

**Parks, Recreation and Cultural Services
Memorandum #10-2017**

DATE: May 22, 2017

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: James A. Hayes, AICP, City Manager *JH*
Amanda J. Peterson, Director of Parks, Recreation & Cultural Services *ajp*

SUBJECT: **CR-60 - Acceptance of Grant Funds for Outdoor Aquatics Improvements**
CR-61 – Acceptance of Grant Funds for Park Property Acquisition

PURPOSE

Staff is seeking approval of the attached Adams County Open Space Grant Agreements, accepting funds in the amount up to \$800,000 or 50% of the total project costs for Outdoor Aquatics Improvements and up to \$252,000 or 60% of the purchase price for Park Property Acquisition.

BACKGROUND

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

The funding is divided into two categories – active and passive. A request for a passive project may be for up to 70% of the total budget, a request for an active project may be for up to 60% of the project. Although a request for 60% of an active use project is allowable, the Adams County Open Space Advisory Board has expressed a desire that active use requests are limited to 50% of the project costs. Generally speaking, projects that do not exceed a request of 50% of the total budget tend to be viewed more favorably, though property acquisition is such a high priority for the Open Space Advisory Board that a request was submitted for the full allowable amount of 60% of the total project cost. Both proposals were submitted in the active use category.

Aquatics Improvements: There is currently \$500,000 identified in the 5-year CIP in 2017 (Capital Projects Fund, Adams County Open Space) for improvements to the Kiwanis Bath House and an additional \$300,000 identified for the Splash Pad (Conservation Trust Fund). These funds would allow for the design and construction of a new bath house at Kiwanis, and the addition of a splash pad, either at Kiwanis or at an alternate location in the city. Up to \$800,000, or 50% of the project cost, in grant funds was requested through this grant cycle.

Park Property Acquisition: The property at 421 W. 112th Avenue was purchased in 2016 for \$420,000. With the intention to utilize this property for future park development, grant funds were requested for the acquisition of that property. The full allowable amount of \$252,000, or 60% of the purchase price, was requested through this grant cycle.

When the City moves forward with the development of this property, additional grant funds may be sought for both design and construction. If the park is developed as a passive use space (walking trails, open space, landscaped areas), up to 70% of the design and construction costs

may be requested. If the park is developed as an active use space (playground, sports field, etc.), up to 60% of the design and construction costs may be requested. This would be in addition to any grant funds awarded for the property acquisition, and can be done at any time in the future.

UPDATE

Both grant requests were recommended for full funding by the Adams County Open Space Advisory Board in April 2017; those recommendations were approved by the County Commissioners on May 2, 2017.

The 2017 work plan includes identifying the future use of the property at 421 W. 112th Avenue. By accepting Adams County Open Space grant funds for the purchase of this property, its use is restricted to park, open space, nature area or similar function. The grant was awarded in the active use category, which is less restrictive than the passive use distinction (property acquired with active use funding may be used for passive recreation, but not vice versa).

Staff have begun preliminary exploration as to possible uses of the property, and early estimates for conceptual development. Staff believes that this is likely an active, neighborhood park space, accessible primarily on foot with limited large group congregation areas. A unique playground space (possibly a nature-play theme), picnic tables and benches, walking trails, planting beds, and grassy play areas that take advantage of the existing topography would be appropriate amenities.

Students from Global Village Academy, the school closest to the park, are developing ideas for the park.

Since this is an undeveloped parcel, staff recommends a two-phase approach to the development of this space. The first phase, with a projected cost of \$20-25,000 would include additional public outreach and the development of a conceptual plan for the space. Staff recommends that funding be considered for this phase during the 2018 budget process. The second phase would be a design-build process for the construction of the park, anticipated to be complete in 2019.

BUDGET/TIME IMPLICATIONS

The signed grant agreements must be submitted to Adams County within 45 days of receipt, which is no later than June 16, 2017.

The Park Property Acquisition funding will be reimbursement for funds already expended on the purchase of the property at 421 W. 112th Avenue. Once the grant agreement is approved, the reimbursement request will be processed by staff. Funds are generally received within 6-8 weeks of receipt of the request by Adams County.

The Outdoor Aquatics Improvements project will begin with design this summer, with construction anticipated in 2018. Matching funds for this grant are allocated for 2017 in the Conservation Trust Fund and the Capital Projects Fund (Adams County Open Space discretionary funds).

A future supplemental appropriation will be scheduled to budget the accepted funds.

NEXT STEPS/COUNCIL OPTIONS

Council may approve or deny the attached resolution accepting the grant agreements and the associated grant funds.

RECOMMENDATION

Staff recommends that Council approve the attached resolutions, approving the grant agreements to accept up to \$800,000 for Outdoor Aquatics Improvements and \$252,000 for Park Property Acquisition.

Grant funds must be expended within two years of receipt.

STAFF REFERENCE

Please contact Amanda Peterson at apeterson@northglenn.org or by phone at 303.450.8950 for any further questions.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-60
Series of 2017

Series of 2017

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 Outdoor Aquatics Improvements Project to include the Kiwanis Bath House Improvements and the Splash Pad Project; and

WHEREAS, the Adams County Board of County Commissioners has approved the grant application and has prepared an Adams County Open Space Grant Agreement, which provides \$800,000 for the Outdoor Aquatics 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 \$800,000 is hereby accepted and the Adams County Open Space Grant Agreement, attached hereto as **Exhibit 1**, between the City of Northglenn and the Adams County Board of County Commissioners for the Outdoor Aquatics Improvements Project is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED, at Northglenn, Colorado, this _____ day of _____, 2017.

JOYCE DOWNING
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney



May 2, 2017

Amanda Peterson
11701 Community Center Drive
Northglenn, CO 80233

Re: Grant Award for the Outdoor Aquatics Improvements project

Dear Amanda:

This letter is to inform you that the grant application you submitted on February 1, 2017 for the Outdoor Aquatics Improvements project has been approved for funding by the Board of County Commissioners. The grant award for this project is equal to 50% of the total project funding, up to \$800,000.00.

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

The Agreements must be signed by an authorized official as designated by your agency. **Please return the original signed copies of the Agreements with all exhibits** to the Adams County Open Space office located at 9755 Henderson Road, Brighton, CO 80601. The signed Agreements must be returned to our office no later than June 16, 2017, which is 45 days from the date of award.

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

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

Sincerely,

Renee Petersen
Open Space Grant Coordinator

Enclosure

cc: File

ADAMS COUNTY OPEN SPACE GRANT AGREEMENT #OSG2017-00007

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

RECITALS

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

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

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

WHEREAS, on February 1, 2017, Applicant applied for an Adams County Open Space Grant to complete the Outdoor Aquatics Improvements project (the “Project”); and

WHEREAS, on May 2, 2017, Adams County awarded Applicant an Adams County Open Space Grant to complete the Project; and

WHEREAS, Adams County awarded the Project 50% of the total Project costs, not to exceed \$800,000.00.

AGREEMENT

NOW, THEREFORE, the Parties hereto agree as follows:

1. Grant Award. Adams County hereby awards to Applicant a grant in the amount of 50% of the total Project costs, not to exceed \$800,000.00 (the “Grant”), subject to terms and conditions set forth in this Agreement.
2. Project Scope. Applicant shall complete the Project as described in the grant application, attached as Exhibit A (“Project Scope”) and incorporated herein by this reference. Exhibit A attachments include the grant application and all application attachments. Applicant shall not materially modify the Project Scope without the approval of Adams County. Applicant may request a modification to the Project Scope in compliance with the Modification Policy stated on page 13 of the Open Space Policies and Procedures, attached as Exhibit B and incorporated herein by this reference, as may be amended from time to time by Adams County in its sole discretion. Adams County may elect to terminate this Agreement and deauthorize its funding for the Project in the event it determines that the Project Scope has been materially modified without its approval and/or if Applicant fails to comply with the Modification Policy.

3. Completion Date. Applicant shall complete the Project no later than May 2, 2019, which is two years after the date of Adams County's approval of the Project ("Completion Date"). Project completion requires all necessary documentation be submitted to Open Space staff on or before the Completion Date. Applicant may request an extension of the Completion Date in compliance with the Extension Policy stated on page 12 of the Open Space Policies and Procedures, Exhibit B, 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 on page 22 of the Open Space Policies and Procedures, Exhibit B.
5. Policies and Procedures. Applicant shall comply with the Open Space Policies and Procedures, attached hereto as Exhibit B and incorporated herein by this reference.
6. Audits and Accounting Records. Applicant shall maintain standard financial accounts, documents, and records relating to the completion of the Project. The accounts, documents and records related to the completion of this Project shall be subject to examination and audit by Adams County staff (the "Staff") prior to receiving the Grant. All such accounts, documents, and records shall be kept in accordance with generally accepted accounting principles, and be subject to an annual independent audit as set forth in Resolution 99-1 on page 22 of the Open Space Policies and Procedures, Exhibit B.
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.

The remainder of this page is left blank intentionally.

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

BOARD OF COUNTY COMMISSIONERS
COUNTY OF ADAMS, STATE OF COLORADO

Chair

ATTEST:
STAN MARTIN, CLERK

Deputy Clerk

APPROVED AS TO FORM:

County Attorney's Office

CITY OF NORTHGLENN, APPLICANT

By (signature)

Printed name

Title



Adams County Open Space Grant Application
 Active Use
 Due Date: February 1, 2017

Case No. _____

PART I: ELIGIBILITY CRITERIA

Project Information	
Applicant Organization Name:	City of Northglenn
Sponsoring Jurisdiction:	
Name of Project:	Outdoor Aquatics Improvements

Contact Information			
Primary Contact Name:	Amanda J. Peterson	Title:	Director of Parks, Recreation & Culture
Phone:	(303) 450-8950	Email:	apeterson@northglenn.org
Address:	11701 Community Center Drive		
City:	Northglenn	State:	CO
		Zip:	80233

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

Name:	Title:	Phone:	Email:
Dana Kester	Parks Project Coordinator	(303) 917-1153	dkester@northglenn.org

Project Summary	Budget Summary
<p><i>Briefly describe your project (<100 words).</i></p> <p>The Kiwanis pool and bath house have been in operation since approximately 1960, and is the city's only outdoor aquatics facility. This project aims to rejuvenate outdoor aquatics amenities in the city, with the complete replacement of the bath house, improvements to the site amenities at the pool and the addition of an exciting splash pad with above-ground water features. In a recent survey, 95% of respondents indicated that they would use the facility more if it was renovated.</p>	<p>Grant Request (this cycle only): <input type="text" value="\$800,000.00"/></p> <p>Previous ADCO Grants (this project only): <input type="text"/></p> <p>Matching Funds (cash + in-kind): <input type="text" value="\$800,000.00"/></p> <p><i>Total Project Costs:</i> <input type="text" value="\$1,600,000.00"/></p> <p>Grant Request: <input type="text" value="50"/> % of Total Project Costs</p> <p>Complete the Project Budget labeled Attachment A at the end of this application.</p>



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Summary of Funding

1. Previous Funding

a. Pursuant to the Open Space Policies and Procedures, a project can be submitted for funding consideration up to three (3) times.

i. Has this grant been submitted for funding consideration in a previous grant cycle?

Yes No

ii. If yes, please list the grant cycle(s) and the amount of the award(s), if any:

Grant Cycle:	Award Amount:
Fall 2016	\$0.00

Property Location Information

Project Site Address:

Nearest cross streets:

Parcel ID# (REQUIRED):

Is this project located within Adams County? Yes No

Include a Location Map and label as **Attachment E**. Location Map should clearly identify the location of the project (including the nearest cross streets) and should provide directions to the project site.

Land Acquisition Summary (if applicable)

Number of acres: Cost per acre:

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 K**.

Are there any known existing easements on the project site? Yes No
 If yes, attach copies of the easement and label as **Attachment L**.



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PART II: SELECTION CRITERIA

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

Grant Fund Use Category (0-100 point total)

1. Project Description (0-25 points)

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

In the fall of 2016, a facility audit was completed for Kiwanis Pool. The goals of this audit were to (a) determine if this is the most appropriate location for a new splash pad and (b) develop a conceptual plan for the replacement of the bath house and the splash pad, if appropriate.

The audit did indeed recommend that a splash pad would fit on the site, and be an appropriate added amenity at Kiwanis Pool.

The next steps of this project include the design of the splash pad, site amenities and the bath house, as well as demolition of the old bath house and construction of the new bath house, and construction of the splash pad with the associated recirculated water system infrastructure. The new bath house will be ADA compliant. If any modifications are made to the main pool, it will be brought up to current ADA standards. This will include a public outreach process, as well as a complete set of construction drawings.

The bath house will be slightly larger than the existing bath house, and will include men's and women's locker rooms, restrooms, a cashier and concessions space and a storage room. Other improvements around the pool will include a larger wading pool, the splash pad, an additional large pavilion with tables, benches and a grill, and new benches and seating areas throughout the facility.

The splash pad is anticipated to include above ground, interactive features, and will be a fun, bright, exciting play area. The splash pad is proposed to sit on the southeast corner of the pool, adjacent to the wading pool. This area is currently a part of the adjacent park; the fence will be relocated to incorporate the new splash pad area.

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.

Kiwanis pool is located on the corner of Garland and Washington. It is accessible by car or the trail system, and is located within a primarily residential area. The facility is bound on the south by Grange Hall Creek, and on the east by Gethsemane Lutheran Church and School. Residential development, as well as a Walmart Neighborhood Grocer sit to the north. The pool is fully fenced, and the new splash pad will be within a fenced area. A small parking lot and on-street parking is available for those that drive to the site.

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 Kiwanis pool and bath house have remained relatively unchanged since 1960. Repairs have been made to the pool, including regular re-plastering of the pool surface, replacement of the chemical feeders and other electronic and mechanical components, and regular maintenance of the filtration system. However, the bath house and many of the other amenities around the pool have seen few improvements over the years. Neither the existing pool nor the bathhouse meet current ADA standards.

The pool is a great low-cost recreation option for children and families. The pool is located within a



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census tract that was identified by the Adams County Community Development Block Grant Program in 2015 as a low-moderate income.

Three nights each year, admission to the pool is free to residents. On these nights, the pool is at capacity, with over 150 people in attendance. In comparison, a typical open swim session has between 100-120 attendees during the day, and between 20-30 during the evenings. The success of these free nights, as compared to typical nights when regular admission is charged, indicates the need in this community for high quality, low cost recreation. As such, staff is exploring a funding model that would allow for reduced admission fees when the renovated facility opens. A recent survey conducted by city staff clearly indicates that although most people think the current fees are appropriate, they would utilize Kiwanis more if the fees were lowered. Based on this input, decreasing the fees may be one means to make the pool more accessible to the community and could significantly improve the usage of the pool, which would in turn help to sustain lower-cost admissions.

- 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.

City funding is identified in 2017 to complete this project. The funds that are in place now will not provide for the level of improvement that is desired to make this facility viable. The current level of funds would only allow for a renovation (rather than replacement) of the bathhouse within the existing footprint, and a much simplified splash pad. Due to the seasonal nature of this facility, if funds are not received this cycle, it will likely delay the project by an entire year.

3. Uses/Users (0-25 points)

- a. Describe all current and anticipated future uses of the project, including all programmed and non-programmed activities. Explain how this project will appeal to a broad diversity of users.

Kiwanis pool is used for swim lessons, aquafit, day camp, pool parties and open swim. An outdoor pool is utilized for the summer months, primarily Memorial Day through Labor Day. The season is finished out each year with a fun day for our four-legged friends - this began as an opportunity to allow service dogs in the water, and has expanded to include a time for non-working dogs, too.

As a very basic, aging, outdoor pool with few leisure amenities, the pool is very under-utilized. A new bath house and additional aquatics amenities will help make the space much more appealing to users, and will be much more functional for both users and staff.

A new Kiwanis bath house and splash pad will significantly broaden the appeal of outdoor aquatics in this community. As the city's only outdoor aquatics facility, new, modern facilities will make going to the pool a much more enjoyable experience. The new bath house will provide better service to families with young children, seniors or those with mobility impairments.

Between 38-75% of the residents living in the surrounding neighborhood are low to moderate income households, with 8.3% of the population in poverty. Over 23% of the population in this area includes households with children under the age of 18, with only 2-16% of the population over the age of 65; as compared to 17-33% over the age of 65 in other parts of the city.

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 components of this project are in the city's five-year Capital Improvement Plan. The replacement of the bath house has been included for 2017 since 2013. The splash pad was added later, in 2015. The need for improvements at Kiwanis was included in the most recent Parks and Recreation Master Plan, in 2011.



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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.

Kiwanis Pool was originally one of two outdoor pools in Northglenn, the other was located at Larson Glenn Park, at East 112th Avenue and Larson Drive. These pools were constructed in the early 1960's, when Perl Mack was constructing residential development in Northglenn. These pools, along with many other park sites, were dedicated by the developer for public recreation, and were managed by the North Glenn Metropolitan Recreation District until the City incorporated. Due to maintenance concerns, the Larson Pool was closed in the mid-80's, leaving Kiwanis as the city's only outdoor aquatics amenity. It is desirable to preserve this property as a well-maintained, modern, outdoor aquatics facility, allowing this gift of public land to continue to serve residents for many years to come.

This project will not add any trail connections, however, Kiwanis is easily accessible on the Greenway Trail system. Improved access was provided in 2014 with the Adams County Open Space funded pedestrian underpass on Washington Street.

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.

The use of Adams County Open Space funds to complete this project meets the definition provided within section 8(c)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."

Improvements to outdoor aquatics amenities through the renovation of the Kiwanis Bath House and the addition of a splash pad provides a clear benefit to the community, to further enhance the use of a property that was dedicated for public recreation over 60 years ago.

Project Funding (0-30 points)

1. Funding Summary

Grant Request	<input type="text" value="\$800,000.00"/>	(this grant cycle only)
Previous ADCO Grant Awards	<input type="text"/>	(combined total - for this project only)
Cash Match	<input type="text"/>	
In-Kind Match	<input type="text"/>	
Total Project Costs	<input type="text" value="\$1,600,000.00"/>	

Grant Request = % of the Total Project Costs

Budget Narrative - Justify the costs included in the project budget as Attachment A (i.e., how land value was estimated without an appraisal, how costs were estimated on equipment or staff time, etc.).



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Please detail the financial or donated contributions of other partners or in-kind sources.

N/A

2. 30% Distribution

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

Yes No Not Applicable

If yes, please list the amount being used: \$500,000.00

3. Qualified Jurisdiction Sponsorship

If applying as an organization other than a qualified jurisdiction, please attach a letter of sponsorship from a qualified jurisdiction and label as **Attachment H**.

4. Partnerships and Sources of Funds

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

5. 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 I**.

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.).

Each year, two public hearings are held by the Parks and Recreation Advisory Board, one focused on Recreation Programming and on on Capital Improvement Projects. This project has been on the Capital Improvement Project schedule through four consecutive public hearings. In addition, the City Council hosts one public hearing each year regarding the Capital Improvement Project budget.

Every year, the city participates in "Take your child to work day", welcoming up to 20 kids to come to work with their parent(s) to learn about the different functions of local government. Kids spend an hour in each department, doing fun activities to help them understand what the role of each department is. The Parks & Recreation Department activity last year was to have the kids get creative with various colors and materials to create a mock version of their own splash pad, complete with a name and an explanation of how to play in the space. The kids were very excited to participate, giving staff great insight into what kind of features and themes were desirable. Staff took pictures of the kids while they were creating their splash pads and of the individual splash pads as well. The kids said that they were very excited about the planned amenity and that they couldn't wait to come play on it once it is built.

Additionally, parents are asked each season to provide feedback regarding their experience with swim lessons and other programming at Kiwanis pool. Repeated feedback indicates a desire for improvements.

The project was discussed with attendees at the last free night of 2016, which took place on Tuesday, July 12. The idea of a new bath house and splash pad was very well received by attendees.

A survey was distributed in January 2017, seeking feedback regarding users experience at Kiwanis, and their desires for new or improved facilities. Over 100 people responded to the survey. Approximately 24% of people said they utilized Kiwanis not at all, 33% utilize Kiwanis once or twice a summer or for special events, and 43%



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utilize Kiwanis weekly or more. Of those that responded 95% indicated that they would use Kiwanis more if it was renovated. A total of 92 respondents were interested in the replacement of the bath house, 72 respondents were interested in new site amenities and 56 respondents were interested in a new splash pad. Approximately half of the respondents were Northglenn residents, the remainder were from other parts of Adams County. Other comments included:

- "An updated pool would definitely appeal to more people as well as increase the property values at the pool and surrounding houses."
- "Kids like the slides and buckets and splashy things at other pools. If those were available, we would go."
- "Price is fair but renovated facilities would make us more keen to come."
- "It really needs to be repaired."
- "Both house and locker room is a disgrace. Needs to be torn down and completely redone. Very difficult to shower."
- "Needs improvements."
- "This pool is overdue for a makeover. It is very very old and it looks dirty and falling apart- especially in the locker rooms."
- "Please replace showers and drains."
- "Needed this for years."
- "I love that pool!"

Each of our park projects is required to include a public input process, to ensure that the public has an opportunity to be involved. As the project enters the design phase, the public will be asked to provide input regarding the design of the space, and the types of amenities that are included, and any questions or concerns will be addressed. This is generally done utilizing a two-step process, encouraging residents to provide feedback on the proposed design in person or online.

2. Letters of Support

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

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

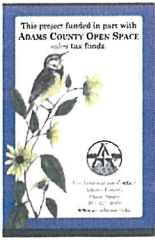
- * Letters must have been written within the past 12 months.
- * Form letters will not be accepted.
- * All letters of support must be submitted with grant applications. Letters received after the application deadline will not be accepted.

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

1. Long-term Management

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

All of the aquatics amenities in the city, including Kiwanis pool, the small splash pad at E.B. Rains Jr. Memorial Park and the indoor pool at the Recreation Center, are regularly maintained by the City's Certified Pool Operators. The outdoor aquatics amenities are appropriately winterized each year, and



Adams County Open Space Grant Application
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 Due Date: February 1, 2017

Case No. _____

then opened for the season. Any mechanical failures that occur during the season are addressed quickly by the city's maintenance staff, who are available on-call if any issues occur outside of regular business hours.

The pool chemicals are monitored throughout each day. The new splash pad will be on a filtration system, and the water will be treated just like the swimming pool. It is anticipated that this will add approximately three hours of regular preventative maintenance each day the facility is opened. This will include checking chemicals and conducting a backwash three times each day. Depending on the complexity of the system, as well as the final selected location, this task will either be assigned to an existing seasonal aquatics employee or an additional seasonal aquatics employee will be brought on staff to ensure appropriate maintenance can be done.

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:
Recreation Center Pool Rehabilitation	Dana Kester	Fall 2014	Spring 2016
Locker Room Renovation Project	Dana Kester	Spring 2014	Fall 2015

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:
Fox Run Open Space Improvements	\$94,355.00	Fall 2017	In Process
Northwest Open Space Design	\$120,000.00	Fall 2017	In Process

Please deliver **12 sets** of the application and one electronic version (either through email to rpetersen@adcogov.org or on a CD) to the Adams County Open Space Staff no later than **4:30 P.M.** on **February 1, 2017**. Please bind all 12 copies with either binder clips or rubber bands (no staples or permanent bindings please). **Applicants are strongly encouraged to use both sides of the paper when printing completed applications.**



Adams County Open Space Grant Application
Active Use
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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 - Letter of Sponsorship from Qualified Jurisdiction (if applicable)**
- Attachment I - Letters of Commitment from Project Partners**
- Attachment J - Letters of Support**

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

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

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

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

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

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

Applicant's Signature: *Amanda J. Peterson*

Date: February 1, 2017

Print Name: Amanda J. Peterson

Print Title: Director of Parks, Recreation & Culture

Attachment A - Project Budget

Date:

Project Name:

Amount Requested:

% Total Project Costs:

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

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
Facility Audit			\$5,000.00			\$5,000.00
Design of Splash Pad	\$25,000.00		\$25,000.00			\$50,000.00
Design of Bath House	\$25,000.00		\$25,000.00			\$50,000.00
Demolition of Existing Bath House	\$90,000.00		\$85,000.00			\$175,000.00
Construction of Splash Pad	\$275,000.00		\$275,000.00			\$550,000.00
Construction of Bath House	\$375,000.00		\$375,000.00			\$750,000.00
Outdoor Site Amenities	\$10,000.00		\$10,000.00			\$20,000.00
<i>Budget Total</i>	<i>\$800,000.00</i>		<i>\$800,000.00</i>			<i>\$1,600,000.00</i>

Attachment B - Estimated Project Timeline

Project Name:

Date:

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

Description of Task	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018
RFP for Design/Contracting for Design	X	X	X									
Design of Splash Pad				X	X	X	X					
Design of Bath House				X	X	X	X					
Public Input					X		X					
Invitation to Bid/Contracting for Construction									X	X	X	
Construction of Splash Pad												X
Construction of Bath House												X

Description of Task	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019
Construction of Splash Pad, cont.	X	X	X	X	X	X	X					
Construction of Bath House, cont.	X	X	X	X	X	X	X					
Grand Re-Opening												X

Attachment C - Source of Funds

Project Name:

Amount Requested:

% Total Project Costs:

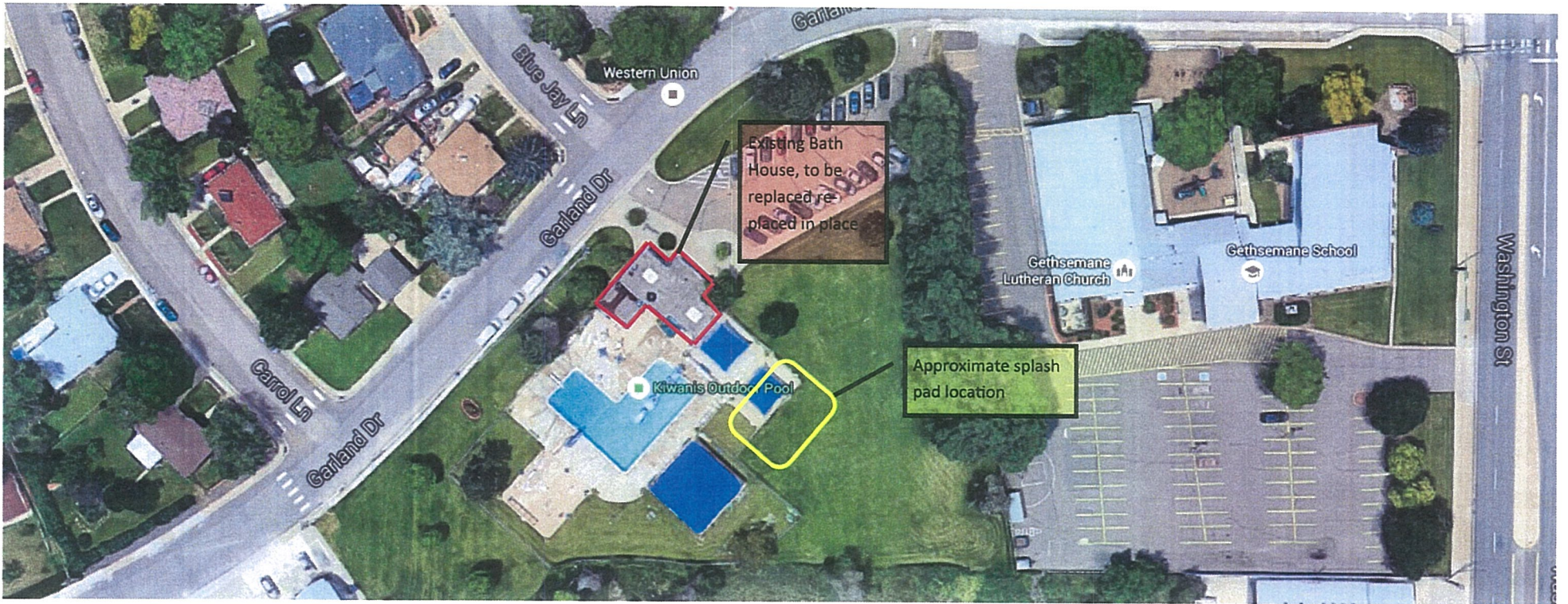
In the chart below, please list all sources of funds. For partners, please provide a brief description of the contribution.

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)
Conservation Trust Fund (City)	Dec. 2015			\$300,000.00		\$300,000.00	
Adams County Open Space Discretionary Funds (City)	Dec. 2015			\$500,000.00		\$500,000.00	
Adams County Open Space Grant Request	Pending	\$800,000.00				\$800,000.00	
<i>Total</i>		<i>\$800,000.00</i>		<i>\$800,000.00</i>		<i>\$1,600,000.00</i>	

ATTACHMENT D - 1

Project Site Plan

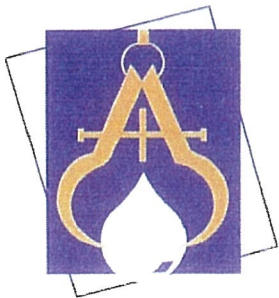


City of Northglenn
Kiwanis Pool
Northglenn, Colorado
Facility Conditions Assessment & Feasibility Study



Submitted to
City of Northglenn

PREPARED BY:



Aquatic Facility Design, Inc.

183 Moore Street
Millersburg, Pennsylvania 17061
1-800-680-SWIM (7946)
Fax 717-692-0950
www.aquaticfacilitydesign.com

August 2016

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E-1 Existing Complex Plan

Introduction

In 2016, the City of Northglenn solicited a proposal from our firm focusing on the Kiwanis Outdoor Pool, as managed by the City of Northglenn.

Our focus on the Aquatic Complex is a conditions assessment and feasibility study of the pools and their systems, as well as the bathhouse building. This report will address function, equipment, structures, ADA, and code compliance and recommend solutions with budgetary projections to complete modifications, renovations, and enhancements. **All recommendations and conclusions will consider a multi-use facility concept approach.** The multi-use facility approach helps insure activities are available for all age groups and activity levels. This approach aids in revenue production and contributes to the sustainability of the facility.

The views of the owner were a foremost consideration in the formation of this study.

Aquatic Facility Design, Inc.'s ability to evaluate, assess, and make recommendations on Aquatic design and construction, is unique. Our foresight as a designer is invaluable as our staff and key personnel's knowledge is based on experience in the design, maintenance, service, and construction of commercial swimming complexes.

I. Methodologies:

Methodologies employed by Aquatic Facility Design, Inc. to complete this study include the following:

- Key Person Interviews
- Visual inspection of the existing pools and their functionality
- Visual inspection of the equipment and piping as feasible
- Visual inspection of the Bathhouse Building

In order to arrive at our conclusions, each of these methodologies have been used in this study in varying intensities and levels of application.

II. Objectives:

The objective of this study is to assess our findings and to make experienced, professional recommendations for the modification / renovation of the complex. In that pursuit, the following is a list of items that have been studied, discussed, and reviewed in an effort to provide a document that will serve as a catalyst for making informed decisions.

What will this Study tell you?

- A site inventory and general description of existing conditions.
- What is the actual condition of the Pools, their Structures, and Systems?
- What is the actual condition of the Bathhouse Building?
- Is the facility ADA and code compliant?
- Is the facility multi-use? Recommendations will be made throughout this study with the multi-use concept in mind. The multi-use facility approach helps insure activities are available for all age groups and activity levels. This approach aids in revenue production and contributes to the sustainability of the facility.
- What are the best solutions for this particular complex?
- What are the projected costs for the solutions to be recommended?
- What are the life expectancies, maintenance issues and ramifications of the solutions proposed?
- Recommendations for the implementation of an optional Phasing Program.

I. Existing Pools and Their Systems: - See Drawing D-1 hereafter

A. The Main Pool

The Main Pool is constructed of shotcrete type concrete with marcite applied as a finish. It is an "L" type configuration beginning at depths of approximately 3'-6" in the shallow end and ending at a depth of approximately 10'-0" in the deep well. The pool consists of approximately 3,125 sq. ft. of surface area. The pool has an underground recirculation piping system, consisting of a series of surface skimming intake boxes and two deep well drain intake boxes. Underground piping appears to be PVC. The pool has a concrete coping top cap. There are two (2) sets of concrete steps in the shallow end. The pool structure, as constructed, is **NON-ADA COMPLIANT**.

One dive stand currently exists in the deep well area. There is a series of stainless steel ladders for access. A poured concrete deck surrounds the pool. A single-flume water slide is located near the deep well area. **No additional amenities exist.** See Fig. 1. **User load for the existing Main Pool Area is calculated at 339 patrons. Two (2) Lifeguards are currently required.**

It is important for the study to note that the pool has recently been rehabilitated.



Figure 1

Filtration/Chemical Equipment and Systems - Main Pool

The Main Pool filtration system consists of a gravity fed recirculation pump and motor unit linked to a multiple tank pressure sand system. The filter tanks are fiberglass with manual setting controls. The chemical system consists of a Liquid Chlorine system for sanitation.

B. Wading Pool

The Wading Pool is constructed of concrete with marcite applied as a finish. It is a square configuration with a depth of approximately 18 inches. The pool consists of approximately 342 sq. ft. of surface area. The pool has an underground recirculation piping system consisting of surface skimming intake boxes, a filtered water return system, and a bottom drain system. Underground piping appears to be primarily of PVC composition. Concrete deck surrounds the pool. The pool structure, as constructed, is **NON-ADA COMPLIANT**. **No amenities exist.** See Fig. 2

User load for the existing Wading Pool Area is calculated at 43 patrons. One (1) Lifeguard is currently required.



Figure 2

Filtration/Chemical Equipment and Systems – Wading Pool

The Wading Pool filtration system consists of a gravity fed recirculation pump and motor linked to a single tank pressure sand system. The filter tank is fiberglass with manual setting controls. The chemical system consists of a chlorinating system for sanitation.

C. Main Pool Filtration/Chemical Building

The Pump and Filtration Systems, as well as the chemical systems for the Main Pool are housed in an independent building connected via breezeway to the bathhouse. It is poured concrete and cmu/brick construction with a flat roof. See Fig. 3. The breezeway area houses the liquid chlorine tank.



Figure 3

D. Bathhouse Building



Figure 4

The existing Bathhouse structure contains the men's and women's restrooms, and offices with adjoining wading pool filter area. See Fig. 4

The structure is a combination of CMU and brick construction. Primary interior surfaces are painted.

The structure, although sound, is of aged and fatigued condition. It is NON-ADA COMPLIANT and is too small to accommodate an expansion of services for the facility. Demolition and replacement of the building is recommended.

An inventory of the Bathhouse:

- Men's Room
 - The Men's Room consists of:
 - Four (4) Showers
 - Two (2) Toilets
 - One (1) ADA Toilet
 - Two (2) Urinals
 - Two (2) Sinks
- Ladies' Room
 - The Ladies' Room consists of:
 - Three (3) Showers
 - Three (3) Toilets
 - One (1) ADA Toilet
 - Two (2) Sinks

- Outside Entryway and Ticket Counter with adjacent guard and office area.

E. Grounds/Amenities

- A perimeter chain link fence with multiple entry points contains the complex.
- Outside the pools' perimeter decks is grass area.
- A patron parking lot is outside the main gate.
- There is an existing pavilion with picnic tables located adjacent to the Bathhouse structure and the Main Pool. See Fig. 5



Figure 5

F. Code and Standards Deficiencies – the following is a summary of code and standard deficiencies:

1.) Main Pool

- Americans with Disabilities Act requires two (2) accessible means of access to the Main Pool. These two (2) accessible entry points do not exist.
- A reconfiguration of the main drain system is recommended.

2.) Bathhouse Building

- The Ladies' room lacks the required ANSI fixture counts for the current facilities user load.
- Both the Men's and Ladies' rooms are noncompliant with the 2010 ADA standards.

G. Existing Facility Patron User Load

The existing facility will currently accommodate a total of 382 patrons. (Main & Wading Pool)

Note: Three (3) lifeguards are required, with a minimum of one (1) in reserve recommended to monitor the complex in its current form during recreational use.

II. Recommendations – Modification of Existing Facility

A Reconfiguration and expansion of the Pool is required to overcome the current usability issues.

Although structurally sound and in good condition, the main pool, as constructed, is not only ADA incompliant, but is incompatible with current usage needs and programming requirements.

The current configuration of both the main and wading pools permit only general swimming or wading and does not meet the public's expectations of a "modern" complex. Furthermore, the current configurations will not allow the management of the facility to properly implement such programs as the Public may require or demand, thus lowering the appeal of the complex to many members of the community and even excluding some.

A Contemporary Aquatics Complex will provide access and activities for all age groups and activity levels. **The goal of this complex is to provide equal opportunities for educational, social, and recreational types of programs.** This would include, but is not limited to, activities such as swimming lessons, water sports, senior fitness classes, lap swimming, splash hops, private parties etc., as well as a variety of "recreational play type" activities.

A. New Pool Layout

Creation of a Multi-use Pool- Phase I or II

The Reconfigured Pool would consist of:

1. Wading Area / Zero Depth Entry addition to the Main Pool

It is recommended that the existing Wading Pool be demolished to make room for an increase in size in the bathhouse. A new combination Wading Area / Zero Depth Entry addition is recommended to be added to the Main Pool.

The new wading area would be designed for children ages 0-6 and their care givers. It begins at a zero depth and progresses to a level main area with a depth of eighteen inches. This area will host multiple children's activities and play features with a seating ledge and sun shades for the children and their care givers alike. A dividing barrier separates the children from deeper water and a lifeguard will be stationed at the exit from this area to the larger body of the pool.

2. Joining Section

A Zero Depth Entry ramp with handrails is adjacent the new wading area. This will serve as a general, as well as, an ADA corridor to the main body of the pool. The design of the joining section is such that a peninsula is formed creating a separation in the bodies of water which will allow better function of general programming.

3. Main Pool Body (not inclusive of Well Area)

The Main Body of water will include floatable play features as well as an adult lounging shelf with seating and sun shades.

The Main Body of water may also be utilized for general swimming and wading, Aquatic Exercise, Therapy, Swimming Lessons, and so on.

4. Well Area – Slides and Amenities

It is recommended the well area of the main pool body be sectioned and continued to be utilized for diving. A climbing wall may be added. The existing slide will be reused.

5. Play Features/Amenities

Play/Water Features are an important element for a community aquatics facility. These amenities are the “attraction” the public is unable to experience or duplicate in a backyard pool. It is these features, which help draw the public, therefore aiding in revenue production and contributing to the sustainability of the facility. Interactive style play features are also educational for children. The new complex plan will feature play features and amenities for all ages throughout.

B. Filtration/Sanitation System

A new Filtration System is recommended for the newly reconfigured pool. This system would replace the aging current system and will accommodate the new flow rates for the reconfigured pool.

A UV System, in conjunction with a bulk Liquid Chlorine System for sanitation, as well as, a CO2 System for pH adjustment, is recommended. Sanitation systems will be controlled and dispensed by a computerized system.

C. New Splash Pad/ Spray Pad

A new splash pad will be constructed in the adjacent vacant field. The splash pad will be designed to accommodate a variety of ages. It will feature ground sprays and elevated spray features. The splash pad will feature its own water supply reservoir and its own filtration and chemical systems.

Alternate locations of Windburn Park and the Barry property were reviewed as potential sites for the splash pad. Neither location fit with an integrated aquatics plan.

D. Bathhouse/Concession Building

1. Existing Bathhouse Building

The existing Bathhouse structure is unable to be reconfigured for use and must be demolished and replaced as a Phase I project.

2. New Bathhouse/ Concession Building

The newly constructed bathhouse will contain a Men's and Ladies' side each containing water closets, privacy showers, and changing stalls. Each room will contain the respective required fixture count for the renovated complex and will be fully ADA compliant.

Among the topics of discussion was the lack of and need for a combination private restroom, shower, locker room and changing area for patrons with special needs. Often mothers bring sons, fathers bring daughters, seniors who need an extra hand bring a spouse, and disabled patrons often have a caregiver of the opposite sex bringing them to the facility. No suitable accommodations for these patrons currently exist. **The addition to the facility of such an area, termed a "Family Changing Area", would meet current ADA standards as well as the need for privacy.**

3. Concession Operations – A Concession Area would be added to the new Bathhouse building.

Recommended equipment for a new concession area consists of, but is not limited to:

- stainless steel refrigerator
- standard upright freezer
- large chest freezer
- small chest freezer
- deep fryer
- flat top grill / exhaust hood
- small pizza oven
- set of food warming lights
- ice machine
- ice cream freezer
- pop machine cooler
- hot dog rotisserie
- slushy machine
- small pizza oven

If managed properly, concession sales can generate considerable revenue.

The addition of a portable grill cart for food preparation is recommended. This cart can prepare hamburgers, hot dogs, chicken patties etc., and be wheeled around the facility to promote food sales. It will bring a “cookout” party atmosphere to the facility.

Synopsis

It is our conclusion that the Kiwanis Outdoor Swimming Pool Complex is a substantial asset to the City of Northglenn. The facility is due for a renovation, the complex is lacking in amenities, and the bathhouse has reached the end of its life expectancy. However, with the implementation of a comprehensive rehabilitation plan, we believe the life of the facility can be extended substantially.

The proposed renovation plans and options utilize all of the strong points that exist within the complex. To these strong points are added remediation and renovations designed to add long-term functionality and usability to the complex with minimal maintenance. **All recommendations are made with the multi-use facility complex concept in mind.** Recommended amenities and play features are included in the proposed renovation plans to maximize public participation and usage. The proposed renovations are designed to not only provide substantial structural, mechanical and cosmetic upgrades, but also reconfigure the complex to allow for the creation and implementation of new programs and activities.

III. Budgetary Considerations/Phasing and Options

The following budgetary projections are componentized to allow them to be utilized in part or as a whole, depending upon prevailing fiscal conditions.

RECONFIGURED COMPLEX – MULTI-USE

- **Life Expectancy of Improvements is Approximately 30-35 Years (Major Pool Systems)**

Main Pool – Phase I

• Restructure Main Pool Body with Lounging Shelf	\$ 50,000.00
• Construct Addition of Zero-Entry, Childrens Area and Connection to Main Pool	\$ 320,000.00
• Provide and Place Play Features & Shade Structures to the New Pool	\$ 75,000.00
• Provide and Place Complete Filtration, Chemical Systems and Computer Control System	<u>\$ 55,000.00</u>
Main Pool Total	\$ 500,000.00
(Includes overhead & profit)	

Construction of New Bathhouse/Concession Building - Phase I

• Demolition of existing and Construction of New Bathhouse Facilities	\$ 650,000.00
- Filtration Building to be refurbished and reused	
Total – Bathhouse/Concession	\$ 650,000.00
(Includes overhead & profit)	

Construction of New Splash Pad - Phase I or II

Total – Splash Pad	\$ 450,000.00
(Includes overhead & profit)	

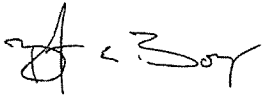
Please note:

A minimum 10% contingency should be added onto every project anticipated for incidentals and unforeseen circumstances. It should also be noted that the trends in construction and material pricing has been an increase of 5%-10% per year. If a project is not anticipated for several years, it is recommended that 5%-10% be added per year until the project is started. **Future design fees are not included.**

IV. In Closing

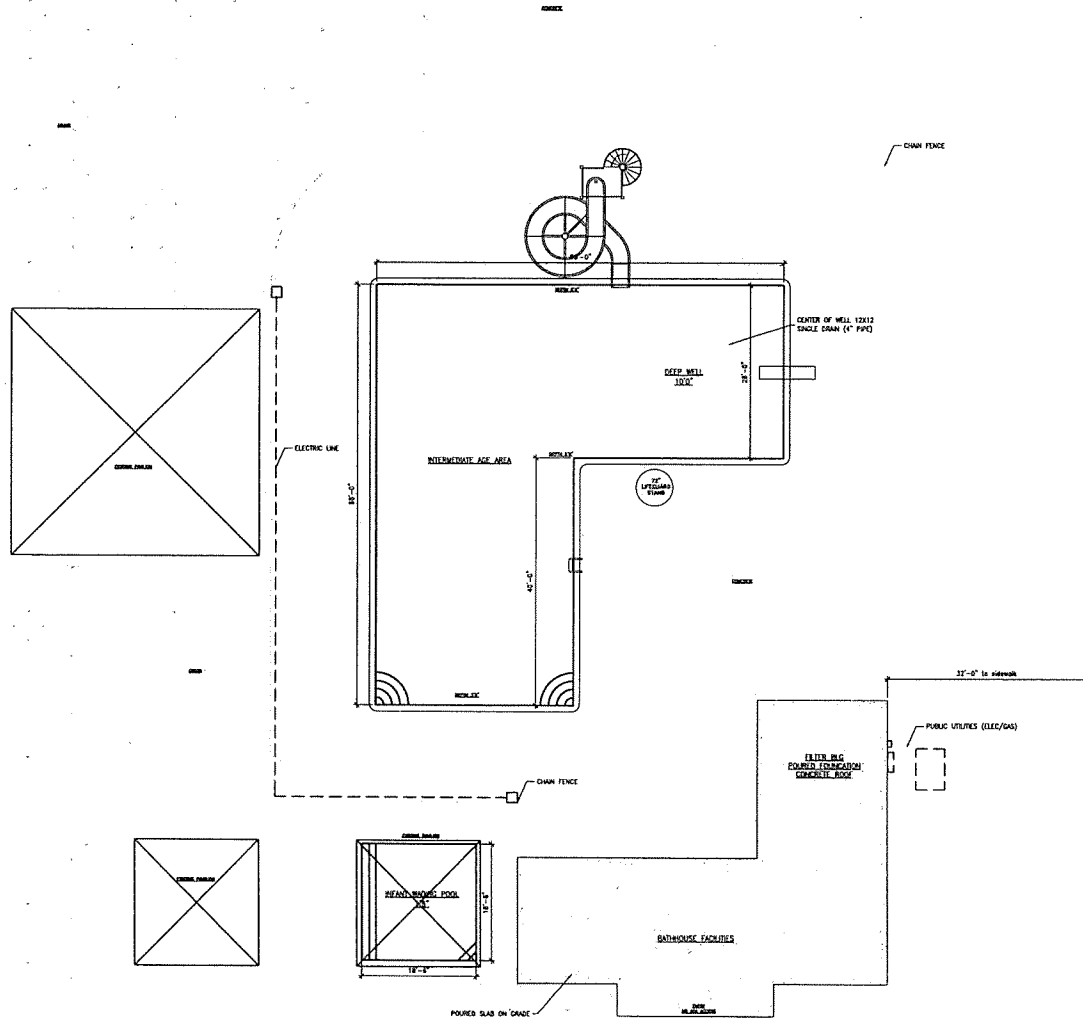
The format with which this assessment has been completed is to provide the City of Northglenn the opportunity to make informed decisions on what they want for their future with the ability to know the budgetary impacts associated with their decisions. It is our conclusion that the Kiwanis Outdoor Pool provides educational and quality of life benefits to Northglenn, and surrounding area, and upon completion of a comprehensive rehabilitation, the facility can once again become an important part of the community.

Aquatic Facility Design, Inc.



Brent E. Boyer
President/CEO

ATTACHED TO: 2A
PROJECT: 2014



MAIN POOL 3125 SQ. FT.
DEEP WELL 905 SQ. FT. 1 BOARD
KIDDIE POOL 342 SQ. FT.
DECK 8327 SQ. FT.
USER LOADS 382 PATRONS
(61 DEEP WELL, KIDDIE 43)

BATHHOUSE NOTES:
WOMEN'S
 3 SHOWERS
 3 TOILETS
 1 ADA TOILET
 2 SINKS
MEN'S
 4 SHOWERS
 2 TOILETS
 1 ADA TOILET
 2 SINKS
 1 FRIDGE, NO CONCESSION
 ROOF IS WOOD AND LEAKS
NOTES:
 - BUILT 1984
 - 1991 ALL PIPING IN BOTH POOLS REPLACED
DEEP WELL NOTE:
 DRAINAGE LINE IS 6" - WHEN
 SUMMER VALUE IS EXCEEDED
 & ONLY 4" DRAIN LINE IS
 THE SECONDARY LINE
 DRAIN LINES

1 EXISTING COMPLEX PLAN
E-1.0 SCALE: NTS

KIWANIS OUTDOOR POOL
CITY OF NORTHGLENN
550 GARLAND AVENUE
NORTHGLENN, COLORADO 80233

Aquatic Facility Design, Inc.
183 Moore Street
Millersburg, Pennsylvania 17061
1-800-680-SWIM Fax 1-717-692-0950



DRAWING TITLE:
POOL COMPLEX
SCALE: AS NOTED
DATE: AUGUST 11, 2014
DRAWN BY: ELS
CHECKED BY: STAFF

DRAWING:
E-1.0

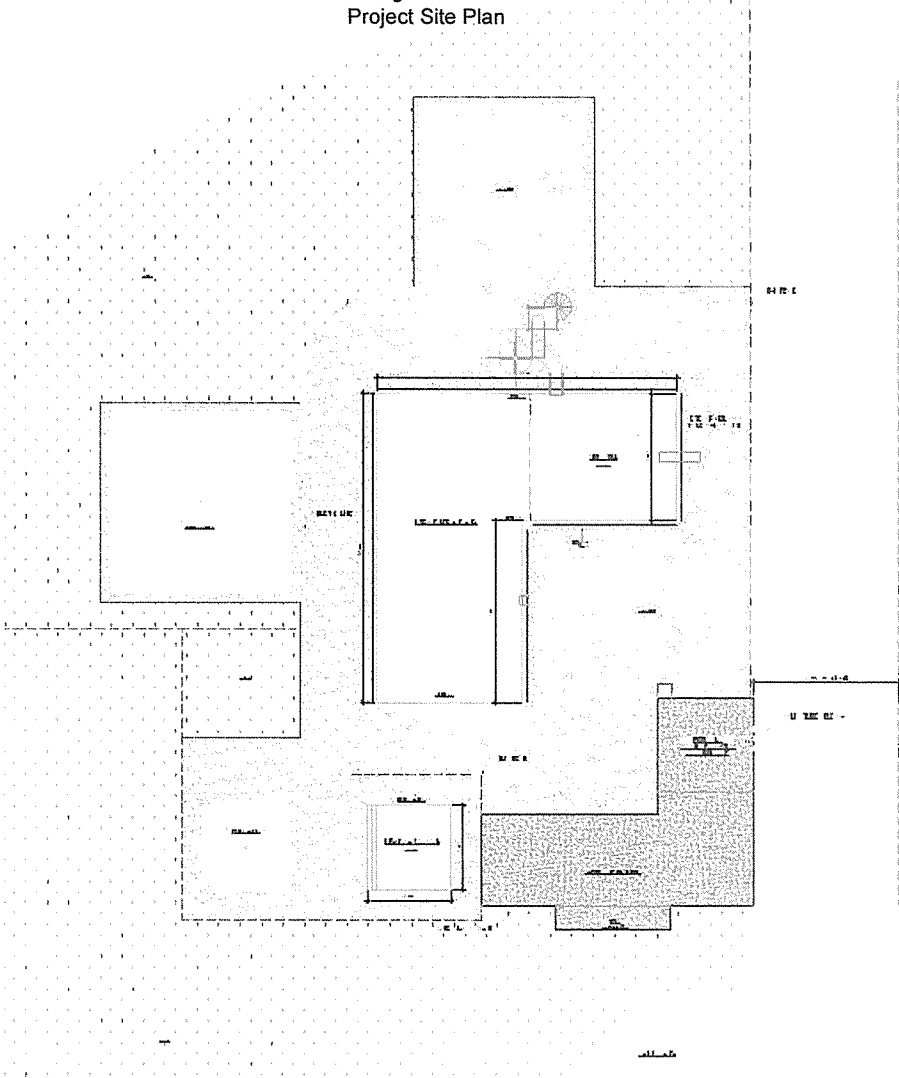


AQUATIC FACILITY DESIGN
KIWANIS POOL
CITY OF NORTHGLENN

ATTACHMENT D - 2B
Page 2 of 10
Project Site Plan

EXISTING FACILITY

- CURRENT USER LOAD : 382 PATRONS
- NON ADA COMPLIANT
- NO CONCESSION OR ADDITIONAL AMENITIES



FACILITY CONCEPT 1 – SEPARATE WADING POOL

- **NEW BATHHOUSE FACILITY**
 - KEEP EXISTING FILTER BUILDING
 - NEW CONCESSION AND ADA ACCESSIBLE AMENITIES
- **EXISTING MAIN POOL – AGES 8 THRU 99**
 - CLIMBING WALL & SLIDE IN DEEP WELL
 - FLOATABLES
 - ADULT LOUNGE AREA WITH SHADE STRUCTURES
 - ADA ACCESS FROM WADING POOL
 - IN WATER SEATING BENCH
- **SEPARATE WADING POOL – AGES 0-7**
 - ZERO ENTRY
 - SPRAY FEATURES AND TODDLER SLIDE
 - PARENT AREA WITH SHADE STRUCTURES
- **SPLASH PAD AREA**
 - VARIOUS SPRAY AND PLAY FEATURES
 - SEPARATE FILTER BUILDING AND ADDITIONAL STORAGE

* OPTIONAL ICE RINK WITH BASKETBALL COURT USE IN SUMMER

TOTAL USER LOAD : 404 PATRONS

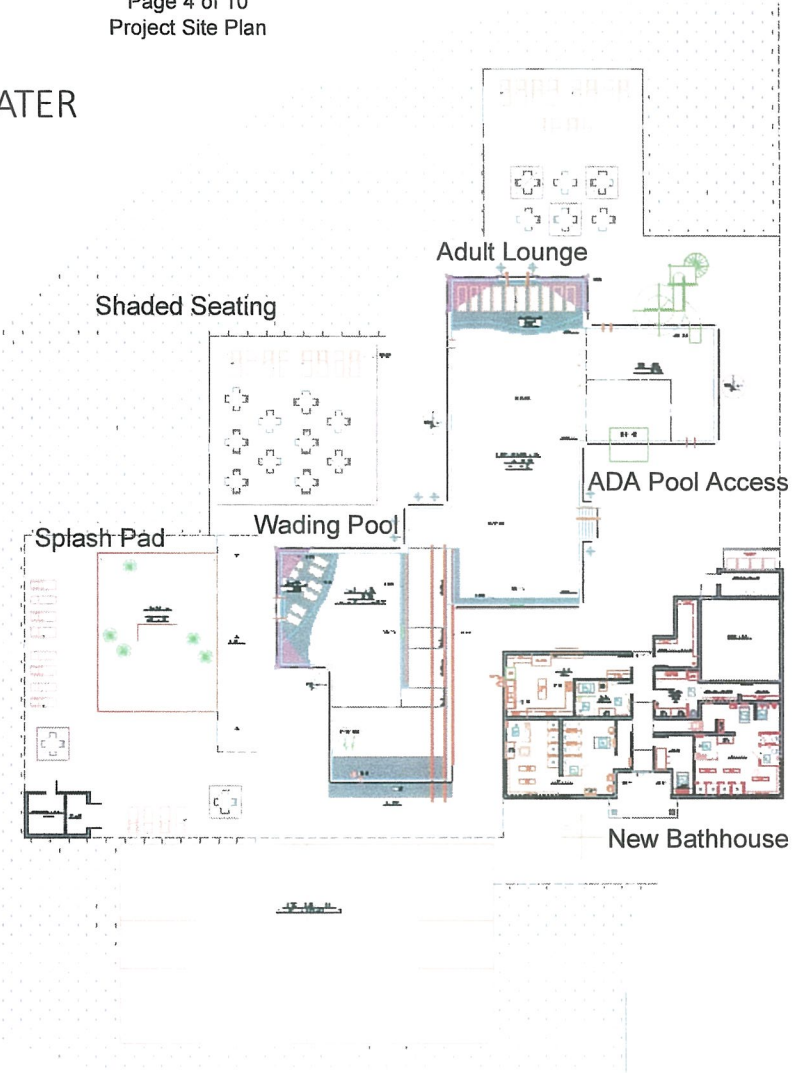


FACILITY CONCEPT 2 – ONE BODY OF WATER

- **NEW BATHHOUSE FACILITY**
 - KEEP EXISTING FILTER BUILDING
 - NEW CONCESSION AND ADA ACCESSIBLE AMENITIES
- **EXISTING MAIN POOL – AGES 8 THRU 99**
 - CLIMBING WALL & SLIDE IN DEEP WELL
 - FLOATABLES
 - ADULT LOUNGE AREA WITH SHADE STRUCTURES
 - ADA ACCESS FROM WADING POOL
 - IN WATER SEATING BENCH
- **WADING POOL – AGES 0-7**
 - ZERO ENRY WITH ACCESS TO MAIN POOL
 - SPRAY FEATURES AND TODDLER SLIDE
 - PARENT AREA WITH SHADE STRUCTURES
 - IN WATER SEATING BENCH
- **SPLASH PAD AREA**
 - VARIOUS SPRAY AND PLAY FEATURES
 - SEPARATE FILTER BUILDING AND ADDITIONAL STORAGE

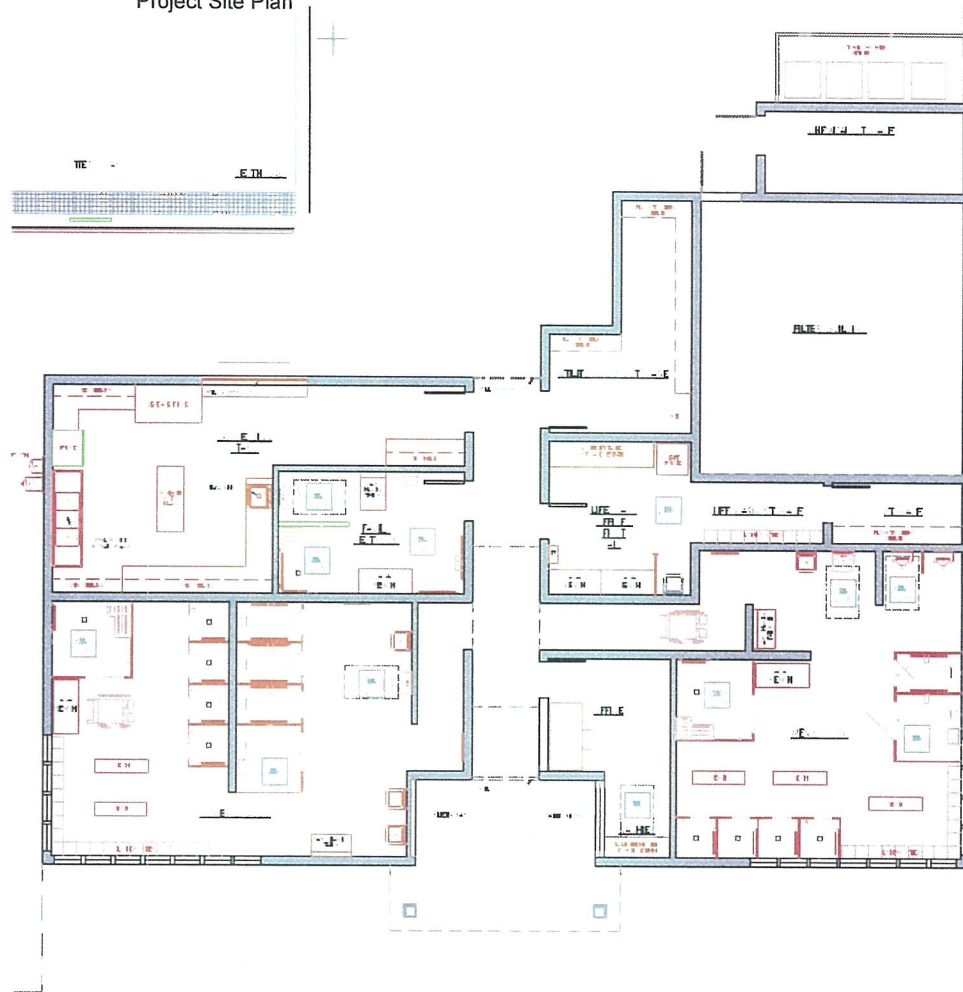
* OPTIONAL ICE RINK WITH BASKETBALL COURT USE IN SUMMER

TOTAL USER LOAD : 477 PATRONS

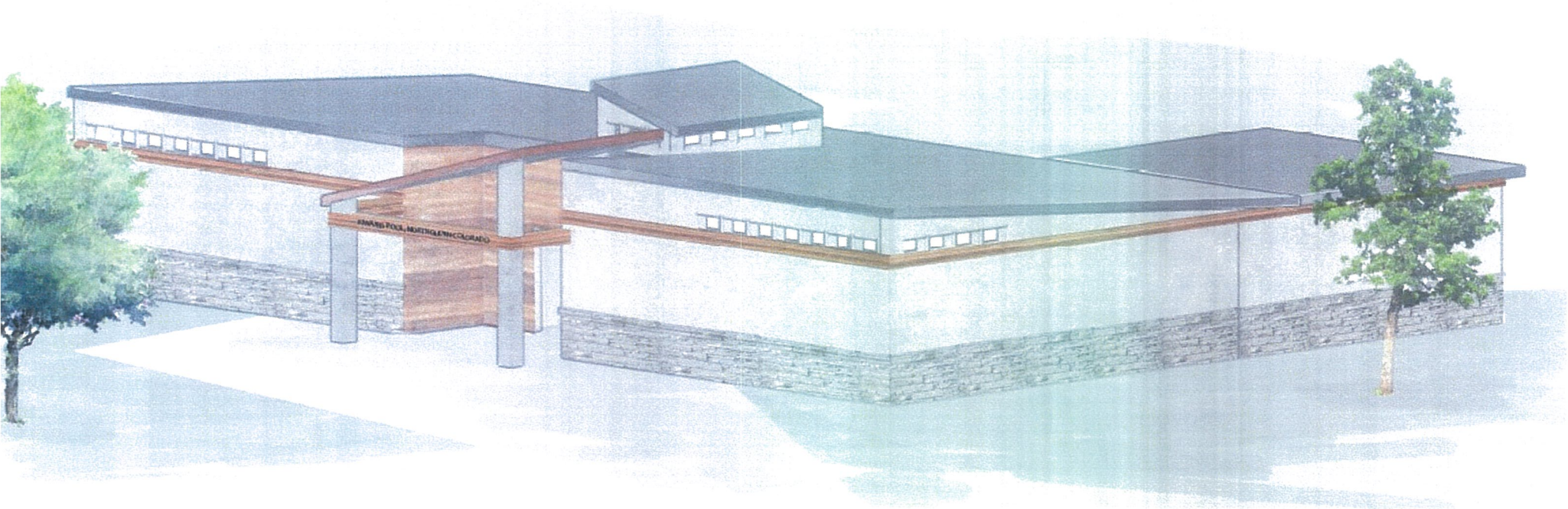


BATHHOUSE CONCEPT

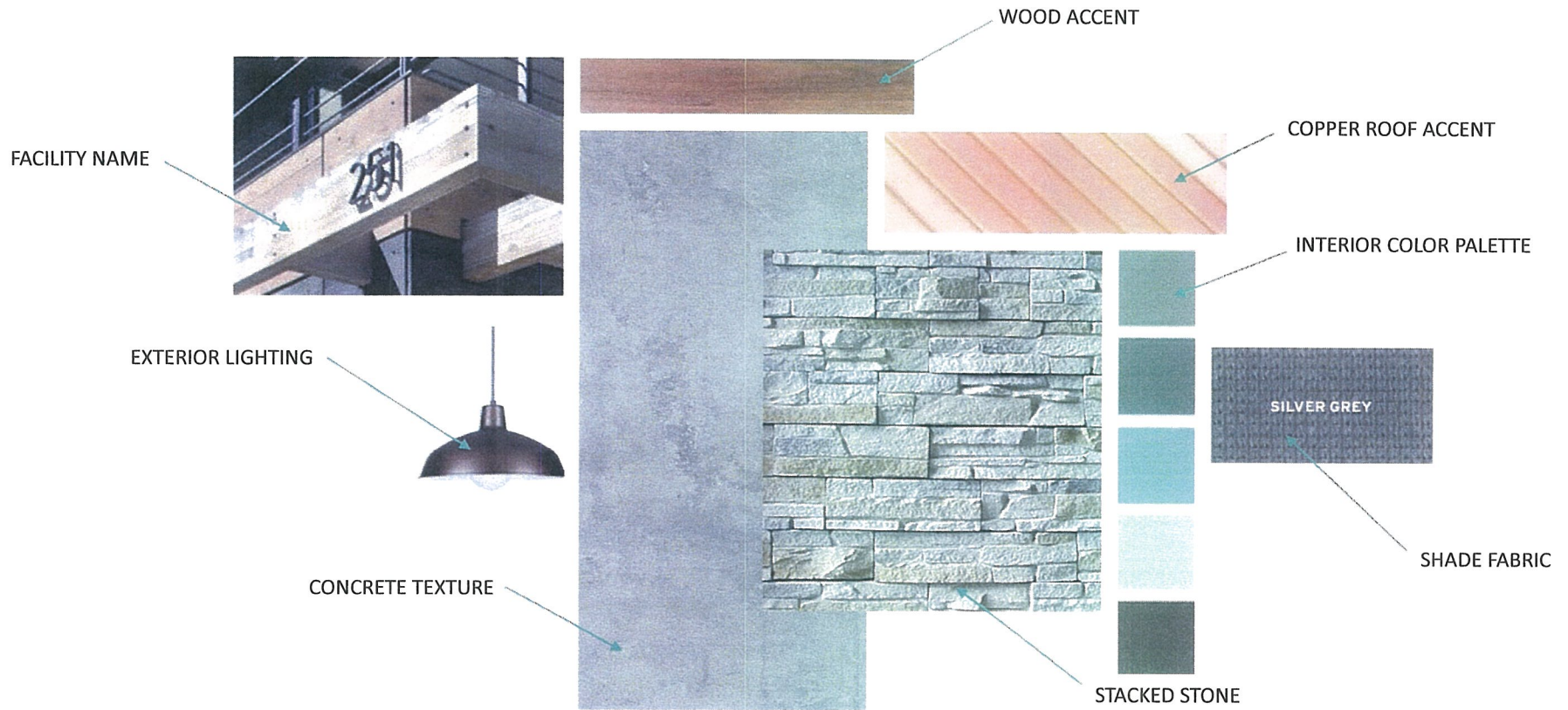
- NEW CONSTRUCTION, KEEPING EXISTING FILTER BUILDING STRUCTURE
- **GENERAL BATHHOUSE NOTES**
 - ADA ACCESSIBLE AMENITIES
 - CASHIER WINDOW WITHIN MAIN OFFICE
 - SEPARATE LIFEGUARD AREA
 - EXTRA STORAGE SPACE WITH DEEP WALL SHELVING
 - CONCESSION AREA
- **RESTROOM COUNTS (BASED ON FACILITY USER LOAD)**
 - MENS ROOM
 - 5 SHOWERS, 2 TOILETS, 2 SINKS, 2 URINALS
 - ADA ACCESSIBLE AMENITIES INCLUDED
 - INDIVIDUAL LOCKERS & BENCHES
 - INFANT CHANGING TABLE, MIRRORS, ETC.
 - WOMENS ROOM
 - 5 SHOWERS, 4 TOILETS, 4 SINKS
 - ADA ACCESSIBLE AMENITIES INCLUDED
 - INDIVIDUAL LOCKERS & BENCHES
 - INFANT CHANGING TABLE, MIRRORS, ETC.
 - SEPARATE FAMILY RESTROOM
 - 1 ADA SHOWER, 1 ADA TOILET, 1 ADA SINK
 - INFANT CHANGING TABLE, MIRROR, & BENCH



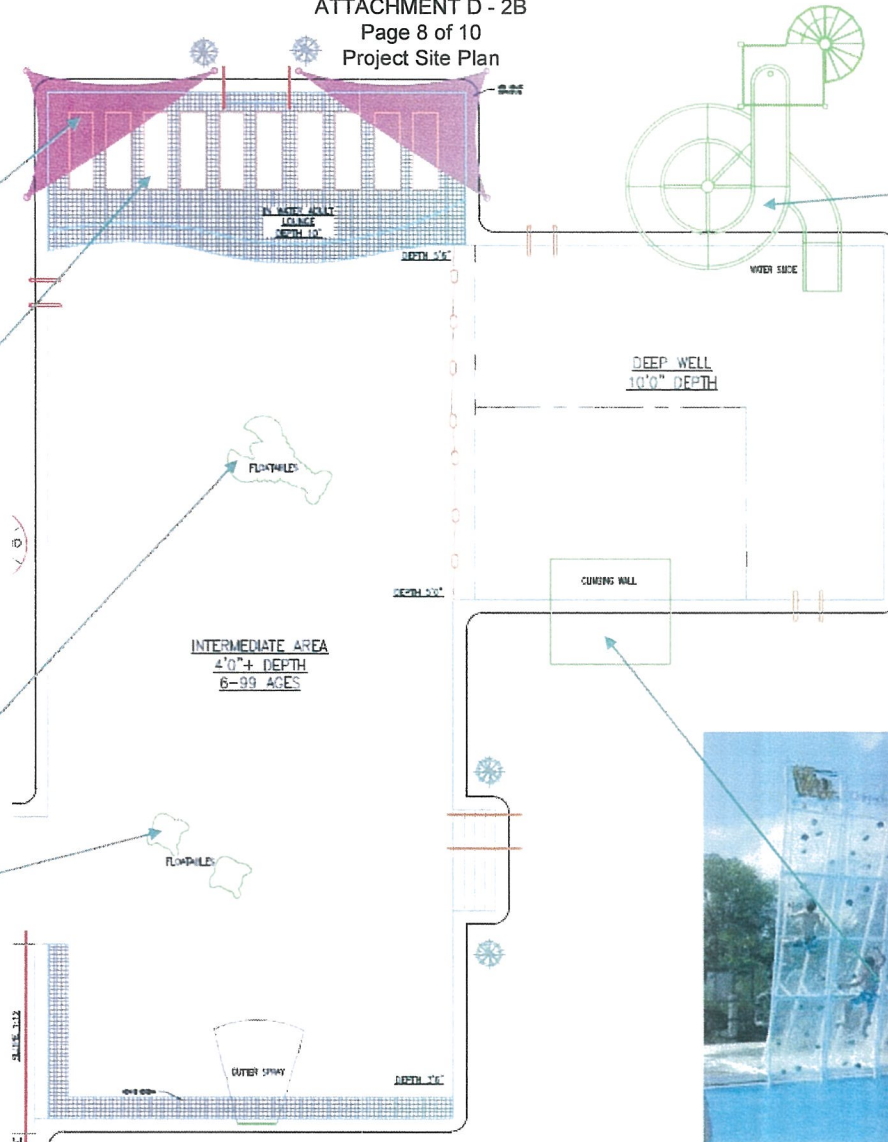
BATHHOUSE RENDERING



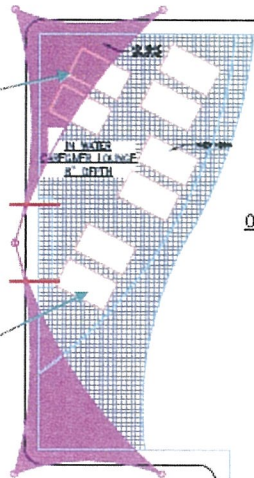
PROPOSED MATERIALS & COLOR PALETTE



MAIN POOL DETAILS



WADING/CHILD AREA DETAILS



WADING AREA
1'6" DEPTH
0-6 AGES W/PARENT



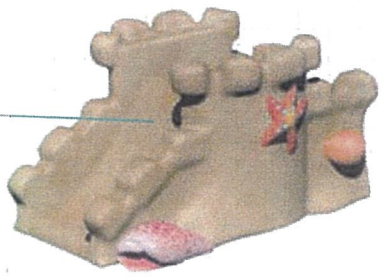
WALL SPRAY



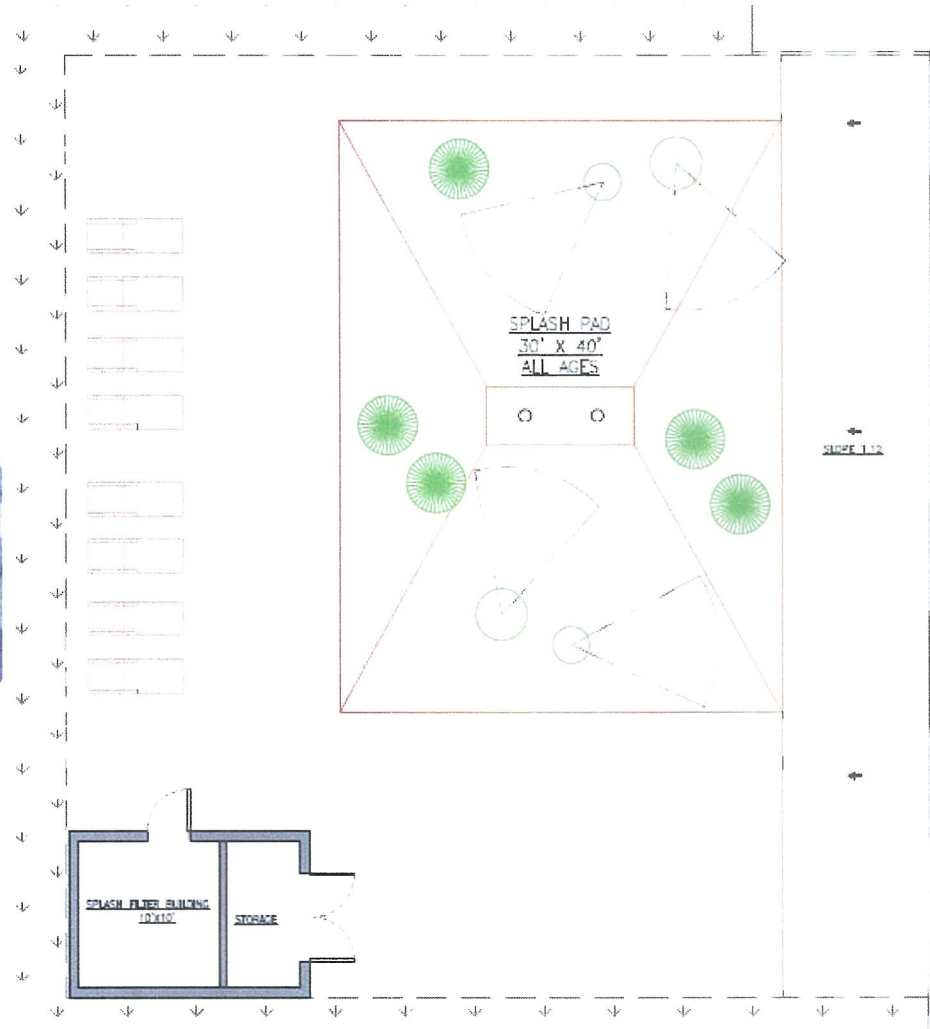
72" LIFEGUARD STAND



TODDLER SLIDE



SPLASH PAD DETAILS



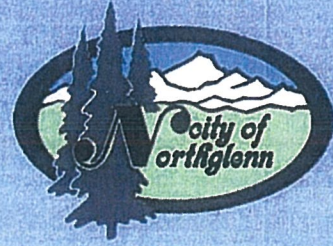
ATTACHMENT E

Location Map



Directions to Site: Take 104th Ave west, towards Washington St. Drive north on Washington St, and west on Garland Dr. The property is located on the left, at 550 Garland Dr.

**City of Northglenn
Department of Parks, Recreation &
Cultural Services**



Parks & Recreation Master Plan

2011 Revision

on the fishing pier. The piece of sculpture, Hop To It!, found a new home here after the rehabilitation work was complete. The 3,988 feet of nature trail that wraps around the reservoir was renamed the Bill Gillespie Nature Trail on November 9, 2009 in honor of a former Councilman, resident and volunteer. Parks staff constructed a Memorial Sign identifying the Bill Gillespie Nature Trail and dedicated the trail to Mr. Gillespie on May 21, 2010.

Fox Run Nature Area

The Fox Run Open Space west of Fox Run Parkway was designated as the area to be renamed a Nature Area in April of 2007 from Planned Unit Development (PUD) to Open O-1. As defined, the Nature Area shall be protected from development, but may also be used for unimproved trails, buffering between land uses, defining the edges of urbanization and the preservation of valuable natural features and ecosystems. Utilities and existing improvements located in a nature area may be maintained as necessary, but reasonable efforts should be used to minimize environmental impacts.

Recreation & Sports Facilities

Recreation Center

The 40,000 square foot Recreation Center was built in 1974, and includes a swimming pool with starting blocks, gymnasium, locker rooms, racquetball courts, weight room, classrooms, senior center and a 300-seat performing arts theatre. The recreation center offers a variety of passive and active recreation activities annually for persons of all ages, abilities and interests, with over 200,000 visits to the facility each year.

Jaycee Ball field

The ball field at Jaycee Park is located on the east side of Irma Drive at Leroy Drive. This single ball field is used primarily for adult softball, and includes an electronic scoreboard, lights, a scorekeeper booth, a small supply shed and parking.

Kiwanis Pool & Park

The City's only outdoor pool is located on the southwest corner of Garland and Washington Street. In addition to the large pool with a diving board and slide, there is also a wading pool for the youngest users, a covered pavilion area and picnic tables. The aging bathhouse with a men's and women's locker room and cashier's station is aging and in need of renovation. The large pool was resurfaced in 2010, the kiddie pool was last resurfaced in 2006. The pool is open seasonally from June through August each year.



Figure 7: A summer day at Kiwanis Pool

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 112th, 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

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-73
Series of 2016

16-73
Series of 2016

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

WHEREAS, funding in the amount of \$800,000 has been identified in the five-year Capital Improvement Program for the Kiwanis Bath House Improvements Project and the Splash Pad Project, which will include the design and construction of a new bath house at Kiwanis Pool and the addition of a splash pad at Kiwanis Pool or an alternate location in the City;


WHEREAS, the Northglenn City Council believes that improvements to the Kiwanis Bath House and the addition of a splash pad will enhance the recreational amenities to users of all ages; and

WHEREAS, the City Council desires to express its support of the submission of an Adams County Open Space Grant Application to obtain funding for these aquatics 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 aquatics improvements to include the Kiwanis Bath House Improvements Project and Splash Pad Project.

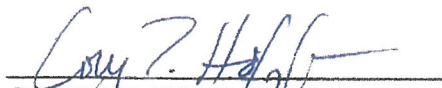
DATED, at Northglenn, Colorado, this 11th day of July, 2016.


JOYCE DOWNING
Mayor

ATTEST:

APPROVED AS TO FORM:


JOHANNA SMALL, CMC
City Clerk


COREY Y. HOFFMANN
City Attorney

Attachment H
Letters of Commitment

Christopher C. and Sonja H. Baum

11176 Livingston Dr.

Northglenn, CO 80234

720-609-1100

cbaum@chrisbaum.com

Amanda J. Peterson
Director of Parks, Recreation and Culture
City of Northglenn
11701 Community Center Drive
Northglenn CO 80233

Dear Mrs. Peterson:

I am writing to express my support for improvements to the Kiwanis Pool in Northglenn. While this pool has many good features including tables and green space around it, the general atmosphere of the facility is best described as shabby. Replacing the painted walls and floors with tile would make the baths and locker rooms much more attractive. The chain link fence could be changed to something more attractive as well. A splash pad would be a welcome addition. Such facilities get a lot of use in the not-so-nearby Broomfield Bay Aquatic Park and would make Kiwanis Pool more attractive to families with small children. The pool is a great resource and is in the heart of residential areas where it is close to users. I can't think of a place in Northglenn that would better suited for improvements.

Thanks for doing this.

Sincerely yours,



Attachment J
Letters of Support
User or User Group

Amanda Peterson - letter

From: Karen Knuepfer <karen@denverprecision.com>
To: Amanda Peterson <apeterson@northglenn.org>
Date: 7/17/2016 10:37 PM
Subject: letter

Karen Knuepfer
1209 Dean Dr.
Northglenn, Co. 80233

Adams County Open Space Board July 18, 2016

To Whom It May Concern,

I have lived in Northglenn for 34 years and have experienced many changes within the City during that time. The City only has one outdoor pool left and is in dire need of renovation. Kiwanis Pool has been an area icon for so many years and is loved by its residents. I took my children to the pool and now I have the pleasure of taking my grandchildren there as well. The pool itself is in good form but the bathhouse has deteriorated enough that if you don't have to use it don't; it is the best idea. The undeveloped area around the pool would be a great place to build an above ground water feature to entertain more residents as well. Using the exiting water filtration system to expand the water park is a good financial choice and the area can support additional usage.

I and the citizens of Northglenn would appreciate your consideration in this matter.

Sincerely,

Karen Knuepfer

Attachment J
Letters of Support
User or User Group

From: Carol Dodge <cdodge@northglenn.org>
To: <apeterson@northglenn.org>
Date: 7/17/2016 8:36 PM
Subject: Letter of support

To the Adams County Open Space Advisory Board:

Please accept my letter of support for the Outdoor Aquatics Improvements project located at the Kiwanis Pool in Northglenn. This aging facility is in dire need of upgrades including the locker rooms/ bath house improvements. The pool is highly used by the surrounding neighborhoods and the residents deserve a facility they can be proud of. The addition of a splash pad feature will greatly enhance the usage and will provide an updated vibe to an otherwise outdated amenity. The grant money will be going to better serve our residents with an improved pool area and modern play area provided by the splash pad feature. I appreciate your consideration of this project for the current grant cycle. Thank you.

Carol Dodge
Northglenn Mayor Pro Tem
Cdodge@northglenn.org

Attachment J
Letters of Support
User or User Group

July 7, 2016

Re: Grant for Northglenn Parks Projects

Adams County Open Space Advisory Board:

As a 20-year resident of the City of Northglenn, I am in favor of all projects that help beautify our City and add more amenities for current and future families. The project at Kiwanis pool is especially near and dear to my heart.

The outdoor public pool is key to my family's summer entertainment. For years, Kiwanis has been a favored meeting place for my kids and their friends and a place where my husband and I can act like kids with them. We enjoy the new slide, the diving board and the new inflatable gym... amenities that are not offered at other pools in the area.

The funds to replace the restrooms and pool house are greatly needed. For 20 years, this has been the sore spot of our experience at Kiwanis. The facility is dark and cramped, with showers that run cold and so hard it sears the skin. The facility is old and an eye-sore on the beautiful lot. A new pool house would be such a nice benefit for the residents!

I also support the development of a new park at 112th and Elati Street in Northglenn. There is no public park in this area and it would be a nice amenity for the residents, and for visitors of the new Justice Center.

Thank you for your support of our City and our Parks & Rec development.

Respectfully,



Susan Waldman

9946 Clark Drive
Northglenn, CO 80260

Attachment J
Letters of Support
User or User Group

Amanda Peterson - Support letter for proposed park and park improvements

From: Joel Szymanski
To: Peterson, Amanda
Date: 7/18/2016 1:57 PM
Subject: Support letter for proposed park and park improvements

I am writing this letter to show support for the proposed park addition in the city of Northglenn. I am not only a Northglenn resident, but a city employee as well. I see first hand the need for additional park space and playgrounds. This location, along Community Center Dr. overpass, is close to my home and has the highest elevation in the area. You can see downtown Denver, the airport, and the front range mountains all at once. The perfect spot to relax under a tree, watch the clouds, or play a game with the kids. It makes sense that this area should be shared by all.

I would also like to speak for my six year old son Leo. When I explained the proposal to upgrade Kiwanis pool and amenities, he was very determined. He said he would give his own money for that. If he sees the value in making the pool better, I hope everyone does.

sincerely,
Joel Szymanski,

Attachment J
Letters of Support
User or User Group

Sarah Glover
Gethsemane Lutheran School
10675 Washington Street
Northglenn, CO 80233

July 12, 2016

Adams County Open Space
Outdoor Aquatics Improvement
Brighton, CO

To Whom It May Concern:

I am writing to you on behalf of the City of Northglenn and in support of their application for an Outdoor Aquatics Improvement Grant. I am the principal of Gethsemane Lutheran School located next to the Kiwanis Pool. We have recently partnered with the City of Northglenn and frequently participate in events that they sponsor.

The City's desire to update the Kiwanis Pool facility would be beneficial to the community as well as to our students and congregation members. We have regularly used the Kiwanis Pool during our Summer Camps and it is also used by our youth group. A grant would give the City of Northglenn the ability to update the bath house, which would be great for the pool as well as the community. The current bath house, while functional and clean does look as though it has been around for many years.

I hope that you would consider the City of Northglenn for the Outdoor Aquatics Improvement Grant as it would be a welcomed change in the neighborhood and continue to offer our neighborhood a safe place to cool off in the summer.

Thank you for your consideration. Should you need to contact me further, please feel free to do so, 303.451.6908 ext. 225.

Sincerely,

Sarah Glover
Principal

Attachment J
Letters of Support
School or School District



To whom it may concern,

My name is Jordan Gutierrez and I am the owner of the property located at 440 Garland Drive next to Kiwanis pool in Northglenn Colorado.

I am writing this letter to voice my full support for the proposed improvements to Kiwanis pool facilities.

As a property owner I have spent considerable time and resources to update my property and bring much needed improvement to this area.

I feel the facilities at Kiwanis pool badly need an update as it has not been addressed since it opened 55 years ago.

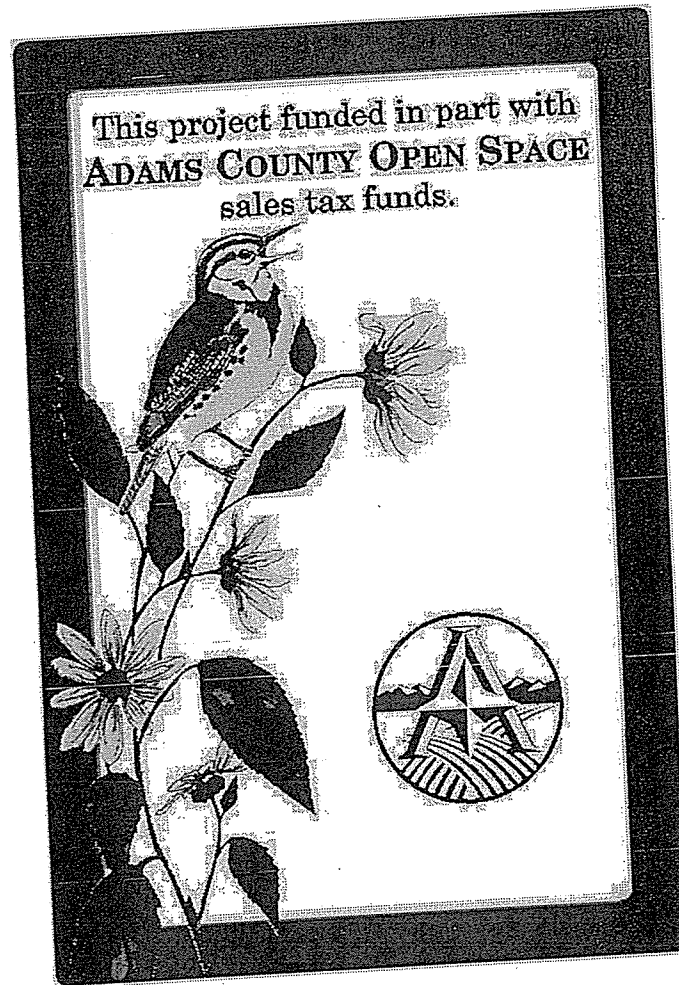
I once again fully support this project and I hope it moves forward soon. Any questions feel free to contact me directly.

Jordan Gutierrez
Scientific Martial Arts and Fitness
440 Garland Drive Unit C
Northglenn, Co 80233

Attachment J
Letters of Support
Adjacent Business Owner

Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

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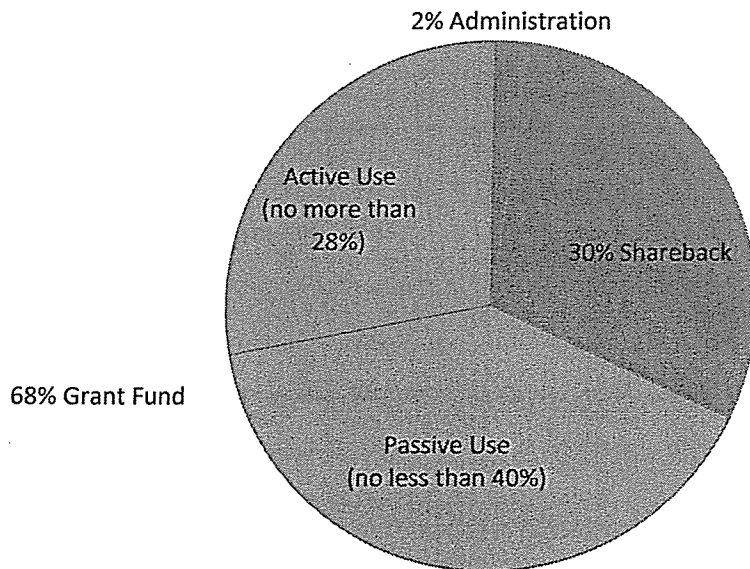
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¹ All forms are fillable pdf files. Please contact Open Space Staff for the current electronic files. Do not use the representations of the forms in this document.

Introduction

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



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

2% Administration Fund

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

Annual Report

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

Annual Audits

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

30% Shareback Program

Purpose

The Shareback Program distributes a portion of Open Space Sales Tax revenues directly back to the taxing jurisdiction for use on either passive or active projects. The shareback is distributed as described in Section 8, b (iii) of Resolution 99-1 (Appendix A): "After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets".

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

Eligible Expenses

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

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

The Board of County Commissioners (BoCC) will annually review and approve a resolution authorizing the Parks Director to approve agreements or arrangements for land purchased with Open Space Tax

dollars that either maintain the property or have only a short-term or minimal impact on the property, including but not limited to agricultural and residential leases, water and sewer easements, surface use agreements, etc. All other sales, leases, transfers or conveyances that have a larger impact on the property or effectively transfer the property must be approved by the BoCC.

Annual Reporting

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

68% Grant Fund

Purpose

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

Available Funding

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

Funding is limited for each grant cycle. The OSAB can elect to recommend a project be funded in full, part, or may choose not to recommend funding for the project. The BoCC will review the recommendations of the OSAB and award in full, modify the amount, or deny grant funds to specific projects.

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

Grant Cycle Timeline

Grant cycles occur twice each year in February and August. Grant applications are generally due on the First of February and August, unless those dates fall on a weekend in which case applications are due

the following Monday. For a more detailed grant cycle schedule, visit www.adcogov.org/openspace or contact Open Space staff.

Applicant Eligibility

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

Qualified Jurisdictions

The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and currently include: City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, and Adams County. Qualified jurisdictions must have an adopted Parks and/or Open Space Plan.

Sponsored Organizations

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

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

Eligible Projects

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

Facilities, including but not limited to parks, sports fields, golf courses, and recreation centers, or land must be accessible to the public, inclusive of those with disabilities, except for land acquisitions and conservation easements for agricultural preservation and habitat preservation.

Eligible Project Types

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

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

- Lands that will be preserved for agricultural or ranch purposes
- Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding
- Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage
- Purchase, construction, equipping, and maintenance of:
 - Sports fields
 - Golf courses
 - Recreation centers
 - Lands for park purposes
 - Park and recreational improvements and facilities

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

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

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

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

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

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

Salary

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

Conservation easement stewardship endowment

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

Indirect Costs

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

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

Specific Requirements of Land Acquisitions

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

The negotiation, approval, and full execution of a conservation easement or a declaration of covenants, conditions and restrictions are required before such a project will be closed out. Additional information on project closeout can be found in subsequent sections. Land purchased using active funds will not be required to have an encumbrance on the property. If the acquiring organization desires to place a conservation easement on a portion of a property purchased with active funds, please contact Open Space staff for additional information.

Applying to the Program

Application Types

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page 21.

- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page 21.
- Mini Grant applications are for uses defined in either of the above sections but are geared towards smaller scale projects. A project is determined to be a Mini-Grant if the total amount of the grant request does not exceed \$5,000. Funding for mini-grants is limited to \$50,000 per year. The Mini Grant is also limited to one application per applicant, per grant cycle. Mini Grants are subject to the same requirements as both the Active and Passive Grants.

Submission Requirements

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

Applications must be made on the pertinent Application Form. Twelve (12) unbound copies and one (1) electronic copy in pdf form of the completed application and all attachments are required at the time of submittal. Mail application to: Adams County Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. No material will be accepted after the deadline date with the exception of additional materials or documentation requested by the Open Space staff, the OSAB or the BoCC.

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

Matching Funds

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

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

Application Components Specific to Real Estate Transactions

For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page 21. When a qualified appraisal is not available at the time of application, applicants should provide additional information with their application verifying the purchase price they are estimating. Additional information can include, but is not limited to, recent purchases by the organization of similar land, comparable listings or sales in the area, and other information used by the applicant to determine the cost included in the application. A qualified appraisal will be required prior to project closeout, or prior to closing if funds are to be wired at the time of closing. When the applicant is seeking to buy property for a price that exceeds the qualified appraisal value, the OSAB will make recommendations on a case by case basis to the BoCC for final approval. If no appraisal was available to the OSAB and more is paid for the property than the appraised value, unless specifically requested by the grantee from the BoCC, no reimbursement will be made for a purchase price exceeding the appraised value. If the grantee wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

Application Criteria and Scoring

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

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

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

The OSAB utilizes standard score sheets while reviewing projects. Examples of the most recent score sheets can be requested from Open Space staff at any time. Each OSAB member categorizes the applications as "Yes, definitely fund," "Maybe fund," or "No, definitely do not fund" based on their impressions of the project. These groups of projects are then discussed by the OSAB as a whole as they make funding recommendations.

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

After Grant Award

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

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

Grant Agreement

The BoCC will publically award the grants at a public hearing. At the public hearing, Open Space staff will distribute three (3) copies of the grant agreement to each successful applicant. Signed grant agreements are due back to Open Space staff within 45 days of the public hearing. Once they are received back, Open Space staff will have the agreements signed by the BoCC and will return one fully executed copy to the applicant. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

Project Due Date

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

Project Extension Policy

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

If a request for an extension is denied, Grantee will be promptly notified by Open Space staff. Upon receiving this notification, the Grantee must notify Adams County Open Space in writing as to whether or not they will complete the project as originally funded. If the Grantee is unable to complete the project as originally funded, a termination of Grant Agreement will be executed by Adams County and the Grantee will be required to deauthorize awarded funds or return all previously awarded funds for that project along with accrued interest and applicable market value adjustment within 30 days of receiving the Termination of Grant Agreement. Failure to respond to such a notification will result in an automatic de-authorization of the grant and may result in non-compliance. Please see Grant Non-compliance section below.

Project Modification Policy

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

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

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

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

Grant Non-compliance

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

Open Space Signage and Logo Use

An Adams County Open Space Sign provided or approved by Open Space staff will be posted in a prominent place at the project site once the project is completed. This does not apply to projects that will not have public access (i.e. conservation easement projects or planning projects). Signs provided by the County must remain up at the project site through the reporting period (i.e., 10 years). For acquisitions funded through the Open Space program, signs must remain up on the property through the life of the sales tax. Open Space staff will periodically do audits of signs at project locations and will offer replacement signs when needed. Grantee may also ask for replacement signs at any time when a sign becomes damaged or otherwise in poor condition. Following the expiration of the Open Space Sales Tax, signs shall remain in place until damaged or otherwise in poor condition at which time the sign may be removed and not replaced.

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

Reimbursement and Closeout Process

Funds will be disbursed:

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

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

In some cases, Open Space staff may negotiate with a Grantee to allow for periodic reimbursements for a specific project. This will be written into the grant agreement. It is at Open Space staff's discretion to negotiate these terms when either a project is large or the Grantee is small enough that it is not financially feasible for the applicant to only receive reimbursement for the entire project at close out. In the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

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

Land Acquisition/Conservation Easement Reimbursement Process

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

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

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

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

All Other Projects Reimbursement Process

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

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

Reporting Following Closeout

As stated in Resolution 99-1, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”. The BoCC will annually review and approve a resolution authorizing the Parks Director to approve agreements or arrangements for land purchased with Open Space Tax dollars that either maintain the property or have only a short-term or minimal impact on the property, including but not limited to agricultural and residential leases, water and sewer easements, surface use agreements, etc. All other sales, leases, transfers or conveyances that have a larger impact on the property or effectively transfer the property must be approved by the BoCC.

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

Ethics Policy

The following ethics policy is taken from the Adams County Employee Manual, newly revised and adopted in January 2013, and applies to all employees and officials of Adams County, including the Open Space Advisory Board.

Mission, Governing Principles & Values

The citizens of Adams County, Colorado, are entitled to have a fair, ethical, and accountable local government that has earned the public’s full confidence for integrity. We adopt this Code of Ethics to assure public confidence in local government and its effective and fair operation and to ensure that we comply with all applicable State and local laws relating to conflicts of interest and ethics.

Integrity in government requires that decision-makers be independent, impartial, and accountable to those they serve, to that end, all officials and employees of Adams County, Colorado, must carry out their job responsibilities in accordance with the following principles:

- A. As public servants, Adams County officials and employees are stewards of the public trust, entrusted with and responsible for the property and resources of Adams County, and shall carry out their duties for the benefit of the people of Adams County.
- B. The citizens of Adams County expect and deserve their public servants to act with courtesy, impartiality, honesty, and openness in the performance of their duties.

- C. Officials and employees must always perform their duties with the best interests of Adams County in mind, and not for any personal interest or for the interest of family, friends, or business and political associates.
- D. Governmental decisions and policies are made utilizing the proper channels of the government structure, free of coercive or other improper influence.
- E. To gain and retain public confidence in government operations, County officials and employees must avoid even the appearance of impropriety.

Intent

The purpose of this Code of Ethics is to provide the officials and employees of Adams County the tools and resources necessary to conduct themselves in the most ethical and appropriate manner possible and to ensure that Adams County government operates in accordance with its mission, governing principles, and values.

It is the intent of Adams County that its officials and employees adhere to high levels of ethical conduct so that the public will have confidence that persons in positions of public responsibility are acting for the benefit of the public. Officials and employees should comply with both the letter and spirit of this Code of Ethics and strive to avoid situations which create impropriety or the appearance of impropriety.

Ethical issues will arise in the course of public service. It is the intent of this Code of Ethics to clarify which actions constitute a breach of the public trust.

Definitions

“Employee” shall mean all members of the Adams County workforce, including but not limited to full-time and part-time employees, and appointed or elected officials and their employees.

“Gift” shall mean anything of monetary value for which consideration of equal or greater value is not made. The term includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the ordinary course of business to a member of the public without regard to that person’s status as a County employee. The term “gift” shall not include tokens of award (such as a plaque, memento, or trophy), informational materials related to the recipient’s performance of official duties (such as a book, pamphlet, or periodical), or unsolicited items of nominal or trivial value (such as a pen, note pad, or calendar).

“Official” shall mean a person in an elected or appointed position in Adams County, Colorado, including members of County boards appointed by the Board of County Commissioners.

“Relative” shall mean a spouse, domestic partner, fiancé/fiancée, parent(s), child(ren), brother(s), sister(s), aunt(s), uncle(s), grandparent(s), or grandchild(ren), including “in-law” and “step” relatives. The term “relative” also applies to any person who is a member of the household of an employee regardless of family relationship.

Applicability

This Code of Ethics applies to the officials and employees of Adams County, to the extent that the official has adopted the Code, and shall supersede the prior Code of Ethics adopted by the Board of County Commissioners on November 10, 2008. The provisions of this Code of Ethics shall apply in addition to all applicable federal, State and local laws relating to conflicts of interest and ethics including, but not limited to, the Colorado Constitution, Article XXIX, Colorado Revised Statutes § 24-18-101, *et seq.*, and all rules, regulations, policies and procedures of Adams County, including any ethical code or policy adopted by any elected official that is applicable to employees of that elected official.

Conflicts Of Interest

No official or employee should have any direct or indirect interest, financial or otherwise, engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in conflict with the proper discharge of his or her duties in the public interest.

- A. **Misappropriation of County Resources:** No official or employee shall misappropriate to himself, herself or to others the property, services or other resources of the County for private purpose or other compensated non-governmental purposes.
- B. **Favoritism:** An official or employee shall guard against any relationship that creates conflicts of interest or which might be reasonably construed as evidence of favoritism, coercion, unfair advantage, or collusion.
- C. **Improper Influence:** An official or employee should not act in a manner that creates by his or her conduct a reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.
- D. **Privileges or Exemptions:** No official or employee should use or attempt to use his or her official position to secure privileges or exemptions for himself, herself or others.
- E. **Protection of Public Trust:** An official or an employee should endeavor to pursue a course of conduct which will not raise suspicion among the members of the public that he or she is likely to be engaged in acts that are in violation of the public trust.
- F. **Official Actions:**
 - a. An official or employee shall not take any direct or official action on any matter in which the official, employee or a relative or business associate has any substantial employment, contractual, or financial interest.
 - b. An official or employee shall not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he or she has a substantial financial interest in a competing firm or undertaking.
- G. **Contracting & Transacting Business:**
 - a. **Sale or Purchase of Goods or Services:**
 - i. No official or employee shall, in his or her official or private capacity, offer for sale or sell goods or services to the County. A waiver may be granted by the Independent Ethics Officer where the circumstances clearly demonstrate that there is no conflict of interest or appearance of a conflict presented by the proposed sale of goods or services to the County.

- ii. No official or employee shall, for his or her own private purposes, directly or indirectly obtain goods or services for anything less than fair market value from any contractor or vendor that performs work for Adams County.
 - iii. **Transactions on behalf of Adams County:** No official or employee should engage in any transaction as representative or agent of Adams County with any relative, business associate, or business entity in which he or she has a direct or indirect financial interest.
- H. **Personal Investments & Business Ventures:** An official or employee should not acquire or hold an interest in any business or undertaking which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

Confidential Information

- A. No official or employee shall use any confidential information received by virtue of that person's office or employment for any private purpose, including but without limitation to commercial purposes, financial gain, or present or future employment.
- B. An official or employee may only use confidential information in the conduct of his or her official County duties.

Political Solicitations

- A. Elected officials and candidates shall not engage in political campaigning at County meetings or public hearings. No official, candidate, or employee shall use public resources for political campaigning.
- B. County officials or employees may in their private capacity give financial or other support to political parties and candidates for elected office, unless otherwise restricted.
- C. No official or employee shall directly or indirectly compel or induce a subordinate employee to make or promise to make any political contribution, whether by gift of money, service or other thing of value.
- D. No official or employee may make any employment recommendation or decision based on political affiliation, participation or contribution.

Hiring Of Relatives

The purpose of this section is to avoid favoritism and the appearance of favoritism by officials or employees.

- A. No official or employee shall appoint, hire, or advocate for the appointment or hiring of any person who is the employee's relative.
- B. No official or employee shall participate directly or indirectly in the recruitment and selection process that involves a relative.
- C. No official or employee shall directly or indirectly exercise supervisory, appointment or dismissal or disciplinary authority over any relative of the employee.
- D. No official or employee shall audit, verify, receive or be entrusted with monies received or handled by a relative.

- E. No relative of an official or employee shall have access to that person's confidential information, including payroll processing and personnel records within his or her organization.

Gift Ban Policy

- A. In accordance with the Colorado Constitution, no official or employee may directly or indirectly solicit, accept or receive any gift or other thing of greater than fifty-three dollars (\$53) in any calendar year, without providing consideration of equal or greater value. Gifts include but are not limited to loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, and special discounts. Exceptions recognized by Colorado law are recognized by the County.
- B. No official or employee shall directly or indirectly receive a gift regardless of the value where such gift is given with the intent or appearance of influencing the person's official actions or duties for Adams County.
- C. No department, office, or agency shall accept any gift from any vendor, applicant for a license, applicant for a land use approval, or any other person having pending or regular business being handled by that department, office, or agency. A department, office or agency may accept a gift from a person or entity

Glossary of Terms

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

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

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

PASSIVE USE: Passive uses shall include, but not be limited to the purchase, construction and maintenance of: horse, bike or running trails; natural areas with limited development for fishing, hiking, walking or biking; wildlife preserves; lakes for fishing with accessible walks, docks, picnic areas and restrooms; conservation easements on agricultural land; environmental education programs; lands and waterways as community buffers; river and stream corridor land; unimproved flood plains; wetlands; preservation of cemeteries; and picnic facilities. (Source: Resolution 99-1, Section C, item ii, Appendix A)

QUALIFIED APPRAISAL:

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

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

Appendix A

STATE OF COLORADO)
 COUNTY OF ADAMS)

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

Ted L. Strickland	Chairman	00600923
Elaine T. Valente	Commissioner	10/08/99 14:32:16
Martin J. Flaum	Commissioner	BK: 5917 PG: 0726-0769
Rita Connerly	County Attorney	CAROL SNYDER
Lucy Trujillo, Deputy	Clerk of the Board	ADAMS CO

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

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

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

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

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

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

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

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

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

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

Strickland	Aye
Valente	Aye
Flaum	Aye
Commissioners	

STATE OF COLORADO)
 County of Adams)

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

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

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

By Lucy Trujillo
 Deputy

STATE OF COLORADO)
COUNTY OF ADAMS)

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

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

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

RESOLUTION 99-1

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

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

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

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

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

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

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

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

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

ISSUE _____

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

YES _____

NO _____

2. The election shall be conducted by the County Clerk and Recorder in accordance with the Uniform Election Code and other laws of the State of Colorado, including without limitation, the requirements of Article X, Section 20 of the Colorado Constitution (hereinafter "TABOR").
3. All acts required or permitted by the Uniform Election Code relevant to voting by early voters' ballots, absentee ballots and emergency absentee ballots shall be performed by the County Clerk and Recorder.
4. The County Clerk and Recorder shall cause a Notice of Election to be published in accordance with the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to Section 29-2-104(5), Colorado Revised Statutes, the County Clerk and Recorder is directed to publish the text of this Resolution four separate times, a week apart, in the official newspaper of the county and each city and incorporated town within the County.
6. No later than October 1, 1999, the County Clerk and Recorder shall mail the Notice of Election required by Article X, Section 20(3)(6) of the Colorado Constitution.
7. If a majority of the votes cast on the question of imposing the Open Space Sales Tax shall be in favor of such question, the Open Space Sales Tax shall be imposed and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2000, and shall be collected and administered in accordance with this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.

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

(b) *Transactions Subject to the Sales Tax.*

- (i) The tangible personal property and services taxable hereunder shall be the same as the tangible personal property and services taxable pursuant to Section 39-26-104, C.R.S., and shall be subject to the same exemptions as those specified in Section 39-26-114, C.R.S., including specifically the exemption provided by Section 39-26-114(11), C.R.S., for purchases of machinery or machine tools; the exemption provided by Section 39-26-114(1)(a)(XXI), C.R.S., for the sales and purchases of electricity, coal, wood, gas (including natural, manufactured and liquefied petroleum gas), fuel oil or coke sold, but not for resale, to occupants of residences, whether owned, leased or rented by said occupants, for the purpose of operating residential fixtures and appliances which provide light, heat and power for such residences; the exemption provided by Section 39-26-114(1)(a)(XX), C.R.S.,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Deposit and Expenditure of Revenue.

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

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

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

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

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

C. *Authorized Projects and Uses of Funds.*

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

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

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

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

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

Strickland	_____	Aye
Valente	_____	Aye
Flaum	_____	Aye
Commissioners		

STATE OF COLORADO)
 County of Adams)

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

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

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

By *John Stuebel*
 Deputy



Appendix B



Adams County Open Space Extension Request Form Revised 12/2011

Must be received by Adams County Open Space staff a minimum of 90 days prior to project due date.

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

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

Attach the following:

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

Prepared by:	_____	Date:	_____
Print name:	_____	Title:	_____

Appendix C



**Adams County Open Space
Modification Request Form**
Revised 12/2011

Must be received by Adams County Open Space staff a minimum of 90 days prior to project due date.

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

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

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

Are you also requesting an extension? Yes No Requested Due Date: _____
(No longer than 6 months)

Attach the following:

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

Prepared by: _____ Date: _____
Print name: _____ Title: _____

Appendix D



Adams County Open Space Grant Closeout Request Form Revised 12/2011

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

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

Adams County Open Space
Attn: Regina Elsner or Shannon McDowell
9755 Henderson Rd.
Brighton, CO 80601

If you have questions or need assistance please contact Regina Elsner at 303.637.8072 or relsner@adcogov.org or Shannon McDowell at 303.637.8039 or smcdowell@adcogov.org.

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

Prepared by: _____ Date: _____

Print name: _____ Title: _____



Adams County Open Space
Grant Closeout Checklist

Revised 12/2011

Project Name: _____

Contact Person: _____

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

Please submit the following:

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet
- Copies of cancelled checks for all costs indicated on Grant Closeout Worksheet

OR

- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
- Documentation for all in-kind donations (e.g., letter from donor stating value; invoice from business indicating value)



Adams County Open Space
Grant Closeout Checklist - Land Acquisition
Revised 12/2011

Project Name: _____

Contact Person: _____

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

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

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

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

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

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

- Completed Grant Closeout Worksheet
- Copies of all invoices for additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

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

- Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



Adams County Open Space
Grant Closeout Checklist - Land Acquisition
Revised 12/2011

Project Name: _____

Contact Person: _____

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

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Final Title Policy
- Final Contract
- Recorded Deeds specific to this transaction
- Signed Settlement Statement
- A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)
- Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
- Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet

OR

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

