	155.18	.00	155.18
01-552-543-00	78.88	.00	78.88
01-552-544-00	1,051.58	.00	1,051.58
01-552-550-10	38.91	.00	38.91
01-552-627-10	33.39	.00	33.39
01-557-523-40	3,094.32	.00	3,094.32
01-557-535-10	.00	1,249.00-	1,249.00-
01-557-544-00	347.60	.00	347.60
01-557-587-10	1,134.95	44.73-	1,090.22
01-557-587-40	369.16	.00	369.16
01-557-596-50	63.79	.00	63.79
01-558-522-00	1,450.00	.00	1,450.00
01-558-523-40	76.16	.00	76.16
01-559-523-40	213.40	.00	213.40
01-559-587-10	66.83	.00	66.83
01-561-000-70	12,122.93	.00	12,122.93
01-561-523-40	983.85	.00	983.85
01-561-544-00	708.48	.00	708.48
01-561-595-00	143.60	.00	143.60
01-561-598-10	521.76	.00	521.76
01-561-623-00	199.98	.00	199.98
01-561-624-50	1,453.59	.00	1,453.59
01-561-627-10	812.18	.00	812.18
06-201-000-00	.00	4,300.00-	4,300.00-
06-552-000-71	1,500.00	.00	1,500.00
06-552-538-00	2,800.00	.00	2,800.00
10-201-000-00	67.50	149,253.69-	149,186.19-
10-220-000-00	32.19	.00	32.19
10-550-300-01	133,608.72	.00	133,608.72
10-552-523-40	4,289.02	.00	4,289.02
10-552-534-20	33.50	35.00-	1.50-
10-552-535-30	.00	32.50-	32.50-
10-552-537-10	237.80	.00	237.80
10-552-538-10	6,944.72	.00	6,944.72
10-552-542-10	88.22	.00	88.22
10-552-542-20	155.18	.00	155.18
10-552-544-00	1,016.45	.00	1,016.45
10-552-550-10	38.91	.00	38.91
10-552-557-00	608.13	.00	608.13
10-552-595-00	392.24	.00	392.24
10-552-627-10	109.85	.00	109.85
10-552-675-00	1,561.76	.00	1,561.76
10-552-676-00	137.00	.00	137.00
11-201-000-00	67.50	35,821.69-	35,754.19-
11-220-000-00	154.59	.00	154.59
11-550-300-00	30,062.20	.00	30,062.20
11-552-523-40	4,289.08	.00	4,289.08
11-552-527-10	109.85	.00	109.85
11-552-534-20	33.50	35.00-	1.50-
11-552-535-30	.00	32.50-	32.50-
11-552-537-01	237.80	.00	237.80

GL Account	Debit	Credit	Proof
11-552-542-10	88.22	.00	88.22
11-552-542-20	155.18	.00	155.18
11-552-544-00	652.36	.00	652.36
11-552-550-10	38.91	.00	38.91
12-201-000-00	67.50	8,577.19-	8,509.69-
12-220-000-00	50.00	.00	50.00
12-552-523-40	2,727.16	.00	2,727.16
12-552-534-10	481.25	.00	481.25
12-552-534-20	33.50	35.00-	1.50-
12-552-535-30	.00	32.50-	32.50-
12-552-537-01	237.81	.00	237.81
12-552-538-11	577.14	.00	577.14
12-552-542-10	88.19	.00	88.19
12-552-542-20	155.18	.00	155.18
12-552-544-00	1,788.63	.00	1,788.63
12-552-550-10	38.91	.00	38.91
12-552-595-00	190.24	.00	190.24
12-552-627-10	129.38	.00	129.38
12-552-723-00	168.00	.00	168.00
12-565-523-40	1,911.80	.00	1,911.80
Grand Totals:	305,452.18	305,452.18-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:  
Report type: Summary  
Check.Type = {<>} "Adjustment"

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
<b>18893</b>											
12/25	12/03/2025	18893	1534	C M C A	841-1	1	01-552-535-30	.00	32.50-	32.50-	V TRAINING
12/25	12/03/2025	18893	1534	C M C A	841-1	2	10-552-535-30	.00	32.50-	32.50-	V TRAINING
12/25	12/03/2025	18893	1534	C M C A	841-1	3	11-552-535-30	.00	32.50-	32.50-	V TRAINING
12/25	12/03/2025	18893	1534	C M C A	841-1	4	12-552-535-30	.00	32.50-	32.50-	V TRAINING
Total 18893:								.00		130.00-	
<b>19115</b>											
11/25	11/30/2025	19115	3035	XPRESS BILL PAY	103125	1	01-552-534-20	.00	35.00-	35.00-	V xpress
11/25	11/30/2025	19115	3035	XPRESS BILL PAY	103125	2	11-552-534-20	.00	35.00-	35.00-	V ACCOUNT SOFTWARE
11/25	11/30/2025	19115	3035	XPRESS BILL PAY	103125	3	10-552-534-20	.00	35.00-	35.00-	V ACCOUNT SOFTWARE
11/25	11/30/2025	19115	3035	XPRESS BILL PAY	103125	4	12-552-534-20	.00	35.00-	35.00-	V ACCOUNT SOFTWARE
Total 19115:								.00		140.00-	
<b>19159</b>											
12/25	12/08/2025	19159	3475	EFFECTIVE FITNESS COMBATI	EFC0719	1	01-557-535-10	.00	1,249.00-	1,249.00-	V CERTIFICATION COURSE
Total 19159:								.00		1,249.00-	
<b>19183</b>											
12/25	12/03/2025	19183	3414	TARNUTZER LAW, LLC	532	1	01-558-522-00	.00	1,450.00	1,450.00	JUDGE SALARY
Total 19183:								.00		1,450.00	
<b>19184</b>											
12/25	12/08/2025	19184	1259	AMERICAN ELECTRIC COMPAN	0116-113415	1	10-552-675-00	.00	1,041.08	1,041.08	SUPPLIES
12/25	12/08/2025	19184	1259	AMERICAN ELECTRIC COMPAN	0116-113527	1	10-552-675-00	.00	355.06	355.06	SUPPLIES
Total 19184:								.00		1,396.14	
<b>19185</b>											
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	1	01-557-544-00	.00	347.60	347.60	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	2	01-552-544-00	.00	87.62	87.62	UTILITIES



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	3	10-552-544-00	.00	637.25	637.25	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	4	11-552-544-00	.00	462.76	462.76	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	5	12-552-544-00	.00	1,610.19	1,610.19	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	6	01-561-544-00	.00	551.48	551.48	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	7	01-552-544-00	.00	406.32	406.32	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	8	01-552-544-00	.00	557.64	557.64	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	9	10-552-544-00	.00	189.60	189.60	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	10	10-552-544-00	.00	189.60	189.60	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	11	11-552-544-00	.00	189.60	189.60	UTILITIES
12/25	12/08/2025	19185	1042	CENTER MUNICIPAL UTILITIES	113025	12	12-552-544-00	.00	178.44	178.44	UTILITIES
Total 19185:								.00		5,408.10	
<b>19186</b>											
12/25	12/08/2025	19186	1312	CENTER SANITATION DISTRICT	120825	1	01-238-000-00	.00	78,800.27	78,800.27	SANITATION MONTHLY
Total 19186:								.00		78,800.27	
<b>19187</b>											
12/25	12/08/2025	19187	1045	CENTER TIRE STORE	11100	1	01-557-587-40	.00	369.16	369.16	TIRE FIXTURE
Total 19187:								.00		369.16	
<b>19188</b>											
12/25	12/08/2025	19188	2664	CIELLO	112525	1	01-552-537-00	.00	237.80	237.80	INTERNET
12/25	12/08/2025	19188	2664	CIELLO	112525	2	10-552-537-10	.00	237.80	237.80	INTERNET
12/25	12/08/2025	19188	2664	CIELLO	112525	3	11-552-537-01	.00	237.80	237.80	INTERNET
12/25	12/08/2025	19188	2664	CIELLO	112525	4	12-552-537-01	.00	237.81	237.81	INTERNET
Total 19188:								.00		951.21	
<b>19189</b>											
12/25	12/08/2025	19189	3410	CINTAS CORP	4249571478	1	01-552-543-00	.00	19.72	19.72	CARPETS TOWN HALL
12/25	12/08/2025	19189	3410	CINTAS CORP	4249571478	2	01-561-595-00	.00	35.90	35.90	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4249571478	3	10-552-595-00	.00	98.06	98.06	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4249571478	4	12-552-595-00	.00	47.56	47.56	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4250360025	1	01-552-543-00	.00	19.72	19.72	CARPETS TOWN HALL
12/25	12/08/2025	19189	3410	CINTAS CORP	4250360025	2	01-561-595-00	.00	35.90	35.90	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4250360025	3	10-552-595-00	.00	98.06	98.06	UNIFORMS

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
12/25	12/08/2025	19189	3410	CINTAS CORP	4250360025	4	12-552-595-00	.00	47.56	47.56	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251050043	1	01-552-543-00	.00	19.72	19.72	CARPETS TOWN HALL
12/25	12/08/2025	19189	3410	CINTAS CORP	4251050043	2	01-561-595-00	.00	35.90	35.90	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251050043	3	10-552-595-00	.00	98.06	98.06	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251050043	4	12-552-595-00	.00	47.56	47.56	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251746541	1	01-552-543-00	.00	19.72	19.72	CARPETS TOWN HALL
12/25	12/08/2025	19189	3410	CINTAS CORP	4251746541	2	01-561-595-00	.00	35.90	35.90	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251746541	3	10-552-595-00	.00	98.06	98.06	UNIFORMS
12/25	12/08/2025	19189	3410	CINTAS CORP	4251746541	4	12-552-595-00	.00	47.56	47.56	UNIFORMS
Total 19189:								.00		804.96	
<b>19190</b>											
12/25	12/08/2025	19190	1696	CITY OF ALAMOSA	03207	1	01-561-598-10	.00	350.00	350.00	impound fees
Total 19190:								.00		350.00	
<b>19191</b>											
12/25	12/08/2025	19191	3383	CIVISTRUCT	2025-EDF-1.	1	06-552-538-00	.00	2,500.00	2,500.00	2025 OWNER'S REPRESENTATIVE DEVELOPMENT
12/25	12/08/2025	19191	3383	CIVISTRUCT	2025-LPC-1.	1	06-552-538-00	.00	300.00	300.00	AFFORDABLE HOUSING LIASION
12/25	12/08/2025	19191	3383	CIVISTRUCT	2025-LPC-1.	2	06-552-000-71	.00	1,500.00	1,500.00	AFFORDABLE HOUSING LIASION
Total 19191:								.00		4,300.00	
<b>19192</b>											
12/25	12/08/2025	19192	1061	COLORADO GRAVEL PRODUCT	18138	1	01-561-624-50	.00	332.00	332.00	sand
Total 19192:								.00		332.00	
<b>19193</b>											
12/25	12/08/2025	19193	2280	CONLEY WASTE MANAGEMEN	120125	1	10-552-676-00	.00	137.00	137.00	L&P
Total 19193:								.00		137.00	
<b>19194</b>											
12/25	12/08/2025	19194	2279	CONLEY WASTE MANAGEMEN	120825	1	01-561-624-50	.00	849.00	849.00	PARKS
Total 19194:								.00		849.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
<b>19195</b>											
12/25	12/08/2025	19195	1078	DAVIS ENGINEERING SERVICE	18355	1	01-561-000-70	.00	1,115.61	1,115.61	ENGINEERING FOR SRTS
12/25	12/08/2025	19195	1078	DAVIS ENGINEERING SERVICE	18488	1	01-561-000-70	.00	11,007.32	11,007.32	ENGINEERING FOR SRTS
Total 19195:								.00		12,122.93	
<b>19196</b>											
12/25	12/08/2025	19196	2316	DEPARTMENT OF LABOR	767737	1	01-552-538-00	.00	180.00	180.00	BOILER INSPECTION
Total 19196:								.00		180.00	
<b>19197</b>											
12/25	12/08/2025	19197	3481	ELIZABETH SERNA TICAS	2131103	1	10-220-000-00	.00	32.19	32.19	DEPOSIT REFUND
12/25	12/08/2025	19197	3481	ELIZABETH SERNA TICAS	2131103	2	11-220-000-00	.00	150.00	150.00	DEPOSIT REFUND
12/25	12/08/2025	19197	3481	ELIZABETH SERNA TICAS	2131103	3	12-220-000-00	.00	25.00	25.00	DEPOSIT REFUND
12/25	12/08/2025	19197	3481	ELIZABETH SERNA TICAS	2131103	4	01-220-000-01	.00	30.00	30.00	DEPOSIT REFUND
Total 19197:								.00		237.19	
<b>19198</b>											
12/25	12/08/2025	19198	3322	FENIX USA	28594	1	12-552-534-10	.00	481.25	481.25	SRI DATA AND SOFTWARE HOSTING
Total 19198:								.00		481.25	
<b>19199</b>											
12/25	12/08/2025	19199	3482	GABRIELA BUCIO	7022002	1	11-220-000-00	.00	4.59	4.59	DEPOSIT REFUND
12/25	12/08/2025	19199	3482	GABRIELA BUCIO	7022002	2	12-220-000-00	.00	25.00	25.00	DEPOSIT REFUND
12/25	12/08/2025	19199	3482	GABRIELA BUCIO	7022002	3	01-220-000-01	.00	30.00	30.00	DEPOSIT REFUND
Total 19199:								.00		59.59	
<b>19200</b>											
12/25	12/08/2025	19200	1114	HAYNIE'S	111025	1	01-561-624-50	.00	21.47	21.47	ANTI FREEZE
Total 19200:								.00		21.47	
<b>19201</b>											
12/25	12/08/2025	19201	3161	HEALY LAW OFFICES, LLC	23206	1	10-552-538-10	.00	6,944.72	6,944.72	COLORADO PATHWAY PROJECT

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
Total 19201:								.00		6,944.72	
<b>19202</b>											
12/25	12/08/2025	19202	2866	MUNICIPAL ENERGY AGENCY	310349	1	10-550-300-01	.00	127,334.63	127,334.63	PURCHASE ELECTRICITY
Total 19202:								.00		127,334.63	
<b>19203</b>											
12/25	12/08/2025	19203	1164	O&V PRINTING	66503	1	01-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
12/25	12/08/2025	19203	1164	O&V PRINTING	66503	2	10-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
12/25	12/08/2025	19203	1164	O&V PRINTING	66503	3	11-552-542-10	.00	59.97	59.97	OFFICE SUPPLIES
12/25	12/08/2025	19203	1164	O&V PRINTING	66503	4	12-552-542-10	.00	59.96	59.96	OFFICE SUPPLIES
Total 19203:								.00		239.87	
<b>19204</b>											
12/25	12/08/2025	19204	2398	ORKIN	286039914,	1	01-561-623-00	.00	199.98	199.98	ORKIN CONTROL
Total 19204:								.00		199.98	
<b>19205</b>											
12/25	12/08/2025	19205	3362	ROCKY MOUNTAIN PLUMBING	100125	1	01-561-624-50	.00	251.12	251.12	SUPPLIES
Total 19205:								.00		251.12	
<b>19206</b>											
12/25	12/08/2025	19206	1205	SAN LUIS VALLEY REC	111525	1	01-561-544-00	.00	157.00	157.00	ELECTRICITY/CONSAUL
Total 19206:								.00		157.00	
<b>19207</b>											
12/25	12/08/2025	19207	1208	SDC LABORATORY, INC	25307	1	12-552-723-00	.00	168.00	168.00	WATER TESTING
Total 19207:								.00		168.00	
<b>19208</b>											
12/25	12/08/2025	19208	2276	SHREDAMERICA	107932	1	01-552-542-10	.00	28.25	28.25	SHREDDING
12/25	12/08/2025	19208	2276	SHREDAMERICA	107932	2	10-552-542-10	.00	28.25	28.25	SHREDDING

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
12/25	12/08/2025	19208	2276	SHREDAMERICA	107932	3	11-552-542-10	.00	28.25	28.25	SHREDDING
12/25	12/08/2025	19208	2276	SHREDAMERICA	107932	4	12-552-542-10	.00	28.23	28.23	SHREDDING
Total 19208:								.00		112.98	
<b>19209</b>											
12/25	12/08/2025	19209	1218	STUART C IRBY, CO	013869321.0	1	10-552-675-00	.00	82.05	82.05	supplies
12/25	12/08/2025	19209	1218	STUART C IRBY, CO	014138728	1	10-552-557-00	.00	608.13	608.13	supplies
12/25	12/08/2025	19209	1218	STUART C IRBY, CO	014138728.0	1	10-552-675-00	.00	55.00	55.00	supplies
Total 19209:								.00		745.18	
<b>19210</b>											
12/25	12/08/2025	19210	1234	U.S. POSTAL SERVICE	123125	1	12-552-542-20	.00	40.50	40.50	YEARLY BOX FEE
12/25	12/08/2025	19210	1234	U.S. POSTAL SERVICE	123125	2	11-552-542-20	.00	40.50	40.50	YEARLY BOX FEE
12/25	12/08/2025	19210	1234	U.S. POSTAL SERVICE	123125	3	10-552-542-20	.00	40.50	40.50	YEARLY BOX FEE
12/25	12/08/2025	19210	1234	U.S. POSTAL SERVICE	123125	4	01-552-542-20	.00	40.50	40.50	YEARLY BOX FEE
Total 19210:								.00		162.00	
<b>19211</b>											
12/25	12/08/2025	19211	1410	VALLEY COURIER	3564-1	1	01-552-550-10	.00	38.91	38.91	ADVERTISING
12/25	12/08/2025	19211	1410	VALLEY COURIER	3564-1	2	10-552-550-10	.00	38.91	38.91	ADVERTISING
12/25	12/08/2025	19211	1410	VALLEY COURIER	3564-1	3	11-552-550-10	.00	38.91	38.91	ADVERTISING
12/25	12/08/2025	19211	1410	VALLEY COURIER	3564-1	4	12-552-550-10	.00	38.91	38.91	ADVERTISING
Total 19211:								.00		155.64	
<b>19212</b>											
12/25	12/08/2025	19212	1244	VALLEY LOCK & SECURITY, INC	25111712	1	01-561-598-10	.00	171.76	171.76	keypad entry system
Total 19212:								.00		171.76	
<b>19213</b>											
12/25	12/08/2025	19213	1249	VEMCO ELECTRICAL CONTRACT	00811102500	1	10-552-675-00	.00	28.57	28.57	MATERIAL
Total 19213:								.00		28.57	



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
<b>19214</b>											
12/25	12/08/2025	19214	3480	WEAVER'S LEVEL BEST SEPTIC	21338	1	12-552-538-11	.00	577.14	577.14	SEWER CLEANING
Total 19214:								.00		577.14	
<b>19215</b>											
12/25	12/08/2025	19215	1253	WESTERN AREA POWER ADMI	JJPB000031	1	10-550-300-01	.00	6,274.09	6,274.09	MONTHLY PAYMENT
Total 19215:								.00		6,274.09	
<b>19216</b>											
12/25	12/08/2025	19216	3035	XPRESS BILL PAY	030453	1	01-552-534-20	.00	33.50	33.50	ACCOUNT SOFTWARE
12/25	12/08/2025	19216	3035	XPRESS BILL PAY	030453	2	10-552-534-20	.00	33.50	33.50	ACCOUNT SOFTWARE
12/25	12/08/2025	19216	3035	XPRESS BILL PAY	030453	3	12-552-534-20	.00	33.50	33.50	ACCOUNT SOFTWARE
12/25	12/08/2025	19216	3035	XPRESS BILL PAY	030453	4	11-552-534-20	.00	33.50	33.50	ACCOUNT SOFTWARE
Total 19216:								.00		134.00	
<b>917460</b>											
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	1	01-552-523-40	.00	859.33	859.33	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	2	01-557-523-40	.00	3,094.32	3,094.32	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	3	01-558-523-40	.00	76.16	76.16	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	4	01-559-523-40	.00	213.40	213.40	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	5	01-561-523-40	.00	983.85	983.85	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	7	12-565-523-40	.00	1,911.80	1,911.80	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	8	10-552-523-40	.00	4,289.02	4,289.02	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	9	11-552-523-40	.00	4,289.08	4,289.08	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	10	12-552-523-40	.00	2,727.16	2,727.16	M HEALTH CARE
12/25	12/02/2025	917460	1018	ANTHEM BLUE CROSS & BLUE	2025129174	11	01-208-000-10	.00	556.24	556.24	M HEALTH CARE
Total 917460:								.00		19,000.36	
<b>917461</b>											
11/25	11/30/2025	917461	2137	XCEL ENERGY GAS	953781532	1	11-550-300-00	.00	30,062.20	30,062.20	M PURCHASE OF GAS
Total 917461:								.00		30,062.20	
<b>917462</b>											
11/25	11/30/2025	917462	2520	LEGALSHIELD	113025	1	01-557-596-50	.00	63.79	63.79	M LEGAL COVERAGE

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
Total 917462:								.00		63.79	
<b>917463</b>											
12/25	12/02/2025	917463	1234	U.S. POSTAL SERVICE	678614367	1	01-552-542-20	.00	114.68	114.68	M POSTAGE
12/25	12/02/2025	917463	1234	U.S. POSTAL SERVICE	678614367	2	10-552-542-20	.00	114.68	114.68	M POSTAGE
12/25	12/02/2025	917463	1234	U.S. POSTAL SERVICE	678614367	3	11-552-542-20	.00	114.68	114.68	M POSTAGE
12/25	12/02/2025	917463	1234	U.S. POSTAL SERVICE	678614367	4	12-552-542-20	.00	114.68	114.68	M POSTAGE
Total 917463:								.00		458.72	
<b>109046940</b>											
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	1	01-557-587-10	.00	1,134.95	1,134.95	M POLICE FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	2	01-561-627-10	.00	812.18	812.18	M STREETS/PARKS FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	3	10-552-627-10	.00	76.46	76.46	M UTILITIES 1/2
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	4	11-552-527-10	.00	76.46	76.46	M UTILITIES 1/2
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	5	12-552-627-10	.00	96.00	96.00	M WATER/SANITATION FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	6	01-559-587-10	.00	66.83	66.83	M CODE ENFORCEMENT
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	7	10-552-627-10	.00	33.39	33.39	M ADMIN FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	8	01-552-627-10	.00	33.39	33.39	M ADMIN FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	9	11-552-527-10	.00	33.39	33.39	M ADMIN FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	10	12-552-627-10	.00	33.38	33.38	M ADMIN FUEL
11/25	11/30/2025	109046940	2953	WEX FLEET UNIVERSAL	109046940	11	01-557-587-10	.00	44.73-	44.73-	M ADJUSTMENT
Total 109046940:								.00		2,351.70	
Grand Totals:								.00		302,324.72	

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	1,361.23	105,935.88-	104,574.65-
01-208-000-10	556.24	.00	556.24
01-220-000-01	60.00	.00	60.00
01-238-000-00	78,800.27	.00	78,800.27
01-552-523-40	859.33	.00	859.33

GL Account	Debit	Credit	Proof
01-552-534-20	33.50	35.00-	1.50-
01-552-535-30	.00	32.50-	32.50-
01-552-537-00	237.80	.00	237.80
01-552-538-00	180.00	.00	180.00
01-552-542-10	88.22	.00	88.22
01-552-542-20	155.18	.00	155.18
01-552-543-00	78.88	.00	78.88
01-552-544-00	1,051.58	.00	1,051.58
01-552-550-10	38.91	.00	38.91
01-552-627-10	33.39	.00	33.39
01-557-523-40	3,094.32	.00	3,094.32
01-557-535-10	.00	1,249.00-	1,249.00-
01-557-544-00	347.60	.00	347.60
01-557-587-10	1,134.95	44.73-	1,090.22
01-557-587-40	369.16	.00	369.16
01-557-596-50	63.79	.00	63.79
01-558-522-00	1,450.00	.00	1,450.00
01-558-523-40	76.16	.00	76.16
01-559-523-40	213.40	.00	213.40
01-559-587-10	66.83	.00	66.83
01-561-000-70	12,122.93	.00	12,122.93
01-561-523-40	983.85	.00	983.85
01-561-544-00	708.48	.00	708.48
01-561-595-00	143.60	.00	143.60
01-561-598-10	521.76	.00	521.76
01-561-623-00	199.98	.00	199.98
01-561-624-50	1,453.59	.00	1,453.59
01-561-627-10	812.18	.00	812.18
06-201-000-00	.00	4,300.00-	4,300.00-
06-552-000-71	1,500.00	.00	1,500.00
06-552-538-00	2,800.00	.00	2,800.00
10-201-000-00	67.50	149,253.69-	149,186.19-
10-220-000-00	32.19	.00	32.19
10-550-300-01	133,608.72	.00	133,608.72
10-552-523-40	4,289.02	.00	4,289.02
10-552-534-20	33.50	35.00-	1.50-
10-552-535-30	.00	32.50-	32.50-
10-552-537-10	237.80	.00	237.80
10-552-538-10	6,944.72	.00	6,944.72
10-552-542-10	88.22	.00	88.22

GL Account	Debit	Credit	Proof
10-552-542-20	155.18	.00	155.18
10-552-544-00	1,016.45	.00	1,016.45
10-552-550-10	38.91	.00	38.91
10-552-557-00	608.13	.00	608.13
10-552-595-00	392.24	.00	392.24
10-552-627-10	109.85	.00	109.85
10-552-675-00	1,561.76	.00	1,561.76
10-552-676-00	137.00	.00	137.00
11-201-000-00	67.50	35,821.69-	35,754.19-
11-220-000-00	154.59	.00	154.59
11-550-300-00	30,062.20	.00	30,062.20
11-552-523-40	4,289.08	.00	4,289.08
11-552-527-10	109.85	.00	109.85
11-552-534-20	33.50	35.00-	1.50-
11-552-535-30	.00	32.50-	32.50-
11-552-537-01	237.80	.00	237.80
11-552-542-10	88.22	.00	88.22
11-552-542-20	155.18	.00	155.18
11-552-544-00	652.36	.00	652.36
11-552-550-10	38.91	.00	38.91
12-201-000-00	67.50	8,577.19-	8,509.69-
12-220-000-00	50.00	.00	50.00
12-552-523-40	2,727.16	.00	2,727.16
12-552-534-10	481.25	.00	481.25
12-552-534-20	33.50	35.00-	1.50-
12-552-535-30	.00	32.50-	32.50-
12-552-537-01	237.81	.00	237.81
12-552-538-11	577.14	.00	577.14
12-552-542-10	88.19	.00	88.19
12-552-542-20	155.18	.00	155.18
12-552-544-00	1,788.63	.00	1,788.63
12-552-550-10	38.91	.00	38.91
12-552-595-00	190.24	.00	190.24
12-552-627-10	129.38	.00	129.38
12-552-723-00	168.00	.00	168.00
12-565-523-40	1,911.80	.00	1,911.80
Grand Totals:	305,452.18	305,452.18-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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**ORDINANCE NO. 577**

**AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2026 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF CENTER, COLORADO, FOR THE 2026 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees of the Town of Center is preparing an annual budget in accordance with the Local Government Budget Law, and;

**WHEREAS**, the amount of money necessary to balance the budget for the general operating expenses is \$314,854 and;

**WHEREAS**, the 2025 valuation for assessment for the Town of Center, as certified by the County Assessor of Saguache County, Colorado, is \$7,733,640 and;

**WHEREAS**, the 2025 valuation for assessment for the Town of Center, as certified by the County Assessor of Rio Grande County, Colorado, is \$5,941,272.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Town of Center, Colorado:

**Section 1:** That for the purpose of meeting all general operating expenses of the Town of Center during the 2026 budget year, there is hereby levied a tax of 23.0242 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2026.

**Section 2:** That the Town Clerk is hereby authorized and directed to certify immediately to the County Commissioners of Saguache County, Colorado, and to the County Commissioners of Rio Grande County, Colorado, the mill levy for the Town of Center as herein determined and set.

**ADOPTED** this 10th day of December, 2025.

**TOWN OF CENTER**

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Daniel Gallegos, Mayor

**ATTEST:**

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Rose DeHerrera, Town Clerk

**ORDINANCE NO 578**

**AN ORDINANCE APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF CENTER, COLORADO, FOR THE 2026 BUDGET YEAR.**

**WHEREAS**, the Town of Center has adopted the 2026 annual budget in accordance with the Local Government Budget Law on December 10<sup>th</sup>, 2025 and;

**WHEREAS**, the Town of Center has made provisions therein for revenues in an amount equal to or greater than the proposed expenditures for the exception of Street Improvement and Conservation Trust Funds as set forth in said budget; and;

**WHEREAS**, it is not only required by law but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town.

**NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Center, Colorado:**

Section 1. That the following sums are hereby appropriated from revenue of each fund, to each fund, for the purposes stated:

General Fund	\$ 2,342,375
Economic Development Fund	\$ 2,823,500
Light & Power Fund	\$ 2,633,674
Gas Fund	\$ 2,044,074
Water Fund	\$ 1,174,068
Conservation Trust Fund	\$ 25,000
Street Improvement Fund	\$ 187,000
<b>TOTAL:</b>	<b>\$ 11,229,691</b>

**ADOPTED** this 10<sup>th</sup> day of December, 2025

**TOWN OF CENTER**

**ATTEST:**

---

Daniel Gallegos, Mayor

---

Rose DeHerrera, Town Clerk



**RESOLUTION NO 20251210**

**A RESOLUTION ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR THE TOWN OF CENTER, COLORADO, FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2026 AND ENDING DECEMBER 31, 2026.**

**WHEREAS**, the Town Administrator, Cole Webb has submitted a proposed budget to this governing body and;

**WHEREAS**, upon public notice, said proposed budget is open for public inspection and said notice advises that the proposed budget would be taken into consideration at the Regular Meeting of the Town Board of Trustees of the Town of Center, Colorado on December 10, 2025.

**NOW THEREFORE**, be it hereby resolved that the 2026 Budget for the Town of Center, as submitted, and herein summarized by Fund, is approved and adopted.

**I. The estimated revenues for each fund are:**

General Fund	\$ 2,342,375
Economic Development Fund	\$ 2,823,500
Light & Power Fund	\$ 2,633,674
Gas Fund	\$ 2,044,074
Water Fund	\$ 1,174,068
Conservation Trust Fund	\$ 25,000
Street Improvement Fund	\$ 187,000

**II. The following sums are hereby appropriated for each fund:**

General Fund	\$ 2,342,254
Economic Development Fund	\$ 2,813,736
Light & Power Fund	\$ 2,602,974
Gas Fund	\$ 1,961,885
Water Fund	\$ 1,162,293
Conservation Trust Fund	\$ 90,000
Street Improvement Fund	\$ 833,800

**DONE and SIGNED this 17<sup>th</sup> day of December, 2024**

TOWN OF CENTER

ATTEST:

---

Daniel Gallegos, Mayor

---

Rose DeHerrera, Town Clerk



Town of Center

Bohannon  Huston



# **PROFESSIONAL REVIEW SERVICES FOR AFFORDABLE HOUSING INITIATIVES**

TOWN OF CENTER, COLORADO

October 24, 2025

October 24, 2025

Attn: Ryan LeClair, Community Economic Development Director  
P.O. Box 400  
294 South Worth  
Center, CO 81125  
rleclair@centerco.gov

*Re: Professional Development Review Services for Affordable Housing Initiatives*

Dear Mr. LeClair and Members of the Selection Committee,

Bohannon Huston, Inc., (BHI) is pleased to submit the enclosed response to the Town of Center's proposal request for development review services in support of the Town's affordable housing initiatives. BHI is confident we are well qualified to assist the Town, serving as your case manager for land use and engineering development review services. Through the provision of responsive and cost-effective technical support, BHI can help the Town advance its affordable housing goals by providing timely, coordinated, and technically sound reviews that streamline approvals and support the success of the North 90 site and other housing initiatives.

**Extensive Development Expertise:** The BHI team has an impressive résumé of development review projects throughout Colorado and New Mexico. Through this experience, we are acutely aware of the code and ordinance requirements of many different reviewing entities. This experience enables us to provide thorough reviews that will verify compliance with your standards, and will help communicate revision needs with the submitting owners, developers, and engineers.

**Public/Private Perspective:** As a company, BHI operates in a unique space wherein we work for public agencies like the Town of Center, as well as private entities that are often obliged to public agency requirements. Because of our work on both sides, we have a great deal of insight into how both worlds operate, enabling us to be an effective communicator between the two sectors.

**Concept-to-Complete Services:** BHI provides professional planning, engineering, and spatial data services that span the project development process from initial ideas to completed construction. We understand all of the elements inherent to subdivision development plans, and we know the Town needs a consultant who can review these plans and envision how the whole project fits together. We have all these services in-house, and we can pull in additional expertise beyond the core project team to verify even the most technical details are scrutinized appropriately.

Please note, BHI offers development review services for (1) planning and (2) engineering, but not for (3) building permits. Building permit review services are best provided by local firms with building inspectors or architects on staff, and we will happily work with a subconsultant of the Town's recommendation for any necessary permit reviews.

We look forward to the opportunity to work for the Town of Center on advancing affordable housing projects and the Town's broader vision for community development. Please contact our Principal-in-Charge, Denise Aten, with any questions regarding this proposal at 303.799.5103, or daten@bhinc.com.

Sincerely,



Denise Aten, AICP  
Senior Vice President | Bohannon Huston, Inc.



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*BHI strives to meet accessibility requirements in our work products to comply with federal, state, and local regulations and as a matter of best practice. If you encounter accessibility barriers with our work, please contact us directly so we can make appropriate accommodations: [accessibility@bhinc.com](mailto:accessibility@bhinc.com).*





## 2. RELEVANT PROJECT EXPERIENCE

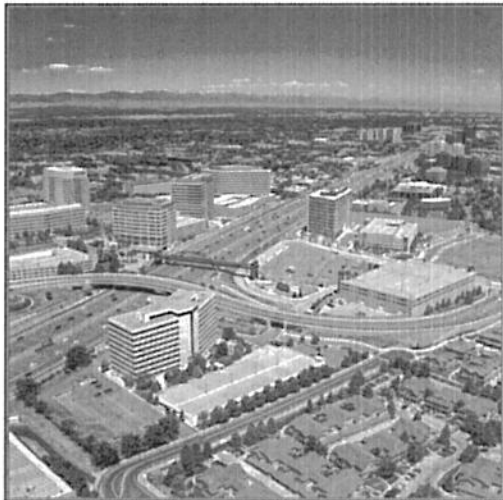
Established in 1959, BHI is a nationally recognized planning and engineering firm with a long-standing presence in Colorado. Our 270+ employees work from offices in Denver, Grand Junction, and Albuquerque and Las Cruces, New Mexico. Within BHI's diverse company structure, clients find integrated services under one roof to support their needs, including planning, engineering, surveying and mapping, and construction phase services. We take pride in the work we do, the clients we serve, and the people who are the heart of our company.

For more than 30 years, BHI has partnered with public, private, and tribal clients to deliver comprehensive planning solutions that guide sustainable growth and community development. Our experience spans nearly every type of planning effort, including development reviews, housing assessments and plans, comprehensive plans, land development code updates, multimodal and transportation planning, environmental and infrastructure planning, zoning, and land use studies.

The success of our team's structure is reflected by our relationships with existing clients that have been developed over decades of service and have resulted in the successful completion of hundreds of planning and design projects. BHI's project management philosophy begins with an investment in a qualified team of experts with the skills and experience to match the project requirements. Our technical groups are managed by a principal or officer of the firm. This commitment assures our clients that their projects will receive focused attention.

The following projects highlight a sampling of our experience that is specifically relevant to our ability to effectively deliver planning and engineering review services for the Town of Center.

### *City of Aurora Development Review Services On-Call*



The City of Aurora contracted with BHI in 2020 to support City staff on the influx of new development in the area by helping with development reviews on an on-call basis. BHI has held several contracts to provide review for the Development Center, including real property, engineering, and traffic, to support more than 500 applications. Under these contracts, BHI reviews proposed development submittals within the AMANDA system, including preliminary and master drainage reports and plans, subdivision plats, stormwater management plans, grading and drainage system design, floodplain studies, traffic impact studies, roadway plans, site and subdivision design, traffic control plans, structural evaluations, and civil design plan sets. The focus is on technical engineering reviews for new development projects to ensure compliance with Aurora's Land Use Code, the City's Design Standards and Policies, state and federal requirements, local permit requirements, and good engineering practices. This involves

a high level of coordination with internal City staff, the applicant (engineer and developer), and outside referral agencies like Mile High Flood District (MHFD), Southeast Metro Stormwater Authority (SEMSWA), E-470 Public Highway Authority, Denver International Airport, Adams County, and Colorado Department of Transportation (CDOT). Recently, we transitioned this work to a new contract directly with Aurora Water Drainage Division, providing similar services related to stormwater and drainage engineering.



## Castle Rock Promenade Development Review Services



BHI provided review of development submittals for the Promenade at Castle Rock, which was the largest single master-planned commercial development in Castle Rock. BHI provided on-call services to help the Town provide responsive, efficient, and quality service to its community. We worked closely with the Town to provide technical engineering reviews for site development projects, ensuring compliance with the Town's Municipal Code, Design Criteria Manuals, and Master Plans and public interests, while working with the developers to respect development schedules. BHI also provided subdivision plat reviews for compliance with state statutes and Town standards. Additional services included attendance at coordination meetings with Town staff, developers, and consulting engineers to discuss plan review comments, assess cost estimates for accuracy, and review field change orders.

## Town of Nederland Housing Needs Assessment

BHI produced a Housing Needs Assessment that included recommendations for policies, practices, and regulatory changes that the Town of Nederland could use to address gaps between housing need and supply. These were based on our team's detailed assessment of current housing conditions, including identifying a mismatch between existing housing stock and current community housing needs. The plan identifies strategies to increase housing affordability, diversify housing stock, and create housing options for the local workforce. To inform these recommendations, our team conducted extensive outreach including facilitating a spirited steering committee composed of community leaders, hosting two workshops, *launching a project website that logged more than 900 unique users (well over half of Nederland's population of 1,471), and deploying an online interactive map.* Our team analyzed demographic data to parse out ownership and rental challenges and used population forecasts to address the needs of Nederland's growing population. Ultimately, this plan allows Nederland to develop and adopt strategies that qualify it for Local Government Affordable Housing Development Incentives and other significant funding opportunities.

Public Meeting Board, Nederland Housing Needs Assessment



### 3. PROPOSED APPROACH TO PROVIDING SERVICES

BHI brings a high level of subdivision development and project review experience to the table. We have provided code and ordinance review of projects for governmental and private sector clientele for a variety of project types. We have provided development review services for local municipalities, including the Town of Castle Rock, City of Castle Pines, Town of Larkspur, and City of Aurora. These efforts include reviewing each jurisdiction's development code and evaluating the applicant's submittal for conformance to it. This participation has required our team to fully understand all code, ordinance, and development standards for each respective community. Our reviews



have evaluated all civil engineering improvements for each project, including grading and drainage plans, water and sanitary sewer design, retaining wall details, pavement design, and roadway construction plans. We are adept at the review and verification of development cost estimates and, based on our industry experience, can verify the accuracy of line item costs. We also assist with clear code interpretation and training materials when requested, helping staff and applicants navigate standards efficiently.

Through this work, we have demonstrated our ability to organize and participate in both internal and external coordination with municipal personnel, developers, landowners, and consulting engineers to reach consensus on development review issues. We also provide review of the submittal for conformance to several other regulatory conditions, including the CDOT access and highway design criteria, grading and drainage ordinances, the subdivision ordinances and the Colorado Division of Wildlife for conformance to endangered species protection requirements. These processes generally entail several iterations of submittals and reviews, though we strive to reduce the cycles by utilizing strong communication between the stakeholders.

Our primary goal is to provide the Town with comprehensive and thoughtful development plan review services in a timely fashion. BHI has a high comfort level with providing planning and engineering design review services. We will bring multi-disciplinary capabilities to bear with this contract, and you can be assured we will do whatever is necessary to assist the Town of Center in on-going development efforts at the North 90 site as well as on upcoming Town initiatives. We further understand that in addition to our "consultant" review time — your staff requires time to review our results. This understanding, and project management techniques developed over years of successful projects, enables us to confidently assure the Town that we can meet expected review timeframes and assist the Town in maintaining its reputation of high-quality customer service to the development community.

#### BHI Previous and Current Development Review Clients

City of Castle Pines	City of Aurora
City of Brighton	Town of Firestone
Town of Castle Rock	City of Cripple Creek
Town of Larkspur	City of Littleton
City of Manitou Springs	El Paso County
Doña Ana County, NM	City of Lone Tree
City of Farmington	City of Gallup, NM
City of Santa Fe, NM	



We will bring our full-firm capabilities to bear with this contract, and you can be assured we will do whatever is necessary to ensure that the Town is satisfied with our services.

## I. Case Management

BHI will serve as the Town's case manager for-permit applications for affordable housing projects (including North 90), covering planning and engineering permit review. The key to a good project is good management and communication. Derrick Webb, as Project Manager, will act as the single point of contact with the Town. He will be responsible for receiving submittal packages, initial review and distribution among the BHI review team, consolidating and returning the review comments back to the Town, and attending review meetings. Derrick will begin each project and/or task with an established work plan. This way the entire team, BHI staff, and Town of Center staff, share a clear understanding of the project objectives as well as the activities that form the work breakdown structure. The work plan will be the living tool for efficiently guiding the project to successful completion, enabling Derrick to effectively manage the schedule, budget, issues, change, and risk to ultimately deliver a successful project.

Concurrently, the BHI team will define the project budget and schedule. These two intrinsically linked elements establish what work will be accomplished, determine work value, and associated schedule. Accurately and realistically defining both will enable the team to work with the Town to effectively guide the project to successful completion. All of this will be clearly communicated with Town staff. Our communication process is informed by our experience with development review and will be further modified as we get to know the internal process at the Town of Center.

## II. Code Updates, Training, and Education

### Development Code Review

BHI brings experience with local land use codes, policies, and ordinances, including regulations around traffic impact analysis and roadway design standards. We have completed code updates for numerous clients, including the Town of Hudson, Gilpin County, and the City of Cripple Creek. Our technical knowledge of best management practices along with Colorado and federal regulations for transportation and housing-related facilities, allows us to provide a solid review of existing conditions as well as develop recommendations. Supplementing this is our experience with land use and economic growth opportunities and how to evaluate them as they relate to affordable housing initiatives.

### Training and Education

BHI routinely develops clear, accessible materials and training sessions for many engineering and planning projects, including to assist with communicating the impact of zoning and development codes. For the Town of Center, our team can help build awareness and education amongst your staff and in your community to communicate code intent, updates, and implications for affordable housing projects.

**HOUSING NEEDS ASSESSMENT**  
Town of Nederland  
Debra Ann A. Hutton

**DEVELOPMENT SCENARIOS**  
The following scenarios explore how future development within Nederland could take place using current and adjusted zoning allowances.

**PROPERTY DETAILS**  
Location: 750 W. 5th Street, Nederland, CO  
Town owned property - zoning district: Exempt  
Surrounding zoning: Medium Density Residential  
Lot size: ~19,950 sq. ft.

**Development Scenario 1**  
CURRENT ZONING ALLOWANCES  
Allowed lot coverage: 1,000 sq. ft. (20%) - 400 sq. ft. (8%)  
+ 4 - 1,000 sq. ft. units (subject to special review)  
+ 4 - 800 sq. ft. units (subject to special review)  
+ 10 - 600 sq. ft. units (subject to special review)  
Minimum street width: 25 ft.  
Minimum front yard setback: 25 ft.  
Minimum side yard setback: 10 ft. (subject to special review)  
How many 300 sq. ft. tiny homes could fit?  
19

**Development Scenario 2**  
CURRENT ZONING ALLOWANCES  
Adjusted lot coverage: 3,000 sq. ft. (60%) - 400 sq. ft. (8%)  
+ 4 - 1,000 sq. ft. units (subject to special review)  
+ 4 - 800 sq. ft. units (subject to special review)  
+ 10 - 600 sq. ft. units (subject to special review)  
+ 10 - 400 sq. ft. units (subject to special review)  
Adjusted Minimum street width: 25 ft.  
Adjusted Minimum front yard setback: 25 ft.  
Adjusted Minimum side yard setback: 10 ft. (subject to special review)  
How many 300 sq. ft. tiny homes could fit?  
33

**Development Scenario 3**  
CURRENT ZONING ALLOWANCES  
Adjusted lot coverage: 13,000 sq. ft. (65%) - 400 sq. ft. (8%)  
+ 4 - 1,000 sq. ft. units (subject to special review)  
+ 10 - 800 sq. ft. units (subject to special review)  
+ 10 - 600 sq. ft. units (subject to special review)  
+ 10 - 400 sq. ft. units (subject to special review)  
Adjusted Minimum street width: 25 ft.  
Adjusted Minimum front yard setback: 25 ft.  
Adjusted Minimum side yard setback: 10 ft.

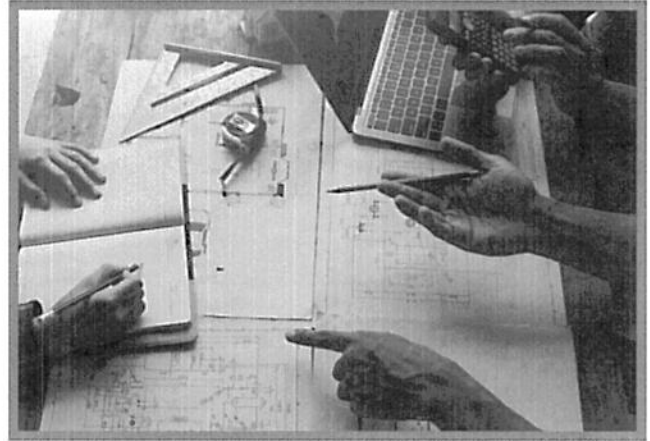
Educational Materials Prepared for the  
Nederland Housing Needs Assessment



### III. Development Applications Review

BHI has direct experience with a vast number of projects as part of our on-call contracts. We have provided development services, both as designers and reviewers, and we can leverage this experience to provide value-centric approaches to your projects, either in the planning and design approach or in considering constructability.

Our primary objective with this contract is to act as an extension of Town staff by providing you with additional resources to help you and serve your community. BHI has updated and revised subdivision ordinances, zoning codes, annexation, and building permit processes for local communities. We have also developed technical standards with a focus on transportation elements to help support the development patterns within local communities. We bring experience with coordination and creation of Memorandum of Understanding (MOU) documentation for land swaps, ROW agreements, and other types of public/private partnerships. We understand the complications of maintaining municipal infrastructure for all residents, current and new. This includes the development of capital improvement plans, site development plans, prioritizing improvements, and appropriately phasing development. This collection of comprehensive experience aids our team in fully supporting the Town with all development review services. We understand and appreciate the intent and value of residential design standards. We are comfortable with the application of such standards and can help the Town maintain compliance with local standards and state requirements.



#### *Streamlined Review*

BHI understands that the Town's commitment to the State of Colorado under Proposition 123—to increase its affordable housing stock by 32 units—requires the establishment and demonstration of a streamlined development review process. Our team has direct experience assisting communities in evaluating and refining local procedures to remove unnecessary barriers to affordable housing production—both in our housing needs assessment work as well as our ongoing development review work. We will work collaboratively with Town staff to identify current review bottlenecks, clarify submittal requirements and establish predictable, transparent steps for applicants. By aligning local processes with State expectations for Prop 123 compliance, we will help ensure the Town not only meets its unit goals but also fosters a development environment that encourages continued investment in attainable and workforce housing.





## IV. Project Coordination

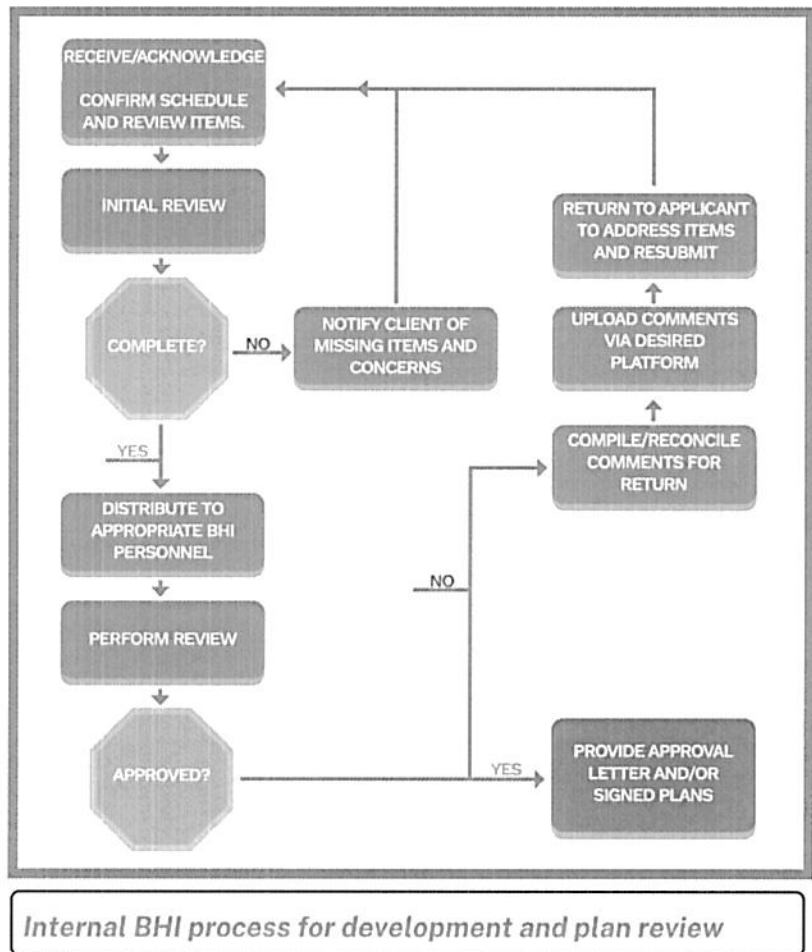
We understand that a prompt and thorough review of project submittals is critical to meet the development timeframe commitments to the Applicant. At the onset of a task order request through this contract, the first step we take is to review the submittal package and assign staff qualified and experienced for the type of work. At this point, BHI will also review the application for completeness and notify the Town of any missing items or issues. If missing items are identified, the Town will be notified immediately. BHI can also coordinate with Town departments and referral agencies and help identify which utility systems may be affected by proposed housing initiatives or other development applications. BHI staff will be attentive to potential utility conflicts and provide recommendations to Town staff, and relevant stakeholders.

Upon completion of any review and documentation of our analysis we will transmit our review documents. Written comments can be emailed via Microsoft Word document on a standard comment template, and any PDF redlined plans delivered to the Town. BHI can additionally administer

Secure File Sharing (SFS) sites for delivery and sharing of the submittals, plans, and reviews. We have numerous licenses for Adobe Acrobat and Bluebeam software suites and we can use this software as necessary for electronic reviews of plan submittals. All of these services are an effort to move toward enabling a seamless flow of data between BHI and the Town; and these tools are a built-in part of our service offering, and will come at no extra cost to the Town. We also can upload our comments to digital software platforms if required.

### Resolving Issues

Resolving a design or plan issue is a part of the review process on most projects. A problem or issue is a formally-defined item where there is disagreement between the parties, and that could impede the progress of the project. Derrick, as the Project Manager, will engage directly with the designated Town representative to identify the issues early, and reach consensus to keep the project on schedule.



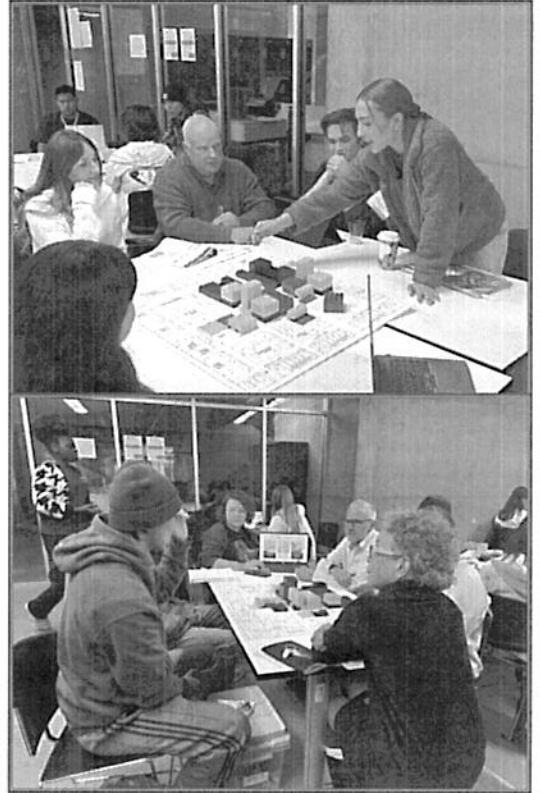
## V. Public Engagement and Hearings

Community engagement can be an integral component of any municipal project. If required, BHI team members are qualified to create and facilitate an equitable and inclusive engagement plan. We have a toolkit of techniques that have worked well in the past, but the specific structure of the engagement process will be determined based on input from the Town.

As a critical element of the engagement process, we will consider every opportunity to educate the Town leaders and the public on the potential benefits and impacts of the development decisions that need to be made. It is important to fully understand what and how affordable housing initiatives can influence the future of the Town.

## VI. Conditions of Approval and Approval of Final Entitlements

BHI will translate the Town's and reviewing agencies' comments into clear, enforceable conditions of approval tied to each entitlement. We draft conditions that are specific, measurable, and time-bound by identifying the responsible party and trigger and cross-referencing applicable code sections. We compile and reconcile departmental/agency comments, prepare the staff report findings and draft approval language or resolutions, and manage a conditions matrix to document what has changed, why, and when each item must be satisfied. Following direction at hearings, we finalize the entitlement package (including exhibits and development agreements as applicable), coordinate signatures and recordation steps, and hand off a compliance checklist to Town staff to track through construction and certificate of occupancy.







## 4. KEY PERSONNEL

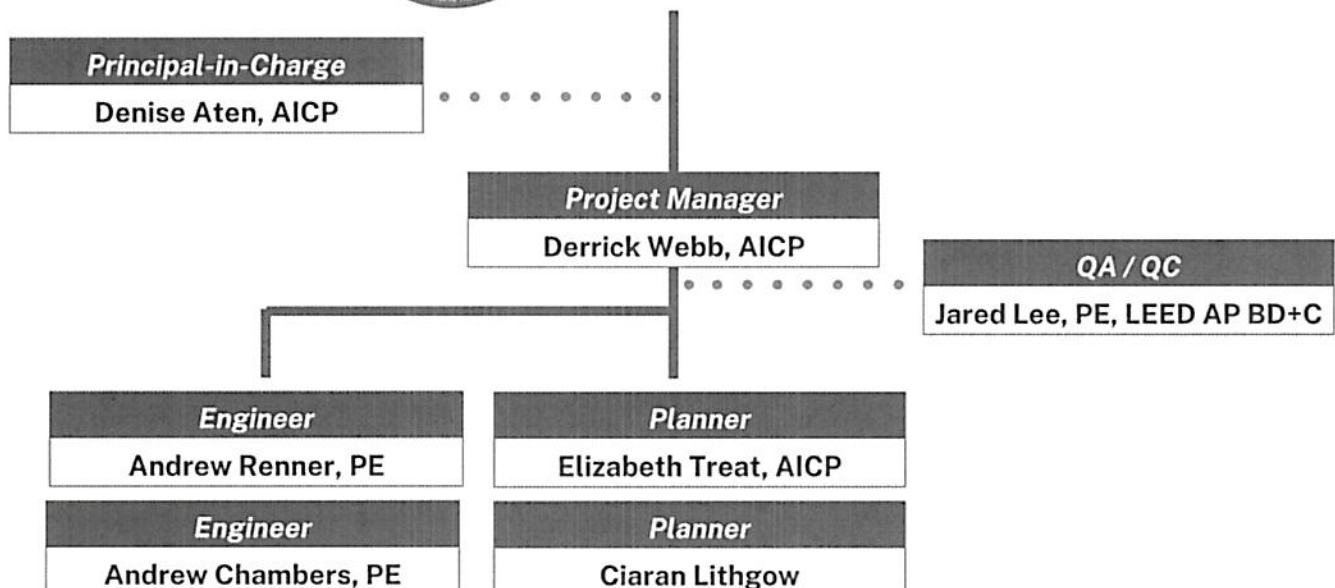


BHI has selected a group of highly-experienced professionals who have the dedication along with the management and technical expertise to provide project development reviews for any project for the Town of Center. Our team is committed to becoming an extension of the Town's staff in providing development review services for affordable housing initiatives. These individuals' specialized expertise and their availability to dedicate themselves to any project the Town may issue related to this contract will ensure a successful collaboration between BHI and the Town of Center.

Our team members understand municipal processes and requirements, and each person contributes their local expertise to deliver high-quality service integrated between BHI's in-house disciplines. Denise Aten will serve as the Principal-in-Charge for this on-call contract. As a principal of the firm and manager of the Denver office, Denise is responsible for ensuring your expectations are being met, that appropriate firm-wide resources are allocated to complete the project, and that the BHI team is being fully responsive to your requests and project requirements. Derrick Webb will serve as Project Manager and direct contact for all task requests. Together, Denise and Derrick will provide quality client service for the Town.



## Town of Center





## Denise Aten, AICP

### Principal-in-Charge

Denise Aten is BHI's Planning Group Leader and has more than 30 years of experience with expertise in a variety of development and land use standards and initiatives for communities throughout the Rocky Mountain West. She is committed to partnering with clients and works to ensure mutual success, rapid issue resolution, expectations are met, appropriate resources are allocated, and the BHI team is fully responsive to requests and project requirements. As Principal-in-Charge, she is authorized to make decisions regarding staff resources, contracting, and any other client-related issues. She has the authority to ensure the project team has all the resources necessary to complete the work and the ability to finalize all contracting requirements efficiently.

#### *Project Experience:*

- **Development Review Process Update: City of Aurora**
- **Land Use Code Update: Gilpin County**
- **Land Use Code Update: Town of Hudson**
- **Design Standards Update: Town of Monument**
- **Housing Needs Assessment: Gilpin County**
- **Housing Needs Assessment: Town of Nederland**
- **West Mountain Regional Housing Coalition Toolkit: West Mountain Regional Housing Coalition**
- **NE Colorado Regional Resiliency & Recovery Roadmap: Colorado Department of Local Affairs**
- **Eagle County Regional Resiliency & Recovery Roadmap: Colorado Department of Local Affairs**
- **South Central Council of Governments (SCCOG) Regional Resiliency & Recovery Roadmap: Colorado Department of Local Affairs**
- **Design and Construction Standards Update: Los Alamos County, NM**
- **Development Process Manual (DPM) Update: City of Rio Rancho, NM**
- **Public Infrastructure Development Standards Manual: City of Santa Fe, NM**
- **Land Development Standards: City of Gallup, NM**



#### **Experience:**

35 years total;  
14 years with BHI

#### **Registration:**

American Institute  
of Certified Planners  
#023292

#### **Education:**

MS Environmental  
Planning

BA Mathematics and  
Economics



## Derrick Webb, AICP

### Project Manager

Derrick Webb is a senior planner with over a decade of experience working throughout Colorado. He has worked on and managed a variety of planning projects, including housing assessments and studies, land use code development/updates, design standard development/updates, corridor studies and transportation plans. Derrick is skilled in long- and short-range planning with specific experience coordinating federal funding with planning and infrastructure implementation. His experience includes data collection and analysis, socioeconomic research and evaluation, long-range regional planning and scenario planning, project management, professional writing and document preparation, public outreach, and meeting facilitation. From previous employment, Derrick has extensive experience supporting local agencies through technical assistance and stakeholder coordination.

#### Project Experience:

- Land Use Code Update: Town of Hudson
- Master Plan Update: Town of Cedaredge
- Public Works Manual - Streets Update: Town of Cedaredge
- Land Use Code Update: Gilpin County
- Design Standards Update: Town of Monument
- Comprehensive Plan: Weld County
- Housing Needs Assessment: Gilpin County
- Lyons Housing Needs Assessment Study: Town of Lyons
- Nederland Housing Needs Assessment: Town of Nederland
- West Mountain Regional Housing Coalition Toolkit: West Mountain Regional Housing Coalition
- Clear Creek Regional Resiliency & Recovery Roadmap: Colorado Department of Local Affairs
- NE Colorado Regional Resiliency & Recovery Roadmap: Colorado Department of Local Affairs
- Growth Management Master Plan: City of Gallup, NM
- Design and Construction Standards Update: Los Alamos County, NM
- Development Process Manual (DPM) Update: City of Rio Rancho, NM
- Public Infrastructure Development Standards Manual: City of Santa Fe, NM



#### Experience:

15 years total;  
4 years with BHI

#### Registration:

American Institute  
of Certified Planners  
#027364

#### Education:

Master of Urban and  
Regional Planning  
Urban and Regional  
Planning

MS Information and  
Communication  
Technology

BA Architecture

## Jared Lee, PE, LEED AP BD+C

### QA/QC

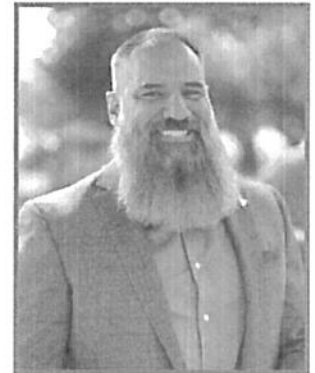
Jared Lee maintains an active role in the design process by leading BHI teams in a wide range of civil engineering projects — from roadways to site grading and drainage, to private and public infrastructure studies and design, to commercial and residential subdivision planning and engineering, as well as governmental and environmental approvals and compliance.

Jared's experience includes several site development projects, which have involved site master planning, roadway classification, plan and profile production, storm water management, storm drainage design, backbone utilities design, and signage, striping, and traffic control plans, as well as preparing drainage report, storm water management plans, and FEMA Letter of Map Revisions (LOMRs) associated with the developments.

Jared applies environmentally minded design principles to projects as a Leadership in Energy and Environmental Design (LEED) Accredited Professional and has experience with green and bio-engineered solutions on a variety of site and drainage projects

#### *Project Experience:*

- **Engineering Services for Development Review: City of Aurora (Aurora Water)**
- **Development Review Services: City of Aurora**
- **Development Review Process Update: City of Aurora**
- **Water Staff Augmentation - Development Review: City of Aurora**
- **On-Call Engineering Services for Development Review: City of Brighton**
- **Development Plan Review: Town of Castle Rock**
- **Promenade PCR Development Review: Town of Castle Rock**
- **Construction Inspection, Development Review, and Pavement Plan: City of Castle Pines**
- **Development Review: El Paso County**
- **Development Review: Town of Firestone**
- **Development Review: Town of Larkspur**
- **Development Review: City of Littleton**
- **Development Review: City of Manitou Springs**



#### **Experience:**

23 years total;  
22 years with BHI

#### **Registration:**

Professional Engineer:  
CO #51313

Professional Engineer:  
NM #18106

LEED Accredited  
Professional

#### **Education:**

BS Civil Engineering



## Andrew Renner, PE

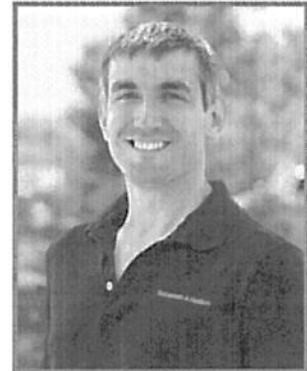
### Engineer

Since 2021, Andrew has been the resident problem solver and visionary in engineering at BHI. He brings a wealth of experience in project management, design, and planning across transportation, utility, and land development projects. His expertise extends from site grading to ADA accessible design, wet utility design, drainage and water quality design, and erosion controls.

Andrew's journey in engineering is marked by his hands-on experience and passion for designing sustainable solutions. Before joining BHI, he spent valuable years working with the state government in South Dakota, inspecting sites for compliance and contributing to the state's bridge team, ensuring infrastructure resilience and environmental sustainability. This background has given Andrew a deep sense of responsibility towards creating projects that not only function effectively, but also positively impact communities and the environment.

#### Project Experience:

- City of Aurora Development Review Services On-Call – City of Aurora
- Aurora Water Staff Augmentation – Development Review – City of Aurora
- Engineering Services for Development Review – City of Aurora
- Town of Firestone Development Review Services – Town of Firestone
- City of Littleton Development Review Services – City of Littleton
- Wolfensberger Rd. and Park St. Intersection Improvements – Town of Castle Rock
- Plum Creek North Park – City of Castle Rock
- Plum Creek South Park – City of Castle Rock
- CR 250 and CR 251 Improvements – City of Durango



#### Experience:

13 years total;  
4 years with BHI

#### Registration:

Professional Engineer:  
CO #54253

#### Education:

BS Civil Engineering

*"Andrew Renner does an amazing job on the City reviews. He is thorough, works extremely hard and is responsive to all. I just wanted to reiterate how thankful I am for having him on the team!"*

**Janet Bender, Drainage Supervisor  
City of Aurora**

## Andrew Chambers, PE

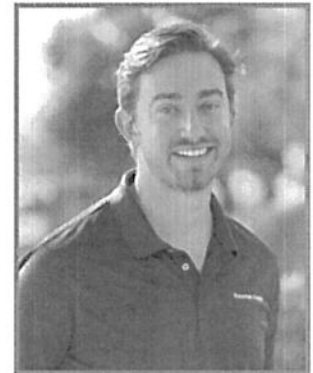
### Engineer

Andrew Chambers brings experience working in municipal, commercial, and residential land development projects up and down the Front Range. He has been involved in all phases of the design process and has provided efficient and cost-effective solutions to numerous municipalities. He has experience preparing calculations, plan sets, and documentation packages for various types of projects. He has strong knowledge of Denver Water engineering project specifications and requirements and has expertise in utility design, including storm, sanitary, and water networks. Recent work has also included review of preliminary and final drainage reports, as well as Stormwater Management Plans and reports and erosion control plan sets for compliance with local, state, and federal standards and specifications as part of BHI's development review contracts. Andrew often approaches our development review projects through the lens of utility coordination, helping to minimize surprise utility conflicts in the field during construction.

Having worked as a field engineer, he has construction experience and draws upon this experience to support teams with site layout, drainage, and utility design. Andrew is proficient in AutoCAD, Civil3D, StormCAD, and Stormwater Studio.

#### *Project Experience:*

- **Development Review Services: City of Aurora**
- **Development Review Process Update: City of Aurora**
- **Engineering Services for Development Review: City of Aurora**
- **On-Call Engineering Services for Development Review: City of Brighton**
- **Development Review: City of Castle Pines**
- **Construction Inspection, Development Review, and Pavement Plan: City of Castle Pines**
- **Pavement Plan: City of Castle Pines**
- **Development Review: El Paso County**
- **CentrePoint Plaza Development and Backbone Infrastructure: City of Fort Morgan**
- **Development Review: City of Littleton**
- **Downtown's Next Steps: City of Durango**
- **Wolf Creek Master Drainage Plan (MDP): Arapahoe County**



#### **Experience:**

10 years total;  
6 years with BHI

#### **Registration:**

Professional Engineer:  
CO #58679

#### **Education:**

BS Civil Engineering



## Elizabeth Treat, AICP

### Planner

Liz Treat is a planner whose interests cover many aspects of planning, from community engagement to downtown corridor studies. She has experience working at the local, state, and federal levels of government, as well as within the private sector. Liz has experience organizing and conducting diverse and inclusive public meetings and workshops, writing federal grants, and updating land use codes, zoning codes, and master transportation plans. She values healthy and productive working relationships with clients and always strives to communicate effectively to develop meaningful and implementable solutions. Liz also coordinates with the appropriate local representatives to provide engagement opportunities that are accessible and successful.

#### *Project Experience:*

- **Land Use Code Update: Gilpin County**
- **Land Use Code Update: Town of Hudson**
- **Housing Needs Assessment: Town of Nederland**
- **Development Process Manual (DPM) Update: City of Rio Rancho, NM**
- **Design and Construction Standards Update: Los Alamos County, NM**
- **Carlsbad Long Range Transportation Plan: New Mexico Department of Transportation**
- **Master Transportation Plan (MTP): Eddy County**
- **McKinley County Transportation Master Plan: Northwest New Mexico Council of Governments**



#### **Experience:**

5 years total;  
2 years with BHI

#### **Registration:**

American Institute  
of Certified Planners  
#37592

#### **Education:**

MA Urban &  
Environmental Policy &  
Planning

BS Environmental  
Science



## Ciaran Lithgow

### Planner

Ciaran brings a variety of cross-disciplinary skills to the BHI planning team, adding private-sector development knowledge as well as public-sector experience that includes transportation planning, community redevelopment, and local policy development and analysis. Ciaran is skilled at managing complex projects that involve large interdisciplinary teams, encouraging collaboration while providing clear leadership. Their work often involves bridging the gap between engineering constraints and the project vision, raising potential pitfalls to deliver favorable, real-world solutions. Ciaran is dedicated to ensuring clients' projects are achievable, time-bound, and create long-lasting value for stakeholders. Ciaran has worked on a variety of economic and place-based development plans, crafting strategies tailored to the local context and community potential. Through data and market analysis, stakeholder engagement, and funding research, Ciaran helps clients activate and realize their community's economic potential.

#### *Project Experience:*

- **FHWA Integrated Planning Initiative: Federal Highway Administration**
- **Moving Swiftly to 2050 – Grand Valley Regional Transportation Plan: Mesa County**
- **PACOG 2050 Long Range Transportation Plan (LRTP): Pueblo Area Council of Governments**
- **MRCOG Transitions 2045 Metropolitan Transportation Plan: Mid-Region Council of Governments, NM**
- **Public Infrastructure Development Standards Manual: City of Santa Fe, NM**



#### **Experience:**

8 years total;  
1 years with BHI

#### **Education:**

Master Community &  
Regional Planning  
BA American Studies &  
Political Science



## 5. REFERENCES

We work hard to maintain our reputation for being the best at what we do and strive to achieve extraordinary customer service through continuous improvement and quality measurements. Our 66-year history of successful projects and corporate stability is a testimony to our ability to do so. We are proud of the reputation for quality service and customer satisfaction we have built based on our vision and values, and we are confident you will value the type of work we do. We encourage you to contact some of our current clients to assess how they would rate BHI's reputation and performance:

### Town of Nederland

Nichole Sterling  
**Mayor Pro Tem**

nicholes@nederlandco.org  
303.258.3266

### City of Aurora

Janet Bender  
**Principal Engineer**

jbender@auroragov.org  
303.739.7100

### City of Cripple Creek

Steve DiCamillo  
**Public Works Director**

sdicamillo@cripple-creek.co.us  
719.689.2125

*"The City views BHI as a gold standard consultant and an example of stellar service that consultants should strive to provide. We appreciate their continued efforts and value their input on reviews."*

**Haley B. Johansen, City Engineer**  
**City of Aurora**

*"The team is always responsive and available around the clock... BHI has become a trusted partner to the City and developed lasting relationships as the preferred engineering consultant for our Public Works staff."*

**Larry Nimmo, Public Works Director**  
**City of Castle Pines**



## 6. FEE SCHEDULE

**BOHANNAN HUSTON, INC.**  
**FEE SCHEDULE HOURLY RATES**  
**September 27, 2025**

	1	2	3	4	5	6	7
<b>ENGINEER</b> Civil, Structural, Mechanical, Electrical	\$128	\$143	\$168	\$188	\$213	\$248	\$273
<b>SURVEYOR</b>	\$128	\$143	\$168	\$188	\$213	\$248	\$273
<b>TECHNICAL MANAGER</b> Project Manager, Data Scientist, Construction, IT	\$128	\$143	\$168	\$188	\$213	\$248	\$273
<b>PLANNER</b> Community, Transportation	\$113	\$123	\$148	\$168	\$188	\$218	\$273
<b>DESIGNER</b> Civil, Structural, Mechanical, Electrical, Survey, Geospatial	\$108	\$118	\$143	\$153	\$173	\$193	\$213
<b>PROJECT ADMINISTRATOR</b>	\$103	\$123	\$148	\$168	\$188	\$213	\$233
<b>CONSTRUCTION OBSERVER</b>	\$98	\$103	\$113	\$118	\$133	\$148	\$188
<b>TECHNICAL SPECIALIST</b> Engineering Tech, Survey Tech, GIS Tech, Graphics Specialist	\$88	\$93	\$113	\$118	\$133	\$143	\$158
<b>MATERIALS TECHNICIAN</b> Field and Laboratory Materials Testing	\$73	\$83	\$98	\$108	\$118	\$143	\$163
<b>ADMINISTRATIVE PROFESSIONAL</b>	\$73	\$83	\$98	\$108	\$118	\$123	\$138

**MATERIALS AND REIMBURSABLE EXPENSES**

**Plotting, Printing and Binding** - As invoiced at cost of labor and materials

**Courier / Delivery Service** - As invoiced by provider

**Mileage** - As published for the IRS Standard Mileage Rate

**Per Diem** - Field personnel in accordance with the latest GSA Schedule based on location of service

**Travel** - Office/Professional staff travel costs (Air, car, meals and lodging) will be billed at cost

**Survey Equipment Charge** - \$33.00/Hour

**Survey Material Charge** - \$7.00/Hour

**GIS Equipment Charge** - \$25.00/Hour

**sUAS Usage Charge** - Rates shall be negotiated based on the requirements of the contract

**Other Direct Project Expenses** - At Cost

**Overtime** - Performed upon request of the client; will be invoiced at 1.30 times the standard hourly rate

**Expert Witness** - Rates shall be negotiated based on the requirements of the contract with a minimum of four hours while in court

**Applicable Gross Receipts or Sales and Use Tax** - Added to all fees charged for professional services unless they are exempt and official documentation is on file with Bohannon Huston, Inc.

**Web/Data hosting fee** \$ 1,295.00 per month

**Web/Data hosting Setup** \$ 5,000.00 per site





## 7. PROPOSED SCOPE WITH PRICING

### **1) Development review of site plan and plat for 30-40 multifamily rental units on approximately 1-2 acres, and 10 single family home project**

### **2) Review of engineering design for site improvements (e.g. water, sewer, storm, roads) for projects in #1**

Responding to #1 and #2 collectively, the BHI team will conduct a comprehensive development review and engineering standards review for the following two proposed residential projects:

- **Multifamily Development:** A proposed development with 30–40 multifamily rental units on a 1–2-acre site. This review will be focused on site layout, grading and drainage, access and circulation, parking, water, sewer, and other utility connections, as well as overall compliance with applicable local, County, and state development and engineering standards, stormwater management criteria, and any fire/safety access requirements. Coordination will also be included ensuring consistency with zoning requirements, local ordinances, and community goals.
- **Single-Family Residential Project:** A proposed 10-lot subdivision will be reviewed for conformance with applicable local, County, and state subdivision regulations, infrastructure design standards, and access requirements. Key elements will include evaluation of street design, pedestrian access, lot layout, drainage, and public improvements such as water, sewer, other utilities, and any other elements defined by the Town.

The complete set of reviews will be done to align with the development review process defined by the Town, and all comments will be clearly documented to support compliance with applicable requirements with the intention of achieving full approval by the Town.

*Cost estimates for this type of work can vary based on site conditions, quality of the submittal, need for resource specific evaluations, and other scenarios. However, as a range estimate, BHI can usually prepare the final development and engineering standard reviews for approximately \$7,000 to \$10,000, per site plan submittal.*

### **3) Building permit review for projects in # 1 - Not Applicable**

### **4) Review of updated zoning and code to be compliant with the State Accessory Dwelling Unit (ADU) program**

The BHI planners are familiar with the current ADU legislation (HB24-1152) in Colorado and will take a close look at the related housing statutes to document mandatory compliance requirements. Then, after review of the Town's existing zoning and land use codes, our team will closely consider the current ADU allowances and document any potential conflicts with Colorado State law.

As a result of this evaluation, a compliance matrix comparing the existing zoning and land use code to State ADU requirements will be developed. Then, through coordination with Town staff, BHI will propose potential amendment strategies, as needed, to the relevant sections of the zoning and land use code. If agreed upon, the BHI team will develop updated language or additional articles to achieve full compliance with State ADU program requirements. The BHI team will provide revised requirements for the Town to consider amending their current code.

*Depending on the level of effort required in creating a compliance matrix, BHI estimates it can complete the work noted in #4 for approximately \$4,000 to \$6,000.*



**5) Creation of a presentation and flyer that will be communicated to property owners how to understand if you are eligible to build an ADU, include options to present virtually and in person**

BHI planners will develop clear, informative, and accessible materials to advise local property owners, within the Town limits, about requirements and opportunities for constructing ADUs. The materials will be engaging yet still provide the details necessary to represent what it takes to obtain compliance with local and State regulations associated with ADUs.

The RFP request is for a presentation and flyer, but we might consider additional options such as a short video, social media posts, a flyer that is more like an informational brochure, and educational materials to be shared on the Town webpage. Collectively, these materials (paper and online versions) will be educational, and summarize zoning requirements, and development standards for ADUs. They will provide guidance on how property owners can determine if their lot qualifies for an ADU and include key steps in the permitting process. Visuals will be created to illustrate site and zoning requirements and be consistent across all types of messaging. If desired by the Town, we can have all materials translated into Spanish.

To initiate the engagement campaign, BHI proposes to invite the community to participate through the hosting of a pop-up booth during a local event. All previously created educational materials will be shared with opportunities to ask questions and learn more. We have found these more casual interactions with the public are more productive than traditional public meetings. BHI planners would join the event and share the materials, both paper and online versions, to ensure an ongoing connection with the future of ADUs within the Town of Center.

*Implementation of all the proposed engagement techniques noted above results in a cost estimate ranging from \$7,000 to \$10,000. This cost could be refined through further discussion on what tools and techniques are desired by the Town.*





**BOHANNAN HUSTON, INC.  
STANDARD FORM OF AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

**CONTRACT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ARTICLE 1. DEFINITIONS**

Bohannon Huston, Inc. (BHI), whose address and telephone is 10303 East Dry Creek Road, Suite 250, Englewood, CO 80112, 303-799-5103 shall also be referred to as BHI for its subsidiaries. The Client \_\_\_\_\_, whose address is \_\_\_\_\_ shall be referred to as Client and shall refer to the party, partnership, corporation, or entity signing this contract.

BHI will furnish labor and/or materials for the property located in: \_\_\_\_\_ ("Property") pursuant to the terms and conditions of this contract.

**ARTICLE 2. INVOICES AND PAYMENT PROVISIONS**

The Client will be invoiced each month for work, which has been accomplished to the date shown on the invoice. Invoices are due and payable upon receipt. Questionable charges or errors on an invoice shall be brought to the attention of BHI within fourteen (14) days of the invoice date, or it is agreed that the charges are correct as invoiced. Disputed charges will be reconciled in a timely fashion and a revised invoice will be issued, if necessary. The revised invoice will be due and payable upon receipt. Invoices or portions of invoices unpaid more than thirty (30) days from the invoice date shall accrue interest at a rate of 1% per month until paid in full. The Client hereby agrees to pay all costs and expenses incurred by BHI including but not limited to reasonable attorney fees in pursuing collection of any sums not paid to BHI pursuant to the terms of this contract. BHI may terminate this contract if payment on any invoice not in dispute is not paid in full within forty-five (45) days from the date of the invoice. Fees invoiced are due whether or not the project is constructed. Portions of the fee that may be billed on a time and materials basis will be billed in accordance with the Fee Schedule in effect at the time the services are invoiced. Applicable Gross Receipts Tax will be added to all charges. Applicable fees for processing, permits, or review shall be paid by the Client. Additional provisions are as follows:

- A. Oral or Implied Acceptance of Contract:** This Contract has been forwarded to the Client prior to execution by both parties, and the Client understands that BHI may proceed prior to receipt of executed copy of professional services contract. Client's oral acceptance or authorization to initiate services shall be considered by both parties to constitute acceptance of all terms and conditions of this contract prior to formal execution.
- B. Project Mobilization Fee/Retainer:** BHI may require a mobilization fee or retainer prior to the commencement of work. The mobilization fee or retainer will be applied to project charges as they are incurred and invoiced.
- C. Right to Renegotiate:** BHI reserves the right to renegotiate this contract should project be halted for 30 days or more.
- D. Lien Provisions:** The Client warrants, acknowledges and agrees that it has secured legal rights to the property upon which the project will be built or that such right will be secured within sixty (60) days after signing the contract. The Client further acknowledges and agrees that non-payment of fees owed under this contract may result in a mechanic's lien being placed on the property upon which the project is/will be located, whether or not the design plans or development data have been used in actual construction. This contract constitutes proper notice to Client (if owner and/or original contractor), of Bohannon Huston, Inc.'s right to claim a lien in the event of non-payment in compliance with current state Statutes Annotated.
- E. Stamp or Release of Documents or Plans Only After Payment:** BHI will not stamp drawings with its professional seal for any phase of this project under the terms of this contract until all invoices billed up to that point in the project have been paid in full. BHI will, necessary, withhold release of documents or plans until all invoices billed up to that point have been paid in full.

**ARTICLE 3. CONTRACT RENEGOTIATION**

BHI reserves the right to renegotiate fee schedule rates annually for open-end hourly rate and time and materials contracts.

**ARTICLE 4. CLAIMS**

The Client acknowledges that BHI is a corporation and agrees that any claim made by the Client arising out of any act or omission of any director, officer, or employee of BHI in the execution or performance of this contract shall be made against BHI and not against such director, officer, or employee individually.



**A. Professional surveying services:** Pursuant to Section 61-23-27.9(D) NMSA 1978, BHI carries professional liability insurance coverage for surveying services in the amount of \$2 million dollars per occurrence and \$4 million dollars in aggregate.

#### **ARTICLE 5. INFORMATION SUPPLIED BY CLIENT**

Client certifies that any Client furnished information supplied to BHI is correct and BHI can rely on this information as being correct as a basis for BHI's work product. Furthermore, BHI will not assume any responsibility or liability for errors or omissions in Client furnished information.

#### **ARTICLE 6. PROPRIETARY INFORMATION**

The use of any plans or specifications prepared by BHI shall be restricted to the original site for which they were prepared. Reproduction, reuse, or alteration by any method, in whole or in part, is prohibited unless authorized in writing by BHI. Any unauthorized reproduction, reuse or alteration of documents relieves BHI of any responsibilities or liabilities whatsoever. BHI has the right to photograph any phase of this project, under the terms of this contract, and to use the photos in the promotion of the professional practice through advertising, public relations, brochures, or other marketing materials.

Drawings and specifications as instruments of service are and shall remain the property of BHI whether the project for which they are made is constructed or not. These drawings are not to be used by the Client on other projects, or extensions to this project, except by contract in writing and with appropriate compensation to BHI.

#### **ARTICLE 7. FORCE MAJEURE**

Should the services provided as a result of this contract result in construction of facilities, BHI in no way warrants or guarantees the performance of general contractor or subcontractors. BHI assumes no responsibility for the general contractor's or subcontractor's safety program (i.e., means, methods, techniques, sequences, schedules, or compliance with laws, rules, regulations, ordinances, codes, permits, or others).

BHI will not be responsible for delays or defaults in the performance of design services, which are beyond its control.

It is recognized that neither BHI nor the Client has control over the cost of labor, materials, or equipment; over the general contractor's methods of determining bid prices; or over competitive bidding, market, or negotiating conditions. Accordingly, BHI cannot and does not guarantee construction cost, nor has any fixed limit of construction cost been established as a condition of this contract.

#### **ARTICLE 8. DESIGN AND CONSTRUCTION RELATED PROVISIONS**

- A. Engineer's Construction Phase Responsibilities:** Unless specifically contracted for, BHI shall only answer questions, attend meetings, prepare correspondence, and make revisions to design documents prepared by BHI where such services are directly attributable to changes in construction field conditions. Any other requests for service to modify, change, or revise any plans or documents and attend meetings to coordinate or implement construction of the improvements will be billed on a time and materials basis, at BHI's usual and customary rate.
- B. Opinion of Probable Construction Costs:** BHI's opinions of probable Construction Cost provided for herein are to be made on the basis of BHI's experience and qualifications and represent BHI's best judgment as an experienced and qualified professional generally familiar with the industry. However, since BHI has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, BHI cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by BHI. If OWNER wishes greater assurance as to probable Construction Cost, OWNER shall employ an independent cost estimator. BHI assumes no responsibility for the accuracy of opinions of Total Project Costs.

#### **ARTICLE 9. SUCCESSORS AND ASSIGNS**

The Client and BHI each binds itself, its successors, assigns, and legal representatives to the other party of this contract, and to the successors, assigns, and legal representative of such other party with respect to all provisions of this contract. Neither the Client nor BHI shall assign, set over, or transfer its interest, in whole or in part, in this contract without the prior written consent of the other, nor shall any act in derogation hereof at the option of the non-assigning party, render the written contract terminated.

#### **ARTICLE 10. DISPUTES**

BHI and the Client agree that claims, disputes, and other matters in question between the parties to this contract arising out of or relating to the contract or breach thereof first be attempted to be resolved by mediation. However, if mediation is not successful, then disputes shall be resolved by litigation, unless parties mutually agree to arbitration. Any lawsuit filed shall be filed in state court in the County of Bernalillo or federal court in the District Court of New Mexico.

#### **ARTICLE 11. CONTRACT TERMINATION**

This contract may be terminated for cause by the Client upon fourteen (14) days' written notice to BHI. In the event of such termination, BHI shall be immediately paid compensation for all services performed to the termination date. Upon payment thereof, any and all obligations and liabilities of the parties hereto shall terminate. This Contract and any modification thereof may be terminated by BHI with or without cause upon fourteen (14) days' notice and BHI shall be paid compensation for services performed up to the termination date.

#### **ARTICLE 12. EXCLUSION OF DAMAGES**

In no event shall BHI be liable to Client for any indirect, incidental, special, or consequential damages, regardless of the nature of the claim.

#### **ARTICLE 13. DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS**

Hazardous materials may exist where there is no reason to believe they could or should be present. Bohannon Huston, Inc. and the Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. BHI and the Client also agree that the discovery of unanticipated hazardous materials may make it necessary for BHI to take immediate measures to protect human health and safety and/or the environment. BHI agrees to notify the Client as soon as practically possible should unanticipated hazardous materials be encountered.

The Client agrees to allow BHI to take any and all measures that in BHI's professional opinion are justified to preserve and protect the health and safety of BHI's personnel and public and/or the environment, and the Client agrees to compensate BHI for the additional cost of such work. In addition, the Client waives any claim against BHI and agrees to indemnify, defend, and hold harmless BHI from any claim or liability for injury or loss in regard to encountering any unanticipated hazardous materials. The Client also agrees to compensate BHI for any time spent and expenses incurred by BHI in defense of any such claim.

#### **ARTICLE 14. SCOPE OF AGREEMENT**

This contract and attachments represent the entire agreement with the client. Any change to the contract terms and conditions shall be modified only by a written modification executed by both parties. No oral or written representations, inducements, or understandings of any kind or nature may modify this agreement.

#### **ARTICLE 15. JOBSITE SAFETY**

Insofar as jobsite safety is concerned, BHI is responsible for its employees' activities on the jobsite, but this shall not be construed to relieve Client, the Owner, or any construction contractors from their responsibilities for maintaining a safe jobsite.

#### **ARTICLE 16. INDEMNIFICATION**

Client shall indemnify, defend, and hold harmless BHI, and hereby indemnifies BHI against, any and all claims, demands, causes of action, loss, costs, damages and expenses, including reasonable attorney's fees arising out of or in connection with injuries or death to any and all persons and damages to any property to the extent or sustained in connection with, or arising out of Client's negligence or negligence of any party for which Client is legally liable.

#### **ARTICLE 17. SPECIAL PROVISIONS**

Special provisions, conditions, modifications, and/or schedules, which may be required, are contained in attachments or exhibits to this contract.

**BOHANNAN HUSTON, INC.**

CONSULTANT

CLIENT

APPROVED BY (SIGNATURE)

APPROVED BY (SIGNATURE)

APPROVED BY (PRINT NAME)

APPROVED BY (PRINT NAME)

TITLE

TITLE

DATE

DATE



RESOLUTION NO. 121025-1  
TOWN TRUSTEES,  
OF CENTER, COLORADO

**A RESOLUTION ESTABLISHING EXPEDITED REVIEW POLICIES FOR  
AFFORDABLE HOUSING PROJECTS**

WHEREAS, the voters of Colorado approved Proposition 123 in 2022 creating the State Affordable Housing Fund to make certain funds available to local governments as defined by C.R.S. 29-32-104; and

WHEREAS, Town of Center, Colorado is a statutory municipality duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Proposition 123 funding and programing; and

WHEREAS, the Town of Center, has adopted zoning and recognizes the importance of allowing affordable and attainable housing to be developed for its workforce and its residents; and

WHEREAS, the Town of Center has set a baseline and commitment to increase affordable housing as defined in C.R.S. 29-32-105; and

WHEREAS, the Town of Center's current process for reviewing proposed housing projects already meets the requirement for a 90-day review process; and

WHEREAS, the Town of Center also creates this policy for expedited review to ensure that affordable housing projects are reviewed and a decision rendered within 90 days of a complete application in alignment with the requirements of C.R.S. 29-32-105(2) et seq., as determined by the [relevant department]

WHEREAS, The Town of Center recognizes that an affordable housing development project which has at least 50% of the units as affordable, as defined in statute (C.R.S. 29-32-101 and C.R.S. 29-32-105(2)) would be eligible for expedited review; and

WHEREAS, The Town of Center recognizes the following application types which require expedited review: Site Plan, Planned Unit Development, Subdivision Plat, Final Development Plan, Conditional Use Permit, Building Permit, Special Review Use, Variance or Waiver, and Administrative Modifications.

WHEREAS, The Town of Center's expedited review process for affordable housing projects does not apply if an applicant chooses to opt-out of the process.

WHEREAS, The Town of Center recognizes the allowable extensions in C.R.S. 29-32-105(2), both for applicants and for the Town, and recognizes the circumstances under which the expedited review timeline may be extended or the application may be removed from the expedited review process.

NOW, THEREFORE, BE IT RESOLVED by the Town Trustees of Center, Colorado, creates the following policy to implement a system to expedite the development review process for affordable housing. The Trustees establish a formal policy that any complete application

received by the Town for an affordable housing development will be placed on the next available agenda once proper public notice has been posted and a decision rendered on the application within 90 days to ensure an expedited and timely review of the affordable housing project, with the intent to comply with the requirements in C.R.S. 29-32-105(2) et seq.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST: TOWN OF CENTER, STATE OF COLORADO:

\_\_\_\_\_  
Name, Town Clerk

\_\_\_\_\_  
Name, Mayor