

Parks, Recreation & Cultural Services
MEMORANDUM #17 - 2010

DATE: June 17, 2010
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: William A. Simmons, City Manager *WAS*
Amanda Peterson, Director of Parks, Recreation and Cultural Services *APP*
SUBJECT: Adams County Open Space Grant Acceptance for Ballfield Renovations

RECOMMENDATION

Staff recommends approval of the attached resolution and grant agreement, accepting funds in the amount of \$70,000 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 Ballfield Renovation projects at Northwest Open Space and Rotary Park through the competitive grant process.

BACKGROUND

A grant application was submitted to the Adams County Open Space Advisory Board for consideration during the spring 2010 grant cycle. This application requested \$73,500 in funds for ballfield renovations at Northwest Open Space and Rotary Park. The application was approved for funding in the amount of \$70,000. These funds will be utilized to make needed improvements at the ballfields, to include replacement of fencing, backstops and infield mix, as well as the addition of two portable mounds. These improvements will increase safety of the participants using these ballfields, as well as provide aesthetic improvements to the area. The changes will also create play spaces that are useable by a wider range of participants, as adding portable mounds allows for a field to be adjusted for use by different age groups and for different regulations (ie. baseball vs. softball).

An ordinance will be brought forward in July seeking a supplemental appropriation to formally amend the budget to include this additional \$70,000 expenditure. Project completion is anticipated to occur by late fall 2010.

TIME/BUDGET IMPLICATIONS

Matching funds in the amount of \$73,500 have already been allocated through the 2010 budget adoption process. Funds are appropriated in the Conservation Trust Fund in the amount of \$50,000, the Capital Projects Fund in the amount of \$20,000 (through Adams County Open Space Discretionary Funds) and in the amount of \$3,500 in the Recreation Division, Youth & Adult Sports.

The grant agreement must be signed and submitted to Adams County within 45 days of receipt, or prior to June 22, 2010.

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, or (303) 450-8950.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-93
Series of 2010

Series of 2010

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 has submitted an application to Adams County to use Adams County Open Space Sales Tax funding for Ballfield Renovation projects at Northwest Open Space and Rotary Park; and

WHEREAS, the Adams County Board of County Commissioners has approved a grant application and has prepared an Adams County Open Space Grant Agreement, which provides \$70,000.00 for the Ballfield 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 \$70,000.00 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 is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this _____ day of _____, 2010.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2010-00013

The Grant Agreement ("Agreement") is made and entered into this ____ day of _____, 20__, 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, 2010, Applicant applied for an Adams County Open Space Grant to complete the Northglenn Ballfield Improvements project (the "Project"); and

WHEREAS, on June 7, 2010, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 47.6% of the total Project costs, not to exceed \$70,000.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 47.6% of the total Project costs, not to exceed \$70,000 (the "Grant"), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit A ("Project Scope") and incorporated herein by this reference. Exhibit A attachments include the grant application and application attachments A, B, C, D, and E. 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 in the Open Space Policies and Procedures, attached as Exhibit B 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 de-authorize 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.

3. Completion Date. Applicant shall complete the Project no later than June 7, 2012, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated in the Open Space Policies and Procedures, a copy of which is attached as Exhibit C and incorporated herein by this reference, 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 de-authorize 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.
4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto as Exhibit D and incorporated herein by this reference.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit E and incorporated herein by this reference.
6. 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 Exhibit D.
7. 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.
8. 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.
9. 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."

10. 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. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- E. 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



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

Case No. 0547200-0003

PART I: ELIGIBILITY CRITERIA

Project Information

Applicant Organization Name: City of Northglenn

Sponsoring Jurisdiction: City of Northglenn

Name of Project: Northglenn Ballfield Improvements

This project is priority 1 of 1 projects submitted.

*Prioritize projects 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:
Mark Hofmeister	Engineer	303.450.8780	mhofmeister@northglenn.org
Brian Magnett	Recreation Supervisor	303.450.8899	bmagnett@northglenn.org
David True	Parks Maintenance District Leader	303.280.7811	dtrue@northglenn.org

Project Summary

Briefly describe your project (100 words or less):

This project is intended to renovate the ballfields used for youth and adult softball and baseball at North West Open Space and Rotary Park to improve safety, functionality and appeal. The ballfields within our City are currently in need of infield mix, improved dugouts, new backstops and new fencing material. These fields are in high demand, but are often closed during and after any rain events due to drainage and compaction problems with the infield mix. In addition, the backstops, dugouts and fencing have been repeatedly repaired, but have long since exceeded their useable lifespan.



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2010

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:
	\$
	\$

2. Budget Summary

Grant Request:	\$ 73,500	(this grant cycle only)
Previous ADCO Grant Awards Received:	\$ _____	(combined total – for this project only)
Matching Funds:	\$ 73,500	(cash + in-kind)
Total Project Costs:	\$ 147,000	

Grant Request: 50 % of the Total Project Costs*

*Include both the current grant request and all previous ADCO grant awards for this project in the calculations, i.e. (Grant Request + Previous ADCO Grant Awards)/Total Project Costs.

** Attach a Project Budget labeled **Attachment A** at the end of this application.

Property Location Information:

Project site address: **Rotary Park: Southeast corner of intersection at Pecos Street & Roseanna Drive, Northwest Open Space: Northwest corner of intersection at Pecos Street & Roseanna Drive**

Nearest cross streets: **Pecos Street & Roseanna Drive**

Parcel ID # (Required): **Northwest Open Space: 171909200001, 171909200002, 171909200003
 Rotary Park: 171909408025**

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: N/A

Appraised price per acre: \$ N/A

Cost per acre: \$ N/A

If the purchase price is more than the appraised price, please explain: N/A

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**.



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

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**.

This projected will provide renovations to the ballfields at Rotary Park and Northwest Open Space. These renovations will include improving the drainage at the single ballfield at Rotary Park and two of the ballfields at Northwest Open Space, replacing the backstops at the five ballfields at Northwest Open Space, replacing the infield fencing at those same five ballfields at Northwest Open Space, replacing portions of the infield fencing at Rotary Park, the installation of dugout covers at two of the ballfields at Northwest Open Space and the addition of portable pitching mounds at two of the ballfields at Northwest Open Space.

By adding an additional two inches of infield mix to the existing field at Rotary Park and on the fields known as the "Yellow" field and the "White" field at Northwest Open Space, drainage problems should be significantly improved, allowing for fewer field closures and increased player safety. A component of annual maintenance is to topdress the existing infield mix with additional infield mix at each of the fields to replace that which has compacted or weathered away. This practice continues at all of our fields, however, the needs at these particular fields are much beyond that which can be addressed through annual maintenance.

Staff have made great efforts during recent years to make a small operating budget stretch as far as possible. Part of this effort included the additional infield mix that was added to three of the five fields at Northwest Open Space. Since work has already been done, these three fields will not have additional infield mix added as a part of this project, as this repair work was completed successfully. To do the repairs at these three fields under budget, staff took the time and learned how to properly install the material themselves, rather than pay additional fees to have a contractor do this work. This same approach will be taken with the infield mix at Rotary, the "Yellow" field at Northwest Open Space and the "White" field at Northwest Open Space, and the budget submitted for this project has been developed to account for work that can be done in-house, at a much lower cost than if it were completed by a contractor.

Three of the backstops at Northwest Open Space were last replaced in 1998, others have not been replaced since their initial installation, approximately 30 years ago. Since that time, heavy use and weathering have damaged the structures. The angled galvanized



Adams County Open Space Grant Application

Case No. _____

Active Use

Due Date: February 1, 2010

steel overhang at the top of the structure has deteriorated, and the fencing material is bent from years of use. The individual posts holding the structure have frozen and thawed over the years, causing the galvanized steel to split.

The fencing is in need of replacement again, due to years of use. Standards have changed since the time this equipment was originally installed. New industry guidelines include a bottom fence rail, rather than the wire that is on our fencing. This allows for increased safety and ease of maintenance, as well as provides a secure base on which to mount the fence. This style of fencing will prevent the fencing material from curling into the playing area, which creates a safety hazard. A portion of the infield fence at Rotary Park is newer, and is still in good condition, only those portions that are in poor condition are being considered as a part of this project. All of the infield fencing at Northwest Open Space is in need of replacement.

By adding dugout covers at two fields, the fields become more appealing to teams. Some teams/leagues choose not to use the fields in their current condition, partially because of the lack of sun protection during hot summer days. By adding permanent dugout covers, not only do the fields become more appealing to new teams, they also provide a great benefit to the teams that already use the fields.

The final addition is that of portable mounds for two of the fields. There are two benefits associated with replacing the dirt mounds with portable mounds. First, the fields become usable to a greater number of players by allowing the mounds to be moved to fit with the varying regulations associated with girls softball or boys baseball. Currently, the fixed mound location does not allow for the fields to be used for girls softball, which continues to grow in popularity. Second, a great deal of time is spent maintaining dirt mounds to the appropriate specifications. This time would be greatly reduced with the use of portable mounds, which just require that they be placed in the proper location prior to games and practices.

The full scope of the project would also include removal of the existing fencing and backstops, as well as the additions discussed above.

- 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.

The area is already set up as an athletic complex, with parking lots, trails, open space and landscaping providing buffers between the athletic fields and any surrounding residential buildings. In addition, the new backstops and fencing help prevent errant balls from leaving the appropriate playing area.



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.).

This ballfield renovation will provide safe playing fields for youth and adult softball and baseball. The fields are used by over 8,000 people each year for organized sports alone, providing a healthy outlet for the youth and adults in our community to participate in organized sports. In addition, the fields are used informally by individuals or small groups for practice and play. Participation in team sports promotes teamwork, exercise, and healthy competition. In addition to the benefit received by our residents, the City of Northglenn also has close partnerships with Little League and other youth sports organizations. Although Adams 12 Five Star School District does have their own fields at many of the newer schools, Northglenn High School is an older school with fewer amenities. To address this deficit, the City and the School District work together for the high school teams to occasionally use the fields during the baseball season to supplement those that are located at the school.

- 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 need for the drainage repairs at Rotary Park and the replacement of the backstops at Northwest Open Space are the most time sensitive parts of this renovation, however the other components should be done simultaneously to complete this project, rather than continuously piecing different elements of the project together year after year, never really coming to a completed project. Without additional grant funding, the City has funding available for only a portion of this project in 2010. Unfortunately, if this grant is not approved, those funds will have to be used to complete the most necessary repairs this year. This will not leave sufficient matching funds available to apply for supplemental grant funding for this particular project for many years to come.

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 ballfields at Northwest Open Space and Rotary Park are utilized for youth and adult softball and baseball leagues, for both practices and games. In addition, the spaces are also used for both local and regional tournaments and special events. One such special event in recent years has been an annual wiffle ball tournament. The ballfields are all open and unlocked, so they are fully accessible by the public when not in use for organized games or practices.



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

Case No. _____

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

In addition to increasing the safety and playability of the fields in general, this project will help the ballfields appeal to a broader diversity of users, especially with the addition of the portable mounds. This addition allows for individual fields to meet the regulations for different leagues - specifically, to include girls softball. Currently, some the fields are unable to meet this need, as the mounds are located too close or too far from home plate.

In addition to increased and improved use of the ballfields, Northwest Open Space is utilized for many different athletic and leisure activities throughout the year. This space is used for youth and adult soccer, football and rugby. The trails are used by cross-country teams for practice and meets, as well as many casual runners or walkers each and every day. These users, too, will appreciate the improved appearance of the area. It is not appealing to work out or play in an area that does not appear to be in good condition.

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 City of Northglenn's Parks and Recreation Master Plan was last updated in 2009, and within the "Major Initiatives" category identifies that "several priorities are emerging for the park system over the next several years. These priorities include continuing with an effective parks system update and the renovation of existing parks and recreation amenities." In addition, the Master Plan discusses "Park and Facility Development Opportunities." One such opportunity is identified as Northwest Open Space. Improvements have been recommended in each revision of the Master Plan at Northwest Open Space since 1986. The last improvements were made to the youth athletic fields in 1998, and these are now in need of renovation. This project does not address all of the improvements recommended for Northwest Open Space, but does improve upon one well-used aspect of the area. If these improvements are made, they would not be disrupted by any future phases of this project.

- 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.

Rotary Park and Northwest Open Space are both located at the intersection of Pecos Drive and Roseanna Drive. The ballfields at Northwest Open Space are just to the north of this intersection, the ballfield at Rotary Park is just to the south of this intersection. The area is accessible by car or by foot from both 104th Avenue to the south and 120th Avenue to the north. The Greenway Trail system has an extensive trail loop through Northwest Open Space, and adjacent to Rotary Park. This is the most westerly portion of



Active Use

Due Date: February 1, 2010

the trail within Northglenn, as Westminster borders the western edge of the park. The trail provides access to the north along 112th Avenue and beyond, and to the east to Huron Street and beyond.

In addition to providing athletic fields, Northwest Open Space includes a dedicated Nature Area. This area is known as the "Oscar Arnold Nature Area," and is located on the northeastern portion of the property. In the vicinity is also the Croke Reservoir Nature Area, easily reachable from Northwest Open Space and Rotary Park via the well-established Greenway Trail.

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.

The use of Adams County Open Space funds to complete this project meets the definitions provided within section 8(c) iii, "Active open space lands may include lands for park purposes and other recreational uses... Park purpose should be defined as the construction, equipping, acquisition and maintenance of park and recreation improvements and facilities for the use and benefit of the public."

The ballfield renovation project would include the equipping and maintaining of park and recreation improvements that are open to any individual, and exist for the use and benefit of the public.

Project Funding (0-30 points)

1. Funding Summary

Grant Request	\$ <u>73,500</u>	(this grant cycle only)
Previous ADCO Grant Awards	+ \$ <u>0</u>	(combined total – for this project only)
Cash Match	+ \$ <u>73,500</u>	
In-Kind Match	+ \$ _____	
Total Project Costs	= \$ <u>147,000</u>	

Grant Request = 50% of the Total Project Costs*

*Include both the current grant request and all previous ADCO grant awards received for this project in the calculation, i.e. (Grant Request + Previous ADCO Grant Awards)/Total Project Costs.



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

Case No. _____

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: \$ 20,000

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)

1. Community Outreach

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

Efforts to renovate Northwest Open Space have been in process since 1984. Since that time, some improvements have been made, and others have been put to the side due to lack of funding or changes in interests over time.

The most recent renovations took place in 2007, with the replacement of infield mix at three of the fields at Northwest Open Space. This significantly improved the playability of these particular fields. As described previously, the infield mix additions in 2007 were completed in-house, at a significantly lower cost than if this project had been done by a contractor. Infield mix for these fields is not included as a part of this project, but they will be topdressed as a part of the annual maintenance schedule. Again, funding for this basic, annual maintenance has not been included either as a part of the City's matching funds or the grant funds that are being requested for the rest of this project.

Throughout this same general time period, between 2005-2006, significant public input was sought to create a long-term plan for Northwest Open Space. There were several well-attended public meetings. At these meetings, discussions were held regarding all of the amenities at Northwest Open Space, not just the ballfields. Other renovations suggested included restrooms, pavilions, additional landscaping, basketball courts, improved soccer and football fields, and a realignment of the existing fields. The feedback that was provided at these meetings indicated that residents had an interest in seeing improvement to this area, but not to the full extent that was suggested. One letter stated, "I have lived in the community for 9 years now. I agree that something needs to be done with Northwest Open Spaces. Some of the ballfields are old and not maintained well. I do feel that the plans presented were over kill though...What is wrong with just redoing what is there instead of changing everything completely."

During this same process, the Northglenn Youth Commission also provided input. They asked



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

Case No. _____

other youth in the community to respond to a short survey regarding Northwest Open Space, and provided these results to City staff.

Every three years the City of Northglenn conducts a community survey. In the most recent survey, conducted in 2006, 82% of respondents rated "City-Owned Parks" as being of "Good" or "Excellent" quality. Only 69% of those same respondents were able to rate the athletic fields within those parks as being of "Good" or "Excellent" quality. Only 5% of respondents stated that the importance of providing and maintaining athletic fields was "Not at all Important," with 95% of respondents agreeing that athletic fields are important.

In December 2009, adjacent landowners were contacted to provide their input, as were recent users of the ballfields at both Northwest Open Space and Rotary Park. Letters of support from those individuals are included in this application. There was no negative feedback from any group or individual regarding this project.

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 the grant application. 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 and maintained for long-term sustainability. Include in your answer the entity responsible for maintenance, the available resources, and the typical maintenance schedule.

All of the ballfields in the City of Northglenn are maintained by the Parks Maintenance and Operations division. These staff maintain the ballfields on a regular schedule, with additional maintenance in place for scheduled, organized use of the fields by teams or leagues. This schedule includes daily maintenance during the baseball and softball seasons, to ensure that the fields are ready for both organized teams and leagues or individual users.



Active Use

Due Date: February 1, 2010

This renovation will actually decrease the amount of time that is necessary to maintain some of the fields, as the staff currently must maintain all of the pitching mounds, deal with the drainage issues at those fields where infield mix is needed, and regularly repair damage to the deteriorating fencing and backstops. The portable pitching mounds will require less maintenance than the dirt mounds, and with new and improved fencing and backstop materials, fewer repairs from weathering will be needed in these areas.

- 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:
E.B. Rains Jr. Memorial Park Sensory Playground Improvements, Phase I	Nestor Fedak	2002	2003
E.B. Rains Jr. Memorial Park Sensory Playground Completion Project	Nicholas DiFrank & Mark Hofmeister	2008	2009
Croke Reservoir Nature Area Improvement Project	Nicholas DiFrank & Joliette Woodson	2007	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:	Due Date:	Explain:
Northglenn Skate Park	\$ 550,000	Fall 2011	
	\$		
	\$		
	\$		
	\$		



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2010

Case No. _____

Please mail **12 sets** of the application to the Adams County Open Space staff no later than **4:00 p.m. on February 1, 2010**. Five (5) of the sets should be unbound, the remaining seven (7) sets should be bound with staples or binder clips. **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

If the 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 page 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 disability regulations.

The Applicant understands that 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 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: January 28, 2010 Date: Joyce Downing

Print name: Joyce Downing
Print title: Mayor

Attachment A—Project Budget

Date Submitted: 1-Feb-10
 Project Name: Ballfield Improvements
 Amount Requested: \$73,500.00
 % 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	Total Project Costs (\$)
Demolition and Site Clearing	\$ 3,300		\$ 3,300			\$ 6,600
Infield mix	\$ 12,800		\$ 12,800			\$ 25,600
Fencing	\$ 19,400		\$ 19,400			\$ 38,800
Backstops	\$ 26,500		\$ 26,500			\$ 53,000
Site Amenities	\$ 11,500		\$ 11,500			\$ 23,000
Budget Total	\$ 73,500	\$ -	\$ 73,500	\$ -	\$ -	\$ 147,000

Estimated Project Timeline – Attachment B

Project Name: Ballfield Improvements

Date: February 1, 2010

Description of Task	1/1/2010	2/1/2010	3/1/2010	4/1/2010	5/1/2010	6/1/2010	7/1/2010	8/1/2010	9/1/2010	10/1/2010	11/1/2010	12/1/2010
Construction Document Phase					X	X						
Bidding & Contract Award							X	X	X			
Construction										X	X	X

Description of Task	1/1/2011	2/1/2011	3/1/2011	4/1/2011	5/1/2011	6/1/2011	7/1/2011	8/1/2011	9/1/2011	10/1/2011	11/1/2011	12/1/2011
Construction	X	X										
Project Closeout			X	X								

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.

Attachment C—Source of Funds

Project Name: Northglenn Ballfield Improvements
Grant Request: \$73,500
% of Total Costs: 50%

In the chart below, please list all sources of funds. For partners, please provide a brief description of the 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 or less)
Applicant	1/1/2010			\$3,500		\$3,500 *	
Adams County Open Space Discretionary Funds	Annual Dispersal/ Appropriation - 1/1/2010			\$20,000		\$20,000	
Conservation Trust Fund	Annual Dispersal/ Appropriation - 1/1/2010			\$50,000		\$50,000	
Adams County Open Space Competitive Grant Request		\$73,500				\$73,500	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
						\$0	
Total		\$73,500	\$0	\$73,500	\$0	\$147,000	

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



NORTHWEST OPEN SPACE BALLFIELDS

CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS

ATTACHMENT D - 1 OVERALL SITE MAP "NORTHWEST OPEN SPACE"



11701 Community Center Drive
Northglenn, Colorado 80233-8061
Phone: 303.450.8326 Fax: 303.450.8708

ROTARY PARK BALLFIELD

ROSEANNA DR

PECOS ST

CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS

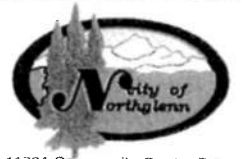
ATTACHMENT D - 2 OVERALL SITE MAP "ROTARY BALLFIELD"



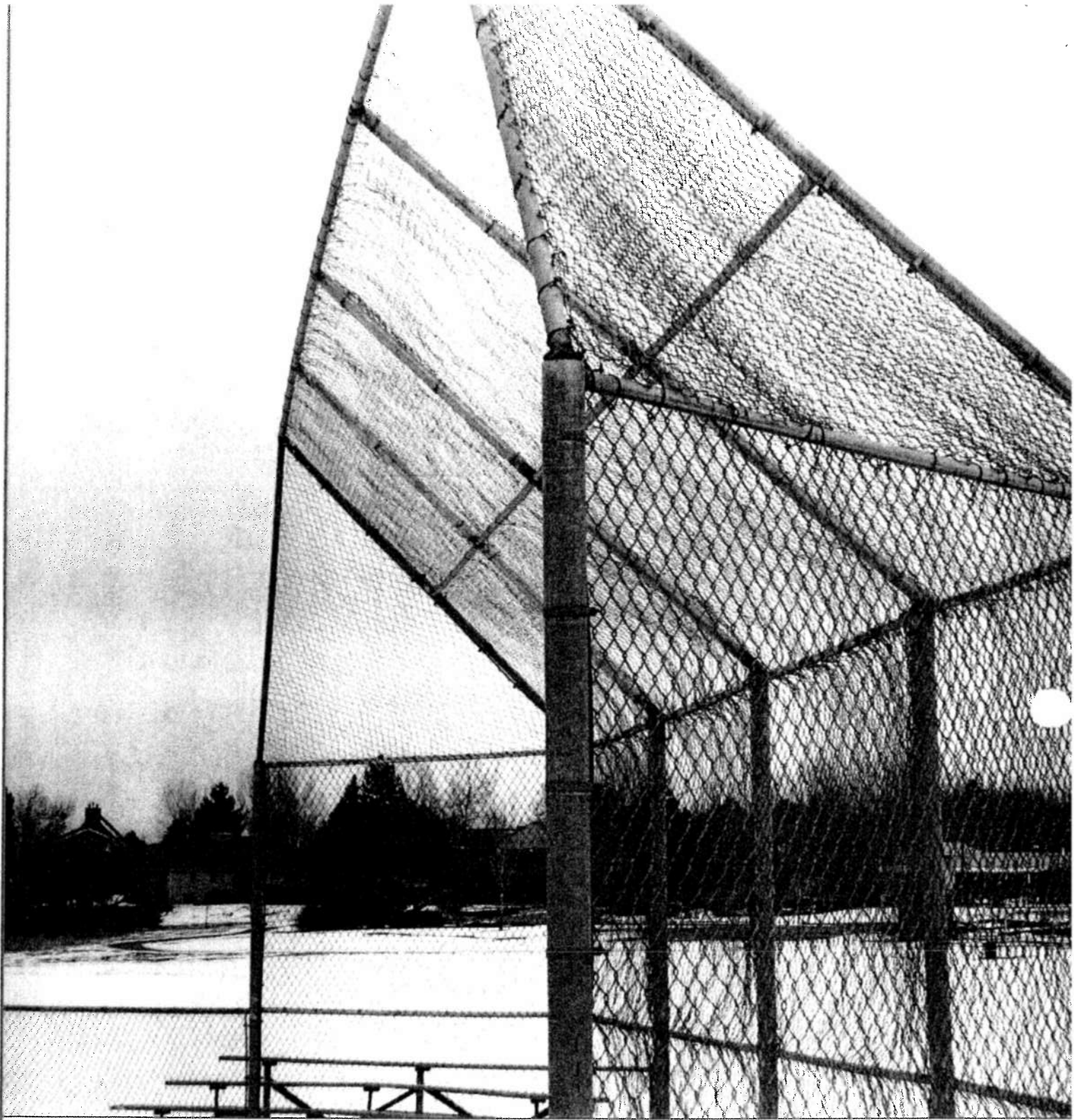
11701 Community Center Drive
Northglenn, Colorado 80233-8061
Phone: 303.450.8326 Fax: 303.450.877



CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS
ATTACHMENT D - 3 SITE PHOTO 1



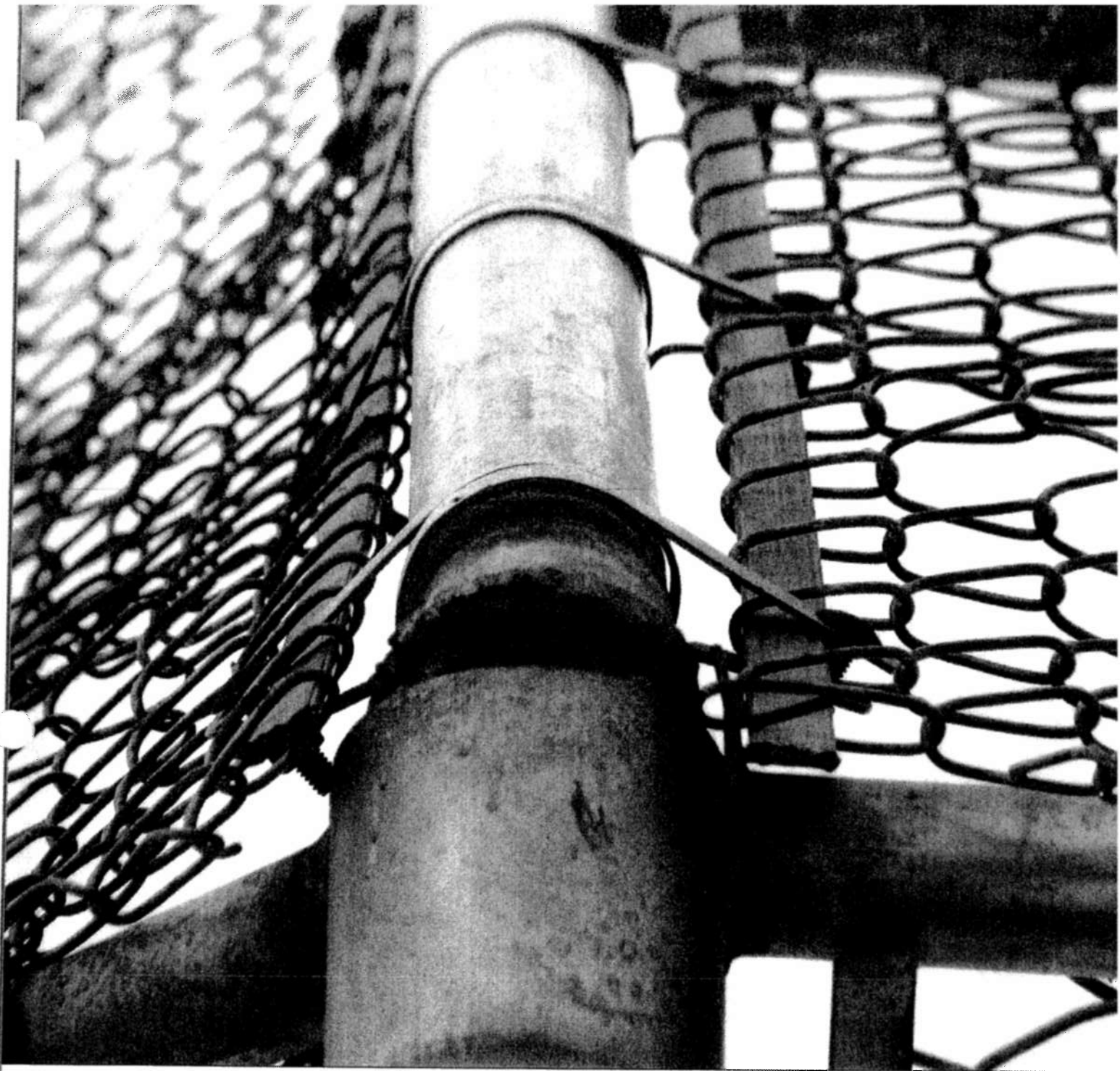
11701 Community Center Drive
Northglenn, Colorado 80233-8051
Phone: 303.450.8326 Fax: 303.450.8708



CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS
ATTACHMENT D - 4 - SITE PHOTO 2



11701 Community Center Drive
Northglenn, Colorado 80233-8061
Phone: 303.450.8326 Fax: 303.450.8701



CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS
ATTACHMENT D - 5 - SITE PHOTO 3



11701 Community Center Drive
Northglenn, Colorado 80233-8061
Phone: 303.450.8326 Fax: 303.450.8708

W. 120TH AVE

E. 120TH AVE

DIRECTIONS TO NORTHWEST OPEN SPACE:

1. TAKE THE W. 120TH AVE EXIT FROM I-25 HEAD WEST
2. TURN LEFT (SOUTH) ONTO HURON STREET
3. TURN RIGHT (WEST) ONTO KENNEDY DRIVE
4. TURN LEFT (SOUTH) ONTO ROSEANNA DRIVE
5. TURN RIGHT (NORTH) ONTO PECOS STREET FOLLOW INTO PARKING LOT

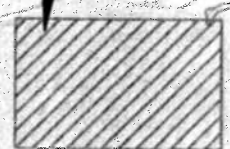
DIRECTIONS TO ROTARY PARK:

1. TAKE THE W. 120TH AVE EXIT FROM I-25 HEAD WEST
2. TURN LEFT (SOUTH) ONTO HURON STREET
3. TURN RIGHT (WEST) ONTO KENNEDY DRIVE
4. TURN LEFT (SOUTH) ONTO ROSEANNA DRIVE
5. BALLFIELD IS AT THE CORNER OF ROSEANNA DR AND PECOS ST

HURON ST

INTERSTATE 25

NORTHWEST OPEN SPACE BALLFIELDS



KENNEDY DR

ROSEANNA DR

ROTARY PARK BALLFIELD

PECOS ST

HURON ST

INTERSTATE 25

CITY OF NORTHGLENN
BALLFIELD IMPROVEMENTS
 ATTACHMENT E - LOCATION MAP



11701 Community Center Drive
 Northglenn, Colorado 80233-8061
 Phone: 303.450.8326 Fax: 303.450.8708

CITY OF NORTHGLENN

DEPARTMENT OF PARKS, RECREATION AND CULTURAL SERVICES



PARKS AND RECREATION MASTER PLAN

2009 REVISION/UPDATE

"Great cities are known for their great parks"

- Will Rogers
The Trust for Public Land

Trail Playground Equipment Replacement (\$29,940.00), Recreation Center Theatre Lighting (\$10,060.00), Recreation Center Shaft Wall and HVAC in the Electrical Room (\$45,000.00), Recreation Center Stairway Enclosure (\$75,000.00) and the Greenway Concrete Replacement for segments (\$175,000.00). Specific information regarding the most current Greenway Trail replacement schedule can be found in Attachment C.

Also planned for 2009 are the Larson Park Fence Replacement (\$149,025, carried over from 2008), and the Citywide Fence Maintenance project (\$150,000.00, carried over from 2008).

In accordance with the directive which citizens voted to adopt in 2006 (which allowed for the expenditure of \$50,000 to evaluate the Recreation Center), the City retained the firm of Barker, Rinker, Seacat to evaluate and recommend needed improvements at the Northglenn Recreation Center. Following the release of this report, the North Metro Fire Rescue District (NMFRD) issued an Order to Comply, requiring the City to address a list of life-safety issues, which have been and will be addressed based upon the timeline provided by NMFRD. The focus during 2008-2011 is to bring the facility into code compliance (based upon the information provided by NMFRD, as well as additional information from BRS and the City's building department). Other long-term maintenance needs (many of those addressed by the BRS report) are included in the long-term plan, though no immediate provisions nor requests for funding have been made.

Major efforts were undertaken in the early 2000's and continue today to further the goal of enhancing and preserving recreational facilities through the renovation of existing parks and playgrounds. Currently, funding has been requested for one park and playground each year.

Continuing maintenance and improvements to the rest of the park system and recreation facilities are addressed in the long range Capital Improvement Plan of the City. Funding for projects is made possible through a combination of general funds, CIP funds, Conservation Trust Funds, Adams County Open Space Tax proceeds and various grants and other miscellaneous sources.

Several priorities are emerging for the park system over the next several years. These priorities include continuing with an effective parks system update and the renovation of existing parks and recreation amenities. Additionally, priorities have been identified relative to the desired amenities that are required for our existing Recreation Center.

Attachment G shows the acreage inventory of the City's parks and open spaces whose care and maintenance has been tasked to the Parks Division, along with that of any physical structures that reside on these properties. This task becomes an ever-increasing challenge as the parks system realizes record usage every year.

A major expense for the Parks Division operating budget continues to be the replacement of aging equipment, including its vehicle fleet, tractors and mowing equipment and the deployment of newer technology in field operations such as irrigation systems.

VII. PARK AND FACILITY DEVELOPMENT OPPORTUNITIES

A. NORTHWEST OPEN SPACE

Northwest Open Space Recreation Area, located between Roseanna and 112th on Pecos Street, is a 138-acre park that offers a unique mix of passive and active recreation opportunities for Northglenn residents and residents of our surrounding communities. Residents can enjoy the natural setting the park offers through the Oscar Arnold Nature Area on the northeast portion of the property north of the Farmers' Highline Canal Trail running through the property. In addition, the park is the home of the North Area Soccer Association (NASA), the Northglenn Little League, and the Northglenn Youth Football Association, Northglenn's most successful and independent youth sports organizations.

Improvements to NWOS were first identified in the Parks and Recreation Master Plan adopted by the Northglenn City Council in 1986. In addition, each of the plan updates since 1991 has continued to identify and support improvements to this highly utilized park.

City Council has included money in past budgets to fund the NWOS improvement program, which has provided the necessary financial resources to accommodate the expansion of and improvements to existing youth athletic fields, as well as the additional and ongoing maintenance costs to support them. The youth athletic field expansion project at NWOS was completed in 1998.

Future phases of this project include neighborhood park amenities, such as a children's playground, picnic pavilions, basketball court, additional ornamental landscaping at entrances, possible development of a jointly used concession facility, construction of a long-term storage facility, addition of and enhancements to the site's athletic fields, installation of flush toilet facilities and other desired improvements. The City also adopted an Open Space Management Plan in 2002 that identifies a long-term maintenance and improvement program to the park's natural area to control undesirable vegetative growth and enhance and preserve its standing as a wildlife habitat. An engineering firm was retained by the City to provide concept drawings and cost estimating services. The recommendations included the realignment of sports fields to increase participation, restroom facilities and concession facilities.

B. RECREATION CENTER CODE COMPLIANCE AND RENOVATION

In an effort to establish a thorough plan that considers the future needs of the City's Recreation Center, a study to address a remodeling/renovation plan was implemented by Barker, Rinker, Seacat in 2007 after the resident's voted to approve \$50,000 for this study. This study made several recommendations regarding HVAC system needs and improvements, access improvements to meet

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-26
Series of 2010

10-26
Series of 2010

A RESOLUTION SUPPORTING A GRANT APPLICATION TO BE SUBMITTED TO THE ADAMS COUNTY OPEN SPACE FOR FUNDING FOR A BALL FIELD IMPROVEMENT PROJECT

WHEREAS, the Northglenn City Council believes that an improvement to the ball fields will enhance the recreational amenities available to youth and adults within the City and will provide the community with new and expanded opportunities for physical wellness; and

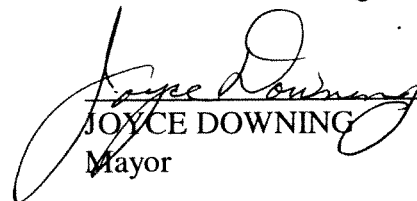
WHEREAS, the City Council has allocated funding in the 2010 budget to be used as a funding source for the ball field improvements at Rotary Park and Northwest Open Space; and

WHEREAS, the City Council desires to express its support of the submission of an Adams County Open Space Grant Application to obtain necessary funding to expand the Ball Field Improvement Project to include additional functional amenities as well as the planned safety improvements.


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 Ball Field Improvement Project.


DATED, at Northglenn, Colorado, this 28th day of January, 2010.


JOYCE DOWNING
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk
Attachment H

APPROVED AS TO FORM:


COREY Y. HOFFMANN
City Attorney

January 21, 2010

To whom it may concern,

My name is Kurtis Alberi, and I am currently serving as president of the Northglenn Youth Commission, which acts as an advisory capacity to city council on youth-related issues in the city of Northglenn. I whole-heartedly support a grant requesting \$73,500.00, both as president of the Youth Commission and a Northglenn community member. The ballfields at Northwest Open Space and Rotary Park are a great place for youth to go and stay out of trouble and practice healthy lifestyle habits. The ballfields also offer a great place to hold family activities and get together which promotes an involved community. It is important that they be kept in good condition. As an involved community member in the city, I believe that Northglenn must conserve and improve what we have in order to attract new families and revenue to the city.

Thank you for your time and consideration of this grant.

Kurtis Alberi

750 W 100th Pl

Northglenn, CO 80260

Gaye Monroe
Past City Councilmember
City of Northglenn
2183 E 116th Place
Northglenn, Co 80233

January 22, 2010

Dear Adams County Open Space Board,

I am writing this letter in support of this application for funding to make necessary equipment replacement and enhancements at the Northglenn baseball fields. These items will ensure the safety of both the player and fans.

As a recent Councilmember for the city of Northglenn I was the liaison to both the School Board and the Northglenn Youth Commission, in that role I was able to work with many children from my community. Through this experience I have regained my passion to help give our children a voice in their city, when they cannot speak for themselves then I will.

In this time of diminishing budgets both city as well as families, Northglenn provides a place for our children to participate in the team sport of baseball at an affordable cost to the family. This experience gives out kids a place to get the physical exercise that will help them to fight off childhood obesity while teaching them the value of being part of a team. It is important that when times get tough we still have great places for our children to play, and the Northglenn baseball fields is one of those important places.

I would like to thank you all for your service to this Board and the work that you do, I certainly know how are your job must be.

Sincerely,
Gaye Monroe



Citizen's Police Academy Alumni Association of Northglenn
C/O Northglenn Police Department
10700 Community Center Drive
Northglenn, CO 80233

January 22, 2010

Dear Adams County Open Space Board,

The members of the Citizen's Police Academy Alumni Association of Northglenn (CPAAAN) would like to express our support of this grant application requesting funding for the improvement of Northglenn's baseball fields.

As an organization whose purpose is to support and help both the Northglenn Police Department and citizen's of Northglenn we feel that these ball fields provide a positive place for our cities children to participate in physical activity throughout the summer months.

It is important to keep youth engaged and involved in their community, and it is especially important in these times that we provide a way for kids to be physically active to reduce childhood obesity. However, Northglenn's baseball fields are in dire need of repair. This grant money will help Northglenn to create a safe place for children to get much needed physical exercise as well as learn what team work is all about.

We in CPAAAN believe that Northglenn is providing very positive outlet for our kids. By providing the organized sport of baseball, we are keeping kids involved and out of trouble.

We sincerely hope that you will support this grant and help Northglenn to be able to provide a safe place for families to spend time together and kids to learn the value of organized sports.

Sincerely,
John Monroe
President
CPAAAN Board of Directors



*Training youth as disciples of Christ for lifelong
service to their Savior*

To:
City of Northglenn
11701 Community Center Dr.
Northglenn, CO 80233
Attn: Amanda Peterson

Re: Improvements to NWOS and Rotary Park ballfields

To whom it may concern:

I am Mike Schaefer, the Athletic Director and baseball coach for Rocky Mountain Lutheran High School. For the past three years our baseball team has been able to use the ball fields at Northwest Open Space. The planned improvements to the fields there and at Rotary Park would be a great thing for all using those fields, including our high school team. The improvements would make the fields either comparable to or better than the fields of the teams with whom we compete. In addition, the planned improvements for drainage, fencing, backstops, and dugouts will provide for a better environment in which to compete for our team and all who use them.

In closing, I hope we are able to carry out this improvement. I believe it will be a great thing for our community and also impress those who come from outside our community as to the quality of what we offer here.

Sincerely,

Michael G. Schaefer-
RMLHS Athletic Director

Attachment I-4 (Individual Users or User Groups)

Rocky Mountain Lutheran High School * 11700 Irma Drive * Northglenn, Colorado 80233 * (303) 346-1947

To: Adams County Open Space
From: City of Northglenn Parks & Recreation Advisory Board
Date: January 29, 2010

Hotdogs, apple pie, and baseball. Three great things of summer. This is why we are writing you. The ball fields at Northwest Open Space and at Rotary Park are in need of some repair. Things like backstops, dugouts, fencing, bleachers, and proper drainage are on the list, among other things that need to be done.

In the current state of these fields, there is the potential for postponed/cancelled games leading to lost league fees and city revenue. The failed drainage leads to flooding of the field and the dugouts.

The next issue I would like to address is the overall appearance of the fields. They have reached the point where they are beginning to look run down and drab. This has the potential to turn away future players, thus again a loss in user fees. As with any misuse of public facilities there are always the possible safety issues, but as the facilities deteriorate the risk of potential safety hazards become more prominent.

The City of Northglenn has high standards for its community and these fields have dropped below these standards. By considering our request for this grant we will be able to make the desired improvements to these fields and bring them back in line to Northglenn's standards.

Thank You,
Brian Swinbank
Chairman, Parks and Recreation Advisory Board



1928 East 117th Court
Northglenn, CO 80233-5906

February 1, 2010

Adams County Open Space Advisory Board
9755 Henderson Road
Brighton, CO 80601

Dear Open Space Advisory Board Members:

The Northglenn Community Foundation is pleased to support the City of Northglenn's Grant Application for improvements to the ball fields at Northwest Open Space and Rotary Park. The Northglenn Community Foundation is a 501(c)(3) organization that promotes community involvement and encourages the acquisition, retention, development and use of park, open space, recreational, cultural and leisure facilities within the city.


The Community Foundation has shown support for numerous projects within the City. The Foundation participated as a financial partner for creation, upgrades and upkeep of Sensory Park and Board members have been involved in numerous projects to better the City and its recreational facilities.

These ball fields were built many years ago and have had a great deal of use over the years. They are both located within walking distance of a number of homes as well as adjacent to an apartment complex along the southern border of the Northwest Open Space. The close proximity to our residents not only allows the fields to be used for organized little league and softball games but also by kids and families for informal games or for parents to spend time with their kids. The improvements, which will occur, should you award this grant will allow the fields to dry out quicker when it rains and increase the use of the fields. It will also increase the safety of the users of these fields because this grant will help bring the backstops, dugouts, and playing surface up to current standards. The last few years some of our little league teams have started playing their games in neighboring cities because they felt the current conditions of the playing fields presented a danger to their players. The proposed improvements will help keep our participants safe and at the same time having fun.

The residents of Northglenn are not the only users of the ball fields at the Northwest Open Space. The western border of the Northwest Open Space is the city limits of Westminster. There is a large housing development along this western border and the residents of Westminster will also benefit from the improvements to the ball fields, which many of them can walk to.

Thank you for considering this grant request that will benefit both the residents of Northglenn and Westminster and will give our kids a better place to play baseball or softball.

Sincerely,

For 
Chris De May
President
Northglenn Community Foundation

Adams 12 Five Star Schools

Rob Webber, Assistant Superintendent of Business Services
Robert Hoornstra, IGA, Real Estate and Property Manager
(720) 972-4214
Fax: (720) 972-4398

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

January 29, 2010

Dear Amanda:

The School District believes that renewal projects, like the Northwest Open Space and Rotary Park improvements adjacent to Westview Elementary School and Vantage Point High School campus respectively, play a strategic role in the viability of Northglenn's neighborhoods, convenience to these community families, and supports high quality of life considerations for all the City's residents.

The School District has actively engaged in discussions with the City to create and support Intergovernmental Agreements (IGA) to complement each others' community assets for the direct use and benefit of all community members served by both organizations. Adams 12 Five Star Schools has worked collaboratively with the City of Northglenn from the early 1990s under the Contract of Cooperative and Joint Utilization and Development of Facilities. More recently the District renewed its commitment in a 2004 Master Joint Use Agreement with the City to mutually provide educational and recreational facilities to serve both students and residents within our common area.

The preceding factors demonstrate our high mutual interest in the proposed improvements to the ball fields at the Northwest Open Space as well as at Rotary Park. The School District applauds the City of Northglenn's concern for youth outdoor activities in our community for the benefit of our students and constituents while demonstrating a vibrant City of Northglenn.

Sincerely,




Rob Webber
Robert Hoornstra

Cc: Chris Gdowski, Superintendent of Schools

Modification Policy and Request Form:

Exhibit B

Modification Policy:

Requests for Modification must be received at the Adams County Open Space Office a minimum of 90 days prior to the project due date. The modification request must be all of the eligibility requirements listed below in order to be approved:

Eligibility Requirements for Modification of a Project:

1. **Received By Deadline**
Requests for Modification should be received 90 days prior to the project deadline.
2. **Documentation is Complete**
Documentation includes completed request form, original budget and timeline, revised budget and timeline, and evidence of progress (copies of: invoices, cancelled checks, in-kind documentation, photos, etc.).
3. **Leverage of Project Does Not Increase Percentage of Funding or Amount Awarded.**
Under no circumstances should the amount of funds or the percent leveraged by Adams County Open Space increase.
4. **Uses and Appearance of Project Do Not Change**
The uses must remain the same as originally presented at the time of award. The percentage of Active Use cannot increase and the percentage of Passive Use cannot decrease; location of the project cannot change; quality of materials must be retained, and features must remain substantially the same.
5. **Representation of Project Remains the Same**
Modifications to the project must reflect what was originally presented to the Open Space Advisory Board (OSAB) and the BoCC at the time of award. (This includes all categories on the original application: proposed uses, partnerships, in-kind, costs, acreage, location, leverage, etc.)
6. **Grantee Has No Unresolved Compliance Issues**
The Grantee must be in compliance on the project they are requesting to modify, or any other project that has received funding from the Adams County Open Space Sales Tax, including funds received from the 30% distribution, if applicable.

If a Request for Modification does not meet all of the eligibility requirements, it will be returned by Staff to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving notice, the Grantee will be required to complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, the Grantee must notify Adams County Open Space in writing within 30 days of receiving the Notice of Denial. A termination of Grant Agreement will be executed by Adams County and forwarded to the Grantee. The Grantee will be required to 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.

The Grantee may submit an application as a new project at the next available grant cycle.

If a Grantee is in disagreement with Staff recommendations to deny the modification request, they may file a written appeal addressed to the Parks Director, 9755 Henderson Road, Brighton, CO 80601, within 5 days of receiving a Notice of Denial.

Modification Request Form:

Project Information	
Date of Request:	
Grantee Name:	
Contact Name:	Email
Address:	Phone:
Project Name:	Project Due Date:

Please provide the following information:

Previously Submitted Leverage Summary:

Original Grant Total: \$ _____
 Total Project Cost: \$ _____
 % of Funding Requested: _____%

Proposed Revision to Leverage Summary:

Grant Total: \$ _____
 Total Project Cost: \$ _____
 % of Funding Requested: _____%

Please provide a description of the changes to the project as well as an explanation for these changes:

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

Submitted By:	Title:
Printed Name:	Date:

For office use only	
Date Received:	Does this request meet eligibility criteria? Yes <input type="checkbox"/> No <input type="checkbox"/>
If not eligible, please state reasons:	
By:	
Title:	Date:

IX. Extension Policy

Requests for Extension must be received a minimum of 90 days prior to the project due date. Requests for a one time Extension of 90 days or less will be approved or denied by staff. Requests for longer than 90 days up to 6 months must be approved by the BoCC. Requests for Extensions of more than 6 months will not be allowed. (See Exhibit H)

If a Request for Extension does not meet all of the eligibility requirements, it will be returned to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving the Notice of Denial, the Grantee will have 30 days to respond in writing to Adams County Open Space 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 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 a Notice of Denial will result in an automatic de-authorization of the grant and will result in suspension of eligibility for that applicant in any pending or future grant cycles as determined by the BoCC.

Eligibility Requirements for Extension of a Project:

1. **Received by Deadline** – Requests for Extension should be received a minimum of 90 days prior to the project due date.
2. **Documentation is Complete** – Documentation provided by the Grantee must include a completed request form, budget, original and revised timeline and evidence of progress. (Copies of: invoices, cancelled checks, in-kind documentation, photos, etc.)
3. **Request for Extension is for an Allowable Time Period** – Extension requests cannot be for a period of more than 6 months from the due date.
4. **Grantee Has No Unresolved Compliance Issues** – The Grantee must be in compliance on the project they are requesting an extension for, or any other project that has received funding from Adams County Open Space Sales Tax, including funds received from the 30% Open Space Sales Tax distributions, if applicable.

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
Elaine T. Valente _____	Commissioner	10/08/99 14:32:16
Martin J. Flaum _____	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly _____	County Attorney	0.00 DOC FEE: ADAMS CO
Lucy Trujillo, Deputy _____	Clerk of the Board	CAROL SNYDER

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

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 1ST 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 3-102(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;

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 1st day of SEPTEMBER, A.D. 1999.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Carol Snyder:

By *Jay W. Stuebel*
Deputy



Adams County Open Space Policy and Procedures



December 2007

RESOLUTION AMENDING THE ADAMS COUNTY OPEN SPACE POLICIES AND PROCEDURES

WHEREAS, Adams County voters approved an Open Space Sales Tax on November 2, 1999 to be used in accordance with Resolution 99-1 placing the Open Space Sales Tax on the ballot; and

WHEREAS, Adams County voters authorized an increase in an existing countywide sales tax from one-fifth of one percent to one-fourth of one percent, and extending the sales tax through December 31, 2026, in accordance with Resolution 99-1 and 2004-1; and

WHEREAS, Resolution 99-1 specifies that 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; and

WHEREAS, on December 3, 2007, the Board of County Commissioners adopted the Adams County Open Space Policies and Procedures, which set forth the process and policies governing the administration of the Open Space Sales Tax program; and

WHEREAS, the Board of County Commissioners would like to amend paragraph 12 of Section IV, page 7, of the adopted Adams County Open Space Policies and Procedures as follows:

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.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Adams, State of Colorado, that the paragraph 12 of Section IV, page 7, of the Adams County Open Space Policies and Procedures be amended as set forth above.

Table of Contents

	Page
I. Introduction	3
II. Open Space Definitions	4
III. 30% Distribution	5
IV. Open Space Grant Program (68% Grant Fund)	
Grant Cycles and Eligibility	6
Grant Application Process	7
Criteria and Rating	9
OSAB Recommendation	10
V. Grant Compliance Policy	11
VI. Grant Reimbursement Process	12
VII. Modification Policy	13
VIII. Reporting Requirements	14
IX. Extension Policy	15
X. Reporting on Grants	16

Attachments:

Exhibit A – Resolution 99-1

Exhibit B – Open Space Sales Tax 30% Distribution Form

Exhibit C – Passive Use Application

Exhibit D – Active Use Application

Exhibit E – Grant Agreement

Exhibit F – Conservation Easement

Exhibit G – Modification Form

Exhibit H – Extension Form

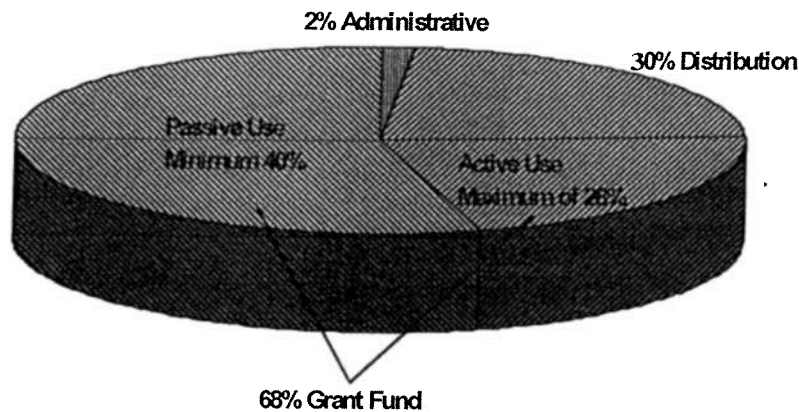
Exhibit I – Budget Form

Exhibit J – Project Timeline

I. 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.

Open Space Sales Tax Pie Chart



II. Open Space Definitions

PASSIVE USE: The definition of passive use includes: 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) Exhibit A

There are no limitations to funding of passive uses as defined in Resolution 99-1.

ACTIVE USE: The definition for 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) Exhibit 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 after and easement values are not required.)
- effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

III. 30% Distribution

Source: Resolution 99-1

Section 8, b (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”.

Policy: The 30% monies collected from the Open Space Sales Tax are distributed twice annually to qualified jurisdictions. Jurisdictions will receive an Open Space Sales Tax Distribution Form (Exhibit B) 30 days prior to the release of funds. Jurisdictions are required to report to Adams County on how they used their previous fund distributions.

Procedure: Adams County Open Space staff will send out a reporting form to all qualified jurisdictions requesting information on how previous funds received had been used. Information acquired through this process will be included in the Adams County Annual Report to the Public.

IV. Open Space Grant Program (68% Grant Fund)

Grant Cycles

There are two grant cycles each year. Typically, applications for grants are due on February 1st and August 1st. Qualified jurisdictions will be notified in the event that a grant cycle is delayed. Staff will hold grant-training sessions with interested cities and other parties.

Eligibility

Staff will review the application and project for conformance with the voter-approved "Tax" and the Open Space Policy and Procedures.

Clarification of Eligibility Criteria:

1. Qualifying Jurisdictions:

Aurora*

Arvada*

Bennett*

Brighton*

Commerce City

Federal Heights

Northglenn

Thornton

Unincorporated Adams County

Westminster*

Others that Partner with above Jurisdictions:

Parks and Recreation Districts**

Other Governmental Entities**

* Must be project within Adams County

** Must be in conformance with City or County Adopted Parks or Open Space Plan and sponsored by qualifying jurisdictions. Applicants that are sponsored by qualifying jurisdictions are limited to one project per grant cycle, per sponsor.

2. Qualifying jurisdictions must have an adopted Parks and/or Open Space Plan. Note: only provide paragraph(s) describing how this project fits within the scope of your adopted plan and/or an 8 ½ X 11 map, not to exceed 3 pages.
3. Applications and required attachments must be complete and received in the Open Space Office by 4:00 p.m. of the established deadline for that grant cycle.
4. Contact person(s) identified in the Open Space Application will be used for all official contact for each submitted project.
5. Sponsoring jurisdictions are responsible for compliance with Tax Issue requirements. For jurisdictions partnering with districts or other governmental entities, the sponsoring jurisdiction is responsible for a written final report.
6. For real estate transactions, sponsoring jurisdictions should obtain a qualified buyer's appraisal. When the applicant is seeking to buy property for a price that exceeds the buyer's appraised value, the OSAB will make recommendations on a case by case basis to the BoCC for final approval.
7. 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 conservation easements for agricultural preservation and habitat preservation.

8. Applicant 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.

Grant Application Types:

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Policy and Procedures, Section II Open Space Definitions for Passive and Active Use.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Policy and Procedures, Section II Open Space Definitions for Passive and Active Use.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller communities, neighborhoods and joint projects with youth and non-profit organizations. A Passive or Active grant application 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 two applications per applicant, per grant cycle. Mini Grants are subject to the same requirements as with both the Active and Passive Grants.

Process for Applying for Adams County Open Space Grants (Active/Passive/Mini):

1. Applications must be made on the applicable Application Form, Exhibits C & D. ***Twelve (12) unbound copies of the completed application and required attachments are required at the time of submittal. Mail application to: Adams County Open Space Dept., 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:00 p.m. of the specified grant application deadline date.***
2. 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.
3. If you have multiple documents in an attachment, provide headers and footers containing the applicant name, project name, date, and page number on each page of the document.
4. All Applications must be in accordance with Resolution 99-1, which accompanies the distribution of all open space grant packets.
5. Jurisdictions must prioritize each project they submit. Jurisdictions sponsoring projects with other entities (community groups, non-profit organizations, etc.) must prioritize joint projects separately. Sponsored applicants are limited to one project per grant cycle.
6. Part I of an Application will be reviewed by staff for conformance with the Tax Issue, and approved Adams County Open Space Policies and Procedures.
7. Part II of an Application will be scored by the OSAB to be included with their recommendations to the BoCC.

8. OSAB will request presentations by applicants. Presentations will not be scored and are for informational purposes only.
9. 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.
10. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.
11. All projects must be completed within two years of the grant award date.
12. Applications for specific projects or phases of projects which were previously awarded Adams County Open Space Sales Tax Grant funds are strongly discouraged.

Criteria/Rating

For use by the OSAB in making recommendations for funding to the BoCC.

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 three categories:

- Grant Fund Use
- Project Funding and Support
- Project Management and Applicant's Past Performance of Awarded Projects

OSAB Recommendations

The OSAB will make a determination to fund a project in full, in part, or choose to not fund any submitted projects. The OSAB recommendations are forwarded to the BoCC for final approval.

Notification of Grant Award by Commissioners

The BoCC will notify all applicants of grant awards, at which time the Adams County Open Space Grant Agreement (Exhibit E) will be signed by the applicant and representatives from Adams County. In the case of land acquisitions an execution of a conservation easement (Exhibit F) will also be required. 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.

Within 30 days of receiving the award from the BoCC, the following must occur.

Issue a press release that must include the following information:

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."

- Amount of the Award.
- Date of the Award
- Project Name and description of the project.
- Name of your organization (City, Town, Rec. District, etc.)

Post Open Space Sign

An Adams County Open Space Sign provided or approved by Adams County will be posted in a prominent place at the project site once project is awarded. This does not apply to projects that will not have public access (i.e. conservation easement projects).

Distribution of Funds

Funds will be dispersed:

1. Once the project has been completed as funded.
2. The documentation requested in the reimbursement process has been received and verified by staff.

IV. Grant Compliance Policy

The Grantee understands that Adams County reserves all rights to reassess the grant award if the Grantee is found not to be in compliance with the Tax Issue, the Open Space Policies and Procedures and/or the Grant Agreement.

If the Grantee is found to be non-compliant on a previously awarded project, the BoCC may suspend the Grantee (for a time period determined by the BoCC) from participating in the Adams County Open Space Grant program as an applicant, partner or sponsor.

Failure to comply with approved Adams County Policies and Procedures shall result in non-compliance.

Examples of non-compliance include but are not limited to:

1. Failure to provide complete information or documentation, on applications, grant close-out reporting, modification requests, extension requests, 30% distribution reports, etc..
2. Failure to complete the project as represented.
3. Failure to complete the project within the approved time frame.
4. Modification of the project without prior approval. This includes modification of a project after funds have been received.
5. The uses and/or appearances of an awarded project have changed.
6. Failure to comply with the Open Space Program signage requirements.

VI. Open Space Grant Reimbursement Process

The amount of funds disbursed will correspond to the final 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. Unused grant funds will be returned to the grant fund. For example, if an item is excluded from a project, the funds allocated for that item will be deducted from the final reimbursement amount and/or if a project is under budget the leverage amount will be based on the final cost of the awarded project. Under no circumstances will the amount of funds or the percent leveraged by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement.

Failure to provide requested documents shall create a compliance issue for the Grantee that could effect participation in future grant cycles (See Grant Compliance Policy, page 11).

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
- Appraisal Summary (required at application)
- Preliminary Buyers/Sellers Settlement Agreement
- Fully executed Conservation Easement
- Revised Budget Sheet, if applicable

It is the applicant's responsibility to ensure that the open space staff is kept informed of any changes to the date, time or location of the closing. Adams County Open Space must have a minimum of 7 business days notice in order to place a request with the treasurers office to wire funds to a closing.

Within six weeks after the closing, copies of the following documents must be forwarded to the Open Space Office.

- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- Title Policy
- Associated invoices and checks
- Other applicable items

Reimbursement Process

At the time of completion the applicant must submit to the Open Space Office copies of the following documentation:

- All invoices
- Cancelled checks (front and back)
- Supportive documentation for all in-kind matches (this includes invoices for both materials and labor).
- Revised Budget Sheet, if applicable

VII. Modification Policy

If it is necessary for a Grantee to modify an awarded project prior to completion of the project and distribution of funds, the Grantee must submit a Modification Request Form (Exhibit G) to Adams County Open Space staff.

Based on the information provided by the Grantee at that time, staff will determine whether or not the modification request can be facilitated through an Administrative Review. Listed below is the minimum qualifying criteria used for the Administrative Review:

1. The request for modification is received a minimum of 90 days prior to the project completion due date.
2. The documentation provided by the Grantee must include a completed request form and shows evidence of progress on the project.
3. The percentage of the project that is Active Use cannot increase. (See Section II, Open Space Definitions for Passive and Active Use.)
4. The amount of funds and/or the percentage of the project funded by Adams County Open Space does not increase over the funds and/or the percentage originally awarded.
5. The Grantee Has No Unresolved Compliance Issues. (See Section V. Compliance Policy.)

If a material change occurs to a project as a result of construction by adding or removing features and the modification requested does not meet the above criteria and is ineligible for an Administrative Review, the Grantee will be asked to submit additional information as directed by staff regarding the modification. This information will be forwarded to the BoCC along with a full staff report containing comments from the OSAB for the BoCC's consideration.

In reviewing a request for modification, the BoCC will consider whether the use, appearance and funding of the modified project is similar to the use, appearance and funding for the project as originally awarded. The BoCC will also consider whether the percentage of Active use in the modified project has increased.

If the BoCC determines that the modified project has materially changed in use, appearance or funding, the BoCC may reject the modification request and direct the Grantee to return the awarded funds, or approve the request with such conditions as may be determined by the BoCC. If the modification request is rejected, and the requested funds are returned, the Grantee may submit a new application for the revised project for consideration in future grant cycles.

Failure to notify Adams County Open Space staff of material changes to an awarded project may result in a violation of the Grant Agreement.

VIII. Reporting Requirements

Active Use Projects:

For a period of 10 years from the date of the award, Grantees are required to notify Adams County Open Space Staff in writing in the event material changes are proposed or made to a project for which Grantee has received Adams County Open Space Sales Tax Grant Funds. A material change to a project is any change that is inconsistent with the original intended use of the project as set forth in the grant application. If the new change is found to be inconsistent with the original intended use, the Grantee may be asked to return all funds awarded to this project.

Passive Use Projects:

Passive projects for acquisition of land are subject to conservation easements and must remain in compliance with all terms and conditions as set forth in the conservation easement. Grantees of projects not subject to conservation easements, such as projects for trails and fishing amenities, are required to notify Adams county Open Space Staff in writing of any material changes to such passive projects. A material change to a project is any change that is inconsistent with the original intended use of the project as set forth in the grant application.

IX. Extension Policy

Requests for Extension must be received a minimum of 90 days prior to the project due date. Requests for a one time Extension of 90 days or less will be approved or denied by staff. Requests for longer than 90 days up to 6 months must be approved by the BoCC. Requests for Extensions of more than 6 months will not be allowed. (See Exhibit H)

If a Request for Extension does not meet all of the eligibility requirements, it will be returned to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving the Notice of Denial, the Grantee will have 30 days to respond in writing to Adams County Open Space 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 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 a Notice of Denial will result in an automatic de-authorization of the grant and will result in suspension of eligibility for that applicant in any pending or future grant cycles as determined by the BoCC.

← Is this still applicable in the event of reimburse

Eligibility Requirements for Extension of a Project:

1. **Received by Deadline** – Requests for Extension should be received a minimum of 90 days prior to the project due date.
2. **Documentation is Complete** – Documentation provided by the Grantee must include a completed request form, budget, original and revised timeline and evidence of progress. (Copies of: invoices, cancelled checks, in-kind documentation, photos, etc.)
3. **Request for Extension is for an Allowable Time Period** – Extension requests cannot be for a period of more than 6 months from the due date.
4. **Grantee Has No Unresolved Compliance Issues** – The Grantee must be in compliance on the project they are requesting an extension for, or any other project that has received funding from Adams County Open Space Sales Tax, including funds received from the 30% Open Space Sales Tax distributions, if applicable.

X. Reporting on Grants

Annual Report:

An annual report describing projects funded with the open space funds will be made available to the residents of Adams County in the County's annual "Report to the Public". The County will compile information based upon reporting they receive from each jurisdiction describing how open space funds were used. Jurisdictions will be asked to report on money spent to date, project timelines, activities associated with the project, project records, community benefit along with digital images and a brief description of all projects funded by the Open Space Tax Issue.

Annual Audits:

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.