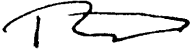



**Parks, Recreation & Cultural Services**  
**MEMORANDUM #5 - 2013**

**DATE:** June 10, 2013  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** David Willett, Acting City Manager   
Amanda Peterson, Director of Parks, Recreation and Cultural Services   
**SUBJECT:** Adams County Open Space Grant Acceptance for Locker Room Renovations CR-60

**RECOMMENDATION**

Staff recommends approval of the attached resolution and grant agreement, accepting funds in the amount of \$200,000 from Adams County Open Space. These funds were awarded by the Adams County Open Space Advisory Board and the Adams County Commissioners to the City of Northglenn for the Recreation Center Locker Room Renovation through a competitive grant process.

**BACKGROUND**

A grant application was submitted to the Adams County Open Space Advisory Board for consideration during the spring 2013 grant cycle. This application requested \$200,000 for renovations to the locker rooms. The application was approved for the full request. These funds will be utilized to make needed improvements to include reorientation of the locker rooms, the addition of family changing rooms, and plumbing repairs. In addition, more privacy will be provided for guests using the showers, new fixtures/finishes will be complete throughout the space and direct access from both the men's and women's locker room to the pool area will be provided.

Construction is anticipated to begin in late 2013, and is anticipated to last approximately 4 months. It is intended that temporary locker rooms will be provided during construction to minimize the impact on participants.

**TIME/BUDGET IMPLICATIONS**

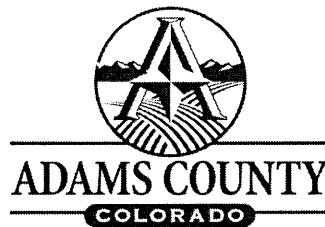
Matching funds in the amount of \$200,000 have already been allocated through the 2013 budget adoption process.

The grant agreement must be signed and submitted to Adams County within 45 days of receipt, or prior to July 5, 2013.

**STAFF REFERENCE**

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

Rick Anderson  
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 20, 2013

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

Re: Grant Award for the Recreation Center Locker Room Renovation project

Dear Amanda:

This letter is to inform you that the grant application you submitted on February 1, 2013 for the Recreation Center Locker Room Renovation project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 50% of the total project funding, up to \$200,000.

Three 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 three original signed copies of the Agreement with all exhibits** to the Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601. The signed Agreements must be returned to our office no later than July 5, 2013, which is 45 days from the date of award.

Once your signed agreements are received, they will be finalized by the Board of County Commissioners and a fully executed agreement will be mailed back to your agency.

For additional information about this process, please contact me at 303-637-8072 or email [relsner@adcogov.org](mailto:relsner@adcogov.org).

Sincerely,

A handwritten signature in black ink that reads 'Regina Elsner'.

Regina Elsner  
Open Space Grant Coordinator

Enclosure

cc: File

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry  
DISTRICT 1

Charles "Chaz" Tedesco  
DISTRICT 2

Erik Hansen  
DISTRICT 3



# Certificate of Award

Adams County

Hereby awards

The City of Northglenn

\$200,000

From the Open Space Sales Tax Fund

For the Recreation Center

Locker Room Renovation

Awarded this 20<sup>th</sup> Day of May, 2013

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



Believe one who knows: you will find something greater in woods than in books. Trees and stones will teach you that which you can never learn from masters. *Saint Bernard de Clairvaux*

Eva J. Henry, Chair  
Board of County Commissioners



SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-60  
Series of 2013

\_\_\_\_\_  
Series of 2013

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 Locker Room Renovation Project for the purpose of making basic improvements to the locker rooms at the Recreation Center; 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 \$200,000.00 for the Locker Room Renovation Project.

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

Section 1. The Adams County Open Space Grant in the amount of \$200,000.00 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners for the Locker Room Renovation Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

ATTEST:

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

APPROVED AS TO FORM:

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

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

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

**RECITALS**

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

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

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

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

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

WHEREAS, Adams County awarded the Project 50% of the total Project costs, not to exceed \$200,000.

**AGREEMENT**

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

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 50% of the total Project costs, not to exceed \$200,000 (the “Grant”), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit A (“Project Scope”) and incorporated herein by this reference. Exhibit A attachments include the grant application and application attachments A, B, C, D, and E. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy stated in the Open Space Policies and Procedures, attached as Exhibit B and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than May 20, 2015, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated in the Open Space Policies and Procedures, a copy of which is attached as Exhibit C and incorporated herein by this reference, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. Open Space Sales Tax. Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto as Exhibit D and incorporated herein by this reference.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit E and incorporated herein by this reference.
6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Exhibit D.
7. Payment of Grant. Adams County will pay the Grant to Applicant upon successful completion of the Project. Prior to the payment of the Grant, Staff shall conduct a due diligence review of the Project, the results of which must be satisfactory to Adams County in its sole discretion. Applicant shall assist and cooperate with the Staff in conducting such due diligence review, and in connection therewith shall provide the Staff with all invoices, cancelled checks, and land documents, as well as other documentation and information reasonably requested by the Staff.
8. Signage. Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
9. Publicity. In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."

10. Miscellaneous Provisions.

- A. Good Faith. Both Parties have an obligation to act in good faith, including the obligation to make timely communication of information that may reasonably be believed to be of interest to the other party.
- B. Applicable Law. Colorado law applies to the interpretation and enforcement of this Agreement.
- C. Time is of the essence. Time is of the essence in this Agreement.
- D. Authority. The undersigned represents and warrants that he or she is duly authorized and has legal capacity to execute this agreement on behalf of the Applicant, that the Applicant's obligations in this Grant Agreement have been authorized, and that the Grant Agreement is a valid and legal agreement binding on the Applicant in accordance with its terms.
- E. Survival. The terms and provisions of this Agreement and Applicant's obligations hereunder shall survive the funding of the Grant.
- F. Entire Agreement. Except as expressly provided herein, this Agreement constitutes the entire agreement of the parties. No changes to this Agreement shall be valid unless made in writing and signed by the parties to this Agreement.

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

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ADAMS, STATE OF COLORADO

ATTEST:  
KAREN LONG, CLERK

\_\_\_\_\_

Chair

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

APPROVED AS TO FORM:

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

CITY OF NORTHGLENN, APPLICANT

---

By (signature)

---

Printed name

---

Title





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

Exhibit A

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

**PART I: ELIGIBILITY CRITERIA**

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

Contact Information			
Primary Contact Name:	Amanda J. Peterson	Title:	Director
Phone:	(303) 450-8950	Email:	apeterson@northglenn.org
Address:	11801 Community Center Drive		
City:	Northglenn	State:	CO Zip: 80233
The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.			
Name:	Title:	Phone:	Email:
Greg Yanker	Civil Engineer II		gyanker@northglenn.org

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



Adams County Open Space Grant Application  
 Active Use  
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<b>Summary of Funding</b>									
<p><b>1. Previous Funding</b></p> <p>a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.</p> <p style="margin-left: 40px;">i. Has this grant been submitted for funding consideration in a previous grant cycle?  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="margin-left: 40px;">ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 40px;"> <thead> <tr> <th style="width: 30%; padding: 2px;">Grant Cycle:</th> <th style="padding: 2px;">Award Amount:</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table>		Grant Cycle:	Award Amount:						
Grant Cycle:	Award Amount:								
<b>Property Location Information</b>									
Project Site Address:	11701 Community Center Drive Northglenn, CO 80233								
Nearest cross streets:	120th Avenue & Community Center Drive								
Parcel ID# (REQUIRED):									
<p>Include a Location Map and label as <b>Attachment E</b>. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.</p>									
<b>Land Acquisition Summary (if applicable)</b>									
Number of acres: _____	Cost per acre: _____								
Appraised price per acre: _____									
If the purchase price is more than the appraisal price, please explain:									
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>									
<p>Attach a copy of the appraisal summary page and label as <b>Attachment J</b>.</p>									
<p>Are there any known existing easements on the project site? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, attach copies of the easement and label as <b>Attachment K</b>.</p>									



Adams County Open Space Grant Application  
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**PART II: SELECTION CRITERIA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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





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

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

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

**1. Funding Summary**

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

Grant Request = 50 % of the Total Project Costs

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

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

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

**2. 30% Distribution**

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

Yes  No  Not Applicable

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

**3. Partnerships and Sources of Funds**

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

**4. Letters of Commitment**

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

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

**1. Community Outreach**

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



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

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

"Would not shower here."  
 "This facility is so antiquated. The shower around the pole is far from all or any privacy. The dressing room has no privacy. Just once I'd like you to try to change from swimsuit to street clothes in a toilet stall."  
 "The locker room has limited space and privacy."  
 "The locker rooms and showers are terrible - men must go through the lobby to the pool."  
 "I think we need private showers in the women's locker rooms."  
 "Nicer locker rooms with individual showers and dressing rooms or a family locker room would be a huge improvement."

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

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

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

**2. Letters of Support**

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

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

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

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

**1. Long-term Management**

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

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



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

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

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

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

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

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

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

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

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

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

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

Yes  No

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

## 2. Past Performance

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



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

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

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

**3. Pending Projects**

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

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

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

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

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



Adams County Open Space Grant Application  
Active Use  
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**If this request is to acquire land, please include the following attachments - not to exceed 11" x 17":**

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

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

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

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

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

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

Applicant's Signature: Amanda Peterson

Date: February 1, 2012

Print Name: Amanda J. Peterson

Print Title: Director of Parks, Recreation & Cultural Services

**Attachment A - Project Budget**

Date: February 1, 2013

Project Name: Recreation Center Locker Room Renovation

Amount Requested: \$200,000.00

% Total Project Costs: 50

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

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



**Attachment B - Estimated Project Timeline**

Project Name: Recreation Center Locker Room Renovation

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

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

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

Description of Task	January 2014											
Final Punch List	X											

**Attachment C - Source of Funds**

Project Name: Recreation Center Locker Room Renovation

Amount Requested: \$200,000.00

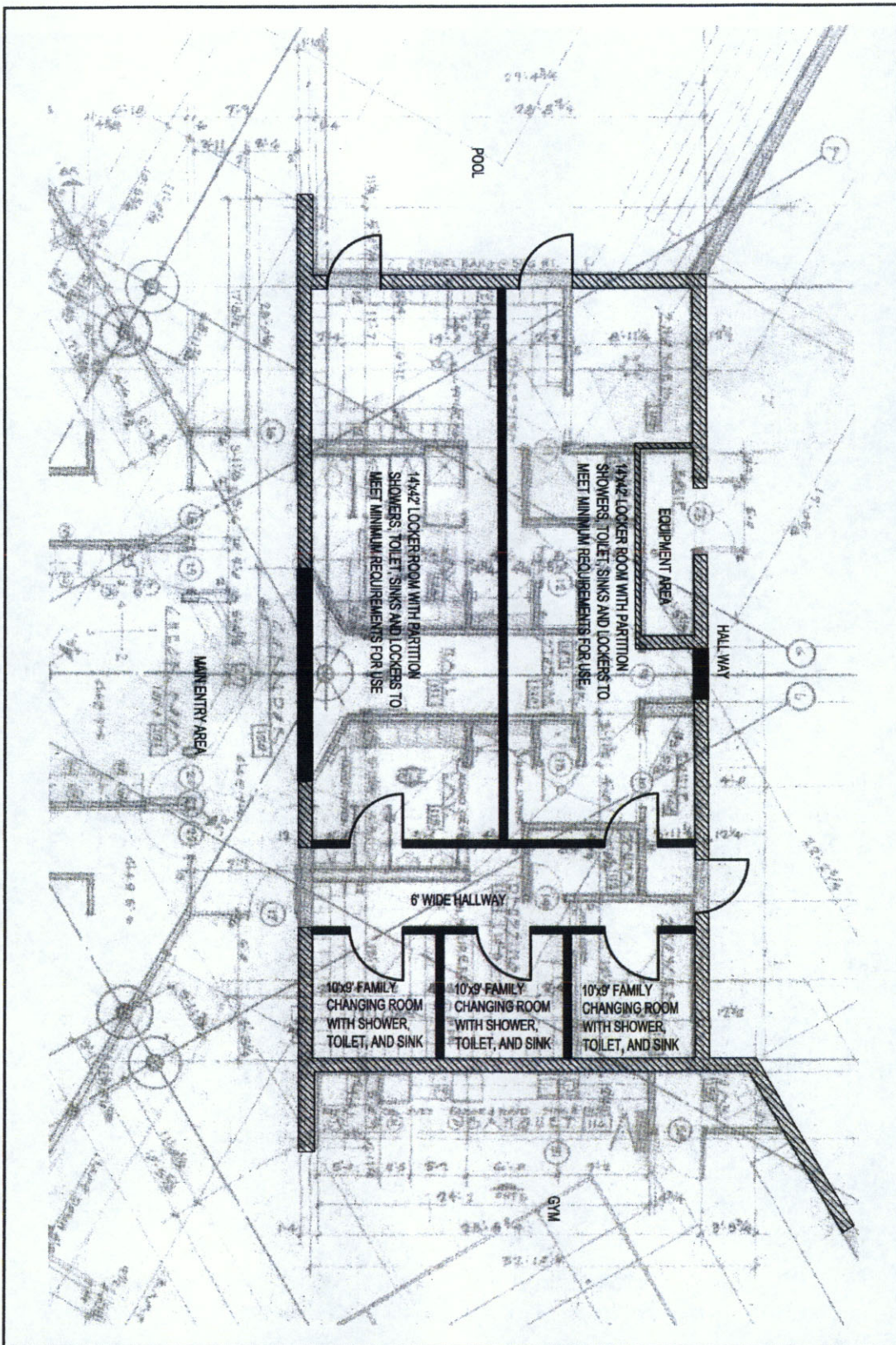
% Total Project Costs: 50


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

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

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

Attachment D  
Site Plan



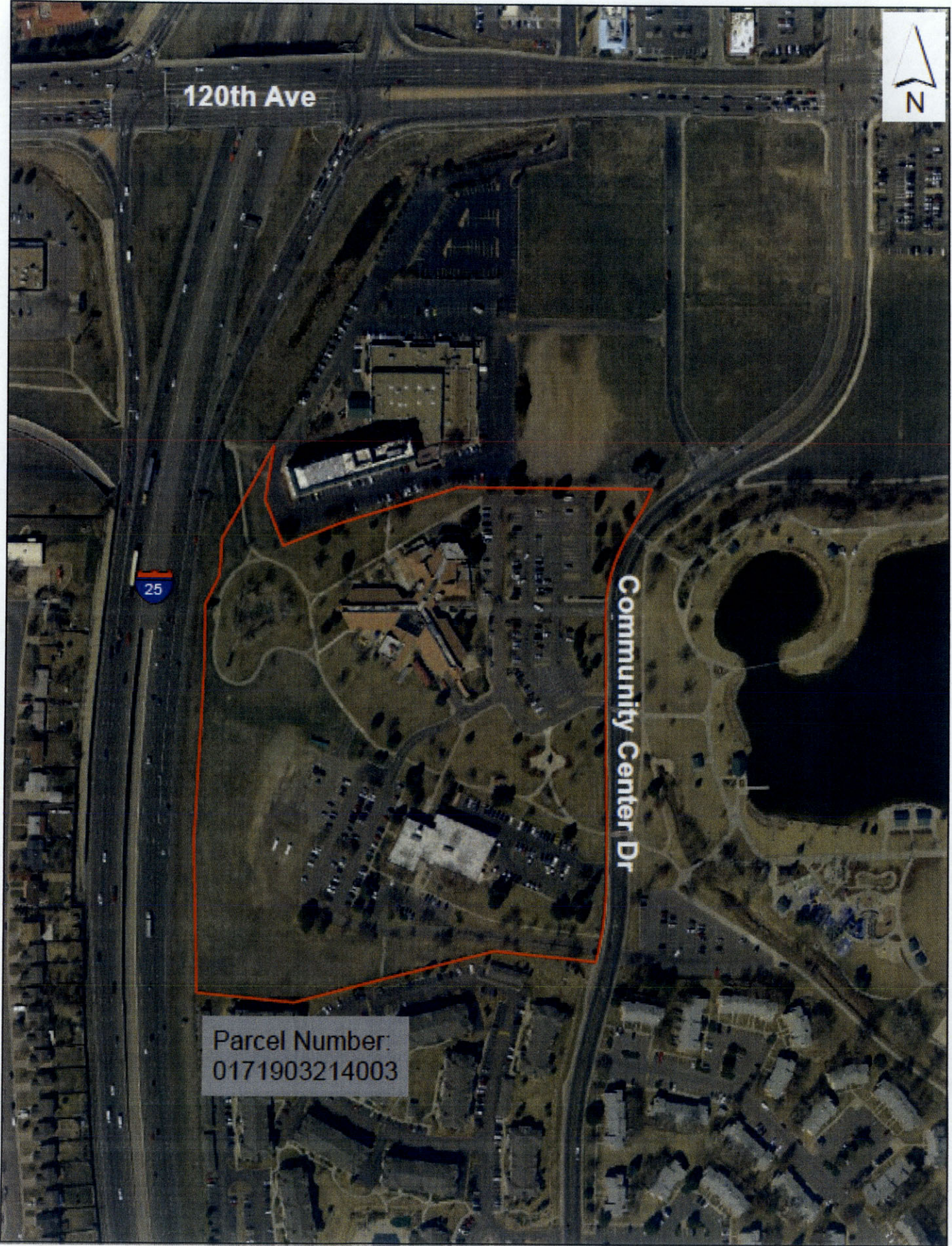
 <p>11701 Community Center Drive Northglenn, Colorado 80233-6061</p>	<p><b>BID DOCUMENTS NOT FOR CONSTRUCTION</b></p>	<p>FULL SIZE</p>	<p>LOCKER ROOM RENOVATIONS</p>	<p>SHEET 1 OF 1</p>
			<p>OPTION 1</p>	

SCALE: N/A  
PROJECT: 00-000  
PROJECT ENGINEER: XXX  
DRAWN: 8/20/00

Phone: 303.450.8326  
Fax: 303.450.8708



Attachment E  
Location Map





## **Introduction**

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.

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.

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

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

Attachment G  
Excerpt from Parks and Recreation Master Plan

### **Kiwanis Pool Improvements**

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

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

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

### **Dog Park Improvements**

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

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

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

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

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

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

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

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



Attachment G  
Excerpt from Parks and Recreation Master Plan

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

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

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

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

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

### **Senior Playground**

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

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

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

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

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

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

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

### **Replacement Vehicles**

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

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-146  
Series of 2012

12-141  
Series of 2012

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

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

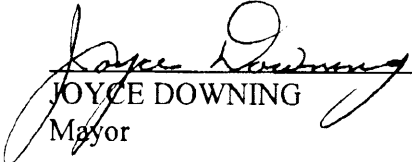
WHEREAS, the Northglenn City Council believes that improvements to the locker rooms at the Recreation Center will enhance the amenities to users and provide accessible facilities that accommodate families and are compliant with the current health code; and

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

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


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

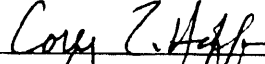
DATED, at Northglenn, Colorado, this 17<sup>th</sup> day of December, 2012.

  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
JOHANNA SMALL, CMC  
City Clerk

  
COREY Y. HOFFMANN  
City Attorney

Attachment H  
Letter of Commitment



January 9, 2013

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

Re: Northglenn Recreation Center

Dear Ms. Peterson,

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

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

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

Sincerely,

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

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

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



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101 Lamar Street  
Broomfield, Colorado 80020  
303.452.9910 Fax 303.451.0289

**Joseph A. Bruce**  
Fire Chief

January 9, 2013

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

Re: Letter of Support

Dear Ms. Peterson:

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

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

Sincerely,

Joseph A. Bruce  
Fire Chief  
North Metro Fire Rescue District

JAB/sg

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

City of Northglenn  
10757 Livingston Drive  
Northglenn, CO  
January 26, 2013

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

Dear Ms. Peterson:

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

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

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

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

Sincerely,



Tami Rash

**Amanda Peterson - Locker room**

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

January 26, 2013

To Whom It May Concern:

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

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

Sincerely,

Jennifer Viers

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



Dear Adams County Open Space Advisory Board,

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

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

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

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

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

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

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

Thank you,

Aquatic Staff

Caitlin Row

Amara Heid

Ashtleigh  
Cooper M. Portfield

Sam Jm

Kasi Blossee

W. M. M. M.

Ashlynn Faring

A. M.

12/31/12

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

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

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

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

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

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

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

Sincerely,

Tara Rowell

10760 Claire Lane

Northglenn, CO 80234

12/28/2012

• • •

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

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

**Dear Ms. Peterson**

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

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

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

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

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

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

10760 Claire Ln

• • •

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

Thank you

Mary Wagner  
10760 Claire Ln  
Northglenn, CO 80234

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

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

Thanks for considering our needs.

Jaricia Griess

Sent from my iPad

## Amanda Peterson - Rec Center Locker Room

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

Hello Ms. Peterson!

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

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

Thank you

Tammie Ogden

Procurement Expeditor & LASP GIDEP Coordinator

Laboratory for Atmospheric and Space Physics,

University of Colorado

1234 Innovation Drive

Boulder, CO 80503-7814

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

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



**Amanda Peterson - rec center locker room**

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

January 24, 2013

To Whom It May Concern:

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

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

Thank you for your consideration,

Donna Crouse  
10838 Murray Drive  
Northglenn, CO 80233

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

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

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

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

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

Lafayette St  
CO. 80233

10468  
Northglenn

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

## Amanda Peterson - Letter for Locker Room Improvements

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

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Ms. Peterson,

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

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

Thank you and good luck on the grant.

Lisa Curameng

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

January 22, 2013

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

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

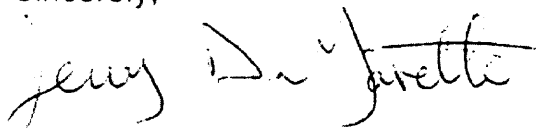
Dear Ms. Peterson,

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

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

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

Sincerely,



Jerry D. Gavette

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

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

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

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

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

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

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

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

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

Thank you for your consideration.

Becky D. Grenia

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

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

To the Adams County Open Space Advisory Board:

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

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

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

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

Rosie Garner

1435 Claire Lane

Northglenn, CO 80234

## Amanda Peterson - Grant Letter

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

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Kathryn Dowling  
11851 Gilpin Street  
Northglenn, Colorado 80233

To Whom It May Concern:

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

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

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

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

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

## Amanda Peterson - Proposed Improvements to Locker Rooms

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

December 28, 2012

Amanda Peterson

Director of Parks, Recreation & Cultural Services

Subject: Proposed Improvements to Locker Rooms

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

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

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

Thanks for listening,  
Kathleen (Kay) Cox

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



12/31/12

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

Amanda J. Peterson

Director of Parks, Recreation & Cultural Services

11701 Community Center Drive

P.O. Box 330061

Northglenn, CO 80233

Dear Ms. Peterson,

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

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

Thank you.

Johnny Rowell

10760 Claire Lane

Northglenn, CO 80234

**Amanda Peterson - northglenn locker room renovations**

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

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

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

## Amanda Peterson - Locker room renovations

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

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

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

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

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

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Dear Ms. Peterson,

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

Thank you so much!

Sarah Edmunds  
10444 Carmela Lane  
Northglenn, CO 80234

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

December 30, 2012

Dear Amanda Peterson,

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

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

Lois Antobius  
79 Antobius

## Sharon Tennis

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To whom it may concern;

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

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



**Amanda Peterson - Letter of Support:**

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

Grant Letter of Support:

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

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

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

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

Thelma Mae Lederhos  
thelie14@comcast.net  
January 2, 2013

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

**Amanda Peterson - Rec Ctr renovation**

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

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

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

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

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

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

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

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To Whom it May Concern,

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

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

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

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

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

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

Thanks,  
Bonny Flanagan  
1421 Phillips Drive  
Northglenn, CO 80233

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

**Amanda Peterson**

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

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1/14/2013

To Whom It May Concern:

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

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

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

Thank you.

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

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

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

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

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January 14, 2013  
To Whom It May Concern:

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

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

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

Sincerely,  
Peggy McCoy

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

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

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

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

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

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

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

Thank you  
Mary Ellen Dragon

Annunika Peterson -

I'm serving to equidit for 18 years  
in all these years there is not  
very much attention to the speaker's  
needs - and to the entire care  
of the women care -

Thank you -

Yvonne Davis



Jan. 10, 13

Open Space Advisory Board

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

Martha J. Collins

1-21-2013

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

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

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

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

THANK YOU.

DJ Urshini

Dear Tom,

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

Examples:

Commercial showers + dressing areas.

No privacy at all

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

All the areas need non-slip floors.

Dressing rooms are open to outside air

coming through in the winter

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

Eileen V Heesen

To the Adams County Open Space  
Advisory Board.

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

Thank you  
Martyn Block  
Northglenn resident

1-9-13

To whom it may concern;

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

I myself use the facility, and the improvements, would be a lot nicer & easier to use.

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

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

Thank you  
Rosemary Acosta

## Amanda Peterson - Improvements to the locker rooms

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

---

Dear Amanda Peterson,

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

Sincerely,

Barbara Portz

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



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Brenda G Crosier  
459 West 116th Way

Northglenn, CO 80234  
United States of America

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January 15, 2013

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

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

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

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

Thank you,

  
Brenda Crosier

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

NORTHGLENN RECREATION CENTER – Pool and Dressing Rooms

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

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

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

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

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

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

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

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

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



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

1/17/13

Amanda L. Peterson,

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

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

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

Respectfully,  
James Rutherford

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

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

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To the Adams County Open Space Advisory Board for Improvements,

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

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

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

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

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

Adams County Open Space Advisory Board:

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

Please approve the grant proposal for the Northglenn Recreation Center.

Thank you.

Jan De May  
1211 Beth Lane  
Northglenn, CO 80234

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

## Amanda Peterson - Improvements to Locker / Shower Room

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

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Mrs. Peterson,

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

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

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

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

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

Respectfully,

Ernest E Heid, 39 year resident

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

City of Northglenn

January 2013

11701 Community Center Drive

Northglenn, CO 80233-8061

To Director of Parks, Recreation & cultural Services;

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

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

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

Thank you.

Weenona Meyers

Angie Blunck

Ashley Plumley

Arlene Padilla

M. J. [Signature]

Jan Engler  
Randy [Signature]

Richard Gutera

[Signature]

T. [Signature]

[Signature]

[Signature]

David [Signature]

[Signature]  
Carolyn [Signature]  
Melvin F. Engelb  
Joyce H. [Signature]

Jack [Signature]

Tammy M. [Signature]

Soija Shea

Marilyn A. [Signature]

[Signature]

All signatures come from  
112 -- to 113 -- Drive

Northglenn CO

per Marilyn A. [Signature]

# Modification Policy and Request Form:

Exhibit B

## **Modification Policy:**

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

## **Eligibility Requirements for Modification of a Project:**

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

If a Request for Modification does not meet all of the eligibility requirements, it will be returned by Staff to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving notice, the Grantee will be required to complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, the Grantee must notify Adams County Open Space in writing within 30 days of receiving the Notice of Denial. A termination of Grant Agreement will be executed by Adams County and forwarded to the Grantee. The Grantee will be required to return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. The Grantee may submit an application as a new project at the next available grant cycle.

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

# Modification Request Form:

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

**Please provide the following information:**

**Previously Submitted Leverage Summary:**

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

**Proposed Revision to Leverage Summary:**

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

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

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

Submitted By:	Title:
Printed Name:	Date:

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

## IX. Extension Policy

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

If a Request for Extension does not meet all of the eligibility requirements, it will be returned to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving the Notice of Denial, the Grantee will have 30 days to respond in writing to Adams County Open Space as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and the Grantee will be required to return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to a Notice of Denial will result in an automatic de-authorization of the grant and will result in suspension of eligibility for that applicant in any pending or future grant cycles as determined by the BoCC.

### Eligibility Requirements for Extension of a Project:

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



STATE OF COLORADO )  
COUNTY OF ADAMS )

Exhibit D

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 PO: 0756-0769
Rita Connerly _____	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy _____	Clerk of the Board	ADAMS CO

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

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

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

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

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

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

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO )  
County of Adams )

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

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

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

By Lucy Trujillo  
Deputy

STATE OF COLORADO  
COUNTY OF ADAMS

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

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

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

RESOLUTION 99-1

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

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

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

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

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

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

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

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

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

ISSUE \_\_\_\_\_

SHALL ADAMS COUNTY TAXES BE INCREASED \$5.5 MILLION, AND WHATEVER AMOUNTS ARE RAISED ANNUALLY THERAFTER, BY A COUNTYWIDE SALES TAX OF ONE FIFTH OF ONE PERCENT (20 CENTS ON A \$100 PURCHASE), EFFECTIVE JANUARY 1, 2000 AND AUTOMATICALLY EXPIRING AFTER 7 YEARS, WITH THE PROCEEDS TO BE USED SOLELY TO PRESERVE OPEN SPACE IN ORDER TO LIMIT SPRAWL, TO PRESERVE FARMLAND, TO PROTECT WILDLIFE AREAS, WETLANDS, RIVERS AND STREAMS, AND FOR CREATING, IMPROVING AND MAINTAINING PARKS AND RECREATION FACILITIES, IN ACCORDANCE WITH RESOLUTION 99-1, WITH ALL EXPENDITURES BASED ON RECOMMENDATIONS OF A CITIZEN ADVISORY COMMISSION AND SUBJECT TO AN ANNUAL INDEPENDENT AUDIT AND SHALL ALL REVENUES FROM SUCH TAX AND ANY EARNINGS THEREON, CONSTITUTE A VOTER APPROVED REVENUE CHANGE.

YES \_\_\_\_\_

NO \_\_\_\_\_

2. The election shall be conducted by the County Clerk and Recorder in accordance with the Uniform Election Code and other laws of the State of Colorado, including without limitation, the requirements of Article X, Section 20 of the Colorado Constitution (hereinafter "TABOR").
3. All acts required or permitted by the Uniform Election Code relevant to voting by early voters' ballots, absentee ballots and emergency absentee ballots shall be performed by the County Clerk and Recorder.
4. The County Clerk and Recorder shall cause a Notice of Election to be published in accordance with the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to Section 29-2-104(5), Colorado Revised Statutes, the County Clerk and Recorder is directed to publish the text of this Resolution four separate times, a week apart, in the official newspaper of the county and each city and incorporated town within the County.
6. No later than October 1, 1999, the County Clerk and Recorder shall mail the Notice of Election required by Article X, Section 20(3)(b) of the Colorado Constitution.
7. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the Open Space Sales Tax shall be imposed and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2000, and shall be collected and administered in accordance with this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.
  - (a) *Imposition of Tax.* There is hereby imposed on all sales of tangible personal property at retail or the furnishing of services in the County as provided in Section 29-2-105(1)(d), Colorado Revised Statutes, as amended, a tax equal to one-half of one percent of the gross receipts (the "Sales Tax").
  - (b) *Transactions Subject to the Sales Tax.*
    - (i) The tangible personal property and services taxable hereunder shall be the same as the tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S., and shall be subject to the same exemptions as those specified in Section 39-26-114, C.R.S., including specifically the exemption provided by Section 39-26-114(11), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

for the sales of food (as defined in Section 3-102(4.5), C.R.S.); the exemption for occasional sales by a charitable organization as set forth in Section 39-26-114(18), C.R.S.; and, the exemption for sales and purchases of farm equipment under lease or contract specified in Section 39-26-114(20), C.R.S.

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

8. Distribution of Sales Tax Revenue. The proceeds from the collection of the Open Space Sales Tax shall be administered in the following manner:

(a) *Open Space Advisory Board.* An Open Space Advisory Board shall be appointed by the Board of County Commissioners within ninety (90) days following approval of the election question.

(i) The Open Space Advisory Board shall consist of seven members, four of whom shall be residents of unincorporated Adams County and three of whom shall be residents of cities or towns located in Adams County.

(ii) Members shall serve four-year terms of office, except the initial term of two members from the unincorporated area of Adams County and two members from cities and towns shall be six years. Members may be re-appointed to successive terms.

(iii) Members shall serve at the pleasure of the Board.

(iv) The Board of County Commissioners shall develop a system to rotate the jurisdictions represented on the Open Space Advisory Board in a systematic fashion.

(v) Members shall not be compensated for their services, but may be reimbursed for reasonable expenses actually incurred in the performance of their duties in accordance with this Resolution and County policy.

(vi) Members shall act in accordance with law, including Colorado conflict of interest law applicable to public bodies. No member shall vote or participate in the application process regarding an acquisition or expenditure in which he or she has a financial or ownership interest, or where he or she has an ownership interest in adjacent property.

(vii) The Open Space Advisory Board will meet quarterly, beginning in the first quarter of 2000, or as necessary to review proposed projects. All meetings shall be held in accordance with the Open Meetings Law.

(viii) The Open Space Advisory Board will make recommendations to the Board of County Commissioners regarding the distribution of proceeds from the collection of the Open Space Sales Tax, substantially in accordance with the guidelines set forth in this Resolution.

(b) *Deposit and Expenditure of Revenue.*

(i) The County shall establish an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax shall be accounted for.

(ii) Two percent (2%) of the Open Space Sales Tax collected shall be used by the Open Space Advisory Board for administrative purposes, i.e. consultants, studies, site reviews, etc.

(iii) After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets.

(iv) After payment of the administrative expenses and distribution of the thirty percent, moneys remaining in the Open Space Fund shall be used as directed by the Board of County Commissioners, substantially in accordance with the following guidelines:

- (1) Grant applications may be submitted to the Open Space Advisory Board by those jurisdictions having an approved open space and/or recreation plan.
- (2) The Open Space Advisory Board shall review the application and make recommendations to the Board of County Commissioners regarding approval or denial of the application. Fund distributions may be attributable to both active and passive open space uses, so long as:
  - (a) no less than forty percent (40%) shall be expended for passive open space uses, to include the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities.
  - (b) no more than twenty eight percent (28%) shall be expended for active uses, to include the purchase, construction, equipping and maintenance of: sports fields, golf courses, and recreation centers.
- (v) Any funds received from the disposition of assets acquired or constructed with revenues for the Open Space Sales Tax shall be used in accordance with the above guidelines.

C. *Authorized Projects and Uses of Funds.*

- (i) Revenues collected from the Open Space Sales Tax may be used in the following manner:
  - (A) To acquire fee title interest in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails;
  - (B) To acquire less than fee interests in real property such as easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis, for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks and trails purposes;
  - (C) To acquire water rights and water storage rights for use in connection with the aforementioned purposes;
  - (D) To acquire rights-of-way and easements for trails and access to public lands, and to build and improve such trails and accessways;
  - (E) To allow expenditure of funds for joint projects between counties and municipalities, recreation districts, or other governmental entities in the County;
  - (F) To improve and protect open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;
  - (G) To manage, patrol and maintain open space, natural areas, wildlife habitats, agricultural and ranch lands, historical amenities, parks and trails;

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO     )  
County of Adams         )

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

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

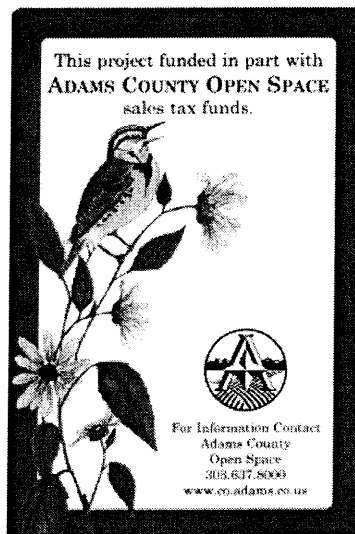
County Clerk and ex-officio Clerk of the Board of County  
Commissioners  
Carol Snyder:

By *Jylu Stuebe*  
Deputy





# ***Adams County Open Space Policy and Procedures***



***December 2007  
with Amendments through January 14, 2008***

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### **Attachments:**

**Exhibit A** – Resolution 99-1

**Exhibit B** – Open Space Sales Tax 30% Distribution Form

**Exhibit C** – Passive Use Application

**Exhibit D** – Active Use Application

**Exhibit E** – Grant Agreement

**Exhibit F** – Conservation Easement

**Exhibit G** – Modification Form

**Exhibit H** – Extension Form

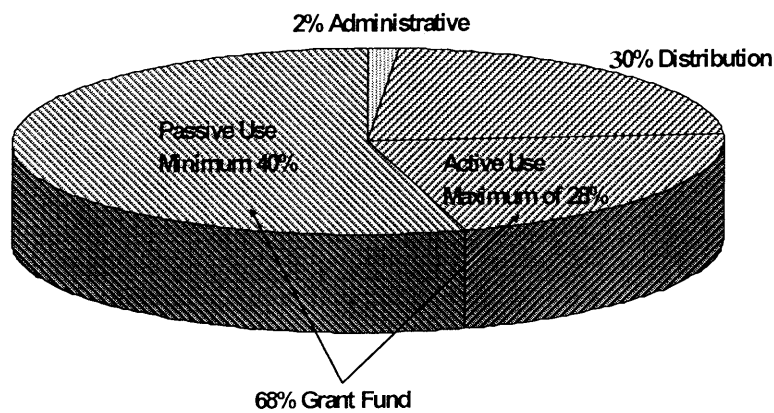
**Exhibit I** – Budget Form

**Exhibit J** – Project Timeline

## I. Introduction

Adams County citizens passed an Open Space Tax on November 2, 1999, and reauthorized it on November 2, 2004, to be extended until December 31, 2026. The voter approved issue called for 68% of the proceeds from the tax to be distributed to eligible jurisdictions by a grant process. The Open Space "Tax Issue" also provides for 30% of the funds to be returned to the Cities and County based on a formula of where the tax is collected. Two percent may be used for administrative purposes. Adams County Open Space Sales Tax funds are subject to an annual independent audit.

Open Space Sales Tax Pie Chart



## II. Open Space Definitions

**PASSIVE USE: The definition of passive use includes:** the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities. **(Source: Resolution 99-1, Section C, item ii) Exhibit A**

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

**ACTIVE USE: The definition for active use:** lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public. **(Source: Resolution 99-1, Section C, item iii) Exhibit A**

### QUALIFIED APPRAISAL:

- commissioned by the purchaser, another project partner that does not have an ownership interest in the property being acquired, or jointly by the seller and the purchaser;
- prepared by an experienced independent appraiser and in accordance with the IRS definitions of a qualified appraisal and of highest and best use, as defined in Treas. Reg. 1.170A-13(c)(3); and
- based upon the sales comparison method, which determines the value of the subject property by comparing sale prices of comparative properties. Adjustments are made to the sale price of each comparative property to reflect the differences between the comparison property and the subject property.
- specific about the easement value of the property, and the value of the property before and after an easement is placed on it. Information about these values is necessary to determine ability to fund the project. (If funding is for a fee acquisition, only the full fee fair market value is needed; the after and easement values are not required.)
- effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

### **III. 30% Distribution**

**Source: Resolution 99-1**

**Section 8, b (iii)** – “After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets”.

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

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

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

### Grant Cycles

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

### Eligibility

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

### Clarification of Eligibility Criteria:

1. Qualifying Jurisdictions:
  - Aurora\*
  - Arvada\*
  - Bennett\*
  - Brighton\*
  - Commerce City
  - Federal Heights
  - Northglenn
  - Thornton
  - Unincorporated Adams County
  - Westminster\*

Others that Partner with above Jurisdictions:  
Parks and Recreation Districts\*\*  
Other Governmental Entities\*\*

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

8. Applicant must not have any unresolved compliance issues. The applicant must be in compliance on projects previously funded with Adams County Open Space Sales Tax Funds, including funds received from the 30% Open Space Sales Tax distributions. Compliance includes but is not limited to completion of projects as funded and provision of information when requested or due.

### Grant Application Types:

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Policy and Procedures, Section II Open Space Definitions for Passive and Active Use.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Policy and Procedures, Section II Open Space Definitions for Passive and Active Use.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller communities, neighborhoods and joint projects with youth and non-profit organizations. A Passive or Active grant application is determined to be a Mini-Grant if the total amount of the grant request does not exceed \$5,000. Funding for mini-grants is limited to \$50,000 per year. The Mini Grant is also limited to two applications per applicant, per grant cycle. Mini Grants are subject to the same requirements as with both the Active and Passive Grants.

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

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

8. OSAB will request presentations by applicants. Presentations will not be scored and are for informational purposes only.
9. Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose not to recommend funding for the project.
10. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.
11. All projects must be completed within two years of the grant award date.
12. Applicants for projects or phases of projects that were not awarded Open Space Sales Tax funds in the full amount requested in the initial grant proposal are encouraged to reapply for up to two additional grant cycles following the initial submittal, in the event the applicant deems the project worthwhile of additional funding.<sup>1</sup>

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<sup>1</sup> Amended January 14, 2008



## **Criteria/Rating**

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

The OSAB will review projects and make funding recommendations to the BoCC based on criteria and information provided by the applicant in Part II of the Passive or Active Applications in the following three categories:

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

### **OSAB Recommendations**

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

### **Notification of Grant Award by Commissioners**

The BoCC will notify all applicants of grant awards, at which time the Adams County Open Space Grant Agreement (Exhibit E) will be signed by the applicant and representatives from Adams County. In the case of land acquisitions an execution of a conservation easement (Exhibit F) will also be required. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

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

**Issue a press release that must include the following information:**

Funds were awarded from proceeds of the Adams County Open Space Sales Tax which was passed by Adams County voters in 1999, and reauthorized in November, 2004 to be extended until December 31, 2026."

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

### **Post Open Space Sign**

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

### **Distribution of Funds**

Funds will be dispersed:

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

#### **IV. Grant Compliance Policy**

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

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

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

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

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

## **VI. Open Space Grant Reimbursement Process**

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

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

### **Land Acquisition/Conservation Easement Reimbursement Process**

The awarded funds can be disbursed to the Grantee after closing or directly to the title company at the time of closing. The Grantee will need to provide Adams County Open Space with copies of the following documents within 30 days of the scheduled closing:

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

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

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

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

### **Reimbursement Process**

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

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

## VII. Modification Policy

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

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

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

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

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

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

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

## VIII. Reporting Requirements

### Active Use Projects:

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

### Passive Use Projects:

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

## IX. Extension Policy

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

If a Request for Extension does not meet all of the eligibility requirements, it will be returned to the Grantee along with a Notice of Denial outlining the eligibility criteria that was not met. Upon receiving the Notice of Denial, the Grantee will have 30 days to respond in writing to Adams County Open Space as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and the Grantee will be required to return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to a Notice of Denial will result in an automatic de-authorization of the grant and will result in suspension of eligibility for that applicant in any pending or future grant cycles as determined by the BoCC.

### Eligibility Requirements for Extension of a Project:

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

## **X. Reporting on Grants**

### **Annual Report:**

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

### **Annual Audits:**

All expenditures of Open Space Sales Tax funds are subject to an annual audit. This includes projects awarded grant funds as well as funds disbursed from the 30% portion of the Sales Tax Fund.



STATE OF COLORADO        )  
COUNTY OF ADAMS        )

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

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

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

**RESOLUTION ADOPTING THE ADAMS COUNTY OPEN SPACE POLICIES AND PROCEDURES**

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

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

WHEREAS, Resolution 99-1 specifies that officers and employees of the county are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution; and

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

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

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

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

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

Fischer \_\_\_\_\_ Aye  
Nichol \_\_\_\_\_ Aye  
Pace \_\_\_\_\_ Aye  
Commissioners

STATE OF COLORADO        )  
County of Adams            )

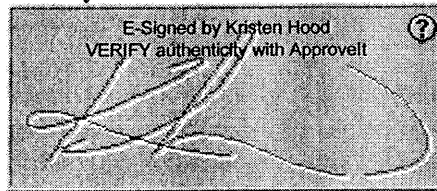
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 3<sup>rd</sup> day of December, A.D. 2007.

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



By:



Deputy

STATE OF COLORADO        )  
COUNTY OF ADAMS         )

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

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

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

**RESOLUTION AMENDING THE ADAMS COUNTY OPEN SPACE POLICIES AND PROCEDURES**

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

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

WHEREAS, Resolution 99-1 specifies that officers and employees of the county are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution; and

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

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

Applicants for projects or phases of projects that were not awarded Open Space Sales Tax funds in the full amount requested in the initial grant proposal are encouraged to reapply for up to two additional grant cycles following the initial submittal, in the event the applicant deems the project worthwhile of additional funding.

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

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

Nichol \_\_\_\_\_ Aye  
Pace \_\_\_\_\_ Aye  
Fischer \_\_\_\_\_ Aye  
Commissioners

STATE OF COLORADO        )  
County of Adams            )

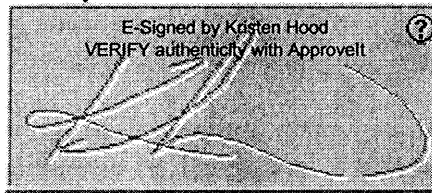
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 14<sup>th</sup> day of January, A.D. 2008.

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



By:



Deputy