

**Parks, Recreation & Cultural Services**  
**MEMORANDUM #15 - 2011**

**DATE:** December 8, 2011  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** William A. Simmons, City Manager *WAS*  
Amanda J. Peterson, Director of Parks, Recreation and Cultural Services *ajp*  
**SUBJECT:** Adams County Open Space Grant Acceptance for Jaycee Park Improvements CR-147

**RECOMMENDATION**

Staff recommends approval of the attached resolution and grant agreement, accepting funds in the amount of \$135,000 from Adams County Open Space. These funds were awarded by the Adams County Open Space Advisory Board and the Adams County Commissioners to the City of Northglenn for the Jaycee Park Improvements project through the competitive grant process.

**BACKGROUND**

A grant application was submitted to the Adams County Open Space Advisory Board for consideration during the fall 2011 grant cycle. This application requested \$135,000 in funds for ballfield and dog park improvements at Jaycee Park, with matching funds in the amount of \$135,000 from the City and \$3,888.00 from the Northglenn Community Foundation and the Northglenn Dog Owners Group. The application was approved for the full amount requested. These funds will be utilized to make needed improvements at the ballfields, to include replacement of fencing, backstops and infield mix, as well as improvements to the dog park fencing and surfacing, the addition of a small dog area, and improvements to the restroom facilities.

An application was also submitted to Great Outdoors Colorado for additional funding for this project, however, the application was not approved by GOCO. As such, the project will be designed to fit within a total budget of \$273,888.00.

**TIME/BUDGET IMPLICATIONS**

Matching funds in the amount of \$135,000 have been requested and are anticipated to be allocated through the 2012 budget adoption process. Funds are identified in the Conservation Trust Fund in the amount of \$135,000, which is funded through proceeds from the Colorado Lottery.

The grant agreement must be signed and submitted to Adams County within 45 days of receipt, or prior to December 16, 2011.

**STAFF REFERENCE**

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

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-147  
Series of 2011

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

A RESOLUTION ACCEPTING AN ADAMS COUNTY OPEN SPACE GRANT AND APPROVING THE GRANT AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND THE ADAMS COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, the City of Northglenn has submitted an application to Adams County to use Adams County Open Space Sales Tax funding for the Jaycee Park Improvements Project for the purpose of making basic improvements to ensure the safety of participants at Jaycee Park; and

WHEREAS, the Adams County Board of County Commissioners has approved a grant application and has prepared an Adams County Open Space Grant Agreement, which provides \$135,000 for the Jaycee Park Improvements Project.

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

Section 1. The Adams County Open Space Grant in the amount of \$135,000.00 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners is hereby approved and the Mayor is authorized to execute same on behalf of the City.

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

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

ATTEST:

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

APPROVED AS TO FORM:

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

**ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2011-00022**

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 August 1, 2011, Applicant applied for an Adams County Open Space Grant to complete the Jaycee Park Improvements project (the "Project"); and

WHEREAS, on November 2, 2011, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 49.3% of the total Project costs, not to exceed \$135,000.

**AGREEMENT**

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

1. **Grant Award.** Adams County hereby awards to Applicant a grant in the amount of 49.3% of the total Project costs, not to exceed \$135,000 (the "Grant"), subject to terms and conditions set forth in this Agreement.
  
2. **Project Scope.** Applicant shall complete the Project as described in the grant application, attached as Exhibit A ("Project Scope") and incorporated herein by this reference. Exhibit A attachments include the grant application and application attachments A, B, C, D, and E. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy stated in the Open Space Policies and Procedures, attached as Exhibit B and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. **Completion Date.** Applicant shall complete the Project no later than November 2, 2013, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated in the Open Space Policies and Procedures, a copy of which is attached as Exhibit C and incorporated herein by this reference, as may be amended from time to time by the Board of County Commissioners in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event that this Completion Date is not met and/or if Applicant fails to comply with the Extension Policy.
4. **Open Space Sales Tax.** Applicant shall use the Grant in accordance with Resolution 99-1, attached hereto as Exhibit D and incorporated herein by this reference.
5. **Policies and Procedures.** Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit E and incorporated herein by this reference.
6. **Audits and Accounting Records.** Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Exhibit D.
7. **Payment of Grant.** Adams County will pay the Grant to Applicant upon successful completion of the Project. Prior to the payment of the Grant, Staff shall conduct a due diligence review of the Project, the results of which must be satisfactory to Adams County in its sole discretion. Applicant shall assist and cooperate with the Staff in conducting such due diligence review, and in connection therewith shall provide the Staff with all invoices, cancelled checks, and land documents, as well as other documentation and information reasonably requested by the Staff.
8. **Signage.** Applicant shall erect and maintain an Adams County Open Space Sign, which shall be provided by Adams County, in a prominent place on the Project site, unless the Project will not be open to the public.
9. **Publicity.** In all press releases regarding this Project, Applicant shall include the following statement: "This Project was funded in part with proceeds from the Adams County Open Space Sales Tax. The Adams County Open Space Sales Tax was passed by the Adams County voters in 1999, and reauthorized in November 2004, to be extended until December 31, 2026."



10. Miscellaneous Provisions.

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

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

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ADAMS, STATE OF COLORADO

ATTEST:  
KAREN LONG, CLERK

\_\_\_\_\_

Chairman

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

APPROVED AS TO FORM:

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

CITY OF NORTHGLENN, APPLICANT

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



Adams County Open Space Grant Application  
 Active Use  
 Due Date: August 1, 2011

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

**PART I: ELIGIBILITY CRITERIA**

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

Contact Information			
Primary Contact Name:	Brian Magnett	Title:	Recreation Supervisor
Phone:	(303) 450-8899	Email:	bmagnett@northglenn.org
Address:	11801 Community Center Drive		
City:	Northglenn	State:	CO Zip: 80233
The contact name provided above will be used for all official correspondence. In the event that the primary contact is not available, please list any additional contacts for this project.			
Name:	Title:	Phone:	Email:
Amanda Peterson	Director of Parks, Recreation & Cultural Services	(303) 450-8950	apeterson@northglenn.org

Project Summary
Briefly describe your project (<100 words).



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<p>Jaycee Park is home to the Jaycee Ballfield and the Bill Goodspeed Happy Tails Dog Park. The ballfield was originally installed in 1973-74, with the off-leash dog park added in 2002. This 10 acre park is in need of improvements, to include fencing, infield mix and site amenities at the ballfield; and fencing, lighting and site amenities at the dog park; as well as restroom renovation. In addition to basic improvements, the City desires to create an identity for this park by creating a replica stadium at the ballfield. This unique feature will create a great destination park for users of all ages.</p>	<b>Budget Summary</b>							
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Grant Request (this cycle only):</b></td> <td style="text-align: right;"><b>\$135,000.00</b></td> </tr> <tr> <td>Previous ADCO Grants (this project only):</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Matching Funds (cash + in-kind):</td> <td style="text-align: right;">\$138,888.00</td> </tr> <tr> <td><b>Total Project Costs:</b></td> <td style="text-align: right;"><b>\$273,888.00</b></td> </tr> </table> <p><b>Grant Request:</b> <input type="text" value="49.3"/> <b>% of Total Project Costs</b></p> <p>Complete the Project Budget labeled <b>Attachment A</b> at the end of this application.</p>	<b>Grant Request (this cycle only):</b>	<b>\$135,000.00</b>	Previous ADCO Grants (this project only):	\$0.00	Matching Funds (cash + in-kind):	\$138,888.00	<b>Total Project Costs:</b>
<b>Grant Request (this cycle only):</b>	<b>\$135,000.00</b>							
Previous ADCO Grants (this project only):	\$0.00							
Matching Funds (cash + in-kind):	\$138,888.00							
<b>Total Project Costs:</b>	<b>\$273,888.00</b>							

Summary of Funding	
<p><b>1. Previous Funding</b></p> <p>a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.</p> <p>i. Has this grant been submitted for funding consideration in a previous grant cycle?</p> <p style="padding-left: 40px;"><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:</p>	
Grant Cycle:	Award Amount:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Property Location Information	
Project Site Address:	<input type="text" value="Leroy Drive &amp; Irma Drive"/>
Nearest cross streets:	<input type="text" value="Leroy Drive &amp; Irma Drive"/>
Parcel ID# (REQUIRED):	<input type="text" value="171,911,405,001"/>
<p>Include a Location Map and label as <b>Attachment E</b>. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.</p>	

Land Acquisition Summary (if applicable)	
Number of acres:	<input type="text"/>
Cost per acre:	<input type="text"/>





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Appraised price per acre:

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

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

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

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

**PART II: SELECTION CRITERIA**

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

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



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

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

Jaycee Park is home to two distinct recreation facilities, as well as trails, flowerbeds, shrub beds, sculpture and other general site amenities. Improvements to the entire site are desired, including renovation of the ballfield, improvements to the dog park and renovation of the restroom facilities.

The single ballfield was originally installed in 1973-74 (this timeline is based on historic documents, though some remember playing Little League there as early as the 1960's), with some improvements to the lighting in the early 90's. Although the field has held up very well over the years, it is an aging facility that is in need of improvement at this stage. The renovation would include removal of the existing backstop and sideline fencing, and replacing it with coated chain link backstop and fencing. The outfield will be used to create a Replica or Nostalgic Field, a concept that will be achieved by replacing the existing worn fencing with a wall that "replicates" a professional stadium. The stadium that has been selected for replication is Fenway Park, though the final design will not be complete until funding is in place. Additional stabilized infield mix will be added to improve play conditions after a storm event, as the ballfield currently holds water with any amount of rain, rendering the field unplayable until the field dries. The stabilized mix absorbs the water, and is playable in much wetter conditions than traditional non-stabilized infield mix. Other additions include dugout covers, new bleachers for parents and other observers, and upgrades to the scorekeepers booth.

The dog park was installed in 2002, with a very minimal budget of \$23,000. The fencing needs to be reinforced, and there is minimal lighting at this well-used portion of the facility. There is also no area dedicated to small dogs, and the landscaping is limited. The space is simply a dirt-surface enclosure, which generally creates one big mud puddle during wet weather. It is desired to add some pet-friendly pea gravel surfacing, a crusher fine trail, and pet-friendly landscaping areas that include trees, ornamental grasses and native grasses.

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

- b. Attach a Project Site Plan that identifies all project components and label as **Attachment D**.  
c. Does this project contain areas that will help separate park amenities from surrounding neighborhoods, roads, schools, etc.? If yes, clearly identify these areas on the Project Site Plan.

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





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

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

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

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

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

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

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

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

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

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





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

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

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

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

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

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

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

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

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

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

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

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

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

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





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

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

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

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

**1. Funding Summary**

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

Grant Request = 49.3 % of the Total Project Costs

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

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

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

**2. 30% Distribution**

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

Yes  No  Not Applicable





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If yes, please list the amount being used:

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

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

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

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

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

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

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

Informational posters identifying the intention to apply for grant funding for Jaycee Park were posted at the Recreation Center, Jaycee Park and Kiwanis Pool in July 2011. Letters of support and phone calls came in following within just hours of that posting, with support for both the dog park and ballfield improvements. This support included current and past individual users and user groups and adjacent business owners. These letters are attached.

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

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

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



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

**1. Long-term Management**

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

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

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

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

Yes  No

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

**2. Past Performance**

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

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

**3. Pending Projects**

Please list all projects that have been awarded ADCO grant funds but have not yet been completed.

-- If an extension has been granted, please list the new due date in the "Due Date" column.

-- If a project is past due, explain why the project has not yet been completed.

Project Name:	Award Amount:	Due Date:	Explain:
Northglenn Skatepark	\$550,000.00	2012	
Northglenn Recreation Center Rehabilitation	\$500,000.00	2013	





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Due Date: August 1, 2011

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

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

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

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

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

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

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

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

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

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

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

*Joyce Downing*

Date: July 28, 2011

Print Name: \_\_\_\_\_

Joyce Downing

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

Mayor, City of Northglenn

**Attachment A - Project Budget**

Date: August 1, 2011

Project Name: Jaycee Park Improvements

Amount Requested: \$135,000.00

% Total Project Costs: 49.3

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

Description of Item/Expense	Grant Request	Previous ADCO Award	Applicant Match	Partner Match	In-Kind (funds/services to be provided by applicant or partner)	Total Project Costs
Demolition and Removal of Existing Fencing	\$3,000.00		\$3,000.00			\$6,000.00
Concrete Flatwork	\$5,000.00		\$5,000.00			\$10,000.00
"The Monster" (field backdrop, 180 linear feet)	\$29,160.00		\$29,160.00			\$58,320.00
12' Wood Fence	\$4,250.00		\$4,250.00			\$8,500.00
8' Wood Fence	\$7,500.00		\$7,500.00			\$15,000.00
10' Maintenance Gate	\$750.00		\$750.00			\$1,500.00
8' Chain Link Fence	\$2,500.00		\$2,500.00			\$5,000.00
Crusher Fines (Warning Track & Dog Park Trail)	\$20,000.00		\$20,000.00	\$3,888.00		\$43,888.00
Stabilized Infield Mix	\$3,372.00		\$3,372.00			\$6,744.00
Sod (additional area to south of ballfield and on north and west of dog park)	\$4,000.00		\$4,000.00			\$8,000.00
Irrigation Retrofit (additional area to south of ballfield and on north and west of dog park)	\$5,000.00		\$5,000.00			\$10,000.00
Dugouts	\$20,000.00		\$20,000.00			\$40,000.00

Attachment A - Project Budget

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
Bleachers	\$6,000.00		\$6,000.00			\$12,000.00
Pedestrian Gate	\$300.00		\$300.00			\$600.00
Backstop	\$12,000.00		\$12,000.00			\$24,000.00
Design and Engineering	\$12,068.00		\$12,068.00			\$24,136.00
Paint (restrooms)	\$100.00		\$100.00			\$200.00
<i>Budget Total</i>	<i>\$135,000.00</i>		<i>\$135,000.00</i>	<i>\$3,888.00</i>		<i>\$273,888.00</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	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012
Design & Engineering	X	X										
Bid			X	X								
Contract Award					X							
Dog Park Improvements						X	X	X				
Irrigation									X	X		
Restroom Improvements									X	X		
Ballfield Improvements											X	X

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

**Attachment C - Source of Funds**

Project Name:

Amount Requested:

% Total Project Costs:

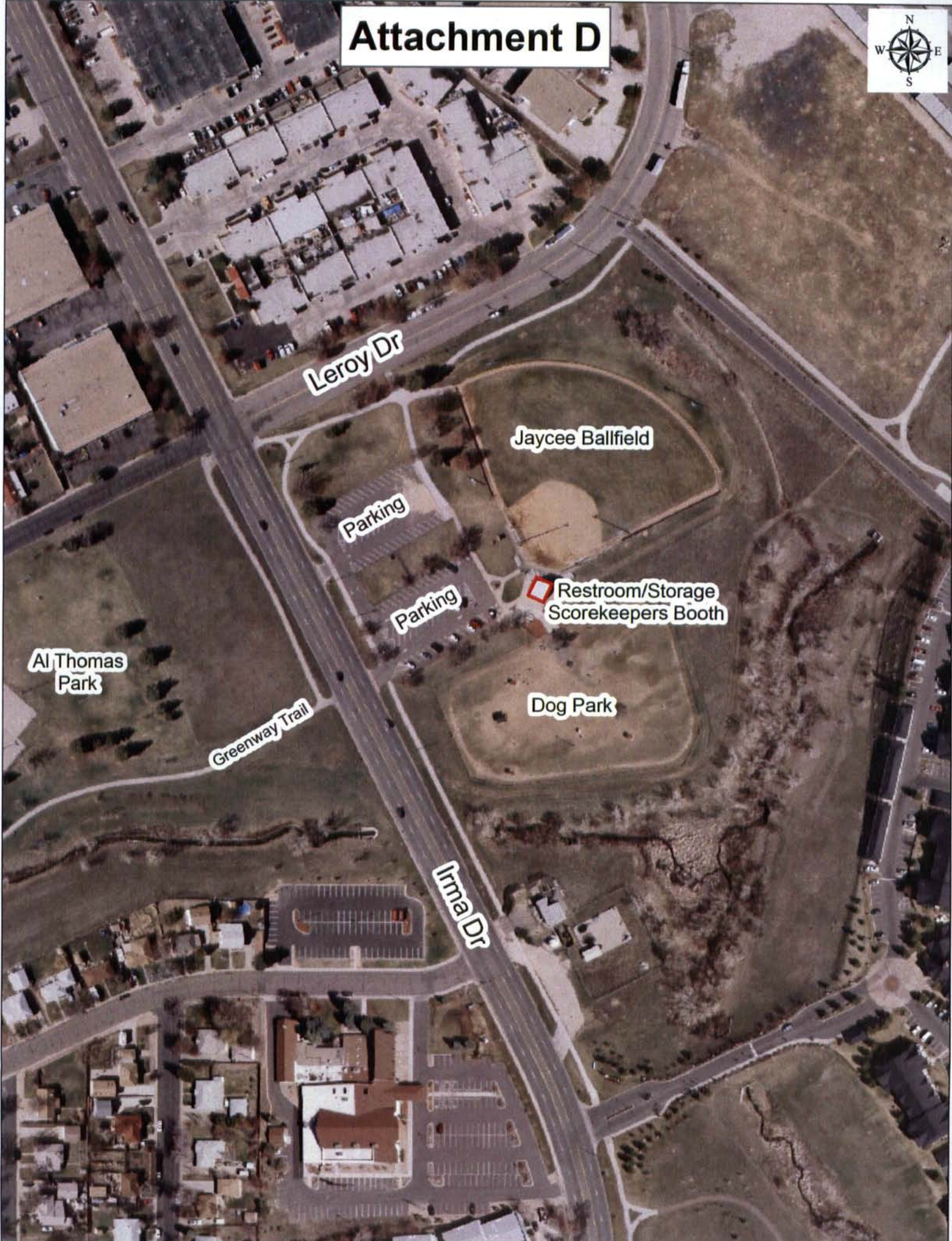
In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution.

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

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



# Attachment D



Leroy Dr

Jaycee Ballfield

Parking

Parking

Restroom/Storage  
Scorekeepers Booth

Al Thomas  
Park

Greenway Trail

Dog Park

Ilma Dr



# Attachement D1 Dog Park Fencing, Landscaping





# Attachement D1 Dog Park Fencing, Landscaping



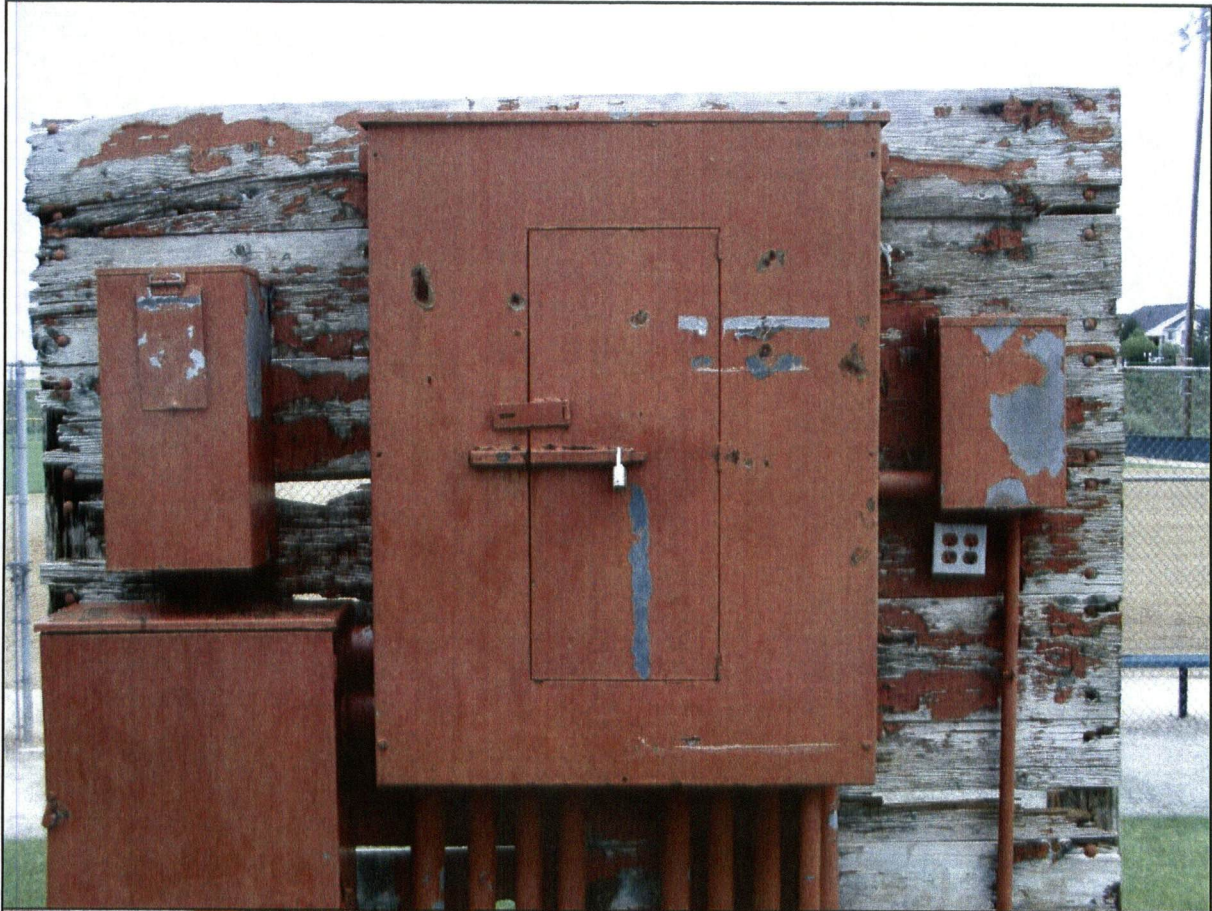


**Attachement D1  
Worn Fencing,  
Fencing Shorter than Standard**





**Attachement D1**  
**Above Ground Electrical Box,**  
**Steep Stairway to Scorekeepers Booth**





# Attachement D1 Aging Bleachers, Restrooms, Lack of Partitions





# Attachment E



Leroy Dr

Jaycee Ballfield

Parking

Parking

Restroom/Storage  
Scorekeepers Booth

Dog Park

Al Thomas  
Park

Greenway Trail

Irma Dr

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



# **Introduction**

## **Purpose**

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

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

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

## **Background**

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

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

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

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

## **Goals and Actions**

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

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

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

### **Jaycee Ball field Improvements**

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

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

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

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

### **Webster Lake Shoreline Stabilization**

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

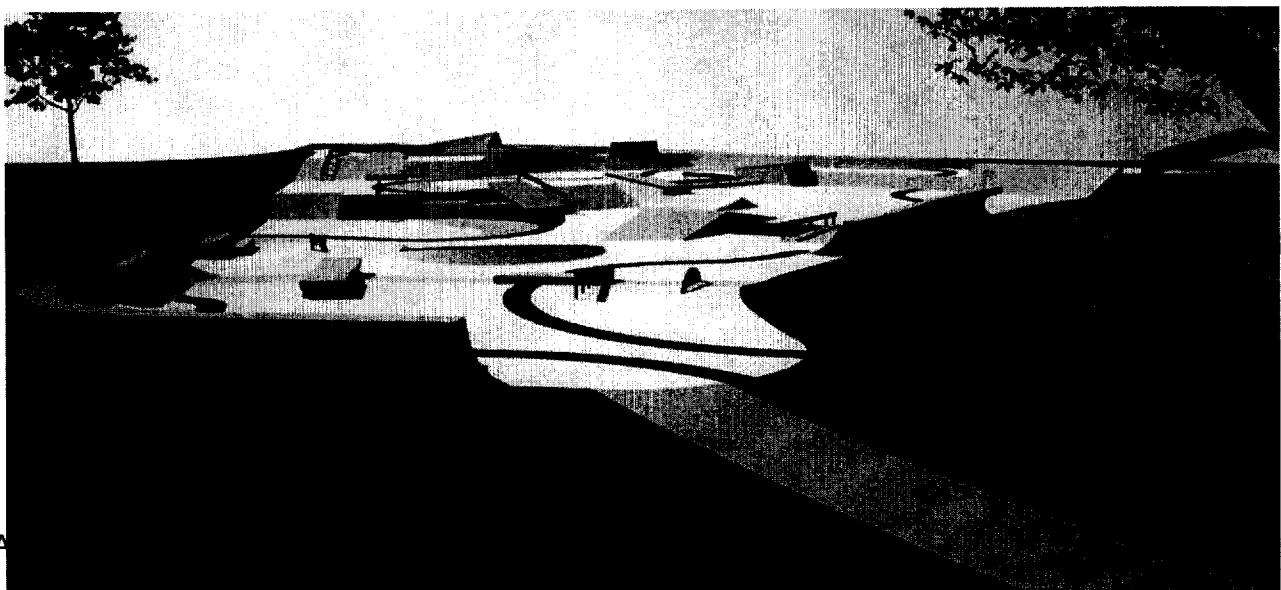


Figure 8: Artist's rendering of preliminary plans for the Skate Park



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

### **Kiwanis Pool Improvements**

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

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

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

### **Dog Park Improvements**

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

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

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

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

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

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

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

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



1928 East 117th Court  
Northglenn, CO 80233-5906

July 18, 2011

Dear Adams County Open Space Advisory Board,

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

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

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

Sincerely,

A handwritten signature in black ink that reads 'Jerry D. Gavette'. The signature is fluid and cursive.

Jerry D. Gavette  
Secretary/Treasurer

7/14/11

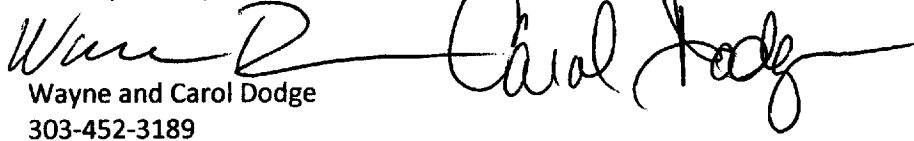
To: Adams County Open Space

Re: Grant application for Jaycee Park Ballfields, Northglenn Colorado

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

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

Thank you for your time,

  
Wayne and Carol Dodge  
303-452-3189

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

---

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

---

To Whom It May Concern:

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

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

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

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

Thank you

Tammie Ogden  
10820 Rosalie Drive  
Northglenn, CO 80233

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

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

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

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

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

July 15, 2011

Dear Adams County;

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

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

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

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

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

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

---

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

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

Dear Mr. Magnett:

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

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

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

Sincerely,



Rosalba Lisa Zickefoose

To whom this may concern,

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

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

*[Handwritten signature]*  
Steve Haines  
Justin Montoya

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



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

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

---

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

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

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

Please consider making the funds available for this great project.

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

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

---

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

---

Hello Amanda,

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

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

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

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

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

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

July 26, 2011

Dear ADCOG Grant Committee,

On behalf of myself, and all of the dogs that are given the opportunity to visit the Bill Goodspeed's Happy Tail Dog Park, I would like to request that you give strong consideration to funding our grant to improve our dog park. This park brings so much joy, socialization and exercise, for not only the dogs within Northglenn and surrounding communities, but also to the pet owners. This park is frequented a lot and is in need of improvements. Your grant could truly turn this park into a more enjoyable place to visit making it a real memorial to Bill Goodspeed and a place that tails will wag even faster!

Thank you for your consideration and generosity!

Sincerely,  
Leslie Carrico  
Northglenn City Council  
Pet Lover

P.S. Wylie (Chow/Lab), Echo (German Sheppard Mix) and Chico (Pomerania) wanted me to pass along their thanks as well.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-72  
Series of 2011

11-68  
Series of 2011

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

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

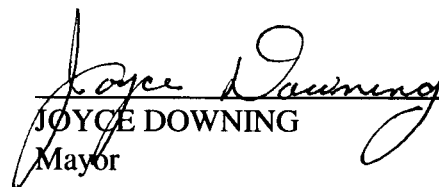
WHEREAS, the Northglenn City Council believes that improvements to Jaycee Park will enhance the recreational amenities to users of all ages within the City and the application for grant funding will allow the City to make more functional improvements to the Jaycee Ballfield as well as to the Bill Goodspeed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

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

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

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


DATED, at Northglenn, Colorado, this 28<sup>th</sup> day of July, 2011.

  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
JOHANNA SMALL, CMC  
City Clerk

  
COREY Y. HOFFMANN  
City Attorney

# Modification Policy and Request Form:

Exhibit B

## **Modification Policy:**

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

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

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

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

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

# Modification Request Form:

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

**Please provide the following information:**

**Previously Submitted Leverage Summary:**

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

**Proposed Revision to Leverage Summary:**

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

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

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

Submitted By:	Title:
Printed Name:	Date:

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

## IX. Extension Policy

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

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

### Eligibility Requirements for Extension of a Project:

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

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

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

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

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

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

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

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

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO )  
County of Adams )

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

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

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

By Lucy Trujillo  
Deputy



STATE OF COLORADO  
COUNTY OF ADAMS

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

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

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

RESOLUTION 99-1

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

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

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

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

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

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

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

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

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

ISSUE \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

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

- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials if such materials are picked up by the purchaser and if the purchaser of such materials presents to the retailer a building permit or other acceptable documentation that a local use tax has been paid or is required to be paid on the value thereof.
- (iii) The Sales Tax shall not be imposed on the sale of personal property on which a specific ownership tax has been paid or is payable if: (I) the purchaser is a nonresident of, or has its principal place of business outside the County, and (II) such personal property is registered or required to be registered outside the limits of the County under the laws of the State of Colorado.
- (iv) The Sales Tax shall not be imposed on the sale of tangible personal property at retail or the furnishing of services if the transaction has been previously subjected to a sales or use tax lawfully imposed on the purchaser or user by another statutory or home rule county equal to or in excess of the amount imposed by Section 7(a) hereof. A credit shall be granted against the Sales Tax payable with respect to such transaction equal in amount to the lawfully imposed sales or use tax previously paid by the purchaser or user to such other statutory or home rule county, provided that such credit shall not exceed the amount of the Sales Tax imposed by Section 7(a) hereof.

(c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales shall be considered consummated at the place of business of the retailer, unless the tangible personal property sold is delivered by the retailer or his agent to a destination outside the County or to a common carrier for delivery to a destination outside the limits of the County. The gross taxable sales shall include delivery charges, when such charges are subject to the state sales and use tax imposed by Article 26 of Title 39, C.R.S., regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the County, or has more than one place of business, the place or places at which the retail sales are consummated for the purpose of this Sales Tax shall be determined by the provisions of Article 26 of Title 39, C.R.S., and by the rules and regulations promulgated by the Colorado Department of Revenue. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by Title 39, Article 26, C.R.S.

(d) *Collection, Administration and Enforcement.* The collection, administration and enforcement of the Sales Tax shall be performed by the Executive Director of the Colorado Department of Revenue (the "Executive Director") in the same manner as the collection, administration and enforcement of the Colorado state sales tax. The provisions of Article 26 of Title 39, C.R.S. and all rules and regulations promulgated thereunder by the Executive Director shall govern the collection, administration and enforcement of the Sales Tax.

(e) *Vendor Fee.* No vendor fee shall be permitted or withheld with respect to the collection and remittance of the Sales Tax.

(f) *Application of Section 29-2-108, C.R.S.* The imposition of the Sales Tax will result in the 7% limitation on the total sales tax imposed by the State of Colorado, any county and city or town in any locality in the State of Colorado as provided in Section 29-2-108, C.R.S. being exceeded. Such notwithstanding, the rate of Sales Tax does not exceed the rate permitted to be imposed by the County pursuant to Section 29-2-108, C.R.S.

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

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

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

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

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

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

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

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

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

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

(b) *Deposit and Expenditure of Revenue.*

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

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

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

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



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

C. *Authorized Projects and Uses of Funds.*

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

To pay for related acquisition, construction, equipment, operation and maintenance costs;

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

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

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

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

Strickland	_____	Aye
Valente	_____	Aye
Flaum	_____	Aye
		Commissioners

STATE OF COLORADO )  
County of Adams )

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

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

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

By *John Stuebel*  
Deputy





# *Adams County Open Space Policy and Procedures*



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

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### **Attachments:**

**Exhibit A** – Resolution 99-1

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

**Exhibit C** – Passive Use Application

**Exhibit D** – Active Use Application

**Exhibit E** – Grant Agreement

**Exhibit F** – Conservation Easement

**Exhibit G** – Modification Form

**Exhibit H** – Extension Form

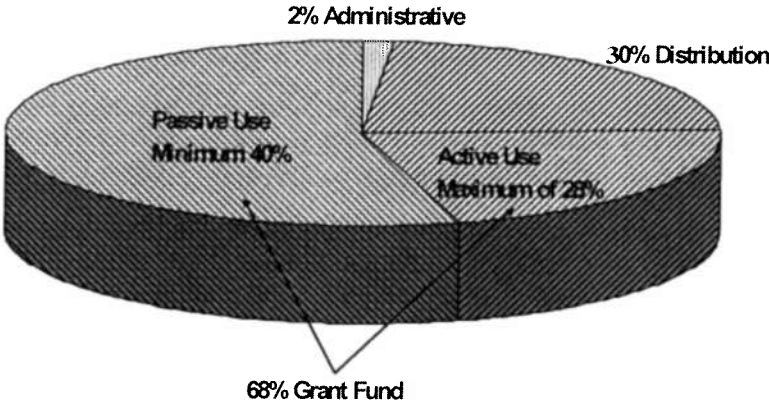
**Exhibit I** – Budget Form

**Exhibit J** – Project Timeline

**I. Introduction**

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

**Open Space Sales Tax Pie Chart**





## II. Open Space Definitions

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

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

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

### QUALIFIED APPRAISAL:

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

### III. 30% Distribution

**Source:** Resolution 99-1

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

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

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

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

### Grant Cycles

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

### Eligibility

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

### Clarification of Eligibility Criteria:

1. Qualifying Jurisdictions:

Aurora\*

Arvada\*

Bennett\*

Brighton\*

Commerce City

Federal Heights

Northglenn

Thornton

Unincorporated Adams County

Westminster\*

Others that Partner with above Jurisdictions:

Parks and Recreation Districts\*\*

Other Governmental Entities\*\*

\* Must be project within Adams County

\*\* Must be in conformance with City or County Adopted Parks or Open Space Plan and sponsored by qualifying jurisdictions. Applicants that are sponsored by qualifying jurisdictions are limited to one project per grant cycle, per sponsor.

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



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

### Grant Application Types:

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

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

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

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

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

## **Criteria/Rating**

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

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

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



## **OSAB Recommendations**

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

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

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

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

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

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

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

## **Post Open Space Sign**

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

## **Distribution of Funds**

Funds will be dispersed:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Reimbursement Process**

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

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



## **VII. Modification Policy**

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

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

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

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

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

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

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

## VIII. Reporting Requirements

### Active Use Projects:

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

### Passive Use Projects:

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

## IX. Extension Policy

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

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

### Eligibility Requirements for Extension of a Project:

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

## **X. Reporting on Grants**

### **Annual Report:**

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

### **Annual Audits:**

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



STATE OF COLORADO        )  
COUNTY OF ADAMS         )

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

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

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

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

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

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

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

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

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

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

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

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

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

STATE OF COLORADO )  
County of Adams )

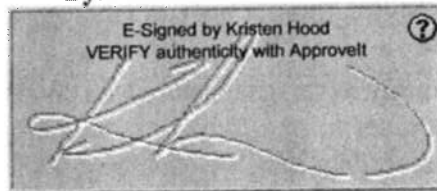
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in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

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

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



By:



Deputy

STATE OF COLORADO        )  
COUNTY OF ADAMS         )

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

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

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

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

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

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

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

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

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

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

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

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

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

STATE OF COLORADO        )  
County of Adams            )

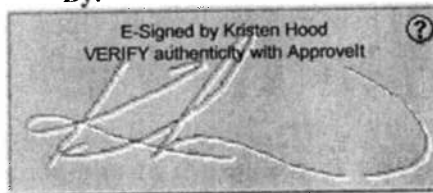
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in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

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

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



By:



Deputy