



**Parks, Recreation & Cultural Services**  
**MEMORANDUM #10 - 2014**

**DATE:** June 9, 2014  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** John Pick, City Manager   
Amanda Peterson, Director of Parks, Recreation and Cultural Services   
**SUBJECT:** CR - 56 - Adams County Open Space Grant Acceptance for Locker Room Renovations

**RECOMMENDATION**

Staff recommends approval of the attached resolution and grant agreement, accepting funds in the amount of \$120,000 from Adams County Open Space. These funds were awarded by the Adams County Open Space Advisory Board and the Adams County Commissioners to the City of Northglenn for the Recreation Center Locker Room Renovation through a competitive grant process.

**BACKGROUND**

A grant application was submitted to the Adams County Open Space Advisory Board for consideration during the spring 2013 grant cycle. This application requested \$200,000 for renovations to the locker rooms. The application was approved for the full request. As the design process progressed, and construction estimates were developed, it became clear that this funding would not be sufficient to complete the project as designed. As such, a second grant request was submitted in the amount of \$120,000. This second request has been granted in full, bringing the total grant funding for this project to \$320,000.

These funds will be utilized to make needed improvements to include reorientation of the locker rooms, the addition of family changing rooms, and plumbing repairs. In addition, more privacy will be provided for guests using the showers, new fixtures/finishes will be complete throughout the space and improved access from both the men's and women's locker room to the pool area will be provided.

The design phase of the project is nearing completion, and bid documents are drafted. Construction is anticipated to begin in late summer 2014, and is anticipated to last approximately 4 months. Temporary locker rooms, which would remain in place throughout the construction phase, have been included in the project scope to minimize the impact on participants.

**TIME/BUDGET IMPLICATIONS**

In total, \$320,000 in matching funds has been allocated in the Conservation Trust Fund (\$200,000 in 2013 and \$120,000 in 2014). The attached resolution and grant agreement will allow for the formal acceptance of these grant funds; a supplemental appropriation is requested through a separate action to allocate the \$320,000 in grant funds, bringing the total funds available for the project to \$640,000.

The grant agreement must be signed and submitted to Adams County within 45 days of receipt, or prior to July 16, 2014.

**STAFF REFERENCE**

If any Council Members are in need of additional information, please contact Amanda Peterson, Director of Parks, Recreation, & Cultural Services at [apeterson@northglenn.org](mailto:apeterson@northglenn.org), or (303) 450-8950.



# Certificate of Award

Adams County

Hereby Awards


The City of Northglenn

\$120,000

From the Open Space Sales Tax Fund  
For the Recreation Center Locker Room  
Renovation Project

Awarded this 19<sup>th</sup> day of May, 2014

Earth laughs in flowers.  
~*Ralph Waldo Emerson*

  
Charles "Chaz" Tedesco, Chairman

This project funded in part with  
ADAMS COUNTY OPEN SPACE  
sales tax funds.





SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-56  
Series of 2014

\_\_\_\_\_  
Series of 2014

A RESOLUTION ACCEPTING AN ADAMS COUNTY OPEN SPACE GRANT AND APPROVING THE GRANT AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND THE ADAMS COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, the City of Northglenn submitted an application to Adams County to use Adams County Open Space Sales Tax funding for the Locker Room Renovation Project for the purpose of making basic improvements to the locker rooms at the Recreation Center, and was awarded \$200,000 for the project;

WHEREAS, the City of Northglenn submitted an application to Adams County to use additional Adams County Open Space Sales Tax funding to complete the Recreation Center Locker Room Renovation Project; and

WHEREAS, the Adams County Board of County Commissioners has approved the grant application and has prepared an Adams County Open Space Grant Agreement, which provides an additional \$120,000, for a total not to exceed \$320,000, for the Locker Room Renovation Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Adams County Open Space Grant in the amount of \$120,000.00 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners for the Locker Room Renovation Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2013-00008-A1**

The Grant Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, between the City of Northglenn ("Applicant") and the County of Adams, acting through the Board of County Commissioners ("Adams County").

**RECITALS**

WHEREAS, in November 1999, the citizens of Adams County passed a county-wide one-fifth of one percent Open Space Sales Tax (the "Tax"); and

WHEREAS, in November 2004, the citizens of Adams County reauthorized the Tax and increased it to one-fourth of one percent; and

WHEREAS, the majority of the revenues collected are distributed to qualifying jurisdictions through a competitive grant process; and

WHEREAS, on February 1, 2013, Applicant applied for an Adams County Open Space Grant to complete the Recreation Center Locker Room Renovation project (the "Project"); and

WHEREAS, on May 20, 2013, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, on February 3, 2014, Applicant applied for additional funds to complete the Recreation Center Locker Room Renovation project; and

WHEREAS, on May 19, 2014, Adams County awarded Applicant additional funds to complete the Project; and

WHEREAS, the total Adams County Open Space Grant award for the Project is equal to 50% of the total Project costs, not to exceed \$320,000.00.

**AGREEMENT**

**NOW, THEREFORE**, the Parties hereto agree as follows:

1. Rescission of Parties' Previous Grant Agreement. Adams County and the Applicant mutually agree that this Agreement replaces and supersedes the Adams County Open Space Grant Agreement for the Project, dated July 16, 2013. The aforesaid July 16, 2013 Grant Agreement is hereby rescinded by the parties.
2. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 50% of the total Project costs, not to exceed \$320,000.00 (the "Grant"), subject to terms and conditions set forth in this Agreement.



3. Project Scope. Applicant shall complete the Project as described in the grant applications, attached as Exhibits A and B (“Project Scope”) and incorporated herein by this reference. Exhibits A and B attachments include the grant applications all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy stated on page 12 of the Open Space Policies and Procedures, attached as Exhibit C and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.
4. Completion Date. Applicant shall complete the Project no later than May 19, 2016, which is two years after the date of Adams County’s approval of the Project (“Completion Date”). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated on page 12 of the Open Space Policies and Procedures, Exhibit C, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
5. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto on page 22 of the Open Space Policies and Procedures, Exhibit C.
6. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit C and incorporated herein by this reference.
7. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the “Staff”) prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 on page 22 of the Open Space Policies and Procedures, Exhibit C.
8. Payment of Grant. Adams County will pay the Grant to Applicant upon successful completion of the Project. Prior to the payment of the Grant, Staff shall conduct a due diligence review of the Project, the results of which must be satisfactory to Adams County in its sole discretion. Applicant shall assist and cooperate with the Staff in conducting such due diligence review, and in connection therewith shall provide the Staff with all invoices, cancelled checks, and land documents, as well as other documentation and information reasonably requested by the Staff.

9. Signage. Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
  
10. Publicity. In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."
  
11. Miscellaneous Provisions.
  - A. Good Faith. Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
  
  - B. Applicable Law. Colorado law applies to the interpretation and enforcement of this Agreement.
  
  - C. Time is of the essence. Time is of the essence in this Agreement.
  
  - D. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
  
  - E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
  
  - F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ADAMS, STATE OF COLORADO

ATTEST:  
KAREN LONG, CLERK

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney's Office

City of Northglenn, APPLICANT

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title





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 Active Use  
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Exhibit A

Case No. \_\_\_\_\_

**PART I: ELIGIBILITY CRITERIA**

Project Information	
Applicant Organization Name:	City of Northglenn
Sponsoring Jurisdiction:	N/A
Name of Project:	Recreation Center Locker Room Renovation
This project is priority <input type="text" value="1"/> of <input type="text" value="1"/> project(s) submitted.	
* Prioritize project separately if you are submitting joint projects with another jurisdiction, special district, or organization.	

Contact Information			
Primary Contact Name:	Amanda J. Peterson	Title:	Director
Phone:	(303) 450-8950	Email:	apeterson@northglenn.org
Address:	11801 Community Center Drive		
City:	Northglenn	State:	CO Zip: 80233

The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.

Name:	Title:	Phone:	Email:
Greg Yanker	Civil Engineer II		gyanker@northglenn.org

Project Summary	Budget Summary
<p><i>Briefly describe your project (&lt;100 words).</i></p> <p>The locker rooms at the Northglenn Recreation Center have significant deficiencies. The spaces are outdated, and do not meet current standards.</p> <p>There are only communal showering areas (no private showering areas) and there are no family locker rooms.</p> <p>This project would reconfigure the existing space to allow both men and women direct access to the swimming pool (as per current health code), as well as provide private showering areas and family locker rooms.</p>	<p><b>Grant Request (this cycle only):</b> <u>\$200,000.00</u></p> <p>Previous ADCO Grants (this project only): _____</p> <p>Matching Funds (cash + in-kind): <u>\$200,000.00</u></p> <p><b>Total Project Costs:</b> <u>\$400,000.00</u></p> <p><b>Grant Request:</b> <u>50</u> % of Total Project Costs</p> <p>Complete the Project Budget labeled Attachment A at the end of this application.</p>



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**Summary of Funding**

**1. Previous Funding**

a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.

i. Has this grant been submitted for funding consideration in a previous grant cycle?

Yes  No

ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:

Grant Cycle:	Award Amount:

**Property/Location Information**

Project Site Address: 11701 Community Center Drive Northglenn, CO 80233

Nearest cross streets: 120th Avenue & Community Center Drive

Parcel ID# (REQUIRED): \_\_\_\_\_

Include a Location Map and label as **Attachment E**. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.

**Land Acquisition Summary (if applicable)**

Number of acres: \_\_\_\_\_ Cost per acre: \_\_\_\_\_

Appraised price per acre: \_\_\_\_\_

If the purchase price is more than the appraisal price, please explain:

Attach a copy of the appraisal summary page and label as **Attachment J**.

Are there any known existing easements on the project site?  Yes  No

If yes, attach copies of the easement and label as **Attachment K**.



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**PART II: SELECTION CRITERIA**

The criteria listed below will be scored by the Open Space Advisory Board.

**Grant Fund Use Category (0-100 point total)**

**1. Project Description (0-25 points)**

a. Please describe each component of the project and scope of work in detail. Attach a Project Timeline and label as **Attachment B**.

The locker room design is original to the building, which was constructed in 1974. The uses of the space have not changed, however, society's standards have. The communal showers are the single most common complaint that we have, followed by the general lack of privacy in the locker rooms.

This project would re-orient the space, as can be seen on the site plan (Attachment D). The space currently has two square locker rooms, with the men's on the west and women's on the east, with a hallway running between the two. The men must exit into that hallway, walk through the lobby and enter the pool through the lobby door.

The proposed reorientation would place three family locker rooms along the west wall (where the current men's locker room sits). The hallway would be moved from its current location to the west. The remaining space (currently the hallway, a portion of the men's locker room and the women's locker room) would then be split lengthwise, as to allow both the men and women to exit directly to the pool area.

Each of the family locker rooms would have a private shower, toilet and sink. A slip-resistant tile will be installed throughout the entire space. Within the men's and women's locker rooms, the toilet stalls, sinks and vanities will be re-designed to allow for better traffic flow through the space. Private shower stalls with adjustable temperature control will be installed.

Many users have voiced concern about the general lack of space in the locker rooms. Although this renovation does not allow for an increase in the square footage of the locker rooms, the space will be used more efficiently. By using the space more efficiently, patrons will feel less cramped. Users have also voiced concerns about the air temperature. The new HVAC system is functioning well, but the temperature difference between the pool and the locker rooms is still significant. The renovation will address this concern, likely with the use of a door at the entrance from the hallway to lessen the cooler air coming in. This door would be in lieu of the open doorway that is currently in place.

This project is scheduled for both design and construction this year. The design RFP indicates a proposed floor plan, but the design team will be tasked with the creation of a floor plan that utilizes the space efficiently, provides for privacy and provides direct access to the pool area. The actual floor plan may vary from that identified in Attachment D, as the design team may propose a plan that even better meets the needs of our residents and patrons while still meeting all of the required specifications.

Since the reconfiguration of the space will completely change the footprint of both the men's and women's locker rooms, construction must occur in both spaces simultaneously.

b. Attach a Project Site Plan that identifies all project components and label as **Attachment D**.

c. Does this project contain areas that will help separate park amenities from surrounding neighborhoods, roads, schools, etc.? If yes, clearly identify these areas on the Project Site Plan.

This is an indoor project within an existing recreation center. The recreation center is located on a parcel of land that is surrounded by park space. It is within walking distance of several residential areas, and easily accessed by car or public transportation from anywhere in the region.





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The locker rooms are located on the main floor of the building, and are in close proximity to all of the fitness amenities within the building, including the gymnasium, weight room, fitness room, racquetball court and swimming pool.

**2. Community Need/Urgency (0-25 points)**

- a. Clearly describe how this project will fulfill needs of the community (i.e. the project provides recreation opportunities for underserved areas, addresses health and safety issues, etc.).

As a smaller community, the City of Northglenn has just a single indoor recreation facility. The space nor the financial resources exist to build a new facility. As such, the City has placed emphasis in recent years on updating our facilities to meet the current needs of our residents and those who live in the surrounding communities.

The needs within the existing recreation center were extensive, and the City has made significant improvements to the facility in recent years. These improvements have included addressing a leaking roof, an undersized HVAC system, and life-safety issues regarding fire code compliance. Other improvements have included a new gymnasium floor, paint and flooring throughout the common areas, and improvements to the sound system in the theatre. These were all items that were requested by the community through the 2008 Re-Create process and the 2007 facility evaluation conducted by Barker Rinker Seacat (BRS). Due to the costs associated with completing all of the necessary and requested improvements, renovating the entire building simultaneously was not feasible.

At this point, the locker rooms are the next scheduled improvement. According to the report furnished to the City by BRS, "the existing locker rooms are in poor shape; require patrons to walk through the lobby to access the pool. Finishes are in disrepair. The locker rooms are overdue for a complete gut and remodel so that access to the pool is direct. We recommend that the existing locker rooms be demolished and new locker room space be created in a new configuration."

There is support for this project from individuals participating in almost every activity offered, from members of SilverSneakers to the Northglenn Judo Club. Swimmers of all ages, from parents of preschoolers in swim lessons to competitive swimmers belonging to the Northglenn Snappers and Northglenn Fusion swim teams have voiced a strong desire for these renovations.

Although the locker rooms met the standard for the time period in which they were built, and have been well-maintained throughout their 37 year history, the current expectation of our guests are to have private showering areas, family changing areas and direct access to the swimming pool.

- b. Explain the urgency to complete this project, including how the scope of the project will be affected if Adams County Open Space Grant funds go unsecured and what, if any, opportunities will be lost if the project does not receive grant funding this cycle.

The current configuration of the locker rooms is as it has been for the last thirty seven years. Likely, this is the only opportunity for a major renovation of the locker room space for the next thirty years. The need to renovate the space immediately is great. There are pipes in the men's locker room that are known to have disintegrated underground. A temporary fix was put in place, with the understanding that they would be permanently fixed during the renovation. The other plumbing in the locker rooms is in similar condition, but has not had a catastrophic failure, yet.

If grant funding is not provided, the funds that the City has allocated within the Capital Improvement Program budget for this project will need to be spent to make the minimum necessary repairs. This means that the project would be completed on a much smaller scale, and the funds that the City has as



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a cash match would be spent. The primary component that would be removed from the project would be the reconfiguration of the space. The men's and women's locker rooms would only be renovated within the existing walls. Access to the pool from the men's locker room would remain as is, and users would continue to walk through the hallway from the pool to reach the locker room. In addition, the family locker rooms would be located within the men's and women's spaces, limiting their use as a true "family" space. Though this would provide a space with improved plumbing and modern fixtures, it would not meet the full expectations of our users.

The ideal time to complete this project is in the fall of 2013. This allows for the busy summer season to be utilized to complete the design portion of the project, with construction to begin as school goes back in to session. The project would then be complete in time for the new year.

### 3. Uses/Users (0-25 points)

- a. Describe all current and anticipated future uses of the project, including all programmed and non-programmed activities.

The locker rooms are currently utilized for nearly every activity that happens in and around the recreation center. They are a vital component of the facility, as they are necessary for pool users, fitness class participants, and those using the weight room or gymnasium. Although not a "programmed" space, locker rooms are very important to each of the other programs in the facility.

- b. Explain how this project will appeal to a broad diversity of users.

The locker rooms are used by individuals of all ages - from children enrolled in swimming lessons to seniors participating in aquafit. The locker rooms must be accessible to families with young children and people of all ages with physical disabilities.

The condition of the current locker rooms has resulted in many complaints from participants, some of whom have chosen to use other facilities as a direct result. Without family locker rooms, parents of young children of the opposite sex are unable to assist those children in getting dressed. Mothers of four or five year old boys must make a decision as to allow their son to go into the men's locker room alone, or bring him into the women's locker room. When those boys are brought into the women's locker room, the senior women feel that they do not have any privacy. The same situation exists when someone with a disability - often using the weight room or pool for physical therapy - has a caregiver of the opposite sex. These are dilemmas to which staff are unable to provide a reasonable solution with the current configuration of the space.

### 4. Connectivity (0-20 points)

- a. Explain how this project fits into a regional or master plan. Attach relevant portions of the plan(s) and label as **Attachment G** (limit 3 pages).

The community has been seeking improvements to the recreation center for the past ten years. The current Parks and Recreation Master Plan, most recently updated in 2011, identifies the need for "Recreation Center Renovation and Expansion." Improvements to the locker rooms are specifically recommended in this section of the Master Plan.

The Parks and Recreation Master Plan is updated regularly, and includes a public hearing in front of the Parks and Recreation Advisory Board, a formal recommendation from the Parks and Recreation Advisory Board to City Council regarding its adoption, and the final version of the plan is adopted by City Council by resolution at a public meeting.

Funding is not available to complete all of the improvements identified in the Master Plan at once.



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However, funding has been identified in recent years, through both the City budget and grant sources, to make phased improvements to the building. Those improvements previously identified in the Master Plan that have been complete in recent years include fire code compliance, a new roof, a new HVAC system, and aesthetic improvements such as paint, carpet and tile. Other future improvements, including the replacement of the pool liner and renovation of the restrooms have been identified for funding in the City's five-year Capital Improvement Program Plan.

The facility and programs have been designed to serve both residents and non-residents. Approximately 50% of the users of the Northglenn Recreation Center are residents of Northglenn, the remaining 50% reside in the surrounding communities.

- b. Will this project link to other trails, parks, or open space properties in the applicant's jurisdiction or in another jurisdiction, now or in the future? If not, explain the significance of the project location.

This project will be within the City's existing Recreation Center. The Recreation Center was constructed on this site in 1974. As noted in an article about the Recreation Center published in "The Spokesman" in 1973, the location was selected because "...Webster Lake park would provide an area which has already been developed into a beautiful and pleasing site. ....the location of Webster Lake park is easily accessible to residents coming from all parts of town. The proposed Malley Drive overpass and the completion of a hike-bike path will further improve accessibility." Although written nearly 40 years ago, each of these statements still hold true today. The "proposed" overpass was completed approximately 10 years ago, and the Greenway Trail system is continuously expanded to provide pedestrian access throughout the community.

**5. Open Space Sales Tax Goals (0-5 points)**

- a. Open Space Sales Tax dollars are to be used in accordance with Resolution 99-1, Section 8 (C). Please describe how the project complies with the Tax.

This project is an improvement to an existing facility, and complies with the statement "...to pay for related acquisition, construction, equipment, operation, and maintenance costs." This long-term, replacement project includes the design and construction of new locker rooms, within the existing Recreation Center.

This is a major renovation project, not a maintenance project. Although the space has been maintained to a reasonable standard, the function of the space does not meet current standards. As stated in section 2-a, the facility has been reviewed by a professional architectural firm specializing in recreation facilities. The evaluation supports the need for a major renovation of the locker rooms.

The City has placed an emphasis on developing a long-term capital improvement plan, to ensure that in the future the City has the ability to replace aging infrastructure in a timely manner. However, the needs consistently outweigh the funding that is available.





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**Project Funding (0-30 points)**

**1. Funding Summary**

Grant Request	\$200,000.00	(this grant cycle only)
Previous ADCO Grant Awards		(combined total - for this project only)
Cash Match	\$200,000.00	
In-Kind Match		
<b>Total Project Costs</b>	<b>\$400,000.00</b>	

Grant Request = 50 % of the Total Project Costs

If total leverage (cash match + in-kind match) is not equal to or greater than 50% of the total project costs, please explain.

Please use the space below to provide additional information regarding the costs included in the project budget included as **Attachment A**.

The cost estimates provided in Attachment A are based on recent construction projects. This is a preliminary budget, minor modifications to individual line items are anticipated to occur once the final design is completed. These figures include a small contingency of 10% to account for anticipated increases in bid pricing, unanticipated conditions and minor modifications to quantity, as will be specified through the design process.

**2. 30% Distribution**

Will the applicant be using any of its 30% distribution as part of the cash match for this project?

Yes  No  Not Applicable

If yes, please list the amount being used: \_\_\_\_\_

**3. Partnerships and Sources of Funds**

Please complete **Attachment C - Source of Funds**. See example at the end of this application for guidance.

**4. Letters of Commitment**

Please provide a letter of commitment from each partner that is providing cash or in-kind contributions for this project and label as **Attachment H**.

**Project Support (0-30 points)**

**1. Community Outreach**

Briefly describe any effort made on the part of the applicant to gain support for this project (i.e., community surveys completed, neighborhood meetings, solicited comments, etc.).



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During the past 10 years, significant outreach has occurred with residents and facility users to determine what priorities exist for the renovation of the recreation center.

In a survey conducted in 2006, the locker rooms received one of the lowest satisfaction ratings, as compared to each of the other amenities in the Recreation Center. Narrative comments included statements such as:

"Would not shower here."

"This facility is so antiquated. The shower around the pole is far from all or any privacy. The dressing room has no privacy. Just once I'd like you to try to change from swimsuit to street clothes in a toilet stall."

"The locker room has limited space and privacy."

"The locker rooms and showers are terrible - men must go through the lobby to the pool."

"I think we need private showers in the women's locker rooms."

"Nicer locker rooms with individual showers and dressing rooms or a family locker room would be a huge improvement."

In 2007-2008, an extensive public outreach project titled "Re-Create" was conducted to determine what the resident's desires were for the future of the recreation center. The top "emerging priority" was improved pool and locker room facilities.

The results of these surveys, public meetings and professional evaluations have been utilized to develop the 2011 Parks and Recreation Master Plan and the 2013 Capital Improvement Plan.

During November 2012-January 2013, residents and facility users have been notified of the potential renovation of the locker rooms through the Northglenn Connection, announcements made by instructors and an informational letter distributed at the Recreation Center. As a result, over 40 letters of support have been submitted for this project. Many of these letters praise the programming that occurs within the center, but identify the frustrations that exist with the locker rooms. The comments within these letters are in line with both the 2006 survey and the 2007-08 "Re-Create" process.

## 2. Letters of Support

Provide letters of support from at least two of the categories listed below and label as **Attachment I**:

- Adjacent landowners
- Adjacent cities or counties
- Federal or state agencies
- School districts or special districts
- Individual users or user groups

\* Letters must have been written within the past 12 months.

\* Form letters will not be accepted.

\* All letters of support must be submitted with grant applications. Letters received after the application deadline will not be accepted.

## Project Management and Applicant's Past Performance of Awarded Projects (0-15 points)

### 1. Long-term Management

- a. Describe how this project will be managed for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule.

[The facility has been maintained in good usable condition since 1975. Although it has aged and shown



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Case No. \_\_\_\_\_

many signs of wear, the facility maintenance staff has reliably cared for the locker rooms throughout that time. They have kept plumbing in working condition and carefully replaced individual tiles, shower heads, sinks, mirrors and other fixtures as they have broken. As a result, the locker rooms have been in reasonable working order every day throughout the life of the building.

The renovations will decrease the time that is spent conducting maintenance activities, and keep ongoing operational costs down. The maintenance and custodial resources are in place to maintain the new space for the next twenty to thirty years.

The locker rooms are deep cleaned daily, with spot cleaning occurring throughout the day. Maintenance staff are available on-call to handle any unanticipated plumbing or electrical challenges.

- b. Describe how safety issues will be addressed during this project. Include how safety will be considered during design and construction, as well as long-term safety issues (i.e., annual safety inspections).

Both short term (during construction) and long term safety issues will be addressed throughout this project. During construction, both the men's and women's locker rooms will be closed to the public. Alternate access to the children's playground, the fitness room and the racquetball court will be established, as patrons generally access these spaces through the hallway that divides the current locker rooms. Temporary locker rooms will be set up adjacent to the building, with access directly to the pool. These temporary facilities are similar to the modular, trailer-mounted restroom facilities that can be set up for large events.

Most importantly, several long-term concerns will be permanently addressed. First, if this facility were constructed today, the Department of Public Health and Environment, Water Control Division, would have required that the men's locker room exit directly into the pool and that the space be designed such that all patrons would have to walk directly through/past the showers between the changing area and the swimming pool. Although the facility has received perfect ratings in recent health department inspections, the health department would prefer that the facility meets current standards. This is documented in an attached letter from Tri-County Health.

Second, the existing tile floors are slippery. The project will include the installation of a new slip-resistant tile. This should allow for both children and seniors to feel more stable walking across the wet floors.

Third, the locker rooms do not currently have any private changing spaces. With today's standards, people expect to have privacy. This is even more true with the lack of family changing rooms, and having young boys or girls changing in the locker room with individuals of the opposite sex.

- c. Is there a written agreement or Intergovernmental Agreement for things such as access or maintenance?

Yes  No

If yes, please provide a copy of this agreement and label as **Attachment F**.

## 2. Past Performance

In the space provided below, list similar projects that have received ADCO grant funds and have been successfully completed by the applicant (limit 5 projects). For example, if this is a trail project, list completed trail projects.





Adams County Open Space Grant Application  
 Active Use  
 Due Date: February 1, 2013

Case No. \_\_\_\_\_

Project Name:	Project Manager:	Award Date:	Completion Date:
Northglenn Skatepark	Joliette Woodson	Fall 2009	Fall 2011
Ballfield Renovations	Joliette Woodson	Spring 2010	Summer 2011
Croke Reservoir Nature Area Improvement Project	Joliette Woodson	Spring 2008	Fall 2008

**3. Pending Projects**

Please list all projects that have been awarded ADCO grant funds but have not yet been completed.  
 -- If an extension has been granted, please list the new due date in the "Due Date" column.  
 -- If a project is past due, explain why the project has not yet been completed.

Project Name:	Award Amount:	Due Date:	Explain:
Recreation Center Roof & HVAC	\$500,000.00	May 2013	This project is substantially complete, the project is anticipated to finished by May 2013.
Washington Street Pedestrian Underpass	\$535,727.00	November 2014	This project is underway, and should be substantially complete by December 2013
Danahy Park Improvements	\$128,730.00	November 2014	This project is underway, and should be complete by April 2013
Jaycee Park Improvements	\$135,000.00	November 2013	This project is underway, and should be complete by March 2013

Please mail **12 sets** of the application and one electronic version (either through email to [relsner@adcogov.org](mailto:relsner@adcogov.org) or on a CD) to the Adams County Open Space Staff no later than **4:30 P.M. on February 1, 2013**. Please bind all 12 copies with either binder clips or rubber bands (no staples please). **Applicants are strongly encouraged to use both sides of the paper when printing completed applications.**

**Please include the following attachments at the end of the application - not to exceed 11" x 17":**

- Attachment A - Project Budget**
- Attachment B - Project Timeline**
- Attachment C - Source of Funds**
- Attachment D - Project Site Plan**
- Attachment E - Location Map**
- Attachment F - Access or Maintenance Agreements (if applicable)**
- Attachment G - Master or Regional Plan (limit 3 pages)**
- Attachment H - Letters of Commitment from Project Partners**
- Attachment I - Letters of Support**



Adams County Open Space Grant Application  
Active Use  
Due Date: February 1, 2013

Case No. \_\_\_\_\_

**If this request is to acquire land, please include the following attachments - not to exceed 11" x 17":**

**Attachment J - Buyer's Appraisal. Provide one complete copy of the appraisal. Attach a copy of the appraisal summary to each of the 12 copies of the application.**

**Attachment K - Easement(s) (if applicable)**

All facilities or land must be accessible to the public, except for conservation easements for agricultural and/or wildlife habitat preservation. All accessible facilities and land must comply with the Americans with Disabilities Act (ADA) and any applicable state or local regulations.

The Applicant understands that no land or interests acquired with revenues of the Opens Space Sales Tax may be sold, leased, traded or otherwise conveyed, nor may an exclusive license or permit on such land or interest be given, without the approval of such action by the BoCC. See resolution 99-1, Section 8(C)(iv).

I, the undersigned, having the authority to act on behalf of, acknowledge the receipt of the Adams County Open Space Policies and Procedures and agree to abide by the same.

Upon award of the Open Space Sales Tax funds, all participants are required to enter into a Grant Agreement with Adams County. In the case of land acquisitions, a conservation easement or Declaration of Covenants, Conditions and Restrictions will be required prior to receiving reimbursement.

Applicant's Signature:

*Amanda Peterson*

Date: February 1, 2012

Print Name:

Amanda J. Peterson

Print Title:

Director of Parks, Recreation & Cultural Services

**Attachment A - Project Budget**

Date: February 1, 2013  
 Project Name: Recreation Center Locker Room Renovation  
 Amount Requested: \$200,000.00  
 % Total Project Costs: 50

*All organizations or individuals providing in-kind contributions are required to provide a letter of commitment outlining their contribution(s) as stated in the Project Budget.*

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Design	\$15,000.00		\$15,000.00			\$30,000.00
Demolition of Existing	\$6,000.00		\$6,000.00			\$12,000.00
New Walls/Ceiling/Doors	\$10,000.00		\$10,000.00			\$20,000.00
New Flooring (Slip Resistant Tile)	\$18,000.00		\$18,000.00			\$36,000.00
New Lockers	\$11,000.00		\$11,000.00			\$22,000.00
New Fixtures (Includes shower partitions)	\$34,000.00		\$34,000.00			\$68,000.00
Electrical/Mechanical Modifications	\$50,000.00		\$50,000.00			\$100,000.00
Plumbing Modifications	\$33,000.00		\$33,000.00			\$66,000.00
Fire Protection Modifications	\$7,000.00		\$7,000.00			\$14,000.00
Mobilization/Demobilization	\$16,000.00		\$16,000.00			\$32,000.00
<i>Budget Total</i>	<i>\$200,000.00</i>		<i>\$200,000.00</i>			<i>\$400,000.00</i>

**Attachment B - Estimated Project Timeline**

Project Name: Recreation Center Locker Room Renovation

Date: \_\_\_\_\_

*Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and put an X in the column to the right for the month that task will occur.*

Description of Task	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013
Develop RFP for Design Services	X											
RFP Process		X	X									
Award Design Bid				X								
Design Process					X	X						
Develop IFB for Construction						X	X					
IFB Process							X	X				
Award Construction Bid									X			
Construction									X	X	X	X

Description of Task	January 2014											
Final Punch List	X											

**Attachment C - Source of Funds**

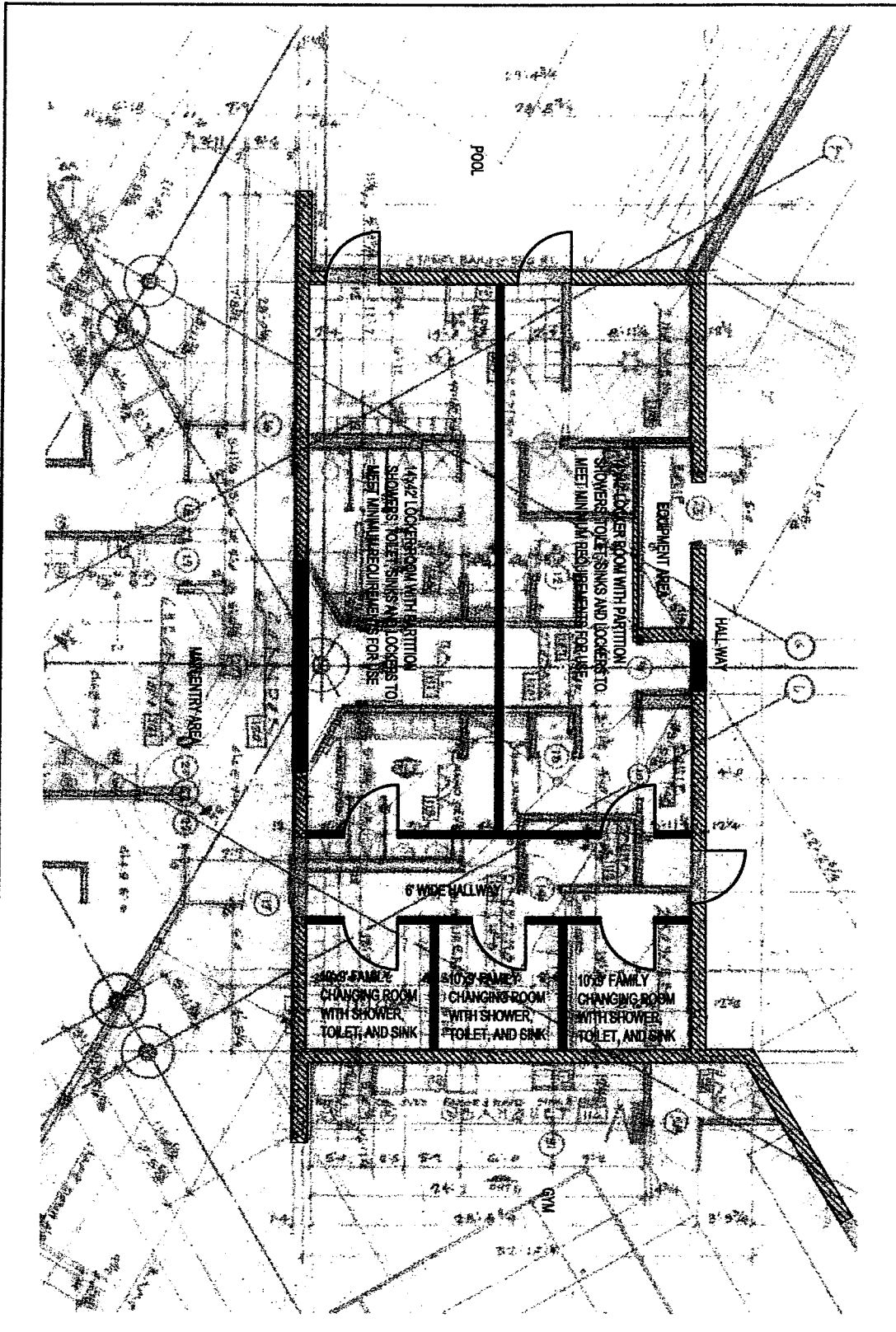
Project Name: Recreation Center Locker Room Renovation  
 Amount Requested: \$200,000.00  
 % Total Project Costs: 50


In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution.

With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
City (Conservation Trust Fund)	12/10/2012			\$200,000.00		\$200,000.00	
Adams County Open Space Grant		\$200,000.00				\$200,000.00	
<i>Total</i>		\$200,000.00		\$200,000.00		\$400,000.00	

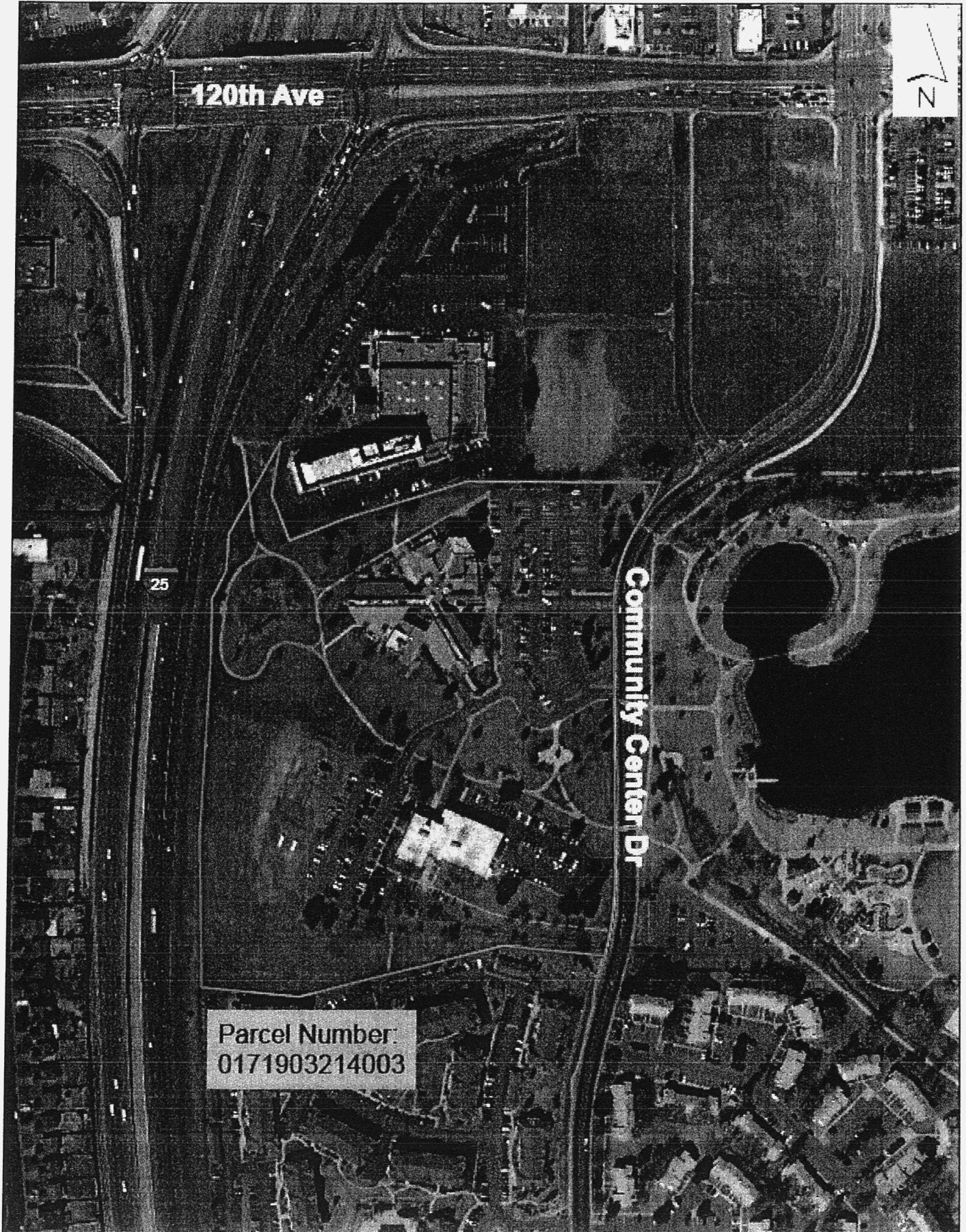
Attachment D  
Site Plan



PROJECT NUMBER PROJECT NAME DRAWING NO.	SCALE 1/4" = 1'-0"		11701 Community Center Drive Northglenn, Colorado 80233-8061	BID DOCUMENTS NOT FOR CONSTRUCTION	FULL SIZE	LOCKER ROOM RENOVATIONS	SHEET 1 OF 1
						OPTION 1	



Attachment E  
Location Map



## **Introduction**

### **Purpose**

As per Chapter 17-2-7(d) of the Northglenn Municipal Code, the Parks and Recreation Advisory Board has the following responsibility:

“To assist and advise the City Manager and the City Council in determining the community’s needs and desires for parks, programs and facilities in relationship to the Park’s Master Plan and to continually update the Parks Master Plan on a yearly basis to achieve an equitable balance, within reason, of parks, programs and facilities in the city.”

The following document is submitted in accordance with Chapter 17-2-7(d) of the Northglenn Municipal Code.

### **Background**

In 1986, City Council adopted the City’s first comprehensive Parks and Recreation Master Plan. In addition, upon adoption of the Master Plan, the Council appointed a Task Force to develop a ten (10) year Implementation Plan for the Master Plan. Membership on the Task Force included representatives of City Council, the Parks and Recreation Advisory Board, the Planning Commission and City Staff. The ten (10) year Implementation Plan was adopted by City Council in 1987.

The authors of both the Master Plan and the Implementation Plan recognized that the parks and recreation desires and preferences of the community are continually evolving and recommended that an annual evaluation be conducted to

address and consider revisions to the plan. The Parks and Recreation Advisory Board are thus charged with conducting an annual review of the Master Plan and making recommendations for its update and revision.

The 2011 revision includes a new format, with a focus on compiling a complete, current inventory of existing parks and facilities, as well as a 5-year Capital Improvement Plan and an extended list of future capital improvement needs and desires.

### **Goals and Actions**

This Master Plan seeks to complement City-wide efforts and organizational direction as it relates to the roles and functions of the Parks and Recreation Advisory Board and staff to achieve near-term and long-term capital improvements to the City’s parks, public grounds, and recreational assets and amenities. Existing plans and goals, such as the City’s Comprehensive Plan and City Council Goals are referenced to ensure consistency across departments.

It is hoped and anticipated that the community at large will support the efforts of staff and the public process that occurred to have identified and listed the noted and desired improvements to our recreational and leisure time assets. This document is intended to serve as a roadmap to guide staff toward the successful completion of multiple projects, pending the availability of required financial resources, to help assure the achievement of Council goals and the City Manager’s goals and the expressed wishes of the public, and in so doing provide a contribution to achieving what we

Attachment G  
Excerpt from Parks and Recreation Master Plan

### **Kiwanis Pool Improvements**

The bath house at Kiwanis has had few improvements since its opening in 1965. The bath house, which includes locker rooms and a cashier's station, is in need of a new roof, new plumbing and electrical, new lockers, sinks, toilets, showers and other fixtures, and repainting.

Currently, the pool drainage is not connected to the sanitary sewer, but rather drains to the stream system. In instances when large amounts of water are drained from the pool without sufficient time for de-chlorination, chlorinated water is discharged to the stream system. This is potentially harmful to the balance of the stream ecosystem. In addition, small amounts of chlorinated water are discharged regularly through the daily backwash process. Although this is an acceptable practice, it is not ideal. Connection to the sanitary sewer would alleviate this concern.

Although not necessary, a desirable addition to this space would be a splash ground, a commonly requested amenity amongst users.

### **Dog Park Improvements**

The dog park is in need of new surfacing material to improve drainage and functionality, as well as improvements to the perimeter fencing and the addition of a small dog area. Other needs include repairs to the water fountain, landscaping on the outer perimeter of the park, lighting and irrigation.

### **Grange Hall Creek Trail Connection at Washington Street**

Grange Hall Creek Trail and the C. A. "Gundy" Gunderson Trail run east to west through Northglenn along Grange Hall Creek and generally provides the pedestrian or bicyclist easy passage without having to "share the road" with motor vehicles. Two notable exceptions to this are at the crossing locations at Washington Street and at Irma Drive. Other street crossings exist but the traffic conflicts are much less.

As we look forward to improvements in light rail and a potential transit stop at Irma and 112<sup>th</sup>, there will be a greater need for alternate access routes through the city. And as pedestrian and bicycle traffic increases, so does the need for safe crossings of higher traffic volume streets. Mid-block crossings are necessary to create and keep a continuous trail along the creek.

Separated crossings are necessary to reduce and/or eliminate the conflicts between pedestrians, bicyclists and motor vehicles. Separated crossings are expensive but serve as the best protection of the public.

A pedestrian underpass is generally the best option. Such an option should be considered for the crossings of the trail at Washington Street and Irma Drive.

### **Recreation Center Renovation and Expansion**

As discovered in the 2008 evaluation, the facility is in need of renovation beyond the roof, HVAC and fire-code compliance that is currently in process. This project consists of work throughout the building, to include a new pool liner, renovation of the locker rooms, boiler replacement, renovation of the existing restrooms, replacing the moving wall in the senior center, interior

## Attachment G

### Excerpt from Parks and Recreation Master Plan

painting, and replacing the remaining flooring throughout the building (excluding the gym, Mountainview, Parkview and the Senior Center.)

Although it would be preferred to complete all projects within a short period of time to avoid the costs incurred through phasing and to streamline the process so that new amenities are available to residents in a timely manner, these projects may be phased in as funding is available.

In addition, there is still a desire of the Parks and Recreation Advisory Board to explore the possibility of expanding the Recreation Center. The major components recommended for expansion are a main floor senior center with a kitchen, the addition of a leisure pool and updated locker rooms, along with other general upgrades throughout the facility.

#### **Parks Maintenance and Storage Facility**

The existing barn is in poor repair, with multiple holes in the exterior. This allows for animals and moisture in the facility, creating an unpleasant working environment. Work will be done on the barn in 2011 to ensure a safe work environment, but the only long-term solution is to replace the barn with a new facility that is insulated, sealed from the elements, meets all fire and building codes and allows for appropriate work and storage space for the parks division.

#### **Senior Playground**

It is important to keep our senior population physically active. The "senior playground" brings together fitness and fun in an outdoor area. The playground would

consist of 5-8 pieces of outdoor fitness equipment, and is proposed to be located behind the recreation center.

#### **Theatre Lighting, Seats & Carpeting**

The seats in the theatre are original to the facility, and are due for replacement due to normal wear and tear. They were last refurbished in 1996. The fabric has begun to deteriorate, and the seat mechanisms no longer function as well as they once did. The carpet is also recommended for replacement due to normal wear and tear.

In 2009, a study was done to determine the feasibility of replacing the existing theatre lights with a LED system. It was determined that this technology is quite expensive, and is not yet fully functional in a theatre setting. The existing lighting and dimmer pack are beginning to fail, and in need of eventual replacement. Staff is in the process of creating a new set of specifications for this future project.

#### **Trail Extension at Badding Reservoir**

The Badding Reservoir site borders the City of Thornton, and the Reservoir itself is owned by the City of Thornton. As such, Thornton is seeking to have additional land to the south of the existing site dedicated as Open Space. It would be favorable to both Cities and the residents in the area to have the Greenway Trail extended through both the Northglenn and Thornton portions of this open space.

#### **Replacement Vehicles**

Vehicles have been rated using a scoring system to help determine which vehicles are due for replacement. This scoring system includes the age of the vehicle, its current condition, the type of use it

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-146  
Series of 2012

12-141  
Series of 2012

A RESOLUTION SUPPORTING A GRANT APPLICATION TO BE SUBMITTED TO THE ADAMS COUNTY OPEN SPACE FOR FUNDING FOR THE LOCKER ROOM IMPROVEMENTS PROJECT

WHEREAS, funding in the amount of \$200,000 has been identified in the five-year Capital Improvement Program for the purpose of making basic improvements to the locker rooms at the Recreation Center;

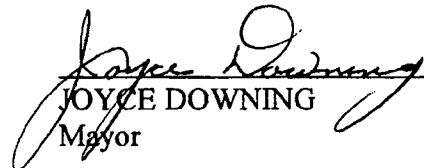
WHEREAS, the Northglenn City Council believes that improvements to the locker rooms at the Recreation Center will enhance the amenities to users and provide accessible facilities that accommodate families and are compliant with the current health code; and

WHEREAS, the City Council desires to express its support of the submission of an Adams County Open Space Grant Application to obtain funding for the Locker Room Improvements Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:


Section 1. The City Council of the City of Northglenn is in full support of submitting a grant application to Adams County Open Space to obtain funding for the Locker Room Improvements Project.

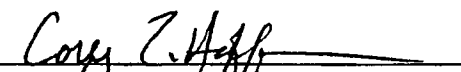
DATED, at Northglenn, Colorado, this 17<sup>th</sup> day of December, 2012.

  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
JOHANNA SMALL, CMC  
City Clerk

  
COREY Y. HOFFMANN  
City Attorney

Attachment H  
Letter of Commitment



January 9, 2013

Amanda Peterson, CPRP  
City of Northglenn  
11801 Community Center Drive  
Northglenn, CO 80233

Re: Northglenn Recreation Center

Dear Ms. Peterson,

Tri-County Health Department (TCHD) is charged with enforcing all applicable Colorado public health statutes related to public and semi-public swimming pools, including, but not limited to, Colorado Revised Statute (C.R.S.) 25-1.5-101(1) (a): Powers and Duties of the Department - To establish and enforce sanitary standards for the operation and maintenance of...swimming pools, and C.R.S. 25-8-802: The Submission of Plans and Specifications.

Per your request, TCHD is providing this letter of support for a locker room remodel project proposed at the Northglenn Recreation Center by the City of Northglenn. A remodel of the locker room facilities will enable the locker rooms to comply with the current swimming pool regulation, 5 CCR 1003-5 Regulations Pertaining to Swimming Pools and Mineral Baths, section 3.22 Shower Facilities. Specifically, you have provided information that an approval of the grant would provide funding, in part, to realign the locker rooms so they meet the requirement of 3.22 which states that "...bathers must pass through the shower room before entering into the swimming pool area". The current configuration of the locker room does not meet this section of the regulation.

Because of the importance in maintaining both sanitary standards at the swimming pool, and ensuring public health, in part, through the use of a cleansing shower prior to the use of any public swimming area, TCHD fully supports the remodel of the locker rooms. All plans, specifications, and required TCHD Swimming Pool Plan Review form must be submitted to this Department at least 30 days prior to construction and will need to meet all of the applicable requirements of 5 CCR 1003-5 Regulations Pertaining to Swimming Pools and Mineral Baths. Once construction is completed, an inspection and approval is required by this Department .

Sincerely,

A handwritten signature in black ink, appearing to read "S. Chevalier", is written over a horizontal line.

Steven Chevalier, MS, REHS  
Environmental Health Field Supervisor  
Pool Plan Review Specialist  
schevali@tchd.org

Attachment I-1  
Letters of Support:  
Federal or State Agencies





101 Lamar Street  
Broomfield, Colorado 80020  
303.452.9910 Fax 303.451.0289

**Joseph A. Bruce**  
Fire Chief

January 9, 2013

Ms. Amanda Peterson, CPRP  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11801 Community Center Drive  
Northglenn, CO 80233

Re: Letter of Support

Dear Ms. Peterson:

North Metro Fire Rescue District is pleased to provide this letter of support for the City of Northglenn's future project to make functional improvements to its Recreation Center located at 11801 Community Center Drive. The Fire District understands that the City will be asking for a matching grant from Adams County Open Space to update and increase the usability of the locker rooms within the facility, including adding family and private changing spaces as well as improvements to facilitate access for those with disabilities.

The Fire District appreciates the City of Northglenn's commitment to improving the quality, accessibility, and safety of its facilities for all of its citizens to enjoy for years to come.

Sincerely,

Joseph A. Bruce  
Fire Chief  
North Metro Fire Rescue District

Attachment I-2  
Letters of Support:  
School Districts or Special Districts

JAB/sg

Tami Rash  
10757 Livingston Drive  
Northglenn, CO  
January 26, 2013

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233

Dear Ms. Peterson:

I am a long-time resident of our city, and regular user of the Northglenn Recreation Center. I am writing to express my full support for the locker room improvement project.

The locker rooms are in need of improvements that are extremely overdue. My understanding is the proposed improvements include a new shower configuration, including private showering areas (which are very much needed), new fixtures, new slip-resistant tile on the floors and plumbing improvements.

Regular users of the recreation center, like me would benefit greatly, and really appreciate the improvements. The improvements may even bring in additional users of the facility that have been going to recreation centers in other cities due to the quality of the locker rooms in Northglenn.

I urge you to move forward on the decision to improve the locker rooms at the Northglenn Recreation Center.

Sincerely,



Tami Rash

**Amanda Peterson - Locker room**

---

**From:** <cramerviers@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/26/2013 11:15 AM  
**Subject:** Locker room  
**CC:** <bluconei04@yahoo.com>

---

January 26, 2013

To Whom It May Concern:

I am writing in support of the grant application for the Northglenn Recreation Center for improvements to the existing locker rooms.

I grew up in Northglenn. I distinctly remember when the rec center opened, and I learned to swim at the rec center as a child. Later, when I was older, I worked for several years as a lifeguard at the pool (as did my husband - it's how we met). Now, as a middle aged adult, I go to the rec center twice a week for Zumba classes even though I live in a different city now. Through all of the years that I have been associated with the rec center, the locker rooms have not significantly changed at all. That's a long time to go without a renovation. I've seen the pool deck change, the weight room change, the front desk change, but never the locker rooms. They are in dire need of improvements to bring them up to an acceptable standard for use by the public. I am sure that the rec center would have even more use if it were up to a standard to compete with the pricier fitness clubs in the area. If it weren't for the fantastic Zumba instructor, I would not even go to the rec center simply because I hold a private gym membership that affords me a much nicer facility (especially locker rooms) to use. If the Northglenn rec center had comparable facilities, I would certainly drop my paid membership and go to the rec center instead. Improving the locker rooms would go a long way toward that. I hope that you will please consider this grant application.

Sincerely,

Jennifer Viers

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

Dear Adams County Open Space Advisory Board,

The Northglenn Recreation Aquatic Staff is writing this letter in support of grant funding to improve the locker rooms. As daily users of the locker rooms we feel that their current state is unsatisfactory. We have compiled several reasons for the need for renovation as well as suggestions for improvement.

Children are constantly changing on the pool deck with the help of their parents after open swim and swimming lessons. They are doing this because they are either too old to go into the opposite sex locker rooms with their parent or too young to, in their parent's opinion, to go into appropriate gender locker rooms alone. To avoid this, the recreation center is in need of several family locker rooms where families can go to change their children.

The current flooring used in the locker rooms is a hazard. When wet it is very slippery and the floors are not graded enough to drain the water from the floors properly. The pool is used by a wide range of people, from the very young to the very old. The last thing we need is for an elderly person to slip and break a hip simply because no one thought to put slip resistant flooring in a locker room that is guaranteed to be wet during operating hours. People walk in in or out of the locker rooms wet and as a result patrons as well as aquatic staff are constantly slipping on the floor. We would like to see a more slip resistant floor installed in the locker rooms.

As swimming instructors we are in the pool teaching swimming lessons every day. We must also take a shower after being in the pool but it can be uncomfortable showering while children are also using the shower. Parents regularly come into the communal shower to help their children out of their suits and wash. It makes for an awkward and inappropriate situation. Often times the staff does not get to take a shower because they opt not to be put into that situation. Also, the handicap accessible bench and shower hose leave something to be desired. This is why individual shower and changing stalls that are also Americans with Disabilities Act accessible would help both the aquatic staff and the general public.

Because the pool at the Northglenn Recreation Center is used for a variety of programs the temperature must be set to please the widest range of swimming activities possible. As a result the water is too cold for arthritis and swimming lesson classes but too warm for intense swim team practice. Children and instructors are cold when they get out of the pool and become even colder once they enter the locker rooms. The ambient air temperature in the locker rooms is too cold for someone who is already wet. We would suggest enclosed locker rooms where there is a door at both entries/exits and or an air lock to prevent lobby air from entering the space and cooling it down. Another idea is to have heated floors. If the floors need to be replaced anyway, this option would make for a warmer and more cost effective solution to heating in the long run.

The men currently do not have an entry into the locker room from the pool area. They must exit the pool door and walk through the lobby and down a hall to get to the men's room. It is not only confusing to patrons but also inconvenient for weight lifters and gym users because it gets the tile floors wet. Many times men will accidentally walk into the women's room because there is no sign saying the men's room is located outside and around the corner. They must also walk past everyone in that area in their bathing suits which can be uncomfortable and or humiliating. A solution to this problem would be to provide an entrance to the men's locker room directly from the pool area. We would also like to see the women's locker room partition taken away and another door solution put in its place in order to alleviate congestion at that corner of the pool deck.

We sincerely hope this letter will influence you to help the Northglenn Recreation Center remodel their locker rooms.

Thank you,

Aquatic Staff

Carlin ~~Rowe~~

Anastasia Heid

Ashleigh  
Cooper M. Portfield

Dem Jm

Kasi O. Blosser

W. M. M. M. M.

Ashly Taring

Ch M

12/31/12

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

I give my full support to the renovation of the locker rooms. I am a resident on disability and enjoy using the pool at your facility. There are however many issues that do need addressed in the locker rooms.

The locker rooms are too small and there is not enough room to safely change when there are exercise classes at the same time as swim classes or any other activities. If you want to take a shower you are on display to everyone there and have to view everyone else, this is very uncomfortable to be watched by people of all ages and sometimes the opposite sex, also not all the shower heads work. Personal shower and changing areas would be wonderful to have.

The floors are very slippery and hazardous for those that have trouble getting around, and having to dodge others while doing it makes it even worse. The temperature in the locker room is very cold. It really discourages people from going if they have circulation issues because it can be literally painful to go that quickly into the cold. The pressure difference can be heard and felt as you go in the door.



My son has a membership and uses the men's locker room. Many of the men as well as boys are not comfortable showering together; you also have the same problem of fathers that have to take their young daughters in to the men's locker room and makes other men uncomfortable. There are only two stalls and many of the men/boys are not comfortable changing in front of others so they use these to change. This can make it take a long time to wait for them to come out, not to mention unsanitary. They also have the same problems with their showers and would benefit from personal showers and changing areas. It is also cold, embarrassing and unsafe for the men to have to leave the pool area to get to their locker room.

Something else that you may want to consider in the future is a family room where parents can go with their kids of any age in order to help them and not make others or their kids uncomfortable.

Any improvements to the locker rooms would be nothing but positive and I hope you get the funding needing. We look forward to it as I'm sure many others do as well.

Sincerely,

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

12/28/2012

•••

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
11701 Community Center Drive  
P. O. Box 330061  
Northglenn, CO 80233

**Dear Ms. Peterson**

I fully support the renovation of the locker rooms. I am a senior who uses the pool at least three times a week. There are many issues that need to be fixed and a mere coat of paint will not fix the problems.

There is not enough space in the locker rooms when there are swim classes at the same time as the exercise classes. There is no physical room to be able to change safely. People who use the showers are on display to all age groups and not all shower heads work (there is not that many to start with). It is very unnerving to have young children of the opposite sex staring at you while you change.

The floors are slippery and a hazard to those of us that have physical issues and young children who don't pay enough attention to safety.

The locker rooms are COLD. This makes it very difficult to look forward to coming to the facility. When you get out of the pool and walk to the locker room the pressure difference can be heard at the door.

My grandson has a membership. He is too old to come in the women's changing area. He is very uncomfortable disrobing in front of unknown males of all ages. Additional stalls would really help his ability to change. It would also be wonderful to have a "family" changing area where the adult family members could help the children in their family regardless of age.

Many of the men who swim complain about having to walk through the public area to get to the men's locker room. It is quite chilly going through the hallway and not a little embarrassing when there are people at the desk or in the vending area. Several of the men that I have spoken with are uncomfortable showering with young boys.

10760 Claire Ln

• • •

Any improvements of the locker rooms will be welcome. It would encourage more residents to utilize the facilities. I hope you will be successful in obtaining funding for the project.

Thank you

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

**From:** Jaricia Griess <jariciag@comcast.net>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/25/2013 7:18 PM  
**Subject:** Locker room improvements

Dear Advisory Board,

I live in Westminster but I love the Northglenn rec center. I have made many friends there, most of which are elderly. They are there almost daily. I think it would be a great thing to make the locker room a safer more pleasant place to visit. I would hate to see one of those sweet old folks slip and break a hip. My friend Marie has an teen age boy with autism that can't use the locker room without an adult. A family locker room would be useful.

Thanks for considering our needs.

Jaricia Griess

Sent from my iPad

**Amanda Peterson - Rec Center Locker Room**

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**From:** Tammie Ogden <Tammie.Ogden@lasp.colorado.edu>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/25/2013 10:40 AM  
**Subject:** Rec Center Locker Room

---

Hello Ms. Peterson!

I understand the city of Northglenn is applying for a grant to make improvements to the locker rooms at the rec center. BRAVO! I have been a resident of Northglenn most of my life so I know the rec center was built in the mid 70's and not much has been done to the locker rooms since then so it is about time. I would love to see the locker rooms enlarged but I'm not sure that is possible. Any improvements will be greatly appreciated by the hundreds of adults and children who use those facilities daily.

I look forward to seeing the news in the Northglenn Connection that the grant has been approved and improvements will soon begin!

Thank you

**Tammie Ogden**

Procurement Expeditor & LASP GIDEP Coordinator

Laboratory for Atmospheric and Space Physics,

University of Colorado

1234 Innovation Drive

Boulder, CO 80303-7814

(303) 492-4484 fax: (303) 735-4843

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - rec center locker room**

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**From:** donna crouse <croused1942@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/24/2013 9:19 PM  
**Subject:** rec center locker room

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January 24, 2013

To Whom It May Concern:

I have been a Northglenn Recreation Center participant for more than 20 years. The Staff have always been friendly, efficient, and courteous. I love the rec. center and believe that a remodel to the ladies locker room is overdue and something we all deserve.

Even tho the staff keeps every thing as clean as possible there are some serious problems. The paint in the dressing rooms is chipped and peeling, the water fixture in the shower area is in disrepair, the exhaust grill on the shower room ceiling is rusted. I suspect that there is quite a bit of mold behind the shower room wall panels.

Thank you for your consideration,

Donna Crouse  
10838 Murray Drive  
Northglenn, CO 80233

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - FW: Grant for improvements to locker rooms**

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**From:** JUDY MCCOY <jkcoymom@msn.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/24/2013 4:24 PM  
**Subject:** FW: Grant for improvements to locker rooms

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From: jkcoymom@msn.com  
To: apeterson@northglenn.org  
Subject: Grant for improvements to locker rooms  
Date: Wed, 23 Jan 2013 16:36:26 -0700

This is my endorsement for improving the lockers at the Northglenn Recreation Center. I have used them a lot over the years and they don't lend to the comfort of the people that are using them today. It would help in getting more people to use the facility. I have lived in Northglenn for 50 years and I am still using the pool. In other word I support the whole idea. Judy McCoy

Lafayette St  
CO. 80233

10468

Northglenn

Attachment I-3  
Letters of Support:  
Individual Users & User Groups



## Amanda Peterson - Letter for Locker Room Improvements

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**From:** Lisa Curameng <emailpurple1@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/23/2013 8:25 PM  
**Subject:** Letter for Locker Room Improvements

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Ms. Peterson,

Please accept this letter as my support for the much needed improvements to the locker rooms at the Northglenn Rec Center. My daughter has been taking swimming lessons there since she was about four years old and she is now seven in the Bluefish level. A great swimming program like this really deserves a better locker room situation. If the improvements are done we would like to see more/better dryers, a swim suit dryer and a better shower set-up. More private dressing areas would be a great idea too because there always seems to be a mom in the girls locker room undressing/dressing her son and this seems to cause a stir amongst the little girls. With just the one current private area there really is no other option for the mom's with young boys.

The other rec centers in the area that I have been in have beautiful, well planned out locker rooms that end the experience there on a high note. Patrons of the Northglenn Rec Center deserve to have that same feeling after having a great experience using your facility. My vote is the locker room's get the best of everything.

Thank you and good luck on the grant.

Lisa Curameng

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

January 22, 2013

Jerry D. Gavette  
1928 E. 117<sup>th</sup> Court  
Northglenn, CO 80233-5906

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233-8061

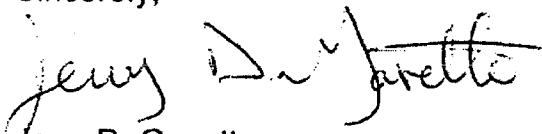
Dear Ms. Peterson,

My family and I moved to Northglenn in 1979, at that time, the Northglenn Recreation Center was about 5 years old. Beginning at that time and continuing today we have used all the facilities the recreation center has to offer, including the locker rooms. Over the past 34 years the recreation center has gone through several renovations and upgrades. However, the locker rooms at the center are original and have had only minimal changes, if any upgrades.

I am in full support of the application for grant funding to the Adams County Open Space Advisory Board for improvements to the locker rooms at the Northglenn Recreation Center. It is my understanding that the grant application will include improvements to the locker rooms including a new shower configuration that proposes private showering areas, new fixtures, new slip-resistant tile on the floors and plumbing improvements.

Again, as a resident user of the Northglenn Recreation Center, I am in full support of the proposed grant application for upgrades to the locker rooms.

Sincerely,

  
Jerry D. Gavette

**From:** "Grenia, Becky" <bgrenia@tristategt.org>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/23/2013 7:29 AM  
**Subject:** FW: Improvements to Northglenn Recreation Center Locker Rooms

We had some problems at work with E-mail so I am sending this again in case you didn't get it.  
Thanks,  
Becky  
Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

-----Original Message-----

From: Grenia, Becky [mailto:bgrenia@tristategt.org]  
Sent: Tuesday, January 08, 2013 1:41 PM  
To: 'apeterson@northglenn.org'  
Subject: FW: Improvements to Northglenn Recreation Center Locker Rooms

Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

Hi,

I am a resident of Northglenn for the past 34yrs and use the Recreation center regularly along with the pool.

The locker rooms are very out dated and small. The locker area is shared by the shower and restroom area. Someone taking a shower going to the pool gets the floor wet right through where someone who might be changing for a class and not going to the pool has to dress and walk on a wet floor. The area is very crowded and the number of lockers are limited.

I feel that Northglenn has enough participation to deserve a nice updated, spacious, locker room with private shower stalls and would have even more participants if this was accomplished.

Thank you for your consideration.

Becky D. Grenia

Becky D. Grenia  
10558 Williams St.  
Northglenn, Co 80233  
303-457-2248  
Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

To the Adams County Open Space Advisory Board:

As a resident of Northglenn for 35 years, and a user of the Northglenn Community Center, I'd like to strongly recommend that the city receive grant funding for the much-needed improvements to the Center's locker rooms.

I have used this facility's swimming pool and locker rooms many times, and it has been a struggle to maintain privacy in this 1960's design which only provides group showers. Obviously in this day and age, this is totally unacceptable and out of sync with the state of the art recreation facilities in our neighboring communities. This is no fault of the City's planners and leadership. As a former Council member who witnessed two separate elections for new recreation facilities fail, I am probably more keenly aware of the overdue nature of this facility improvement.

The good citizens of Northglenn have simply adapted to this bizarre locker room configuration, since the Community Center is truly the gathering place for citizens in our city and attendance is tremendous. Swimmers have found other ways to use the pool facilities and locker rooms, most likely showering at home.

I for one am asking you to seriously consider this grant request from the City of Northglenn. We so appreciate all the support and assistance you have given us in the past years to make our facilities and trails so much better.

Rosie Garner

1435 Claire Lane

Northglenn, CO 80234



**Amanda Peterson - Proposed Improvements to Locker Rooms**

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**From:** Kay Cox <kgcoxkg@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 12/28/2012 3:50 PM  
**Subject:** Proposed Improvements to Locker Rooms

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December 28, 2012

Amanda Peterson

Director of Parks, Recreation & Cultural Services

Subject: Proposed Improvements to Locker Rooms

On advice from my Doctor I started Yoga classes for seniors this fall. I very much enjoy the Yoga classes. When leaving Yoga I saw the inviting swimming pool and found out 2 - 3 lanes were available for slow swimming from 10:30am to 1:15pm for seniors. When I leave Yoga I started swimming. I love it and feel I am regaining my strength. I have just one problem and I realize it is my problem and I will learn to deal with it. However, I do feel it would be wonderful to have some privacy in the locker rooms. I had a mastectomy in May and I find it very uncomfortable to shower with others.

Today when I left Yoga I went into the locker room and saw a lot of bags, backpacks, and clothing. I went to look at the pool and saw what appeared to be a lifeguard class going on. I could have swam as there were lanes opened. I left the pool and decided not to swim as I didn't know when the others would be going to the showers and I didn't want to go with them. I realize it was my decision and my problem; however I would have stayed it there was a private area to shower and dress.

I am writing this letter as I saw where Northglenn was going to submit an application for grant funding to Adams County for improvements to the locker rooms. I for one sincerely hope Northglenn receives the funding.

Thanks for listening,  
Kathleen (Kay) Cox

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

12/31/12

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

I fully support the renovation of the locker rooms. I am a 10 year old boy with a membership who uses the pool at least 3 times a week. There are many issues and a prickly pool floor is one of them and a lair of water proof paint won't fix it and that is just for future reference. I think a lot of the men who swim at the Recreation & Cultural center will like separate showers and changing rooms. I know I would. I think you should put more lockers in the locker room. I also think that your showers need a shower head that doesn't hurt and the shower head they have right now are shooting a jet of water that feels like a wasp stinging you over and over again. I think that you should put heated floors in the restrooms so the water evaporates so the elderly don't slip on the wet floor. I also think that you should add a door and a hall to the men's locker room just like the woman's locker room.

Any improvements will be fine. I hope you will be successful.

Thank you.

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - northglenn locker room renovations**

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**From:** <h.mikity@q.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/6/2013 10:47 AM  
**Subject:** northglenn locker room renovations

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I support proposed locker room renovations. I would support handicap grap bars and slip resistant flooring. I have a bad hip and knee and use the pool facility on a regular basis. I would feel more confident with these handicap additions. The locker room has always been so cold without sufficient heating. I hope this will be another improvement. It would be great if a jacuzzi could be implemented into locker room but I know finances are always a concern. Anyhow these are my ideas. I appreciate the pool use, I just wish you could have some lap swim in the evenings as you used to. Also, would it be possible to install those high blow drying body dryers, some are situated lower for hand use, others are used for hair and body use. Thank you!

Attachment I-3  
Letters of Support:  
Individual Users & User Groups



## Amanda Peterson - Locker room renovations

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**From:** JACOB L YEAGER FOR yeager <jacoblyeager@msn.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/5/2013 10:06 AM  
**Subject:** Locker room renovations

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I have been using the rec center 5 days a week for the last 12 years. This last year I have taken alot of my business to Thornton. Their locker room is clean, warm and with personal showers. Our locker room is cold, the shower is drafty, not always clean and just plain outdated. I love the people at our center but just don't like the lockers and showers. Many others I know have also gone to Thornton. We are really in need of the improvement. Thanksyou. Barbara Yeager, 1345 E 111th Pl, Northglenn, 80233

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - In Regards to Locker Room Renovation**

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**From:** Sarah Edmunds <sarah.a.edmunds@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/5/2013 5:39 PM  
**Subject:** In Regards to Locker Room Renovation

---

Dear Ms. Peterson,

I would like to wholeheartedly support renovations of the locker rooms at the Northglenn Rec Center. Of specific interest to me would be the Family Locker rooms. As a mother of four (soon to be five) small children of mixed genders who regularly uses the rec center's swim lesson program, having a family locker room would greatly improve our experience! I saw there is a suggestion for slip resistant flooring to be put in, and I think that is a must as the current floors are dangerously slick!

Thank you so much!

Sarah Edmunds  
10444 Carmela Lane  
Northglenn, CO 80234

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

December 30, 2012

Dear Amanda Peterson,

This is in response to your request for support for updating the locker rooms. We use the locker rooms 3 days a week, so anything you can do would be greatly appreciated. We could use some new "non-slip" flooring, we seniors are afraid of falling on the wet floors. A new shower room would be helpful, as well as a better place to change, not enough room now. Some sort of a closure to keep the cold air out, the curtains don't work that well. People do not like to close them for they blow in the breeze. The restroom area is equally out of date, new fixtures, flooring and sinks would be helpful. Also, for the men the walk from the pool to the locker room is cold and long. The rooms are small and if you get very many people in there at once, it is difficult to dry off and change your clothes.

Thank you in advance for anything you can do for us, and the center. We love our center.

*Lois Antobius*  
*L. Antobius*

## **Sharon Tennis**

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To whom it may concern;

Recently I started going to a water aerobics class at the NorthGlenn Community center. The class itself was very good, however I found the ladies locker room very unpleasant...The showers I found some that worked and some that didnt. The entire room was very cold and several people were changing at the same time. There had been a childrens swim class at the same time and several little ones were getting changed....There is only one area that has a curtain. I can understand why a mother wouldnt want to send a small boy (5) into the mens room alone, however I did feel uncomfortable changing in front of him...(was afraid the sight of my 70 year old wrinkled body would scar him for life....) Would certainly be happy to see some improvements in that area.....Thanks so much for your time.....Sharon

Attachment I-3  
Letters of Support:  
Individual Users & User Groups



**Amanda Peterson - Rec Ctr renovation**

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**From:** <mardal1222@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/8/2013 4:01 PM  
**Subject:** Rec Ctr renovation

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I noticed the request for support for renovations to the rec ctr in the City News. It's probably not possible to have a shallow area for water walking.

Mary Hobein  
1222 W. 103rd Ave.  
Northglenn, Co 80260

A few friends and I have been going to swim at Carpenter Center because there is a water walk and also the shower stalls are private. In my opinion, the addition of private showers at Northglenn would be a plus and incentive to use the swim pool.

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - FW: Locker room renovations**

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**From:** "Flanagan, Bonny J (Bonny)" <bflanaga@ball.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/9/2013 8:44 AM  
**Subject:** FW: Locker room renovations

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To Whom it May Concern,

I hold an annual membership to the Northglenn Recreation Center and have for the past 4 years. I appreciate the recent renovations to the gym, foyer and restroom. They were a long time coming but sorely needed.

The recreation center is consistently filled with patrons using the gym, weight room, senior center, swimming pool and various other rooms for specific classes. It is great to see how this center fills the needs of so many in the community and to finally see some much needed improvements/ updates performed.

But, it is disappointing to see that the entire facility was not included in the renovation. The women's locker room is basically disgusting and an embarrassment compared to the other areas of the center. I honestly would not use that room to change my clothes or shower. Why would that not be considered as part of the renovation package? The facilities are old and in great need of update. (replacing the toilets should at least qualify for the water rebate program – according to the newsletter!!!)

It is a shame to think so much as been put into this facility to encourage and support the community but it just falls short of making the grade by not completing the project. The locker rooms are key to the use of the pool which obviously supports a wide range of activities from swim teams to lessons. Just painting the locker rooms isn't enough to bring that area into the 21<sup>st</sup> century. Even if this area is clean it just looks and feels old and dirty.

Hopefully the Adams County Open Space Advisory Board will agree that to complete the much needed updates to Northglenn Rec Center includes the needed renovations to the locker rooms.

I would also add that the toilet paper dispenser in the women's restroom up front could sure benefit with a replacement. It is upsetting to think so much money was spent to update and improve that area yet the dispenser is held shut with duct tape! Really?? Come on...please help make our little facility something to be proud of and a continued health, emotional and community benefit.

Thanks,  
Bonny Flanagan  
1421 Phillips Drive  
Northglenn, CO 80233

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Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson**

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**From:** Peter Garza <pgag7@yahoo.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/14/2013 11:00 AM

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1/14/2013

To Whom It May Concern:

In response to the Northglenn Newsletter, I wish to **add my support** for making renovations to the Northglenn Recreation Center locker rooms.

I enjoy the swimming pool for lap swim/exercise. The people that take regular exercise classes (Yoga, etc.) must share the same locker room with us swimmers and the floor gets wet, even though there is a drain for the water. Also to be considered are the seniors who are at a great risk of falling with wet floors. The proposed improvements of new shower configuration, private shower areas, new fixtures, new slip resistant tile on the floors, new family locker rooms & plumbing improvements are what is badly needed at the Rec. Center. It is time for some up-grading to the existing locker rooms for all that enjoy the Recreation Center's use.

I hope that the grant application to Adams County Open Space Advisory Board is considered a worthy venture.

Thank you.

Ann Garza  
3000 East 112th Ave., Unit 7  
Northglenn, CO 80233

Attachment I-3  
Letters of Support:  
Individual Users & User Groups



**Amanda Peterson - locker room improvements letter of support**

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**From:** <pegmccoy@q.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/14/2013 7:45 PM  
**Subject:** locker room improvements letter of support

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January 14, 2013

To Whom It May Concern:

I would like to express my support for the improvement of locker room facilities at the Northglenn Recreation Center. As a swimmer, I use these facilities several times a week.

While the Recreation center staff works hard at maintenance, the current facilities are very old, outdated, and frequently in need of repair. In upgrading the facilities, many features could be incorporated to provide improved ease of use and safety for both the many senior users and the large number of small children who come for swim lessons.

Getting rid of slippery floors, cranky plumbing, one temperature showers, and primitive dressing areas would make it a much safer and more pleasant recreational experience for all the center's users.

Sincerely,  
Peggy McCoy

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

Amanda Peterson  
Director of Parks & Recreation  
Clatsop Service. (Northglenn, Co.)

In regards to the Grant funding you intend to apply for improvements to the locker rooms at Northglenn Recreation Center, I Mary Ellen Dragon a regular user of the facility for 35 yrs or more give all of my support.

We see so many changes through the years and I have always been happy with all improvements that have ever been made.

I appreciate your interest in our input of what we would like being done to improve the facility.

Hopefully bath rooms & Showers could be separate for Adults & Kid.

I support all of your time in trying to make our center look nice & comfortable.

Thank you  
Mary Ellen Dragon

Amanda Peterson -

I'm coming to court for 18 years  
in all these years there is not  
very much attention to the speaker's  
locker rooms - and to the entire area  
of the Women Area -

Thank you -

Yvonne Perry

Jan 10, 13

Recreation Space Advisory Board

I have been going to the Rec Center for about 21 years. The locker rooms and the shower have looked the same all that time. It would be so nice to have them updated. I walk with a cane and really have to be careful it doesn't slip on the floors. The new slip-resistant floors would be so nice, and so would the private showers. Also some heat in the rooms. I'm glad the women's has an entrance in to the pool. I think it would be better if the men's dressing room could be, as now they have to walk from their dressing room through the main hallway. I would hope that the center + pool could be kept open while the improvements are being done. Thank you

Martin J. Calloway

1-21-2013

To: Adams Co Open Space Advisory Board.  
From: DAN J. URSTINI  
10743 LINCOLN ST  
NORTHGLAN, CO -80233

I'm writing THIS LETTER TO STATE THAT I'm in favor of Northglan getting a grant to improve the REC CENTER Locker rooms, upgrades, family areas, better showers + some private showering areas.

I use these facility at least 3 days a week with cycle classes, pilates + yoga.

I retired 2 years ago from Federal Service with over 39 years of service and I need this REC center to stay in shape.

THANK YOU  
D J Urstini

Dear Sir,

I was delighted to hear that Northglenn  
is applying for a grant to improve the dressing  
rooms for the pool. They are extremely outdated  
& examples:

Communal showers + dressing areas.

No privacy at all

Men must walk through public view  
in their suits to get to their dressing area.

All the areas need non-slip floors.

Dressing rooms are open to outside air  
coming through in the winter.

Northglenn has a great program +  
teachers but the facilities are poor  
I attend aquatics 3 times a week

E. Louis V. Heese

To the Adams County Open Space  
Advisory Board,

I am writing to support the  
need for a larger updated locker  
room at the Northglenn Rec Center.  
We have wonderful water  
instructors and the classes  
now all the time. Therefore the  
locker area is totally over  
crowded and a large open  
shower area to share seems a  
little archaic in this day and age.  
I hope you will consider the  
needed improvements.

Thank you  
Marilyn Block  
Northglenn resident

1-9-13

To whom it may concern;

I am writing this letter of concern for the improvements to the facility at the Northglenn Recreation Center.

I myself use the facility, and the improvements, would be alot nicer & easie to use.

Doreen, the instructor for the Arthrit Aquafit is a great instructor, and I enjoy going there for my Arthritis Aquafit. which I'm pretty sure the rest of the ladies enjoy it too.

I hope the grant goes through, so we can all enjoy it, the improvement to the locker rooms, would be great.

Thank you  
Rosemary Acosti



**Amanda Peterson - Improvements to the locker rooms**

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**From:** <lbportz@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/14/2013 8:01 PM  
**Subject:** Improvements to the locker rooms

---

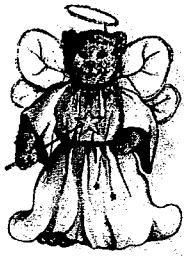
Dear Amanda Peterson,

The locker rooms at the Northglenn Recreation Center are in dire need of remodeling. As a weekly participant in senior aquasize classes led by Doreen, I find it very crowded when class is out and 6 or 8 of us are trying to take showers and get dressed. The benches directly in front of the locker doors are narrow to sit on to finish drying off. The floor is very slick when wet and it is necessary to wear aquashoes out of the shower to the locker. There isn't much space to move around in. Improvement of this area would be greatly appreciated by many of the pool users as well as those exercising and showering afterwards.

Sincerely,

Barbara Portz

Attachment I-3  
Letters of Support:  
Individual Users & User Groups



---

Brenda G Crosier  
459 West 116th Way  
Northglenn, CO 80234  
United States of America

---

January 15, 2013

On the subject of the improvements to the locker rooms at the Northglenn Recreation Center, I must say that it is most definitely needed in many areas. I totally agree with the need for new fixtures, new slip-resistant tile on the floors and plumbing improvements. As to the private showering areas, I totally agree with the need for what is called "family shower stalls" so that young males do not have to take showers with us older girls when their mothers bring them for lessons and also for fathers to take their daughters to so that they don't have to shower with the other males but for putting in individual shower stalls completely, I do not see a need for that.

Family shower stalls or areas are most definitely needed as we need to make sure that our young do get the necessary swimming and exercise classes that they so desperately need in order to be more athletic and all-around individuals as this world changes so drastically in the time to come. Also, I am glad to see young children getting swimming lessons that were not available as I was growing up to increase their confidence and comfort around water along with the safety precautions. It is so necessary in this day and age.

I have recently started taking many classes in the swimming area for arthritis and find the floors to be very hazardous when I come out even when I have my water shoes on due to the water on the floor in the shower area and locker room. Also, the fact that it is completely unable to keep a constant temperature in that area is very hazardous when so many elderly are using the facilities. Coming from the pool to a hot shower and then getting a chill as you dress is not good for anyone's health.

I most definitely recommend that we receive the grant and hope that with these funds we can update and take care of some of the necessary improvements in our recreation center.

Thank you,

  
Brenda Crosier

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

NORTHGLENN RECREATION CENTER – Pool and Dressing Rooms

I sometimes attended Aquafit evening classes while still working, and learned to enjoy the classes. Since my retirement from School District 12 in June 1993, I have been a regular participant in the Aquafit class at Northglenn Recreation Center. My goal has been to be in class 3 times a week, and, except for sometimes being away on a trip or at a meeting, I am faithfully there.

I've experienced a variety of instructors over these years, and now truly appreciate Doreen. I'm also one of the few who are at the outdoor pool when the recreation center is closed...yes, even on cool September mornings this year at age 79!

As I've become older and experienced minor health issues, both my doctor and nurses I've encountered have commented on my strength as they look at my age. I credit Aquafit for most of this.

And after many years of buying Annual Rec Center passes, I was delighted when my insurance plan joined Silver Sneakers.

I remember my embarrassment at the dressing room and shower facilities when I first started coming. Such a spectacle in those communal showers! And those open dressing areas. Especially when one of my students discovered me wrapped in a towel (or less?) one evening. Despite the winter, I went directly home in my wet swim suit the rest of that session.

I eventually became accustomed to the 'togetherness' in the shower and the dressing room. But I've seen many ladies who only come once because of the lack of privacy, so improvements in the showers and locker rooms are long overdue. The slippery floor has been a real hazard. I hope it will be replaced, along with the noisy erratic heater overhead. There are times when returning to the dressing room from the pool feels like the Scandinavian tradition of jumping into a snowbank...although this seems better since some work done in the pool area at summer's end 2012.

And the poor guys who trek across the center in their swim attire from their dressing room. Thanks for sparing the ladies that!

Despite the problems of an older rec center pool area, I have been thankful to have the facility available and an important part of my health routine. I welcome the improvements you hope to be able to make through grants. Northglenn Rec Center is a wonderful facility filled with great people with health as their goal.

Ruth Vail  
1242 E. 108<sup>th</sup> Ave.  
Northglenn, Colorado\

384 E. 116TH AVE.  
NORTHBLENK, CO  
80233  
H. 303 451 5082  
C 303 589 6830

1/17/13

Amanda J. Peterson,

As a 30 yr. + Resident, Homeowner and daily user of the Northglenn Recreation Center I believe that the current shower and locker facilities have seen the end of their usefulness. These areas of the Recreation Center due to their age have become impossible to maintain or keep clean.

During my daily attempts to Keep Fit I have noted that Residents, including fellow seniors, taking advantage of great fitness opportunities but not the locker or shower facilities. This I believe will change if these areas are brought up to Modern standards.

It is time to enhance the recreational experience for all Northglenn Residents with new easily maintained, clean and safe locker and shower facilities

Respectfully,  
Amanda Peterson

**Amanda Peterson - Grant Funding for Northglenn Rec. Center**

---

**From:** Janie Ferrari <Janie\_Ferrari@bonfils.org>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/19/2013 11:34 AM  
**Subject:** Grant Funding for Northglenn Rec. Center

---

To the Adams County Open Space Advisory Board for Improvements,

Please consider approving a grant for the Northglenn Rec. Center to renovate the locker rooms. The Rec. Center has wonderful classes but sorely needs a bigger and updated locker room. After a swim class it is almost impossible to use the locker room because it is so busy. They have small communal showers and 3 stalls for the restroom with a small sink area. The Rec. Center is a great place to work out and attend classes but the locker rooms need updating. I come from Thornton to work out at Northglenn because of the great classes and friendly knowledgeable staff. I hope you will consider this grant.

Janie Ferrari  
13882 Adams Circle  
Thornton, Co. 80602  
303 287-5812

**This email and any attachments are confidential.**

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**From:** "Jan De May" <jdemay@fiii.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/29/2013 5:45 PM  
**Subject:** Locker Room Renovations

Adams County Open Space Advisory Board:

One of the reasons I haven't used the Northglenn Recreation Center in several years is because of the locker room facilities. Coming out of the swimming pool into a cold women's locker room with a very dated shower situation is not conducive to a pleasant workout experience (currently, I am swimming three to four days a week at the Paul Derda Rec Center in Broomfield). My main concern, along with the other things mentioned in the grant proposal, is the small shower room with several shower heads and no privacy.

Please approve the grant proposal for the Northglenn Recreation Center.

Thank you.

Jan De May  
1211 Beth Lane  
Northglenn, CO 80234

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - Improvements to Locker / Shower Room**

---

**From:** ERNEST E KATHLEEN M HEID <ernestheid@msn.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/29/2013 4:37 PM  
**Subject:** Improvements to Locker / Shower Room

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Mrs. Peterson,

It has come to my attention that the City of Northglenn is applying for a Grant to improve the condition of the Locker / Shower Rooms.

I feel this is of utmost importance to the safety and enjoyment of our citizens.

The floors are cold and slippery, poor lighting, hard to keep clean and not very private or inviting for the guests.

I feel a redesign with heated nonslip flooring, improved lighting i.e. sun tunnels and new fixtures are a good start.

A family shower would be very practical along with private showers. I feel these improvements would quickly pay back in improved participation.

Respectfully,

Ernest E Heid, 39 year resident

Attachment I-3  
Letters of Support:  
Individual Users & User Groups

City of Northglenn

January 2013

11701 Community Center Drive

Northglenn, CO 80233-8061

To Director of Parks, Recreation & cultural Services;

We are pleased to know that our Rec Center wishes to make improvements in the shower quarters.

Many of us have experienced embarrassed moments with different age groups. You also have suggested many improvements concerning the floor, showers and many other up grade ideas.

We wish to support this project, as we have signed below.

Thank you.

Weenona Meyers

Angie Blunck

Ashley Plumley

Arlene Padgulla

*[Signature]*

Jan Engler

Richard Gutera

*[Signature]*

T. Shue

*[Signature]*

*[Signature]*

Dave Parikh

*[Signature]*  
Carolyn Brown

Melvin Engelb

Joyce H. Tani

Jack T. Tani

Tammy M. Munn

*[Signature]*  
Soyja Shea

Marilyn A. Tani

*[Signature]*

All signatures come from  
112 -- to 113 -- Drive  
Northglenn CO  
Per Marilyn A. Tani





Adams County Open Space Grant Application  
 Active Use  
 Due Date: February 3, 2014

Case No. \_\_\_\_\_

**PART I: ELIGIBILITY CRITERIA**

Project Information	
Applicant Organization Name:	City of Northglenn
Sponsoring Jurisdiction:	N/A
Name of Project:	Recreation Center Locker Room Renovation
This project is priority <input type="text" value="1"/> of <input type="text" value="1"/> project(s) submitted.	
* Prioritize project separately if you are submitting joint projects with another jurisdiction, special district, or organization.	

Contact Information			
Primary Contact Name:	Amanda J. Peterson	Title:	Director of Parks, Recreation & Cultural Services
Phone:	(303) 450-8950	Email:	apeterson@northglenn.org
Address:	11701 Community Center Drive		
City:	Northglenn	State:	CO Zip: 80233
The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.			
Name:	Title:	Phone:	Email:
Greg Yanker	Civil Engineer II	(303) 450-8780	gyanker@northglenn.org
Brian Magnett	Recreation Supervisor	(303) 450-8899	bmagnett@northglenn.org

Project Summary	Budget Summary										
<p><i>Briefly describe your project (&lt;100 words).</i></p> <p>As was brought forwarded in the spring 2013 grant cycle, the locker rooms at the Northglenn Recreation Center have significant deficiencies, including the lack of privacy, poor access to the pool area, and aging plumbing and finishes.</p> <p>Since the time of the original award, an architectural firm has completed the concept drawings, a construction estimate, and has begun architectural drawings.</p> <p>Construction estimates have come back significantly higher than originally thought, and we are seeking additional grant funding to move forward with the project.</p>	<table border="1"> <tr> <td>Grant Request (this cycle only):</td> <td>\$120,000.00</td> </tr> <tr> <td>Previous ADCO Grants (this project only):</td> <td>\$200,000.00</td> </tr> <tr> <td>Matching Funds (cash + in-kind):</td> <td>\$320,000.00</td> </tr> <tr> <td>Total Project Costs:</td> <td>\$640,000.00</td> </tr> <tr> <td>Grant Request: <input type="text" value="50"/> % of Total Project Costs</td> <td></td> </tr> </table> <p>Complete the Project Budget labeled Attachment A at the end of this application.</p>	Grant Request (this cycle only):	\$120,000.00	Previous ADCO Grants (this project only):	\$200,000.00	Matching Funds (cash + in-kind):	\$320,000.00	Total Project Costs:	\$640,000.00	Grant Request: <input type="text" value="50"/> % of Total Project Costs	
Grant Request (this cycle only):	\$120,000.00										
Previous ADCO Grants (this project only):	\$200,000.00										
Matching Funds (cash + in-kind):	\$320,000.00										
Total Project Costs:	\$640,000.00										
Grant Request: <input type="text" value="50"/> % of Total Project Costs											



Adams County Open Space Grant Application  
 Active Use  
 Due Date: February 3, 2014

Case No. \_\_\_\_\_

**Summary of Funding**

**1. Previous Funding**

a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.

i. Has this grant been submitted for funding consideration in a previous grant cycle?

Yes  No

ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:

Grant Cycle:	Award Amount:
Spring 2013	\$200,000.00

**Property Location Information**

Project Site Address: 11801 Community Center Drive Northglenn, CO 80233

Nearest cross streets: 120th Avenue & Community Center Drive

Parcel ID# (REQUIRED): 0171903214003

Is this project located within Adams County?  Yes  No

Include a Location Map and label as **Attachment E**. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.

**Land Acquisition Summary (if applicable)**

Number of acres:  Cost per acre:

Appraised price per acre:

If the purchase price is more than the appraisal price, please explain:

Attach a copy of the appraisal summary page and label as **Attachment K**.

Are there any known existing easements on the project site?  Yes  No  
 If yes, attach copies of the easement and label as **Attachment L**.



Adams County Open Space Grant Application  
Active Use  
Due Date: February 3, 2014

Case No. \_\_\_\_\_

## PART II: SELECTION CRITERIA

The criteria listed below will be scored by the Open Space Advisory Board.

### Grant Fund Use Category (0-100 point total)

#### 1. Project Description (0-25 points)

- a. Please describe each component of the project and scope of work in detail. Attach a Project Timeline and label as **Attachment B**.

The locker room design is original to the building, which was constructed in 1974. The uses of the space have not changed, however, society's standards have. The communal showers are the single most common complaint that we have, followed by the general lack of privacy in the locker rooms.

This project would re-orient the space, as can be seen on the updated concept plan (Attachment D). The space currently has two square locker rooms, with the men's on the west and women's on the east, with a hallway running between the two. The men must exit into that hallway, walk through the lobby and enter the pool through the lobby door.

The proposed reorientation would place two family locker rooms along the southwest wall, and one to the south (in the existing pool area). The hallway would be moved from its current location to the east. The remaining space (currently the hallway, a portion of the men's locker room and the women's locker room) would then be split, as to allow both the men and women to pass the showers as exiting the locker rooms, as per health code. The hallways would be divided into "wet" and "dry" corridors, to better meet the different needs of users.

Each of the family locker rooms would have a private shower, toilet and sink. A slip-resistant tile will be installed throughout the entire space. Within the men's and women's locker rooms, the toilet stalls, sinks and vanities will be re-designed to allow for better traffic flow through the space. Private shower stalls with adjustable temperature control will be installed.

Many users have voiced concern about the general lack of space in the locker rooms. Although this renovation only allows for a minor increase in the square footage of the locker rooms, the space will be used more efficiently. By using the space more efficiently, patrons will feel less cramped. Users have also voiced concerns about the air temperature. The new HVAC system is functioning well, but the temperature difference between the pool and the locker rooms is still significant. The renovation will address this concern, likely with the use of a door at the entrance from the hallway to lessen the cooler air coming in. This door would be in lieu of the open doorway that is currently in place.

The concept plan for the project is complete, and architectural drawings and construction documents for the project are underway. It is anticipated that the final architectural and construction drawings will be finished in early 2014.

Only a preliminary concept was brought forward in the original request in the spring of 2013. Having since gone through the RFP process, and having selected an architectural firm to work with, the attached floor plan is a more firm layout than the one that was presented in spring 2013. This is the design that will be brought forward for bid in the early summer of 2014, and construction estimates are based upon this design and current site conditions, as identified by the design team. As indicated in the original request, the city hired the architectural consultant because of their expertise, and believes that the plan they have laid out best meets the needs of our residents and patrons, while maintaining the standards required by Tri-County Health, the North Metro Fire Rescue District and all applicable building codes. Tri-County Health, the North Metro Fire Rescue District and SafeBuilt have all had the opportunity



to review the proposed design, and have provided the necessary approvals to move forward.

- b. Attach a Project Site Plan that identifies all project components and label as **Attachment D**.
- c. Does this project contain areas that will help separate park amenities from surrounding neighborhoods, roads, schools, etc.? If yes, clearly identify these areas on the Project Site Plan.

This is an indoor project within an existing recreation center. The recreation center is located on a parcel of land that is surrounded by park space. It is within walking distance of several residential areas, and easily accessed by car or public transportation from anywhere in the region.

**2. Community Need/Urgency (0-25 points)**

- a. Clearly describe how this project will fulfill needs of the community (i.e. the project provides recreation opportunities for underserved areas, addresses health and safety issues, etc.).

As a smaller community, the City of Northglenn has just a single indoor recreation facility. The space nor the financial resources exist to build a new facility. As such, the City has placed emphasis in recent years on updating our facilities to meet the current needs of our residents and those who live in the surrounding communities.

The needs within the existing recreation center were extensive, and the City has made significant improvements to the facility in recent years. These improvements have included addressing a leaking roof, an undersized HVAC system, and life-safety issues regarding fire code compliance. Other improvements have included a new gymnasium floor, paint and flooring throughout the common areas, and improvements to the sound system in the theatre. These were all items that were requested by the community through the 2008 Re-Create process and the 2007 facility evaluation conducted by Barker Rinker Seacat (BRS). Due to the costs associated with completing all of the necessary and requested improvements, renovating the entire building simultaneously was not feasible.

At this point, the locker rooms are the next scheduled improvement. According to the report furnished to the City by BRS, "the existing locker rooms are in poor shape; require patrons to walk through the lobby to access the pool. Finishes are in disrepair. The locker rooms are overdue for a complete gut and remodel so that access to the pool is direct. We recommend that the existing locker rooms be demolished and new locker room space be created in a new configuration."

There is support for this project from individuals participating in almost every activity offered, from members of SilverSneakers to the Northglenn Judo Club. Swimmers of all ages, from parents of preschoolers in swim lessons to competitive swimmers belonging to the Northglenn Snappers and Northglenn Fusion swim teams have voiced a strong desire for these renovations.

Although the locker rooms met the standard for the time period in which they were built, and have been well-maintained throughout their 38 year history, the current expectation of our guests is to have private showering areas, family changing areas and direct access to the swimming pool.

- b. Explain the urgency to complete this project, including how the scope of the project will be affected if Adams County Open Space Grant funds go unsecured and what, if any, opportunities will be lost if the project does not receive grant funding this cycle.

The current configuration of the locker rooms is as it has been for the last 38 years. Likely, this is the only opportunity for a major renovation of the locker room space for the next thirty years. The need to renovate the space immediately is great. There are pipes in the men's locker room that are known to have disintegrated underground. A temporary fix was put in place, with the understanding that they would be permanently fixed during the renovation. The other plumbing in the locker rooms is in similar



condition, but has not had a catastrophic failure, yet.

If additional grant funding is not provided, the funds that the City has allocated currently will need to be spent to make the minimum necessary repairs. This means that the project would be completed on a smaller scale. As staff have worked with the architectural team, there is no way to reduce the costs of the project, while still completing the project to a level that would meet the full expectations of our users.

Due to the unanticipated higher cost of the project, this project has already been delayed by nearly a year. The city had hoped to complete this project in the fall of 2013. At this point, the earliest that construction can occur is summer 2014. The space continues to have failures, but it is felt that it is best to wait the additional year to allow time to seek the additional funding necessary to do the project correctly, rather than spend the funds that have already been secured, but not be able to complete the project to the standards recommended by the architectural firm.

It is important to note that the scope of this project has not changed. The in-house staff estimates were based on prior construction projects that we felt were similar in nature, and were as accurate as possible with the information available at that time. However, once the architectural firm applied their specific knowledge to the project based on more recent locker room projects in the region, the anticipated costs to complete the project are higher than originally presented to the board in the spring of 2013.

**3. Uses/Users (0-25 points)**

- a. Describe all current and anticipated future uses of the project, including all programmed and non-programmed activities.

The locker rooms are currently utilized for nearly every activity that happens in and around the recreation center. They are a vital component of the facility, as they are necessary for pool users, fitness class participants, and those using the weight room or gymnasium. Although not a "programmed" space, locker rooms are very important to each of the other programs in the facility.

- b. Explain how this project will appeal to a broad diversity of users.

The locker rooms are used by individuals of all ages - from children enrolled in swimming lessons to seniors participating in aquafit. The locker rooms must be accessible to families with young children and people of all ages with physical disabilities.

The condition of the current locker rooms has resulted in many complaints from participants, some of whom have chosen to use other facilities as a direct result. Without family locker rooms, parents of young children of the opposite sex are unable to assist those children in getting dressed. Mothers of five or six year old boys must make a decision as to allow their son to go into the men's locker room alone, or bring him into the women's locker room. When those boys are brought into the women's locker room, the senior women feel that they do not have any privacy. The same situation exists when someone with a disability - often using the weight room or pool for physical therapy - has a caregiver of the opposite sex. These are dilemmas to which staff are unable to provide a reasonable solution with the current configuration of the space.

**4. Connectivity (0-20 points)**

- a. Explain how this project fits into a regional or master plan. Attach relevant portions of the plan(s) and label as **Attachment G** (limit 3 pages).

The community has been seeking improvements to the recreation center for the past ten years. The current Parks and Recreation Master Plan, most recently updated in 2011, identifies the need for "Recreation Center Renovation and Expansion." Improvements to the locker rooms are specifically recommended in this section of the Master Plan.



Adams County Open Space Grant Application  
 Active Use  
 Due Date: February 3, 2014

Case No. \_\_\_\_\_

The Parks and Recreation Master Plan is updated regularly, and includes a public hearing in front of the Parks and Recreation Advisory Board, a formal recommendation from the Parks and Recreation Advisory Board to City Council regarding its adoption, and the final version of the plan is adopted by City Council by resolution at a public meeting.

Funding is not available to complete all of the improvements identified in the Master Plan at once. However, funding has been identified in recent years, through both the City budget and grant sources, to make phased improvements to the building. Those improvements previously identified in the Master Plan that have been complete in recent years include fire code compliance, a new roof, a new HVAC system, and aesthetic improvements such as paint, carpet and tile. Other future improvements, including the replacement of the pool liner and renovation of the restrooms have been identified for funding in the City's five-year Capital Improvement Program Plan.

The facility and programs have been designed to serve both residents and non-residents. Approximately 50% of the users of the Northglenn Recreation Center are residents of Northglenn, the remaining 50% reside in the surrounding communities.

- b. Will this project link to other trails, parks, or open space properties in the applicant's jurisdiction or in another jurisdiction, now or in the future? If not, explain the significance of the project location.

This project will be within the City's existing Recreation Center. The Recreation Center was constructed on this site in 1974. As noted in an article about the Recreation Center published in "The Spokesman" in 1973, the location was selected because "...Webster Lake park would provide an area which has already been developed into a beautiful and pleasing site. ....the location of Webster Lake park is easily accessible to residents coming from all parts of town. The proposed Malley Drive overpass and the completion of a hike-bike path will further improve accessibility." Although written nearly 40 years ago, each of these statements still hold true today. The "proposed" overpass was completed approximately 10 years ago, and the Greenway Trail system is continuously expanded to provide pedestrian access throughout the community.

With new retail development occurring at 120th and Grant, the City, in cooperation with the Northglenn Urban Renewal Authority, and Northglenn Arts and Humanities Foundation is currently evaluating the possibility of a public art plaza to connect the existing Recreation Center, E.B. Rains Jr. Memorial Park and the Webster Lake Promenade (retail development). This new park plaza will continue to emphasize the Recreation Center as a part of the "city center," a gathering place for our residents.

**5. Open Space Sales Tax Goals (0-5 points)**

- a. Open Space Sales Tax dollars are to be used in accordance with Resolution 99-1, Section 8 (C). Please describe how the project complies with the Tax.

This project is an improvement to an existing facility, and complies with the statement "...to pay for related acquisition, construction, equipment, operation, and maintenance costs." This long-term, replacement project includes the design and construction of new locker rooms, within the existing Recreation Center.

This is a major renovation project, not a maintenance project. Although the space has been maintained to a reasonable standard, the function of the space does not meet current standards. As stated in section 2-a, the facility has been reviewed by a professional architectural firm specializing in recreation facilities. The evaluation supports the need for a major renovation of the locker rooms.



The City has placed an emphasis on developing a long-term capital improvement plan, to ensure that in the future the City has the ability to replace aging infrastructure in a timely manner. However, the needs consistently outweigh the funding that is available.

**Project Funding (0-30 points)**

**1. Funding Summary**

Grant Request	\$120,000.00	(this grant cycle only)
Previous ADCO Grant Awards	\$200,000.00	(combined total - for this project only)
Cash Match	\$320,000.00	
In-Kind Match	[ ]	
<b>Total Project Costs</b>	<b>\$640,000.00</b>	

Grant Request =  % of the Total Project Costs

Budget Narrative - Justify the costs included in the project budget as Attachment A (i.e., how land value was estimated without and appraisal, how costs were estimated on equipment or staff time, etc.).

The cost estimates provided in Attachment A are based on a construction estimate completed by Zeiler-Pennock, the architectural firm for the project. Due to the known condition of some of the plumbing and electrical, and the understanding that there are likely other unknown conditions within the walls and floors of the space, as well as fluctuating construction costs, a 20% contingency has been included.

Please detail the financial or donated contributions of other partners or in-kind sources.

**2. 30% Distribution**

Will the applicant be using any of its 30% distribution as part of the cash match for this project?

Yes  No  Not Applicable

If yes, please list the amount being used:

**3. Qualified Jurisdiction Sponsorship**

If applying as an organization other than a qualified jurisdiction, please attach a letter of sponsorship from a qualified jurisdiction and label as **Attachment H**.

**4. Partnerships and Sources of Funds**

Please complete **Attachment C - Source of Funds**. See example at the end of this application for guidance.

**5. Letters of Commitment**

Please provide a letter of commitment from each partner that is providing cash or in-kind contributions for this project and label as **Attachment I**.







**Project Management and Applicant's Past Performance of Awarded Projects (0-15 points)**

**1. Long-term Management**

a. Describe how this project will be managed for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule.

The facility has been maintained in good usable condition since 1974. Although it has aged and shown many signs of wear, the facility maintenance staff has reliably cared for the locker rooms throughout that time. They have kept plumbing in working condition and carefully replaced individual tiles, shower heads, sinks, mirrors and other fixtures as they have broken. As a result, the locker rooms have been in reasonable working order every day throughout the life of the building.

The renovations will decrease the time that is spent conducting maintenance activities, and keep ongoing operational costs down. The maintenance and custodial resources are in place to maintain the new space for the next twenty to thirty years.

The locker rooms are deep cleaned daily, with spot cleaning occurring throughout the day. Maintenance staff are available on-call to handle any unanticipated plumbing or electrical challenges.

b. Is there a written agreement or Intergovernmental Agreement for things such as access or maintenance?

Yes  No

If yes, please provide a copy of this agreement and label as **Attachment F**.

**2. Past Performance**

In the space provided below, list similar projects that have received ADCO grant funds and have been successfully completed by the applicant (limit 5 projects). For example, if this is a trail project, list completed trail projects.

Project Name:	Project Manager:	Award Date:	Completion Date:
Jaycee Park Improvements	Pam Acre		November 2013
Recreation Center Roof & HVAC	Greg Yanker		November 2013
Danahy Park Improvements	Pam Acre		December 2013

**3. Pending Projects**

Please list all projects that have been awarded ADCO grant funds but have not yet been completed.

-- If an extension has been granted, please list the new due date in the "Due Date" column.

-- If a project is past due, explain why the project has not yet been completed.

Project Name:	Award Amount:	Due Date:	Explain:
Washington Street Pedestrian Underpass	\$535,727.00	November 2014	Project is well underway, and completion is anticipated for spring 2014



Adams County Open Space Grant Application  
 Active Use  
 Due Date: February 3, 2014

Case No. \_\_\_\_\_

Project Name:	Award Amount:	Due Date:	Explain:

Please mail **12 sets** of the application and one electronic version (either through email to [relsner@adcogov.org](mailto:relsner@adcogov.org) or on a CD) to the Adams County Open Space Staff no later than **4:30 P.M. on February 3, 2014**. Please bind all 12 copies with either binder clips or rubber bands (no staples please). **Applicants are strongly encouraged to use both sides of the paper when printing completed applications.**

**Please include the following attachments at the end of the application - not to exceed 11" x 17":**

- Attachment A - Project Budget**
- Attachment B - Project Timeline**
- Attachment C - Source of Funds**
- Attachment D - Project Site Plan**
- Attachment E - Location Map**
- Attachment F - Access or Maintenance Agreements (if applicable)**
- Attachment G - Master or Regional Plan (limit 3 pages)**
- Attachment H - Letter of Sponsorship from Qualified Jurisdiction (if applicable)**
- Attachment I - Letters of Commitment from Project Partners**
- Attachment J - Letters of Support**

**If this request is to acquire land, please include the following attachments - not to exceed 11" x 17":**

- Attachment K - Buyer's Appraisal. Provide one complete copy of the appraisal. Attach a copy of the appraisal summary to each of the 12 copies of the application.**
- Attachment L - Easement(s) (if applicable)**

All facilities or land must be accessible to the public, except for conservation easements for agricultural and/or wildlife habitat preservation. All accessible facilities and land must comply with the Americans with Disabilities Act (ADA) and any applicable state or local regulations.

The Applicant understands that no land or interests acquired with revenues of the Opens Space Sales Tax may be sold, leased, traded or otherwise conveyed, nor may an exclusive license or permit on such land or interest be given, without the approval of such action by the BoCC. See resolution 99-1, Section 8(C)(iv).

I, the undersigned, having the authority to act on behalf of, acknowledge the receipt of the Adams County Open Space Policies and Procedures and agree to abide by the same.

Upon award of the Open Space Sales Tax funds, all participants are required to enter into a Grant Agreement with Adams County. In the case of land acquisitions, a conservation easement or Declaration of Covenants, Conditions and Restrictions will be required prior to receiving reimbursement.

Applicant's Signature: *Amanda Peterson*

Date: 12/1/2013

Print Name: Amanda J. Peterson

Print Title: Director of Parks, Recreation & Cultural Services

**Attachment A - Project Budget**

Date:

Project Name:

Amount Requested:

% Total Project Costs:

*All organizations or individuals providing in-kind contributions are required to provide a letter of commitment outlining their contribution(s) as stated in the Project Budget.*

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Design		\$15,000.00	\$15,000.00			\$30,000.00
Demolition of Existing	\$10,546.00	\$6,000.00	\$16,546.00			\$33,092.00
New Walls/Ceiling/Doors	\$62,261.00	\$10,000.00	\$72,261.00			\$144,522.00
New Flooring		\$18,000.00	\$18,000.00			\$36,000.00
New Lockers	\$16,943.00	\$11,000.00	\$27,943.00			\$55,886.00
New Fixtures (includes shower partitions)		\$34,000.00	\$34,000.00			\$68,000.00
Electrical/Mechanical Modifications		\$50,000.00	\$50,000.00			\$100,000.00
Plumbing Modifications		\$33,000.00	\$33,000.00			\$66,000.00
Fire Protection Modifications	\$6,138.00	\$7,000.00	\$13,138.00			\$26,276.00
Mobilization/Demobilization	\$24,112.00	\$16,000.00	\$40,112.00			\$80,224.00
<b>Budget Total</b>	<b>\$120,000.00</b>	<b>\$200,000.00</b>	<b>\$320,000.00</b>			<b>\$640,000.00</b>

**Attachment B - Estimated Project Timeline**

Project Name: Recreation Center Locker Room Renovation

Date: February 3, 2014

*Timeline should reflect scheduling for each task of your project over the next 24 months. Describe each task of your project and put an X in the column to the right for the month that task will occur.*

Description of Task	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013
Design Process					X	X	X	X	X			
Develop IFB for Construction										X	X	X

Description of Task	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014
Develop IFB for Construction	X	X										
IFB Process			X	X								
Award Construction Bid					X	X						
Construction							X	X	X			
Final Punch List										X		
Grant Closeout Period											X	X

**Attachment C - Source of Funds**

Project Name:   
 Amount Requested:   
 % Total Project Costs:

In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution.

With regard to the Applicant's contribution, only fill out the "Brief Description of Contribution" if the Applicant is making an in-kind contribution.

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
Conservation Trust Fund	12/10/2012			\$200,000.00		\$200,000.00	
Conservation Trust Fund	10/14/2013			\$120,000.00		\$120,000.00	
Adams County Open Space Grant	6/10/2013		\$200,000.00			\$200,000.00	
Adams County Open Space Grant	Pending	\$120,000.00				\$120,000.00	
<b>Total</b>		<b>\$120,000.00</b>	<b>\$200,000.00</b>	<b>\$320,000.00</b>		<b>\$640,000.00</b>	





Attachment E  
Location Map





## **Introduction**

### **Purpose**

As per Chapter 17-2-7(d) of the Northglenn Municipal Code, the Parks and Recreation Advisory Board has the following responsibility:

“To assist and advise the City Manager and the City Council in determining the community’s needs and desires for parks, programs and facilities in relationship to the Park’s Master Plan and to continually update the Parks Master Plan on a yearly basis to achieve an equitable balance, within reason, of parks, programs and facilities in the city.”

The following document is submitted in accordance with Chapter 17-2-7(d) of the Northglenn Municipal Code.

### **Background**

In 1986, City Council adopted the City’s first comprehensive Parks and Recreation Master Plan. In addition, upon adoption of the Master Plan, the Council appointed a Task Force to develop a ten (10) year Implementation Plan for the Master Plan. Membership on the Task Force included representatives of City Council, the Parks and Recreation Advisory Board, the Planning Commission and City Staff. The ten (10) year Implementation Plan was adopted by City Council in 1987.

The authors of both the Master Plan and the Implementation Plan recognized that the parks and recreation desires and preferences of the community are continually evolving and recommended that an annual evaluation be conducted to

address and consider revisions to the plan. The Parks and Recreation Advisory Board are thus charged with conducting an annual review of the Master Plan and making recommendations for its update and revision.

The 2011 revision includes a new format, with a focus on compiling a complete, current inventory of existing parks and facilities, as well as a 5-year Capital Improvement Plan and an extended list of future capital improvement needs and desires.

### **Goals and Actions**

This Master Plan seeks to complement City-wide efforts and organizational direction as it relates to the roles and functions of the Parks and Recreation Advisory Board and staff to achieve near-term and long-term capital improvements to the City’s parks, public grounds, and recreational assets and amenities. Existing plans and goals, such as the City’s Comprehensive Plan and City Council Goals are referenced to ensure consistency across departments.

It is hoped and anticipated that the community at large will support the efforts of staff and the public process that occurred to have identified and listed the noted and desired improvements to our recreational and leisure time assets. This document is intended to serve as a roadmap to guide staff toward the successful completion of multiple projects, pending the availability of required financial resources, to help assure the achievement of Council goals and the City Manager’s goals and the expressed wishes of the public, and in so doing provide a contribution to achieving what we



### **Kiwanis Pool Improvements**

The bath house at Kiwanis has had few improvements since its opening in 1965. The bath house, which includes locker rooms and a cashier's station, is in need of a new roof, new plumbing and electrical, new lockers, sinks, toilets, showers and other fixtures, and repainting.

Currently, the pool drainage is not connected to the sanitary sewer, but rather drains to the stream system. In instances when large amounts of water are drained from the pool without sufficient time for de-chlorination, chlorinated water is discharged to the stream system. This is potentially harmful to the balance of the stream ecosystem. In addition, small amounts of chlorinated water are discharged regularly through the daily backwash process. Although this is an acceptable practice, it is not ideal. Connection to the sanitary sewer would alleviate this concern.

Although not necessary, a desirable addition to this space would be a splash ground, a commonly requested amenity amongst users.

### **Dog Park Improvements**

The dog park is in need of new surfacing material to improve drainage and functionality, as well as improvements to the perimeter fencing and the addition of a small dog area. Other needs include repairs to the water fountain, landscaping on the outer perimeter of the park, lighting and irrigation.

### **Grange Hall Creek Trail Connection at Washington Street**

Grange Hall Creek Trail and the C. A. "Gundy" Gunderson Trail run east to west through Northglenn along Grange Hall Creek and generally provides the pedestrian or bicyclist easy passage without having to "share the road" with motor vehicles. Two notable exceptions to this are at the crossing locations at Washington Street and at Irma Drive. Other street crossings exist but the traffic conflicts are much less.

As we look forward to improvements in light rail and a potential transit stop at Irma and 112<sup>th</sup>, there will be a greater need for alternate access routes through the city. And as pedestrian and bicycle traffic increases, so does the need for safe crossings of higher traffic volume streets. Mid-block crossings are necessary to create and keep a continuous trail along the creek.

Separated crossings are necessary to reduce and/or eliminate the conflicts between pedestrians, bicyclists and motor vehicles. Separated crossings are expensive but serve as the best protection of the public.

A pedestrian underpass is generally the best option. Such an option should be considered for the crossings of the trail at Washington Street and Irma Drive.

### **Recreation Center Renovation and Expansion**

As discovered in the 2008 evaluation, the facility is in need of renovation beyond the roof, HVAC and fire-code compliance that is currently in process. This project consists of work throughout the building, to include a new pool liner, renovation of the locker rooms, boiler replacement, renovation of the existing restrooms, replacing the moving wall in the senior center, interior

Attachment G  
Excerpt from Parks and Recreation Master Plan

painting, and replacing the remaining flooring throughout the building (excluding the gym, Mountainview, Parkview and the Senior Center.)

Although it would be preferred to complete all projects within a short period of time to avoid the costs incurred through phasing and to streamline the process so that new amenities are available to residents in a timely manner, these projects may be phased in as funding is available.

In addition, there is still a desire of the Parks and Recreation Advisory Board to explore the possibility of expanding the Recreation Center. The major components recommended for expansion are a main floor senior center with a kitchen, the addition of a leisure pool and updated locker rooms, along with other general upgrades throughout the facility.

### **Parks Maintenance and Storage Facility**

The existing barn is in poor repair, with multiple holes in the exterior. This allows for animals and moisture in the facility, creating an unpleasant working environment. Work will be done on the barn in 2011 to ensure a safe work environment, but the only long-term solution is to replace the barn with a new facility that is insulated, sealed from the elements, meets all fire and building codes and allows for appropriate work and storage space for the parks division.

### **Senior Playground**

It is important to keep our senior population physically active. The "senior playground" brings together fitness and fun in an outdoor area. The playground would

consist of 5-8 pieces of outdoor fitness equipment, and is proposed to be located behind the recreation center.

### **Theatre Lighting, Seats & Carpeting**

The seats in the theatre are original to the facility, and are due for replacement due to normal wear and tear. They were last refurbished in 1996. The fabric has begun to deteriorate, and the seat mechanisms no longer function as well as they once did. The carpet is also recommended for replacement due to normal wear and tear.

In 2009, a study was done to determine the feasibility of replacing the existing theatre lights with a LED system. It was determined that this technology is quite expensive, and is not yet fully functional in a theatre setting. The existing lighting and dimmer pack are beginning to fail, and in need of eventual replacement. Staff is in the process of creating a new set of specifications for this future project.

### **Trail Extension at Badding Reservoir**

The Badding Reservoir site borders the City of Thornton, and the Reservoir itself is owned by the City of Thornton. As such, Thornton is seeking to have additional land to the south of the existing site dedicated as Open Space. It would be favorable to both Cities and the residents in the area to have the Greenway Trail extended through both the Northglenn and Thornton portions of this open space.

### **Replacement Vehicles**

Vehicles have been rated using a scoring system to help determine which vehicles are due for replacement. This scoring system includes the age of the vehicle, its current condition, the type of use it

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-89  
Series of 2013

13-87  
Series of 2013

A RESOLUTION SUPPORTING A GRANT APPLICATION TO BE SUBMITTED TO THE ADAMS COUNTY OPEN SPACE FOR FUNDING FOR THE LOCKER ROOM IMPROVEMENTS PROJECT

WHEREAS, funding in the amount of \$400,000 has been identified for the purpose of making basic improvements to the locker rooms at the Recreation Center, which includes \$200,000 appropriated in the Conservation Trust Fund and \$200,000 in grant funds awarded by Adams County Open Space;

WHEREAS, staff has identified the total cost for the Locker Room Improvements Project to be approximately \$640,000, which is \$240,000 more than the allocated budget;

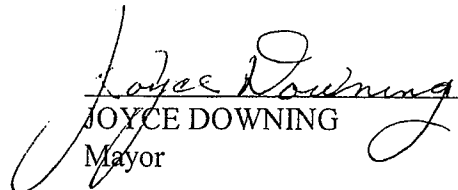
WHEREAS, the Northglenn City Council believes that improvements to the locker rooms at the Recreation Center will enhance the amenities to users and provide accessible facilities that accommodate families and are compliant with the current health code; and

WHEREAS, the City Council desires to express its support of the submission of an Adams County Open Space Grant Application to obtain additional funding for the Locker Room Improvements Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn is in full support of submitting a grant application to Adams County Open Space to obtain funding for the Locker Room Improvements Project.

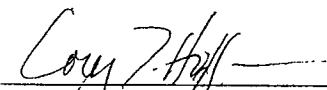
DATED, at Northglenn, Colorado, this 14<sup>th</sup> day of October, 2013.

  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
JOHANNA SMALL, CMC  
City Clerk

  
COREY Y. HOFFMANN  
City Attorney



September 18, 2013

City of Northglenn  
Parks, Recreation and Cultural Services  
11801 Community Center Drive  
Northglenn, CO 80233

Re: Northglenn Recreation Center Locker Room Remodel

Dear City of Northglenn Parks, Recreation and Cultural Services,

The design review documents for the Northglenn Recreation Center Locker Room Remodel were reviewed in accordance with Article III of the Colorado Swimming Pool and Mineral Bath Regulations and are **approved**.

As discussed over the phone with the representatives from the City and the architectural group on August 12, 2013, the approval of the plans is contingent upon the placement of signs in the locker room areas encouraging swimmers to shower prior to entering the pool/spa. In addition, TCHD requires that the signs will be placed in noticeable locations in the men's and women's locker rooms and will be permanent. I encourage the City to provide details to TCHD as to how this requirement will be met prior to the opening inspection to avoid any delay in approval for operation.

**You must notify our office at (303) 846-2021 when the remodel is completed to arrange for a final inspection. Facility shall not be placed into operation until final approval from this Department is obtained.**

**ALL INSPECTIONS REQUIRE A MINIMUM OF 72 HOURS NOTICE.**

Upon completion of construction, a **written certification** from the pool owner or agent stating that the facility was built as approved must be submitted to this Department. **Failure to do so may result in a delay in opening your facility.**

This letter does not waive the responsibility of the owner or contractor to make necessary changes that may be required upon field inspection if the facility is not in compliance with the Colorado Swimming Pool and Mineral Bath Regulations.

**\*\*If you have any changes, alterations, or additions to the plans as reviewed and approved by this Department, the plans and specifications must be re-submitted for review.\*\***

Attachment J-1  
Letters of Support:  
Federal or State Agencies

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Chevalier', with a stylized flourish at the end.

Steven Chevalier, MS, REHS  
Environmental Health Field Supervisor  
Pool Plan Review Specialist  
schevali@tchd.org



January 9, 2013

Amanda Peterson, CPRP  
City of Northglenn  
11801 Community Center Drive  
Northglenn, CO 80233

Re: Northglenn Recreation Center

Dear Ms. Peterson,

Tri-County Health Department (TCHD) is charged with enforcing all applicable Colorado public health statutes related to public and semi-public swimming pools, including, but not limited to, Colorado Revised Statute (C.R.S.) 25-1.5-101(1) (a): Powers and Duties of the Department - To establish and enforce sanitary standards for the operation and maintenance of...swimming pools, and C.R.S. 25-8-802: The Submission of Plans and Specifications.

Per your request, TCHD is providing this letter of support for a locker room remodel project proposed at the Northglenn Recreation Center by the City of Northglenn. A remodel of the locker room facilities will enable the locker rooms to comply with the current swimming pool regulation, 5 CCR 1003-5 Regulations Pertaining to Swimming Pools and Mineral Baths, section 3.22 Shower Facilities. Specifically, you have provided information that an approval of the grant would provide funding, in part, to realign the locker rooms so they meet the requirement of 3.22 which states that "...bathers must pass through the shower room before entering into the swimming pool area". The current configuration of the locker room does not meet this section of the regulation.

Because of the importance in maintaining both sanitary standards at the swimming pool, and ensuring public health, in part, through the use of a cleansing shower prior to the use of any public swimming area, TCHD fully supports the remodel of the locker rooms. All plans, specifications, and required TCHD Swimming Pool Plan Review form must be submitted to this Department at least 30 days prior to construction and will need to meet all of the applicable requirements of 5 CCR 1003-5 Regulations Pertaining to Swimming Pools and Mineral Baths. Once construction is completed, an inspection and approval is required by this Department .

Sincerely,

A handwritten signature in black ink, appearing to read "S. Chevalier", with a stylized flourish at the end.

Steven Chevalier, MS, REHS  
Environmental Health Field Supervisor  
Pool Plan Review Specialist  
schevali@tchd.org

Attachment J-1  
Letters of Support  
Federal or State Agencies



101 Lamar Street  
Broomfield, Colorado 80020  
303.452.9910 Fax 303.451.0289

November 1, 2013

Ms. Amanda Peterson, CPRP  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11801 Community Center Drive  
Northglenn, CO 80233

Re: Letter of Support

Dear Ms. Peterson:

North Metro Fire Rescue District is pleased to provide this letter of support for the City of Northglenn's future project to make functional improvements to its Recreation Center located at 11801 Community Center Drive. The Fire District understands that the City will be asking for a matching grant from Adams County Open Space to update and increase the usability of the locker rooms within the facility, including adding family and private changing spaces as well as improvements to facilitate access for those with disabilities.

The Fire District appreciates the City of Northglenn's commitment to improving the quality, accessibility, and safety of its facilities for all of its citizens to enjoy for years to come.

Sincerely,

David Ramos  
Acting Fire Chief  
North Metro Fire Rescue District

DR/sg

Attachment J-2  
Letters of Support  
School Districts or Special Districts

Nov. 20, 2013

To Whom it May Concern,

My name is Kimberly Jongejan and I have been a patron of the Northglenn Recreation Center pool for over 17 years. All three of my daughters learned to swim here and have or are currently participating in the Northglenn swim teams. My oldest was a lifeguard here last summer and plans to return next season.

Please accept this letter of support for a new locker room system. The locker rooms are antiquated and do not fit today's family. The men's room doesn't even connect to the pool and so all the men have to walk through the hallways of the center to get to the pool. The ladies room is small and has no privacy. The toilets have leaked for as long as I can remember, even after the staff looks at them. It is extremely crowded during the high turn-over times between aquafit, swim lessons and swim team. It has gotten to the point where my daughters no longer choose to use the locker room and just wait to shower at home.

The pool and the locker rooms need a serious overhaul and our family sincerely hopes that this grant money is awarded towards that project. I know that swimming here has been a big part of our family's lives.

Thank you for your consideration.

Sincerely,

Kimberly Jongejan

Swim Team family

720-364-6734

Attachment J-3  
Letters of Support:  
Individual Users & User Groups



## Amanda Peterson - New Locker Rooms

---

**From:** "L James" <57law@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 11/20/2013 9:38 AM  
**Subject:** New Locker Rooms

---

To whom it may concern,

I am writing to ask that the locker rooms at Northglenn Rec Center be replaced with new facilities. They are quite old and run down and due to the amount of use it would be a good investment to replace them with new ones.

Sincerely,

A frequent user of the locker rooms,  
Charles James

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - Locker Room**

---

**From:** Sonja <sonjm@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 11/20/2013 10:07 AM  
**Subject:** Locker Room

---

I have lived in Northglenn about 36 years and I took my daughter swimming at this pool and the locker rooms have not changed. They are in dire need of updating. So, I am in support of updating our locker rooms

thank you  
Sonja Shea &  
Joyce Tani

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

11/20/2013

To whom it may concern:

I am writing today on behalf of all patrons of the Northglenn, CO recreation center. I am a Senior citizen who partakes of several exercise classes at Northglenn as well as Thornton and Broomfield and it is most unfortunate that the Northglenn locker rooms are in such very sad shape. My grandson, who is also very active in Northglenn sports, has told me how "bad" the men's locker room is as well. Northglenn's Recreation center does so many wonderful programs for seniors and its youth, and in my opinion they really need help to get their locker rooms updated. Again, I repeat that they are really in sad shape and are not very functional for all their customer's needs.

Thank you most sincerely for any help you can provide this wonderful resource for the community of Northglenn and most especially for the area Seniors and Youth who are top users of the facility!

Sincerely,

Carol L. Vallee

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

**From:** Cynthia Wey <cynthiawey@yahoo.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 11/20/2013 2:23 PM  
**Subject:** Women's locker room

To Whom This May Concern,

I use the facilities a minimum of six days a week. I find the women's locker room subpar. The floors are extremely slippery when wet presenting a high fall risk. Not all of the shower heads are functional; the ones that are provide either a fine mist or a pelting spray. The air temperature is often cool. If and when the heat is on, it blasts through the entire locker room with cold air causing a wind tunnel displacing all of the curtains. This temperature inversion causes me to have muscle spasms which take several days to calm down. The benches are also too narrow. Trying to balance on them while putting my shoes on, is often challenging. The presence of boys in the locker room also concerns me. I feel it is very inappropriate for them to be in a locker room full of us older women not to mention, little girls their own age.

I am sure a nicer, safer, and accommodating locker room would greatly enhance my fitness experience at the Northglenn Recreational facility.

Thank you for your time and your kind consideration concerning these concerns,

Cynthia Wey  
(303) 995-9721

Sent from my iPad

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

November 20, 2011

To Whom It May Concern,

We have a lovely Northglenn Recreation Center, however the present locker rooms are definitely less than adequate. It is well past time for changes and improvements to be made toward the locker room area. If these areas were improved more people would use our Northglenn Recreation Center instead of visiting Thornton's.

Respectfully,  
Missile "Jo" Dunn

Attachment J-3

Letters of Support:

Individual Users & User Groups

11-20-13

To Whom it may concern

I have been a resident of Northglenn since 1972 and have been using our Rec Center since it opened.

We have a wonderful Staff and great programs and especially our aquafit program is the most enjoyable to me.

When comparing our Locker rooms with other facilities, it is evident, that we are in dire need for improvements. It is a deterrent for many people to have to walk thru the Lobby to get to the Locker rooms and Showers.

Please give our Families that use this Facility often, the gift of improvements. We will be

grateful and very, very happy to receive these improvements.

PLEASE HELP!!!

Sgt  
a long time NG resident.

11/20/2013

To Whom It May Concern:

We are in great need for some improvements in the Locker Rooms!!

It's been a long time and things wear out. Many people use this facility. Help is needed!

Thank you!

Lern Koebert  
1260 Kennedy Dr.  
NC, Co 86234

Is Whom it concerns?

We exercise with Silver Splash 3 days a week. We are in need of a new locker room, especially new flooring. The ones now are unsafe, especially for the men who have to go through the lobby. Some heat would be nice too.

Fred Lys Antrolus



City of Northglenn:

Its time to update pool &  
locker rooms

new flooring - no slip

showers - non slip floor

more seating in locker room (adult size)  
no crib

Family Changing Room a also  
needed

Top lamp contact in all area  
for seniors - cold water &  
shower area are unsafe  
& make user cold area  
uncomfortable and hard  
to use

Cathy J. Hall

Tami Rash  
10757 Livingston Drive  
Northglenn, CO  
January 26, 2013

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233

Dear Ms. Peterson:

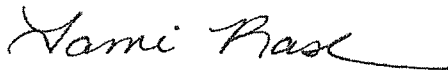
I am a long-time resident of our city, and regular user of the Northglenn Recreation Center. I am writing to express my full support for the locker room improvement project.

The locker rooms are in need of improvements that are extremely overdue. My understanding is the proposed improvements include a new shower configuration, including private showering areas (which are very much needed), new fixtures, new slip-resistant tile on the floors and plumbing improvements.

Regular users of the recreation center, like me would benefit greatly, and really appreciate the improvements. The improvements may even bring in additional users of the facility that have been going to recreation centers in other cities due to the quality of the locker rooms in Northglenn.

I urge you to move forward on the decision to improve the locker rooms at the Northglenn Recreation Center.

Sincerely,



Tami Rash

## Amanda Peterson - Locker room

---

**From:** <cramerviers@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/26/2013 11:15 AM  
**Subject:** Locker room  
**CC:** <bluconei04@yahoo.com>

---

January 26, 2013

To Whom It May Concern:

I am writing in support of the grant application for the Northglenn Recreation Center for improvements to the existing locker rooms.

I grew up in Northglenn. I distinctly remember when the rec center opened, and I learned to swim at the rec center as a child. Later, when I was older, I worked for several years as a lifeguard at the pool (as did my husband - it's how we met). Now, as a middle aged adult, I go to the rec center twice a week for Zumba classes even though I live in a different city now. Through all of the years that I have been associated with the rec center, the locker rooms have not significantly changed at all. That's a long time to go without a renovation. I've seen the pool deck change, the weight room change, the front desk change, but never the locker rooms. They are in dire need of improvements to bring them up to an acceptable standard for use by the public. I am sure that the rec center would have even more use if it were up to a standard to compete with the pricier fitness clubs in the area. If it weren't for the fantastic Zumba instructor, I would not even go to the rec center simply because I hold a private gym membership that affords me a much nicer facility (especially locker rooms) to use. If the Northglenn rec center had comparable facilities, I would certainly drop my paid membership and go to the rec center instead. Improving the locker rooms would go a long way toward that. I hope that you will please consider this grant application.

Sincerely,

Jennifer Viers

Attachment J-3  
Letters of Support  
Individual Users & User Groups

Dear Adams County Open Space Advisory Board,

The Northglenn Recreation Aquatic Staff is writing this letter in support of grant funding to improve the locker rooms. As daily users of the locker rooms we feel that their current state is unsatisfactory. We have compiled several reasons for the need for renovation as well as suggestions for improvement.

Children are constantly changing on the pool deck with the help of their parents after open swim and swimming lessons. They are doing this because they are either too old to go into the opposite sex locker rooms with their parent or too young to, in their parent's opinion, to go into appropriate gender locker rooms alone. To avoid this, the recreation center is in need of several family locker rooms where families can go to change their children.

The current flooring used in the locker rooms is a hazard. When wet it is very slippery and the floors are not graded enough to drain the water from the floors properly. The pool is used by a wide range of people, from the very young to the very old. The last thing we need is for an elderly person to slip and break a hip simply because no one thought to put slip resistant flooring in a locker room that is guaranteed to be wet during operating hours. People walk in in or out of the locker rooms wet and as a result patrons as well as aquatic staff are constantly slipping on the floor. We would like to see a more slip resistant floor installed in the locker rooms.

As swimming instructors we are in the pool teaching swimming lessons every day. We must also take a shower after being in the pool but it can be uncomfortable showering while children are also using the shower. Parents regularly come into the communal shower to help their children out of their suits and wash. It makes for an awkward and inappropriate situation. Often times the staff does not get to take a shower because they opt not to be put into that situation. Also, the handicap accessible bench and shower hose leave something to be desired. This is why individual shower and changing stalls that are also Americans with Disabilities Act accessible would help both the aquatic staff and the general public.

Because the pool at the Northglenn Recreation Center is used for a variety of programs the temperature must be set to please the widest range of swimming activities possible. As a result the water is too cold for arthritis and swimming lesson classes but too warm for intense swim team practice. Children and instructors are cold when they get out of the pool and become even colder once they enter the locker rooms. The ambient air temperature in the locker rooms is too cold for someone who is already wet. We would suggest enclosed locker rooms where there is a door at both entries/exits and or an air lock to prevent lobby air from entering the space and cooling it down. Another idea is to have heated floors. If the floors need to be replaced anyway, this option would make for a warmer and more cost effective solution to heating in the long run.

The men currently do not have an entry into the locker room from the pool area. They must exit the pool door and walk through the lobby and down a hall to get to the men's room. It is not only confusing to patrons but also inconvenient for weight lifters and gym users because it gets the tile floors wet. Many times men will accidentally walk into the women's room because there is no sign saying the men's room is located outside and around the corner. They must also walk past everyone in that area in their bathing suits which can be uncomfortable and or humiliating. A solution to this problem would be to provide an entrance to the men's locker room directly from the pool area. We would also like to see the women's locker room partition taken away and another door solution put in its place in order to alleviate congestion at that corner of the pool deck.

We sincerely hope this letter will influence you to help the Northglenn Recreation Center remodel their locker rooms.

Thank you,

Aquatic Staff

*Caitlin Row*

*Anastase Heid*

*Ashleigh M. Portfield  
Cooper*

*Dem Jm*

*Kasi Blosser*

*W. M. ...*

*Syby Fariz*

*Ch M*

12/31/12

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

I give my full support to the renovation of the locker rooms. I am a resident on disability and enjoy using the pool at your facility. There are however many issues that do need addressed in the locker rooms.

The locker rooms are too small and there is not enough room to safely change when there are exercise classes at the same time as swim classes or any other activities. If you want to take a shower you are on display to everyone there and have to view everyone else, this is very uncomfortable to be watched by people of all ages and sometimes the opposite sex, also not all the shower heads work. Personal shower and changing areas would be wonderful to have.

The floors are very slippery and hazardous for those that have trouble getting around, and having to dodge others while doing it makes it even worse. The temperature in the locker room is very cold. It really discourages people from going if they have circulation issues because it can be literally painful to go that quickly into the cold. The pressure difference can be heard and felt as you go in the door.

My son has a membership and uses the men's locker room. Many of the men as well as boys are not comfortable showering together; you also have the same problem of fathers that have to take their young daughters in to the men's locker room and makes other men uncomfortable. There are only two stalls and many of the men/boys are not comfortable changing in front of others so they use these to change. This can make it take a long time to wait for them to come out, not to mention unsanitary. They also have the same problems with their showers and would benefit from personal showers and changing areas. It is also cold, embarrassing and unsafe for the men to have to leave the pool area to get to their locker room.

Something else that you may want to consider in the future is a family room where parents can go with their kids of any age in order to help them and not make others or their kids uncomfortable.

Any improvements to the locker rooms would be nothing but positive and I hope you get the funding needing. We look forward to it as I'm sure many others do as well.

Sincerely,

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

12/28/2012

\*\*\*

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
11701 Community Center Drive  
P. O. Box 330061  
Northglenn, CO 80233

**Dear Ms. Peterson**

I fully support the renovation of the locker rooms. I am a senior who uses the pool at least three times a week. There are many issues that need to be fixed and a mere coat of paint will not fix the problems.

There is not enough space in the locker rooms when there are swim classes at the same time as the exercise classes. There is no physical room to be able to change safely. People who use the showers are on display to all age groups and not all shower heads work (there is not that many to start with). It is very unnerving to have young children of the opposite sex staring at you while you change.

The floors are slippery and a hazard to those of us that have physical issues and young children who don't pay enough attention to safety.

The locker rooms are COLD. This makes it very difficult to look forward to coming to the facility. When you get out of the pool and walk to the locker room the pressure difference can be heard at the door.

My grandson has a membership. He is too old to come in the women's changing area. He is very uncomfortable disrobing in front of unknown males of all ages. Additional stalls would really help his ability to change. It would also be wonderful to have a "family" changing area where the adult family members could help the children in their family regardless of age.

Many of the men who swim complain about having to walk through the public area to get to the men's locker room. It is quite chilly going through the hallway and not a little embarrassing when there are people at the desk or in the vending area. Several of the men that I have spoken with are uncomfortable showering with young boys.



10760 Claire Ln

• • •

Any improvements of the locker rooms will be welcome. It would encourage more residents to utilize the facilities. I hope you will be successful in obtaining funding for the project.

Thank you

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

**From:** Jaricia Griess <jariciag@comcast.net>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/25/2013 7:18 PM  
**Subject:** Locker room improvements

Dear Advisory Board,

I live in Westminster but I love the Northglenn rec center. I have made many friends there, most of which are elderly. They are there almost daily. I think it would be a great thing to make the locker room a safer more pleasant place to visit. I would hate to see one of those sweet old folks slip and break a hip. My friend Marie has an teen age boy with autism that can't use the locker room without an adult. A family locker room would be useful.

Thanks for considering our needs.

Jaricia Griess

Sent from my iPad

## Amanda Peterson - Rec Center Locker Room

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**From:** Tammie Ogden <Tammie.Ogden@lasp.colorado.edu>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/25/2013 10:40 AM  
**Subject:** Rec Center Locker Room

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Hello Ms. Peterson!

I understand the city of Northglenn is applying for a grant to make improvements to the locker rooms at the rec center. BRAVO! I have been a resident of Northglenn most of my life so I know the rec center was built in the mid 70's and not much has been done to the locker rooms since then so it is about time. I would love to see the locker rooms enlarged but I'm not sure that is possible. Any improvements will be greatly appreciated by the hundreds of adults and children who use those facilities daily.

I look forward to seeing the news in the Northglenn Connection that the grant has been approved and improvements will soon begin!

Thank you

Tammie Ogden

Procurement Expeditor & LASP GIDEP Coordinator

Laboratory for Atmospheric and Space Physics,

University of Colorado

1234 Innovation Drive

Boulder, CO 80303-7814

(303) 492-4484 fax: (303) 735-4843

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - rec center locker room**

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**From:** donna crouse <croused1942@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/24/2013 9:19 PM  
**Subject:** rec center locker room

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January 24, 2013

To Whom It May Concern:

I have been a Northglenn Recreation Center participant for more than 20 years. The Staff have always been friendly, efficient, and courteous. I love the rec. center and believe that a remodel to the ladies locker room is overdue and something we all deserve.

Even tho the staff keeps every thing as clean as possible there are some serious problems. The paint in the dressing rooms is chipped and peeling, the water fixture in the shower area is in disrepair, the exhaust grill on the shower room ceiling is rusted. I suspect that there is quite a bit of mold behind the shower room wall panels.

Thank you for your consideration,

Donna Crouse  
10838 Murray Drive  
Northglenn, CO 80233

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - FW: Grant for improvements to locker rooms**

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**From:** JUDY MCCOY <jkcoymom@msn.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/24/2013 4:24 PM  
**Subject:** FW: Grant for improvements to locker rooms

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From: jkcoymom@msn.com  
To: apeterson@northglenn.org  
Subject: Grant for improvements to locker rooms  
Date: Wed, 23 Jan 2013 16:36:26 -0700

This is my endorsement for improving the lockers at the Northglenn Recreation Center. I have used them a lot over the years and they don't lend to the comfort of the people that are using them today. It would help in getting more people to use the facility. I have lived in Northglenn for 50 years and I am still using the pool. In other word I support the whole idea. Judy McCoy

Lafayette St  
CO. 80233

10468

Northglenn

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - Letter for Locker Room Improvements**

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**From:** Lisa Curameng <emailpurple1@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/23/2013 8:25 PM  
**Subject:** Letter for Locker Room Improvements

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Ms. Peterson,

Please accept this letter as my support for the much needed improvements to the locker rooms at the Northglenn Rec Center. My daughter has been taking swimming lessons there since she was about four years old and she is now seven in the Bluefish level. A great swimming program like this really deserves a better locker room situation. If the improvements are done we would like to see more/better dryers, a swim suit dryer and a better shower set-up. More private dressing areas would be a great idea too because there always seems to be a mom in the girls locker room undressing/dressing her son and this seems to cause a stir amongst the little girls. With just the one current private area there really is no other option for the mom's with young boys.

The other rec centers in the area that I have been in have beautiful, well planned out locker rooms that end the experience there on a high note. Patrons of the Northglenn Rec Center deserve to have that same feeling after having a great experience using your facility. My vote is the locker rooms get the best of everything.

Thank you and good luck on the grant.

Lisa Curameng

Attachment J-3  
Letters of Support  
Individual Users & User Groups

January 22, 2013

Jerry D. Gavette  
1928 E. 117<sup>th</sup> Court  
Northglenn, CO 80233-5906

Amanda J. Peterson  
Director of Parks, Recreation & Cultural Services  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233-8061

Dear Ms. Peterson,

My family and I moved to Northglenn in 1979, at that time, the Northglenn Recreation Center was about 5 years old. Beginning at that time and continuing today we have used all the facilities the recreation center has to offer, including the locker rooms. Over the past 34 years the recreation center has gone through several renovations and upgrades. However, the locker rooms at the center are original and have had only minimal changes, if any upgrades.

I am in full support of the application for grant funding to the Adams County Open Space Advisory Board for improvements to the locker rooms at the Northglenn Recreation Center. It is my understanding that the grant application will include improvements to the locker rooms including a new shower configuration that proposes private showering areas, new fixtures, new slip-resistant tile on the floors and plumbing improvements.

Again, as a resident user of the Northglenn Recreation Center, I am in full support of the proposed grant application for upgrades to the locker rooms.

Sincerely,



Jerry D. Gavette

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**From:** "Grenia, Becky" <bgrenia@tristategt.org>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/23/2013 7:29 AM  
**Subject:** FW: Improvements to Northglenn Recreation Center Locker Rooms

We had some problems at work with E-mail so I am sending this again in case you didn't get it.

Thanks,  
Becky  
Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

-----Original Message-----

From: Grenia, Becky [mailto:bgrenia@tristategt.org]  
Sent: Tuesday, January 08, 2013 1:41 PM  
To: 'apeterson@northglenn.org'  
Subject: FW: Improvements to Northglenn Recreation Center Locker Rooms

Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

Hi,

I am a resident of Northglenn for the past 34yrs and use the Recreation center regularly along with the pool.

The locker rooms are very out dated and small. The locker area is shared by the shower and restroom area. Someone taking a shower going to the pool gets the floor wet right through where someone who might be changing for a class and not going to the pool has to dress and walk on a wet floor. The area is very crowded and the number of lockers are limited.

I feel that Northglenn has enough participation to deserve a nice updated, spacious, locker room with private shower stalls and would have even more participants if this was accomplished.

Thank you for your consideration.

Becky D. Grenia

Becky D. Grenia  
10558 Williams St.  
Northglenn, Co 80233  
303-457-2248  
Becky Grenia  
Plant Accounting  
303-254-3296  
bgrenia@Tristategt.org

Attachment J-3  
Letters of Support  
Individual Users & User Groups



To the Adams County Open Space Advisory Board:

As a resident of Northglenn for 35 years, and a user of the Northglenn Community Center, I'd like to strongly recommend that the city receive grant funding for the much-needed improvements to the Center's locker rooms.

I have used this facility's swimming pool and locker rooms many times, and it has been a struggle to maintain privacy in this 1960's design which only provides group showers. Obviously in this day and age, this is totally unacceptable and out of sync with the state of the art recreation facilities in our neighboring communities. This is no fault of the City's planners and leadership. As a former Council member who witnessed two separate elections for new recreation facilities fail, I am probably more keenly aware of the overdue nature of this facility improvement.

The good citizens of Northglenn have simply adapted to this bizarre locker room configuration, since the Community Center is truly the gathering place for citizens in our city and attendance is tremendous. Swimmers have found other ways to use the pool facilities and locker rooms, most likely showering at home.

I for one am asking you to seriously consider this grant request from the City of Northglenn. We so appreciate all the support and assistance you have given us in the past years to make our facilities and trails so much better.

Rosie Garner

1435 Claire Lane

Northglenn, CO 80234

**Amanda Peterson - Grant Letter**

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**From:** Kathryn Dowling <kathryndowling@rocketmail.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 12/22/2012 11:12 AM  
**Subject:** Grant Letter

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Kathryn Dowling  
11851 Gilpin Street  
Northglenn, Colorado 80233

To Whom It May Concern:

I am a 62 year old woman with arthritis who attends the aquacise class regularly at Northglenn Recreation center.

I would like to bring to your attention the many deficiencies present in the locker room situation at Northglenn Recreation Center. The conditions are such that they render the areas unsafe and barely functional. The womens shower(singular) is about 10x8 feet with a pole in the middle of it that has about 8 heads-two of which don't work properly. Therefore, we are forced to shower together and if more than 6 of us are present(which is often) we have to take turns. The floor is smooth tile which can be rather hazardous. The room with the lockers in it is approximately 12x8' with a very narrow abench in front of the lockers. We are usually bumping in to each other and asking each other to move so that we can get to our things as we try to dress. In the summer when swim lessons start , our class times have to be adjusted by half an hour so that we can have class, shower , dress and most of us get out before the kids start coming in to the locker room to get ready for their lessons. In all of this chaos, we have 2 sinks available, 3 toilets and a handryer. The tiles out there are also smooth and thus potentially hazardous. The whole area is always very cold. Despite all this there are many of us that love to come to NRC instead of the other options available because the staff is always warm, friendly, and helpful.

I don't know what the men's locker room looks like(obviously), but I do know that they do not have direct access from the locker room to the pool area. They are forced to exit one ares, cross the lobby, and enter the other area.

Please feel free to contact me if you have any questions,  
Kathi

Attachment J-3  
Letters of Support  
Individual Users & User Groups

## Amanda Peterson - Proposed Improvements to Locker Rooms

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**From:** Kay Cox <kgcoxkg@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 12/28/2012 3:50 PM  
**Subject:** Proposed Improvements to Locker Rooms

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December 28, 2012

Amanda Peterson

Director of Parks, Recreation & Cultural Services

Subject: Proposed Improvements to Locker Rooms

On advice from my Doctor I started Yoga classes for seniors this fall. I very much enjoy the Yoga classes. When leaving Yoga I saw the inviting swimming pool and found out 2 - 3 lanes were available for slow swimming from 10:30am to 1:15pm for seniors. When I leave Yoga I started swimming. I love it and feel I am regaining my strength. I have just one problem and I realize it is my problem and I will learn to deal with it. However, I do feel it would be wonderful to have some privacy in the locker rooms. I had a mastectomy in May and I find it very uncomfortable to shower with others.

Today when I left Yoga I went into the locker room and saw a lot of bags, backpacks, and clothing. I went to look at the pool and saw what appeared to be a lifeguard class going on. I could have swam as there were lanes opened. I left the pool and decided not to swim as I didn't know when the others would be going to the showers and I didn't want to go with them. I realize it was my decision and my problem; however I would have stayed it there was a private area to shower and dress.

I am writing this letter as I saw where Northglenn was going to submit an application for grant funding to Adams County for improvements to the locker rooms. I for one sincerely hope Northglenn receives the funding.

Thanks for listening,  
Kathleen (Kay) Cox

Attachment J-3  
Letters of Support  
Individual Users & User Groups

12/31/12

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

I fully support the renovation of the locker rooms. I am a 10 year old boy with a membership who uses the pool at least 3 times a week. There are many issues and a prickly pool floor is one of them and a lair of water proof paint won't fix it and that is just for future reference. I think a lot of the men who swim at the Recreation & Cultural center will like separate showers and changing rooms. I know I would. I think you should put more lockers in the locker room. I also think that your showers need a shower head that doesn't hurt and the shower head they have right now are shooting a jet of water that feels like a wasp stinging you over and over again. I think that you should put heated floors in the restrooms so the water evaporates so the elderly don't slip on the wet floor. I also think that you should add a door and a hall to the men's locker room just like the woman's locker room.

Any improvements will be fine. I hope you will be successful.

Thank you.

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

Attachment J-3  
Letters of Support  
Individual Users & User Groups



**Amanda Peterson - Locker room renovations**

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**From:** JACOB L YEAGER FOR yeager <jacoblyeager@msn.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/5/2013 10:06 AM  
**Subject:** Locker room renovations

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I have been using the rec center 5 days a week for the last 12 years. This last year I have taken alot of my business to Thornton. Their locker room is clean, warm and with personal showers. Our locker room is cold, the shower is drafty, not always clean and just plain outdated. I love the people at our center but just don't like the lockers and showers. Many others I know have also gone to Thornton. We are really in need of the improvement. Thanksyou. Barbara Yeager, 1345 E 111th Pl, Northglenn, 80233

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - In Regards to Locker Room Renovation**

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**From:** Sarah Edmunds <sarah.a.edmunds@gmail.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/5/2013 5:39 PM  
**Subject:** In Regards to Locker Room Renovation

---

Dear Ms. Peterson,

I would like to wholeheartedly support renovations of the locker rooms at the Northglenn Rec Center. Of specific interest to me would be the Family Locker rooms. As a mother of four (soon to be five) small children of mixed genders who regularly uses the rec center's swim lesson program, having a family locker room would greatly improve our experience! I saw there is a suggestion for slip resistant flooring to be put in, and I think that is a must as the current floors are dangerously slick!

Thank you so much!

Sarah Edmunds  
10444 Carmela Lane  
Northglenn, CO 80234

Attachment J-3  
Letters of Support  
Individual Users & User Groups

December 30, 2012

Dear Amanda Peterson,

This is in response to your request for support for updating the locker rooms. We use the locker rooms 3 days a week, so anything you can do would be greatly appreciated. We could use some new "non-slip" flooring, we seniors are afraid of falling on the wet floors. A new shower room would be helpful, as well as a better place to change, not enough room now. Some sort of a closure to keep the cold air out, the curtains don't work that well. People do not like to close them for they blow in the breeze. The restroom area is equally out of date, new fixtures, flooring and sinks would be helpful. Also, for the men the walk from the pool to the locker room is cold and long. The rooms are small and if you get very many people in there at once, it is difficult to dry off and change your clothes.

Thank you in advance for anything you can do for us, and the center. We love our center.

*Lois Antobius*  
*Lois Antobius*



## **Sharon Tennis**

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To whom it may concern;

Recently I started going to a water aerobics class at the NorthGlenn Community center. The class itself was very good, however I found the ladies locker room very unpleasant...The showers I found some that worked and some that didnt. The entire room was very cold and several people were changing at the same time. There had been a childrens swim class at the same time and several little ones were getting changed....There is only one area that has a curtain. I can understand why a mother wouldnt want to send a small boy (5) into the mens room alone, however I did feel uncomfortable changing in front of him...(was afraid the sight of my 70 year old wrinkled body would scar him for life....) Would certainly be happy to see some improvements in that area.....Thanks so much for your time.....Sharon

**Amanda Peterson - Letter of Support:**

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**From:** <thelie14@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/2/2013 8:09 AM  
**Subject:** Letter of Support:

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Grant Letter of Support:

I wish to express my support for the proposed improvements of the locker rooms at The Northglenn Community Center.

I have participated in several swimming pool programs this past year. First to prepare for total knee replacement , April 2012 and currently to

help with my recovery. I know it was important for me to do this and it was supported by my surgeon. I am a member of the Silver Sneakers Program.

I support all the proposed improvements, especially the new slip-resistant tile.

Thelma Mae Lederhos  
[thelie14@comcast.net](mailto:thelie14@comcast.net)  
January 2, 2013

Attachment J-3  
Letters of Support  
Individual Users & User Groups

## Amanda Peterson - Rec Ctr renovation

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**From:** <mardal1222@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/8/2013 4:01 PM  
**Subject:** Rec Ctr renovation

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I noticed the request for support for renovations to the rec ctr in the City News. It's probably not possible to have a shallow area for water walking.

Mary Hobein  
1222 W. 103rd Ave.  
Northglenn, Co 80260

A few friends and I have been going to swim at Carpenter Center because there is a water walk and also the shower stalls are private. In my opinion, the addition of private showers at Northglenn would be a plus and incentive to use the swim pool.

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - FW: Locker room renovations**

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**From:** "Flanagan, Bonny J (Bonny)" <bflanaga@ball.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/9/2013 8:44 AM  
**Subject:** FW: Locker room renovations

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To Whom it May Concern,

I hold an annual membership to the Northglenn Recreation Center and have for the past 4 years. I appreciate the recent renovations to the gym, foyer and restroom. They were a long time coming but sorely needed.

The recreation center is consistently filled with patrons using the gym, weight room, senior center, swimming pool and various other rooms for specific classes. It is great to see how this center fills the needs of so many in the community and to finally see some much needed improvements/ updates performed.

But, it is disappointing to see that the entire facility was not included in the renovation. The women's locker room is basically disgusting and an embarrassment compared to the other areas of the center. I honestly would not use that room to change my clothes or shower. Why would that not be considered as part of the renovation package? The facilities are old and in great need of update. (replacing the toilets should at least qualify for the water rebate program – according to the newsletter!!!)

It is a shame to think so much as been put into this facility to encourage and support the community but it just falls short of making the grade by not completing the project. The locker rooms are key to the use of the pool which obviously supports a wide range of activities from swim teams to lessons. Just painting the locker rooms isn't enough to bring that area into the 21<sup>st</sup> century. Even if this area is clean it just looks and feels old and dirty.

Hopefully the Adams County Open Space Advisory Board will agree that to complete the much needed updates to Northglenn Rec Center includes the needed renovations to the locker rooms.

I would also add that the toilet paper dispenser in the women's restroom up front could sure benefit with a replacement. It is upsetting to think so much money was spent to update and improve that area yet the dispenser is held shut with duct tape! Really?? Come on...please help make our little facility something to be proud of and a continued health, emotional and community benefit.

Thanks,  
 Bonny Flanagan  
 1421 Phillips Drive  
 Northglenn, CO 80233

This message and any enclosures are intended only for the addressee. Please notify the sender by email if you are not the intended recipient. If you are not the intended recipient, you may not use, copy, disclose, or distribute this message or its contents or enclosures to any other person and any such actions may be unlawful. Ball reserves the right to monitor and review all messages and enclosures sent to or from this email address.

Attachment J-3  
 Letters of Support  
 Individual Users & User Groups

file://C:\Documents and Settings\apeterson\Local Settings\Temp\XPgrpwi:

**Amanda Peterson**

---

**From:** Peter Garza <pgag7@yahoo.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/14/2013 11:00 AM

---

1/14/2013

To Whom It May Concern:

In response to the Northglenn Newsletter, I wish to **add my support** for making renovations to the Northglenn Recreation Center locker rooms.

I enjoy the swimming pool for lap swim/exercise. The people that take regular exercise classes (Yoga, etc.) must share the same locker room with us swimmers and the floor gets wet, even though there is a drain for the water. Also to be considered are the seniors who are at a great risk of falling with wet floors. The proposed improvements of new shower configuration, private shower areas, new fixtures, new slip resistant tile on the floors, new family locker rooms & plumbing improvements are what is badly needed at the Rec. Center. It is time for some up-grading to the existing locker rooms for all that enjoy the Recreation Center's use.

I hope that the grant application to Adams County Open Space Advisory Board is considered a worthy venture.

Thank you.

Ann Garza  
3000 East 112th Ave., Unit 7  
Northglenn, CO 80233

Attachment J-3  
Letters of Support  
Individual Users & User Groups

**Amanda Peterson - locker room improvements letter of support**

---

**From:** <pegmccoy@q.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/14/2013 7:45 PM  
**Subject:** locker room improvements letter of support

---

January 14, 2013

To Whom It May Concern:

I would like to express my support for the improvement of locker room facilities at the Northglenn Recreation Center. As a swimmer, I use these facilities several times a week.

While the Recreation center staff works hard at maintenance, the current facilities are very old, outdated, and frequently in need of repair. In upgrading the facilities, many features could be incorporated to provide improved ease of use and safety for both the many senior users and the large number of small children who come for swim lessons.

Getting rid of slippery floors, cranky plumbing, one temperature showers, and primitive dressing areas would make it a much safer and more pleasant recreational experience for all the center's users.

Sincerely,  
Peggy McCoy

Attachment J-3  
Letters of Support  
Individual Users & User Groups

Amanda Peterson  
Director of Parks & Recreation  
Cultural Services. (Northglenn, Co.)

In regards to the Grant funding you intend to apply for improvements to the locker rooms at Northglenn Recreation Center, I Mary Ellen Dragon a regular user of the facility for 35 yrs or more give all of my support.

I've seen so many changes through the years and I have always been happy with all improvements that have ever been made.

I appreciate your interest in our input as what we would like being done to improve the facility.

Hopefully bath rooms & Showers could be separate for Adults & Kid.

I support all of your time in trying to make our center look nice & comfortable.

Thank you  
Mary Ellen Dragon

Amanda Peterson -

I'm coming to court for 18 years  
in all these years there is not  
very much attention for the speaker's  
testimony - and for the entire lives  
of the Women here -

Thank you -

Yvonne Perry



Jan. 10, 13

Open Space Advisory Board.

I have been going to the Rec Center for about 21 years. The locker rooms and the shower have looked the same all that time. It would be so nice to have them updated. I walk with a cane and really have to be careful it doesn't slip on the floors. The new slip-resistant floors would be so nice, and so would the private showers. Also some heat in the rooms. I'm glad the women's has an entrance in to the pool. I think it would be better if the men's dressing room could be, as now they have to walk from their dressing room through the main hallway. I would hope that the center + pool could be kept open while the improvements are being done. Thank you

Wm. C. Collier

1-21-2013

To: Adams Co Open Space Advisory Board.  
From: DAN J. URSTINI  
10743 LINCOLN ST  
NORTHGLANN, CO -80233

I'M WRITING THIS LETTER TO STATE THAT I'M IN FAVOR OF NORTHGLANN GETTING A GRANT TO IMPROVE THE REC CENTER LOCKER ROOMS, UPGRADES, FAMILY AREAS, BETTER SHOWERS + SOME PRIVATE SHOWERING AREAS.

I USE THESE FACILITY AT LEAST 3 DAYS A WEEK WITH CYCLE CLASSES, PILATES + YOGA.

I RETIRED 2 YEARS AGO FROM FEDERAL SERVICE WITH OVER 39 YEARS OF SERVICE AND I NEED THIS REC CENTER TO STAY IN SHAPE.

THANK YOU.

DJ Urstini

Dear Sirs,

I was delighted to hear that Northglenn  
is applying for a grant to improve the facilities  
some for the pool. They are extremely outdated  
& examples:

Communal showers + dressing areas.

No privacy at all

Men must walk through public area  
in their suits to get to their dressing area.

All the areas need non-slip floors.

Dressing rooms are open to outside air  
coming through in the winter

Northglenn has a great program +  
teachers but the facilities are poor  
& attend approx 3 times a week

E. Louis V. Keenan

To the Adams County Open Space  
Advisory Board,

I am writing to support the  
need for a larger updated locker  
room at The Northglenn Rec Center.  
We have wonderful water  
instructors and the classes  
you all the time. Therefore the  
locker area is totally over-  
crowded and a large open  
shower area to there seems a  
little archaic in this day and a  
I hope you will consider the  
needed improvements.

Thank you  
Marylyn Block  
Northglenn resident

1-9-13

To whom it may concern:

I am writing this letter of concern for the improvements to the facility at the Northglenn Recreation Center.

I myself use the facility, and the improvements, would be alot nicer & easie to use.

Doreen, the instructor for the Arthrit Aquafit is a great instructor, and I enjoy going there for my Arthritis Aquafit, which I'm pretty sure the rest of the ladies enjoy it too.

I hope the grant goes through, so we can all enjoy it, the improvement to the locker rooms, would be great.

Thank you  
Rosemary Acost

**Amanda Peterson - Improvements to the locker rooms**

---

**From:** <lbportz@comcast.net>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/14/2013 8:01 PM  
**Subject:** Improvements to the locker rooms

---

Dear Amanda Peterson,

The locker rooms at the Northglenn Recreation Center are in dire need of remodeling. As a weekly participant in senior aquasize classes led by Doreen, I find it very crowded when class is out and 6 or 8 of us are trying to take showers and get dressed. The benches directly in front of the locker doors are narrow to sit on to finish drying off. The floor is very slick when wet and it is necessary to wear aquashoes out of the shower to the locker. There isn't much space to move around in. Improvement of this area would be greatly appreciated by many of the pool users as well as those exercising and showering afterwards.

Sincerely,

Barbara Portz

Attachment J-3  
Letters of Support:  
Individual Users & User Groups



---

Brenda G Crosier  
459 West 116th Way

Northglenn, CO 80234  
United States of America

---

January 15, 2013

On the subject of the improvements to the locker rooms at the Northglenn Recreation Center, I must say that it is most definitely needed in many areas. I totally agree with the need for new fixtures, new slip-resistant tile on the floors and plumbing improvements. As to the private showering areas, I totally agree with the need for what is called "family shower stalls" so that young males do not have to take showers with us older girls when their mothers bring them for lessons and also for fathers to take their daughters to so that they don't have to shower with the other males but for putting in individual shower stalls completely, I do not see a need for that.

Family shower stalls or areas are most definitely needed as we need to make sure that our young do get the necessary swimming and exercise classes that they so desperately need in order to be more athletic and all-around individuals as this world changes so drastically in the time to come. Also, I am glad to see young children getting swimming lessons that were not available as I was growing up to increase their confidence and comfort around water along with the safety precautions. It is so necessary in this day and age.

I have recently started taking many classes in the swimming area for arthritis and find the floors to be very hazardous when I come out even when I have my water shoes on due to the water on the floor in the shower area and locker room. Also, the fact that it is completely unable to keep a constant temperature in that area is very hazardous when so many elderly are using the facilities. Coming from the pool to a hot shower and then getting a chill as you dress is not good for anyone's health.

I most definitely recommend that we receive the grant and hope that with these funds we can update and take care of some of the necessary improvements in our recreation center.

Thank you,

  
Brenda Crosier

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

## NORTHGLENN RECREATION CENTER – Pool and Dressing Rooms

I sometimes attended Aquafit evening classes while still working, and learned to enjoy the classes. Since my retirement from School District 12 in June 1993, I have been a regular participant in the Aquafit class at Northglenn Recreation Center. My goal has been to be in class 3 times a week, and, except for sometimes being away on a trip or at a meeting, I am faithfully there.

I've experienced a variety of instructors over these years, and now truly appreciate Doreen. I'm also one of the few who are at the outdoor pool when the recreation center is closed...yes, even on cool September mornings this year at age 79!

As I've become older and experienced minor health issues, both my doctor and nurses I've encountered have commented on my strength as they look at my age. I credit Aquafit for most of this.

And after many years of buying Annual Rec Center passes, I was delighted when my insurance plan joined Silver Sneakers.

I remember my embarrassment at the dressing room and shower facilities when I first started coming. Such a spectacle in those communal showers! And those open dressing areas. Especially when one of my students discovered me wrapped in a towel (or less?) one evening. Despite the winter, I went directly home in my wet swim suit the rest of that session.

I eventually became accustomed to the 'togetherness' in the shower and the dressing room. But I've seen many ladies who only come once because of the lack of privacy, so improvements in the showers and locker rooms are long overdue. The slippery floor has been a real hazard. I hope it will be replaced, along with the noisy erratic heater overhead. There are times when returning to the dressing room from the pool feels like the Scandinavian tradition of jumping into a snowbank...although this seems better since some work done in the pool area at summer's end 2012.

And the poor guys who trek across the center in their swim attire from their dressing room. Thanks for sparing the ladies that!

Despite the problems of an older rec center pool area, I have been thankful to have the facility available and an important part of my health routine. I welcome the improvements you hope to be able to make through grants. Northglenn Rec Center is a wonderful facility filled with great people with health as their goal.

Ruth Vail  
1242 E. 108<sup>th</sup> Ave.  
Northglenn, Colorado\

Attachment J-3  
Letters of Support:  
Individual Users & User Groups



384 E. 116TH AVE.  
NORTHBLENK, CO  
80233  
H. 303 451 5082  
C 303 589 6830

1/17/13

Amanda J. Peterson,

As a 80yr + Resident, Homeowner and daily user of the Northblenn Recreation Center I believe that the current shower and locker facilities have seen the end of their usefulness. These areas of the Recreation Center due to their age have become impossible to maintain or keep clean.

During my daily attempts to keep fit I have noted that residents including fellow seniors, taking advantage of great fitness opportunities but not the locker or shower facilities. This I believe will change if these areas are brought up to modern standards.

It is time to enhance the recreational experience for all Northblenn Residents with new easily maintained, clean and safe locker and shower facilities.

Respectfully,  
James Rutherford

**Amanda Peterson - Grant Funding for Northglenn Rec. Center**

---

**From:** Janie Ferrari <Janie\_Ferrari@bonfils.org>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/19/2013 11:34 AM  
**Subject:** Grant Funding for Northglenn Rec. Center

---

To the Adams County Open Space Advisory Board for Improvements,

Please consider approving a grant for the Northglenn Rec. Center to renovate the locker rooms. The Rec. Center has wonderful classes but sorely needs a bigger and updated locker room. After a swim class it is almost impossible to use the locker room because it is so busy. They have small communal showers and 3 stalls for the restroom with a small sink area. The Rec. Center is a great place to work out and attend classes but the locker rooms need updating. I come from Thornton to work out at Northglenn because of the great classes and friendly knowledgeable staff. I hope you will consider this grant.

Janie Ferrari  
13882 Adams Circle  
Thornton, Co. 80602  
303 287-5812

**This email and any attachments are confidential.**

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

**From:** "Jan De May" <jdemay@frii.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 1/29/2013 5:45 PM  
**Subject:** Locker Room Renovations

Adams County Open Space Advisory Board:

One of the reasons I haven't used the Northglenn Recreation Center in several years is because of the locker room facilities. Coming out of the swimming pool into a cold women's locker room with a very dated shower situation is not conducive to a pleasant workout experience (currently, I am swimming three to four days a week at the Paul Derda Rec Center in Broomfield). My main concern, along with the other things mentioned in the grant proposal, is the small shower room with several shower heads and no privacy.

Please approve the grant proposal for the Northglenn Recreation Center.

Thank you.

Jan De May  
1211 Beth Lane  
Northglenn, CO 80234

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

**Amanda Peterson - Improvements to Locker / Shower Room**

---

**From:** ERNEST E KATHLEEN M HEID <ernestheid@msn.com>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 1/29/2013 4:37 PM  
**Subject:** Improvements to Locker / Shower Room

---

Mrs. Peterson,

It has come to my attention that the City of Northglenn is applying for a Grant to improve the condition of the Locker / Shower Rooms.

I feel this is of utmost importance to the safety and enjoyment of our citizens.

The floors are cold and slippery, poor lighting, hard to keep clean and not very private or inviting for the guests.

I feel a redesign with heated nonslip flooring, improved lighting i.e. sun tunnels and new fixtures are a good start.

A family shower would be very practical along with private showers. I feel these improvements would quickly pay back in improved participation.

Respectfully,

Ernest E Heid, 39 year resident

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

City of Northglenn

January 2013

11701 Community Center Drive

Northglenn, CO 80233-8061

To Director of Parks, Recreation & cultural Services;

We are pleased to know that our Rec Center wishes to make improvements in the shower quarters.

Many of us have experienced embarrassed moments with different age groups. You also have suggested many improvements concerning the floor, showers and many other up grade ideas.

We wish to support this project, as we have signed below.

Thank you.

Wenona Meyers

Angie Blunck

Ashley Plumley

Arlene Padgulla

~~Mr. [Signature]~~

Jan Douglas

Richard Ortega

~~William [Signature]~~  
T. Shue

~~[Signature]~~

~~[Signature]~~  
David [Signature]

~~[Signature]~~  
Carolyn Brown

Melvin Engelb

Joyce H. Tani

Jack T. Tani

~~[Signature]~~  
Tammy M. Muan

~~[Signature]~~  
Sonya Shea

Maureen A. Tani

~~[Signature]~~

All signatures come from  
112 -- to 113 -- Drive  
Northglenn CO  
Per - Maureen A. Tani

Attachment J-3  
Letters of Support:  
Individual Users & User Groups

1-26-13

To City of Northglenn

We wish to support grant funding  
for Adams County Open Space  
Advisory Board for improvements  
to Northglenn Rec Center locker rooms.

We would like to see the improvements  
listed of new shower configuration with  
private showering areas, new fixtures,  
new slip resistant tile floors, & plumbing  
improvements. It would be good to  
have hand dryers/hair dryers that work.  
We would also like to suggest a couple  
of swimmer dryers

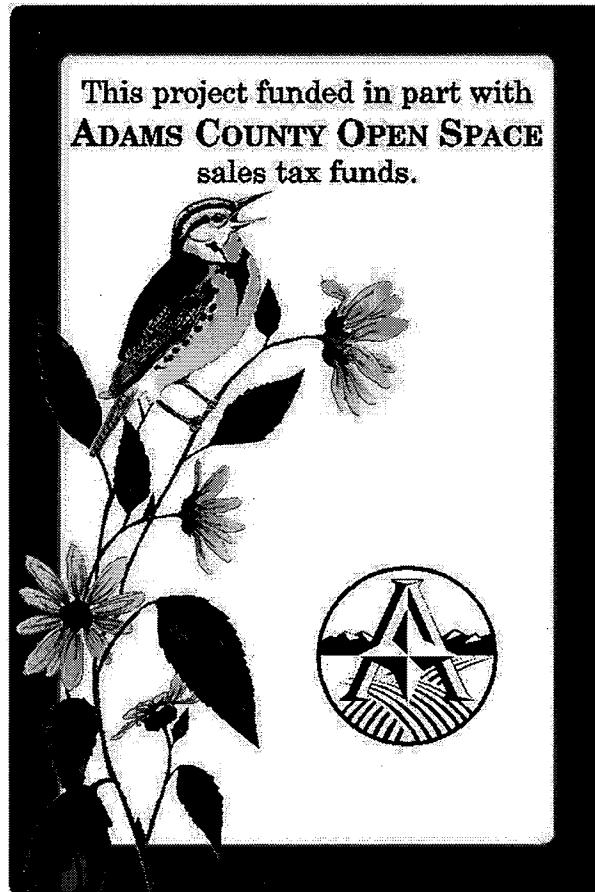
Thank you.

The Seales Family  
Heidi, Alf + Maggie  
10521 Livingston Dr.  
Northglenn, CO 80234

Exhibit C

# *Adams County Open Space Program*

## *Policies and Procedures*



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014

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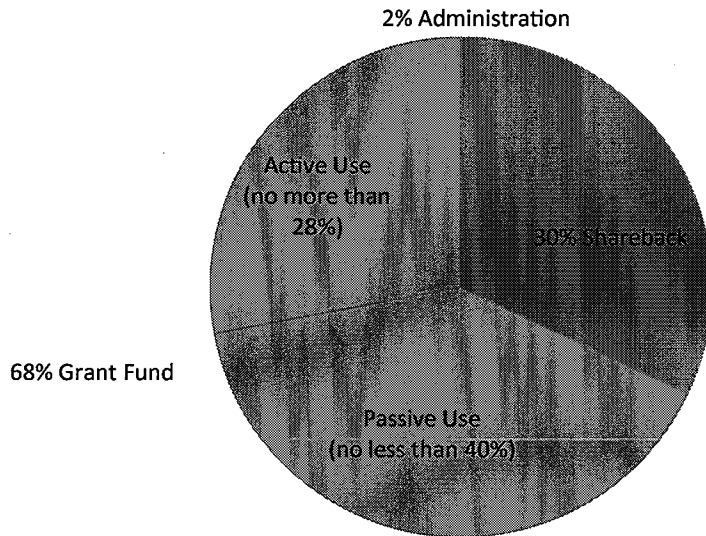
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<sup>1</sup> All forms are fillable pdf files. Please contact Open Space Staff for the current electronic files. Do not use the representations of the forms in this document.

## Introduction

---

Adams County citizens passed an Open Space Tax on November 2, 1999, and reauthorized it on November 2, 2004, to be extended until December 31, 2026. The voter approved issue called for 68% of the proceeds from the tax to be distributed to eligible jurisdictions by a grant process. The Open Space "Tax Issue" also provides for 30% of the funds to be returned to the Cities and County based on a formula of where the tax is collected. Two percent may be used for administrative purposes. Adams County Open Space Sales Tax funds are subject to an annual independent audit.



This document is meant to provide a brief overview of each component of the Sales Tax program and provide specific guidance for use of 30% Shareback funds and the administration of the 68% Grant Fund.

## 2% Administration Fund

---

The 2% Administration Fund is the first set of funds removed from the Sales Tax revenues. These monies are used annually to fund the salaries and benefits of Open Space staff who administer the program. In addition, these funds are used for the day-to-day administration of the entire Sales Tax revenue. Major costs from this fund include public relations costs (such as promotional materials, attending local community days, and participation in the annual Report to the Public), hosting an annual Open Space Forum, and all costs associated with coordinating two grant cycles per year. The budget for these funds is developed annually by Open Space staff and is approved by the Adams County Parks and Community Resources Director, the Adams County Finance Department staff, and ultimately the Adams County Board of County Commissioners as part of the overall County budget.

## **Annual Report**

---

An annual report describing projects funded with the open space funds will be made available to the residents of Adams County annually. The County will compile information based upon reporting they receive from each jurisdiction describing how 30% Shareback funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project, a contact person for the project, and the amount of funding awarded.

## **Annual Audits**

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All expenditures of Open Space Sales Tax funds are subject to an annual audit. This includes projects awarded grant funds as well as funds disbursed from the 30% portion of the Sales Tax Fund.

## **30% Shareback Program**

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### **Purpose**

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The Shareback Program distributes a portion of Open Space Sales Tax revenues directly back to the taxing jurisdiction for use on either passive or active projects. The shareback is distributed as described in Section 8, b (iii) of Resolution 99-1 (Appendix A): "After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets".

Distributions of these funds are made twice yearly to all qualified jurisdictions, in March and September. Payments are distributed as checks to the qualified jurisdiction, or in the case of Adams County, as an internal transfer of funds.

### **Eligible Expenses**

---

Shareback funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the shareback funds:

- As stated in Resolution 99-1 (Appendix A), "no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]".
- Funds from the 30% distribution can be used to maintain active and passive projects previously funded through the Open Space Sales Tax, but may not otherwise augment existing budgets.

The Board of County Commissioners (BoCC) will annually review and approve a resolution authorizing the Parks Director to approve agreements or arrangements for land purchased with Open Space Tax

dollars that either maintain the property or have only a short-term or minimal impact on the property, including but not limited to agricultural and residential leases, water and sewer easements, surface use agreements, etc. All other sales, leases, transfers or conveyances that have a larger impact on the property or effectively transfer the property must be approved by the BoCC.

## **Annual Reporting**

---

In approximately February of each year, Open Space staff will distribute an annual reporting form to qualified jurisdictions. The purpose of this form is to detail how each qualified jurisdiction allocated the previous year's 30% distribution. Forms from all qualified jurisdictions must be returned to Adams County Open Space staff prior to any spring distributions being processed. The information acquired through this process will be included in the annual report.

## **68% Grant Fund**

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### **Purpose**

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The 68% Grant Fund is a competitive grant process where parks and open space projects compete for limited funds available through the Sales Tax program. Applications are reviewed by the Open Space Advisory Board (OSAB), comprised of 7 volunteer members appointed by the BoCC. The OSAB makes funding recommendations to the BoCC based on funds available and project merits. All final funding decisions are made by the BoCC.

### **Available Funding**

---

The funding available in each grant cycle is comprised of the grant fund share of Open Space Sales Tax revenues for the last six months of the previous year (Spring grant cycle) or the first six months of the year (Fall grant cycle), all interest earnings on Open Space Sales Tax revenues, any unallocated monies remaining from previous revenues, and monies returned to the fund due to projects coming in under budget or projects that were unable to be completed.

Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose not to recommend funding for the project. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.

Applicants for projects or phases of projects that were not awarded Open Space Sales Tax funds in the full amount requested in the initial grant proposal are encouraged to reapply for up to two additional grant cycles following the initial submittal, in the event the applicant deems the project worthwhile of additional funding.

### **Grant Cycle Timeline**

---

Grant cycles occur twice each year in February and August. Grant applications are generally due on the First of February and August, unless those dates fall on a weekend in which case applications are due

the following Monday. For a more detailed grant cycle schedule, visit [www.adcogov.org/openspace](http://www.adcogov.org/openspace) or contact Open Space staff.

## **Applicant Eligibility**

---

Applicants must not have any unresolved compliance issues. The applicant must be in compliance on projects previously funded with Adams County Open Space Sales Tax Funds, including funds received from the 30% Open Space Sales Tax distributions. Compliance includes but is not limited to completion of projects as funded and provision of information when requested or due.

## **Qualified Jurisdictions**

---

The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and currently include: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County. Qualified jurisdictions must have an adopted Parks and/or Open Space Plan.

## **Sponsored Organizations**

---

Any organization, including, but not limited to Parks and Recreation Districts, other governmental entities and non-profit organizations are eligible to apply, provided they are sponsored by a qualified jurisdiction. These organizations must receive sponsorship from one of the qualified jurisdictions, as evidenced by documentation from the sponsoring qualified jurisdiction indicating their sponsorship of and support for the project. These organizations should contact the most appropriate qualified jurisdiction well ahead of the grant application due date to allow for enough time to navigate that jurisdiction's process. If seeking sponsorship from Adams County, please contact Open Space staff at least 6 weeks ahead of the grant application due date for additional information. If a qualified jurisdiction agrees to sponsor an application, the sponsored application does not count against the qualified jurisdiction's allowed number of applications per grant cycle.

The role of the sponsoring qualified jurisdiction is flexible, but at minimum consists of providing approval for the requesting organization to apply for the program. A more significant relationship between sponsoring qualified jurisdiction and sponsored organization is encouraged, especially for organizations new to the Open Space program, but is not required. Any additional contact between the sponsoring qualified jurisdiction and sponsored organization is optional at the will of either party.

## **Eligible Projects**

---

Staff will review the application and project for conformance with the voter-approved "Tax" and the Open Space Policy and Procedures.

Facilities, including but not limited to parks, sports fields, golf courses, and recreation centers, or land must be accessible to the public, inclusive of those with disabilities, except for land acquisitions and conservation easements for agricultural preservation and habitat preservation.

## Eligible Project Types

---

The following is a list of eligible projects for the Adams County Open Space Sales Tax Grant Program. This list comes from Resolution 99-1 (Appendix A). If a prospective project is not directly related to one of these items, please contact Open Space staff for further discussion. Adams County Open Space Sales Tax funds in the grant program can be used for:

- Purchase, construction, maintenance of:
  - Horse, bike, running trails
  - Natural areas with limited development for fishing, hiking, walking, or biking
  - Wildlife preserves
  - Lakes for fishing with accessible walks, docks, picnic areas, and restrooms
  - Conservation easements on agricultural land
  - Environmental education programs
  - Lands and waterways as community buffers
  - River and stream corridor land
  - Unimproved flood plains
  - Wetlands
  - Preservation of cemeteries
  - Picnic facilities
- Acquisition of:
  - Fee title interest and less than fee title interest(s) in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks, and trails. Less than fee title interests include: easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis.
  - Water rights and water storage rights for use in connection with aforementioned purposes
  - Rights-of-way and easements for trails and access to public lands and to build and improve such trails and accessways
- Joint projects between counties and municipalities, recreation districts, or other governmental entities in the County
- To improve, protect, manage, patrol, and maintain:
  - Open space
  - Natural areas
  - Wildlife habitats
  - Agricultural and ranch lands
  - Historical amenities
  - Parks
  - Trails
- To pay for related acquisition, construction, equipment, operation, and maintenance costs
- To implement and effectuate the purposes of the Open Space Program
- Acquisition and maintenance of:
  - Lands with significant natural resource, scenic, and wildlife habitat values
  - Lands that are buffers maintaining community identity
  - Lands that are to be used for trails and/or wildlife migration routes

- Lands that will be preserved for agricultural or ranch purposes
- Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding
- Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage
- Purchase, construction, equipping, and maintenance of:
  - Sports fields
  - Golf courses
  - Recreation centers
  - Lands for park purposes
  - Park and recreational improvements and facilities

In addition to eligible project types, the following list indicates Eligible Project Expenses. This list is meant to clarify eligible expenses, but is not a comprehensive list of eligible expenses. Please contact Open Space staff regarding expenses not otherwise included on this list. These items can appear in the project budget and be reimbursed for as a part of the project. They can be grant request, applicant/partner match, or in-kind contribution or any combination thereof. The following items are Eligible Project Expenses:

- Consultant costs for acquisition, planning, design, and/or construction of parks, trails, or open space (including natural areas, wildlife habitats, agricultural lands, ranch lands, and historical amenities)
- General volunteer time or Board member time (see Salary below)
- Organization fees including certification and accreditation fees (directly relating to project or program, or a requirement thereof)
- Training tuition for programs/certifications directly related to the project
- Staff time and expenses that are related to a specific project (see Salary below)
- Costs that directly relate to the planning activities (inventories, design, GIS/mapping, printing, etc)
- Existing operations and maintenance
- Public input costs (meeting rooms, mailings or other advertising, facilitation, surveys and web-based outreach)
- Acquisition of conservation easement or land for open space, park, or trail purposes:
  - Purchase price
  - Water rights
  - Mineral rights
  - Associated closing costs
  - Appraisal
  - Survey
  - Environmental assessment and cleanup
  - Baseline report
  - Mineral remoteness report, etc.
- Conservation easement stewardship endowments for passive use land acquisitions (see Conservation easement stewardship endowment below)
- Park amenities, including but not limited to:

- Athletic fields/courts
- Track and field facilities (including projects involving artificial turf)
- Playgrounds
- Swings
- Climbing structures
- Skateparks/rinks
- Swimming pools (indoor or outdoor)
- Splashpads
- Water slides
- Trails, including:
  - Bridges
  - Underpasses
  - Overpasses
- Construction and/or redevelopment of golf courses
- Development and/or redevelopment of environmental education facilities, outdoor classrooms, and natural areas intended for environmental education purposes
- Programmatic funding for environmental education
- Disc golf courses
- Whitewater parks
- Fishing piers and boat docks
- Sculptures and artwork in a park or open space, including memorials
- Outdoor amenities located at fairgrounds
- Concession stands and storage buildings located in a park or open space and used in association with activities conducted at the park or open space
- Indoor facilities, including:
  - Recreation centers
  - Buildings at fairgrounds
  - Nature Centers
- Infrastructure, including:
  - Irrigation
  - Drainage
  - Parking lot
  - Lighting
  - Utilities, etc.
- Amenities, including:
  - Restrooms
  - Drinking fountains
  - Benches
  - Landscaping
  - Picnic tables
  - Grills
  - Pavilions
  - Amphitheaters or outdoor performing arts centers when located in a park or open space
  - Signage
  - Fencing
  - Lighting



- Historical facilities when located in a park or open space, etc.
- Eligible work completed prior to application (see Prior Completed Work below)
  - Land acquisition and design work within three (3) years of application
  - All other eligible work within one (1) year of application
- Expenses associated with on-the-ground project management
- Printing and development of parks, trails and open space related publications
- Promotional items (all to include Open Space logo, see Open Space Signage and Logo Use policy)
- Indirect costs (see Indirect Costs below)
- Non-fixed assets, including:
  - Lawnmowers
  - Snow blowers
  - Gloves
  - Shovels
  - Rakes
  - Weed eaters
  - Staff uniforms
  - Wildlife cameras, etc.
- Costs associated with volunteer programs, including:
  - Food and drink
  - Training
  - Clothing
  - Appreciation items
- Donations of the items above can be counted as in-kind match

The following are ineligible project expenses and may not appear in any form on the project budget:

- Fundraising costs
- Any meeting costs not associated with the project
- Grant writing
- Events, publications, advertising, and/or similar event items for fundraising
- Amusement parks
- Recreational program costs, including:
  - Staffing
  - T-shirts or uniforms
  - Trophies
  - Medals, etc.

### *Salary*

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Salary is an eligible project expense if it is project and/or program specific. The salary being funded must be time-limited and for specific project-related job duties, not general job duties of the position. At the time of project completion, documentation of hours spent working on the project must be provided either through timesheets or other tracking mechanism. Please speak with Open Space staff for specific questions related to salary and the documentation required.

### *Conservation easement stewardship endowment*

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A conservation easement stewardship endowment is meant to be the principle investment into a dedicated fund for use by the easement Grantee for annual stewardship and monitoring costs. The amount of the endowment allowance is determined by multiple factors that have been agreed upon by the qualifying jurisdictions. To reflect the perpetual nature of these obligations, the amount allowed as part of a grant request may fluctuate over time to reflect current costs in staffing, etc. and current interest rates. Please contact Open Space staff regarding current conservation easement stewardship endowment practices and allowance.

### *Indirect Costs*

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Up to 10% of a project's direct costs may be requested as part of the grant request. Additional indirect costs can be included as part of the applicant match. The Open Space program strongly encourages applicants to request reasonable amounts of funding for indirect costs to ensure that the application is competitive.

Indirect costs include costs which are frequently referred to as overhead expenses (e.g., rent and utilities) and general and administrative expenses (e.g., officers' salaries, accounting department costs and personnel department costs).

### *Prior Completed Work*

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Acquisition of property and design work previously completed and related to a specific project are eligible expenses, as long as the work is completed within three years of the application date. All other expenses, as listed in the Eligible Project Expenses section, are eligible as long as the work is completed within one year of the application date. Individual expenses may be older than the deadline only if the final work is completed within the deadline timeframe. All previously incurred expenses will be expected to submit the same documentation at project closeout as work completed directly as a part of the grant project (including invoices and proof of payment).

### *Specific Requirements of Land Acquisitions*

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To meet the intent of Resolution 99-1 (Appendix A), land purchased with Open Space sales tax dollars with passive funds will be encumbered to perpetually protect the passive uses of the property. Primarily, this encumbrance will take the form of a conservation easement. In some instances, a conservation easement may not be the best tool for land preservation and a declaration of covenants, conditions and restrictions may be placed on the land in lieu of the conservation easement. These situations may include, but are not limited to: property where there is less than five acres of habitat or preservable land, sites where there are no easily identified conservation values, a redevelopment site or site where significant changes to the property are anticipated, or land purchased solely for use as a trail corridor. In all situations, it is at Open Space staff's sole discretion whether a conservation easement or declaration of covenants, conditions and restrictions will be used to protect the land's passive uses.

The negotiation, approval, and full execution of a conservation easement or a declaration of covenants, conditions and restrictions are required before such a project will be closed out. Additional information on project closeout can be found in subsequent sections. Land purchased using active funds will not be

required to have an encumbrance on the property. If the acquiring organization desires to place a conservation easement on a portion of a property purchased with active funds, please contact Open Space staff for additional information.

## **Applying to the Program**

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### **Application Types**

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- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page 21.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page 21.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller scale projects. A project is determined to be a Mini-Grant if the total amount of the grant request does not exceed \$5,000. Funding for mini-grants is limited to \$50,000 per year. The Mini Grant is also limited to one application per applicant, per grant cycle. Mini Grants are subject to the same requirements as both the Active and Passive Grants.

### **Submission Requirements**

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Each qualified jurisdiction or sponsored organization applying to the Open Space Program may only submit up to three (3) grants per grant cycle, up to two (2) of which may be full project applications (i.e., not mini-grants). For sponsored organizations, each project in a single grant cycle must be sponsored by a different qualified jurisdiction. Each qualified jurisdiction may only sponsor one project per grant cycle from any given sponsored organization, but there is no limit on the total number of applications a qualified jurisdiction may sponsor in any grant cycle. Sponsored applications do not count against a qualified jurisdiction's allowed number of applications per grant cycle. Qualified jurisdictions and sponsored organizations must prioritize the projects they submit. For qualified jurisdictions sponsoring other organizations, those projects are not included in their own project prioritization.

Applications must be made on the pertinent Application Form. See the current Application Form for the number of completed application and all attachments that are required for submittal. Mail application to: Adams County Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. No material will be accepted after the deadline date with the exception of additional materials or documentation requested by the Open Space staff, the OSAB or the BoCC.

The primary contact person(s) identified in the Open Space Application will be used for all official correspondence for each submitted project, including all correspondence regarding project status reports and closeout information. Please contact Open Space staff as soon as it becomes necessary to change the primary contact person.

### **Matching Funds**

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All projects must leverage the funds being requested of the Open Space Grant Program. For passive applications, applicants must provide a minimum of 30% of the total project costs toward the project.

For active applications, a minimum of 40% must be provided. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.

In-kind sources of funds, such as donations of goods or services or volunteer hours are acceptable forms of match. All donations of goods or services must be documented in the application with a letter from the donor describing the donation and its estimated value. The use of volunteer hours is acceptable. Applicants must estimate the number of volunteer hours anticipated for completion of the project and include in the project narrative a description of the work to be completed by those volunteers. Volunteer time should be valued at the standard rate for the state of Colorado as found at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). Please see the Glossary of Terms for additional information about what constitutes in-kind contributions.

### **Application Components Specific to Real Estate Transactions**

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For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page 21. When a qualified appraisal is not available at the time of application, applicants should provide additional information with their application verifying the purchase price they are estimating. Additional information can include, but is not limited to, recent purchases by the organization of similar land, comparable listings or sales in the area, and other information used by the applicant to determine the cost included in the application. A qualified appraisal will be required prior to project closeout, or prior to closing if funds are to be wired at the time of closing. When the applicant is seeking to buy property for a price that exceeds the qualified appraisal value, the OSAB will make recommendations on a case by case basis to the BoCC for final approval. If no appraisal was available to the OSAB and more is paid for the property than the appraised value, unless specifically requested by the grantee from the BoCC, no reimbursement will be made for a purchase price exceeding the appraised value. If the grantee wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

### **Application Criteria and Scoring**

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OSAB will request presentations by applicants for all active and passive applications. Presentations for mini-grant applications are welcomed but not required. Presentations will not be scored and are for informational purposes only.

The OSAB will review projects and make funding recommendations to the BoCC based on criteria and information provided by the applicant in Part II of the Passive or Active Applications in the following categories:

- Grant Fund Use
- Project Funding
- Project Support
- Project Management and Applicant's Past Performance of Awarded Projects
- Project Location within Adams County

The OSAB utilizes standard score sheets while reviewing projects. Examples of the most recent score sheets can be requested from Open Space staff at any time. Each OSAB member categorizes the applications as "Yes, definitely fund," "Maybe fund," or "No, definitely do not fund" based on their

impressions of the project. These groups of projects are then discussed by the OSAB as a whole as they make funding recommendations.

Note: Current scoring practice is described. This process may be changed as the OSAB changes and as projects change. Any changes to OSAB scoring of projects will be shared with applicants prior to the grant cycle in which the changes will be instituted.

### **After Grant Award**

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If a press release is issued, include the following statement:

“Funds were awarded from proceeds of the Adams County Open Space Sales Tax which was passed by Adams County voters in 1999, and reauthorized in November, 2004 to be extended until December 31, 2026.”

### **Grant Agreement**

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The BoCC will publically award the grants at a public hearing. At the public hearing, Open Space staff will distribute three (3) copies of the grant agreement to each successful applicant. Signed grant agreements are due back to Open Space staff within 45 days of the public hearing. Once they are received back, Open Space staff will have the agreements signed by the BoCC and will return one fully executed copy to the applicant. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

### **Project Due Date**

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All projects must be completed within two years of the grant award date. All documentation necessary to close out the project must be submitted to Open Space staff or an extension must be requested by this date. If no documentation is received by Open Space staff by the project due date, this may result in non-compliance. Please see the Grant Non-compliance section below.

### **Project Extension Policy**

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Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. A sample Extension Request form is included as Appendix , but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request. Project extension requests may be approved for up to 6 months at a time by Open Space staff. Grantee should include in their request progress made to date on the project, barriers to completion of the project and plans to overcome said barriers, and a timeline for project completion. If, at Open Space staff's discretion, no significant progress towards completion has been made, the extension request may be denied.

If a request for an extension is denied, Grantee will be promptly notified by Open Space staff. Upon receiving this notification, the Grantee must notify Adams County Open Space in writing as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and

the Grantee will be required to deauthorize awarded funds or return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to such a notification will result in an automatic de-authorization of the grant and may result in non-compliance. Please see Grant Non-compliance section below.

### Project Modification Policy

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If a change to an awarded project is anticipated, Grantee should contact Open Space staff to discuss the proposed change. At that time, Open Space staff will determine whether a formal project modification should be requested. Most change requests will likely fall into one of three categories: 1) minor material change, no request necessary; 2) more significant change to project described in the application, but no change to the budget, staff approval possible, and 3) significant change that impacts the intent of the project and/or the project budget, BoCC approval necessary. If there is any question of which category the request falls into, it will be elevated to the next level for approval.

If it is deemed necessary, the Grantee must submit a Modification Request form to Adams County Open Space staff. A sample Modification Request form is included as Appendix , but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request.

If necessary, this information will be forwarded to the BoCC along with a full staff report for the BoCC's consideration. If the modification request is rejected and the project cannot be completed as originally approved, the Grantee may request deauthorization of the grant award and submit a new application for the revised project for consideration in future grant cycles.

Failure to notify Adams County Open Space staff of changes to an awarded project may result in non-compliance. Please see Grant Non-compliance section below.

### Grant Non-compliance

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A non-compliance issue may arise due to a failure to adhere to the project due date policy, extension policy, modification policy, or at Open Space staff's discretion. At such time that Open Space staff feels a non-compliance issue has arisen, staff will forward the information and a full staff summary to the BoCC. The BoCC will review the issue and determine what if any remedy will be required. Potential consequences of non-compliance include 1) deauthorization of the current grant award, with a request to repay any funds plus interest already disbursed for the award, 2) suspension of the Grantee from participating in the Open Space Grant program as an applicant, partner, or sponsor, or 3) any other consequence deemed appropriate by the BoCC.

### Open Space Signage and Logo Use

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An Adams County Open Space Sign provided or approved by Open Space staff will be posted in a prominent place at the project site once the project is completed. This does not apply to projects that will not have public access (i.e. conservation easement projects or planning projects). Signs provided by the County must remain up at the project site through the reporting period (i.e., 10 years). For acquisitions funded through the Open Space program, signs must remain up on the property through

the life of the sales tax. Open Space staff will periodically do audits of signs at project locations and will offer replacement signs when needed. Grantee may also ask for replacement signs at any time when a sign becomes damaged or otherwise in poor condition. Following the expiration of the Open Space Sales Tax, signs shall remain in place until damaged or otherwise in poor condition at which time the sign may be removed and not replaced.

If the Grantee wishes not to place a separate Adams County Open Space sign, but rather to use the logo as a part of new signage to be produced for the project, a high quality digital design file of the Adams County Open Space logo can be provided by Open Space staff. Use of the Adams County Open Space logo on other permanent signage must be approved by Open Space staff prior to final production of said signage. The program logo can also be provided for other uses via digital image files at the sole discretion of Open Space staff. Any additional usage of the program logo must be approved by Open Space staff.

### Reimbursement and Closeout Process

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Funds will be disbursed:

- Once the project has been both physically and contractually completed as funded, unless the grant agreement has been negotiated to include periodic reimbursements.
- The documentation requested in the reimbursement process has been received and verified by staff. Documentation should indicate that all work has been completed, invoiced, and paid on the project contract, including payment of retainage, as necessary.
- If the final product of a project is a document, including but not limited to a plan, design, or construction documents, those documents must be sent to Open Space staff for inclusion in the project file and for project closeout. In addition, if a document is being developed in association with a land purchase including but not limited to surveys, baseline assessments, or environmental analysis, those documents must be forwarded to Open Space staff for project closeout.

The amount of funds disbursed will correspond to the submitted project budget. The amount of disbursement will be adjusted as necessary to maintain the level of funding originally awarded and specified in the Grant Agreement. All reimbursements will be based on the award percentage of the total project costs, up to the full award amount. At no time will the amount of reimbursement, whether periodic or final, exceed the project expenditures when in-kind contributions are used as match. Unused grant funds will be returned to the grant fund. For example, if a project is under budget the leverage amount will be based on the final cost of the awarded project and the remaining award amount will be returned to the grant fund for future reallocation. Under no circumstances will the amount of funds reimbursed by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement. An increased percentage of project costs will only be allowed if approved by the BoCC in a modification requesting such a change (see Project Modification Policy, page 13).

In some cases, Open Space staff may negotiate with a Grantee to allow for periodic reimbursements for a specific project. This will be written into the grant agreement. It is at Open Space staff's discretion to negotiate these terms when either a project is large or the Grantee is small enough that it is not financially feasible for the applicant to only receive reimbursement for the entire project at close out. In

the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

Failure to provide requested documents may result in non-compliance. All forms related to the closeout process can be found in Appendix . Please contact Open Space staff for the most up-to-date files.

### *Land Acquisition/Conservation Easement Reimbursement Process*

The awarded funds can be disbursed to the Grantee after closing or directly to the title company at the time of closing. The Grantee will need to provide Adams County Open Space with copies of the following documents within 30 days of the scheduled closing:

- All Easements/Encumbrances
- Final Contract
- Full Qualified Appraisal
- Preliminary Buyers Settlement Agreement
- Title Commitment

It is the applicant's responsibility to ensure that Open Space staff is kept informed of any changes to the date, time or location of the closing. Adams County Open Space must have the wiring instructions at least five (5) business days ahead of the scheduled closing to forward to the Adams County Treasurer's Office to set up the wire transfer. All other documents should be to Open Space staff a minimum of two (2) business days before closing to have funds wired to closing. After closing, copies of the following documents must be forwarded to the Open Space Office prior to the project being closed out:

- Grant Closeout Request Form
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- Title Policy
- Fully executed Conservation Easement must be on file with Open Space staff (for passive acquisitions)
- Associated invoices and checks
- Other applicable items

### *All Other Projects Reimbursement Process*

For all other projects, to close out a project the applicant must submit to the Open Space Office copies of the following documentation:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet
- Copies of cancelled checks (front and back) for all costs indicated on Grant Closeout Worksheet  
OR



Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

## **Reporting Following Closeout**

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As stated in Resolution 99-1, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”. The BoCC will annually review and approve a resolution authorizing the Parks Director to approve agreements or arrangements for land purchased with Open Space Tax dollars that either maintain the property or have only a short-term or minimal impact on the property, including but not limited to agricultural and residential leases, water and sewer easements, surface use agreements, etc. All other sales, leases, transfers or conveyances that have a larger impact on the property or effectively transfer the property must be approved by the BoCC.

At the 5- and 10-year anniversaries of project closeout, Open Space staff will send Grantee a reporting form for all projects closed out during that timeframe, not including planning projects or environmental education programs. This form will request basic information about all closed out projects specifically what, how and why anything has changed on the project. Grantee will include dated photos of the project for Open Space staff review. If in Open Space staff’s opinion, the intent of the original project has been changed, a full report will be forwarded to the BoCC. At that time, the BoCC will review the information and determine what, if any, action will be taken, including but not limited to the return of all grant funds plus interest.

## **Ethics Policy**

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The following ethics policy is taken from the Adams County Employee Manual, newly revised and adopted in January 2013, and applies to all employees and officials of Adams County, including the Open Space Advisory Board.

### **Mission, Governing Principles & Values**

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The citizens of Adams County, Colorado, are entitled to have a fair, ethical, and accountable local government that has earned the public’s full confidence for integrity. We adopt this Code of Ethics to assure public confidence in local government and its effective and fair operation and to ensure that we comply with all applicable State and local laws relating to conflicts of interest and ethics.

Integrity in government requires that decision-makers be independent, impartial, and accountable to those they serve, to that end, all officials and employees of Adams County, Colorado, must carry out their job responsibilities in accordance with the following principles:

- A. As public servants, Adams County officials and employees are stewards of the public trust, entrusted with and responsible for the property and resources of Adams County, and shall carry out their duties for the benefit of the people of Adams County.
- B. The citizens of Adams County expect and deserve their public servants to act with courtesy, impartiality, honesty, and openness in the performance of their duties.
- C. Officials and employees must always perform their duties with the best interests of Adams County in mind, and not for any personal interest or for the interest of family, friends, or business and political associates.
- D. Governmental decisions and policies are made utilizing the proper channels of the government structure, free of coercive or other improper influence.
- E. To gain and retain public confidence in government operations, County officials and employees must avoid even the appearance of impropriety.

## **Intent**

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The purpose of this Code of Ethics is to provide the officials and employees of Adams County the tools and resources necessary to conduct themselves in the most ethical and appropriate manner possible and to ensure that Adams County government operates in accordance with its mission, governing principles, and values.

It is the intent of Adams County that its officials and employees adhere to high levels of ethical conduct so that the public will have confidence that persons in positions of public responsibility are acting for the benefit of the public. Officials and employees should comply with both the letter and spirit of this Code of Ethics and strive to avoid situations which create impropriety or the appearance of impropriety.

Ethical issues will arise in the course of public service. It is the intent of this Code of Ethics to clarify which actions constitute a breach of the public trust.

## **Definitions**

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**“Employee”** shall mean all members of the Adams County workforce, including but not limited to full-time and part-time employees, and appointed or elected officials and their employees.

**“Gift”** shall mean anything of monetary value for which consideration of equal or greater value is not made. The term includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the ordinary course of business to a member of the public without regard to that person’s status as a County employee. The term “gift” shall not include tokens of award (such as a plaque, memento, or trophy), informational materials related to the recipient’s performance of official duties (such as a book, pamphlet, or periodical), or unsolicited items of nominal or trivial value (such as a pen, note pad, or calendar).

**“Official”** shall mean a person in an elected or appointed position in Adams County, Colorado, including members of County boards appointed by the Board of County Commissioners.

**“Relative”** shall mean a spouse, domestic partner, fiancé/fiancée, parent(s), child(ren), brother(s), sister(s), aunt(s), uncle(s), grandparent(s), or grandchild(ren), including “in-law” and “step” relatives.

The term "relative" also applies to any person who is a member of the household of an employee regardless of family relationship.

## **Applicability**

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This Code of Ethics applies to the officials and employees of Adams County, to the extent that the official has adopted the Code, and shall supersede the prior Code of Ethics adopted by the Board of County Commissioners on November 10, 2008. The provisions of this Code of Ethics shall apply in addition to all applicable federal, State and local laws relating to conflicts of interest and ethics including, but not limited to, the Colorado Constitution, Article XXIX, Colorado Revised Statutes § 24-18-101, *et seq.*, and all rules, regulations, policies and procedures of Adams County, including any ethical code or policy adopted by any elected official that is applicable to employees of that elected official.

## **Conflicts Of Interest**

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No official or employee should have any direct or indirect interest, financial or otherwise, engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in conflict with the proper discharge of his or her duties in the public interest.

- A. **Misappropriation of County Resources:** No official or employee shall misappropriate to himself, herself or to others the property, services or other resources of the County for private purpose or other compensated non-governmental purposes.
- B. **Favoritism:** An official or employee shall guard against any relationship that creates conflicts of interest or which might be reasonably construed as evidence of favoritism, coercion, unfair advantage, or collusion.
- C. **Improper Influence:** An official or employee should not act in a manner that creates by his or her conduct a reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.
- D. **Privileges or Exemptions:** No official or employee should use or attempt to use his or her official position to secure privileges or exemptions for himself, herself or others.
- E. **Protection of Public Trust:** An official or an employee should endeavor to pursue a course of conduct which will not raise suspicion among the members of the public that he or she is likely to be engaged in acts that are in violation of the public trust.
- F. **Official Actions:**
  - a. An official or employee shall not take any direct or official action on any matter in which the official, employee or a relative or business associate has any substantial employment, contractual, or financial interest.
  - b. An official or employee shall not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he or she has a substantial financial interest in a competing firm or undertaking.
- G. **Contracting & Transacting Business:**
  - a. **Sale or Purchase of Goods or Services:**
    - i. No official or employee shall, in his or her official or private capacity, offer for sale or sell goods or services to the County. A waiver may be granted by the Independent Ethics Officer where the circumstances clearly demonstrate that

there is no conflict of interest or appearance of a conflict presented by the proposed sale of goods or services to the County.

- ii. No official or employee shall, for his or her own private purposes, directly or indirectly obtain goods or services for anything less than fair market value from any contractor or vendor that performs work for Adams County.
  - iii. **Transactions on behalf of Adams County:** No official or employee should engage in any transaction as representative or agent of Adams County with any relative, business associate, or business entity in which he or she has a direct or indirect financial interest.
- H. **Personal Investments & Business Ventures:** An official or employee should not acquire or hold an interest in any business or undertaking which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

### **Confidential Information**

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- A. No official or employee shall use any confidential information received by virtue of that person's office or employment for any private purpose, including but without limitation to commercial purposes, financial gain, or present or future employment.
- B. An official or employee may only use confidential information in the conduct of his or her official County duties.

### **Political Solicitations**

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- A. Elected officials and candidates shall not engage in political campaigning at County meetings or public hearings. No official, candidate, or employee shall use public resources for political campaigning.
- B. County officials or employees may in their private capacity give financial or other support to political parties and candidates for elected office, unless otherwise restricted.
- C. No official or employee shall directly or indirectly compel or induce a subordinate employee to make or promise to make any political contribution, whether by gift of money, service or other thing of value.
- D. No official or employee may make any employment recommendation or decision based on political affiliation, participation or contribution.

### **Hiring Of Relatives**

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The purpose of this section is to avoid favoritism and the appearance of favoritism by officials or employees.

- A. No official or employee shall appoint, hire, or advocate for the appointment or hiring of any person who is the employee's relative.
- B. No official or employee shall participate directly or indirectly in the recruitment and selection process that involves a relative.
- C. No official or employee shall directly or indirectly exercise supervisory, appointment or dismissal or disciplinary authority over any relative of the employee.

- D. No official or employee shall audit, verify, receive or be entrusted with monies received or handled by a relative.
- E. No relative of an official or employee shall have access to that person's confidential information, including payroll processing and personnel records within his or her organization.

### **Gift Ban Policy**

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- A. In accordance with the Colorado Constitution, no official or employee may directly or indirectly solicit, accept or receive any gift or other thing of greater than fifty-three dollars (\$53) in any calendar year, without providing consideration of equal or greater value. Gifts include but are not limited to loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, and special discounts. Exceptions recognized by Colorado law are recognized by the County.
- B. No official or employee shall directly or indirectly receive a gift regardless of the value where such gift is given with the intent or appearance of influencing the person's official actions or duties for Adams County.
- C. No department, office, or agency shall accept any gift from any vendor, applicant for a license, applicant for a land use approval, or any other person having pending or regular business being handled by that department, office, or agency. A department, office or agency may accept a gift from a person or entity

## Glossary of Terms

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**ACTIVE USE:** Lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public. (Source: Resolution 99-1, Section C, item iii, Appendix A)

**DEAUTHORIZATION OF FUNDS:** In cases where funds are deauthorized (i.e., non-compliance, project completed under budget) remaining funds are returned to the grant fund for future allocation to projects. When funds have been paid, either for a completed project or for periodic reimbursements, and the BoCC requests those funds be returned to the grant fund, it is at the BoCC's discretion to also request payment of interest on those funds being returned.

**IN-KIND SOURCES OF FUNDS:** In-kind sources of funds are donations of time, services, or goods. At no time is the applicant paying for this contribution to the project, whether directly from the project proceeds or indirectly from other funding. These sources must be documented through timesheets, invoices, or other means for project closeout purposes.

**PASSIVE USE:** Passive uses shall include, but not be limited to the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities. (Source: Resolution 99-1, Section C, item ii, Appendix A)

### QUALIFIED APPRAISAL:

- commissioned by the purchaser, another project partner that does not have an ownership interest in the property being acquired, or jointly by the seller and the purchaser;
- prepared by an experienced independent appraiser and in accordance with the IRS definitions of a qualified appraisal and of highest and best use, as defined in Treas. Reg. 1.170A-13(c)(3); and
- based upon the sales comparison method, which determines the value of the subject property by comparing sale prices of comparative properties. Adjustments are made to the sale price of each comparative property to reflect the differences between the comparison property and the subject property.
- specific about the easement value of the property, and the value of the property before and after an easement is placed on it. Information about these values is necessary to determine ability to fund the project. (If funding is for a fee acquisition, only the full fee fair market value is needed; the before and after easement values are not required.)
- effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

**QUALIFIED JURISDICTIONS:** The qualified jurisdictions are defined as the taxing entities within the county and include, but are not limited to: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County.

# Appendix A

STATE OF COLORADO )  
 COUNTY OF ADAMS )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 6TH day of OCTOBER, 1999 there were present:

Ted L. Strickland _____	Chairman	C0600923
Elsine T. Valente _____	Commissioner	10/08/99 14:32:16
Martin J. Flaum _____	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly _____	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy _____	Clerk of the Board	ADAMS CO

when the following proceedings, among others were held and done, to-wit:

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

WHEREAS, the Board of County Commissioners (Board) of Adams County, Colorado (County), adopted Resolution 99-1 on September 1, 1999; and,

WHEREAS, paragraph 7a contains an obvious scrivener or typographical error; and,

WHEREAS, the Board determines that the scrivener or typographical or typographical error, considered in context, is insubstantial; and,

WHEREAS, the Board, nonetheless, desires to correct the scrivener error contained within paragraph 7a of Resolution 99-1.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that Resolution 99-1, paragraph 7a be corrected to read as follows:

(a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-fifth of one percent of the gross receipts (the "Sales Tax").

BE IT FURTHER RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that the Clerk of the Board make the above-referenced correction *nunc pro tunc* to September 1, 1999.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO )  
 County of Adams )

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 6TH day of OCTOBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County Commissioners  
 Carol Snyder:

By Lucy Trujillo  
 Deputy

STATE OF COLORADO )  
COUNTY OF ADAMS )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 1<sup>ST</sup> day of SEPTEMBER, 1999 there were present:

Ted L. Strickland _____	Chairman
Elaine T. Valente _____	Commissioner
Martin J. Flaum _____	Commissioner
Rita Connerly _____	County Attorney
Sylvia Puebla, Deputy _____	Clerk of the Board

when the following proceedings, among others were held and done, to-wit:

RESOLUTION 99-1

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 2, 1999 TO AUTHORIZE THE IMPOSITION OF A ONE-FIFTH OF ONE PERCENT COUNTYWIDE SALES TAX FOR THE PURPOSE OF PRESERVING OPEN SPACE AND CREATING AND MAINTAINING PARKS AND RECREATION FACILITIES; SETTING THE BALLOT TITLE AND BALLOT QUESTION FOR THE ELECTION; AND, PROVIDING THE EFFECTIVE DATE OF SUCH RESOLUTION

WHEREAS, the Board of County Commissioners (the "Board") of Adams County, Colorado (the "County"), has determined that it is in the public interest and desirable to the residents of the County to preserve open space in order to limit sprawl, to preserve farmland, to protect wildlife areas, wetlands, rivers and streams, and for creating, improving and maintaining parks and recreational facilities; and,

WHEREAS, there are not sufficient funds in the treasury of the County and the Board does not anticipate that existing sources of revenue will be sufficient to generate the moneys necessary to preserve open space and create and maintain parks and recreational facilities; and,

WHEREAS, the County is authorized by law to impose a sales tax on the sale of tangible personal property at retail and the furnishing of services, subject to approval of the registered electors of the County; and,

WHEREAS, the Board has determined that it is in the interests of the residents of the County to impose a Countywide sales tax at the rate of one-fifth of one percent for the period beginning January 1, 2000 through December 31, 2006, the receipts from which shall be restricted in application to the Open Space Program; and,

WHEREAS, the Board has determined that a question regarding the imposition of a sales tax for the purposes enunciated herein should be submitted by the Board to the eligible electors of the County; and,

WHEREAS, the Board has determined to set the ballot title and ballot question for the issues to be submitted at the election called by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ADAMS, STATE OF COLORADO:

1. An election shall be held on Tuesday, November 2, 1999, at which there shall be submitted to the eligible electors of the County one question authorizing the imposition of an additional one-fifth of one percent sales tax (the "Open Space Sales Tax") on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended ("C.R.S."). The question to be submitted to the registered electors shall be as follows:



ISSUE \_\_\_\_\_

SHALL ADAMS COUNTY TAXES BE INCREASED \$5.5 MILLION, AND WHATEVER AMOUNTS ARE RAISED ANNUALLY THERAFTER, BY A COUNTYWIDE SALES TAX OF ONE FIFTH OF ONE PERCENT (20 CENTS ON A \$100 PURCHASE), EFFECTIVE JANUARY 1, 2000 AND AUTOMATICALLY EXPIRING AFTER 7 YEARS, WITH THE PROCEEDS TO BE USED SOLELY TO PRESERVE OPEN SPACE IN ORDER TO LIMIT SPRAWL, TO PRESERVE FARMLAND, TO PROTECT WILDLIFE AREAS, WETLANDS, RIVERS AND STREAMS, AND FOR CREATING, IMPROVING AND MAINTAINING PARKS AND RECREATION FACILITIES, IN ACCORDANCE WITH RESOLUTION 99-1, WITH ALL EXPENDITURES BASED ON RECOMMENDATIONS OF A CITIZEN ADVISORY COMMISSION AND SUBJECT TO AN ANNUAL INDEPENDENT AUDIT AND SHALL ALL REVENUES FROM SUCH TAX AND ANY EARNINGS THEREON, CONSTITUTE A VOTER APPROVED REVENUE CHANGE.

YES \_\_\_\_\_

NO \_\_\_\_\_

2. The election shall be conducted by the County Clerk and Recorder in accordance with the Uniform Election Code and other laws of the State of Colorado, including without limitation, the requirements of Article X, Section 20 of the Colorado Constitution (hereinafter "TABOR").
3. All acts required or permitted by the Uniform Election Code relevant to voting by early voters' ballots, absentee ballots and emergency absentee ballots shall be performed by the County Clerk and Recorder.
4. The County Clerk and Recorder shall cause a Notice of Election to be published in accordance with the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to Section 29-2-104(5), Colorado Revised Statutes, the County Clerk and Recorder is directed to publish the text of this Resolution four separate times, a week apart, in the official newspaper of the county and each city and incorporated town within the County.
6. No later than October 1, 1999, the County Clerk and Recorder shall mail the Notice of Election required by Article X, Section 20(3)(b) of the Colorado Constitution.
7. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the Open Space Sales Tax shall be imposed and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2000, and shall be collected and administered in accordance with this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.
  - (a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-half of one percent of the gross receipts (the "Sales Tax").

(b) *Transactions Subject to the Sales Tax.*

- (i) The tangible personal property and services taxable hereunder shall be the same as the tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S., and shall be subject to the same exemptions as those specified in Section 39-26-114, C.R.S., including specifically the exemption provided by Section 39-26-114(11), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

for the sales of food (as defined in Section 39-26-102(4.5), C.R.S.); the exemption for occasional sales by a charitable organization as set forth in Section 39-26-114(18), C.R.S.; and, the exemption for sales and purchases of farm equipment under lease or contract specified in Section 39-26-114(20), C.R.S.

- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials if such materials are picked up by the purchaser and if the purchaser of such materials presents to the retailer a building permit or other acceptable documentation that a local use tax has been paid or is required to be paid on the value thereof.
  - (iii) The Sales Tax shall not be imposed on the sale of personal property on which a specific ownership tax has been paid or is payable if: (I) the purchaser is a nonresident of, or has its principal place of business outside the County, and (II) such personal property is registered or required to be registered outside the limits of the County under the laws of the State of Colorado.
  - (iv) The Sales Tax shall not be imposed on the sale of tangible personal property at retail or the furnishing of services if the transaction has been previously subjected to a sales or use tax lawfully imposed on the purchaser or user by another statutory or home rule county equal to or in excess of the amount imposed by Section 7(a) hereof. A credit shall be granted against the Sales Tax payable with respect to such transaction equal in amount to the lawfully imposed sales or use tax previously paid by the purchaser or user to such other statutory or home rule county, provided that such credit shall not exceed the amount of the Sales Tax imposed by Section 7(a) hereof.
- (c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales shall be considered consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to a destination outside the County or to a common carrier for delivery to a destination outside the limits of the County. The gross taxable sales shall include delivery charges, when such charges are subject to the state sales and use tax imposed by Article 26 of Title 39, C.R.S., regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the County, or has more than one place of business, the place or places at which the retail sales are consummated for the purpose of this Sales Tax shall be determined by the provisions of Article 26 of Title 39, C.R.S., and by the rules and regulations promulgated by the Colorado Department of Revenue. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by Title 39, Article 26, C.R.S.
- (d) *Collection, Administration and Enforcement.* The collection, administration and enforcement of the Sales Tax shall be performed by the Executive Director of the Colorado Department of Revenue (the "Executive Director") in the same manner as the collection, administration and enforcement of the Colorado state sales tax. The provisions of Article 26 of Title 39, C.R.S. and all rules and regulations promulgated thereunder by the Executive Director shall govern the collection, administration and enforcement of the Sales Tax.
- (e) *Vendor Fee.* No vendor fee shall be permitted or withheld with respect to the collection and remittance of the Sales Tax.
- (f) *Application of Section 29-2-108, C.R.S.* The imposition of the Sales Tax will result in the 7% limitation on the total sales tax imposed by the State of Colorado, any county and city or town in any locality in the State of Colorado as provided in Section 29-2-108, C.R.S. being exceeded. Such notwithstanding, the rate of Sales Tax does not exceed the rate permitted to be imposed by the County pursuant to Section 29-2-108, C.R.S.

8. **Distribution of Sales Tax Revenue.** The proceeds from the collection of the Open Space Sales Tax shall be administered in the following manner:
- (a) **Open Space Advisory Board.** An Open Space Advisory Board shall be appointed by the Board of County Commissioners within ninety (90) days following approval of the election question.
    - (i) The Open Space Advisory Board shall consist of seven members, four of whom shall be residents of unincorporated Adams County and three of whom shall be residents of cities or towns located in Adams County.
    - (ii) Members shall serve four-year terms of office, except the initial term of two members from the unincorporated area of Adams County and two members from cities and towns shall be six years. Members may be re-appointed to successive terms.
    - (iii) Members shall serve at the pleasure of the Board.
    - (iv) The Board of County Commissioners shall develop a system to rotate the jurisdictions represented on the Open Space Advisory Board in a systematic fashion.
    - (v) Members shall not be compensated for their services, but may be reimbursed for reasonable expenses actually incurred in the performance of their duties in accordance with this Resolution and County policy.
    - (vi) Members shall act in accordance with law, including Colorado conflict of interest law applicable to public bodies. No member shall vote or participate in the application process regarding an acquisition or expenditure in which he or she has a financial or ownership interest, or where he or she has an ownership interest in adjacent property.
    - (vii) The Open Space Advisory Board will meet quarterly, beginning in the first quarter of 2000, or as necessary to review proposed projects. All meetings shall be held in accordance with the Open Meetings Law.
    - (viii) The Open Space Advisory Board will make recommendations to the Board of County Commissioners regarding the distribution of proceeds from the collection of the Open Space Sales Tax, substantially in accordance with the guidelines set forth in this Resolution.
  - (b) **Deposit and Expenditure of Revenue.**
    - (i) The County shall establish an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax shall be accounted for.
    - (ii) Two percent (2%) of the Open Space Sales Tax collected shall be used by the Open Space Advisory Board for administrative purposes, i.e. consultants, studies, site reviews, etc.
    - (iii) After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets.
    - (iv) After payment of the administrative expenses and distribution of the thirty percent, moneys remaining in the Open Space Fund shall be used as directed by the Board of County Commissioners, substantially in accordance with the following guidelines:

- (1) Grant applications may be submitted to the Open Space Advisory Board by those jurisdictions having an approved open space and/or recreation plan.
- (2) The Open Space Advisory Board shall review the application and make recommendations to the Board of County Commissioners regarding approval or denial of the application. Fund distributions may be attributable to both active and passive open space uses, so long as:
  - (a) no less than forty percent (40%) shall be expended for passive open space uses, to include the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities.
  - (b) no more than twenty eight percent (28%) shall be expended for active uses, to include the purchase, construction, equipping and maintenance of: sports fields, golf courses, and recreation centers.
- (v) Any funds received from the disposition of assets acquired or constructed with revenues for the Open Space Sales Tax shall be used in accordance with the above guidelines.

C. *Authorized Projects and Uses of Funds.*

- (i) Revenues collected from the Open Space Sales Tax may be used in the following manner:
  - (A) To acquire fee title interest in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails;
  - (B) To acquire less than fee interests in real property such as easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis, for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails purposes;
  - (C) To acquire water rights and water storage rights for use in connection with the aforementioned purposes;
  - (D) To acquire rights-of-way and easements for trails and access to public lands, and to build and improve such trails and accessways;
  - (E) To allow expenditure of funds for joint projects between counties and municipalities, recreation districts, or other governmental entities in the County;
  - (F) To improve and protect open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;
  - (G) To manage, patrol and maintain open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;

- (H) To pay for related acquisition, construction, equipment, operation and maintenance costs;
  - (I) To implement and effectuate the purposes of the Open Space Program.
- (ii) Passive open space lands may be acquired and maintained and may include:
- (A) Lands with significant natural resource, scenic and wildlife habitat values;
  - (B) Lands that are buffers maintaining community identity;
  - (C) Lands that are to be used for trails and/or wildlife migration routes;
  - (D) Lands that will be preserved for agricultural or ranch purposes;
  - (E) Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding;
  - (F) Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage.
- (iii) Active open space lands may include lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public.
- (iv) No land or interests acquired with the revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board.
9. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the County Clerk and Recorder is hereby directed to provide a notice of adoption of this Resolution, together with a certified copy of this Resolution, to the Executive Director of the Colorado Department of Revenue at least forty-five (45) days prior to January 1, 2000.
10. This Resolution shall serve to set the ballot title and the ballot question for the question set forth herein and the ballot title for such question shall be the text of the question itself.
11. The officers and employees of the County are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.
12. The rate of the Open Space Sales Tax and the deposit of revenues collected for the Open Space Sales Tax as set forth in this Resolution shall not be amended, altered or otherwise changed unless first submitted to a vote of the registered electors of the County for their approval or rejection. Other provisions of this Resolution may be amended as necessary to effectuate the purposes of this Resolution by resolution adopted by the Board of County Commissioners in accordance with law.
13. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of the County and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.
14. All prior acts, orders or resolutions, or parts thereof, by the County in conflict with this resolution are hereby repealed, except that this repealer shall not be

construed to revive any act, order or resolution, or part thereof, heretofore repealed.

15. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.
16. The cost of the election shall be paid from the County's general fund.
17. This Resolution shall take effect immediately upon its passage.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO    )  
County of Adams        )

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 1<sup>st</sup> day of SEPTEMBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County Commissioners  
Carol Snyder:

By *John Stuebel*  
Deputy



# Appendix B

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## Adams County Open Space Extension Request Form

Revised 12/2011

Must be received by Adams County Open Space staff a minimum of 90 days prior to project due date.

Date of Request:	_____
Grantee Name:	_____
Project Name:	_____
Contact Person:	_____
Phone Number:	_____
Email:	_____

Original Project Due Date:	_____	Requested Due Date:	_____
		(No longer than 6 months)	
Please explain in detail the reason(s) for extending this project. Include information regarding progress made to date, items remaining to be completed and estimated timeline for completing all work.			

Attach the following:

- Copy of original timeline submitted with grant application
- Revised timeline
- Evidence of progress (Photos of project or in narrative above)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

# Appendix C



## Adams County Open Space Modification Request Form

Revised 12/2011

Must be received by Adams County Open Space staff a minimum of 90 days prior to project due date.

Date of Request: _____	
Grantee Name: _____	
Project Name: _____	
Contact Person: _____	
Phone Number: _____	
Email: _____	
Project Due Date: _____	
Previously Submitted Leverage Summary:	Proposed Revision to Leverage Summary:
Grant Total: _____	Grant Total: _____
Total Project Costs: _____	Total Project Costs: _____
% of Funding Requested: _____	% of Funding Requested: _____
Please provide a description of the changes to the project as well as an explanation for the changes. Please provide specific details.	
Are you also requesting an extension? <input type="radio"/> Yes <input type="radio"/> No	Requested Due Date: (No longer than 6 months) _____

Attach the following:

- Copy of original budget submitted with grant application
- Revised budget
- Copy of original timeline submitted with grant application
- Revised timeline
- Evidence of progress (Photos of project or in narrative above)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Title: \_\_\_\_\_



# Appendix D

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## Adams County Open Space Grant Closeout Request Form

Revised 12/2011

Project Name:	_____
Contact Person:	_____
Phone Number:	_____
Email:	_____
Reimbursement Request:	_____
<b>For land acquisitions only:</b>	
Has money already been wired to closing? <input type="radio"/> Yes <input type="radio"/> No	
Are additional funds being requested to closeout the project? <input type="radio"/> Yes <input type="radio"/> No	

Please review the appropriate project closeout checklist. Submit all documentation described on the checklist to:

Adams County Open Space  
Attn: Regina Elsner or Shannon McDowell  
9755 Henderson Rd.  
Brighton, CO 80601

If you have questions or need assistance please contact Regina Elsner at 303.637.8072 or [relsner@adcogov.org](mailto:relsner@adcogov.org) or Shannon McDowell at 303.637.8039 or [smcdowell@adcogov.org](mailto:smcdowell@adcogov.org).

I certify that all required documentation is attached or has been sent to Adams County Open Space to close out this project.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_



## Adams County Open Space Grant Closeout Checklist

Revised 12/2011

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Use this checklist when closing out **ALL** projects, except land acquisitions. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

Please submit the following:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of **ALL** invoices listed on Grant Closeout Worksheet
- Copies of cancelled checks for all costs indicated on Grant Closeout Worksheet

**OR**

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Documentation for all in-kind donations (e.g., letter from donor stating value; invoice from business indicating value)



## Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 12/2011

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Use this checklist when closing out land acquisitions. Use page 1 when funds are to be wired to closing. Use page 2 if being reimbursed after closing. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

For money to be wired directly to closing, please submit the following:

- All Easements/Encumbrances
- Final Contract
- Preliminary Buyers/Sellers Settlement Statement
- Title Commitment

Following closing when money has already been wired, submit the following additional documentation to closeout the project:

- Grant Closeout Request Form
- Final Title Policy
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

If additional funds are being requested at the time of closeout, submit the following:

- Completed Grant Closeout Worksheet
- Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

**OR**

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



Adams County Open Space  
Grant Closeout Checklist - Land Acquisition

Revised 12/2011

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please submit the following documentation to closeout the project if no funds have previously been received:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Final Title Policy
- Final Contract
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)
- Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

**OR**

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

