

## LOGISTICS MEMORANDUM

#07-15

June 14, 2007

**TO:** Honorable Mayor Kathleen M. Novak and City Council Members

**FROM:** A.J. Krieger, City Manager  
Kurt Kowar, Logistics Center Manager  
Heath Klein, Civil Engineer

**SUBJECT:** CR-56 Croke Reservoir Nature Area Improvement Project, Grant Agreement

### RECOMMENDATION:

Attached to this memorandum is a Resolution, which, if approved, would authorize the Mayor to execute the Grant Agreement between the City of Northglenn and Adams County Open Space to provide funding for the Croke Reservoir Nature Area Improvement Project. Staff recommends approval of the Resolution.

### BACKGROUND:

Currently the City of Northglenn is in the design phase of the Huron Street Improvements and Croke Reservoir Shoreline Stabilization. The improvements to the Croke Reservoir Nature Area was seen as an ideal project to receive grant funding from Adams County Open Space for a portion of the work.

The Croke Reservoir Nature Area Improvement project is a great opportunity for the City of Northglenn to meet a City Council goal of a clean and beautiful city and meets one of the Adams County Open Space tax goals. The planned amenities will provide better access for all ages and abilities, increased fishing opportunities, greater wildlife viewing and enjoyment. The grant has been awarded for improvements and expenditures associated with several items included in the shoreline extension and node construction.

Based on the preliminary construction cost estimate of the Croke Reservoir Nature Area Improvements of \$2,000,000 - \$2,445,000 the grant support for this project would be \$470,500.00 which is approximately 19% of the construction cost.

### POTENTIAL OBJECTION:

City Staff is not aware of any specific opposition to this Grant Agreement for funding support.

### BUDGET/TIME IMPLICATIONS:

The time implication is that the City of Northglenn must provide signed agreements to Adams County Open Space by June 29, 2007. There are sufficient funds in the Huron Street and Croke Shoreline Reconstruction budget for the requirement of secured matching funds.

### STAFF REFERENCE:

Please contact Kurt Kowar at [kkowar@northglenn.org](mailto:kkowar@northglenn.org) or 303.450.8774 or Heath Klein at [hklein@northglenn.org](mailto:hklein@northglenn.org) or 303.450.8780.

SPONSORED BY: COUNCIL MEMBERS GARNER & MONROE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-56  
Series of 2007

\_\_\_\_\_  
Series of 2007

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 Croke Reservoir Nature Area Improvement Project; 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 \$470,500.00 for the project; and

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 an amount not to exceed \$470,500.00 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DIANA L. LENTZ, CMC  
City Clerk

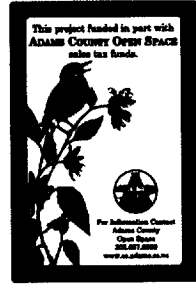
\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

Adams County Open Space  
Grant Agreement

By and Between

Grant Applicant  
and

Adams County Board of County Commissioners



THIS AGREEMENT is between the City of Northglenn , hereinafter called “Applicant,” and the County of Adams acting through the Board of County Commissioners, hereinafter called “Adams County,” regarding:

Project Name: Croke Reservoir Nature Area Improvement Project

Amount Awarded is equal to 19% of the funded project up to \$470,500.

Applicant’s Responsibilities

- The Applicant agrees that any sums received from the Adams County Open Space Sales Tax will be used in accordance with the Open Space Sales Tax Issue passed in November, 1999, and reauthorized in November, 2004 to be extended until December 31, 2026, (“Tax Issue”) and in accordance with the submitted Grant Application by the Applicant (Attachment A).
- The Applicant understands that Adams County reserves all rights to reassess the grant award if the grant is found not to be in compliance with the Tax Issue (Attachment B), the Open Space Grant Guidelines (Attachment C), or the Grant Application.
- All documents and records including but not limited to copies of invoices, checks, and land documents requested for the above project shall be kept in accordance with generally accepted accounting principles and available upon request for review by Adams County.
- The Applicant understands that it is responsible for securing the matching or leveraged funds required for completion of the project, and that failure to obtain the required funds for completion of the project will nullify the award of Adams County Open Space funds.

Extent of Agreement

- The terms of this Agreement shall begin upon the date of the grant award, which is the date first set forth below.
- The Applicant agrees not to sell or convey any lands purchased fully or in part with Open Space grant funds, without the written approval of Adams County.
- This Agreement may be amended only by written instrument signed by both Adams County and the Applicant.
- Prior to the distribution of Open Space funds, this Agreement may be terminated by the Applicant upon written notice to Adams County.
- An Adams County Open Space Sign will be posted in a prominent place at the project site, unless the project will not have public access.
- In all press releases regarding this project the following statement must be included: "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 Adams County voters in 1999, and reauthorized in November, 2004 to be extended until December 31, 2026."

IN WITNESS WHEREOF, the parties by signature below of their authorized representatives execute this Agreement effective as of the \_\_\_\_ day of \_\_\_\_\_, 2007.

ADAMS COUNTY BOARD OF  
COUNTY COMMISSIONERS

APPLICANT:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
By: Kathleen M. Novak

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Witness: Diana Lentz, City Clerk

# Adams County Open Space Grant Application Capital Improvement



## Part I Eligibility Criteria

**Sponsoring Jurisdiction:** City of Northglenn

**Applicant Name:** City of Northglenn

**Application Due:** March 1, 2007

**Name of Project:** Croke Reservoir Nature Area Improvement Project

**This project priority is 1 of 1 project(s) submitted.** Prioritize projects separately if you are submitting joint projects with another jurisdiction or non-profit organization.

<b>Summary of funding:</b>	
Request for Adams County Open Space Fund	\$ 470,500.00
Additional Sources	\$1,972,519.00
Total Project	\$2,443,019.00
If the sponsoring jurisdiction is using their 30% distributions collected from the Open Space Sales Tax as leverage for this project, please include that amount?	\$0
Grant request % of Total Project Cost	20% 19%
<b>Project summary:</b>	
Parcel ID # 171909410017	
Are there any existing easements on this project site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please attach a copy of the easement.	
Will the applicant have full ownership and be responsible for long term management of this project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If no, please explain:	
<b>Contact Information:</b>	
Applicant: City of Northglenn	
Contact: Nicholas DiFrank	
Address: 11701 Community Center Drive	
City: Northglenn State: CO Zip: 80233 Email: ndifrank@northglenn.org	

Contact will be used for all official correspondence. If contact is not available please list additional contact(s) for this project.

Name	Phone Number	Email Address
Heath Klein	303-450-8780	hklein@northglenn.org

Will this project be open to the public? Yes  No

Please describe any limitations for access by the public (i.e., league use or other scheduled events): There are no limitations for access to the property by the public. However, fishing in the lake is allowed only from April to mid-October to protect the aquatic life.

# Adams County Open Space Grant Application Capital Improvement



1. Fill in amount requested for the following uses (see passive and active definitions):

Passive Use \$470,500.00 Active Use \$0

2. **Summary description of the project:** Please provide a project site plan and summary that includes future use and improvements to this project, label as **Attachment A**. Include statement regarding public access as part of this summary. (Summary not to exceed 100 words)

Croke Reservoir is maintained and managed as an urban fishery and waterfowl/wildlife nature area. The project includes the removal of sediment to deepen the lake to improve fishery and wildlife habitat. The eastern shoreline will be stabilized and extended 40 feet from the existing shoreline. Additional amenities include: construction of perimeter trail on eastern shore with linkage to existing loop trail, landscaping, construction of overlook node, construction of a second node for fishing that will provide increased access for angling, and greater handicapped accessibility.

The property is currently open to the public and will continue to be in the future.

3. **Attach page(s) from an approved parks and open space plan** from the sponsoring jurisdiction showing that this project is within the scope of the approved plan. Label approved parks/open space plan as **Attachment B**, do not exceed 3 pages.
4. **Attach location map showing location of project** with statement that project is within the boundaries of the County of Adams. Label location map as **Attachment C**. Include on this attachment directions to the project location.
5. **The Applicant of City of Northglenn** understands that no land or interests acquired with the revenue 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 BoCC; refer to 8C(iv): initial 
6. **Applicant Compliance:** Applicant must ensure compliance with the Tax Issue and Open Space Policy and Procedures. All jurisdictions partnering with Special Districts or Non-profit organizations are required to provide a statement verifying applicant compliance. All sponsored applicants will be limited to one application per grant cycle.: initial 
7. **All facilities or land must be accessible to the public except for conservation easements for agriculture and habitat preservation. All accessible facilities and land must be in compliance with the Americans with Disabilities Act (ADA) and any applicable state or local disability regulations.**

**All information on Grant Application must be complete. Incomplete applications will not be accepted and will be excluded from this grant cycle.**

**Attachments not to exceed 11 X 17 inches.**

**Please include the following attachments:**

**Attachment A – Project Site Plan**

**Attachment B – Approved Parks/Open Space Plan**

**Attachment C – Location Map – Project Location, include directions to project location**

# Adams County Open Space Grant Application Capital Improvement

**PART II (Please note; All criteria listed below will be ranked by the Open Space Advisory Board)**

1. **Project Funding and Quality of Leverage Summary: 0 - 30 points** In-kind can include volunteer hours but can't exceed 25% of additional sources and must be reasonably verifiable. Contributions of goods at market rate allowed.

Total Grant Request: \$470,500.00  
 Total Project Cost: \$2,443,019.00  
 Grant request % of Total Project Cost 20%

	Cash \$	In-kind \$	Matching \$	Remarks:
Applicant	\$1,685,594	\$0		City of Northglenn
Partner(s)		\$0	87,000 199,925	Fishing Is Fun grant Great Outdoor Colorado grant
Other(s): <i>specify</i>		\$0		
Grant Request	<b>470,500</b>			
Total	\$2,156,094	\$0	\$208,925	<b>\$2,443,019.00</b>

2. **Partnership(s): 0 - 20 points** If you have more than 3 partners attach another page.

Partner (1)	Northglenn Parks and Recreation Advisory Board
Contact Name:	Dwight W. Kimsey, President
Phone:	303-452-1125
Explain Partner role:	City Council appointed citizen group that provides advice to staff and Council about park plans, facilities and programs. They make recommendations to Council on contracts and expenditures for projects and hold public hearings for capital improvements projects and recreation services. They also assist in budget and Master Plan development.
Partner (2)	Colorado Division of Wildlife (DOW) – Fishing Is Fun
Contact Name:	Jim Guthrie – Program Coordinator
Phone:	303-291-7563
Explain Partner role:	DOW will assist during the de-watering of the lake with the fish salvage and later to restock the lake with fish. The city has applied for a Fishing Is Fun Program grant for the fishing pier construction and connecting trail access construction. This collaboration will provide increased and greater accessible recreation angling. This partnership will help to achieve DOW goals of increased urban fishing access.
Partner (3)	Great Outdoors Colorado (GOCO)
Contact Name:	Aimee Wesley – Program Coordinator
Phone:	303-226-4523
Explain Partner role:	Northglenn has applied for a GOCO grant to provide additional funding for the project. This collaboration will facilitate our participation in GOCO's mission (for Adams County residents): to help the people of Colorado preserve, protect, enhance, appreciate and enjoy our parks, wildlife, trails, rivers and open space through strategic grants, partnerships and leadership.

# Adams County Open Space Grant Application Capital Improvement

- 3. Support for this project: 0 - 10 points** Demonstrate support for the project. You may attach letters from partners, conservation groups, community surveys and comprehensive plans. Label attachments as **Attachment D**.
- 4. Project Budget: 0 - 10 points** Submit a project budget on the **Project Budget Form, Attachment E**. Itemize (in detail) all expenditures you are requesting with this grant submittal. *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.*
- 5. Estimated Project Timeline: 0 - 10 points** Provide a good faith estimate of the date of commencement and completion for the project. Submit a **Project Timeline Form (Attachment F)**. If project is part of a phased plan, please explain: (Not exceed 100 words):

The de-watering of the lake will begin in late April, then dredged, with much of that material used for the construction of the new shoreline. Remaining schedule is summarized below:

- General site demolition – June 2007 - August 2007
  - General site construction – July 2007 - September 2007
  - Shoreline construction – August 2007 – October 2007
  - Overlook node construction – August 2007 – November 2007
  - Greenway Trail construction – July 2007 - November 2007 and **March 2008 (pier access)\***
  
  - **Pier shoreline approach construction – April 2008 - June 2008\***
  - **Fishing node construction – April 2008 - June 2008\***
- \*Fishing is Fun grant

- 6. Proposed Grant Fund Use(s): 0 - 10 points** Describe how the grant funds will be used.

The grant funds will be used for the following uses:

- Drain and dredge lake
- Shoreline restoration – 40 feet of new shoreline, installation of rip-rap boulder system.
- Installation of sidewalk along shoreline with landscaping.
- Construction of new loop trail with ADA access points to shoreline sidewalk.
- Construction of an ADA accessible raised overlook (160 feet in diameter) node
- Node will include various hardscape elements including seatwalls, boulders, raised planter areas, benches, lighting.

- 7. Long-term Maintenance: 0 - 10 points** Does the applicant commit to providing operational support and long term maintenance of project site including any infrastructure components? **Please provide a plan for long term maintenance of this site.** (Not to exceed 100 words)

Croke Reservoir is part of the parks and recreation system of the City of Northglenn. It is operated and maintained by the City under the 2005 Parks and Recreation Master Plan. Croke Reservoir is managed as an urban fishery and waterfowl/wildlife area with the following ongoing and future maintenance: pathway mowing, treatment of noxious weed infestations, maintenance of aeration system, assessment of trees for liability hazards with trimming as needed, maintenance to ensure viable and healthy fishing stock. Croke Reservoir was recently designated by the City as a nature area in order to preserve and protect the area from development.



# Adams County Open Space Grant Application Capital Improvement

- 8. Connectivity: 0 – 10 points** Is proposal part of a larger or regional plan? Does project link to applicant's or other entity's trails or plans? (Not to exceed 100 words)

Local project. Northglenn's "Greenway Trail System" has 33 miles of trails that wander through the city, ultimately connecting to Standley Lake on the west and to South Platte River on the east. Linkages include Big Dry Creek, Church Ranch/104<sup>th</sup> Avenue and the Farmers' Highline Canal Trail in Westminster and Northglenn on the west and the Grange Hall Creek Trail in Northglenn, Thornton and unincorporated Adams County on the east. The new shoreline trail will connect with the existing trail loop currently at Croke which connects with trails at nearby Hugh Danahy Park, and ties into the city's Greenway Trail System.

- 9. Fulfilling the Needs of the Community. 0 – 20 points** Please describe how your proposal meets the needs of your community and the open space tax goals. (Not to exceed 250 words)

Two public hearings were conducted last year to get citizen input regarding the proposed improvements to Croke Reservoir. Citizen requests included improvements on all levels including pedestrian safety, access, usability and aesthetics. City Council believes that parks and recreational facilities are important to the quality of life for Northglenn citizens. However, because of funding constraints, the Croke Reservoir area has not received any capital improvements or enhancements in recent years and has begun to decline. As a result it can not fulfill its promise to the community. The proposed project will restore and establish Croke Reservoir as a true urban oasis. In December 2006, City Council designated Croke Reservoir and its surrounding area as a nature area. This ensures that the area is protected and preserved from future development. The planned project will improve water quality and fish populations, stabilize and restore the eastern shoreline so that a new connecting trail can be constructed, an overlook node will provide mountain views and wildlife viewing opportunities, and the construction of a new fishing pier will not only increase angling opportunities but also provide increased handicapped accessibility for fishing and trail connection. The improvements and enhancements to the area will bring nature and outdoor activities such as fishing, birding or wildlife viewing to the doorsteps of the residents of Northglenn and other nearby communities.

This project fulfills passive open space tax goals: protection and renovation of wildlife areas, trail installation and linkage, improvement and protection of wildlife habitat.

- 10. Project Management and Performance: 0 – 10 points**

Project Name	Manager	Award Date	Completion Date
E. B. Rains Jr. Memorial Park/Webster Lake Improvement	Nestor Fedak	2000	2001
Tot Lot & Outdoor Learning Center Project	Nestor Fedak	2001	2002
E. B. Rains Jr. Memorial Park Sensory Playground Improvements Phase I	Nestor Fedak	2002	2003
Veterans Memorial Project	Nestor Fedak	2003	2005
Niver Canal Greenway Trail Replacement	Nestor Fedak	2001	2002
Grange Hall Creek Trail Connection Project	Curt Childress	2004	2006

# Adams County Open Space Grant Application Capital Improvement

**11. Please list all projects that have received open space funding that are not complete.**

Project Name	Amount Awarded	Due Date
Sensory Playground Phase II (money returned) project was delayed	\$45,000	
Northwest Open Space (money returned) project has been delayed for further public input for final design	\$87,500	
Trail Replacement Program – project is on target to be completed by June or July 2007	\$214,610	1/2008

**12. Urgency: (Not to exceed 100 words)**


There are few new opportunities available for the City of Northglenn to provide residents the opportunity to experience and enjoy wildlife. The city is landlocked and can not acquire additional land for park or open space development. The urgency of this project is the need to improve and protect this existing area. The completion of the project will ensure that Croke Reservoir Nature Area will be a place where wildlife thrives. The planned amenities will provide better access for all ages and abilities, increased fishing opportunities, greater wildlife viewing opportunities and enjoyment.

**13. Opposition: Is there support or opposition to this project, please explain:  
(Not to exceed 100 words)**

There is strong public support for the project. Two public hearing (February 9, 2006 and May 5, 2006) were conducted. Several hundred people attended each meeting. These included discussions regarding the reasons for the improvements, the solutions and design considerations. Almost all citizen comments were favorable. Some residents that live near the reservoir raised some concerns regarding the possible impact to them if the use of the area increased. There is also strong political support for the project as City Council has made the Croke Reservoir Project one of the city's highest capital improvement projects priorities.

Adams County Open Space Grant Application  
Capital Improvement

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

  
\_\_\_\_\_  
Applicant's Signature

2/28/07  
\_\_\_\_\_  
Date

Please type name and title of signature:

A. J. Krieger  
Typed Name

City Manger  
Title

Please include with Part II of this application the following attachments:

- Attachment D - Support for this project
- Attachment E - Project Budget Form
- Attachment F - Project Timeline Form

Additional Attachments:

- Attachment G - Copy of City Council Resolution Designating Croke Reservoir as a nature area
- Attachment H - Artist's rendition of completed project

Project Budget (Open Space)

Attachment E1

City of Northglenn

Project Croke Reservoir Improvement

Date: 2/23/2007

Please identify all budget items in detail.

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	Quantity	Unit Rate (\$)	Unit Type (ft., acres, etc.)	In-Kind (\$)	Matching Funds (\$)
<b>Shoreline</b>					
Embankment/Backfill	5380	\$5.00	CY		13,900.00
3:1 Riprap Slope	3600	\$100.00	CY		260,000.00
<b>Overlook Node (Upper Node)</b>					
Embankment/Backfill	9545	\$5.00	CY		27,725.00
4' Decorative/Security Railing	500	\$70.00	LF		5,000.00
Custom Seating/Raised Planter Boxes	LS	LS	LS		19,575.00
Landscape - Shrubs	32	\$70.00	EA		1,240.00
Landscape - Trees	8	\$375.00	EA		1,750.00
Lighting - Overhead	4	\$1,500.00	EA		3,000.00
Lighting - Accent	10	\$300.00	EA		1,000.00
Irrigation	10000	\$1.50	SF		8,000.00
Stained Concrete	16085	\$9.00	SF		74,765.00
<b>Greenway Trail</b>					
Embankment/Backfill	14220	\$5.00	CY		\$41,000.00
Landscape - Trees	70	\$375.00	EA		\$16,250.00
Landscape - Shrubs	300	\$70.00	EA		\$8,000.00
Landscape - Perennials	1200	\$15.00	EA		\$9,000.00
Bluegrass Sod	30000	\$0.50	SF		\$25,000.00
Irrigation	11000	\$1.50	SF		\$3,000.00
Raised Planter Boxes	3	\$3,750.00	EA		\$6,250.00
Boulder Installations	20	\$300.00	TON		\$3,000.00
Concrete Flatwork	19000	\$5.00	SF		\$55,000.00
Benches	8	\$1,250.00	EA		
Lighting - Overhead	10	\$1,500.00	EA		\$10,000.00
Lighting - Accent	50	\$300.00	EA		\$5,000.00
8' Wrought Iron Security Fence	1440	\$100.00	LF		\$94,000.00
Curb & Gutter	1900	\$20.00	LF		\$38,000.00
<b>Budget Total</b>					<b>\$729,455.00</b>

Shaded areas will calculate automatically.

**Project Budget - Attachment E2\*\***

**City of Northglenn Croke Reservoir Improvement Project**

Source of Funds	Date Secured	GOCO Grant Request	Applicant Match (\$)	Partner Match (\$)	Total Funding (\$)
<b>CASH</b>					
Great Outdoors Colorado	June-07	199,925.00			199,925.00
The City of Northglenn			1,685,594		1,685,594.00
Adams County	June-07			470,500.00	470,500.00
Fishing is Fun (DOW)	May-07			87,000.00	87,000.00
<b>TOTAL SOURCE OF FUNDS</b>		<b>\$199,925.00</b>	<b>\$1,685,594.00</b>	<b>\$557,500.00</b>	<b>\$2,443,019.00</b>
<b>Use of Funds</b>					
Use of Funds	Date to Be Spent	GOCO Funds	Applicant Funds	Partner Funds	Total Funding (\$)
<b>CASH</b>					
<b>Associated Costs</b>					
Mobilization (10% of Subtotal)	June-07		184,732.00		184,732.00
Erosion Control & SWMP (1% of Subtotal)	June-07		18,473.00		18,473.00
Construction Surveying (1% of Subtotal)	June-07		18,473.00		18,473.00
Irrigation Design (1% of Subtotal)	Ongoing		18,473.00		18,473.00
Materials Testing (2% of Subtotal)	Ongoing		36,946.00		36,946.00
Traffic Control (5% of Subtotal)	Ongoing		92,365.00		92,365.00
<b>Sub-Total</b>			<b>369,462.00</b>		<b>369,462.00</b>
<b>Demolition</b>					
Dewater Reservoir	April-07		20,000.00		20,000.00
Removal of Asphalt Trail	June-07		10,200.00		10,200.00
Removal of Concrete Outlet Structure	July-07		3,500.00		3,500.00
Removal of 60" CMP Outlet Pipe	July-07		2,100.00		2,100.00
Removal of Chain Link Fence	June-07		8,640.00		8,640.00
Clearing and Grubbing	June-07		54,000.00		54,000.00
Reservoir Embankment Over-Excavation	June-07		25,500.00		25,500.00
Haul of Over-Excavation Material	June-07		42,500.00		42,500.00
<b>Sub-Total</b>			<b>166,440.00</b>		<b>166,440.00</b>
<b>Construction</b>					
Concrete Outlet Structure	September-07		45,000.00		45,000.00
Circular/Rectangular Outlet Gate	September-07		7,500.00		7,500.00
60" RCP Outlet Pipe	September-07		30,375.00		30,375.00
Extension of Tuck Lateral Box Culvert	October-07		60,000.00		60,000.00
Unclassified Excavation (For CMU Wall)	October-07		2,400.00		2,400.00
CMU Retaining Wall (along Residence)	October-07		84,000.00		84,000.00
Removal of Existing Residence Fence	October-07		6,000.00		6,000.00
Install new Residence Fence	October-07		60,000.00		60,000.00
<b>Sub-Total</b>			<b>295,275.00</b>		<b>295,275.00</b>
<b>Shoreline</b>					
Embankment/Backfill	August-07		13,900.00	13,000.00	26,900.00
3:1 Ringrap Slope	August-07		260,000.00	100,000.00	360,000.00
Landscape - Perennials	October-07		12,000.00		12,000.00
Landscape - Shrubs	October-07		3,500.00		3,500.00
Landscape - Trees	October-07		7,500.00		7,500.00
Boulder Installation	September-07		3,000.00		3,000.00
<b>Sub-Total</b>			<b>299,900.00</b>	<b>113,000.00</b>	<b>412,900.00</b>
<b>Overlook Node (Upper Node)</b>					
Embankment/Backfill	August-07		27,725.00	20,000.00	47,725.00
4' Decorative/Security Railing	September-07		5,000.00	30,000.00	35,000.00
Custom Seating/Raised Planter Boxes	September-07		19,575.00	15,000.00	34,575.00
Landscape - Shrubs	October-07		1,240.00	1,000.00	2,240.00
Landscape - Trees	October-07		1,750.00	2,000.00	3,750.00
Lighting - Overhead	September-07		3,000.00	3,000.00	6,000.00
Lighting - Accent	September-07		1,000.00	2,000.00	3,000.00
Irrigation	October-07		8,000.00	7,000.00	15,000.00
Stained Concrete	August-07	34,000.00	40,765.00	70,000.00	144,765.00
<b>Sub-Total</b>		<b>34,000.00</b>	<b>108,055.00</b>	<b>150,000.00</b>	<b>292,055.00</b>

Greenway Trail									
Embankment/Backfill	July-07	30,000.00	11,100.00	30,000.00		71,100.00			
Landscape - Trees	November-07	10,000.00	6,250.00	10,000.00		26,250.00			
Landscape - Shrubs	November-07	10,000.00	8,000.00	13,000.00		21,000.00			
Landscape - Perennials	November-07	9,000.00	9,000.00	9,000.00		18,000.00			
Bluegrass Sod	November-07	20,000.00	5,000.00	20,000.00		45,000.00			
Irrigation	October-07	3,000.00	3,000.00	2,500.00		5,500.00			
Raised Planter Boxes	September-07	6,250.00	6,250.00	5,000.00		11,250.00			
Boulder Installations	September-07	3,000.00	3,000.00	3,000.00		6,000.00			
Concrete Flatwork	September-07	45,000.00	10,000.00	40,000.00		95,000.00			
Benches	October-07	5,000.00	5,000.00	10,000.00		10,000.00			
Lighting - Overhead	September-07	5,000.00	5,000.00	5,000.00		15,000.00			
Lighting - Accent	September-07	5,000.00	5,000.00	10,000.00		15,000.00			
8' Wrought Iron Security Fence	August-07	48,000.00	46,000.00	50,000.00		144,000.00			
Curt & Gutter	October-07	38,000.00	38,000.00	38,000.00		38,000.00			
	Sub-Total	158,000.00	155,600.00	207,500.00		521,100.00			
Shoreline Approach to Fishing Node									
Embankment/Backfill	April-08	2,500.00	2,525.00	9,000.00		18,675.00			
3:1 Riprap Slope	April-08	25,000.00	25,000.00	25,000.00		50,000.00			
Boulder Installation	April-08	1,500.00	1,500.00	2,000.00		1,500.00			
Landscape - Grasses/Perennials	May-08	2,000.00	2,000.00	2,000.00		4,000.00			
Crusher Fines Trail	May-08	880.00	880.00	2,000.00		2,880.00			
	Sub-Total	39,055.00	39,055.00	38,000.00		77,055.00			
Fishing Node (Lower Node)									
Embankment/Backfill	April-08	2,500.00	2,525.00	9,000.00		18,675.00			
Concrete Step Wall	April-08	6,000.00	6,000.00	20,000.00		6,000.00			
Concrete Flatwork	April-08	28,550.00	28,550.00	20,000.00		48,550.00			
Cut Limestone Block Seal Wall	April-08	5,425.00	20,000.00	20,000.00		45,425.00			
Boulder Installation	April-08	1,500.00	1,500.00	1,500.00		1,500.00			
Landscape - Perennials	May-08	1,200.00	1,200.00	1,200.00		1,200.00			
Landscape - Shrubs	May-08	1,400.00	875.00	1,000.00		1,400.00			
Landscape - Trees	May-08	875.00	875.00	1,000.00		1,875.00			
ADA Access Ramp	April-08	2,000.00	1,000.00	2,000.00		2,000.00			
Lighting - Overhead	May-08	1,000.00	1,000.00	2,000.00		3,000.00			
Lighting - Accent	May-08	1,000.00	1,000.00	2,000.00		3,000.00			
Irrigation	April-08	3,025.00	3,025.00	2,000.00		5,025.00			
	Sub-Total	7,925.00	67,075.00	49,000.00		124,000.00			
USE OF FUNDS - CASH SUBTOTAL		199,925.00	1,590,862.00	557,500.00		1,888,825.00			
	10% Contingency		184,732.00			184,732.00			
TOTAL PROJECT COST		\$199,925.00	\$1,685,594.00	\$557,500.00		\$2,443,019.00			
**This is a detailed budget for the entire project. Costs are color coded.									

## Attachment F /

### Estimated Project Timeline

**Project Name:** City of Northglenn Croke Reservoir Nature Area Improvement Project

Description of Task	4/1/2007	May 2007	Jun. 2007	Jul. 2007	Aug. 2007	Sept. 2007	Oct. 2007	Nov. 2007	Dec. 2007	Jan. 2008	Feb. 2008	Mar. 2008
Grant Notification			X									
Solicit and Award Bid for Project		X	X									
Croke Reservoir Dewatering	X	X	X									
General Site Demolition			X	X	X							
General Site Construction				X	X	X						
Shoreline Construction					X	X	X					
Overlook Node Construction					X	X	X	X				X
Greenway Trail Construction				X	X	X	X	X				X

Description of Task	Apr. 2008	May 2008	June 2008	July 2008	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009
Shoreline Approach Construction	X	X	X									
Fishing Node Construction	X	X	X									
Close-Out			X									
Grand Opening				X								
Final Report to Adams County				X								

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

ATTACHMENT B

STATE OF COLORADO )  
COUNTY OF ADAMS )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 6TH day of OCTOBER, 1999 there were present:

Ted L. Strickland \_\_\_\_\_ Chairman C0600923  
Elaine T. Valente \_\_\_\_\_ Commissioner 10/08/99 14:32:16  
Martin J. Flaum \_\_\_\_\_ Commissioner BK: 5917 PG: 076-0769  
Rita Connerty \_\_\_\_\_ County Attorney CAROL SNYDER  
Lucy Trujillo, Deputy \_\_\_\_\_ Clerk of the Board

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



ATTACHMENT B

STATE OF COLORADO )  
COUNTY OF ADAMS )

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 1<sup>ST</sup> day of SEPTEMBER, 1999 there were present:

Ted L. Strickland \_\_\_\_\_ Chairman  
Elaine T. Valente \_\_\_\_\_ Commissioner  
Martin J. Flaum \_\_\_\_\_ Commissioner  
Rita Connerly \_\_\_\_\_ County Attorney  
Sylvia Puebla, Deputy \_\_\_\_\_ Clerk of the Board

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

RESOLUTION 99-1

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 2, 1999 TO AUTHORIZE THE IMPOSITION OF A ONE-FIFTH OF ONE PERCENT COUNTYWIDE SALES TAX FOR THE PURPOSE OF PRESERVING OPEN SPACE AND CREATING AND MAINTAINING PARKS AND RECREATION FACILITIES; SETTING THE BALLOT TITLE AND BALLOT QUESTION FOR THE ELECTION; AND, PROVIDING THE EFFECTIVE DATE OF SUCH RESOLUTION

WHEREAS, the Board of County Commissioners (the "Board") of Adams County, Colorado (the "County"), has determined that it is in the public interest and desirable to the residents of the County to preserve open space in order to limit sprawl, to preserve farmland, to protect wildlife areas, wetlands, rivers and streams, and for creating, improving and maintaining parks and recreational facilities; and,

WHEREAS, there are not sufficient funds in the treasury of the County and the Board does not anticipate that existing sources of revenue will be sufficient to generate the moneys necessary to preserve open space and create and maintain parks and recreational facilities; and,

WHEREAS, the County is authorized by law to impose a sales tax on the sale of tangible personal property at retail and the furnishing of services, subject to approval of the registered electors of the County; and,

WHEREAS, the Board has determined that it is in the interests of the residents of the County to impose a Countywide sales tax at the rate of one-fifth of one percent for the period beginning January 1, 2000 through December 31, 2006, the receipts from which shall be restricted in application to the Open Space Program; and,

WHEREAS, the Board has determined that a question regarding the imposition of a sales tax for the purposes enunciated herein should be submitted by the Board to the eligible electors of the County; and,

WHEREAS, the Board has determined to set the ballot title and ballot question for the issues to be submitted at the election called by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ADAMS, STATE OF COLORADO:

1. An election shall be held on Tuesday, November 2, 1999, at which there shall be submitted to the eligible electors of the County one question authorizing the imposition of an additional one-fifth of one percent sales tax (the "Open Space Sales Tax") on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended ("C.R.S."). The question to be submitted to the registered electors shall be as follows:

ATTACHMENT B

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.,

## ATTACHMENT B

for the sales of food (as defined in Section 39-26-102(4.5), C.R.S.); the exemption for occasional sales by a charitable organization as set forth in Section 39-26-114(18), C.R.S.; and, the exemption for sales and purchases of farm equipment under lease or contract specified in Section 39-26-114(20), C.R.S.

- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials if such materials are picked up by the purchaser and if the purchaser of such materials presents to the retailer a building permit or other acceptable documentation that a local use tax has been paid or is required to be paid on the value thereof.
  - (iii) The Sales Tax shall not be imposed on the sale of personal property on which a specific ownership tax has been paid or is payable if: (I) the purchaser is a nonresident of, or has its principal place of business outside the County, and (II) such personal property is registered or required to be registered outside the limits of the County under the laws of the State of Colorado.
  - (iv) The Sales Tax shall not be imposed on the sale of tangible personal property at retail or the furnishing of services if the transaction has been previously subjected to a sales or use tax lawfully imposed on the purchaser or user by another statutory or home rule county equal to or in excess of the amount imposed by Section 7(a) hereof. A credit shall be granted against the Sales Tax payable with respect to such transaction equal in amount to the lawfully imposed sales or use tax previously paid by the purchaser or user to such other statutory or home rule county, provided that such credit shall not exceed the amount of the Sales Tax imposed by Section 7(a) hereof.
- (c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales shall be considered consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to a destination outside the County or to a common carrier for delivery to a destination outside the limits of the County. The gross taxable sales shall include delivery charges, when such charges are subject to the state sales and use tax imposed by Article 26 of Title 39, C.R.S., regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the County, or has more than one place of business, the place or places at which the retail sales are consummated for the purpose of this Sales Tax shall be determined by the provisions of Article 26 of Title 39, C.R.S., and by the rules and regulations promulgated by the Colorado Department of Revenue. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by Title 39, Article 26, C.R.S.
- (d) *Collection, Administration and Enforcement.* The collection, administration and enforcement of the Sales Tax shall be performed by the Executive Director of the Colorado Department of Revenue (the "Executive Director") in the same manner as the collection, administration and enforcement of the Colorado state sales tax. The provisions of Article 26 of Title 39, C.R.S. and all rules and regulations promulgated thereunder by the Executive Director shall govern the collection, administration and enforcement of the Sales Tax.
- (e) *Vendor Fee.* No vendor fee shall be permitted or withheld with respect to the collection and remittance of the Sales Tax.
- (f) *Application of Section 29-2-108, C.R.S.* The imposition of the Sales Tax will result in the 7% limitation on the total sales tax imposed by the State of Colorado, any county and city or town in any locality in the State of Colorado as provided in Section 29-2-108, C.R.S. being exceeded. Such notwithstanding, the rate of Sales Tax does not exceed the rate permitted to be imposed by the County pursuant to Section 29-2-108, C.R.S.

## ATTACHMENT B

8. **Distribution of Sales Tax Revenue.** The proceeds from the collection of the Open Space Sales Tax shall be administered in the following manner:
- (a) *Open Space Advisory Board.* An Open Space Advisory Board shall be appointed by the Board of County Commissioners within ninety (90) days following approval of the election question.
- (i) The Open Space Advisory Board shall consist of seven members, four of whom shall be residents of unincorporated Adams County and three of whom shall be residents of cities or towns located in Adams County.
  - (ii) Members shall serve four-year terms of office, except the initial term of two members from the unincorporated area of Adams County and two members from cities and towns shall be six years. Members may be re-appointed to successive terms.
  - (iii) Members shall serve at the pleasure of the Board.
  - (iv) The Board of County Commissioners shall develop a system to rotate the jurisdictions represented on the Open Space Advisory Board in a systematic fashion.
  - (v) Members shall not be compensated for their services, but may be reimbursed for reasonable expenses actually incurred in the performance of their duties in accordance with this Resolution and County policy.
  - (vi) Members shall act in accordance with law, including Colorado conflict of interest law applicable to public bodies. No member shall vote or participate in the application process regarding an acquisition or expenditure in which he or she has a financial or ownership interest, or where he or she has an ownership interest in adjacent property.
  - (vii) The Open Space Advisory Board will meet quarterly, beginning in the first quarter of 2000, or as necessary to review proposed projects. All meetings shall be held in accordance with the Open Meetings Law.
  - (viii) The Open Space Advisory Board will make recommendations to the Board of County Commissioners regarding the distribution of proceeds from the collection of the Open Space Sales Tax, substantially in accordance with the guidelines set forth in this Resolution.
- (b) *Deposit and Expenditure of Revenue.*
- (i) The County shall establish an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax shall be accounted for.
  - (ii) Two percent (2%) of the Open Space Sales Tax collected shall be used by the Open Space Advisory Board for administrative purposes, i.e. consultants, studies, site reviews, etc.
  - (iii) After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets.
  - (iv) After payment of the administrative expenses and distribution of the thirty percent, moneys remaining in the Open Space Fund shall be used as directed by the Board of County Commissioners, substantially in accordance with the following guidelines:

## ATTACHMENT B

- (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;

## ATTACHMENT B

- (H) To pay for related acquisition, construction, equipment, operation and maintenance costs;
  - (I) To implement and effectuate the purposes of the Open Space Program.
- (ii) Passive open space lands may be acquired and maintained and may include:
- (A) Lands with significant natural resource, scenic and wildlife habitat values;
  - (B) Lands that are buffers maintaining community identity;
  - (C) Lands that are to be used for trails and/or wildlife migration routes;
  - (D) Lands that will be preserved for agricultural or ranch purposes;
  - (E) Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding;
  - (F) Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage.
- (iii) Active open space lands may include lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public.
- (iv) No land or interests acquired with the revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board.
9. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the County Clerk and Recorder is hereby directed to provide a notice of adoption of this Resolution, together with a certified copy of this Resolution, to the Executive Director of the Colorado Department of Revenue at least forty-five (45) days prior to January 1, 2000.
10. This Resolution shall serve to set the ballot title and the ballot question for the question set forth herein and the ballot title for such question shall be the text of the question itself.
11. The officers and employees of the County are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution.
12. The rate of the Open Space Sales Tax and the deposit of revenues collected for the Open Space Sales Tax as set forth in this Resolution shall not be amended, altered or otherwise changed unless first submitted to a vote of the registered electors of the County for their approval or rejection. Other provisions of this Resolution may be amended as necessary to effectuate the purposes of this Resolution by resolution adopted by the Board of County Commissioners in accordance with law.
13. All actions not inconsistent with the provisions of this Resolution heretofore taken by the members of the Board and the officers and employees of the County and directed toward holding the election for the purposes stated herein are hereby ratified, approved and confirmed.
14. All prior acts, orders or resolutions, or parts thereof, by the County in conflict with this resolution are hereby repealed, except that this repealer shall not be

ATTACHMENT B

construed to revive any act, order or resolution, or part thereof, heretofore repealed.

- 15. If any section, paragraph, clause or provision of this Resolution shall be adjudged to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining sections, paragraphs, clauses or provisions of this Resolution, it being the intention that the various parts hereof are severable.
- 16. The cost of the election shall be paid from the County's general fund.
- 17. This Resolution shall take effect immediately upon its passage.

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

Strickland \_\_\_\_\_ Aye  
 Valente \_\_\_\_\_ Aye  
 Flaum \_\_\_\_\_ Aye  
 Commissioners

STATE OF COLORADO )  
 County of Adams )

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 1<sup>st</sup> day of SEPTEMBER, A.D. 1999.

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

By *John Stuebel*  
 Deputy



# Adams County Open Space Grant Guidelines, Policies and Procedures



## 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.

Following are uses and conditions for the grant process for the 68% portion of the fund:

- 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.

### Passive and Active Open Space Definition – Page 8 of Resolution 99-1

An Open Space Advisory Board's (OSAB) function is to review the grant applications and recommend projects for funding to the Board of County Commissioners (BoCC). The following guidelines and application forms have been developed to meet the provisions in the Tax Issue and to assist the OSAB in gathering information to make their recommendations. Grant recipients must use funds in accordance with Tax Issue requirements and other requirements as deemed appropriate to protect the public interest.

For OSAB meeting agendas, or other Open Space Tax information, please contact Crystal Gray, Parks Director, or Kathy Spinella, Grants Coordinator at the Adams County Parks Department at (303) 637-8004, or email Crystal Gray at [cgray@co.adams.co.us](mailto:cgray@co.adams.co.us) or Kathy Spinella at [kspinella@co.adams.co.us](mailto:kspinella@co.adams.co.us).

## II. PROCESS FOR APPLYING FOR GRANTS

- a) Applications must be made on the applicable Application Form (copies attached). *Twelve (12) unbound copies of the completed application are required at the time of submittal. Mail application to: Adams County Open Space Dept., 9755 Henderson Road, Brighton, Colorado 80601.*
- b) 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.
- c) All Applications must be in accordance with Resolution 99-1, which accompanies the distribution of all open space grant packets.
- d) All Applications must be turned in by the established deadlines. 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.
- e) Jurisdictions must prioritize each project they submit. Jurisdictions submitting joint projects with other entities (community groups, non-profit organizations, etc.) must prioritize joint projects separately.
- f) Part I of an Application will be reviewed by staff for conformance with the Tax Issue, and these Open Space Guidelines.
- g) Part II of an Application will be scored by the OSAB to be included with their recommendations to the BoCC.
- h) OSAB will request presentations by applicants. Presentations will not be scored and are for informational purposes only.
- i) Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose to not fund the project.
- j) The BoCC will review the recommendations of the OSAB and award or deny grants.
- k) Staff will hold grant-training sessions with interested cities and other parties.



# Adams County Open Space Grant Guidelines, Policies and Procedures

- l) All projects must be completed within two years of the grant award date.
- m) OSAB supports and encourages the use of the Mini Grant. The purpose of the Mini Grant process is to provide grants up to \$50,000 total each year with a maximum award of \$5,000 for each project. In-kind contributions will be considered as leverage. Grant awards will be directed towards smaller communities, neighborhoods and joint projects with youth and non-profit organizations. The Mini Grant is limited to one grant award per applicant per grant cycle. Please see attached Mini Grant Application.
- n) Mini Grants are subject to the same requirements as with both the Land Acquisition/Conservation Easement Grant and Capital Improvement Grants.

### III. TIME LINE - Twice Yearly Grant Cycles

<i>Grant Cycles</i>	<i>1<sup>st</sup> Grant Cycle</i>	<i>2<sup>nd</sup> Grant Cycle</i>
Application Due Date	February 1 <sup>st</sup>	September 1 <sup>st</sup>
OSAB Presentations	February	October
OSAB Recommendations for the BoCC	March	November
Grant Awards	May	December

- IV. **ELIGIBILITY** – Staff will review the project for conformance with the voter-approved “Tax” using the eligibility criteria in Part I of the Application. A staff report will be issued for each application indicating the application is complete and meets the eligibility criteria.

**Clarification of eligibility criteria:**

- a) **Qualifying Jurisdictions:**

- Aurora\*
- Arvada\*
- Bennett\*
- Brighton\*
- Commerce City
- Federal Heights
- Northglenn
- Thornton
- Unincorporated Adams County
- Watkins\*
- 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.

- b) 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.
- c) Contact person(s) identified in Part I of the Open Space Application will be used for all official contact for each submitted project.
- d) 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.
- e) Facilities or land must be accessible to the public, inclusive of those with disabilities, except for conservation easements for agricultural preservation and habitat preservation.

V. **CRITERIA/RATING** - For use by OSAB in making recommendations to the BoCC.

The OSAB will review projects and make funding recommendations to the BoCC based on criteria listed in Part II of the Grant Application and outlined below:

## Adams County Open Space Grant Guidelines, Policies and Procedures

1. **Project funding and quality of leverage summary:** If the local jurisdictions, including partners, contribute financial support, the project will be rated high. If the project includes funds from other grants the project will be rated high. Bargain sales and contributions by non-profit organizations will count towards leverage. In-kind can include volunteer hours but the total amount of in-kind can't exceed 25% of match and must be verifiable in a letter of commitment. Contributions of goods at market rate are allowed. If land is part of the leverage on this project, a copy of all land documentation must be included with the application. Land documentation defined in Section IX of this document. **0 – 30 points**
2. **Partnership(s):** Projects that include partnerships with other cities, the County, non-profit organizations, other agencies, or citizen groups are encouraged. If there are more than three (3) partners for any one project, attach another page to the application. **0 - 20 points**
3. **Support for the project:** Please demonstrate support for this project. You may attach letters from partners, conservation groups, surveys or members of the community. *All support letters must be dated no later than one year from the application date.* Please label as Attachment D. **0 - 10 points**
4. **Project budget:** See attached Budget form (Attachment E) included with this application package. When land is purchased, land cost should be **calculated by acre**. Please provide a **detailed itemization** for all expenditures being requested for this project. *Include letter(s) of commitment from organization/individuals performing in-kind services reflected in your submitted budget.* **0 - 10 points**
5. **Estimated project timeline:** Please provide a good faith estimate of the date of commencement and completion for your project. See Estimated Project Timeline form (Attachment F) included with this application package. **0 - 10 points**
6. **Proposed grant fund use(s):** Is this a capital development or land acquisition project **0 - 10 points**, or is this routine maintenance? **0 points**. Capital development and land projects are favored over routine maintenance.
7. **Long-term maintenance:** Does the project have a commitment from the local jurisdiction for operation and maintenance. **0 - 10 points**
8. **Connectivity:** Is the proposal part of a larger or regional plan involving two or more entities or does this project link to other applicants or other entity's trails or plans? **0 - 10 points**
9. **Fulfilling the needs of the community and meeting the open space tax goals:** Please describe how your proposal fulfills the needs of your community and meets the open space tax goals as outlined in the introduction. **0 - 20 points**
10. **Project management:** Please indicate other similar projects that have been successfully completed in the last four years and list the project management team. If this project is a new venture for your organization, please contact another organization with experience in this area to serve as a mentor. This mentor should review your plans and progress. Please list the mentor's name, organization, address and phone number. **0 - 10 points**
11. **Ability to complete the project:** Describe grants you have received through the Open Space Grant Program that have passed their deadline date or extended completion date. Provide an explanation for the delay and explain the anticipated completion timeline for each project. **0 – 10 points**
12. **Urgency:** Why is it urgent for this project to get funded at this time, you must explain the urgency. **0 - 10 points**
13. **If there is opposition to this project, you need to explain the opposition.**

*Incomplete applications will not be accepted*

### VI. REVIEW AND RECOMMENDATION BY COMMISSIONERS

The BoCC will review the recommendations from the OSAB and will make a determination to fund a project in full, in part, or choose to not fund any recommended projects.

### VII. 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 will be signed by the applicant and representatives from Adams County. In the case of land acquisitions an execution of a conservation easement 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 may be requested if awarded funds differ from the original grant request.

# Adams County Open Space Grant Guidelines, Policies and Procedures

## VIII. DISBURSEMENT OF FUNDS

Funds will be dispersed once the project is complete and the documentation requested in the reimbursement process outlined below has been received and verified by staff.

## IX. OPEN SPACE GRANT REIMBURSEMENT PROCESS

### 1. Land Acquisition/Conservation Easement Reimbursement Process

Awarded funds will be dispersed to the title company at the time of closing. Within 30 days of a scheduled closing, the applicant will need to contact the open space office and provide copies of the following documents in order to process the disbursement of funds for closing:

- Grant Close Out Report
- 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 staff is kept informed of any changes to the date, time or location of the closing. Within six weeks after the closing, copies of the following documents should be forwarded to the Open Space Office. Failure to provide these final documents may affect future funding requests.

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

### 2. Capital Improvement Project Reimbursement Process

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

- Completed Grant Reimbursement Report
- 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

**Failure to provide the requested documentation could result in the de-authorization of funds. Future funding requests could be affected.**

## X. MODIFICATION AND EXTENSION POLICY

### 1. Modification Policy:

Requests for modification must be received at the Open Space Office a minimum of 90 days prior to the project due date. If a request for modification has met all of the eligibility requirements listed below, the request will be approved.

If a request for modification does not meet all the eligibility requirements, it will be returned to the Grantee along with a Notice of Denial outlining the eligibility requirement 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 the Open Space Office in writing within 30 days of receiving the Notice of Denial. A termination of Grant Agreement will be executed by Adams

## Adams County Open Space Grant Guidelines, Policies and Procedures

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.

### Eligibility Requirements for Modification of a Project:

- a) Received By Deadline – Requests for Modification must be received 90 days prior to the project due date.
- b) Documentation is Complete – Documentation includes completed request form, budget, timeline and evidence of progress (provide copies of: invoices. Cancelled checks, in-kind documentation, photos, etc.).
- c) Leverage of Project Does not Increase Percentage of Open Space Funding or Amount – Under no circumstances should the amount of funds or the percent leveraged by Adams County Open Space Funds increase.
- d) Uses and Appearance of Project Do Not Change – Project uses must remain the same as those originally awarded by the BoCC. The percentage of Active Use cannot increase and the percentage of Passive cannot decrease; location of the project cannot change; quality of materials must be retained, and the features must remain substantially the same.
- e) Representation of Project Remains the Same – Will the modification to the project enhance and reflect what was originally presented to the OSAB and the BoCC at the time of funding recommendations? (This includes all categories on the original application: partnerships, in-kind costs, acreage, location, leverage, etc.)
- f) 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 funds, including funds received from the 30% distribution.

### 2. 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.

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 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 the Adams County Open Space Office in writing within 30 days of receiving notice. 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.

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

### Eligibility Requirements for Extension of a Project:

- a) Received by Deadline – Requests for Extension should be received a minimum of 90 days prior to the project due date.
- b) Documentation is Complete – Documentation provided by Grantee must include completed request form, budget, original and revised timeline and evidence of progress. (Copies of: invoices, cancelled checks, in-kind documentation, photos, etc.)
- c) 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.
- d) 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.

# Adams County Open Space Grant Guidelines, Policies and Procedures

## XI. REPORTING ON GRANTS

### 1. 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.

### 2. Annual Audits:

As stated in the Adams County Open Space Sales Tax, all grant awards are based on the recommendations of the OSAB and approval by the BoCC, and are subject to an annual independent audit. In accordance with the "Tax Issue" staff will be conducting an in depth audit on ALL funded projects.

**All projects awarded using open space funds will be subject to the following requirements:**

#### 1. Signage:

An Adams County Open Space Sign will be posted in a prominent place at the project site, unless the project will not have public access.

#### 2. Press Releases:

Press releases regarding the use of open space funds will be required and 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.)

## ATTACHMENTS:

**Grant Application - Land Acquisition**

**Grant Application - Capital Improvement**

**Mini Grant Application**

**Grant Reimbursement Report – Land Acquisition**

**Grant Reimbursement Report – Capital Improvement**

**Project Modification Request**

**Project Extension Request**

Crystal Gray  
DIRECTOR



Parks & Community Resources Department  
Adams County Regional Park  
9755 Henderson Road  
Brighton, CO 80601  
PHONE 303.637.8000  
FAX 303.637.8015  
www.co.adams.co.us

May 29, 2007

City of Northglenn  
C/o – Nicholas DiFrank  
11701 Community Center Drive  
Northglenn, CO 80233

Re: Croke Reservoir Nature Area Improvement Project  
Award equal to 19% of the funded project up to \$470,500.

Dear Nicholas:

This letter is to inform you that your grant application submitted on March 1, 2007 for the Croke Reservoir Nature Area Improvement has been approved for funding by the Board of County Commissioners.

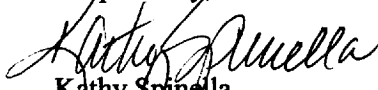
Two sets of the Grant Agreement are enclosed. Please read this Agreement carefully as it sets forth the binding conditions of this award between Adams County and the City of Northglenn.

The Agreements must be signed by an authorized official as designated by your agency. **Please return the two original signed copies of the Agreement** to Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601. The signed Agreement must be returned to our office no later than June 29, 2007.

Once all signed agreements are received, a public hearing date will be scheduled for the Open Space Grant Award presentations by the Board of County Commissioners. When all agreements are finalized, a fully executed Agreement will be mailed back to the awarded agency.

For additional information about this process, please contact me at 303-637-8004 or email [kspinella@co.adams.co.us](mailto:kspinella@co.adams.co.us).

Respectfully,

  
Kathy Spinella  
Open Space Grants Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

W. R. "Skip" Fischer  
DISTRICT 1

Alice J. Nichol  
DISTRICT 2

Larry W. Pace  
DISTRICT 3