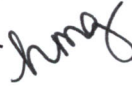




PARKS, RECREATION & CULTURE MEMORANDUM
#25-2018

DATE: November 26, 2018

TO: Honorable Mayor Carol Dodge and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Amanda J. Peterson, Director of Parks, Recreation & Culture 
Dana Kester, Project Manager for Parks, Recreation & Culture 

SUBJECT: CR-149 - Adams County Open Space Grant Acceptance – Bicycle Repair Station and Racks Project

PURPOSE

Staff is seeking approval of the attached Adams County Open Space Grant Agreement, accepting additional grant funds in an amount up to \$5,000; not to exceed 50% of the total project costs for additional bike racks and a bike repair station.

BACKGROUND

There are two opportunities each year to seek grant funding from Adams County Open Space (ACOS). Funding for these grants comes from the ACOS Tax, of which 68% is distributed through a competitive grant process. Adams County Resolution 99-1 and the ACOS Policies and Procedures manual outline eligible uses for these funds.

The funding is divided into two categories – active and passive. A request for a passive project may be for up to 70% of the total budget, a request for an active project may be for up to 60% of the project. Although a request for 60% of an active use project is allowable, the ACOS Advisory Board has expressed a desire that active use requests are limited to 50% of the project costs. Generally speaking, projects that do not exceed a request of 50% of the total budget tend to be viewed more favorably, though occasionally a project is of a high enough priority for the ACOS Advisory Board that a request is submitted for the full allowable amount of 60% of the total project cost. This proposal was submitted as a “mini-grant” in the active use category, for 50% of the total project cost.

The Connect Northglenn Bicycle and Pedestrian Master Plan aims to improve connectivity and provide convenience to cyclists. One of the recommendations within that plan included additional bike racks and bike repair stations, to make the use of our trail system more accessible for both recreational users and commuters. In 2017, bike racks were installed in 6 city parks and at 6 businesses throughout the community. An additional need was identified for bike racks at Northwest Open Space, near Croke Reservoir, Wyco Park, Kiwanis Park and Pool/Splash Pad, Fox Run Park – Central and Fox Run Park – South, as well as additional businesses. Fox Run Parkway, adjacent to the Fox Run Open Space trail, was identified as an ideal location for an additional bike repair station.

UPDATE

During the most recent grant cycle, the funding request submitted for consideration was recommended to be funded in full by the ACOS Advisory Board. That recommendation was

accepted by the Adams County Commissioners, and a grant award of \$5,000 was approved for this project.

These grant funds will bring the total budget for the project to \$10,000. In addition to the continuation of the installation of bike racks at local businesses, this additional funding will allow for bike racks to be installed at the city park locations identified above, two portable bike racks to be purchased for use at city events and one bike repair station to be installed.

STAFF RECOMMENDATION

Staff recommends approval of the attached Adams County Open Space Grant Agreement for the bike racks.

BUDGET/TIME IMPLICATIONS

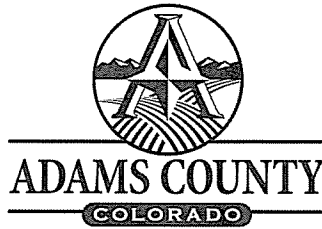
The grant agreement must be signed and submitted to the ACOS office within 45 days of award, which is on or before December 28, 2018. A supplemental appropriation will be completed later this year to account for the additional \$5,000 in anticipated revenue and the corresponding \$5,000 expenditure.

The bike racks will be ordered immediately, and will be installed at businesses and in city parks in the spring of 2019.

STAFF REFERENCE

If Council members have any comments or questions they may contact Amanda Peterson, Director of Parks, Recreation & Culture at apeterson@northglenn.org or 303.450.8950.

CR-149 - Adams County Open Space Grant Acceptance – Bike Racks
Grant Agreement



November 13, 2018

Becky Smith
11701 Community Center Drive
Northglenn, CO 80233

Re: Grant Award for the Bicycle Repair Station and Racks project

Dear Becky:

This letter is to inform you that the grant application you submitted on July 25, 2018 for the Bicycle Repair Station and Racks 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 \$5,000.00.

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

The Agreements must be signed by an authorized official as designated by your agency. **Please return the original signed copies of the Agreements 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 December 28, 2018, 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 returned to your agency.

For additional information about this process, please contact me at 303-637-8072 or email rpetersen@adcogov.org.

Sincerely,



Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-149
Series of 2018

Series of 2018

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 Bicycle Repair Station and Racks Project for the purpose of purchasing and installing bicycle-friendly infrastructure at City parks, open spaces, recreation facilities, and community businesses; and

WHEREAS, the Adams County Board of County Commissioners has approved the grant application and has prepared an Adams County Open Space Grant Agreement, which provides \$5,000 for the Bicycle Repair Station and Racks Project.

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

Section 1. The Adams County Open Space Mini Grant in the amount of \$5,000 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 Bicycle Repair Station and Racks Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this _____ day of _____, 2018.

CAROL A. DODGE
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2018-00023

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 July 25, 2018, Applicant applied for an Adams County Open Space Grant to complete the Bicycle Repair Station and Racks project (the “Project”); and

WHEREAS, on November 13, 2018, 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 \$5,000.00.

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 \$5,000.00 (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 1 (“Project Scope”) and incorporated herein by this reference. Exhibit 1 attachments include the grant application and all application attachments. 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 in the Open Space Policies and Procedures, attached as Exhibit 2 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 November 13, 2020, 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 in the Open Space Policies and Procedures, Exhibit 2, 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 in the Open Space Policies and Procedures, Exhibit 2.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit 2 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 Resolution 99-1 attached hereto in the Open Space Policies and Procedures, Exhibit 2.
7. Payment of Grant. Adams County agrees to make payments to the Applicant in the following manner:
 - a. Payments. Adams County agrees to disburse grant funds to Applicant to provide reimbursement for the payment of project costs upon successful completion of the Project, or on a quarterly basis. Itemized Reimbursement Requests, as set forth below, are required for reimbursements. Should the Project take two full years to complete, the Reimbursement Request for the final period of the project must be received by November 13, 2020 to remain compliant with the Project Completion Date, as set forth above. Reimbursements disbursed from Adams County shall not exceed 50% of project costs incurred during the previous period with cumulative reimbursements totaling no more than \$5,000.00.
 - b. Acceptable Expenditures. Applicant can request payment for 50% of all project costs incurred within the previous period with cumulative reimbursements totaling no more than \$5,000.00 that: (1) have already been paid by the Applicant, and (2) are listed in the approved budget attached as Exhibit 1, under Application Attachment A – Project Budget. Applicant may request disbursement of grant funds for costs that have been incurred, but not paid by Applicant. However, Adams County will consider such requests on a case-by-case basis and distribution of grant funds for these purposes is not guaranteed.

- c. Reimbursement Request. Applicant shall submit via hand delivery, facsimile, or regular mail, to Adams County an itemized Reimbursement Request for project costs that have been incurred as of the date of the request. Each Reimbursement Request shall contain the following: (1) copies of invoices and/or employee time sheets complete with a spreadsheet indicating hours worked, wages earned, and taxes and benefits paid for work related specifically to the Project; (2) documentation substantiating that the Applicant has paid for the costs for which it is requesting reimbursement, including but not limited to cancelled checks or proof of a wire transfer; and (3) a brief summary of the work completed to date.
 - d. Approval of Payment of Reimbursement Requests. The Adams County Open Space Program Manager shall approve or disapprove the amount of each Reimbursement Request within fifteen (15) days of receipt of a legible Reimbursement Request. Payment shall be made to Applicant by check or electronic fund transfer.
 - e. Disapproval of Reimbursement Request. If Adams County disapproves any amount or amounts in a Reimbursement Request, Adams County shall promptly notify Applicant of the reason therefore. Upon receipt of disapproval, Applicant and Adams County shall meet within one week to discuss what, if anything, the Applicant can do to obtain payment of the requested amount that was denied.
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. Venue for any dispute shall be in Adams County, Colorado.
 - 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.

The remainder of this page is left blank intentionally.

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

Chair

ATTEST:
STAN MARTIN, CLERK

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
 Mini Grant
 Due Date: July 25, 2018

Case No. _____

The Mini Grant Application should be used for projects requesting \$5,000 or less.

Project Information	
Applicant Organization Name:	City of Northglenn
Sponsoring Jurisdiction:	N/A
Name of Project:	Bicycle Repair Station and Racks

Contact Information			
Primary Contact Name:	Becky Smith	Title:	Planning Manager
Phone:	(303) 450-8741	Email:	bsmith@northglenn.org
Address:	11701 Community Center Drive		
City:	Northglenn	State:	CO Zip: 80233

The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.

Name:	Title:	Phone:	Email:
Ashley Kaade	Senior Planner	(303) 450-8836	akaade@northglenn.org
Dana Kester	Parks Project Coordinator	(303) 450-8838	dkester@northglenn.org

Budget Summary	
Grant Request:	\$5,000.00
Matching Funds (cash + in-kind):	\$5,000.00
Total Project Costs:	\$10,000.00
Grant Request: <input type="text" value="50"/> % of Total Project Costs	
Complete the Project Budget labeled Attachment A at the end of this application.	

Property Location Information	
Project Site Address:	NW Open Space - 112th Ave and Ranch Dr.; Croke Reservoir - Huron St. and Naiad; Dr. Kiwanis Pa
Parcel ID# (REQUIRED):	0171909200002; 0171909410017; 0171910413002; 0171902115010; 0171912200002; 017191200
Include a Location Map and label as Attachment F . Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.	
Is this project located within Adams County? <input checked="" type="radio"/> Yes <input type="radio"/> No	



Adams County Open Space Grant Application
 Mini Grant
 Due Date: July 25, 2018

Case No. _____

Scope of Project

1. Briefly describe this project (include explanation of purpose, need, and project components).

Project Components:

The project consists of purchasing and installing bicycle-friendly infrastructure at City parks, open space, recreation facilities and community businesses (to include places of worship/nonprofits). The equipment will include one bicycle repair station and air kit, 25-35 permanent bicycle racks (# dependent on economy of scale pricing and freight) which will be a mix of plain and custom Northglenn logo black U-racks and 2 portable event bike racks to be used at City events and festivals. The budget also includes funding for concrete that might be necessary for new concrete pads at several locations to meet clearance requirements.

Potential City facility locations to place equipment are identified below and ATTH F; for the remainder of the permanent bike racks, the City will release a grant application for businesses who would like to place rack(s) throughout the community. Priority will be given first to businesses located within identified concentrated areas of vulnerability (Connect Northglenn).

Purpose/Need:

During the Connect Northglenn Bicycle and Pedestrian Master Plan public engagement process, over 170 surveys were returned illustrating that the top three reasons for bicycling in the community are for exercise, enjoying nature and transportation. However, respondents also noted bicycling is currently not a 'safe, practical, and convenient way to get from one place to another.' Installation of an additional bicycle repair station and bike racks, along with other planned improvements, will help address this issue. The project aligns with the visions of adopted City plans - Parks and Recreation Master Plan and Connect Northglenn, as well as the goals outlined below. Further, the Center for Transportation Equity notes that 'transportation facilities are essential components in creating communities of opportunity and reducing the disproportionate economic and health burdens on communities of concern.'

2. Describe the goals and objectives of this project.

The goals of this project are to implement the visions of adopted City Plans, City Council Goals and Healthy Eating Active Living (HEAL) Resolution to promote and encourage the use of cycling as a means of transportation and recreation.

1. Increase access to parks, trails, open space, recreation spaces, employment, businesses, places of worship and other community destinations, in particular for vulnerable populations.
2. Make the choice to utilize alternative methods of transportation to access destinations more convenient.
3. Provide community members with opportunities to live a healthier lifestyle.

3. Please list partners and describe how each partner is contributing to the project. Please DO NOT write any dollar amounts below.

Local business will be partners by providing space to install racks; business are to be determined at this time (grant will be available for them to apply for a rack); however previous partners have included Certus, Crossroads Church, Huron Center, North Metro Islamic Center, The Green Solution and TWC Building.

4. Project Budget. Please complete **Attachment A - Project Budget**.

5. Project Timeline. Please complete **Attachment B - Estimated Project Timeline**.

6. Qualified Jurisdiction Sponsorship. If applying as an organization other than a qualified jurisdiction, please attach a letter of sponsorship from a qualified jurisdiction and label as **Attachment C**.

7. Letters of Support. Please attach at least three (3) letters demonstrating support from the community and label as **Attachment D**. Showing support from a variety of sources is encouraged. Please DO NOT include any dollar amounts in the letters.



Adams County Open Space Grant Application
 Mini Grant
 Due Date: July 25, 2018

Case No. _____

8. Letters of Commitment. 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. Label Letters of Commitment as **Attachment E**.

Please copy the application one-sided (Attachments B-F can be two-sided) and deliver **10 sets** of the application and one complete PDF file (either through email to rpetersen@adcogov.org or on a flash drive) to the Adams County Open Space Staff at 9755 Henderson Road, Brighton, CO 80601 no later than **4:30 P.M. on July 25, 2018**. Please bind all 10 copies with either binder clips or rubber bands (no staples or permanent bindings please).

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 - Letter of Sponsorship from Qualified Jurisdiction (if applicable)**
- Attachment D - Letters of Support**
- Attachment E - Letters of Commitment**
- Attachment F - Location Map**

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.

Applicant's Signature: *Amanda Peterson* Date: Jul 13, 2018

Print Name: Amanda Peterson, Director of Parks, Recreation and

Print Title: Bicycle Repair Station and Racks

Attachment A - Project Budget

Date:

Project Name:

Amount Requested:

% Total Project Costs:

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.

Attachment A should include dollar amounts.

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
Bicycle Repair Station	\$600.00		\$600.00			\$1,200.00
Bicycle Racks (permanent, temporary + freight)	\$4,400.00		\$3,900.00			\$8,300.00
Concrete (~\$100/concrete pad x 5)			\$500.00			\$500.00
<i>Budget Total</i>	<i>\$5,000.00</i>		<i>\$5,000.00</i>			<i>\$10,000.00</i>

Attachment B - Estimated Project Timeline

Project Name:

Date:

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

Description of Task	November 2018	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019						
Order equipment	X													
Business Bike Rack Grant Application		X												
Equipment Installation		X	X	X	X	X	X	X						

Description of Task														



BOARD OF DIRECTORS

Joyce Downing
City of Northglenn

Heidi Williams
City of Thornton

Barry Gore
ACED

Kyle Harris
McWhinney

Ken Spangler
Google

Gregg Moss
Metro North Chamber

Denny McCloskey
D&C Home Solutions

Rhiannan Price
DigitalGlobe

Troy Whitmore
United Power

Gene Putman
Putman Transportation
Solutions

Kevin Jenkins
St. Anthony North Health
Campus

Erik Hansen
Adams Co. Commissioner

Lynn Baca
City of Brighton

Karen Stuart
Executive Director

July 10, 2018

Adams County Open Space
Fall 2018 Mini Grant

To whom it may concern:

On behalf of Smart Commute Metro North (SCMN) transportation management organization, I am pleased to support the City of Northglenn’s application for the fall 2018 Adams County Open Space mini grant to install bicycle supportive infrastructure throughout the community. The project aligns with SCMN’s mission to promote transportation options and improvements as well as enhance mobility in the metro north region.

According to the Denver Regional Council of Government’s Regional Transportation Plan, 43 percent of the region’s trips are less than three miles and nearly 20 percent are less than one mile, representing tremendous potential to shift transportation modes to capture these short trips. SCMN encourages increased use of the City of Northglenn’s trail system to help meet the goal of reducing single-occupancy vehicle trips in the region and recognizes that providing bicycle-friendly amenities like bike repair stations and bike racks makes the choice to utilize alternate methods of transportation to access recreation spaces, places of employment and businesses more convenient.

Smart Commute Metro North appreciates the City of Northglenn’s commitment to advance multi-modal transportation solutions and supports its efforts to advance bicycle infrastructure improvements in the community.

Sincerely,

Karen Stuart
Executive Director

Executive Committee

Herb Atchison, Chair
Bob Fifer, Vice Chair
John Diak, Secretary
Ashley Stolzmann, Treasurer
Bob Roth, Immediate Past Chair
Douglas W. Rex, Executive Director

July 2, 2018

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

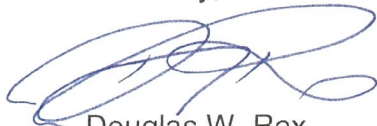
Members of the Adams County OSAB:

The Denver Regional Council of Governments (DRCOG) has outlined a shared regional vision that supports a connected, safe multimodal transportation system, healthy and livable communities, and an overall high quality of life for residents throughout the Denver region, called Metro Vision. Supporting smart commute options, like bicycling, walking, and transit, is a key component of this shared regional vision.

DRCOG finds the City of Northglenn's application for a fall 2018 Adams County Open Space Mini-Grant consistent with the objectives identified in Metro Vision encouraging the development and expansion of a connected multimodal system. Constructing bicycle infrastructure supports those Metro Vision goals that encourage people to choose non-SOV modes to get to work, while enhancing the quality of life for residents and visitors.

DRCOG encourages communities to enhance their multimodal transportation networks, and the City of Northglenn's proposal to install a bicycle repair station and bicycle parking provides residents more transportation options, while helping to achieve Metro Vision performance targets.

Sincerely,



Douglas W. Rex
Executive Director



LiveWell Colorado
HEAL
CITIES & TOWNS
CAMPAIGN

June 26, 2018

Adams County Open Space
Fall 2018 Mini Grant

To whom it may concern:

On behalf of LiveWell Colorado, I am pleased to support the City of Northglenn's application for the fall 2018 Adams County Open Space mini grant to install bicycle supportive infrastructure throughout the community. As a member of LiveWell Colorado's HEAL Cities & Towns Campaign, the City of Northglenn has reached the Elite level, the highest level of the Campaign, for the work the city has done to increase access to Healthy Eating and Active Living (HEAL). The bike supportive infrastructure project directly supports the city's active living goals.

The HEAL Cities & Towns Campaign helps municipalities increase access to biking, walking, recreation, healthy food, and a healthy workplace—attributes that make any town healthier and more economically successful. LiveWell recognizes that healthier communities lead to healthier people and acknowledges the important role that the built environment has on promoting healthy lifestyles, preventing chronic disease and addressing the obesity epidemic. With 58% of adults and nearly a quarter of Colorado's children overweight or obese, it is critical for municipalities to take steps to implement solutions. Installing bicycle-friendly equipment throughout the city makes the choice to utilize the city's trail and parks system more convenient and accessible and helps work toward the Campaign's goals.

LiveWell Colorado fully endorses the City of Northglenn's efforts to implement bicycle-supportive improvements in the community. These improvements are an important aspect of increasing access to and supporting the healthy and active lifestyles of Northglenn residents and visitors.

Sincerely,

Julie George
Director, HEAL Cities & Towns Campaign
LiveWell Colorado



June 26, 2018

Ashley Kaade, AICP
City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233

Re: Adams County Open Space Micro Grant for the City of Northglenn

To Ms. Kaade:

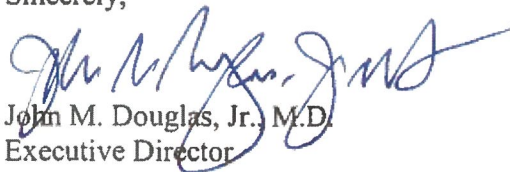
On behalf of Tri-County Health Department (TCHD), I am pleased to submit a letter of support for the City of Northglenn's application for an Adams County Open Space Mini Grant to help fund the purchase and installation of one bicycle repair station and air kit, over 25 bike racks to be placed at parks and City facilities, and to provide a grant opportunity for businesses to apply for racks to place around the City. As an organization that promotes physical, mental, and environmental health and wellness, we enthusiastically support the City of Northglenn's efforts and look forward to continued collaboration.

We believe that an Open Space Micro Grant for bicycle equipment infrastructure presents a unique opportunity to promote physical activity and provide opportunity for alternative modes of transportation and improved environmental health through the utilization of safe bicycle facilities, a robust trail system, and access to parks and open space throughout the city. TCHD believes this Micro Grant will help the City of Northglenn advance goals within their newly-adopted Bike and Pedestrian Plan, *Connect Northglenn*. We know that a lifestyle that incorporates regular physical activity will decrease obesity and related health conditions. Safe and accessible parks and open space can also promote mental health and social cohesion.

As the largest local public health agency in Colorado, serving the 1.5 million residents of Adams, Arapahoe and Douglas Counties, TCHD has a long history of partnering with local jurisdictions and community partners to develop strategies to mitigate potential public and environmental health risks. Through this collaboration, TCHD has provided technical assistance to bring health considerations into city programs and planning processes. TCHD pledges to support this project by providing ongoing technical assistance and staff resources to ensure the success of this project.

Thank you for the opportunity to express our support for the City of Northglenn's application. We are pleased to see that the City of Northglenn is taking the next step in seeking funding to promote physical activity and environmental health throughout the city and in collaboration with businesses. We are confident that bicycle infrastructure improvements will help to provide greater opportunity for physical activity through the City of Northglenn.

Sincerely,



John M. Douglas, Jr., M.D.
Executive Director

Ashley Kaade - Re: Northglenn Bicycle and Pedestrian Updates

From: Julia Ferguson <julia.ferguson@gmail.com>
To: Ashley Kaade <akaade@northglenn.org>
Date: 6/23/2018 7:10 AM
Subject: Re: Northglenn Bicycle and Pedestrian Updates

Hi Ashley-

Thank you for sending out this update-it sounds like your team has been busy doing great work on improving the bicycle infrastructure in Northglenn. Please consider this as a letter of support for the grant application for Adams County Open Space funding. I strongly support the improvement of bicycle facilities in our community, and the addition of bicycle racks at retail locations in particular will support further adoption of cycling as a transportation mode.

I frequently ride my bike for exercise, fun, and to run errands or get places in the community. However, I feel slightly restricted from the latter by the lack of bicycle infrastructure and in particular bike racks at local businesses. By providing resources for local businesses to accommodate cyclists, Northglenn is ensuring that cycling for errands or pleasure is a viable option for residents, and supporting businesses to improve their level of service to this customer base.

Thanks for all you do to make our community more sustainable.

Kind Regards,
Julia

On Thu, Jun 14, 2018 at 9:43 AM Ashley Kaade <akaade@northglenn.org> wrote:
Northglenn Bicycle and Pedestrian Stakeholders,

June is a busy month, which is fitting because it is National Bike Month! Please see below for some updates as well as ways to get involved.

Bicycle Equipment Grant Support

The City is applying for an Adams County Open Space mini grant to purchase and install 1 bicycle repair station with air kit (Fox Run trail) and 25+ bike racks. The racks will be placed at parks and City facilities (potential locations include: NW Open Space, Croke Reservoir, Kiwanis Park and Centennial Sculpture Park) and will also provide a grant opportunity for businesses to apply for racks to place around the City. The goal is to encourage community members to use the City's robust trail system to access our parks and open space and other destinations throughout the City. The grant requires letters of community support (which can include short emails!). If you would like to send a note of support (you can even reply to this email), please email them to akaade@northglenn.org by **June 30**.

Bike to Work Day

Ashley Kaade - Northglenn mini-grant application

From: Richard McGaughey <rmcgx1@hotmail.com>
To: "akaade@northglenn.org" <akaade@northglenn.org>
Date: 6/23/2018 6:45 PM
Subject: Northglenn mini-grant application

As a member of the Northglenn Bicycle Program Repair Team, I'm pleased to add my note of support for Northglenn's application for the mini-grant to purchase a Bike Repair Station and 25 Bike Racks. Our Team finds it so rewarding to be able to provide bicycles to the greater Northglenn community as a significant way to encourage community members to use the City's robust trail system to access parks and open spaces.

I heartily recommend your approval of this application.

Thank you!

(signed)
Richard M. (Dick) McGaughey

Scanned by Windows Defender Security

Ashley Kaade - Re: Northglenn Bicycle and Pedestrian Updates

From: jb dalvit <jbdalvit@gmail.com>
To: Ashley Kaade <akaade@northglenn.org>
Date: 6/14/2018 7:57 PM
Subject: Re: Northglenn Bicycle and Pedestrian Updates
Attachments: IMAGE.png

I am happy to hear of this project that encourages outdoor activities for community members. If residents see racks & the air station, it will likely promote interest in utilizing them.

On Thu, Jun 14, 2018, 9:43 AM Ashley Kaade <akaade@northglenn.org> wrote:
Northglenn Bicycle and Pedestrian Stakeholders,

June is a busy month, which is fitting because it is National Bike Month! Please see below for some updates as well as ways to get involved.

Bicycle Equipment Grant Support

The City is applying for an Adams County Open Space mini grant to purchase and install 1 bicycle repair station with air kit (Fox Run trail) and 25+ bike racks. The racks will be placed at parks and City facilities (potential locations include: NW Open Space, Croke Reservoir, Kiwanis Park and Centennial Sculpture Park) and will also provide a grant opportunity for businesses to apply for racks to place around the City. The goal is to encourage community members to use the City's robust trail system to access our parks and open space and other destinations throughout the City. The grant requires letters of community support (which can include short emails!). If you would like to send a note of support (you can even reply to this email), please email them to akaade@northglenn.org by **June 30**.

Bike to Work Day

Bike to Work Day is **Wednesday, June 27!** Register at: www.biketoworkday.us for a chance to win fun prizes. Stop by E.B. Rains Jr. Memorial Park (near boathouse) on your way in for breakfast, coffee, water refills and giveaways from 6:30-9 a.m. The breakfast station is hosted by Smart Commute Metro North and City staff will have a table with water and bike bells. The registration website also has a map of other breakfast stations if the park isn't convenient on your commute, as well as afternoon water station and party options.

Regional Bicycle and Pedestrian Plan Survey

The Denver Regional Council of Governments (DRCOG) is developing the region's first Active Transportation Plan, and they would like your feedback. Here is a [link to a short survey](#). Your feedback will be used to improve walking and biking across the greater metro area.

Thank you,

Ashley Kaade - Hurray for Bike paths and bike stands.

From: Willie Nelson <wtnretired@yahoo.com>
To: "akaade@northglenn.org" <akaade@northglenn.org>
Date: 6/19/2018 4:26 PM
Subject: Hurray for Bike paths and bike stands.

We need more bike paths and if they get used then we'll need more bike stands. We need that grant and would put it to good use.

Willie

Sent from [Mail](#) for Windows 10



Virus-free. www.avast.com

Ashley Kaade - Bicycle Equipment Grant Support

From: Gary and Marilyn Hauswirth <gghauswirth@yahoo.com>
To: "akaade@northglenn.org" <akaade@northglenn.org>
Date: 6/19/2018 7:52 PM
Subject: Bicycle Equipment Grant Support

I support one more bike repair station with air kit (Fox Run Trail) as well as 25 more bike racks to be placed throughout the city.

Gary Hauswirth
720-515-0818

Ashley Kaade - Support for grant proposal

From: "Skattum, Kim" <kim.skattum@crossroadsabc.com>
To: Ashley Kaade <akaade@northglenn.org>
Date: 6/18/2018 9:56 AM
Subject: Support for grant proposal

To Whom It May Concern,

As an involved community member, avid cyclist and committed supporter of all-things-Northglenn; I am writing in support and favor of the city of Northglenn receiving the Adams County Open Space mini grant. I have appreciated the city's continued effort to make Northglenn a bike-friendly community and have been impressed with the great strides it is making. Thank you for considering the city's application for the grant funding. It will make possible a valuable addition to the health, well-being and vitality of our great city.

Pastor Kim Skattum
Crossroads Church

--

Kim Skattum

Senior Pastor

Kim.Skattum@crossroadsabc.com | 303-452-5332

 [image of Crossroads Church logo]



Ashley Kaade - FW: Northglenn Bike Rack Grant Follow-up

From: Tatiana Calvo <tcalvo@tgscolorado.com>
To: "akaade@northglenn.org" <akaade@northglenn.org>
Date: 6/25/2018 5:40 PM
Subject: FW: Northglenn Bike Rack Grant Follow-up
Attachments: Malley Bike Rack.jpg

Hi Ashley,

Thank you for inquiring about our bike rack! We are proud to have it in front of our store and encourage our customers to use it regularly. Several customers have commented on it's look and design, saying it is very useful and express their appreciativeness. At The Green Solution, we encourage any methods that help us and our customers be "green" and earth friendly. Adding additional racks around the city's parks would be a tremendous benefit to residents.

Thank you,



Tatiana Calvo, Esq. | Regulatory Affairs Manager
O: [720.399.6840](tel:720.399.6840) x 766 | C: [720.636.3053](tel:720.636.3053)
tcalvo@tgscolorado.com

TGS Management
700 17th Street Suite 2200 Denver, Colorado 80202
www.TGS-Management.com

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We're Moving! Effective 7/2/18

Our new address: 4100 E Arkansas Ave, Denver, CO 80222

From: Ashley Kaade <akaade@northglenn.org>
Sent: Monday, June 18, 2018 10:23 AM
To: john@certus1.com; wayne@dodgesignco.com; imam@masjidikhlas.org; Nancy Schmidt

Memo of support for Bicycle Equipment Grant

I would like to express my support for the Bicycle Equipment Grant for Northglenn to install a bicycle repair station in the Fox Run area as well as 25 bike racks throughout the city. Northglenn has a wonderful trail system that is extensively used by resident cyclists of the city and nearby areas and the bicycle repair station and bike racks would be a significant enhancement for our cyclists.

Steve Austin

Volunteer bike mechanic with the Northglenn bicycle distribution program

Would you like to see more bicycle amenities at Northglenn parks and businesses?

Sign with your support!

Dominic Richert
Kevin Delohery

Daniel Chavez
Skinny Winkler

Greg Bain
D.A. Aft

MA Ayala

Vijayan Rajinder

Dorcen Matus

Stephen Pottrudugh

Kato

Dale A. Fountain
Kent Closson

KI Miller

Jony Schure

Ken Spangle

Teri Blackstock

Pam Houry

Michael Hack

Dave Kottler

KIT SANDERS

Mike



**Attachment E -
City Letter of Commitment**



City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233
P: 303-451-8326
F: 303-450-8708
northglenn.org

July 11, 2018

Adams County Open Space Grant Selection Committee

Re: City of Northglenn Fall 2018 Mini Grant Letter of Commitment

To whom it may concern,

The City of Northglenn is pleased to submit a mini grant application for Bicycle Repair Station and Racks for consideration in the Adams County Open Space fall 2018 funding cycle. The City is committed to providing matching funds in the amount of 5,000.00.

Grant components include purchase and installation of a bicycle repair station and bicycle racks throughout the community with the goal to increase use of the City's robust trail system and recreation opportunities by community residents and visitors.

The project is well aligned with adopted City mission statements:

"The City of Northglenn's Department of Parks, Recreation & Cultural Services and the Community Engagement Division strive to provide high quality recreation programs, parks, facilities, special events and community engagement opportunities to create community interaction, promote physical health and wellbeing and enhance the quality of life for residents and participants."

- Parks and Recreation Master Plan, 2017

"Walking and riding a bike in Northglenn is a comfortable and integral part of daily life for people of all ages and abilities. The city boasts a robust trail, pedestrian and bikeway network. This makes Northglenn a healthy and attractive place in which citizens are proud to live, work and recreate. The network connects neighborhoods, job centers, transit stations, shops, schools, and other daily destinations, facilitating active living and aging in the community."

- Connect Northglenn Bicycle and Pedestrian Master Plan, February 2018

This project is an example of an environmental approach to increase access to physical activity throughout the City of Northglenn. By investing in and installing infrastructure, the result will be permanent on-the-ground improvements that make active transportation an easy and convenient choice for community members to access our parks, open spaces, trails and even potentially businesses and services. Transportation facilities are also essential components in creating communities of opportunity, and reducing the disproportionate economic and health burdens on communities of concern. (*Center for Infrastructure Equity. Transportation Equity. PolicyLink. 2016*)

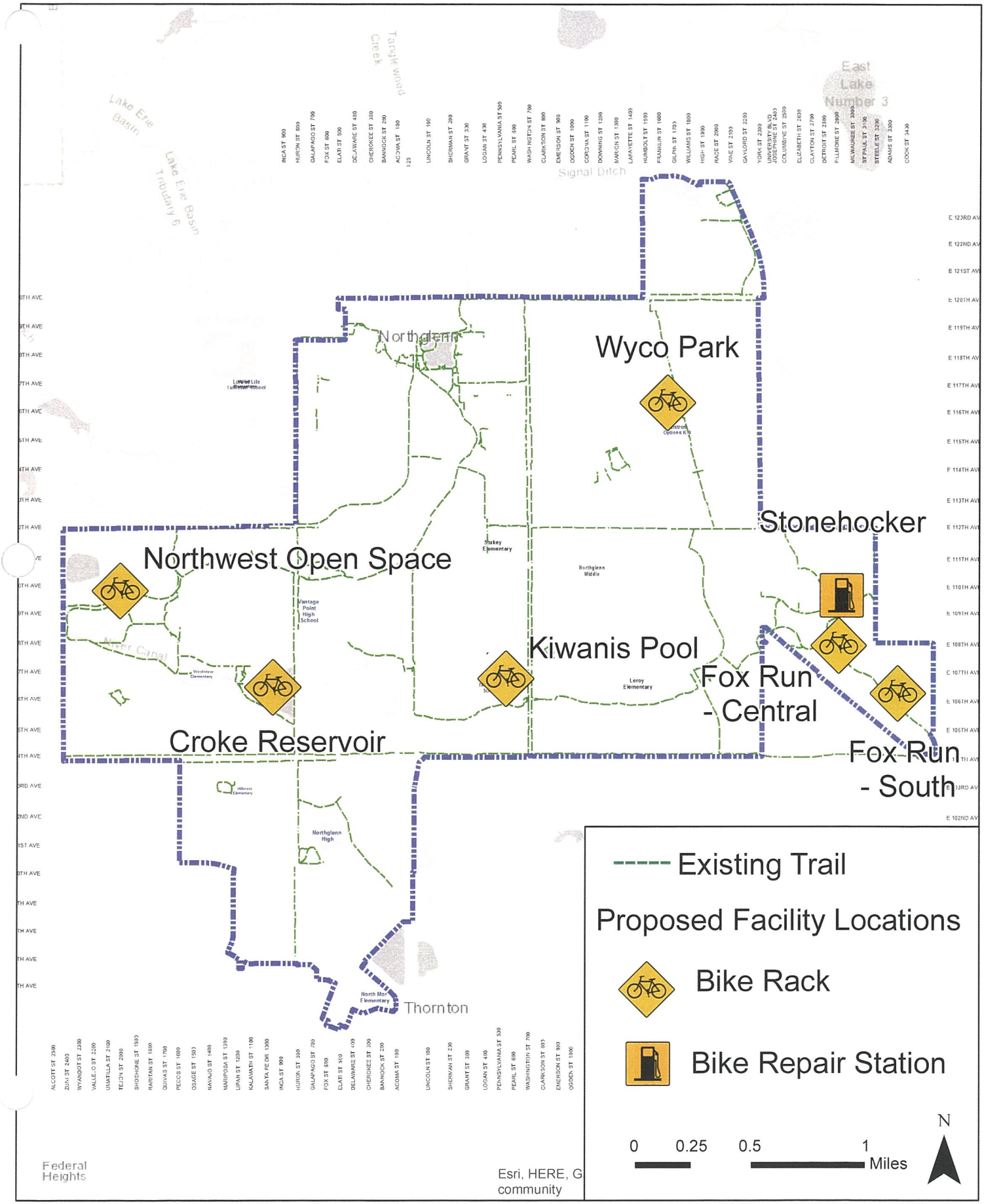
The City has a long history of collaboration with the County through its open space grant program and looks forward to the opportunity to continue its partnership.

Sincerely,

Robert Webber
Acting City Manager

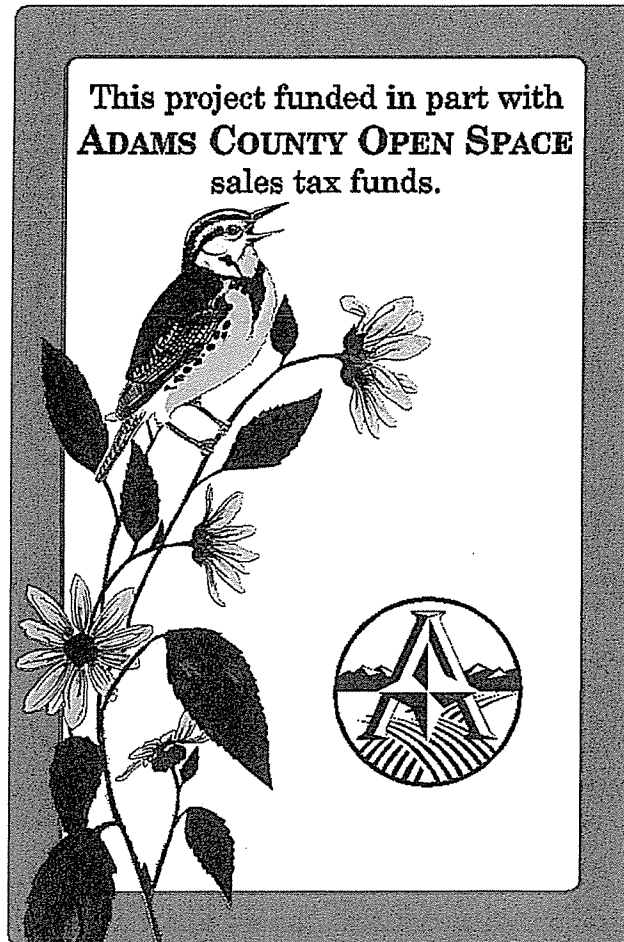
Attachment F - Location Map

2018 Adams County Open Space Mini-Grant



Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

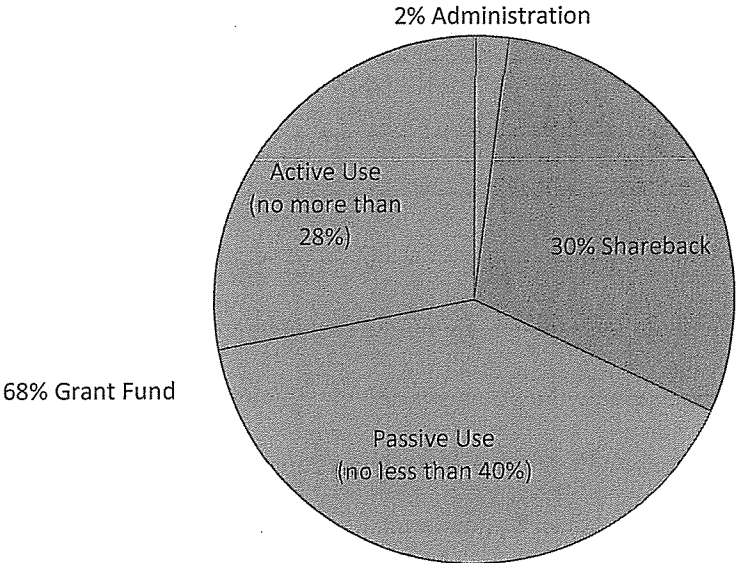
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Introduction

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.



This document is meant to provide a brief overview of each component of the Sales Tax program and provide specific guidance for use of 30% Shareback funds and the administration of the 68% Grant Fund.

2% Administration Fund

The 2% Administration Fund is the first set of funds removed from the Sales Tax revenues. These monies are used annually to fund the salaries and benefits of Open Space staff who administer the program. In addition, these funds are used for the day-to-day administration of the entire Sales Tax revenue. Major costs from this fund include public relations costs (such as promotional materials, attending local community days, and publishing an annual report), and all costs associated with coordinating two grant cycles per year. The budget for these funds is developed annually by Open Space staff and is approved by the Adams County Parks and Open Space Director, the Adams County Finance Department staff, and ultimately the Adams County Board of County Commissioners as part of the overall County budget.

Annual Report

An annual report describing projects funded with the open space funds will be made available to the residents of Adams County annually. The County will compile information based upon reporting they receive from each jurisdiction describing how 30% Shareback funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project and the amount of funding awarded.

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.

30% Shareback Program

Purpose

The Shareback Program distributes a portion of Open Space Sales Tax revenues directly back to the taxing jurisdiction for use on either passive or active projects. The shareback is distributed as described in Section 8, b (iii) of Resolution 99-1 (Appendix A): “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”.

Distributions of these funds are made twice yearly to all qualified jurisdictions. Payments are distributed as checks to the qualified jurisdiction, or in the case of Adams County, as an internal transfer of funds.

Eligible Expenses

Shareback funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the shareback funds:

- As stated in Resolution 99-1 (Appendix A), “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.
- Funds from the 30% distribution can be used to maintain active and passive projects previously funded through the Open Space Sales Tax, but may not otherwise augment existing budgets.

Annual Reporting

In approximately January of each year, Open Space staff will distribute an annual reporting form to qualified jurisdictions. The purpose of this form is to detail how each qualified jurisdiction allocated the previous year's 30% distribution. Forms from all qualified jurisdictions must be returned to Adams County Open Space staff prior to any spring distributions being processed. The information acquired through this process will be included in the annual report.

68% Grant Fund

Purpose

The 68% Grant Fund is a competitive grant process where parks and open space projects compete for limited funds available through the Sales Tax program. Applications are reviewed by the Open Space Advisory Board (OSAB), comprised of 7 volunteer members appointed by the BoCC. The OSAB makes funding recommendations to the BoCC based on funds available and project merits. All final funding decisions are made by the BoCC.

Available Funding

The funding available in each grant cycle is comprised of the grant fund share of Open Space Sales Tax revenues for the last six months of the previous year (Spring grant cycle) or the first six months of the year (Fall grant cycle), all interest earnings on Open Space Sales Tax revenues, any unallocated monies remaining from previous revenues, and monies returned to the fund due to projects coming in under budget or projects that were unable to be completed.

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. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.

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.

Grant Cycle Timeline

Grant cycles occur twice each year in February and July. Grant applications are generally due on the First of February, unless it falls on a weekend in which case applications are due the following Monday, and the fourth Wednesday in July. For a more detailed grant cycle schedule, visit www.adcogov.org/openspace or contact Open Space staff.

Applicant Eligibility

Applicants 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.

Qualified Jurisdictions

The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and special districts that solely provide parks or recreational facilities or programs currently include: City of Arvada, City of Aurora, Town of Bennett, Bennett Park and Recreation District, City of Brighton, City of Commerce City, City of Federal Heights, Hyland Hills Park and Recreation District, City of Northglenn, Strasburg Parks and Recreation District, City of Thornton, City of Westminster, and Adams County. Qualified jurisdictions must have an adopted Parks and/or Open Space Plan. Metropolitan Districts that provide park and recreation services among other services shall not be considered park and recreation districts for the purposes of these policies and procedures.

Sponsored Organizations

Any organization, including, but not limited to Metropolitan Districts providing services in addition to parks and recreation, other governmental entities and non-profit organizations are eligible to apply, provided they are sponsored by a qualified jurisdiction. These organizations must receive sponsorship from one of the qualified jurisdictions, as evidenced by documentation from the sponsoring qualified jurisdiction indicating their sponsorship of and support for the project. These organizations should contact the most appropriate qualified jurisdiction well ahead of the grant application due date to allow for enough time to navigate that jurisdiction's process. If seeking sponsorship from Adams County, please contact Open Space staff at least 6 weeks ahead of the grant application due date for additional information. If a qualified jurisdiction agrees to sponsor an application, the sponsored application does not count against the qualified jurisdiction's allowed number of applications per grant cycle.

The role of the sponsoring qualified jurisdiction is flexible, but at minimum consists of providing approval for the requesting organization to apply for the program. A more significant relationship between sponsoring qualified jurisdiction and sponsored organization is encouraged, especially for organizations new to the Open Space program, but is not required. Any additional contact between the sponsoring qualified jurisdiction and sponsored organization is optional at the will of either party.

Eligible Projects

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

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 land acquisitions and conservation easements for agricultural preservation and habitat preservation.

Eligible Project Types

The following is a list of eligible projects for the Adams County Open Space Sales Tax Grant Program. This list comes from Resolution 99-1 (Appendix A). If a prospective project is not directly related to one of these items, please contact Open Space staff for further discussion. Adams County Open Space Sales Tax funds in the grant program can be used for:

- Purchase, construction, maintenance of:
 - Horse, bike, 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
 - Picnic facilities
- Acquisition of:
 - Fee title interest and less than fee title interest(s) in real property for open space, natural areas, wildlife habitat, agricultural and ranch lands, historical amenities, parks, and trails. Less than fee title interests include: easements (including conservation and agricultural), leases, options, future interests, covenants, development rights, subsurface rights and contractual rights, either on an exclusive or nonexclusive basis.
 - Water rights and water storage rights for use in connection with aforementioned purposes
 - Rights-of-way and easements for trails and access to public lands and to build and improve such trails and accessways
- Joint projects between counties and municipalities, recreation districts, or other governmental entities in the County
- To improve, protect, manage, patrol, and maintain:
 - Open space
 - Natural areas
 - Wildlife habitats
 - Agricultural and ranch lands
 - Historical amenities
 - Parks
 - Trails
- To pay for related acquisition, construction, equipment, operation, and maintenance costs
- To implement and effectuate the purposes of the Open Space Program
- Acquisition and maintenance of:
 - Lands with significant natural resource, scenic, and wildlife habitat values
 - Lands that are buffers maintaining community identity
 - Lands that are to be used for trails and/or wildlife migration routes

- Lands that will be preserved for agricultural or ranch purposes
- 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
- Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage
- Purchase, construction, equipping, and maintenance of:
 - Sports fields
 - Golf courses
 - Recreation centers
 - Lands for park purposes
 - Park and recreational improvements and facilities

In addition to eligible project types, the following list indicates Eligible Project Expenses. This list is meant to clarify eligible expenses, but is not a comprehensive list of eligible expenses. Please contact Open Space staff regarding expenses not otherwise included on this list. These items can appear in the project budget and be reimbursed for as a part of the project. They can be grant request, applicant/partner match, or in-kind contribution or any combination thereof. The following items are Eligible Project Expenses:

- Consultant costs for acquisition, planning, design, and/or construction of parks, trails, or open space (including natural areas, wildlife habitats, agricultural lands, ranch lands, and historical amenities)
- General volunteer time or Board member time (see Salary below)
- Organization fees including certification and accreditation fees (directly relating to project or program, or a requirement thereof)
- Training tuition for programs/certifications directly related to the project
- Staff time and expenses that are related to a specific project (see Salary below)
- Costs that directly relate to the planning activities (inventories, design, GIS/mapping, printing, etc)
- Existing operations and maintenance
- Public input costs (meeting rooms, mailings or other advertising, facilitation, surveys and web-based outreach)
- Acquisition of conservation easement or land for open space, park, or trail purposes:
 - Purchase price
 - Water rights
 - Mineral rights
 - Associated closing costs
 - Appraisal
 - Survey
 - Environmental assessment and cleanup
 - Baseline report
 - Mineral remoteness report, etc.
- Conservation easement stewardship endowments for passive use land acquisitions (see Conservation easement stewardship endowment below)
- Park amenities, including but not limited to:

- Athletic fields/courts
- Track and field facilities (including projects involving artificial turf)
- Playgrounds
- Swings
- Climbing structures
- Skateparks/rinks
- Swimming pools (indoor or outdoor)
- Splashpads
- Water slides
- Trails, including:
 - Bridges
 - Underpasses
 - Overpasses
- Construction and/or redevelopment of golf courses
- Development and/or redevelopment of environmental education facilities, outdoor classrooms, and natural areas intended for environmental education purposes
- Programmatic funding for environmental education
- Disc golf courses
- Whitewater parks
- Fishing piers and boat docks
- Sculptures and artwork in a park or open space, including memorials
- Outdoor amenities located at fairgrounds
- Concession stands and storage buildings located in a park or open space and used in association with activities conducted at the park or open space
- Indoor facilities, including:
 - Recreation centers
 - Buildings at fairgrounds
 - Nature Centers
- Infrastructure, including:
 - Irrigation
 - Drainage
 - Parking lot
 - Lighting
 - Utilities, etc.
- Amenities, including:
 - Restrooms
 - Drinking fountains
 - Benches
 - Landscaping
 - Picnic tables
 - Grills
 - Pavilions
 - Amphitheaters or outdoor performing arts centers when located in a park or open space
 - Signage
 - Fencing
 - Lighting

- Historical facilities when located in a park or open space, etc.
- Eligible work completed prior to application (see Prior Completed Work below)
 - Land acquisition and design work within three (3) years of application
 - All other eligible work within one (1) year of application
- Expenses associated with on-the-ground project management
- Printing and development of parks, trails and open space related publications
- Promotional items (all to include Open Space logo, see Open Space Signage and Logo Use policy)
- Indirect costs (see Indirect Costs below)
- Non-fixed assets, including:
 - Lawnmowers
 - Snow blowers
 - Gloves
 - Shovels
 - Rakes
 - Weed eaters
 - Staff uniforms
 - Wildlife cameras, etc.
- Costs associated with volunteer programs, including:
 - Food and drink
 - Training
 - Clothing
 - Appreciation items
- Donations of the items above can be counted as in-kind match

The following are ineligible project expenses and may not appear in any form on the project budget:

- Fundraising costs
- Any meeting costs not associated with the project
- Grant writing
- Events, publications, advertising, and/or similar event items for fundraising
- Amusement parks
- Recreational program costs, including:
 - Staffing
 - T-shirts or uniforms
 - Trophies
 - Medals, etc.

Salary

Salary is an eligible project expense if it is project and/or program specific. The salary being funded must be time-limited and for specific project-related job duties, not general job duties of the position. At the time of project completion, documentation of hours spent working on the project must be provided either through timesheets or other tracking mechanism. Please speak with Open Space staff for specific questions related to salary and the documentation required.

Conservation easement stewardship endowment

A conservation easement stewardship endowment is meant to be the principle investment into a dedicated fund for use by the easement Grantee for annual stewardship and monitoring costs. The amount of the endowment allowance is determined by multiple factors that have been agreed upon by the qualifying jurisdictions. To reflect the perpetual nature of these obligations, the amount allowed as part of a grant request may fluctuate over time to reflect current costs in staffing, etc. and current interest rates. Please contact Open Space staff regarding current conservation easement stewardship endowment practices and allowance.

Indirect Costs

Up to 10% of a project's direct costs may be requested as part of the grant request. Additional indirect costs can be included as part of the applicant match. The Open Space program strongly encourages applicants to request reasonable amounts of funding for indirect costs to ensure that the application is competitive.

Indirect costs include costs which are frequently referred to as overhead expenses (e.g., rent and utilities) and general and administrative expenses (e.g., officers' salaries, accounting department costs and personnel department costs).

Prior Completed Work

Acquisition of property and design work previously completed and related to a specific project are eligible expenses, as long as the work is completed within three years of the application date. All other expenses, as listed in the Eligible Project Expenses section, are eligible as long as the work is completed within one year of the application date. Individual expenses may be older than the deadline only if the final work is completed within the deadline timeframe. All previously incurred expenses will be expected to submit the same documentation at project closeout as work completed directly as a part of the grant project (including invoices and proof of payment).

Specific Requirements of Land Acquisitions

To meet the intent of Resolution 99-1 (Appendix A), land purchased with Open Space sales tax dollars with passive funds will be encumbered to perpetually protect the passive uses of the property. Primarily, this encumbrance will take the form of a conservation easement. In some instances, a conservation easement may not be the best tool for land preservation and a declaration of covenants, conditions and restrictions may be placed on the land in lieu of the conservation easement. These situations may include, but are not limited to: property where there is less than five acres of habitat or preservable land, sites where there are no easily identified conservation values, a redevelopment site or site where significant changes to the property are anticipated, or land purchased solely for use as a trail corridor. In all situations, it is at Open Space staff's sole discretion whether a conservation easement or declaration of covenants, conditions and restrictions will be used to protect the land's passive uses.

The negotiation, approval, and full execution of a conservation easement or a declaration of covenants, conditions and restrictions are required before such a project will be closed out. Additional information on project closeout can be found in subsequent sections. Land purchased using active funds will not be

required to have an encumbrance on the property. If the acquiring organization desires to place a conservation easement on a portion of a property purchased with active funds, please contact Open Space staff for additional information.

Applying to the Program

Application Types

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page 17.
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page 17.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller scale projects. A project 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 one application per applicant, per grant cycle. Mini Grants are subject to the same requirements as both the Active and Passive Grants.

Submission Requirements

Each qualified jurisdiction or sponsored organization applying to the Open Space Program may only submit up to three (3) grants per grant cycle, up to two (2) of which may be full project applications (i.e., not mini-grants). For sponsored organizations, each project in a single grant cycle must be sponsored by a different qualified jurisdiction. Each qualified jurisdiction may only sponsor one project per grant cycle from any given sponsored organization, but there is no limit on the total number of applications a qualified jurisdiction may sponsor in any grant cycle. Sponsored applications do not count against a qualified jurisdiction's allowed number of applications per grant cycle.

Applications must be made on the pertinent Application Form. See the current Application Form for the number of completed application and all attachments that are required for submittal. Mail or deliver application to: Adams County Parks & Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. 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.

The primary contact person(s) identified in the Open Space Application will be used for all official correspondence for each submitted project, including all correspondence regarding project status reports and closeout information. Please contact Open Space staff as soon as it becomes necessary to change the primary contact person.

Matching Funds

All projects must leverage the funds being requested of the Open Space Grant Program. For passive applications, applicants must provide a minimum of 30% of the total project costs toward the project. For active applications, a minimum of 40% must be provided. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.

In-kind sources of funds, such as donations of goods or services or volunteer hours are acceptable forms of match. All donations of goods or services must be documented in the application with a letter from the donor describing the donation and its estimated value. The use of volunteer hours is acceptable. Applicants must estimate the number of volunteer hours anticipated for completion of the project and include in the project narrative a description of the work to be completed by those volunteers. Volunteer time should be valued at the standard rate for the state of Colorado as found at http://www.independentsector.org/volunteer_time. Please see the Glossary of Terms for additional information about what constitutes in-kind contributions.

Application Components Specific to Real Estate Transactions

For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page 17. When a qualified appraisal is not available at the time of application, applicants should provide additional information with their application verifying the purchase price they are estimating. Additional information can include, but is not limited to, recent purchases by the organization of similar land, comparable listings or sales in the area, and other information used by the applicant to determine the cost included in the application. A qualified appraisal will be required prior to project closeout, or prior to closing if funds are to be wired at the time of closing. When the applicant is seeking to buy property for a price that exceeds the qualified appraisal value, the OSAB will make recommendations on a case by case basis to the BoCC for final approval. If no appraisal was available to the OSAB and more is paid for the property than the appraised value, unless specifically requested by the grantee from the BoCC, no reimbursement will be made for a purchase price exceeding the appraised value. If the grantee wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

Application Criteria and Scoring

OSAB will request presentations by applicants for all active and passive applications. Presentations for mini-grant applications are welcomed but not required. Presentations will not be scored and are for informational purposes only.

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

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

The OSAB utilizes standard score sheets while reviewing projects. Examples of the most recent score sheets can be requested from Open Space staff at any time. Each OSAB member ranks the projects based on their impressions of the project. Each project receives a unique ranking from each OSAB member. For example, if there are ten projects in a particular cycle, the OSAB members assign a one (1) to their highest priority project and a ten (10) to their least priority project. The rankings for each project are then totaled and projects are organized from highest ranking (lowest number of points) to lowest

ranking (highest number of points). The projects are then discussed by the OSAB in rank order and funding recommendations are made.

Note: Current scoring practice is described. This process may be changed as the OSAB changes and as projects change. Any changes to OSAB scoring of projects will be shared with applicants prior to the grant cycle in which the changes will be instituted.

After Grant Award

If a press release is issued, include the following statement:

“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.”

Grant Agreement

The BoCC will publically award the grants at a public hearing. At the public hearing, Open Space staff will distribute copies of the grant agreement to each successful applicant. Signed grant agreements are due back to Open Space staff within 45 days of the public hearing. Once they are received back, Open Space staff will have the agreements signed by the BoCC and will return one fully executed copy to the applicant in either electronic or paper form. 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.

Project Due Date

All projects must be completed within two years of the grant award date. All documentation necessary to close out the project must be submitted to Open Space staff or an extension must be requested by this date. If no documentation is received by Open Space staff by the project due date, this may result in non-compliance. Please see the Grant Non-compliance section below.

Project Extension Policy

Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. A sample Extension Request form is included as Appendix B, but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request. Project extension requests may be approved for up to 6 months at a time by Open Space staff. Grantee should include in their request progress made to date on the project, barriers to completion of the project and plans to overcome said barriers, and a timeline for project completion. If, at Open Space staff's discretion, no significant progress towards completion has been made, the extension request may be denied.

If a request for an extension is denied, Grantee will be promptly notified by Open Space staff. Upon receiving this notification, the Grantee must notify Adams County Open Space in writing 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 deauthorize awarded funds or 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 such a notification will result in an automatic de-authorization of the grant and may result in non-compliance. Please see Grant Non-compliance section below.

Project Modification Policy

If a change to an awarded project is anticipated, Grantee should contact Open Space staff to discuss the proposed change. At that time, Open Space staff will determine whether a formal project modification should be requested. Most change requests will likely fall into one of three categories: 1) minor material change, no request necessary; 2) more significant change to project described in the application, but no change to the budget, staff approval possible, and 3) significant change that impacts the intent of the project and/or the project budget, BoCC approval necessary. If there is any question of which category the request falls into, it will be elevated to the next level for approval.

If it is deemed necessary, the Grantee must submit a Modification Request form to Adams County Open Space staff. A sample Modification Request form is included as Appendix C, but may be updated at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request.

If necessary, this information will be forwarded to the BoCC along with a full staff report for the BoCC's consideration. If the modification request is rejected and the project cannot be completed as originally approved, the Grantee may request deauthorization of the grant award and submit a new application for the revised project for consideration in future grant cycles.

Failure to notify Adams County Open Space staff of changes to an awarded project may result in non-compliance. Please see Grant Non-compliance section below.

Grant Non-compliance

A non-compliance issue may arise due to a failure to adhere to the project due date policy, extension policy, modification policy, or at Open Space staff's discretion. At such time that Open Space staff feels a non-compliance issue has arisen, staff will forward the information and a full staff summary to the BoCC. The BoCC will review the issue and determine what if any remedy will be required. Potential consequences of non-compliance include 1) deauthorization of the current grant award, with a request to repay any funds plus interest already disbursed for the award, 2) suspension of the Grantee from participating in the Open Space Grant program as an applicant, partner, or sponsor, or 3) any other consequence deemed appropriate by the BoCC.

Open Space Signage and Logo Use

An Adams County Open Space Sign provided or approved by Open Space staff will be posted in a prominent place at the project site once the project is completed. This does not apply to projects that will not have public access (i.e. conservation easement projects or planning projects). Signs provided by the County must remain up at the project site through the reporting period (i.e., 10 years). For acquisitions funded through the Open Space program, signs must remain up on the property through

the life of the sales tax. Open Space staff will periodically do audits of signs at project locations and will offer replacement signs when needed. Grantee may also ask for replacement signs at any time when a sign becomes damaged or otherwise in poor condition. Following the expiration of the Open Space Sales Tax, signs shall remain in place until damaged or otherwise in poor condition at which time the sign may be removed and not replaced.

If the Grantee wishes not to place a separate Adams County Open Space sign, but rather to use the logo as a part of new signage to be produced for the project, a high quality digital design file of the Adams County Open Space logo can be provided by Open Space staff. Use of the Adams County Open Space logo on other permanent signage must be approved by Open Space staff prior to final production of said signage. The program logo can also be provided for other uses via digital image files at the sole discretion of Open Space staff. Any additional usage of the program logo must be approved by Open Space staff.

Reimbursement and Closeout Process

Funds will be disbursed:

- Once the project has been both physically and contractually completed as funded, or at a specified periodic reimbursement date as described in the grant agreement (subject to documentation described below).
- The documentation requested in the reimbursement process has been received and verified by staff. Documentation should indicate that all work has been completed, invoiced, and paid on the project contract, including payment of retainage, as necessary.
- If the final product of a project is a document, including but not limited to a plan, design, or construction documents, those documents must be sent to Open Space staff for inclusion in the project file and for project closeout. In addition, if a document is being developed in association with a land purchase including but not limited to surveys, baseline assessments, or environmental analysis, those documents must be forwarded to Open Space staff for project closeout.

The amount of funds disbursed will correspond to the submitted 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. All reimbursements will be based on the award percentage of the total project costs, up to the full award amount. At no time will the amount of reimbursement, whether periodic or final, exceed the project expenditures when in-kind contributions are used as match. Unused grant funds will be returned to the grant fund. For example, if a project is under budget the leverage amount will be based on the final cost of the awarded project and the remaining award amount will be returned to the grant fund for future reallocation. Under no circumstances will the amount of funds reimbursed by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement. An increased percentage of project costs will only be allowed if approved by the BoCC in a modification requesting such a change (see Project Modification Policy, page 13).

In the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic

reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

Failure to provide requested documents may result in non-compliance. All forms related to the closeout process can be found in Appendix D. Please contact Open Space staff for the most up-to-date files.

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 to receive the grant award:

- Copies of All Easements/Encumbrances
- Final Contract
- Full Qualified Appraisal
- Preliminary Buyers Settlement Agreement
- Title Commitment

It is the applicant's responsibility to ensure that Open Space staff is kept informed of any changes to the date, time or location of the closing. Adams County Open Space must have the wiring instructions at least five (5) business days ahead of the scheduled closing to forward to the Adams County Treasurer's Office to set up the wire transfer. All other documents should be to Open Space staff a minimum of two (2) business days before closing to have funds wired to closing. After closing, copies of the following documents must be forwarded to the Open Space Office prior to the project being closed out:

- Grant Closeout Request Form
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- Title Policy
- Fully executed Conservation Easement must be on file with Open Space staff (for passive acquisitions)
- Associated invoices and checks
- Other applicable items

All Other Projects Reimbursement Process

For all other projects, to close out a project the applicant must submit to the Open Space Office copies of the following documentation:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet
- Copies of cancelled checks (front and back) for all costs indicated on Grant Closeout Worksheet
OR
Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

Reporting Following Closeout

As stated in Resolution 99-1, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

At the 5- and 10-year anniversaries of project closeout, Open Space staff will send Grantee a reporting form for all projects closed out during that timeframe, not including planning projects or environmental education programs. This form will request basic information about all closed out projects specifically what, how and why anything has changed on the project. Grantee will include dated photos of the project for Open Space staff review. If in Open Space staff’s opinion, the intent of the original project has been changed, a full report will be forwarded to the BoCC. At that time, the BoCC will review the information and determine what, if any, action will be taken, including but not limited to the return of all grant funds plus interest.

Code of Ethics

The Code of Ethics applies to all employees and officials of Adams County, including the Open Space Advisory Board. The Code of Ethics can be found on the Adams County website: www.adcogov.org

Glossary of Terms

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, Appendix A)

DEAUTHORIZATION OF FUNDS: In cases where funds are deauthorized (i.e., non-compliance, project completed under budget) remaining funds are returned to the grant fund for future allocation to projects. When funds have been paid, either for a completed project or for periodic reimbursements, and the BoCC requests those funds be returned to the grant fund, it is at the BoCC's discretion to also request payment of interest on those funds being returned.

IN-KIND SOURCES OF FUNDS: In-kind sources of funds are donations of time, services, or goods. At no time is the applicant paying for this contribution to the project, whether directly from the project proceeds or indirectly from other funding. These sources must be documented through timesheets, invoices, or other means for project closeout purposes.

PASSIVE USE: Passive uses shall include, but not be limited to 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, Appendix 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 before and after easement values are not required.)
- effective within one year prior to closing, the grantee will be required to have an appraiser update the appraisal.

QUALIFIED JURISDICTIONS: The qualified jurisdictions are defined as the taxing entities within the county and include, but are not limited to: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County.

Appendix A

STATE OF COLORADO)
 COUNTY OF ADAMS)

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

Ted L. Strickland _____	Chairman	C0600923
Elaine T. Valente _____	Commissioner	10/08/99 14:32:16
Martin J. Flaum _____	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly _____	County Attorney	CAROL SNYDER ADAMS CO
Lucy Trujillo, Deputy _____	Clerk of the Board	

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

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

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

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

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

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

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO)
 County of Adams)

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

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

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

By Lucy Trujillo
 Deputy

STATE OF COLORADO)
COUNTY OF ADAMS)

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

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

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

RESOLUTION 99-1

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

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

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

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

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

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

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

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

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

ISSUE _____

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

YES _____ NO _____

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

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

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

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;

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO)
 County of Adams)

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

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

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

By *J. W. Stuebel*
 Deputy



Appendix B



Adams County Open Space Extension Request Form

Revised 9/2017

Date of Request:
Grantee Name:
Project Name:
Contact Person:
Phone Number:
Email:

Original Project Due Date:	Requested Due Date: (No longer than 6 months)
Please explain in detail the reason(s) for extending this project. Include information regarding progress made to date, items remaining to be completed and estimated timeline for completing all work.	

Attach the following:

- Copy of original timeline submitted with grant application
- Revised timeline
- Evidence of progress (Photos of project or in narrative above)

Prepared by: _____

Date: _____

Print name: _____

Title: _____

Appendix C



Adams County Open Space Modification Request Form

Revised 9/2017

Date of Request:	
Grantee Name:	
Project Name:	
Contact Person:	
Phone Number:	
Email:	
Project Due Date:	

Previously Submitted Leverage Summary:	Proposed Revision to Leverage Summary:
Grant Total:	Grant Total:
Total Project Costs:	Total Project Costs:
% of Funding Requested:	% of Funding Requested:

Please provide a description of the changes to the project as well as an explanation for the changes. Please provide specific details.

Attach the following:

- Copy of original budget submitted with grant application
- Revised budget
- Copy of original timeline submitted with grant application
- Revised timeline
- Evidence of progress (Photos of project or in narrative above)

Prepared by: _____

Date:

Print name: _____

Title:

Appendix D



Adams County Open Space Grant Closeout Request Form

Revised 9/2017

Project Name:	
Contact Person:	
Phone Number:	
Email:	
Reimbursement Request:	
For land acquisitions only:	
Has money already been wired to closing? <input type="radio"/> Yes <input type="radio"/> No	
Are additional funds being requested to closeout the project? <input type="radio"/> Yes <input type="radio"/> No	

Please review the appropriate project closeout checklist. Submit all documentation described on the checklist to:

Adams County Parks and Open Space
Attn: Renee Petersen or Shannon McDowell
9755 Henderson Rd.
Brighton, CO 80601

If you have questions or need assistance please contact Renee Petersen at 303.637.8072 or rpetersen@adcogov.org or Shannon McDowell at 303.637.8039 or smcdowell@adcogov.org.

I certify that all required documentation is attached or has been sent to Adams County Open Space to close out this project.

Prepared by: _____ Date: _____

Print name: _____ Title: _____



Adams County Open Space Grant Closeout Checklist

Revised 9/2017

Project Name:

Contact Person:

Use this checklist when closing out **ALL** projects, except land acquisitions. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

Please submit the following:

- Grant Closeout Request Form
 - Completed Grant Closeout Worksheet
 - Copies of **ALL** invoices listed on Grant Closeout Worksheet
 - Copies of cancelled checks for all costs indicated on Grant Closeout Worksheet
- OR**
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
 - Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

Use this checklist when closing out land acquisitions. Use page 1 when funds are to be wired to closing. Use page 2 if being reimbursed after closing. Provide copies of all documentation described below and this checklist to Open Space staff to begin the closeout process.

For money to be wired directly to closing, please submit the following:

- All Easements/Encumbrances
- Final Contract
- Preliminary Buyers/Sellers Settlement Statement
- Title Commitment
- Qualified Appraisal

Following closing when money has already been wired, submit the following additional documentation to closeout the project:

- Grant Closeout Request Form
- Final Title Policy
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

If additional funds are being requested at the time of closeout, submit the following:

- Completed Grant Closeout Worksheet
 - Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
 - Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet
- OR
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
 - Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
 - Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name:

Contact Person:

Please submit the following documentation to closeout the project if no funds have previously been received:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet

- All Easements/Encumbrances
- Final Title Policy

Qualified Appraisal

- Final Contract
- Recorded Deeds specific to this transaction

Signed Settlement Statement

A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)

Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)

Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made

Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.

Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)

