

Parks, Recreation & Cultural Services
MEMORANDUM #8 - 2012

DATE: June 11, 2012
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 *APT*
SUBJECT: Adams County Open Space Grant Acceptance for Danahy Park Renovation

RECOMMENDATION

Staff recommends approval of the attached resolution and grant agreement, accepting funds in the amount of \$67,608 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 Danahy Park Renovation through a competitive grant process.

BACKGROUND

A grant application was submitted to the Adams County Open Space Advisory Board for consideration during the spring 2012 grant cycle. This application requested \$92,770 for renovations at Danahy Park. The application was approved for funding in the amount of \$67,608. These funds will be utilized to make needed improvements at the park to include replacement of the play structure, safety surfacing, concrete repairs, fencing replacement and general park amenity improvements.

The remaining \$25,162 that was not awarded in this grant cycle was intended to be used for resurfacing of the tennis courts. This funding was not awarded because there were more grant requests than funding available in this cycle. The board suggested that these funds be requested in the fall cycle. As such, the tennis court resurfacing will be bid as an add alternate, so that the item can be added to the project if funding becomes available this fall.

Project completion is anticipated to occur by the end of the year.

TIME/BUDGET IMPLICATIONS

Matching funds in the amount of \$45,072 have already been allocated through the 2012 budget adoption process. Funds are appropriated in the Capital Projects Fund, through Adams County Open Space disbursements, in the amount of \$125,000. This will leave \$79,928 in the Capital Projects Fund, of which approximately \$17,000 is anticipated to be utilized as matching funds for the fall 2012 re-submittal of the tennis court renovation that was removed from the grant award for the spring cycle. The remaining \$62,928 will remain in the Capital Projects Fund balance for future parks and recreation capital improvements.

The grant agreement must be signed and submitted to Adams County within 45 days of receipt, or prior to July 6, 2012.

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-67
Series of 2012

Series of 2012

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 the Danahy Park Renovation Project for the purpose of making basic improvements to ensure the safety of users at Danahy 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 \$67,608.00 for the Danahy Park 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 \$67,608.00 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners for the Danahy Park Renovation Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this _____ day of _____, 2012.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

Certificate of Award

Adams County

Hereby Awards

The City of Northglenn

\$67,608

From the Open Space Sales Tax Fund

For the Danahy Park Renovation

Presented this 23rd Day of May, 2012



The human spirit needs places where nature has not been rearranged by the hand of man. ~Author Unknown

A handwritten signature in black ink, reading "W.R. 'Skip' Fischer". The signature is written in a cursive style and is positioned above a horizontal line.

*W.R. "Skip" Fischer, Chairman
Board of County Commissioners*

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2012-00011

The Grant Agreement (“Agreement”) is made and entered into this ____ day of _____, 201__, between the City of Northglenn (“Applicant”) and the County of Adams, acting through the Board of County Commissioners (“Adams County”).

RECITALS

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

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

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

WHEREAS, on February 1, 2012, Applicant applied for an Adams County Open Space Grant to complete the Danahy Park Renovation project (the “Project”); and

WHEREAS, on May 23, 2012, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 60% of the total Project costs, not to exceed \$67,608.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 60% of the total Project costs, not to exceed \$67,608 (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. Expenditures must fit into budget categories as described in the revised budget submitted and attached as Exhibit B and incorporated herein by this reference. 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 C and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than May 23, 2014, 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 D 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 deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto as Exhibit E and incorporated herein by this reference.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit F 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 E.
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. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
- E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

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

BOARD OF COUNTY COMMISSIONERS
COUNTY OF ADAMS, STATE OF COLORADO

ATTEST:
KAREN LONG, CLERK

Chairman

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF NORTHGLENN, APPLICANT

By (signature)

Printed name

Title



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2012

Exhibit A

Case No. _____

PART I: ELIGIBILITY CRITERIA

Project Information	
Applicant Organization Name:	City of Northglenn
Sponsoring Jurisdiction:	_____
Name of Project:	Danahy Park Renovation
This project is priority <input type="text" value="2"/> of <input type="text" value="2"/> project(s) submitted.	
* Prioritize project separately if you are submitting joint projects with another jurisdiction, special district, or organization.	

Contact Information			
Primary Contact Name:	Amanda J. Peterson	Title:	Director of Parks, Recreation & Culture
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:
Pam Acre	Stormwater Coordinator	(303) 450-8792	pacre@northglenn.org
Greg Yanker	Civil Engineer I	(303) 450-8780	gyanker@northglenn.org

Project Summary	Budget Summary								
<p><i>Briefly describe your project (<100 words).</i></p> <p>This renovation project includes the replacement of the playground structure and the site amenities at Hugh Danahy Park, creating a playspace that is in compliance with current safety standards. The renovation also includes improvements to the basketball court, tennis court, fencing, and the picnic pavilion. In addition, concrete trail segments will be added to provide easier access to existing picnic tables and the basketball court.</p>	<table> <tr> <td>Grant Request (this cycle only):</td> <td>\$92,770.00</td> </tr> <tr> <td>Previous ADCO Grants (this project only):</td> <td>\$0.00</td> </tr> <tr> <td>Matching Funds (cash + in-kind):</td> <td>\$61,847.00</td> </tr> <tr> <td>Total Project Costs:</td> <td>\$154,617.00</td> </tr> </table> <p>Grant Request: <u>60</u> % of Total Project Costs</p> <p>Complete the Project Budget labeled Attachment A at the end of this application.</p>	Grant Request (this cycle only):	\$92,770.00	Previous ADCO Grants (this project only):	\$0.00	Matching Funds (cash + in-kind):	\$61,847.00	Total Project Costs:	\$154,617.00
Grant Request (this cycle only):	\$92,770.00								
Previous ADCO Grants (this project only):	\$0.00								
Matching Funds (cash + in-kind):	\$61,847.00								
Total Project Costs:	\$154,617.00								



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2012

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:

Property Location Information

Project Site Address: South east corner of Roseanna Drive and Livingston Drive

Nearest cross streets: Roseanna Drive and Livingston Drive

Parcel ID# (REQUIRED): 171,909,410,016

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

Land Acquisition Summary (if applicable)

Number of acres: _____ Cost per acre: _____

Appraised price per acre: _____

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

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

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

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



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2012

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 project includes the removal of the existing playground equipment, and re-design of the playground perimeter. The playground perimeter currently has small boulders embedded directly into the concrete path that surrounds the playground, creating a safety concern if a child were to fall from one of the boulders onto the concrete, rather than onto wood fiber mulch on another appropriate playground surface. The new design will enlarge the playspace to safely incorporate the boulders into the play area, with a new path added beyond the necessary safety zones. A new playground structure will be installed, along with new wood fiber mulch in the entire play area.

At the pavilion, the severely cracked concrete slab will be removed and replaced. The damaged picnic tables will be replaced, including the accessible table, and along new waste and recycling receptacles will be added.

At the basketball court, cracked concrete will be replaced, and the damaged fencing will be removed and replaced. The current fencing only has a top rail, and a standard gauge mesh. Regular basketball activities, including players and the ball repeatedly making contact with the fence have loosened posts and disfigured the mesh. The new fencing will include a bottom and middle rail, along with a larger gauge mesh that is more able to withstand the physical activities that occur on the basketball court. The backboards and nets will be replaced, as well.

At the Tennis Courts, work will be completed to resurface the cracked playing surface, smooth previous repairs, and eliminate "dead" spots on the court. This will be achieved through the application of a petro mat and a two-inch asphalt overlay. The nets and straps will be replaced, and screening will be installed at the bottom of the perimeter fence to decrease debris from neighboring trees from entering the court.

Short concrete trail segments will be added throughout the area to provide improved accessibility from the main trail to the basketball court, the pavilion and the free-standing picnic tables.

There are also several areas throughout the park that need new landscaping. These areas include three shrub beds and two former picnic table pads. There are also several trees that will need to be removed in the area surrounding the playground, due to the expansion of that space. These trees will be replaced in new locations within the park.

- 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 Hugh G. Danahy Memorial Park is an existing park, originally deeded to the City by the North Glenn Metropolitan Recreation District as Livingston Park in 1973. To the south east of Danahy Park lies the Croke Reservoir Nature Area. As can be seen on Attachment D, there is an existing trail segment that runs along the perimeter of the park, and connects to the Bill Gillespie Nature Trail at Croke Reservoir. The playground, pavilion, tennis courts and basketball courts are located inside that trail, and are well protected from the surrounding residential roadways.



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2012

Case No. _____

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.).

The play space does not meet current safety standards, as per the National Playground Safety Institute. The fall zones surrounding a set of boulders on the perimeter of the space is insufficient, as is the fall zone around the swings. The boulders require a minimum of 8 inches of wood fiber or other approved play surfacing in an area extending a minimum of 72 inches between the swings and the boulders. In addition, the boulders are imbedded directly in the concrete, creating a hazard if a child falls from the boulder to the concrete below.

Danahy Park is a well used neighborhood park, and at 4.7 acres is one of the largest developed parks in our community. This space is within walking distance (less than 1 mile) from approximately 3,775 homes, six school buildings and seven apartment complexes, providing residents with a variety of options for physical and social activity.

- 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.

This play structure is aging, and due to the safety concerns it is important to make these renovations in a timely manner. The cracked concrete, bent fences, damaged picnic tables and poorly landscaped areas make the area look unappealing.

The need for park and open space renovations within the community far outweighs the resources that are available. Just one or two large projects can consume the allocation that is available for Parks and Recreation Capital Improvements for several years, generally causing those large projects to be pushed even further into the future. Receiving grant funding for this project will allow for the City to maintain the existing playground replacement schedule, continue to make improvements to the parks and recreation facilities in the community, and eventually provide new amenities to members of the community.

3. Uses/Users (0-25 points)

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

Danahy Park is utilized primarily for non-programmed activities. The playground, picnic area and turf field are well-utilized by individuals and families living in the surrounding neighborhood. School groups, churches and day care centers regularly use the park as a gathering place for children to play. During the summer, Roving Recreation meets at the park one day each week, offering middle school aged students the opportunity to have a supervised, semi-structured, age appropriate, day camp experience with their peers.

The space is occasionally used for organized sports practices, and the pavilion is available for private events through a reservation process.

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

This neighborhood park is located within a large established neighborhood on the west side of town. The park offers passive picnic areas and walking trails that connect to the Croke Reservoir Nature Area, as well as a large grassy area, volunteer-maintained flower and shrub beds and mature trees. "Friends," a bronze that is a part of the "People's Choice" sculpture program has a permanent home under a shade tree near the playground. The space also offers a variety of active elements, including tennis courts, a



children's playground and a basketball court. This is one of the few parks in the community with a drinking fountain and permanent port-o-let structure, with port-o-lets in place during the spring, summer and fall. This allows for longer family outings in this park, making it a more desirable destination even to those for which the park is not within walking distance of home. The addition of the trail segments to the pavilion and basketball courts make these areas ADA accessible, providing an ease of use for those who may not have previously used these spaces.

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 has recognized that much of the infrastructure within the city is aging. To ensure that there are safe, clean, well-maintained playgrounds for the community, the City has developed a playground replacement program, identifying a schedule that includes the replacement or renovation of one playground each year. The Danahy Park renovation project is identified as a priority for 2012 in the current Parks and Recreation Master Plan.

- 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.

Although no additional trail connections will be made through this project, the existing trail system through Danahy Park connects to the Bill Gillespie Memorial Nature Trail at Croke Reservoir, as well as the rest of the Greenway Trail System via Huron Street, Northwest Open Space and 104th Avenue.

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 Danahy Park renovation project includes the maintenance of an existing park space through a major renovation. This renovation includes equipping the park with new playground structures, picnic tables, fencing and landscaping. These amenities are open to any individual, and exist for the use and benefit of the public.



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2012

Case No. _____

Project Funding (0-30 points)

1. Funding Summary

Grant Request	\$92,770.00	(this grant cycle only)
Previous ADCO Grant Awards	\$0.00	(combined total - for this project only)
Cash Match	\$61,847.00	
In-Kind Match		
Total Project Costs	\$154,617.00	

Grant Request = 60 % of the Total Project Costs

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

As per the guidelines provided by the Adams County Open Space Advisory Board, a request of up to 60% of the total project cost is allowable for this grant cycle.

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

The budget has been broken down into individual line items, and cost estimates have been determined based on current market, recent projects with similar components and construction quotes for unique components. As a part of any construction project, there are mobilization and demobilization costs, as well as warranty, bond and insurance costs. These expenses are included in each line item, as is a small contingency that accounts for slight variances in materials costs or quantities. The budget is developed based on estimates, and has not yet been bid. The contingency is only used if it can be appropriately justified to meet the needs of the described project, and is not used to expand the scope of work.

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: \$62,500.00

3. Partnerships and Sources of Funds

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

4. Letters of Commitment

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

Project Support (0-30 points)

1. Community Outreach

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

This project has been included in the five-year Capital Improvement Plan, which is reviewed annually by both the



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2012

Case No. _____

City Council and the Parks and Recreation Advisory Board. Both offer the public opportunity for input through formal public hearings. As a part of the five-year Capital Improvement Plan, this project has also been included in the Parks and Recreation Master Plan since 2009, which is also discussed, reviewed and adopted annually.

An article regarding the Danahy Park renovation was included in the December issue of the Northglenn Connection. In addition, a description of the proposed renovation was posted at Danahy Park during the month of January. As a result of this outreach, 7 community members submitted a letter of support for this project, these letters are included as Attachment I.

In September 2010, a group of 1,000 volunteers was gathered by Crossroads Church for a day titled "GoSERVE." On this day, Danahy Park was used as a staging area. A tremendous amount of work was done in this park, as well as in the surrounding area by these volunteers. Crossroads Church provided the funding and volunteer work to replace the barbeque grill and the pavilion roof at Danahy Park - both components that would have otherwise had to be funded as a part of this project. In addition, the group painted, weeded, and pruned many elements in the park that day. A letter of support from this group is also included, for as much work as was completed that day, not all of the park's needs could be addressed.

A local school, Westview Elementary, utilizes this park as it is within walking distance of the school. The principal and several teachers recently approached City staff, asking what they could do to contribute to the upkeep of this park. Letters of support for this project are also included from students, teachers and parents at this school. Many of these letters include detailed information about the types of amenities that the children would like to have at the park - specific pieces of playground equipment, color schemes, etc. As a part of the playground design process, these comments will be considered. The children at the school will also have another formal opportunity to "vote" on their favorite playground layouts this spring.

As is required by the Parks and Recreation Master Plan, all of the projects on the Playground Replacement schedule go through a formal public input process. Members of the community, including both adults and children, are invited to discuss their interest in the park with staff. Those who participate - whether it be in person, via e-mail, through their school or over the phone - have input about each of the park components, right down to which pieces of playground equipment are selected. Once funding for this project is identified, a series of at least two public meetings will be scheduled to gather this additional input.

2. Letters of Support

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

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

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

* Form letters will not be accepted.

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



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2012

Case No. _____

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

1. Long-term Management

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

As an existing park, Danahy is and will continue to be maintained in accordance with the Park Maintenance Standards identified in the Master Plan. These standards include the following:

Daily: Trash receptacles emptied, pavilions cleaned, playgrounds cleaned
Bi-Weekly April through September: Turf mowed, flower beds weeded, irrigation systems checked
Weekly: Playgrounds inspected, minor spot repairs completed, targeted weed control
Monthly: Edging, minor pruning, touch-up painting, irrigation clocks adjusted
Bi-Annually: Turf fertilized, chemical and biological weed control
Annually: Pruning & mulching trees, perennial plants and shrubs pruned

These are basic functions of the parks division, and are funded through the City's General Fund. The same maintenance standards are applied to each manicured park throughout the city.

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

This project addresses existing safety concerns regarding the perimeter of the playground. The standards have changed since the play structure was originally installed, and the design of the renovation will ensure that current standards are followed. The existing boulders are a great amenity, however, they do need to be installed with a safety zone.

Construction will be scheduled for the fall months, when many children are in school and the use of the park declines during the day. Appropriate safety fencing will be erected to identify the work area, and uninstalled equipment is not left unattended.

The City of Northglenn now has two individuals who are Certified Playground Safety Inspectors. These individuals evaluate each playground within the City, including the playground at Danahy Park, quarterly. In addition, Parks Maintenance Staff conduct a visual inspection of each playground on a weekly basis. Wood fiber mulch is re-distributed to the appropriate areas, as it does tend to migrate during normal play, swing chains and wear points are checked and any vandalism or other damage to the park is identified and repaired in a timely manner.

The concrete is inspected on an annual basis, and concrete slabs that are or may become a tripping hazard due to heaving or cracking are prioritized and placed on the annual replacement schedule.

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

Yes No

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



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2012

Case No. _____

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:
Ballfield Renovations	Mark Hofmeister	Spring 2010	Summer 2011
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	Mark Hofmeister	2008	2009
Croke Reservoir Nature Area Improvement Project	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 Amount:	Due Date:	Explain:
Northglenn Skatepark	\$550,000.00	February 4, 2012	Project is complete, awaiting follow-up from contractor on punchlist items before making the final payment.
Northglenn Recreation Center Roof and HVAC Renovation	\$500,000.00	Spring 2013	



Adams County Open Space Grant Application
Active Use
Due Date: February 1, 2012

Case No. _____

Please mail **12 sets** of the application and one electronic version (either through email to relsner@adcogov.org or on a CD) to the Adams County Open Space Staff no later than **4:30 P.M.** on **August 1, 2011**. Please bind all 12 copies with either binder clips or rubber bands (no staples please). **Applicants are strongly encouraged to use both sides of the paper when printing completed applications.**

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

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

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

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

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

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

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

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

Applicant's Signature: Joyce Downing
Print Name: Joyce Downing
Print Title: Mayor, City of Northglenn

Date: February 1, 2012

Attachment A - Project Budget

Date: _____
 Project Name: Danahy Park Renovation
 Amount Requested: \$92,770.00
 % Total Project Costs: 60

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

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Playground Removal and Replacement	\$32,400.00	\$0.00	\$21,600.00	\$0.00	\$0.00	\$54,000.00
Playground Wood Mulch Replacement	\$2,736.00	\$0.00	\$1,824.00	\$0.00	\$0.00	\$4,560.00
Playground Rock Decor Rehabilitation	\$3,240.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$5,400.00
New Concrete Trail Around Playground	\$5,400.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$9,000.00
Pavilion Concrete Replacement	\$7,128.00	\$0.00	\$4,752.00	\$0.00	\$0.00	\$11,880.00
Park Table Replacement	\$3,240.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$5,400.00
Park Trash Can Replacement	\$1,620.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$2,700.00
Basketball Court Concrete Replacement	\$216.00	\$0.00	\$144.00	\$0.00	\$0.00	\$360.00
Basketball Court Chain Link Fence Replacement	\$1,836.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$3,060.00
Basketball Court Restriping	\$720.00	\$0.00	\$480.00	\$0.00	\$0.00	\$1,200.00
Tennis Court Surface Restoration	\$21,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$35,000.00
Tennis Court Wind Screen	\$3,240.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$5,400.00
Tennis Court Post and Net Replacement	\$922.00	\$0.00	\$615.00	\$0.00	\$0.00	\$1,537.00

Attachment A - Project Budget

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Drinking Fountain Replacement	\$2,520.00	\$0.00	\$1,680.00	\$0.00	\$0.00	\$4,200.00
Concrete Trail and Sidewalk Replacement	\$3,672.00	\$0.00	\$2,448.00	\$0.00	\$0.00	\$6,120.00
Park Bench Replacement	\$2,880.00	\$0.00	\$1,920.00	\$0.00	\$0.00	\$4,800.00
<i>Budget Total</i>	<i>\$92,770.00</i>	<i>\$0.00</i>	<i>\$61,847.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$154,617.00</i>

Attachment B - Estimated Project Timeline

Project Name: Danahy Park Renovation

Date: February 1, 2012

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

Description of Task	January	February	March	April	May	June	July	August	September	October	November	December
Public Meetings			X	X	X							
Bidding and Contract						X	X					
Construction								X	X	X	X	
Project Punch List and Final Close out											X	X

Attachment C - Source of Funds

Project Name: Danahy Park Renovation _____
 Amount Requested: \$92,770.00 _____
 % Total Project Costs: 60 _____

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

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

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
City of Northglenn	12/8/2011			\$61,847.00		\$61,847.00	
Adams County Open Space Grant		\$92,770.00				\$92,770.00	
<i>Total</i>		\$92,770.00		\$61,847.00		\$154,617.00	



Attachment D-1: Project Site Plan



Attachment E-1: Location Map

Introduction

Purpose

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

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

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

Background

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

The authors of both the Master Plan and the Implementation Plan recognized that the parks and recreation desires and preferences of the community are continually evolving and recommended that

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

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

Goals and Actions

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

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



Figure 1: Winburn Park Gazebo and Ascension sculpture

practices. This park is home to “Ascension,” a sculpture gifted to the City by the Northglenn Arts and Humanities Foundation. In 1987, the park was named in honor of former Mayor Charles C. Winburn.

E.B. Rains Jr. Memorial Park

The City’s flagship park, E.B. Rains Jr. Memorial Park is over 28 acres in size. Located just to the east of the Northglenn Recreation Center, this park offers fishing, walking trails, pedal boats, and the Sensory Playground. Amenities also include restrooms, barbeque grills and water fountains. This park is often used as a community gathering place for both private and public functions – on any given day throughout the year there may be a wedding, a birthday party or a city event taking place in one of the pavilions. This park hosts the Race for a Cure, the July 4th Family Festival, the Summer Concert Series and the Kids Fishing Derby on an annual basis. There are many flower beds cared for by volunteers, including the Peace Garden and the high-impact “Triangle” bed. This park is also the location of the City’s “Art on Parade” program, with six sculpture pads placed along the trail throughout the park. This park’s newest feature, a Skate

Park recommended to be named after former Parks & Recreation Advisory Board member Don Anema, is scheduled for completion in mid-2011. The playground is scheduled for minor renovations in 2010 and 2013, with a major playground replacement scheduled in 2018.

Fox Run – North, Central & South Parks

These three, two acre, parks located throughout the Fox Run Subdivision were established in 2000. Each of the parks primarily serves the surrounding neighborhood, and includes a children’s playground, picnic tables, benches and basketball courts. These three playgrounds are scheduled for renovation in 2013.



Figure 2: Fox Run North Park sign and flower bed with playground in background

Hugh Danahy Park

This park and playground are located at the corner of Roseanna Drive and Livingston Drive. The playground equipment and other park amenities are scheduled for renovation in 2012.

Huron Crossing Park

This small neighborhood playground and park consists of just under 2 acres of turf

Replacement Vehicles

Vehicles have been rated using a scoring system to help determine which vehicles are due for replacement. This scoring system includes the age of the vehicle, its current condition, the type of use it receives, and the cost associated with existing needed repairs. For many years, the budget for these replacements has been limited, and the fleet is aging. It is recommended that in the future at least two vehicles are replaced each year to improve the condition of the fleet.

Playground Replacements

These projects include replacement of the play structure and/or other park amenities. The type of playground equipment and other park amenities that are installed will be selected through a public input process as identified in this Parks and Recreation Master Plan. The typical life span of a play structure is approximately 10 to 12 years.

Al Thomas

Al Thomas park equipment was last replaced in 2002, however some of the equipment has been removed due to vandalism and the remaining equipment is not currently ADA accessible.

Danahy

This project includes replacement of the play structure and associated amenities. Danahy park equipment was last replaced in 2002 and the typical life span of a park is 10 to 12 years.

The pavilion roof was replaced/repared through a volunteer effort. The concrete slabs, drainage, grills, and picnic tables and

other amenities are still in need of replacement.

The cost estimate still includes replacement of the pavilion as this work was just completed on 8/29/10. A new cost estimate will be developed in 2011, once the full scope is developed based on 2011 cost data.

Fox Run Playground Replacement

The playground equipment at the Fox Run parks was initially installed in 2001 and 2002.

Larson Park Playground Replacement

The playground equipment at Larson Park was last replaced in 2004.

Equipment Purchases

Although the estimates on most of these equipment purchases are not high enough to warrant inclusion as capital projects or capital outlay, they are unable to be purchased from regular operating funds without significant impact. These items are recommended as additions to the operating budget in the years to come.

Mowers

Evaluation has occurred with existing equipment, and it has been determined that additional large mowers are needed to efficiently maintain large turf areas such as those at Northwest Open Space and E.B. Rains Jr. Memorial Park.

Pool Inflatables

Large inflatables are used to add an interesting element to an otherwise basic pool. This is a fairly cost effective means of creating a leisure component in a lap

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-8
Series of 2012

12-08
Series of 2012

A RESOLUTION SUPPORTING A GRANT APPLICATION TO BE SUBMITTED TO THE ADAMS COUNTY OPEN SPACE FOR FUNDING FOR THE DANAHY PARK RENOVATION PROJECT

WHEREAS, funding in the amount of \$125,000 has been identified in the five-year Capital Improvement Program for the purpose of making basic improvements to ensure the safety of users at Danahy Park; and

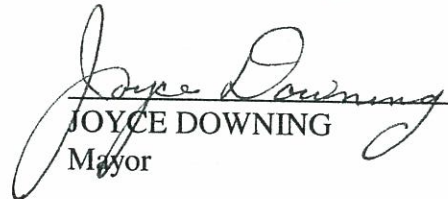
WHEREAS, the Northglenn City Council believes that improvements to Danahy Park will enhance the recreational amenities to users of all ages and provide a play space that is in compliance with current safety standards; and

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

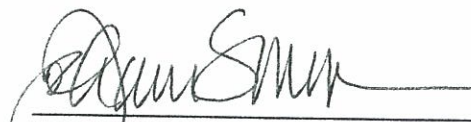
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

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


DATED, at Northglenn, Colorado, this 26th day of January, 2012.


JOYCE DOWNING
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:


COREY Y. HOFFMANN
City Attorney

Amanda Peterson - Danahy Park improvements

From: TOM RUDD <tdrudd@comcast.net>
To: <apeterson@northglenn.org>
Date: 1/14/2012 8:30 AM
Subject: Danahy Park improvements
CC: <jdemay@frii.com>

Dear Amanda,

My home on Livingston Drive faces the park and the location was a strong factor in buying here in 1979. The park is a tremendous asset for all of us in the neighborhood. My kids and grandkids now use the park year round. I see parents with young children in the play and swing area when the weather permits and even the Northglenn High Powder Puff football team practices there in the Spring. The equipment can't be expected to last forever, especially considering the amount of use it gets. It is time to replace and improve what we can. I am very much in favor of the grant to upgrade the park.

Very importantly, the picnic area serves as shelter for the kids waiting for the school buses and a place to play when they get home from school. I would also recommend the city look at some traffic mitigation during bus pick up and drop off. There is a lot of traffic on Livingston anyway and with the parents picking up kids I have seen first hand some "near misses".

Please feel free to share this with whomever it is appropriate.

Sincerely,

Tom Rudd

10681 Livingston Drive

Attachment I-1: Letters of Support
Adjacent Landowners

Amanda Peterson - Letter of Support to Improvements to Hugh G. Danahy Memorial Park

From: "MALISSA LUCERO" <malissalucero@msn.com>
To: <apeterson@northglenn.org>
Date: 1/17/2012 9:57 AM
Subject: Letter of Support to Improvements to Hugh G. Danahy Memorial Park

To Whom It May Concern:

I am writing the letter in support of improvements to Hugh G. Danahy Memorial Park. I live across the street from this park as well as run a licensed home child care for the past 6 years. We spend many, many hours at this park year round as do other home-base child cares in this neighborhood. We would love and believe it would be a great asset to the city of Northglenn to make the appropriate improvements to this park as it is a place of solace for many kids, families and business such as mine. Not only that but we believe that since the upgrades to the lake behind the park this would only enhance the scenery and improvements to the lake. I hope that it would also be taken into consideration the beautiful neighborhood surrounding this park. As a resident we take pride in caring for our homes and the surrounding area. I as well as many neighbors take time from our busy day to day lives to maintain the park area. whether it be picking up trash or planting flowers and so much more. You can rest assure that a new and improved area would be maintained properly!

Thank you for taking the time to consider this letter.

Appreciatively,

Malissa Lucero
720-629-2844
10732 Santa Fe St.
Northglenn, CO 80234

Attachment I-1: Letters of Support
Adjacent Landowners

Amanda Peterson - Fwd: Park Support

From: Pam Acre
To: Peterson, Amanda
Date: 1/12/2012 4:39 PM
Subject: Fwd: Park Support

>>> Kym Dennhardt whatley <kymannennhardtwhatley@yahoo.com> 1/12/2012 2:05 PM
>>>

I am writing in response to the upgrades to Hugh Danahy Park. This is truly a park that needs the upgrades. We live just up the street on Livingston and use the park and the lovely walking trail. We would support any improvements.

Thank you

Mr.& Mrs. Tom Whatley
10906 Livingston Dr.
Northglenn CO 80234

Attachment I-2: Letters of Support
Individual Users & User Groups

To: Adams County Open Space Board,

I am eager to register my support for The City of Northglenn application for open space grant for improvements to Danahy Park at Livingston Dr. and Roseanna Dr. Danahy Park is a stable force in providing unity and cohesiveness to our neighborhood.

As a volunteer for the city parks and recreation department, I have occasions to visit all of the parks within the city. Our city personnel take great pride in maintenance and care of our parks. I believe I have become acquainted with all of the parks personnel. The dedication and hard work of these people is something to behold - a job well done within the constraints of today. I am proud of them!

It is of course necessary periodically to repair or replace well used and thus well worn facilities to maintain safety and the integrity of the neighborhood. I would fear to think of any other alternative.

I meet and talk with many of the neighbors at the park and I am sure they would agree and join me in inviting you to come share the pleasures of Danahy Park and Croke Res.

Thank you for your hard work and dedication to Adams County.

Sincerely,



Virgil Hall
Block Captain/Volunteer

January 6, 2012

Re: Letter of Support for the Danahy Park Renovation Project

To Whom it May Concern,

On behalf of Crossroads Church, I would like to express my support for the renovation at Danahy Park in Northglenn, Colorado, located between Roseanna, Livingston and Naiad Drives.

Danahy Park is a very utilized and active part of the Northglenn community. As a church we often use the park for local gatherings and find that the pavillion area is reserved every weekend during the summer.

In the summer of 2010, Crossroads Church accessed the park with the City of Northglenn and found there was much needed repair. In coordination with the City of Northglenn, we were able to coordindate 150+ volunteers to work on the park in a given time period.

During this volunteer-based rennovation, we re-landscaped two areas (1) around the tennis courts and (1) near the current playground. We tore out and cleaned up a large area of overgrown brush along the backside of the tennis courts. We replaced the roof on the pavillion and tore up sections of cement pad, replaced the pad and repositioned the grills. We also repaired and placed new planks on the pier at Croke Reservoir (the reservoir attached to Danahy Park) as well as repainted the bridge and signs, took out gate doors that were no longer being used. We were grateful to the City in that we could work as partners to help give this park a much-needed makeover.

During our assessment however, we realized that his was just the first phase and there was still much work yet to be done. The pavillion cement pad and grading along the north side needed to be redone. The grills and picnic tables were in very bad shape and the playground equipment was long overdue for an upgrade.

As a vital part of this caring community, we would be very thrilled to know that the second phase of rennovation would be completed and the park restored to a fully functioning and safe park.

Thank you for your consideration,

Michele Gerbrandt
Director of goServe

Amanda Peterson - Danahy Park remodel

From: PAUL ZADRA <zadratwins@msn.com>
To: <apeterson@northglenn.org>
Date: 1/16/2012 7:17 PM
Subject: Danahy Park remodel

Dear City of Northglenn,

I would strongly suggest that you should remodel Danahy Park. I go to Danahy park about every Thursday on summer vacation. I do Roving Rec. So, I'd like to watch the park get remodeled.

Thank you!

Sincerely,

Paul G. Zadra

Attachment I-2: Letters of Support
Individual Users & User Groups

Amanda Peterson - Hugh Danahy park project

From: Anita <aml317537@aol.com>
To: <apeterson@northglenn.org>
Date: 1/16/2012 9:21 AM
Subject: Hugh Danahy park project

To Whom It May Concern:

I support this project because I think Northglenn is a beautiful city with some really nice parks and I'd like to see it stay that way. So any improvements/upgrades/maintenance is worth it, in my opinion.

Sincerely,

Anita M. Leslie
11053 Northglenn Dr.
Northglenn, CO 80233

Attachment I-2: Letters of Support
Individual Users & User Groups

Amanda Peterson - Renovation

From: PAUL ZADRA <zadratwins@msn.com>
To: <apeterson@northglenn.org>
Date: 1/16/2012 7:38 PM
Subject: Renovation

I am writing in regards to the proposals for upgrades to Danahy Park.

My family and I utilize many of the area parks throughout the year. We often walk around the lake and then go to the park. During the Summer months my sons are enrolled in Roving Rec., a program offered through the recreation center. Each year the children use this park at least once a week. New playground equipment would be a wonderful addition for the children. This program is geared towards tweens so something a bit more up to date and age appropriate would be more engaging for the kids. Giving kids of all ages a safe, fun place to be is a win, win for all concerned.

Thank you,

Christina L. Kaup

Attachment I-2: Letters of Support
Individual Users & User Groups

Amanda Peterson - Danahy Park Open Space Grant

From: Mary Peck <maryandstevepeck@gmail.com>
To: <apeterson@northglenn.org>
Date: 1/18/2012 1:39 PM
Subject: Danahy Park Open Space Grant

To Whom It May Concern:

I am writing in support of a grant to provide improvements to Danahy Park in Northglenn, Colorado. Our family lives just 1/2 a block north of park and use it frequently. With two children in our home under age 10, it was one of the reasons we decided to move to the neighborhood five years ago. The age of the park, with its beautiful, large trees makes it especially appealing.

A major source of concern for me as a parent, however, is the graffiti and profanity that is on the play structure. I believe that a new structure, as well as new picnic tables and basketball court improvements, would renew a sense of community pride and respect in the park as well as encourage more families - especially those with young children - to enjoy it.

Please consider the far-reaching impact that a quality neighborhood park has on the surrounding community.

Sincerely,
Mary Peck
10534 Kalamath Street
Northglenn, CO 80234

Attachment I-2: Letters of Support
Individual Users & User Groups

January 12,2012

Att: Amanda Peterson:

Re: Adams County Open Space grant funds

Just a note to let you know we support the project for up-grading the Danahy Park area. We live on Roseanna Dr. and the park is at the end of our block.

Sometimes we take our grand children to the park & also walk on the trails. We enjoy the beauty of the lake & the wild life as our back yard opens out to view the area.

It would be nice to see improvements on the play ground & basketball court. Hope the necessary funding can be secured.

Sincerely,

David & Colleen Kenfield

10748 Roseanna Dr.

Northglenn, CO 80234

January 18, 2012

To the Adams County Open Space Advisory Board:

I would like to support the City of Northglenn's request for grant funding for improvements to Danahy Park in Northglenn. This park is adjacent to Croke Reservoir, and is a well-used amenity embedded in a neighborhood.

The park has a long history of use, including children on the play equipment, youth football practice in the open spaces, adult and teen use of the tennis courts, and frequent family gatherings at the shelter and grills. Additionally, the Northglenn Arts and Humanities Foundation chose this park to install the permanent sculpture "Friends" in the children's play area. A citizen flower bed partner maintains one of the park's beautiful flower beds. This is a park that is treasured by the local community, and is in dire need of upgrades. I live in this neighborhood, and there isn't a day that passes when the park is empty.

I would strongly encourage you to fund this grant, which will greatly assist the City of Northglenn to maintain this charming and beautiful park amenity.

Rosie Garner

Citizen and Former City Councilmember

January 27, 2012

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

As original residents, since 1961, we wholeheartedly support the continuing improvements and maintenance of Danahy Memorial Park. We enjoy its beauty in all seasons, as do the many visitors to the area. It is a "jewel" to our City.

A handwritten signature in blue ink, reading "George Pokorny / Lois Pokorny". The signature is written in a cursive style and is positioned above the typed names of the signatories.

George and Lois Pokorny
10564 Kalamath St.
Northglenn, Co 80234

303-452-5045,

1/16/12

To Whom this may
concern,

I strongly suggest we
renovate Danahy Park.
Every summer we go to
Danahy Park with our
summer group. It would
make our experience much
more pleasant.

Thank you for your
time.

Sincerely,

Donald G.
Zadra

Amanda Peterson - Re: Danahy Park - correction

From: Amanda Peterson
To: May, Jan De
Subject: Re: Danahy Park - correction

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

From: Jan De May [mailto:jdemay@frii.com]
Sent: Friday, January 20, 2012 7:21 PM
To: 'apeterson@northglenn.org'
Subject: Danahy Park

Danahy Park has been our neighborhood park for the many years we have lived in Northglenn but it is not just a neighborhood park. On most weekends and many evenings in the warmer months, the park is the site of large gatherings. Birthday, anniversary, graduation, holiday, etc., celebrations fill the covered pavilion's picnic tables and surrounding park and playground areas.

Because of the heavy use and years of wear and tear, the concrete under the roof needs to be replaced. Also, after having been patched several times, the tennis courts need to be completely resurfaced. The lighted tennis courts are in almost constant use.

The grant would help the City of Northglenn with the needed improvements and maintain Danahy Park as the beautiful park it is.

Jan De May
1211 Beth Lane
Northglenn

- My name is Aubrey.
- I live in Westminster.
- My Aunt lives in near Danahy Park. I like to play there.
- I wish there were more Swings and a Shiny and new Play ground.

Picture of playground
 what I would like it to look like.





January 20, 2012

Dear Mrs. Peterson,



Our fourth grade class at Westview Elementary School heard about the renovation project at Danahy Park. We are excited! In case you're interested, we have put together a list of ideas for this project. Thank you for making the park a great place to hang out!



There are many things we already enjoy at the park. We like: rocks to sit on, a grassy field to play sports, the bouncy bridge, and the soft surface under the playground slides. The basketball and tennis courts are also popular. Our park is already a fun place, but we have wishes, too.



If you can use any suggestions, we have a wish list. While the baby swings should be kept for babies, two or three bigger swings would get used, also. Could the water fountain get cleaned up? Is there a way to make better bathroom facilities? Would a skate park be possible?

Some other things that wouldn't be too expensive are: a sandbox (with a digger attachment), a see saw, a volleyball area, a larger playground, and doggie bags, so animals will continue to be welcomed at the park with their families.



Thank you for the opportunity to share our ideas. If you ever want any help on this project, feel free to contact us at school. We'd love to help out in any way!



Sincerely,
Ms. Thomas's Fourth Grade Class
patricia.thomas@adams12.org

- | | | |
|-----------|----------|-------|
| May | Cecilyan | Alec |
| Annabelle | Zachary | Emily |
| Sterling | Violet | Josh |
| Martine | Alex | |
| Jessy | Havre | |
| Gabe | Mattie | |
| Dutch | ALEXIS | |



Exhibit B

Attachment A - Project Budget

* Revised to match OSAB recommendation.

Date: 5/2/12
 Project Name: Danahy Park Renovation
 Amount Requested: \$62,500.00 ~~\$67,608~~
 % Total Project Costs: 50 ~~60~~%

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

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Playground Removal and Replacement	\$32,400.00	\$0.00	\$21,600.00	\$0.00	\$0.00	\$54,000.00
Playground Wood Mulch Replacement	\$2,736.00	\$0.00	\$1,824.00	\$0.00	\$0.00	\$4,560.00
Playground Rock Decor Rehabilitation	\$3,240.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$5,400.00
New Concrete Trail Around Playground	\$5,400.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$9,000.00
Pavilion Concrete Replacement	\$7,128.00	\$0.00	\$4,752.00	\$0.00	\$0.00	\$11,880.00
Park Table Replacement	\$3,240.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$5,400.00
Park Trash Can Replacement	\$1,620.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$2,700.00
Basketball Court Concrete Replacement	\$216.00	\$0.00	\$144.00	\$0.00	\$0.00	\$360.00
Basketball Court Chain Link Fence Replacement	\$1,836.00	\$0.00	\$1,224.00	\$0.00	\$0.00	\$3,060.00
Basketball Court Restriping	\$720.00	\$0.00	\$480.00	\$0.00	\$0.00	\$1,200.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tennis Court Wind Screen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tennis Court Post and Net Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Attachment A - Project Budget

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Drinking Fountain Replacement	\$2,520.00	\$0.00	\$1,680.00	\$0.00	\$0.00	\$4,200.00
Concrete Trail and Sidewalk Replacement	\$3,672.00	\$0.00	\$2,448.00	\$0.00	\$0.00	\$6,120.00
Park Bench Replacement	\$2,880.00	\$0.00	\$1,920.00	\$0.00	\$0.00	\$4,800.00
<i>Budget Total</i>	<i>\$67,608.00</i>	<i>\$0.00</i>	<i>\$45,072.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$112,680.00</i>

Modification Policy and Request Form:

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	CAROL SNYDER
Lucy Trujillo, Deputy _____	Clerk of the Board	ADAMS CO

when the following proceedings, among others were held and done, to-wit:

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

WHEREAS, the Board of County Commissioners (Board) of Adams County, Colorado (County), adopted Resolution 99-1 on September 1, 1999; and,

WHEREAS, paragraph 7a contains an obvious scrivener or typographical error; and,

WHEREAS, the Board determines that the scrivener or typographical or typographical error, considered in context, is insubstantial; and,

WHEREAS, the Board, nonetheless, desires to correct the scrivener error contained within paragraph 7a of Resolution 99-1.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that Resolution 99-1, paragraph 7a be corrected to read as follows:

- (a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-fifth of one percent of the gross receipts (the "Sales Tax").

BE IT FURTHER RESOLVED by the Board of County Commissioners, County of Adams, State of Colorado, that the Clerk of the Board make the above-referenced correction *nunc pro tunc* to September 1, 1999.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO)
County of Adams)

I, Carol Snyder, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 6TH day of OCTOBER, A.D. 1999.

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

By Lucy Trujillo
Deputy

STATE OF COLORADO
COUNTY OF ADAMS

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 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 ~~S~~ Tax Revenue. The proceeds from the collecti~~o~~n 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, ~~cost~~ 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 give 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.

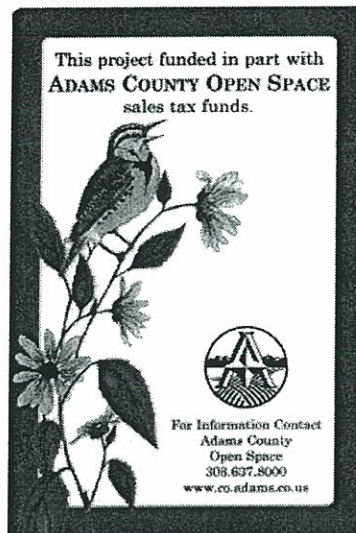
County Clerk and ex-officio Clerk of the Board of County
Commissioners
Carol Snyder:

By 
Deputy



Adams County Open Space

Policy and Procedures



December 2007
with Amendments through January 14, 2008

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

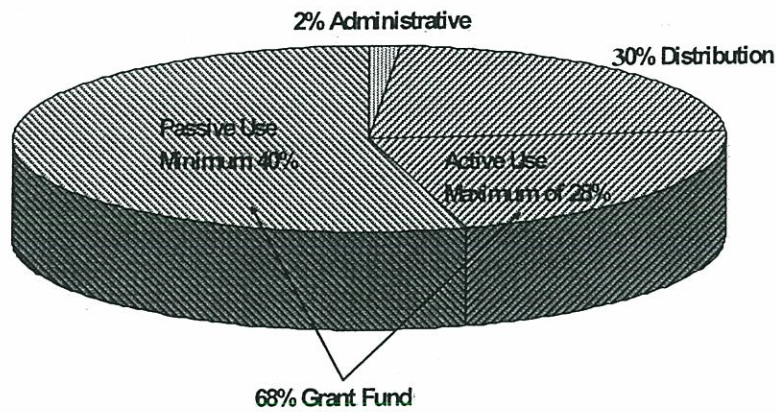
Attachments:

- 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. 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.¹

¹ Amended January 14, 2008

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.

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.

STATE OF COLORADO)
COUNTY OF ADAMS)

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton, Colorado on the 3rd day of December, 2007 there were present:

W.R. "Skip" Fischer _____ Chairman
Alice J. Nichol _____ Commissioner
Larry W. Pace _____ Commissioner
Hal B. Warren _____ County Attorney
Kristen Hood, Deputy _____ Clerk of the Board

when the following proceedings, among others were held and done, to-wit:

RESOLUTION ADOPTING 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, the Adams County Open Space Advisory Board has reviewed the Adams County Open Space Policy and Procedures; and

WHEREAS, the Adams County Open Space Advisory Board recommended to the Board of County Commissioners that the attached "Adams County Open Space Policy and Procedures – November 2007" be adopted; and

WHEREAS, the Board of County Commissioners has reviewed the recommendations by the Adams County Open Space Advisory Board.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners, County of Adams, State of Colorado, that the Adams County Open Space Policy and Procedures – November 2007, a copy of which is attached hereto and incorporated herein by this reference, be and hereby is approved and adopted.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Fischer _____ Aye
Nichol _____ Aye
Pace _____ Aye

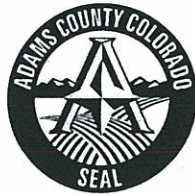
Commissioners

STATE OF COLORADO)
County of Adams)

I, Karen Long, 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 3rd day of December, A.D. 2007.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Karen Long:



By:



Deputy

STATE OF COLORADO)
COUNTY OF ADAMS)

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton, Colorado on the 14th day of January, 2008 there were present:

Alice J. Nichol _____	Chairman
Larry W. Pace _____	Commissioner
W.R. Fischer _____	Commissioner
Hal B. Warren _____	County Attorney
Kristen Hood, Deputy _____	Clerk of the Board

when the following proceedings, among others were held and done, to-wit:

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.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

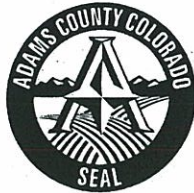
Nichol _____ Aye
Pace _____ Aye
Fischer _____ Aye
Commissioners

STATE OF COLORADO)
County of Adams)

I, Karen Long, 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 14th day of January, A.D. 2008.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Karen Long:



By:



Deputy