

**Parks, Recreation and Cultural Services  
Memorandum #9-2011**

**DATE:** July 28, 2011

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** William A. Simmons, City Manager *WAS*  
Amanda J. Peterson, Director of Parks, Recreation & Cultural Services *APP*  
Brian Magnett, Recreation Supervisor

**SUBJECT:** CR-72 - Submission of Adams County Open Space Grant Application

**RECOMMENDATION:** Staff recommends that Council approve the attached resolution, supporting the submission of a grant application in the amount of \$135,000 for Jaycee Park improvements, to Adams County Open Space in the active use category for the fall 2011 grant cycle.

**BACKGROUND:** Funding in the amount of \$135,000 is identified in the five-year Capital Improvement Program for the purpose of making basic improvements to ensure the safety of our participants at Jaycee Park. It is intended that this appropriation request will be proposed through the 2012 budget process. In addition, funding in the amount of \$3,888 is available through the Northglenn Community Foundation. Specifically, these funds are to bring the infield mix to a sufficient level and to replace the backstops and fencing at the ballfield.

To allow this funding to be stretched further, and make more functional improvements at the park that include not only the ballfield, but the dog park and the restroom facility beyond what is absolutely necessary for safety, staff has compiled a proposal to submit to Adams County Open Space for an active use grant for additional improvements. In addition to the abovementioned basic additions, these improvements would include also include the addition of dugout covers, the design and installation of a “nostalgic” or “replica” backdrop for the ballfield, improvements to the fencing, lighting, surfacing and landscaping at the dog park and improvements to the restroom facility. A complete copy of the draft of the application is attached for your reference.

In addition to City Council, staff has sought letters of support from the following organizations and individuals: Northglenn Community Foundation, Denver Jaycees, Northglenn/Thornton Rotary, local business owners, league participants, and other individual users of the fields and dog park. All letters that are received by Friday, July 29 will be included in the final application.

**BUDGET/TIME IMPLICATIONS:** The \$135,000 in identified funds are intended to be requested through the 2012 budget process regardless of the status of this grant application. If the grant application is approved, then the project will be expanded to include the additional grant funds in the matching amount of \$135,000, plus an additional \$3,888 from the Community Foundation, bringing the project total to \$273,888. The complete grant application is due to Adams County by August 1, 2011.

**STAFF REFERENCE:** Please contact Amanda Peterson at [apeterson@northglenn.org](mailto:apeterson@northglenn.org) or by phone at 303.450.8727 for any further questions.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-72  
Series of 2011

\_\_\_\_\_  
Series of 2011

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

WHEREAS, funding in the amount of \$135,000 has been identified in the five-year Capital Improvement Program for the purpose of making basic improvements to ensure the safety of participants at Jaycee Park; and

WHEREAS, the Northglenn City Council believes that improvements to Jaycee Park will enhance the recreational amenities to users of all ages within the City and the application for grant funding will allow the City to make more functional improvements to the Jaycee Ballfield as well as to the Bill Goodspeed Happy Tails Dog Park and the restroom facilities; and

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

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

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

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

ATTEST:

APPROVED AS TO FORM:

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

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



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 Active Use  
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Case No. \_\_\_\_\_

**PART I: ELIGIBILITY CRITERIA**

**Project Information**

Applicant Organization Name:

Sponsoring Jurisdiction:

Name of Project:

This project is priority  of  project(s) submitted.

\* Prioritize project separately if you are submitting joint projects with another jurisdiction, special district, or organization.

**Contact Information**

Primary Contact Name:  Title:

Phone:  Email:

Address:

City:  State:  Zip:

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:
Amanda Peterson	Director of Parks, Recreation & Cultural Services	(303) 450-8950	apeterson@northglenn.org

**Project Summary**

Briefly describe your project (<100 words).



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Jaycee Park is home to the Jaycee Ballfield and the Bill Goodspeed Happy Tails Dog Park. The ballfield was originally installed in 1973-74, with the off-leash dog park added in 2002. This 10 acre park is in need of improvements, to include fencing, infield mix and site amenities at the ballfield; and fencing, lighting and site amenities at the dog park; as well as restroom renovation. In addition to basic improvements, the City desires to create an identity for this park by creating a replica stadium at the ballfield. This unique feature will create a great destination park for users of all ages.

Budget Summary	
<b>Grant Request (this cycle only):</b>	<b>\$135,000.00</b>
Previous ADCO Grants (this project only):	\$0.00
Matching Funds (cash + in-kind):	\$138,888.00
<b>Total Project Costs:</b>	<b>\$273,888.00</b>
<b>Grant Request:</b> <input type="text" value="49.3"/> % of Total Project Costs	

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

**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:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Property Location Information**

Project Site Address:	<input type="text" value="Leroy Drive &amp; Irma Drive"/>
Nearest cross streets:	<input type="text" value="Leroy Drive &amp; Irma Drive"/>
Parcel ID# (REQUIRED):	<input type="text" value="171,911,405,001"/>

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:	<input type="text"/>	Cost per acre:	<input type="text"/>
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Appraised price per acre: <input type="text"/>
If the purchase price is more than the appraisal price, please explain: <input type="text"/>
Attach a copy of the appraisal summary page and label as <b>Attachment J</b> .
Are there any known existing easements on the project site? <input type="radio"/> Yes <input type="radio"/> No If yes, attach copies of the easement and label as <b>Attachment K</b> .

## 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)
<p><b>1. Project Description (0-25 points)</b></p> <p>a. Please describe each component of the project and scope of work in detail. Attach a Project Timeline and label as <b>Attachment B</b>.</p> <p>Jaycee Park is home to two distinct recreation facilities, as well as trails, flowerbeds, shrub beds, sculpture and other general site amenities. Improvements to the entire site are desired, including renovation of the ballfield, improvements to the dog park and renovation of the restroom facilities.</p> <p>The single ballfield was originally installed in 1973-74 (this timeline is based on historic documents, though some remember playing Little League there as early as the 1960's), with some improvements to the lighting in the early 90's. Although the field has held up very well over the years, it is an aging facility that is in need of improvement at this stage. The renovation would include removal of the existing backstop and sideline fencing, and replacing it with coated chain link backstop and fencing. The outfield will be used to create a Replica or Nostalgic Field, a concept that will be achieved by replacing the existing worn fencing with a wall that "replicates" a professional stadium. The stadium that has been selected for replication is Fenway Park, though the final design will not be complete until funding is in place. Additional stabilized infield mix will be added to improve play conditions after a storm event, as the ballfield currently holds water with any amount of rain, rendering the field unplayable until the field dries. The stabilized mix absorbs the water, and is playable in much wetter conditions than traditional non-stabilized infield mix. Other additions include dugout covers, new bleachers for parents and other observers, and upgrades to the scorekeepers booth.</p> <p>The dog park was installed in 2002, with a very minimal budget of \$23,000. The fencing needs to be reinforced, and there is minimal lighting at this well-used portion of the facility. There is also no area dedicated to small dogs, and the landscaping is limited. The ground is simply a dirt enclosure, creating</p>



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one big mud puddle during wet weather. It is desired to add some pet-friendly pea gravel surfacing, a crusher fine trail, and pet-friendly landscaping areas that include trees, ornamental grasses and native grasses.

The restroom facilities were installed in the early 1970's, and are in need of new fixtures, including toilets, sinks, and partition walls, as well as a fresh coat of paint.

- 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.

Jayce Park is located at Irma Drive and Leroy Drive, on the east side of the street. The park is separated from adjacent businesses and residential neighborhoods with open space to the east, south and west. The Northglenn Industrial Park is located just to the north, and is separated from the park by a trail. The active-use portions of the park are set back from the roadway, separated by a 100-space asphalt parking lot.

**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 ballfields and the dog park at Jaycee Park uniquely fulfill a need in our community. The Bill Goodspeed Happy Tails Dog Park is the only off-leash dog park in Northglenn. Northglenn's ordinance does require that pets be leashed in all other public areas within the City. This well utilized space provides a socialization and recreation area for people and their pets. In a community with many townhomes and apartment dwellers, this gives both people and their pets a safe place to exercise and interact with other individuals with similar interests.

The ballfield at Jaycee Park already provides a great environment for softball leagues - an electronic scoreboard, lighting, a scorekeepers booth, on-site storage and a spectators area. It is, in fact, the only ballfield in our community with these amenities, and it is the only ballfield on the east side of Northglenn. However, with its current age, it is becoming a less desirable place to play.

In addition to serving the needs of the users at the ballfield and the dog park, this area also provides water fountains and restroom facilities to users of the Greenway Trail system. At Jaycee Park, the trail system heads east towards the Fox Run Open Space and to the west along Grant Ditch.

The City of Northglenn is a land-locked community, with little opportunity for growth or new development. To compensate for this challenge, an emphasis has been placed on renovating, repairing and maintaining the parks and facilities that are already developed within our community. The renovation of Jaycee Park will ensure that the community continues to have well maintained, modern facilities that encourage recreation, socialization and community pride.

Current data from the National Recreation and Parks Association shows that other communities of our size have approximately 9 ball diamonds, on average. Our community only has 7 at this time, which further emphasizes the need to keep those facilities that we do have in the best condition that we can with the resources that we have available. The same data also indicates that, on average, communities have one dog park per 25,000 residents. This data shows that Northglenn's single dog park comes close to meeting the needs of our 35,000 residents, though appropriate development and maintenance of this space is vital since it is the only amenity of its type in the community.



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

The components of this project that are of the most immediate need are the infield mix and the fencing at the ballfield. As noted in the City's Capital Improvement Program, the ballfield has poor drainage, and the addition of stabilized infield mix should alleviate this concern. If funding is not received this cycle, the funds that the City has set aside as matching funds will likely be expended on a smaller project that focuses on basic maintenance, rather than the additions and full renovation of the facility as is proposed.

At this time, the only funding available for Jaycee Park improvements is from the City of Northglenn's Capital Projects Fund and those funds donated by the Northglenn Dog Owners Group (NDOG) for dog park improvements. The City does intend to seek additional funds from Great Outdoors Colorado to make additions to the project described within this grant application. Since these funds have not yet been secured, they are not identified as matching funds. However, if funding is not received from Adams County Open Space, it could weaken our application to Great Outdoors Colorado later this fall, further diminishing the funds available for this project.

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

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

This space is currently utilized by individuals of all ages, and these renovations will expand their use even further.

The ballfields are used by the littlest preschool-aged athletes for "Mighty Mites," for children's baseball, youth and adult tournament play and for adult softball and fastball leagues during the summer months. The turf outfield is also used for youth soccer and youth football, as it is the only lighted sports field in the community. Many of the uses of this ballfield are programmed, but the field is also open to the general public anytime there are no scheduled events.

If this project is completed, future use will include additional tournament play, as well as expansion of existing leagues. As has been seen with other renovation projects, it is also likely that the community use will increase, as will community interest and pride. People tend to take on an ownership of a space when it has been renovated, which decreases vandalism or other non-desirable use of the space.

The dog park is almost exclusively non-programmed space. This area is open to the general public daily, and is utilized by dog owners to socialize and exercise their pets. A group of dedicated dog owners hosts an annual dog fair at the park, and does several fundraisers and park clean ups each year to support basic maintenance of the dog park.

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

This space is utilized for both active and passive recreational purposes. It is a small space that is used by children, young adults and seniors for team sports, socialization and individual activity. The space has several dedicated Park Partners who maintain flower beds and take ownership of the park's cleanliness.

Support letters for this project have come from business owners, families with young children, adult league participants and seniors. In the past year alone, there have been over 30 teams who participated in Adult Softball and Adult Fastball, 239 individual children who participated in preschool or school-age programs at Jaycee Park, and 87 different rental bookings. Although the use of the dog park and other community use of the ballfield is not tracked, anecdotal reports indicate that these spaces are utilized by many individuals throughout the year.



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**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 Parks & Recreation Master Plan states the desire for recreational areas at Jaycee Park, and improvements to this space are supported by the Parks & Recreation Advisory Board. The need for improvements to the ballfields and the dog park at Jaycee Park are identified and discussed in the 2011 revision of the Parks & Recreation Master Plan. The improvements to the ballfields at Jaycee Park have been indicated in the long-term Capital Improvement Plan since 2007, with the needs of the dog park identified in the plan more recently.

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

This project is located within an existing park, adjacent to an existing open space. The park is accessible by the Greenway Trail system from all directions.

**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.

As stated in Resolution 99-1, "...it is in the public interest and desirable...to preserve open space....and improve and maintain parks, trails and recreational facilities." This project improves a park and recreational facility. This project includes both active (ballfield) and passive (off-leash dog park) elements, though is considered "active" for the purposes of this request. As such, this funding may be utilized for the "purchase, construction, equipping and maintenance of: sports fields, golf courses and recreation centers." This project will include constructing new amenities at both the ballfield and the park, as well as replacing existing amenities that are no longer in ideal condition due to age and high levels of use.

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

**1. Funding Summary**

Grant Request	\$135,000.00	(this grant cycle only)
Previous ADCO Grant Awards	\$0.00	(combined total - for this project only)
Cash Match	\$138,888.00	
In-Kind Match		
<b>Total Project Costs</b>	<b>\$273,888.00</b>	

Grant Request = 49.3 % of the Total Project Costs





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

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

This budget was developed by looking at this project in two phases. The first phase of this project is identified in Attachment A, as described in the narrative of this grant request. Funding for the second phase of the project will be sought through Great Outdoors Colorado. Although the phase 2 additions are highly desirable, if the Great Outdoors Colorado grant request is not approved, phase 1 is able to stand on its own indefinitely. Since the GOCO funds have not yet been secured, neither the project costs nor the grant funds have been identified in the budget for this project.

**2. 30% Distribution**

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

Yes  No  Not Applicable

If yes, please list the amount being used:

**3. Partnerships and Sources of Funds**

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

**4. Letters of Commitment**

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

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

**1. Community Outreach**

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

The Northglenn Dog Owners Group (NDOG) has been active in the development and maintenance of the dog park since 2002, when the park was first opened. This group has held dog fairs and book sales to raise money for improvements at the park. This group was recently notified of this project, and funds raised by NDOG are included in the budget as matching funds.

The Parks and Recreation Master Plan has included the need for improvements at Jaycee Park since 2007. Each year there is a public hearing held specifically regarding those capital improvement projects that are listed in the Master Plan and the five-year Capital Improvement Program. This space has been discussed by the Northglenn Parks and Recreation Advisory Board and the public present at each of these public hearings, and has been supported by the board for inclusion in the five-year Capital Improvement Program each year.

In 2007, during the "Recreate" public meetings designed to gauge the community's interest in recreation amenities, individuals requested additional baseball, softball, football and soccer fields, as well as restroom facilities at parks in our community, as well as dog park improvements.

Informational posters identifying the intention to apply for grant funding for Jaycee Park were posted at the Recreation Center, Jaycee Park and Kiwanis Pool in July 2011. Several letters of support and phone calls came in following within just hours of that posting, with support for both the dog park and ballfield improvements. This



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support included current and past individual users and user groups and adjacent business owners. These letters are attached.

**2. Letters of Support**

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

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

- \* Letters must have been written within the past 12 months.
- \* Form letters will not be accepted.
- \* All letters of support must be submitted with grant applications. Letters received after the application deadline will not be accepted.

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

**1. Long-term Management**

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

This space is currently maintained by the City's department of Parks, Recreation & Cultural Services. The Parks Division has a maintenance plan in place for the dog park, the open space and the ballfields. Restrooms are cleaned and trash is removed daily, dog bags are replaced as needed, the turf is mowed once to twice weekly, dependent on the time of season and current use of the space. Staff drag and line the ballfields and prepare the space for practices and games. Volunteers are also used to assist with general litter control, painting of park signs, and flowerbed planting and weeding.

If this project is completed, there will be some areas with additional maintenance, such as the larger turf area. However, the additional infield mix and other renovations will decrease the staff time that is currently dedicated to repairing these aging facilities. This is intended to result in a space that is maintained to a higher standard without a net increase in maintenance costs.

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

- Yes  No

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

**2. Past Performance**

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

Project Name:	Project Manager:	Award Date:	Completion Date:
Northwest Open Space	Joliette Woodson	2010	2011



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Project Name:	Project Manager:	Award Date:	Completion Date:
<b>3. Pending Projects</b> 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	2012	
Northglenn Recreation Center Rehabilitation	\$500,000.00	2013	

Please mail **12 sets** of the application and one electronic version (either through email to [relsner@adcogov.org](mailto:relsner@adcogov.org) or on a CD) to the Adams County Open Space Staff no later than **4:30 P.M. on 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 excess 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).



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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: \_\_\_\_\_

Date: July 28, 2011 \_\_\_\_\_

Print Name: Joyce Downing \_\_\_\_\_

Print Title: Mayor, City of Northglenn \_\_\_\_\_

**Attachment A - Project Budget**

Date: August 1, 2011

Project Name: Jaycee Park Improvements

Amount Requested: \$135,000.00

% Total Project Costs: 49.3

*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
Demolition and Removal of Existing Fencing	\$3,000.00		\$3,000.00			\$6,000.00
Concrete Flatwork	\$5,000.00		\$5,000.00			\$10,000.00
"The Monster" (field backdrop, 180 linear feet)	\$29,160.00		\$29,160.00			\$58,320.00
12' Wood Fence	\$4,250.00		\$4,250.00			\$8,500.00
8' Wood Fence	\$7,500.00		\$7,500.00			\$15,000.00
10' Maintenance Gate	\$750.00		\$750.00			\$1,500.00
8' Chain Link Fence	\$2,500.00		\$2,500.00			\$5,000.00
Crusher Fines (Warning Track & Dog Park Trail)	\$20,000.00		\$20,000.00	\$3,888.00		\$43,888.00
Stabilized Infield Mix	\$3,372.00		\$3,372.00			\$6,744.00
Sod (additional area to south of ballfield and on north and west of dog park)	\$4,000.00		\$4,000.00			\$8,000.00
Irrigation Retrofit (additional area to south of ballfield and on north and west of dog park)	\$5,000.00		\$5,000.00			\$10,000.00
Dugouts	\$20,000.00		\$20,000.00			\$40,000.00

**Attachment A - Project Budget**

<b>Description of Item/Expense</b>	<b>Grant Request</b>	<b>Previous ADCO Award</b>	<b>Applicant Match</b>	<b>Partner Match</b>	<b>In-Kind (funds/services to be provided by applicant or partner)</b>	<b>Total Project Costs</b>
Bleachers	\$6,000.00		\$6,000.00			\$12,000.00
Pedestrian Gate	\$300.00		\$300.00			\$600.00
Backstop	\$12,000.00		\$12,000.00			\$24,000.00
Design and Engineering	\$12,068.00		\$12,068.00			\$24,136.00
Paint (restrooms)	\$100.00		\$100.00			\$200.00
<b><i>Budget Total</i></b>	<b><i>\$135,000.00</i></b>		<b><i>\$135,000.00</i></b>	<b><i>\$3,888.00</i></b>		<b><i>\$273,888.00</i></b>

## Attachment B - Estimated Project Timeline

Project Name:

Date:

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

Description of Task	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012
Design & Engineering	X	X										
Bid			X	X								
Contract Award					X							
Dog Park Improvements						X	X	X				
Irrigation									X	X		
Restroom Improvements									X	X		
Ballfield Improvements											X	X

Description of Task	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013
Ballfield Improvements (Additional time included for weather delays, and avoiding construction during heavy-use times)	X	X	X	X								
Develop Punchlist					X							
Project Completion						X						

**Attachment C - Source of Funds**

Project Name:   
 Amount Requested:   
 % Total Project Costs:

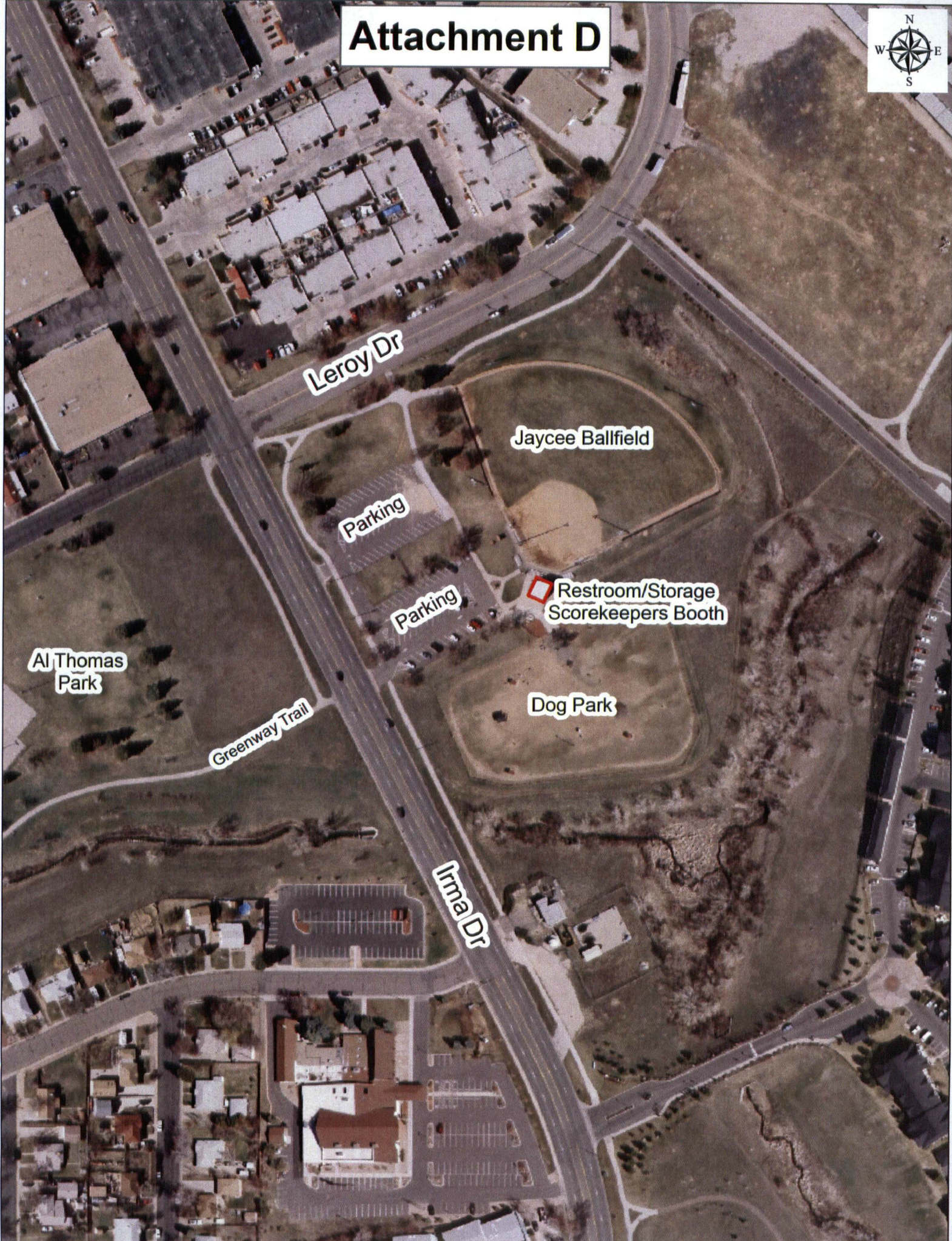
In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution.

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

Source of Funds	Date Secured	Grant Request	Previous ADCO Grant Awards	Cash Match	In-Kind Match	Total Funding	Brief Description of Contribution (<10 words)
City of Northglenn, Conservation Trust Fund	10/30/2011	\$0.00	\$0.00	\$135,000.00	\$0.00	\$135,000.00	These funds have been identified for ballfield improvements in the 5-year Capital Improvement Plan and will be appropriated through the 2012 budget process
Northglenn Community Foundation	7/30/2011	\$0.00	\$0.00	\$3,888.00	\$0.00	\$3,888.00	These funds were raised by Northglenn Dog Owners Group for improvements to the Bill Goodspeed Happy Tails Dog Park at Jaycee Park
Adams County Open Space		\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00	These are the funds requested through this grant process
<i>Total</i>		<i>\$135,000.00</i>	<i>\$0.00</i>	<i>\$138,888.00</i>	<i>\$0.00</i>	<i>\$273,888.00</i>	



# Attachment D



Leroy Dr

Jaycee Ballfield

Parking

Parking

Restroom/Storage  
Scorekeepers Booth

Al Thomas  
Park

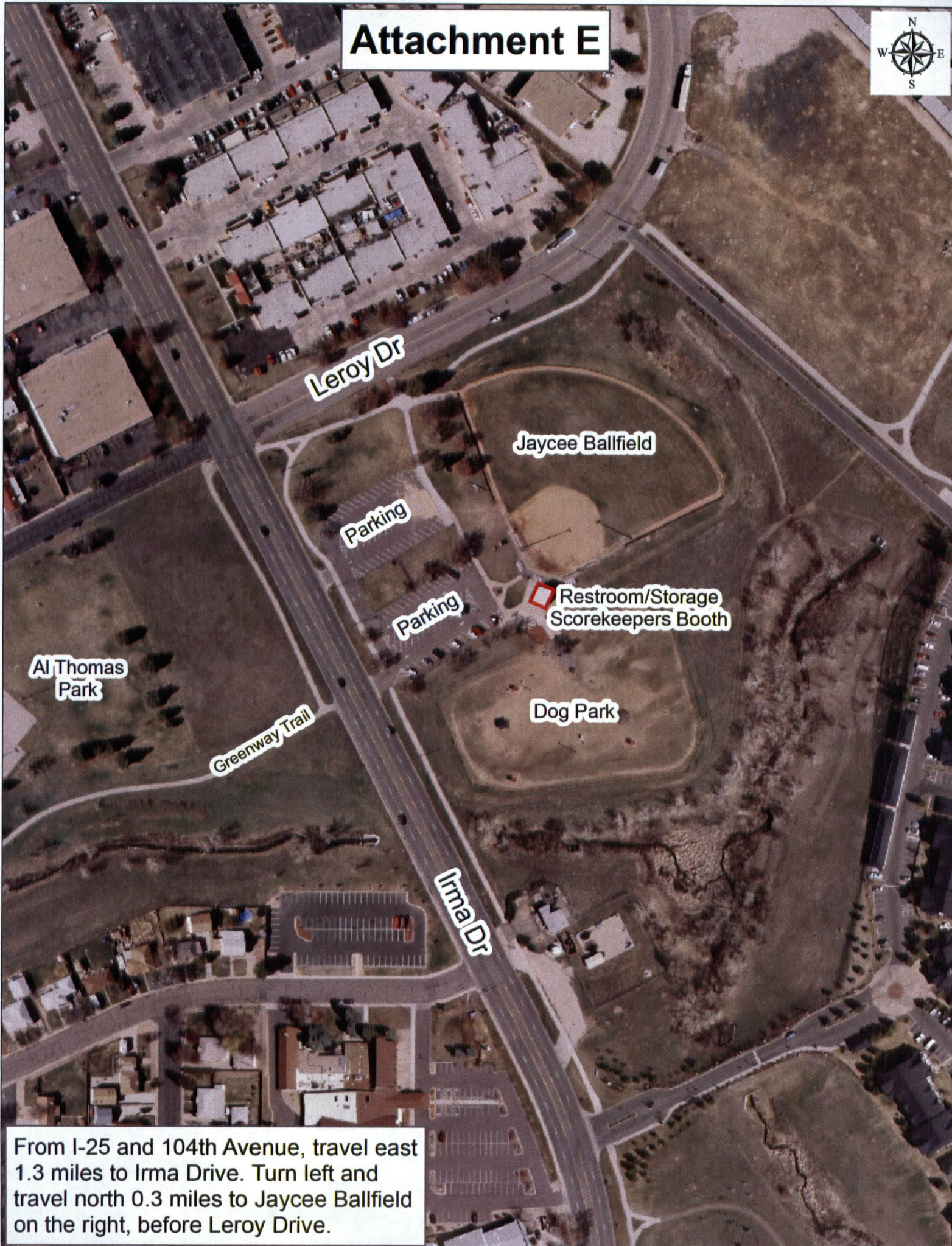
Greenway Trail

Dog Park

Ilma Dr



# Attachment E



From I-25 and 104th Avenue, travel east 1.3 miles to Irma Drive. Turn left and travel north 0.3 miles to Jaycee Ballfield on the right, before Leroy Drive.



# **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

effort to preserve the remaining equipment and ensure the safety of children, this project includes the replacement of three pieces of equipment broken within the last three years (Big Blue, the Merry-go-Round, and Jacob's Ladder). This is not a complete replacement, and additional "wear and tear" replacement is scheduled for 2013 to ensure that this well-used facility is in good condition for use by park visitors.

### **Jaycee Ball field Improvements**

This project includes renovation of the existing ball fields to include replacement of backstops, fencing, infield mix and basic amenities. The existing ball fields at Jaycee are prone to flooding and the existing infield mix is not at an appropriate level, causing flooding. The resulting compaction is a safety hazard and limits the use of the fields during wet weather. In addition, the fencing, bleachers, backstops and dugouts are damaged and require repair.

### **JD Cayton Park Fence Replacement**

The fence at JD Cayton Park is old, dilapidated and a safety hazard. Installation of a new fence will provide a clear separation between the school and the park and will allow for maintenance access.

Although this project is currently part of the five-year CIP, staff is re-evaluating the need for this project. The fence is in better condition than other fences in the city and in-house repair may be possible.

### **Webster Lake Shoreline Stabilization**

Since the completion of the Webster Lake Rehabilitation project in 1999, significant erosion of the exposed shoreline has been observed. Over 500 square feet of shoreline has been lost primarily due to wave action caused by the prevailing winds. The Webster Lake Rehabilitation project includes a combination of derrick stone (boulders) and wetland materials around the perimeter of Webster Lake. The majority of the wetland plants were unable to establish leaving those areas prone to continued erosion. Of the remaining exposed areas, the west shoreline between the calming cove and the boat house is the most impacted by the wave action. This project includes the stabilization of the shoreline along the west side of Webster Lake. The design and the majority of the construction are anticipated to be in place in 2010, but the plant material will not be installed until the spring of 2011 to allow the wetland plants time to establish.

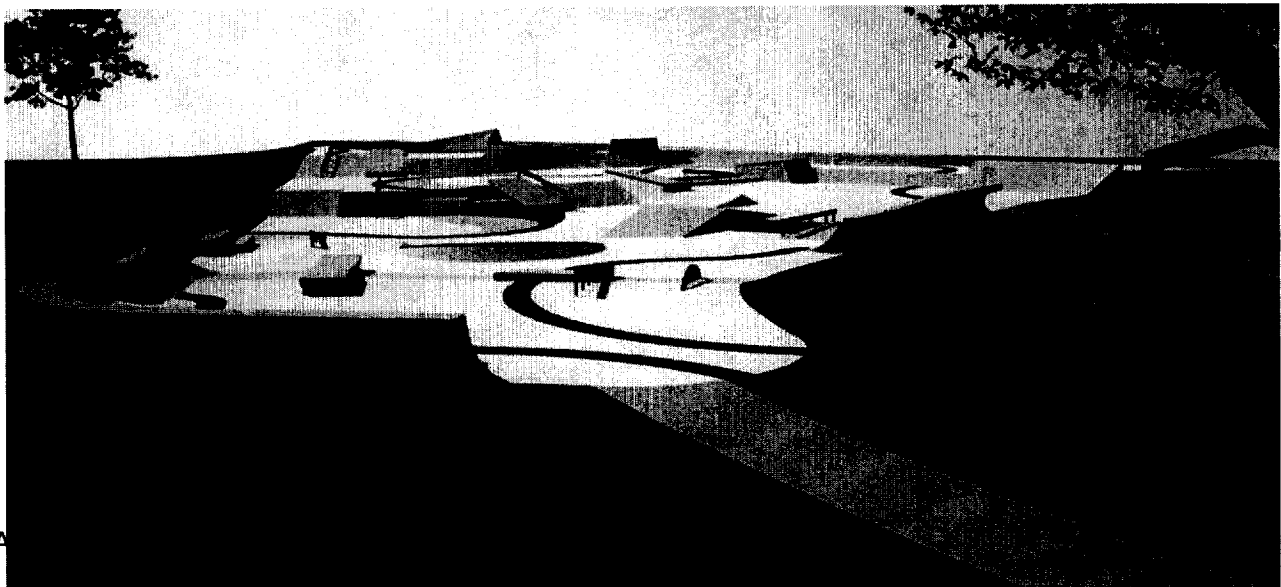


Figure 8: Artist's rendering of preliminary plans for the Skate Park

with concrete, and the addition of storage facilities for athletic equipment and maintenance equipment.

### **Kiwanis Pool Improvements**

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

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

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

### **Dog Park Improvements**

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

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

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

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

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

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

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

As discovered in the 2008 evaluation, the facility is in need of renovation beyond the roof, HVAC and fire-code compliance that is currently in process. This project consists of work throughout the building, to include a new pool liner, renovation of the locker



1928 East 117th Court  
Northglenn, CO 80233-5906

July 18, 2011

Dear Adams County Open Space Advisory Board,

The Northglenn Community Foundation is a 501 c (3) non-profit foundation that works to enhance the lives of the residents of Northglenn. The foundation assists with a variety of programs within Northglenn. Past projects have included providing funding for park and recreation improvements, The Memorial Bench and Tree program, funding for special events such as Rudolph's Reading Raffle, and Noel Northglenn. All the members of the foundation are volunteers to ensure that we get the maximum benefits from our fund raising efforts.

Several years ago, the Northglenn Community Foundation formed a partnership with a group of individuals who are interested in supporting Northglenn's dog park. These individuals raised funds for improvements to the dog park in the amount of \$3,888.00. These funds are currently held by the Northglenn Community Foundation.

As a project that is in line with our mission to enhance the lives of the residents of Northglenn, the Northglenn Community Foundation is in support of the proposed improvements to the ballfields and the dog park at Jaycee Park, and asks that the Adams County Open Space Advisory Board fund this grant request. With this letter, the Foundation commits that funds in the amount of \$3,888.00 are available for improvements to the Jaycee Park improvements, specifically for those improvements at the Bill Goodspeed Happy Tails Dog Park. Thank you for your ongoing support of projects in the City of Northglenn and Adams County as a whole, and your consideration of this grant request.

Sincerely,

A handwritten signature in black ink that reads 'Jerry D. Gavette'. The signature is written in a cursive style with a large initial 'J'.

Jerry D. Gavette  
Secretary/Treasurer

7/14/11


To: Adams County Open Space

Re: Grant application for Jaycee Park Ballfields, Northglenn Colorado

Please accept this letter as support of the grant application to improve Jaycee Park Ballfields. The fields have fulfilled a need for youth involvement for many years. We have ourselves been involved with softball teams that have played at this park and realize the need for necessary improvements. Only minor improvements have been made to the park since the 1970's and it's definitely a project we endorse.

We are currently home and business owners in the immediate vicinity of the park and would like to keep it current and refreshed as it is one of few parks for young adult leagues to play in. We treasure the open space and park areas provided by Northglenn and would like to see the upgrades so we can continually be proud of the outstanding job performed by our Parks and Recreation Department. Jaycee Park and the adjacent Dog Park are amenities Northglenn residents can be proud of and the Park would be a deserving recipient of GOCO funding.

Thank you for your time,

  
Wayne and Carol Dodge  
303-452-3189

**Amanda Peterson - Happy Trail Dog Park/Jaycee Park**

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**From:** Tammie Ogden <Tammie.Ogden@lasp.colorado.edu>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 7/19/2011 10:18 AM  
**Subject:** Happy Trail Dog Park/Jaycee Park

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To Whom It May Concern:

I would like to encourage you to go forward with the funding application to make improvements to the Jaycee ball field and the Happy Trails Dog Park on Irma Drive.

The dog park is quite busy with people and pets not just from Northglenn but from surrounding communities as well. It would be nice for Northglenn to spruce up the park so everyone can enjoy it and know that Northglenn is a city that cares about all of its residents, both the two and four legged varieties.

The Jaycee field gets a lot of use as well. Besides the week night league play, I know there is a tournament there nearly every weekend. As a former softball aficionado I know the players and their fans really appreciate a well kept field and nice amenities. I have lived in Northglenn since 1961 so I know the park has been there quite a while and it hasn't had many upgrades but it is well maintained.

Making improvements to these areas would be a nice feather in Northglenn's cap and show the surrounding communities what a great city Northglenn is. I believe people will take better care of a park that they believe is important to the city and its residents.

Thank you

Tammie Ogden  
10820 Rosalie Drive  
Northglenn, CO 80233

Tammie Ogden  
Procurement Expeditor,  
Laboratory for Atmospheric and Space Physics,  
University of Colorado  
1234 Innovation Drive  
Boulder, CO 80303-7814  
(303) 492-4484 fax: (303) 735-4843

Attachment I: Letter of Support from Individual Users or User Groups (1)



**From:** Tammy <tammy.croope@comcast.net>  
**To:** "apeterson@northglenn.org" <apeterson@northglenn.org>  
**Date:** 7/15/2011 8:05 PM  
**Subject:** Support of Jaycee park

I am writing with a request for grant funding to improve the ball fields at Jaycee park. This facility is in dire need of repair, upgrades, and maintenance. This area has not been improved in a very long time, and shows it. We have lived in Northglenn for over 10 years and have our children and family participate in Rec center activities, and would appreciate some new and improved places like Jaycee park.

Thank you,  
Tammy Croope  
3363 east 105 ct  
Northglenn, Co, 80233

July 15, 2011

Dear Adams County;

As a member of the community I am writing in regard to the need for additional grant funding for the Northglenn Jaycees Softball Field located at 107<sup>th</sup> and Irma in Northglenn.

For the past 5 years I have had the opportunity to hold a Men's Fastpitch Softball Tournament at the field due in large part to Brian Magnett, the Facility and Sports Supervisor for the City of Northglenn. He has gone out of his way to schedule the field for us annually for this tournament that teams want to be invited to. Every year the teams that attend are very happy to participate because the Men's Fastpitch Softball has been on the decline and there are not many fields available or tournaments held anymore.

This year's tournament, held just last weekend, included teams from Pueblo, Boulder, Ft. Collins, Castle Rock, and Denver metro area teams. One of the Pueblo teams even brought one of their world class top 5 rated pitcher's and that of course drew people's attention and will only help to draw more teams of this caliber.

I ask that serious consideration be given for the necessary funding to help upgrade the field so that we can continue to invite teams and grow the tournament. With the new field many more teams will want to play at a unique professional field for amateurs thus help provide revenue for the City of Northglenn and Adams County.

Please help us to provide a venue for "weekend warriors" that we can be even more proud of and keep teams coming back annually to enjoy the adult recreation sport of Men's Fastpitch Softball.

Regards,  
Rudy Willis – Mile High Men's Fastpitch, Manager

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Rosalba Lisa Zickefoose  
11005 York Street  
Northglenn, CO 80233  
July 9, 2011

Brian Magnett  
Facility and Sports Supervisor  
Northglenn Recreation Center  
11801 Community Center  
Northglenn, CO 80233-1099

Dear Mr. Magnett:

My family and I reside in the Fox Run Community in Northglenn. I am writing this letter in support of the proposed improvements to Jaycee Ball Field. I think the proposal is a wonderful idea as Northglenn, as a whole, is in need of much improvement in regard to renovation and renewal.

Currently my daughter is enrolled in the Soccer Class for 3-4 year olds. We have used the park in the past for recreational activities however due to the need for improvements, we typically choose other areas to visit because they are more "family friendly".

This term, I am also the President of the MOMs Club of Thornton/Northglenn and current members are in full support of improvements to this area as well.

Sincerely,



Rosalba Lisa Zickefoose

To whom this may concern,

I have been playing softball under the city of Northglenn for many of years and have a few issues regarding the softball field. The field itself is not in the greatest shape. The batter's box along with first base and the pitcher's mound are really lower in some spots and higher in other spots. The field itself, is just really uneven and can be better. Both dugouts are dangerous to players because some of the fence is popping out and are sharp in some areas. In one dugout it looks like the fence is about to tip over. The fence along the whole field is not very safe when chasing a ball. Some of the fence is not covered and I have seen many people cut themselves. When you are in the outfield and there is a pop fly, you often lose the ball in the light because how low the lights are and the areas they are in. The score board stops working after a while and happens to freeze a lot as the game is being played. One last thing is the building itself and the box, is very dangerous and not safe at all. I have seen many of people go up and down those stairs and fall as they take their lineups to the person who keeps score and hurt themselves over and over. I also have seen mice run around up there and just looks like it is about to fall apart. If there is any way to get a new ball field, building, and concession stand for that area, that would be very great and may bring in more bossiness for the city.

*[Handwritten signatures]*  
#5  
#11  
#4  
#1

*[Handwritten signature]*  
Steve Haines  
Justin Montoya

*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten signature]*

## **Brian Magnett - Jaycee Ballfield grant letter**

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**From:** Tara Trujillo <tctasap@hotmail.com>  
**To:** <bmagnett@northglenn.org>  
**Date:** 6/28/2011 3:55 PM  
**Subject:** Jaycee Ballfield grant letter

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City of Northglenn  
11801 Community Center Drive  
Northglenn, CO 80233  
Attn: Brian Magnett

I am Individual user of the Jaycee Ballfield and would love to see some additional funds allocated to it's renovation. My family uses the space on a regular basis for both recreation sponsored programming and family fun. We appreciate that it is off a more commercial street and a pretty quite area with easy parking. It is also easy to see that the amenities need some updating. I like that I can see my kids easily from most areas and that it is a safe distance from the street.

While I know improvements to the ball field, stands, scoreboard, and surrounding areas would make it a more desirable location for clubs to host events, I know it would ensure continued use for many families in the years to come.

Please consider making the funds available for this great project.

Sincerely,  
The Trujillo Family  
Tara, Ben & Boys  
13277 Humboldt Drive  
Thornton CO 80241

## **Amanda Peterson - Dog Park and Ballpark Renovations**

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**From:** RobbieLee Deel <r.deel@yahoo.com>  
**To:** <apeterson@northglenn.org>  
**Date:** 7/19/2011 4:33 PM  
**Subject:** Dog Park and Ballpark Renovations

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Hello Amanda,

I'm writing in support of the ballpark and dog park renovations. I think this would be so great for the community in so many ways. People actually use that ballpark, so the renovations would be greatly appreciated. I think it will be more safe and clean environment for all ages to play.

I tend to use the dog park much more than the baseball park, personally, but I think both would be great. My husband likes the baseball park. As for the dog park, landscaping would be fabulous! I know its difficult to have grass in there, but anything helps. More trees would be wonderful, as in the summer, it gets very hot for both the dogs and people. Shade is welcome. (smile) I also think that more lighting would be great too. Many people go to the dog park in the summer at night because its cooler, but then it gets too dark.

These are all great ideas and I hope enough Northglenn residents and employees agree and support these changes.

Feel free to contact me with questions and thank you for your time,  
RobbieLee

RobbieLee Coleman of Northglenn, CO  
720.366.1700  
r.deel@yahoo.com

Attachment I: Letter of Support from Individual Users or User Groups (7)