



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Erik Hansen - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

STUDY SESSION AGENDA
TUESDAY
October 24, 2017

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

8:30 A.M.	ATTENDEE(S):	Heidi Miller
	ITEM:	Executive Session Pursuant to C.R.S. 24-6-402(4)(b) for the Purpose of Receiving Legal Advice Regarding Oil and Gas Development
10:00 A.M.	ATTENDEE(S):	Andrew Stratton
	ITEM:	CDOT Transportation
11:00 A.M.	ATTENDEE(S):	Pam Mathisen / Board of Retirement
	ITEM:	Retirement Plan Update
12:00 P.M.	ATTENDEE(S):	Barry Gore / Tricia Allen
	ITEM:	3rd Quarter ACED Annual Work Plan Review
12:30 P.M.	ATTENDEE(S):	Jeffery Maxwell / Nancy Duncan
	ITEM:	Public Works 2018 Proposed CIP and General Budget Discussion
2:00 P.M.	ATTENDEE(S):	Nathan Mosley / Shannon McDowell / Renee Petersen /
		Open Space Advisory Board
	ITEM;	Open Space Sales Tax Policy and Procedure Update
2:30 P.M.	ATTENDEE(S):	Nathan Mosley / Shannon McDowell / Renee Petersen /
		Open Space Advisory Board
	ITEM:	Fall 2017 Open Space Sales Tax Grant Award Recommendations
3:00 P.M.	ATTENDEE(S):	Chuck Gross, Adams County Education Consortium
	ITEM:	Proposed Agency Contributions Requested in the 2018 Proposed Budget
3:15 P.M.	ATTENDEE(S):	Glenn Plagens, Westminster SBDC
	ITEM:	Proposed Agency Contributions Requested in the 2018 Proposed Budget
3:30 P.M.	ATTENDEE(S):	Raymond Gonzales
	ITEM:	Administrative Item Review / Commissioner Communications

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: CDOT Transportation
FROM: Raymond H. Gonzales, County Manager
AGENCY/DEPARTMENT: County Manager's Office
ATTENDEES: Andrew Stratton, Region 1 North Program Engineer for CDOT
PURPOSE OF ITEM: Presentation on projects dealing with the major corridors in Adams County.
STAFF RECOMMENDATION: Informational only

BACKGROUND:

CDOT will be providing an update on major corridors in Adams County.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Manager's Office, CDOT

ATTACHED DOCUMENTS:

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

Raymond H. Gonzales, County Manager

Nancy Duncan

Budget / Finance

Bryan Ostler

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: Considerations to Change 10 Year Vesting to 5 Year Vesting Based on Request from Adams County
FROM: Pamela Mathisen
AGENCY/DEPARTMENT: Board of Retirement
ATTENDEES: Marc Osborne, Ben Dahlman, Brigitte Grimm, Jim Morgen, Brent Voge, Pamela Mathisen, Debbie Haines
PURPOSE OF ITEM: Proposed Recommendation
STAFF RECOMMENDATION:

BACKGROUND:

Adams County Board of County Commissioners requested that the Adams County Retirement Board (ACRB) consider changing the vesting period for Employees Hired on or After January 1, 2010 from 10 Year Vesting to 5 Year Vesting. The Retirement Board is making a recommendation to reinvigorate the Plan.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Board of County Commissioners, Board of Retirement, Finance, Budget, County Treasurer

ATTACHED DOCUMENTS:

Presentation:

Adams County Board of Retirement Considerations to Change 10 Year Vesting to 5 Year Vesting Based on the Request from Adams County

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: YES NO

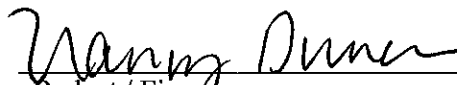
Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

Raymond H. Gonzales, County Manager



Nancy Danner
Budget / Finance



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

Adams County Board of Retirement

Considerations to Change
10 Year Vesting to 5 Year Vesting
Based on the Request from Adams County

October 24, 2017

Background

During the 2016 organizational strategic planning process for 2017 with the Board, it was determined that one of the strategic objectives and action items under the goal High Performing, Fiscally Responsible Government is to evaluate the retirement employee benefits to ensure competitiveness within the job market. The timeframe of this objective was through the third quarter of 2017. Below is a timeline that has led us up to this point:

- **April 2016** - A Scope of work was established in partnership with the Board of Retirement for an informal solicitation that included the evaluation of:
 1. The adequacy of the Plan's funded status and future risks and challenges to the Plan;
 2. A review of the 2012 Plan redesign and impact of the changes to Tier 1, Tier 2, and Tier 3 employees
 3. Address the adequacy of the current Tier 3 retirement benefits
- **July 2016** - County engaged in services with Arthur Gallagher Retirement Services through the informal solicitation process to begin their assessment on the scope of work.
- **February 2017**- Assessment completed by Arthur Gallagher Retirement Services
- **March 2017** - Presentation was given to the Board on the final assessment and recommendations. Direction from the Board was to go back, in partnership with the Board of Retirement, and do an analysis on changing the Tier 3 vesting requirement to make the Plan more marketable.
- **June 2017** - Informal Bid was solicited and engaged with GRS Retirement Consulting to change the vesting for Tier 3 employees from 10 years to 5 years.
- **September 2017** – Vesting schedule analysis for Tier 3 employees completed

Recommendation

1. Change from 10 Year Vesting to 5 Year Vesting.
2. Reallocate 0.314 mills from the total County Mill levy to fund plan expenses but Adams County to contribute not less than \$2M annually until the plan is 80 % funded (projected to be year 2033).

The additional amount recommended in Item 2 above will be indexed to increases in future tax receipts, that is, the portion of the County mill levy will remain constant going forward and the dollar amount will change each year.

Note: No additional contributions from Rangeview Library District

Impact of Recommendations

Valuation as of January 1,	10 Year Vesting	5 Year Vesting and \$0.0M Addt. Cont.	5 Year Vesting and \$2.0M Addt. Cont.
2017	56.0%	56.0%	56.0%
2018	56.3%	56.4%	56.4%
2019	56.1%	56.3%	56.7%
2020	56.1%	56.3%	57.2%
2021	56.9%	57.3%	58.6%
2022	57.7%	58.2%	60.0%
2023	58.6%	59.2%	61.5%
2024	59.6%	60.3%	63.0%
2025	60.6%	61.3%	64.6%
2026	61.6%	62.5%	66.3%
2027	62.8%	63.7%	68.0%
2028	64.1%	65.0%	69.9%
2029	65.4%	66.4%	71.9%
2030	66.9%	67.9%	74.1%
2031	68.5%	69.5%	76.4%
2032	70.2%	71.3%	78.8%
2033	72.1%	73.2%	81.5%
2034	74.2%	75.3%	83.9%
2035	76.4%	77.5%	86.5%
2036	78.8%	79.8%	89.3%
2037	81.4%	82.4%	92.4%
2038	84.3%	85.1%	95.6%
2039	87.3%	88.1%	99.0%
2040	90.5%	91.2%	102.6%
2041	94.0%	94.5%	106.5%
2042	97.7%	98.1%	110.6%
2043	101.7%	101.8%	114.9%

The funded ratio improves with additional funding.

The additional contributions enable the plan to generate a higher level of investment income that could potentially result in lower contributions in the future.

Reasons to Reinvigorate the Retirement Plan

- The intention of this change is to retain and attract County and Rangeview Library District Employees.
- Well funded plan means safer place to secure future retirement benefits
- Ensure that the Plan is financially sustainable for the employers and the Plan members

Current Benefit

- All members are 100% vested in their contributions (plus interest) at all times.
- Tier 1 and Tier 2 Members are currently vested in their deferred retirement annuity at 5 Years of Service.
- Tier 3 Members are currently vested in their deferred retirement annuity at 10 Years of Service.

Request

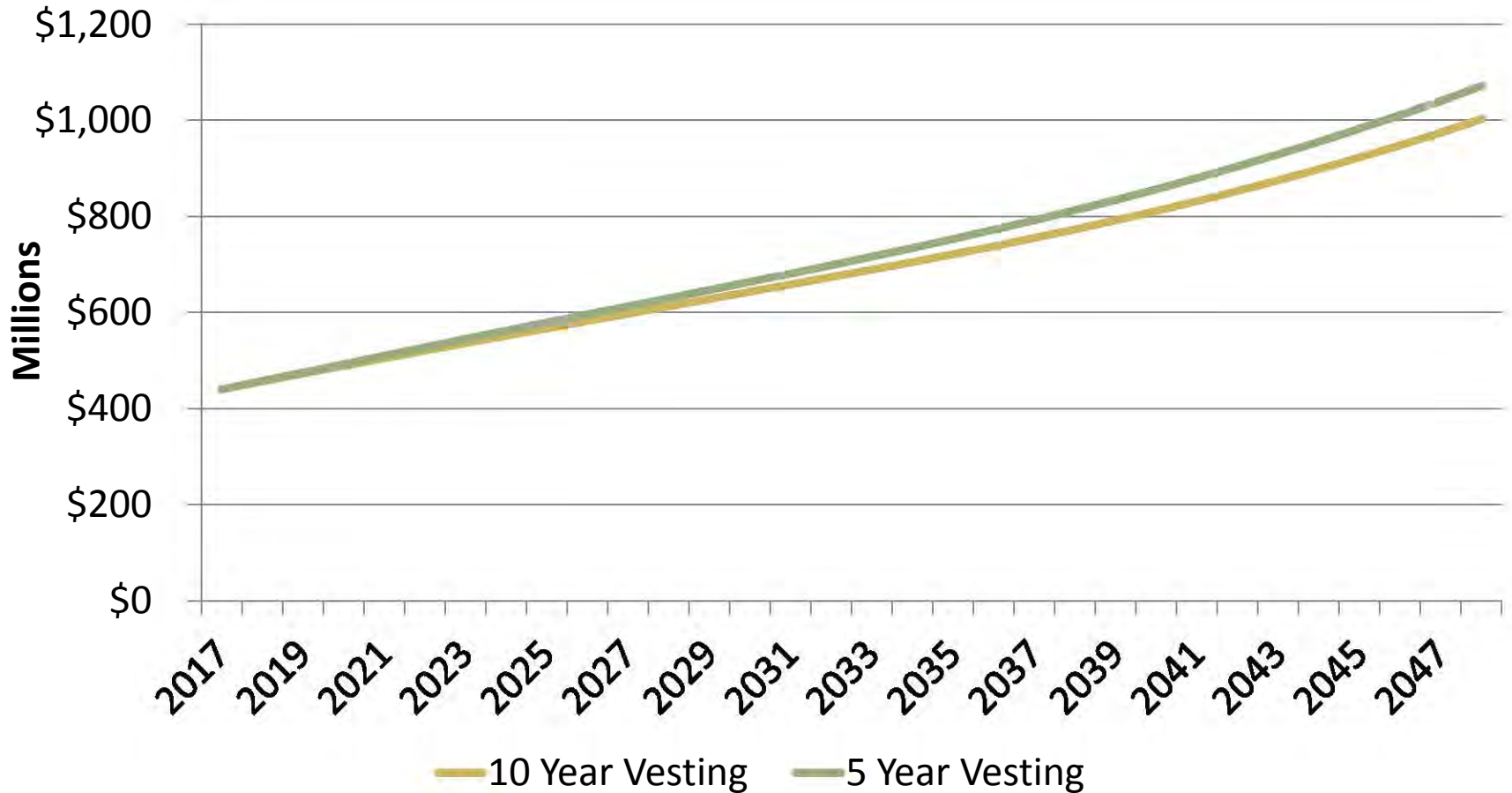
- A request was brought forth by the County to consider a change to vesting requirements on the deferred retirement annuity from 10 years to 5 years.
- Changes had been prohibited prior to July 2017 due to our implementation of legislation of SB12-149.

Impact of Change on Future Valuation Results

- By changing the vesting period to 5 years from 10 years:
 - Increase in actuarial accrued liability and long term projected benefits to the baseline.
 - Greater unfunded accrued liability for the first 15 years of the projection.
 - Increase in funded status over the baseline in early years due to fewer refunds being paid to terminating members.

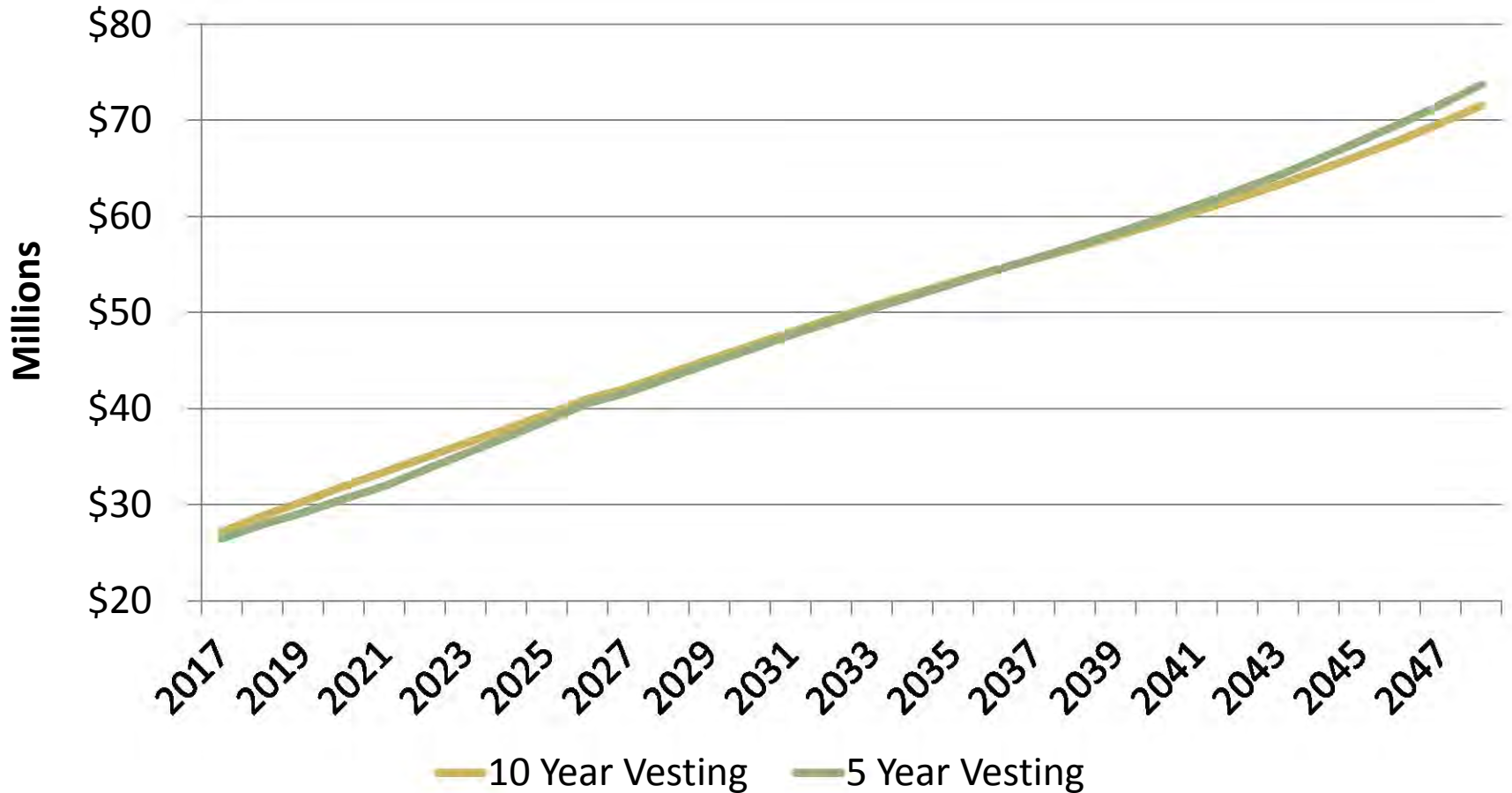
Impact of Change on Future Valuation Results

Actuarial Accrued Liability



Impact of Change on Future Valuation Results

Projected Benefit Payments



Projected benefit payments are initially expected to be less under 5 year vesting as more member contributions are being retained and fewer refunds are paid.

Increased Future Contribution Risk

- By changing the vesting requirements from 10 years to 5 years:
 - Increased long term benefits provided to participants
 - Higher contributions would be retained
 - Lower funded status could result from a market downturn or other adverse experience.

Increased Future Contribution Risk

- One way to mitigate this additional future contribution risk is to increase funding in the short term.
- ***According to actuarial analysis, the next five to ten years are crucial for the plan.***
- The benefit enhancement increases the Unfunded Accrued liability over this period.

APPENDIX –VESTING CHANGE PROJECTION DETAILS

Impact of Changing Vesting Requirements

Accrued Liability and Benefit Payments

Valuation as of January 1,	7.50% Discount Rate and 10 Year Vesting	7.50% Discount Rate and 5 Year Vesting	Change	Valuation as of January 1,	7.50% Discount Rate and 10 Year Vesting	7.50% Discount Rate and 5 Year Vesting	Change
(1)	(2)	(3)	(4)	(1)	(2)	(3)	(4)
2017	\$ 440,035	\$ 440,107	0.02%	2017	\$ 27,156	\$ 26,446	-2.61%
2018	456,522	457,391	0.19%	2018	28,801	27,899	-3.13%
2019	472,717	474,643	0.41%	2019	30,285	29,149	-3.75%
2020	488,795	492,101	0.68%	2020	31,874	30,571	-4.09%
2021	504,661	509,627	0.98%	2021	33,366	31,915	-4.35%
2022	520,405	527,308	1.33%	2022	34,864	33,617	-3.58%
2023	536,026	544,802	1.64%	2023	36,365	35,334	-2.83%
2024	551,523	562,088	1.92%	2024	37,833	37,007	-2.18%
2025	566,937	579,211	2.16%	2025	39,382	38,721	-1.68%
2026	582,191	596,125	2.39%	2026	41,001	40,523	-1.16%
2027	597,206	612,729	2.60%	2027	42,149	41,686	-1.10%
2028	612,481	629,689	2.81%	2028	43,629	43,181	-1.03%
2029	627,705	646,703	3.03%	2029	45,114	44,690	-0.94%
2030	642,910	663,800	3.25%	2030	46,513	46,123	-0.84%
2031	658,208	681,089	3.48%	2031	47,970	47,623	-0.72%
2032	673,564	698,534	3.71%	2032	49,312	49,007	-0.62%
2033	689,141	716,305	3.94%	2033	50,619	50,360	-0.51%
2034	705,015	734,483	4.18%	2034	51,900	51,703	-0.38%
2035	721,268	753,138	4.42%	2035	53,148	53,026	-0.23%
2036	737,977	772,345	4.66%	2036	54,398	54,364	-0.06%
2037	755,208	792,164	4.89%	2037	55,555	55,609	0.10%
2038	773,145	812,782	5.13%	2038	56,718	56,881	0.29%
2039	791,856	834,257	5.35%	2039	57,951	58,252	0.52%
2040	811,357	856,580	5.57%	2040	59,220	59,656	0.74%
2041	831,711	879,822	5.78%	2041	60,545	61,141	0.99%
2042	852,951	903,997	5.98%	2042	61,898	62,686	1.27%
2043	875,173	929,176	6.17%	2043	63,258	64,247	1.56%
2044	898,476	955,448	6.34%	2044	64,784	66,009	1.89%
2045	922,816	982,736	6.49%	2045	66,366	67,829	2.20%
2046	948,262	1,011,110	6.63%	2046	67,980	69,667	2.48%
2047	974,904	1,040,671	6.75%	2047	69,722	71,654	2.77%
2048	1,002,753	1,071,412	6.85%	2048	71,547	73,733	3.06%

Impact of Changing Vesting Requirements

Unfunded Accrued Liability and Funded Ratio

Valuation as of January 1,	7.50% Discount Rate and 10 Year Vesting	7.50% Discount Rate and 5 Year Vesting	Change	Valuation as of January 1,	7.50% Discount Rate and 10 Year Vesting	7.50% Discount Rate and 5 Year Vesting	Change
(1)	(2)	(3)	(4)	(1)	(2)	(3)	(4)
2017	\$ 193,601	\$ 193,673	0.04%	2017	56.0%	56.0%	0.0%
2018	199,385	199,518	0.07%	2018	56.3%	56.4%	0.1%
2019	207,387	207,575	0.09%	2019	56.1%	56.3%	0.1%
2020	214,774	215,012	0.11%	2020	56.1%	56.3%	0.2%
2021	217,393	217,675	0.13%	2021	56.9%	57.3%	0.4%
2022	219,885	220,199	0.14%	2022	57.7%	58.2%	0.5%
2023	221,788	222,127	0.15%	2023	58.6%	59.2%	0.6%
2024	223,042	223,392	0.16%	2024	59.6%	60.3%	0.7%
2025	223,585	223,935	0.16%	2025	60.6%	61.3%	0.8%
2026	223,345	223,682	0.15%	2026	61.6%	62.5%	0.8%
2027	222,230	222,543	0.14%	2027	62.8%	63.7%	0.9%
2028	220,176	220,453	0.13%	2028	64.1%	65.0%	0.9%
2029	217,073	217,300	0.10%	2029	65.4%	66.4%	1.0%
2030	212,845	213,011	0.08%	2030	66.9%	67.9%	1.0%
2031	207,349	207,438	0.04%	2031	68.5%	69.5%	1.0%
2032	200,466	200,464	0.00%	2032	70.2%	71.3%	1.1%
2033	192,068	191,958	-0.06%	2033	72.1%	73.2%	1.1%
2034	181,999	181,762	-0.13%	2034	74.2%	75.3%	1.1%
2035	170,109	169,727	-0.22%	2035	76.4%	77.5%	1.0%
2036	156,213	155,667	-0.35%	2036	78.8%	79.8%	1.0%
2037	140,145	139,416	-0.52%	2037	81.4%	82.4%	1.0%
2038	121,706	120,772	-0.77%	2038	84.3%	85.1%	0.9%
2039	100,667	99,508	-1.15%	2039	87.3%	88.1%	0.8%
2040	76,795	75,387	-1.83%	2040	90.5%	91.2%	0.7%
2041	49,840	48,160	-3.37%	2041	94.0%	94.5%	0.5%
2042	19,520	17,545	-10.12%	2042	97.7%	98.1%	0.3%
2043	(14,441)	(16,733)	15.87%	2043	101.7%	101.8%	0.2%
2044	(52,401)	(55,036)	5.03%	2044	105.8%	105.8%	-0.1%
2045	(94,689)	(97,695)	3.17%	2045	110.3%	109.9%	-0.3%
2046	(141,698)	(145,104)	2.40%	2046	114.9%	114.4%	-0.6%
2047	(193,840)	(197,679)	1.98%	2047	119.9%	119.0%	-0.9%
2048	(251,552)	(255,857)	1.71%	2048	125.1%	123.9%	-1.2%



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: 3 rd QTR Update on the ACED 2017 Plan of Work
FROM: Barry Gore, Tricia Allen (ACED staff)
AGENCY/DEPARTMENT: ACED
ATTENDEES: Kristin Sullivan, Barry Gore, Tricia Allen
STAFF RECOMMENDATION: Status Update – Annual Plan of Work

BACKGROUND:

Per the Professional Services Agreement, ACED is required to meet with the Board of County Commissioners to discuss its Annual Work Plan and providing quarterly status updates on achieving the scope of services identified in the Professional Services Agreement.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Economic Development

ATTACHED DOCUMENTS:

PowerPoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			\$131,516
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

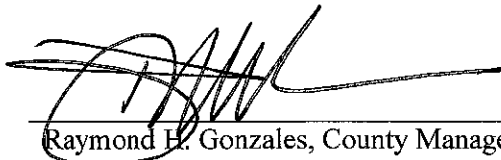
New FTEs requested: YES NO

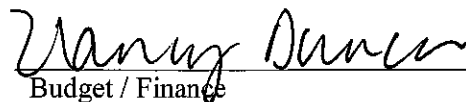
Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:


Raymond H. Gonzales, County Manager


Nancy Duncan
Budget / Finance


Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



2017 Plan of Work: 3rd QTR Update

October 24, 2017

Business Retention and Expansion

BRE Visits 3rd QTR 2016

	1st QTR 2017	2 nd QTR 2017	3 rd QTR 2017	YTD Totals
Visits	11 Visits	25 Visits	23 Visits	59 Visits (GOAL: 100)
Jobs	121	2,335	1,510	3,966
Capital Investment	\$15M	\$1M	\$4M	\$20M

Business Retention and Expansion

Business Retention & Expansion

Companies Visited in 3rd QTR 2017

Acme Distribution
Agfinity
American West Surplus LLC
Clear Intentions
Colorado Lighting
Drexel Metals
Empire Staple Company
Faris Machinery
First Transit (Commerce City)
First Transit (Uninc AC)
J&P Roofing

Kingman Estates Winery
LED Lighting Specialists
Legacy Mechanical
Midland Scientific
Petrocco Farms
RepMasters
Schlumberger
Spero Winery
Swan Supply
TricorBraun
Ursula Brewing
WSM Industries

Business Retention and Expansion

Business Retention & Expansion
3rd QTR 2017

Challenges Raised and Being Addressed by ACED

- ▶ Workforce - finding and keep it!
- ▶ Finding real estate or land zoned I-3

Business Retention and Expansion

Company Closures/Job Losses
3rd QTR 2017

	3 rd QTR 2017		
Company	Jobs	Closed, Relocated or Downsized?	Reason

Primary Employment Attraction

Prospects, New Businesses and Incentives 3rd QTR 2017

	1 st QTR 2017	2 nd QTR 2017	3 rd QTR 2017	YTD Totals
# of New Prospects	22	32	19	73
Company Announcements	Amazon – Thornton	Frontier Airlines	BSL	--
	Sierra Pacific	UPS	Crystal Packaging	--
	Tenere	M-Tech	Grayland	--
	Alliance Construction	Inline Distribution		
CAPEX	\$330,000,000	\$70,000,000	\$4,000,000	\$404,000,000
# of New Jobs Announced	2,922	1,164	250	4,336
2017 Tax rebate amount	\$484,707 in eligible tax rebates for 2017	\$484,707 in eligible tax rebates for 2017	\$484,707 in eligible tax rebates for 2017	\$484,707 in eligible tax rebates for 2017

Primary Employment Attraction

Commercial Real Estate Activity 3rd QTR 2017

3rd QTR 2017	Vacancy Rate		Rental Rates	
	Adams	Metro Denver	Adams	Metro Denver
Office	13.5%	13.6%	\$24.38	\$26.28
Class A	10.7%	12.3%	\$25.00	\$31.78
Class B	17.4%	16%	\$24.70	\$23.32
Class C	5.9%	9.7%	\$20.16	\$21.85
Industrial	3.5%	3%	\$5.65	\$7.11
Retail	5.7%	5.6%	\$15.48	\$15.76

Developments Under Construction in 2017

Property	Total SF Under Construction	Available
CentreCore	320,000 SF	4th QTR 2017

Marketing and Outreach

Marketing and Outreach 3rd QTR 2017

	1st QTR 2017	2 nd QTR 2017	3 rd QTR 2017	YTD Totals
Presentations/ Marketing Campaigns	5	6	8	19 (GOAL: 12)
Website				
	Data and More Data	Adding pages for the Site Summit	Revamping homepage	
		Content, Content, Content!		
Outreach Efforts				
	Full page article published on CREJ's website	Full Page article/ad in CREJ	Full Page article/ad in CREJ	
	Westminster Rotary	Leadership Commerce City	N. Suburban CAC	
	CBRE Industrial Team	Westminster Rotary	MNCC Workforce Summit	
	Colorado Biz Bank	Koebel and CO	AC Planning Partners	
	CREJ Land and Dev Conference	Zeppelin Development	Innovative RE	
		Commercial Real Estate Marketing Group	CBRE	

2017 Major Projects

Adams County Site Selection Conference
July 31 - August 2, 2017

5 Site Consultants (specializing in Aerospace/Aviation, Advanced Manufacturing, Energy, and Health and Wellness) will get an up-close look at our economy, our infrastructure, our industries, and the quality of our workers.

The Site Consultants will be briefed, queried, networked, and will speak to Adams County leaders on our assets, deficits, and will make recommendations on gaining/maintaining a competitive advantage.

Presentations will focus on:

- Innovations in Workforce Development
- The Wanco Retention Project
- The redevelopment and future of Fitzsimons
- The Aerotropolis
- Spaceport Colorado
- FasTracks and Mobility in the North Metro area

2017 Major Projects

DBJ 12 Page Feature: People Place Prosperity
Published: August 25, 2017

The feature is designed to market Adams County as the ideal place to do business. The publication will feature: The Aerotropolis, Spaceport Colorado, FasTracks and TOD opportunities, new retail and hotel/convention space, and much more!

Colorado Real Estate Journal

ACED has entered into a year long partnership with CREJ to have an article and ad published monthly in the newspaper. ACED determines and writes the content.

QUESTIONS?



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: Public Works 2018 Proposed CIP
FROM: Jeffery A. Maxwell, PE, PTOE, Director of Public Works
AGENCY/DEPARTMENT: Public Works
ATTENDEES: Jeffery Maxwell, Brad Boswell
PURPOSE OF ITEM: To discuss to Public Works 2018 Proposed CIP
STAFF RECOMMENDATION:

BACKGROUND:

To provide the BOCC with an overview of the proposed 5-year Capital Improvement Program for Public Works as well as the associated Road and Bridge Fund Balance.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Public Works

ATTACHED DOCUMENTS:

PowerPoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: YES NO

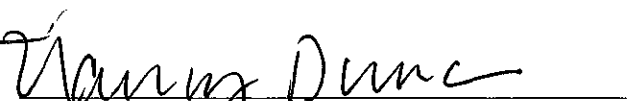
Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

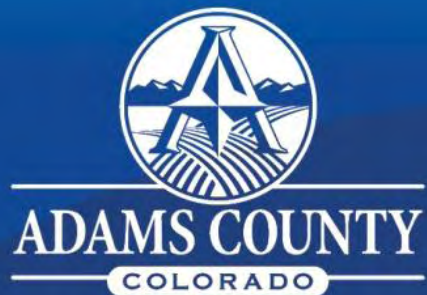
APPROVAL OF FISCAL IMPACT:


Raymond H. Gonzales, County Manager


Budget / Finance


Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



**Adams County Public Works
5-Year Capital Improvement Program (CIP)
Year 2018 through Year 2022**



2018 Recommended Capital Improvement Plan

<i>Department - Division</i>	<i>Description</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>Total</i>
Stormwater CIP	Kalcevik Gulch	\$ 1,828,506	\$ 2,418,569	\$ 2,121,437	\$ -	\$ -	\$ 6,368,512
Total - Stormwater Utility Fund		\$ 1,828,506	\$ 2,418,569	\$ 2,121,437	\$ -	\$ -	\$ 6,368,512
Public Works Opers & Maint	Minor Equipment	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Public Works CIP	York St 224-78th Ph 1 Const	3,000,000	-	-	-	-	3,000,000
Public Works CIP	York St 78th to 88th	500,000	2,000,000	4,000,000	4,000,000	-	10,500,000
Public Works CIP	York Street 58th to Hwy 224	300,000	5,000,000	3,000,000	3,000,000	-	11,300,000
Public Works CIP	Dahlia St Hwy 224 to 70th Ave	-	300,000	100,000	1,000,000	1,000,000	2,400,000
Public Works CIP	Pecos St 52nd Ave to 58th Ave	300,000	1,000,000	4,000,000	-	-	5,300,000
Public Works CIP	58th Ave Washington to York	4,000,000	3,000,000	-	-	-	7,000,000
Public Works CIP	ADA Transition Implementation	1,000,000	1,000,000	1,000,000	1,000,000	-	4,000,000
Public Works CIP	66th Ave W of Broadway Design	600,000	-	-	-	-	600,000
Public Works CIP	Park Ave Roundabout	1,000,000	-	-	-	-	1,000,000
Public Works CIP	54th Ave Wash. to Franklin Des	-	-	-	-	6,500,000	6,500,000
Public Works CIP	54th Roundabout at Washington	-	-	-	-	1,500,000	1,500,000
Public Works CIP	Park Ave. Traffic Signal	500,000	-	-	-	-	500,000
Public Works CIP	120th & Hwy 85 Interchange	-	3,000,000	2,000,000	1,000,000	1,000,000	7,000,000
Total - Road & Bridge Fund		\$ 11,232,000	\$ 15,300,000	\$ 14,100,000	\$ 10,000,000	\$ 10,000,000	\$ 60,632,000
GRAND TOTAL		\$ 13,060,506	\$ 17,718,569	\$ 16,221,437	\$ 10,000,000	\$ 10,000,000	\$ 67,000,512



Adopted 2012 Transportation Plan

Short Range Priorities: 2013 – 2018

Mid Range Priorities: 2019 – 2025

Long Range Priorities: 2026 - 2035



12/12/12

Road	From - To	Existing Roadway	Recommended Improvements	Lead Stakeholders	Time Frame	Comment
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Urban Arterials

Sheridan Blvd (SH 95)	52nd to 72nd Ave	4 Lane Major Arterial	Study Improvement Needs	CDOT, Adams Co and Arvada	Short Range	
Federal Blvd (US 287)	52nd to 72nd Ave	4 to 6 Lane Major Arterial	Study Improvement Needs (primarily access and aesthetics)	CDOT, Adams Co and Arvada	Short Range	Build out to 6-lanes
Pecos St	52nd to 58th Ave	2 Lane Minor Arterial	Widen to 4 Lanes	Adams Co, Denver	Short Range	Scheduled 2018
Pecos St	1-76 to 84th Ave	4 Lane Minor Arterial	Study Improvement Needs	Adams Co	Mid Range	
Washington St	52nd Ave to 58th Ave	2 Lane Major Arterial	Widen to add center turn lane (interim improvement)	Adams Co	Short Range	Long term: coordinate with de... section. Completed
*York St	58th Ave to 88th Ave	2 to 4 Lane Minor Arterial	Study Improvement Needs	Adams Co	Short Range	Ne... Co... CIP In-Progress
*Colorado Blvd Extension	88th Ave to 1-76	None		Adams Co, Thornton and Commerce City	Short Range	Evaluate in Conjunction with Other S. Platte River Crossings
*McKay/Monaco Sts	104th Ave to 88th Ave	2 Lane Major Arterial	Alternatives Analysis/ Planning/Environmental Study	Adams Co and Thornton	Short Range	Evaluate in Conjunction with Other S. Platte River Crossings



Adopted 2012 Transportation Plan

Short Range Priorities: 2013 – 2018

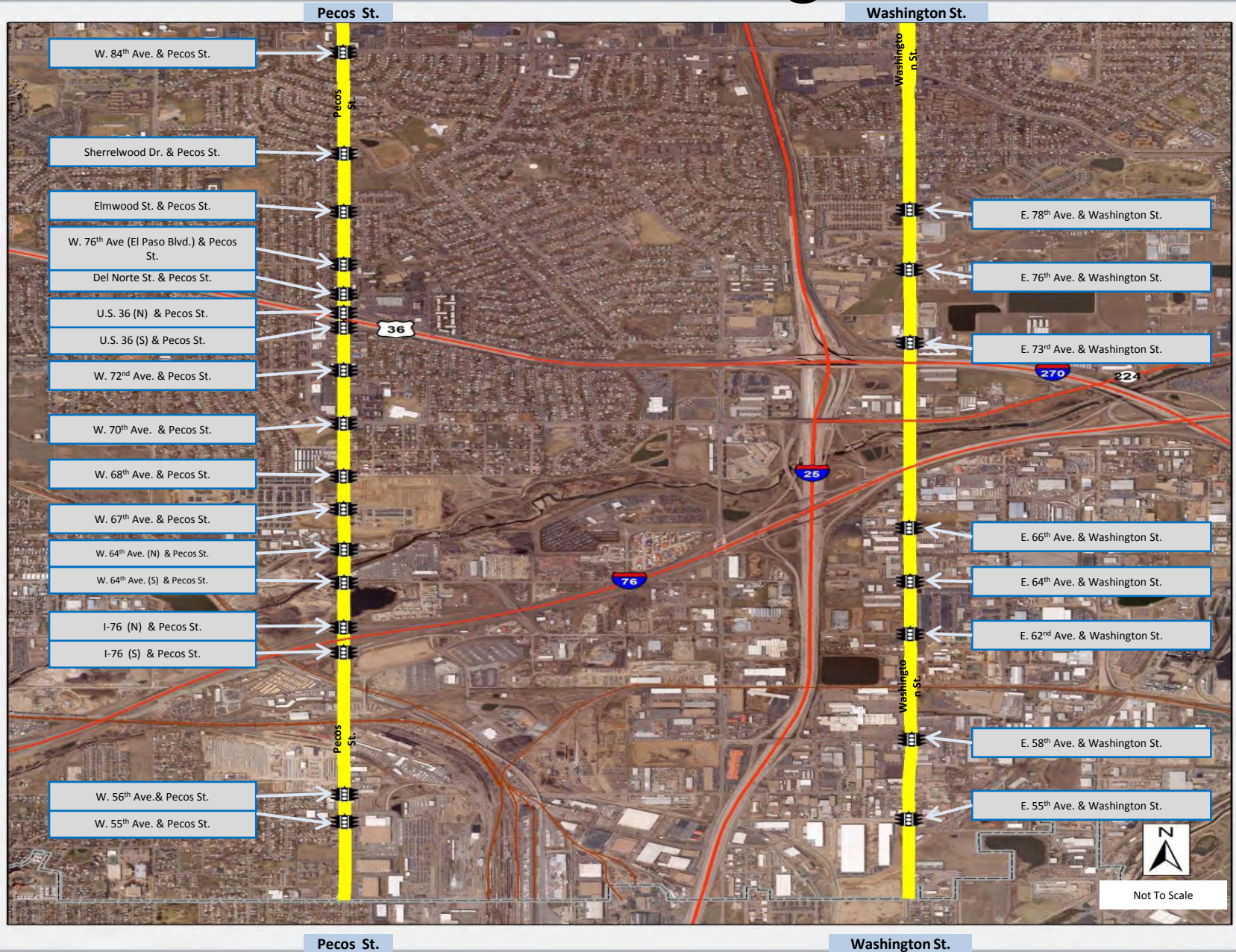
Mid Range Priorities: 2019 – 2025

Long Range Priorities: 2026 - 2035

Rural Arterials

Piccadilly Rd	120 th Ave to 152 nd Ave	Partially paved	Paved 2-Lane Rural Arterial	Adams Co with Brighton and Commerce City	Mid Range	\$3M - \$5M
Harvest Rd	120 th Ave to 168 th Ave	Unpaved Rd	Paved 2-Lane Rural Arterial	Adams Co	Long Range	
Imboden Rd	56 th Avenue to 160 th	Partially paved	Paved 2-Lane Rural Regional Arterial	Adams Co, Aurora and Denver	Mid Range	\$10M - \$16M
Imboden Rd Extension	160 th to 168 th		2-lane paved Rural Regional Arterial	Adams Co, Weld Co.	Mid Range	\$2M - \$6M
Manila Rd	56 th Ave to 144 th Ave	Unpaved Rd and Paved Rd	Paved 2-Lane Rural Arterial	Adams Co	Long Range	

DRCOG Traffic Signals





York Street – Phase I

Widening, Sidewalks and Curb & Gutter
From Hwy 224 to 78th Avenue



- 2018 – Construction (\$3,000,000)



York Street – Phase II

Widening, Sidewalks and Curb & Gutter
From 78th Avenue to 88th Avenue

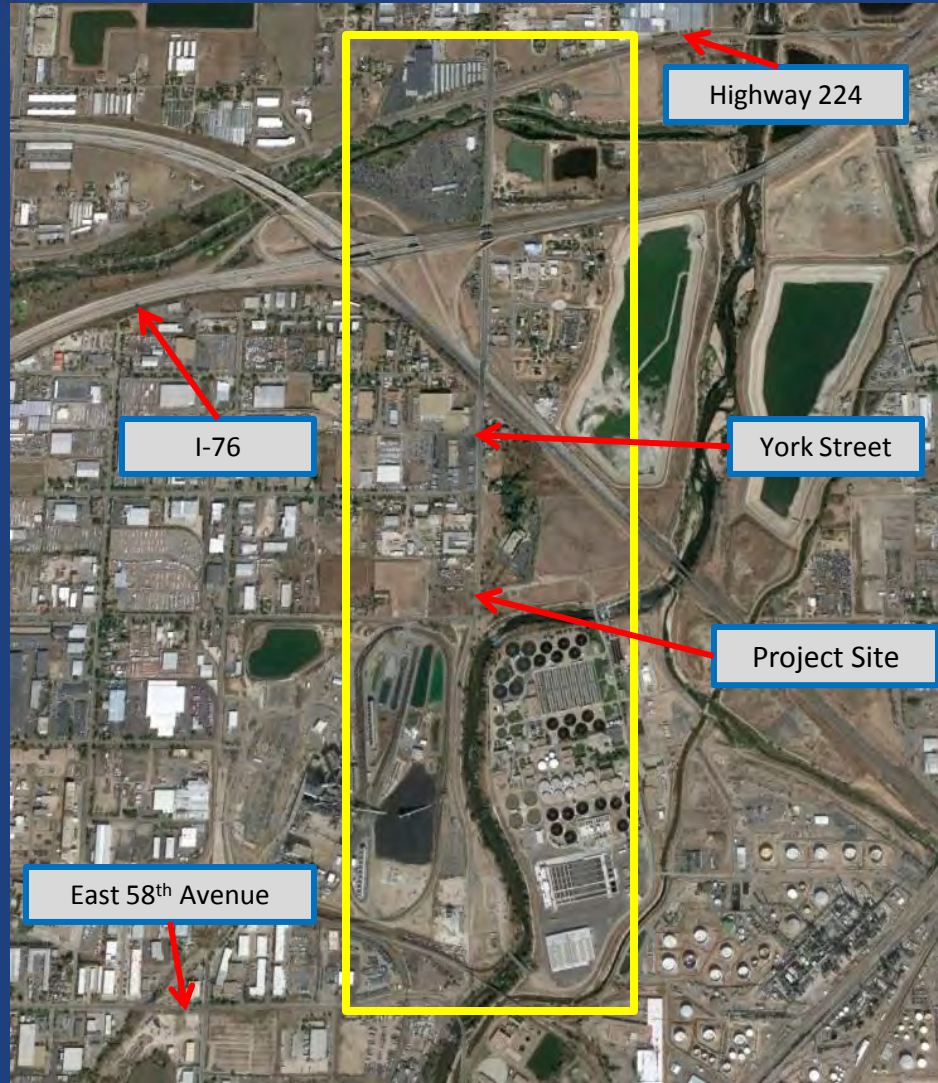


- 2018 – Design (\$500,000)
- 2019 – ROW Acquisition (\$2,000,000)
- 2020 – Construction (\$4,000,000)
- 2021 – Construction (\$4,000,000)



York Street – Phase III

Widening, Sidewalks and Curb & Gutter
From 58th Avenue to Hwy 224



- 2018 – Design (\$300,000)
- 2019 – ROW Acquisition (\$5,000,000)
- 2020 – Construction (\$3,000,000)
- 2021 – Construction (\$3,000,000)



Dahlia Street – Phase II

Curb & Gutter, Sidewalks and Drainage Improvements From Hwy 224 to 70th Avenue



- 2019 – Design (\$300,000)
- 2020 – ROW Acquisition (\$100,000)
- 2021 – Construction (\$1,000,000)



Pecos Street

Widening, Sidewalks and Curb & Gutter From 52nd Avenue to 58th Avenue

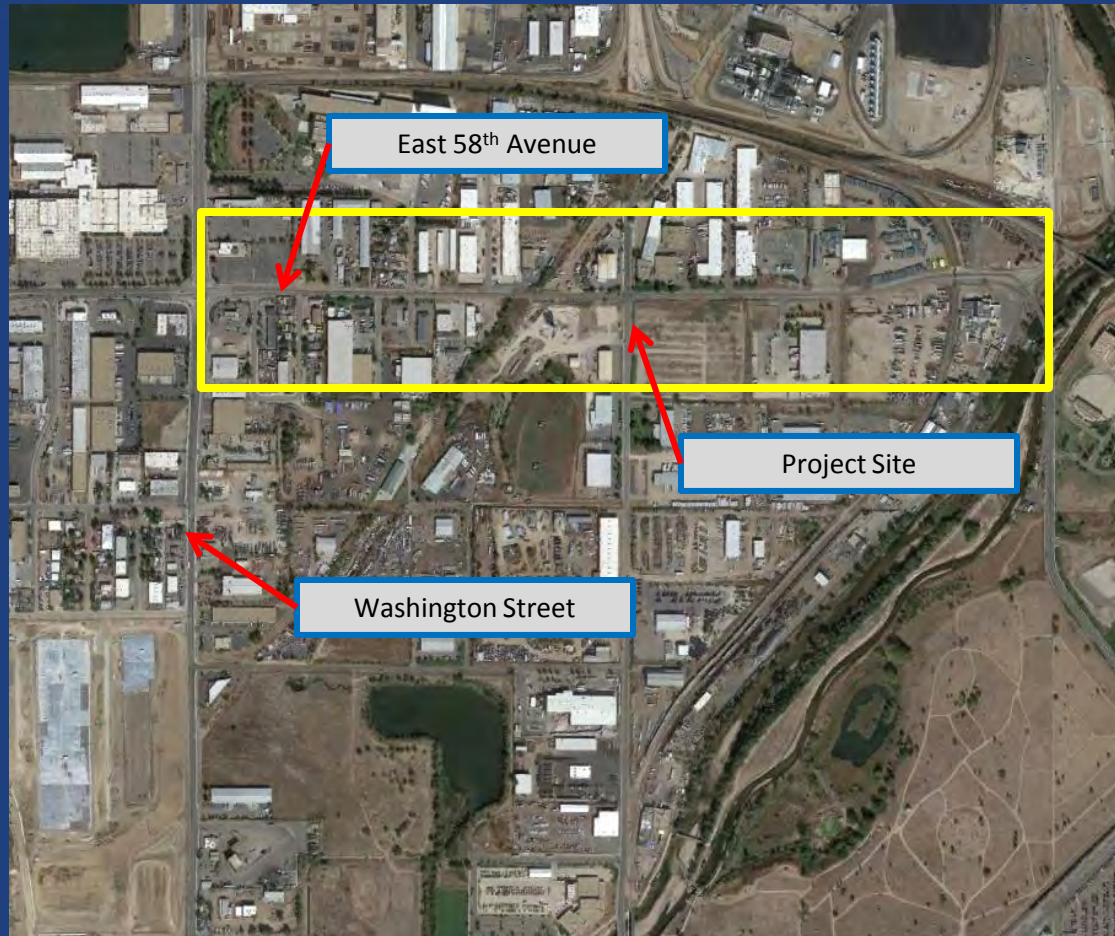


- 2018 – Design (\$300,000)
- 2019 – ROW Acquisition (\$1,000,000)
- 2020 – Construction (\$4,000,000)

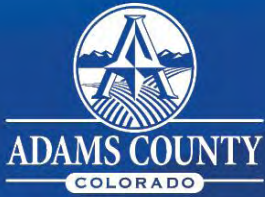


58th Avenue

Widening, Sidewalks and Curb & Gutter From Washington to York



- 2018 – Construction (\$4,000,000)
- 2019 - Construction (\$3,000,000)



66th Avenue West of Broadway

Drainage Improvements, Roadway Resurfacing



- 2018 – Design & Construction (\$600,000)



Park Avenue

Traffic Signal, Roundabout



- 2018 – Design & Construction (\$1,500,000)



54th Avenue

Widening, Sidewalks and Curb & Gutter From Washington to Franklin



- 2022 – Design, ROW, Construction (\$6,500,000)
- 2022 – Roundabout Construction (\$1,500,000)



ADA Transition Plan

ADA TRANSITION PLAN ADAMS COUNTY, COLORADO



- \$1,000,000 Annually



STUDY SESSION AGENDA ITEM

DATE:	October 24, 2017
SUBJECT:	Open Space Sales Tax Policy and Procedure Update
FROM:	Nathan Mosley, Director; Shannon McDowell and Renee Petersen
AGENCY/DEPARTMENT:	Parks and Open Space
ATTENDEES:	Nathan Mosley, Shannon McDowell, Renee Petersen, and Open Space Advisory Board members
PURPOSE OF ITEM:	Review updates to the Policies and Procedures for the Open Space Sales Tax program
STAFF RECOMMENDATION:	That the Board of County Commissioners gives direction to take the Policies and Procedures update to public hearing for approval as recommended by the Open Space Advisory Board.

BACKGROUND:

Late in 2016, Parks and Open Space staff met with agencies that routinely benefit from the Open Space Sales Tax. Staff took feedback on the grant program and asked questions to understand priorities of other agencies with respect to renewal of the Open Space Sales Tax. The topics that arose during the meetings were then included in an online survey, which was sent to Open Space Advisory Board members, all sales tax collecting entities in the county, and routine applicants to the Open Space Sales Tax grant program. The survey was intended to see which potential changes had synergy to move forward. The topics addressed in the survey fell into two categories: policy and procedure amendments and amendments requiring voter approval. Updates currently proposed can be addressed by modifying the Open Space Sales Tax Policies and Procedures.

In addition to the survey, staff adjusts the grant program as needs arise. We strive to be responsive to concerns and regularly adjust the grant process to improve the program, particularly around transparency and feedback from the Open Space Advisory Board to the applicants. The Policies and Procedures were last updated in 2014, and many of the process components from 2014 have been modified and should be updated. Proposed updates include:

- Modify grant cycle timing – Move application due date for fall cycle to the 4th Wednesday in July to allow staff to better support the Adams County Fair.
- Allow park and recreation districts to apply without a sponsor – This change would only apply to districts solely providing park and recreation services and will not apply to all metropolitan districts. Currently, this would allow only Hyland Hills Park and Recreation

District, Bennett Park and Recreation District, and Strasburg Park and Recreation District to apply without seeking sponsorship.

- Delete the project prioritization requirement – In the past, applicants were asked to prioritize their active and passive applications. In 2017, we eliminated this requirement as a matter of practice.
- Reduce matching funds for applicants who do not receive 30% Distribution payments – This change would allow organizations who do not receive the shareback an opportunity to provide less matching funds because they do not receive shareback payments and may have less leverage available.
- Allow for all grants to be periodically reimbursed – This change will help to reduce the grant fund balance by reimbursing costs incurred on projects as they progress rather than only at completion.
- Complete the Code of Ethics – The Code of Ethics adopted by Adams County was included in the last update, but was unintentionally partially cut off. This change incorporates the full Code of Ethics.
- Minor edits – Several very minor edits are proposed to align the document with current practices. These include:
 - Remove specific outreach effort references
 - Modify the department name
 - Be less specific on timing of the 30% Distribution payments
 - Remove requirement to pass yearly resolution authorizing Parks Director to approve minor property leases or sales (for lands acquired with OSST revenues)
 - Correct application references, scoring practices
 - Remove reference to the number of copies and format of grant agreements
 - Restate appendix references

The above changes were proposed to the Open Space Advisory Board during their September 27th, 2017 meeting. The only change that was not recommended for adoption was the reduction in matching funds for applicants not receiving the 30% Distribution. This item had received some support in the survey process, but a specific reduction amount was not specified. When proposed to the Open Space Advisory Board for adoption, they felt defining a number for the reduction would be arbitrary. The Open Space Advisory Board reviewed all of the proposed changes and unanimously recommended approval of the changes, with the exception of the reduction in matching funds for applicants not receiving the 30% Distribution.

Staff is recommending approval of the policies and procedures as attached, which includes every change (redlined) listed above except the reduction in matching funds for applicants not receiving the 30% Distribution.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Open Space Advisory Board, applicants

ATTACHED DOCUMENTS:

Redlined Policies and Procedures

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/> <hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/> <hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

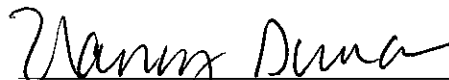
Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Raymond H. Gonzales, County Manager



Budget / Finance



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

Adams County Open Space Program

Policies and Procedures



Newly Revised and Adopted

June 24, 2013

As Amended January 6, 2014 and November 14, 2017

Table of Contents

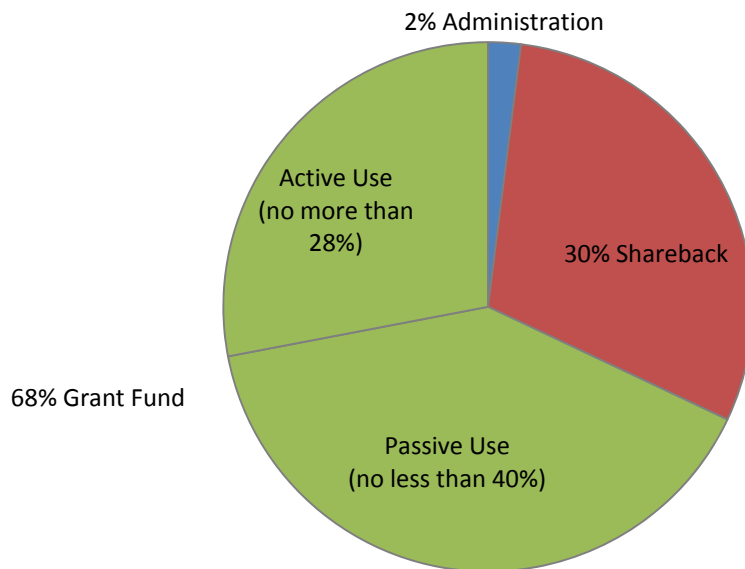
- [Introduction 1](#)
- [2% Administration Fund 1](#)
 - [Annual Report..... 2](#)
 - [Annual Audits 2](#)
- [30% Shareback Program 2](#)
 - [Purpose..... 2](#)
 - [Eligible Expenses 2](#)
 - [Annual Reporting..... 3](#)
- [68% Grant Fund 3](#)
 - [Purpose..... 3](#)
 - [Available Funding 3](#)
 - [Grant Cycle Timeline 4](#)
 - [Applicant Eligibility 4](#)
 - [Qualified Jurisdictions 4](#)
 - [Sponsored Organizations 4](#)
 - [Eligible Projects 5](#)
 - [Eligible Project Types 5](#)
 - [Specific Requirements of Land Acquisitions 9](#)
- [Applying to the Program 10](#)
 - [Application Types..... 10](#)
 - [Submission Requirements 10](#)
 - [Matching Funds 11](#)

Application Components Specific to Real Estate Transactions.....	11
Application Criteria and Scoring.....	11
After Grant Award.....	12
Grant Agreement.....	12
Project Due Date.....	12
Project Extension Policy.....	12
Project Modification Policy.....	13
Grant Non-compliance.....	13
Open Space Signage and Logo Use.....	14
Reimbursement and Closeout Process.....	14
Reporting Following Closeout.....	16
Ethics Policy.....	16
Mission, Governing Principles & Values.....	17
Intent.....	17
Definitions.....	17
Applicability.....	18
Conflicts Of Interest.....	18
Confidential Information.....	19
Political Solicitations.....	19
Hiring Of Relatives.....	20
Gift Ban Policy.....	20
Distribution.....	20
Enforcement.....	21
Glossary of Terms.....	22
Appendix A.....	23

Appendix B.....	31
Appendix C.....	32
Appendix D.....	33

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 publishing an annual report](#)), [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 Open Space](#) Director, the Adams

County Finance Department staff, and ultimately the Adams County Board of County Commissioners as part of the overall County budget.

Annual Report

An annual report describing projects funded with the open space funds will be made available to the residents of Adams County annually. The County will compile information based upon reporting they receive from each jurisdiction describing how 30% Shareback funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project, ~~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~~ [January](#) of each year, Open Space staff will distribute an annual reporting form to qualified jurisdictions. The purpose of this form is to detail how each qualified jurisdiction allocated the previous year's 30% distribution. Forms from all qualified jurisdictions must be returned to Adams County Open Space staff prior to any spring distributions being processed. The information acquired through this process will be included in the annual report.

68% Grant Fund

Purpose

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

Available Funding

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

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

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

Grant Cycle Timeline

Grant cycles occur twice each year in February and ~~August~~July. Grant applications are generally due on the First of February, unless it falls on a weekend in which case applications are due the following Monday, and the fourth Wednesday in August~~July~~, ~~unless these 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 special districts that solely provide parks or recreational facilities or programs currently include: City of Arvada, City of Aurora, Town of Bennett, Bennett Park and Recreation District, City of Brighton, City of Commerce City, City of Federal Heights, Hyland Hills Park and Recreation District, City of Northglenn, Strasburg Parks and Recreation District, City of Thornton, City of Westminster, and Adams County. Qualified jurisdictions must have an adopted Parks and/or Open Space Plan. Metropolitan Districts that provide park and recreation services among other services shall not be considered park and recreation districts for the purposes of these policies and procedures.

Sponsored Organizations

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

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

Eligible Projects

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

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

Eligible Project Types

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

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

- Parks
 - Trails
- To pay for related acquisition, construction, equipment, operation, and maintenance costs
- To implement and effectuate the purposes of the Open Space Program
- Acquisition and maintenance of:
 - Lands with significant natural resource, scenic, and wildlife habitat values
 - Lands that are buffers maintaining community identity
 - Lands that are to be used for trails and/or wildlife migration routes
 - Lands that will be preserved for agricultural or ranch purposes
 - Lands for outdoor recreation purposes limited to passive recreational use, including but not limited to hiking, hunting, fishing, photography, nature studies, and if specifically designated, bicycling or horseback riding
 - Lands with other important values such as scenic and historic sites that contribute to the County's and County municipalities' natural and cultural heritage
- Purchase, construction, equipping, and maintenance of:
 - Sports fields
 - Golf courses
 - Recreation centers
 - Lands for park purposes
 - Park and recreational improvements and facilities

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

- Consultant costs for acquisition, planning, design, and/or construction of parks, trails, or open space (including natural areas, wildlife habitats, agricultural lands, ranch lands, and historical amenities)
- General volunteer time or Board member time (see Salary below)
- Organization fees including certification and accreditation fees (directly relating to project or program, or a requirement thereof)
- Training tuition for programs/certifications directly related to the project
- Staff time and expenses that are related to a specific project (see Salary below)
- Costs that directly relate to the planning activities (inventories, design, GIS/mapping, printing, etc)
- Existing operations and maintenance
- Public input costs (meeting rooms, mailings or other advertising, facilitation, surveys and web-based outreach)
- Acquisition of conservation easement or land for open space, park, or trail purposes:
 - Purchase price
 - Water rights
 - Mineral rights
 - Associated closing costs

- Appraisal
 - Survey
 - Environmental assessment and cleanup
 - Baseline report
 - Mineral remoteness report, etc.
- Conservation easement stewardship endowments for passive use land acquisitions (see Conservation easement stewardship endowment below)
- Park amenities, including but not limited to:
 - Athletic fields/courts
 - Track and field facilities (including projects involving artificial turf)
 - Playgrounds
 - Swings
 - Climbing structures
 - Skateparks/rinks
 - Swimming pools (indoor or outdoor)
 - Splashpads
 - Water slides
- Trails, including:
 - Bridges
 - Underpasses
 - Overpasses
- Construction and/or redevelopment of golf courses
- Development and/or redevelopment of environmental education facilities, outdoor classrooms, and natural areas intended for environmental education purposes
- Programmatic funding for environmental education
- Disc golf courses
- Whitewater parks
- Fishing piers and boat docks
- Sculptures and artwork in a park or open space, including memorials
- Outdoor amenities located at fairgrounds
- Concession stands and storage buildings located in a park or open space and used in association with activities conducted at the park or open space
- Indoor facilities, including:
 - Recreation centers
 - Buildings at fairgrounds
 - Nature Centers
- Infrastructure, including:
 - Irrigation
 - Drainage
 - Parking lot
 - Lighting
 - Utilities, etc.
- Amenities, including:
 - Restrooms
 - Drinking fountains
 - Benches

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

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

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

Salary

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

Conservation easement stewardship endowment

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

Indirect Costs

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

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

Prior Completed Work

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

Specific Requirements of Land Acquisitions

To meet the intent of Resolution 99-1 (Appendix A), land purchased with Open Space sales tax dollars with passive funds will be encumbered to perpetually protect the passive uses of the property. Primarily, this encumbrance will take the form of a conservation easement. In some instances, a conservation easement may not be the best tool for land preservation and a declaration of covenants, conditions and restrictions may be placed on the land in lieu of the conservation easement. These situations may include, but are not limited to: property where there is less than five acres of habitat or

preservable land, sites where there are no easily identified conservation values, a redevelopment site or site where significant changes to the property are anticipated, or land purchased solely for use as a trail corridor. In all situations, it is at Open Space staff's sole discretion whether a conservation easement or declaration of covenants, conditions and restrictions will be used to protect the land's passive uses.

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

Applying to the Program

Application Types

- Passive Project applications are for uses defined in Resolution 99-1, Section C, (ii), see Glossary of Terms, page [224](#).
- Active Project applications are for uses defined in Resolution 99-1, Section C, (iii), see Glossary of Terms, page [224](#).
- 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. See the current Application Form for the number of completed application and all attachments that are required for submittal. Mail [or deliver](#) application to: Adams County [Parks &](#) Open Space, 9755 Henderson Road, Brighton, Colorado 80601. Applications must arrive no later than 4:30 p.m. of the specified grant application deadline date. No material will be accepted after the deadline date with the exception of additional materials or documentation requested by the Open Space staff, the OSAB or the BoCC.

The primary contact person(s) identified in the Open Space Application will be used for all official correspondence for each submitted project, including all correspondence regarding project status

reports and closeout information. Please contact Open Space staff as soon as it becomes necessary to change the primary contact person.

Matching Funds

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

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

Application Components Specific to Real Estate Transactions

For real estate transactions, applicants should obtain a qualified buyer's appraisal, see Glossary of Terms, page ~~221~~. 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”~~ ranks the projects based on their impressions of the project. ~~Each project receives an unique ranking from each OSAB member. For example, if there are ten projects in a particular cycle, the OSAB members assign a one (1) to their highest priority project and a ten (10) to their least priority project. The rankings for each project are then totaled and projects are organized from highest ranking (lowest number of points) to lowest ranking (highest number of points).~~ These ~~groups of~~ projects are then discussed by the OSAB in rank order as a whole as they and make funding recommendations are made.

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

After Grant Award

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

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

Grant Agreement

The BoCC will publically award the grants at a public hearing. At the public hearing, Open Space staff will distribute ~~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 in either electronic or paper form. The BoCC reserves the right to add specific conditions as part of the Grant Agreement and/or Conservation Easement. A revised budget sheet shall be requested if awarded funds differ from the original grant request.

Project Due Date

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

Project Extension Policy

Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. A sample Extension Request form is included as Appendix B, but may be updated

at any time. As such, Grantee should confirm with Open Space staff the correct form to submit for their request. Project extension requests may be approved for up to 6 months at a time by Open Space staff. Grantee should include in their request progress made to date on the project, barriers to completion of the project and plans to overcome said barriers, and a timeline for project completion. If, at Open Space staff's discretion, no significant progress towards completion has been made, the extension request may be denied.

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

Project Modification Policy

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

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

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

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

Grant Non-compliance

A non-compliance issue may arise due to a failure to adhere to the project due date policy, extension policy, modification policy, or at Open Space staff's discretion. At such time that Open Space staff feels a non-compliance issue has arisen, staff will forward the information and a full staff summary to the BoCC. The BoCC will review the issue and determine what if any remedy will be required. Potential consequences of non-compliance include 1) deauthorization of the current grant award, with a request

to repay any funds plus interest already disbursed for the award, 2) suspension of the Grantee from participating in the Open Space Grant program as an applicant, partner, or sponsor, or 3) any other consequence deemed appropriate by the BoCC.

Open Space Signage and Logo Use

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

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

Reimbursement and Closeout Process

Funds will be disbursed:

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

The amount of funds disbursed will correspond to the submitted project budget. The amount of disbursement will be adjusted as necessary to maintain the level of funding originally awarded and specified in the Grant Agreement. All reimbursements will be based on the award percentage of the total project costs, up to the full award amount. At no time will the amount of reimbursement, whether periodic or final, exceed the project expenditures when in-kind contributions are used as match.

Unused grant funds will be returned to the grant fund. For example, if a project is under budget the leverage amount will be based on the final cost of the awarded project and the remaining award amount will be returned to the grant fund for future reallocation. Under no circumstances will the amount of funds reimbursed by Adams County Open Space Sales Tax increase over the awarded amount represented in the Grant Agreement. An increased percentage of project costs will only be allowed if approved by the BoCC in a modification requesting such a change (see Project Modification Policy, page [134](#)).

~~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](#)~~All Other Projects Reimbursement Process~~ section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

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

Land Acquisition/Conservation Easement Reimbursement Process

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

- [Copies of](#) All Easements/Encumbrances
- Final Contract
- Full Qualified Appraisal
- Preliminary Buyers Settlement Agreement
- Title Commitment

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

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

- Other applicable items

All Other Projects Reimbursement Process

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

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

Reporting Following Closeout

As stated in Resolution 99-1, “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”. ~~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 **with no pending or regular business before it only if it is valued at less than \$53 and is placed in a common area to be shared by all employees of the department, office or agency.**
- D. In addition to any other disciplinary action, an official or employee, or department, office or agency that accepts a gift in violation of this policy will be required to return the gift to the donor or, if the gift is of such a nature that it cannot be returned, to compensate the donor for the full monetary value of the gift.

Distribution

- A. A copy of this Code of Ethics and any amendments to this Code shall be provided to every official and employee of the County
- B. A guide with frequently asked questions shall also be provided to assist officials and employees in understanding the Code.

Enforcement

Any official or employee who violates the Colorado Constitution or Colorado statutes or this Code of Ethics may be fined or prosecuted, in any manner provided by law. In addition, any employee who aids and assists an official or employee in violating this Code of Ethics is subject to disciplinary action, up to and including, termination of employment

Glossary of Terms

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

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

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

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

QUALIFIED APPRAISAL:

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

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

Appendix A

STATE OF COLORADO)
 COUNTY OF ADAMS)

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

Ted L. Strickland _____	Chairman	C0600923
Elaine T. Valente _____	Commissioner	10/08/99 14:32:16
Martin J. Flaum _____	Commissioner	BK: 5917 PG: 0756-0769
Rita Connerly _____	County Attorney	0.00 DOC FEE
Lucy Trujillo, Deputy _____	Clerk of the Board	CAROL SNYDER ADAMS CO

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

RESOLUTION CORRECTING SCRIVENER'S ERROR IN RESOLUTION 99-1

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

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

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

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

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO)
 County of Adams)

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

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

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

By Lucy Trujillo
 Deputy

STATE OF COLORADO)
COUNTY OF ADAMS)

At a regular meeting of the Board of County Commissioners for Adams County, Colorado, held at the Administration Building in Brighton on WEDNESDAY the 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:

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

ISSUE _____

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

YES _____

NO _____

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

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

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

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

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

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

C. *Authorized Projects and Uses of Funds.*

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

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

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

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

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

Strickland _____	Aye
Valente _____	Aye
Flaum _____	Aye
Commissioners	

STATE OF COLORADO)
County of Adams)

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

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

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

By *Sylvia Spuehl* Deputy



Appendix B



Adams County Open Space Extension Request Form

Revised 9/2017

Date of Request:	<input type="text"/>
Grantee Name:	<input type="text"/>
Project Name:	<input type="text"/>
Contact Person:	<input type="text"/>
Phone Number:	<input type="text"/>
Email:	<input type="text"/>

Original Project Due Date:	<input type="text"/>	Requested Due Date:	<input type="text"/>
		(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.			
<input type="text"/>			

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:	<input type="text"/>	Date:	<input type="text"/>
Print name:	<input type="text"/>	Title:	<input type="text"/>

Appendix C



Adams County Open Space Modification Request Form

Revised 9/2017

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

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

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

Attach the following:

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

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

Appendix D



Adams County Open Space Grant Closeout Request Form

Revised 9/2017

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

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

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

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

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

Prepared by:		Date:	
Print name:		Title:	



Adams County Open Space Grant Closeout Checklist

Revised 9/2017

Project Name:

Contact Person:

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

Please submit the following:

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

OR

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



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name: _____

Contact Person: _____

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

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

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

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

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

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

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



Adams County Open Space Grant Closeout Checklist - Land Acquisition

Revised 9/2017

Project Name: _____

Contact Person: _____

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

- Grant Closeout Request Form
 - Completed Grant Closeout Worksheet
 - All Easements/Encumbrances
 - Final Title Policy
 - Qualified Appraisal
 - Final Contract
 - Recorded Deeds specific to this transaction
 - Signed Settlement Statement
 - A fully executed Conservation Easement must be on record with Open Space staff (for passive acquisitions)
 - Copies of all invoices for any additional expenses requested for the acquisition (e.g., survey, Phase I Environmental Report)
 - Copies of cancelled checks for additional costs indicated on Grant Closeout Worksheet
- OR**
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
 - Copies of all reports or documents (e.g., Baseline, Phase I Environmental) for which additional funds are being requested.
 - Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: Fall 2017 Open Space Sales Tax grant award recommendations
FROM: Nathan Mosley, Parks and Open Space Director, Shannon McDowell, and Renee Petersen
AGENCY/DEPARTMENT: Parks and Open Space
ATTENDEES: Nathan Mosley, Shannon McDowell, Renee Petersen, Open Space Advisory Board members
PURPOSE OF ITEM: Present the Open Space Advisory Board's recommendations to the Board of County Commissioners to understand whether there is concurrence prior to presenting awards in public hearing.
STAFF RECOMMENDATION: That the Board of County Commissioners accepts the Open Space Advisory Board's recommendations for funding

BACKGROUND:

On August 1, 2017, the Open Space Program received twenty-one grant applications, including eight passive grant applications, ten active grant applications, and three mini-grant applications. The total amount requested was \$8,472,812.51 which included \$3,784,928.76 for passive projects, \$4,674,613.75 for active projects, and \$13,270 for mini-grants. The total amount available for distribution was \$5,925,918.95.

The Open Space Advisory Board (OSAB) recommended full funding of all of the three mini-grant applications, full funding for seven passive application and five active applications, partial funding for one passive application and one active application, and zero funding for four active applications. If the Board of County Commissioners follows the OSAB's recommendations, the fund will carry a zero balance to the next grant cycle. The recommended funding will increase the level of overall active funding from 27.19% to 28%.

Detailed information about each grant and the OSAB's recommendations are below. The projects are listed according to their ranking, with mini-grants listed first.

Mini Grant: Twin Lakes Park Mile High Youth Corps Russian Olive Removal - Adams County

Project Summary: This project proposes to hire the Mile High Youth Corps (MHYC): Sawyer Crew to aid in the removal of the invasive Russian Olive on open space; publicly-owned lands in Adams County.

This grant will help fund the use of the MHYC for two weeks with a wood chipper. Twin Lakes Park is located at 200 West 70th Avenue.

Type: Passive

Grant Request: 33.3% of the total project costs, up to \$5,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$5,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments: None

Mini Grant: Brighton Parks, Open Space, and Trails Map- City of Brighton

Project Summary: This project will help create an updated map for the City of Brighton residents. City of Brighton plans to produce 5,000 copies to distribute throughout the community and will identify the trails, parks, recreational facilities, and open space available within the city. The map will focus on the entire City of Brighton.

Type: Passive

Grant Request: 50% of the total project costs, up to \$3,270

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$3,270

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments: None

Mini Grant: Big Dry Creek Russian Olive Tree Removal- City of Thornton

Project Summary: The purpose of this project is to hire the Mile High Youth Corps (MHYC) Sawyer Crew for one week to aid in the removal of Russian Olive Trees in open space areas along Big Dry Creek between 144th Avenue and Highway 7. The MHYC will remove the trees with chainsaws and treat the stumps to herbicide to prevent re-growth.

Type: Passive

Grant Request: 42.4% of the total project costs, up to \$5,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$5,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments: None

Riverdale Road Agricultural Heritage Preservation- Adams County

Project Summary: This project will fund the purchase of a conservation easement on the Littlefield Property, which is approximately 30 acres. The conservation easement will ensure preservation of the active farmland as well as some of the oldest water rights on the South Platte River. The property is located at 13850 Riverdale Road.

Type: Passive

Grant Request: 48.6% of the total project costs, up to \$450,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$450,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I think preserving the senior water rights and land for agricultural purposes in this area is far too important to pass up.
- The property soil is described as Prime Irrigated Agricultural Land by the Natural Resources Conservation Service.
- A conservation easement securing the agricultural use is a priority.

ADA Accessible Fishing Pier- Barr Lake State Park (Sponsored by Adams County)

Project Summary: Funding for this project will help construct an ADA accessible fishing pier, which will be 100' long and have a T shape design. This will help create access for visitors of all ages and abilities, allowing them to experience fishing and wildlife viewing. Barr Lake State Park is located at 13401 Picadilly Rd.

Type: Passive

Grant Request: 40.4% of the total project costs, up to \$183,455.50

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$183,455.50

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- Barr Lake is the only State Park in Adams County that has seen its visitor numbers rise significantly in recent years. As a result, a very popular pastime, fishing, has attracted many more people to the park. However for many visitors access to the fishing area can be impossible for someone using a wheelchair and very unsafe for others crawling over large rocks. An ADA fishing and wildlife-viewing pier is a much-needed project to complete as soon as possible. The park has worked many years to get to this point to have enough funding and partners to have a very viable grant request.
- Barr Lake having an ADA accessible fishing pier will expand the activities of the lake. All visitors will have the opportunity to fish from an over the water location.
- This is a great project and there is definite need.

High Line Canal Trail Design- Colfax to 38th- City of Aurora

Project Summary: This project involves the design and engineering for the High Line Canal Trail from East Colfax Avenue to East 38th Avenue. This trail segment is the longest remaining gap along the historic canal alignment.

Type: Passive

Grant Request: 50% of the total project costs, up to \$125,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$125,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- The overall project will be complicated and will require a very thorough design analysis and complex engineering plan that many significant partners need to give their stamp of approval before funding and construction can start.
- I encourage the use of crusher fine trails as much as possible along concrete paths for walkers and runners.
- I understand the overall project is an excellent, thoughtful vision and plan to complete a major historic agricultural and recreational feature that runs from the foothills onto a very fragmented prairie system within very dense population centers.
- These 3 miles will complete the High Line Canal trail. A design is needed before the completion of the trail. To complete the trail, an underpass will be needed, which is expensive to construct. After the design is completed, there will need to be additional funding for the underpass and I question if the large amount of funding will be available.
- This will be a great project. However, it is lower on my priority level at this time based on location and immediate impact.

Welby Community School & Adventure Elementary Outdoor Learning Environments- Mapleton Public School (Sponsored by Adams County)

Project Summary: Mapleton Public Schools is seeking funding support for the design of two new outdoor learning and recreation environments. The outdoor learning environments will be located at Welby Community School and Adventure Elementary, providing the students and community the opportunity to observe nature, learn and play. Welby Community School is located at 1200 East 78th Avenue, and Adventure Elementary is located at 7700 Delta Street.

Type: Active

Grant Request: 60% of the total project costs, up to \$30,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$30,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I recommend planning with the students, staff, parents, and citizens during the school year.
- I recommend crusher fine trails when possible.
- I applaud the excellent partnerships and coordination taken in the project and grant application. Possibly Bird Conservancy of the Rockies would also like to partner regarding their environmental learning center, their stewardship programs, and kids summer camps. Barr Lake would also be a great partner.
- Mapleton Public Schools' vision is to create outdoor environments for the students and the community. Mapleton has partnered with Denver Botanic Gardens, History Colorado, Children's Museum, and Museum of Nature and Science. The result will be a learning environment of nature for the students and the community.
- This is a top-rated project. I like the idea of having the outdoor learning space for the children of this area.

BJAA Park Improvements Project- City of Brighton

Project Summary: This project includes improvements at Brighton Japanese American Association (BJAA) Park. Following a master plan process for the park, the planned improvements include replacement of the irrigation system, better drainage, soil preparation, paving, edging, site furnishings, an upgraded restroom facility, a new playground, additional shelters, additional landscaping, and a memorial to honor the local Japanese-American history. The BJAA Park is located at 1220 Longs Peak Street.

Type: Active

Grant Request: 55% of the total project costs, up to \$660,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$660,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I applaud a thoughtful, thorough, and well organized plan to update a unique historical city park that honors the past and improves recreational activities within the 6.3 area park. It seems like many citizens wanted to and did have input on the project.
- The BJAA Park has a history with Brighton since the 1950s. The Japanese community could gather for socializing without discrimination. The park has evolved into a Brighton community gathering area. The park is in need of replacing the sprinkler system and upgrading facilities. A master plan has been developed. Implementing that plan will enhance the use of the park along with preserving the history of the Japanese families that are a part of Brighton.
- This project is ranked higher than the other Brighton park project. The site has historical significance.

Clear Creek Valley Soft Trails, Bridge and More- Hyland Hills Park & Recreation District (Sponsored by Arvada)

Project Summary: This project will provide additional amenities at the Clear Creek Valley Park. Components include improved access to fishing, soft surface trails around the lakes, a pedestrian bridge, volleyball courts, a shade shelter, and two ADA accessible fishing piers. Clear Creek Valley Park is located at 5900 Tennyson Street.

Type: Passive

Grant Request: 69.2% of the total project costs, up to \$330,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$330,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- It is encouraging to see the results of past funding to help develop an amazing and beautiful park with many amenities that people for many years can enjoy. I hope the good stewardship Hyland Hills Park staff has shown in a strongly committed manner continues.
- This project will add additional amenities to the Clear Creek Valley Park. The ADA fishing piers will allow fishing for those who have difficulty fishing from the bank. Volleyball courts will bring another activity to the park. The trails around the ponds will provide exercise along with scenic views and historical information signs.

Moorhead Park Playground Renovation- City of Aurora

Project Summary: This project will help improve the playground at Moorhead Park. The improvements will include replacement of the playground equipment, surfacing, concrete curbing, landscaping, and site furnishings. Moorhead Park is located at 2391 Havana Street.

Type: Active

Grant Request: 50% of the total project costs, up to \$150,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$150,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- Has there been any outreach to the Stapleton neighborhood or City of Denver for partnering on this project?
- The park is in need of updating and ADA issues need to be addressed.
- I urge park and recreation center users to provide input on the park renovation.
- Aurora has used resources wisely to upgrade the swimming pool and build a new recreation center. This facility is used by many members of the neighborhood. Upgrading the park will provide additional outdoor recreation opportunities.
- Renovations of smaller parks are lower on the priority list for me this cycle.

Carl Park ADA Trail Project- Hyland Hills Park & Recreation District (Sponsored by Adams County)

Project Summary: This project includes construction of an ADA accessible trail from the Hyland Hills Carl Park Community Center and extending 1000 feet to a loop trail that will connect to the Adams County Clear Creek Trail. This trail link will provide improved access for the existing neighborhoods to recreational amenities, including the Clear Creek Trail network. The Carl Park Community Center is located at 5401 Meade Street.

Type: Passive

Grant Request: 57.6% of the total project costs, up to \$340,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$340,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- This is a well considered project to coordinate with Adams County's work along the Clear Creek trail. This trail construction project can help nearby neighborhoods to allow ADA and non-motorized vehicles easier access to the Clear Creek trail.
- The Carl Park ADA trail project will connect with existing trails. The trail will provide foot travel between the Berkeley and Regis neighborhoods and the Clear Valley Park. This is a bonus for the neighborhood to be able to walk to the Clear Valley Park.
- This will be a great addition to the regional system.

Rod & Gun Club Loop Trail and Lower Derby Trailhead- Rocky Mountain Arsenal National Wildlife Refuge (Sponsored by Adams County)

Project Summary: This project will build upon the extensive outdoor recreational opportunities available at the Rocky Mountain Arsenal National Wildlife Refuge. The project includes a new trailhead, two accessible concrete trails that will lead to viewing blinds, and a 1,080 foot soft surface trail loop at the Rod and Gun Club Viewing Blind. The Rocky Mountain Arsenal National Wildlife Refuge is located at 6550 Gateway Road.

Type: Passive

Grant Request: 70% of the total project costs, up to \$100,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$100,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I encourage the environmental sustainability efforts to plan and construct more accessible trail connections within the refuge and regional trail systems. I encourage the use of crusher fine construction adjacent to the concrete trail if possible for older walkers.
- This project will provide additional parking, and closer walking distance to the viewing of wildlife. Currently to reach the Rod and Gun Club viewing area is a 1.8 mile walk. A long term goal is to have this trail system extend to Rocky Mountain National Park.
- This is a great project that will enhance a popular destination and have a regional impact.

Aquatic Facility Restoration & Revitalization- Bennett Park & Recreation District (Sponsored by Town of Bennett)

Project Summary: This project includes funding for replacement of doors, resurfacing the main structural beam, and pool deck replacement. Repair of these items will improve the facility and safety for the community. Bennett Park & Recreation District is located at 455 South 1st Street.

Type: Active

Grant Request: 60% of the total project costs, up to \$20,000

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$20,000

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I support the positive changes in the recreation center and encourage yearly closure for pool maintenance after the dehumidifier and rusting issues are resolved.
- The dehumidifier is to be installed this coming November. That should stop any additional damage caused by rust. The district next needs to repair or replace all equipment that is moldy or rusting. Without these replacements or repairs, the life span of the pool is greatly shortened.
- The need is obvious and the project has strong community support.

Thornton Community Trails & Connections- City of Thornton

Project Summary: This grant supports construction of multi-purpose trails, missing link connections, trail lighting, and wayfinding signage throughout the city. The project includes a pedestrian activated signal crossing, approximately 2.5 miles of new and improved trail, over 1.5 miles of trail lighting and installation of signage to improve navigation for trail users along primary network corridors. The location of the project is throughout City of Thornton in existing parks, open space and trails.

Type: Passive

Grant Request: 36% of the total project costs, up to \$1,420,526

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$1,420,526

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I understand the project is to help make various trail connections, put a pedestrian crossing light, and way-finding signage. As part of the trail amenities besides benches, I encourage the use of crusher fine trails adjacent to concrete trails for runners and walkers.
- The new trails will connect with existing trails. Lighting will be added to 1.5 miles of the trail. Additional signage will be added to help with navigating the trails.
- There is a definite need for the growing city/population. This project has a large area/city impact.

Northwest Open Space Renovation- Construction Phase I- City of Northglenn

Project Summary: This project is the first phase of construction for improvements at the city's largest athletic field complex, Northwest Open Space. Improvements include a permanent restroom facility, concession building, expansion of the northern and southern parking lots, replacement of the asphalt trails, relocating the playground, picnic shelters, and landscaping and irrigation for improved drainage and field use. Northwest Open Space is located at 2100 West 112th Drive.

Type: Active

Grant Request: 59.9% of the total project costs, up to \$2,025,000

Previous Grant Request: Yes No

OSAB Recommendation: Partial funding, 59.9% up to \$1,700,000

OSAB Vote: Motion for partial funding passed 7-0

OSAB Comments:

- I think the park is past due for improved amenities, including modern restrooms, power and lighting for concessions, and shelters.
- I appreciate the thorough planning process and a phased project.
- I encourage the use of crusher fine trails adjacent to the concrete trail for walkers and runners.
- The Northwest Open Space is used by the community for sports, walking, picnics, and socialization. The lack of water prevents upgraded restrooms and an efficient concession building. There is a benefit for maintenance and usability in converting trails to concrete.
- This is a top-rated project due to community use and need. This will have a large impact on the area.

Eagle Creek Park and Playground Improvements- Eagle Creek Metropolitan District (Sponsored by City of Commerce City)

Project Summary: This project will provide funding to update the Eagle Creek Park and playground. Improvements include a new play structure, poured-in-place surfacing, a 7' climbing boulder, benches and a bike rack. Eagle Creek Park is located at 10975 East 96th Avenue.

Type: Active

Grant Request: 48.6% of the total project costs, up to \$74,113.75

Previous Grant Request: Yes No

OSAB Recommendation: Full funding, \$74,113.75

OSAB Vote: Motion for full funding passed 7-0

OSAB Comments:

- I see that a GOCO grant was not successful in 2016 and wonder if the GOCO Generation Wild, or Livewell Foundation were considered to partner on the project.
- Will any of the playground equipment be ADA accessible for someone in a wheelchair?
- Can some of the trail construction work from Commerce City or the Arsenal be linked to the area?
- Eagle Creek Park is a neighborhood park that is in walking distance of 200 resident children. New play structures, a climbing boulder, and replacing the Miracle Brand Mega Tower are among improvements being requested. If Open Space funds are available the upgrades for this park would benefit the neighborhood.
- Renovations on smaller parks are lower on the priority list for me this cycle.

Big Dry Creek Trail Upgrade Phase 2- City of Westminster

Project Summary: This project will provide funding to support trail improvements along the Big Dry Creek Trail. Improvements include replacing 8' wide crusher fine trails with 10' wide concrete alongside 4' soft surface for a total of 1.7 miles between 120th Avenue and 128th Avenue, and 128th to Huron. New wayfinding along the trail will also improve accessibility and the user experience.

Type: Passive

Grant Request: 65% of the total project costs, up to \$835,947.26

Previous Grant Request: Yes No

OSAB Recommendation: Partial funding, 50% up to \$329,553.70

OSAB Vote: Motion for partial funding passed 7-0

OSAB Comments:

- This is an excellent plan and project to complete the Big Dry Creek Trail for more people to access and find their way to using alternative means of transportation. I applaud the use of native plantings for pollinators and storm water management(erosion) issues.
- The upgrades to the trails from 8 feet to 10 feet along with 4 foot wide soft-surface will provide a versatile trail for a variety of users. The signage will help users in navigation.
- This is a great project. It will have a positive regional impact.

Commerce City Recreation Center Aquatic Enhancements- City of Commerce City

Project Summary: This project will provide funding support for enhancements at the Commerce City Recreation Center, including a therapy pool and replacement of the pool deck. The primary components of the renovation are a 6,000 square-foot addition to include family locker rooms, an expanded fitness area, improvements to the dance programming space, relocation of the steam room, improved restroom and locker room facilities, a new technology lab, new building entrance, and new community spaces. The Commerce City Recreation Center is located at 6060 East Parkway Drive.

Type: Active

Grant Request: 8.2% of the total project costs, up to \$896,700

Previous Grant Request: Yes No

OSAB Recommendation: No funding, \$0

OSAB Vote: Motion for no funding passed 7-0

OSAB Comments:

- Staff presented a well thought out plan and design to update an important recreation center in the older part of the city.
- The project will benefit a variety of age groups to be able to enjoy the expanded pool area in a safer and more comfortable manner when recreating with family and friends. A therapy pool is an excellent addition.

- Commerce City Recreation Center provides a variety of activities for the community. Even without the expansion and renovation the center will continue to be a recreation area for the community.

Tennyson Knolls Park Improvements- City of Arvada

Project Summary: This project will assist with improvements to the Tennyson Knolls Park. Funding will support the use of a consultant to engage the surrounding community and determine the priority of improvements for the 12 acre site. Possible improvements include additional trail links, a new lighting system, outdoor exercise equipment, playground improvements, additional landscaping and site amenities. Tennyson Knolls Park is located at 6230 Wolff Street.

Type: Active

Grant Request: 60% of the total project costs, up to \$120,000

Previous Grant Request: Yes No

OSAB Recommendation: No funding, \$0

OSAB Vote: Motion for no funding passed 7-0

OSAB Comments:

- I encourage getting more public input for the park improvements.
- I recommend using crusher fines adjacent to concrete trails where feasible.
- I recommend the use of lighting that meets the dark skies standards.
- The park is in a lovely area with good shade trees that people can appreciate.
- There were no letters of support from the community.
- The development of additional trails, LED lighting, and playground improvements would benefit the neighborhood and develop additional areas of the park.
- Renovations on smaller parks are lower on the priority list for me this cycle.

Water Tower Fields Turf Conversion Project- Phase I- City of Brighton

Project Summary: This project will help fund the conversion of one sod field to artificial turf. The artificial turf will allow for an improved play surface, less watering of the site, and an extended season of play availability. The project includes artificial turf, soil preparation, landscaping, paving, edging, ground treatment, irrigation, utilities, site furnishings, and engineering. Water Tower Park is located at 4204 Crestone Peak Street.

Type: Active

Grant Request: 55% of the total project costs, up to \$682,000

Previous Grant Request: Yes No

OSAB Recommendation: No funding, \$0

OSAB Vote: Motion for no funding passed 7-0

OSAB Comments:

- I think the ADA and safety fencing issues are more urgent and need to be addressed first. I also recommend staff study the use of money to prepare other land areas for sports fields in Brighton.
- The current fields and open space seem to invite residents in for dog walking and would not be ideal for artificial turf. Further, the open areas would be ideal for wildlife movement currently, including birds flying between wetlands, Barr Lake and the South Platte.
- I feel more studies should be completed by independent science organizations to evaluate the real carbon footprint of artificial turf from manufacturing to the landfills once the material deteriorates. It also seems unsafe to expose children to these materials when they already have less access to nature and open space when compared to previous generations. Brighton residents should be proud of their agricultural heritage, which wasn't reflected in any of the support letters.
- The bluegrass field cannot be maintained to provide a safe playing field for sports. The artificial turf field will take less maintenance of water, reseeding, and drainage. The turf should provide a safer playing field for sports.

Community Dog Park- Town of Bennett

Project Summary: This project will replace the outdated equipment at Community Park. Due to safety concerns, the Town of Bennett would like to remove the current playground equipment and install a dog park for the community to enjoy. Community Park is located at Adams Street and Palmer Avenue.

Type: Active

Grant Request: 50% of the total project costs, up to \$16,800

Previous Grant Request: Yes No

OSAB Recommendation: No funding, \$0

OSAB Vote: Motion for no funding passed 7-0

OSAB Comments:

- I recommend more consultation with the other communities that have successful dog park designs for space allocation, double gates, etc.
- The dog park would be a nice addition for the people of Bennett to have a place to exercise their dogs. There is no guarantee the lease for the land will be renewed. If the lease is not renewed there is not a plan where to put the equipment when removed.
- Renovations on smaller parks are lower on the priority list for me this cycle.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Open Space Advisory Board, Applicants

ATTACHED DOCUMENTS:

Worksheet summarizing grant recommendations
OSAB meeting minutes from September 27, 2017

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: 28

Cost Center: 6202

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	8810		5,925,918.95
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<u>5,925,918.95</u>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

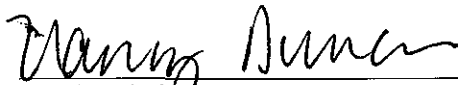
Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Raymond H. Gonzales, County Manager



Budget / Finance



Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager

**Adams County Open Space Grant Program
Fall 2017 Grant Cycle - August 1, 2017**

Ranking	Score	Applicant	Project Name	Active Request	Passive Request	Funding Recommendation	% of Funding (as recommended)
Mini		Adams County	Twin Lakes Park MHYC Russian Olive Removal		\$ 5,000.00	\$ 5,000.00	33.3%
Mini		City of Brighton	Brighton Parks, Open Space, and Trails Map		\$ 3,270.00	\$ 3,270.00	50.0%
Mini		City of Thornton	Big Dry Creek Russian Olive Tree Removal		\$ 5,000.00	\$ 5,000.00	42.4%
1	10	Adams County	Riverdale Road Agricultural Heritage Preservation		\$ 450,000.00	\$ 450,000.00	48.6%
2	33	Barr Lake State Park	ADA Accessible Fishing Pier		\$ 183,455.50	\$ 183,455.50	40.4%
3	42	City of Aurora	High Line Canal Trail Design- Colfax to 38th		\$ 125,000.00	\$ 125,000.00	50.0%
4	49	Mapleton Public Schools	Welby Community School & Adventure Elem. Outdoor Learning Environments	\$ 30,000.00		\$ 30,000.00	60.0%
5	53	City of Brighton	BJAA Park Improvements Project	\$ 660,000.00		\$ 660,000.00	55.0%
6	55	Hyland Hills	Clear Creek Valley Soft Trails, Bridge & More		\$ 330,000.00	\$ 330,000.00	69.2%
7	56	City of Aurora	Moorhead Park Playground Renovation	\$ 150,000.00		\$ 150,000.00	50.0%
8	58	Hyland Hills	Carl Park ADA Trail Project		\$ 340,000.00	\$ 340,000.00	57.6%
9	63	Rocky Mountain Arsenal National Wildlife Refuge	Rod and Gun Club Loop Trail and Lower Derby Trailhead		\$ 100,000.00	\$ 100,000.00	70.0%
10	65	Bennett PRD	Aquatic Facility Restoration & Revitalization	\$ 20,000.00		\$ 20,000.00	60.0%
11	65	City of Thornton	Thornton Community Trails & Connections		\$ 1,420,526.00	\$ 1,420,526.00	36.0%
12	80	City of Northglenn	Northwest Open Space Renovation- Construction Phase I	\$ 2,025,000.00		\$ 1,700,000.00	59.9%
13	83	Eagle Creek Metro. District	Eagle Creek Park & Playground Improvements	\$ 74,113.75		\$ 74,113.75	48.6%
14	88	City of Westminster	Big Dry Creek Trail Upgrade Phase 2		\$ 835,947.26	\$ 329,553.70	50.0%
15	89	City of Commerce City	Commerce City Recreation Center Aquatic Enhancements	\$ 896,700.00		\$ -	0.0%
16	90	City of Arvada	Tennyson Knolls Park Improvements	\$ 120,000.00		\$ -	0.0%
17	96	City of Brighton	Water Tower Fields Turf Conversion Project- Phase I	\$ 682,000.00		\$ -	0.0%
18	122	Town of Bennett	Community Dog Park	\$ 16,800.00		\$ -	0.0%
Totals				\$ 4,674,613.75	\$ 3,798,198.76	\$ 5,925,918.95	
		Grant Fund Balance (before recommendations)	\$ 5,925,918.95	Total Requested		\$ 8,472,812.51	
		Total \$ Available (after recommendations)	\$ -			Active %	Passive %
		Total Active Available (before recommendations)	\$ 2,639,393.15	Recommended + Previous Funded		28.00%	72.00%

Adams County Open Space Advisory Board

Meeting Minutes

September 27, 2017

5:30 p.m.

Adams County Regional Park

OSAB Members in Attendance:

Christy Dowling

Gloria Rudden

Ed Hickel

Karen Dunn

Ann Merkel

Drew Morris

Rachel Connor

Parks & Open Space Staff in Attendance:

Shannon McDowell

Renee Petersen

County Attorney in Attendance:

Doug Edelstein

Introductions

Ms. Merkel called the meeting to order at 5:30 PM. The meeting began with the Pledge of Allegiance. The Open Space Advisory Board members and County staff introduced themselves.

Approval of Meeting Minutes from August 23, 2017

A motion was made by Ms. Dowling and seconded by Ms. Rudden to ***Approve the minutes*** for the August 23, 2017 meeting. The motion passed unanimously.

Update on Fund Balance

Ms. Petersen informed the Board that there was \$5,925,918.95 available to award in the current grant cycle.

Review of Grant Applications in Rank Order

Adams County- Twin Lakes Park MHYC Russian Olive Removal mini grant- Ms. Dowling commented to keep up the good work in getting rid of the Russian Olive.

City of Brighton- Brighton Parks, Open Space, and Trails Map mini grant- Ms. Rudden commented that she felt maps were important to the citizens and being able to easily navigate the area.

City of Thornton- Big Dry Creek Russian Olive Tree Removal mini grant- Ms. Dowling again stated she was in support of the removal of the Russian Olive.

Adams County- Riverdale Road Agricultural Heritage Preservation- Mr. Morris commented that he felt it was a great opportunity and rated it highly. Ms. Dunn felt we should take advantage of the opportunity to purchase land and not have it developed. Ms. Dowling wanted to maintain the senior water rights on the property.

Barr Lake State Park- ADA Accessible Fishing Pier- Ms. Dowling explained that she had visited the site after the site tour and did in fact see visitors attempting to fish and having to crawl up the shoreline. Ms. Merkel explained that she envisioned veterans not being able to enjoy the area due to the difficult accessibility.

City of Aurora- High Line Canal Trail Design- Colfax to 38th- Ms. Dowling asked about the time limit to complete the project based on the grant policies. Ms. McDowell explained that it was a two year time frame, but this project was only for design at this point, so the two years would not limit them on the project completion and only apply to the design phase. Ms. Dowling felt it was a very necessary and complicated project in working with the railroad.

Mapleton Public Schools- Welby Community School & Adventure Elem. Outdoor Learning Environments- Mr. Morris stated he felt it was a very worthy project that he had ranked highly. Ms. Dunn was pleased that a project like this would not only be used by the school but be available to the community as well. Ms. Dowling commented on their variety of strong partnerships on the project.

City of Brighton- BJAA Park Improvements Project- Ms. Dunn felt the project was overdue and the strong importance to the community was evident. Mr. Morris stated he ranked this project higher than their other application based on the historical aspects. Ms. Dowling felt it was well thought out and a good amount of community involvement in the planning and design.

Hyland Hills Park & Rec District- Clear Creek Valley Soft Trails, Bridge & More- Ms. Rudden commented on how they had not funded the bridge in the past grant cycle and as a result the access was not as user friendly. Mr. Morris was pleased to see a grant request below \$1 million.

City of Aurora- Moorhead Park Playground Renovation- Ms. Merkel was pleased to see the condition of the park with such high usage for so many years.

Hyland Hills Park & Rec District- Carl Park ADA Trail Project- Mr. Hickel felt it was one of the most beautiful areas along the trail that was underutilized. Ms. Dowling asked what the time frame was for partnering with the Adams County staff. Mr. Barnhart explained that Hyland Hills and Adams County would be utilizing their staff on the off season in the fall and winter months.

Rocky Mountain Arsenal National Wildlife Refuge- Rod and Gun Club Loop Trail and Lower Derby Trailhead- Mr. Hickel mentioned he felt it was a great project but would have preferred a higher match.

Bennett Park & Recreation District- Aquatic Facility Restoration & Revitalization- Ms. Dunn felt there would be an advantage to completing the additional work while the dehumidifier was being replaced. Ms. Rudden stated she would hate to see the building deteriorate without the repairs. Ms. Connor was impressed by the amount of community volunteer time.

City of Thornton- Thornton Community Trails & Connections- Mr. Morris ranked the project high and liked to see the connections. Ms. Rudden felt it was a little confusing with so many pieces and areas to focus on. Ms. Dowling asked about the benches and crusher fine trails. Ms. Schulte explained they would include benches along some of the trails and that the crusher fine area was different depending on the trail use. On the regional trails they did include a two foot wide crusher fine trail for the variety of uses.

City of Northglenn- Northwest Open Space Renovation- Construction Phase I- Mr. Morris commented on the high usage by the community and the lack of amenities. Ms. Dowling agreed that the large park required updated amenities. Ms. Rudden was concerned about the phased project and how much it would cost in the long run. Ms. Dowling wanted to meet the needs of the nearby wildlife with the use of dark skies lighting. Ms. Kester explained they would only be adding lighting to the parking lots for safety and that was based on their standards.

Eagle Creek Metropolitan District- Eagle Creek Park & Playground Improvements- Ms. Dowling wondered about partnering with the City of Commerce City or the Rocky Mountain Arsenal to see if any trail connections would be a possibility in the near future to improve access to the park. Ms. Buck explained that crossing 96th would be very dangerous at Hwy 2 in such a busy and industrial area. The other option would be to have a connection farther east. Mr. Lucas explained the City would be responsible for any crossing signals. Mr. Morris felt the project should be ranked lower but was a worthy project.

City of Westminster- Big Dry Creek Trail Upgrade Phase 2- Mr. Hickel felt that the grant funds should not be used to create signage specific to Westminster. Mr. Morris felt the trail system had a regional impact and the signage would be beneficial.

City of Commerce City- Commerce City Recreation Center Aquatic Enhancements- Ms. Connor felt it was important to address the safety concerns of the pool surface and makeshift locker rooms. Mr. Hickel felt in comparison to the Bennett Recreation Center, the Commerce City facility was in much better condition. Ms. Dowling asked about the timeframe for the project. Mr. Redin explained that this was the final project on their 2K bond initiative, and the construction would start December 2017. Ms. Dowling asked how the pool surface would impact the therapy pool. Mr. Redin explained that the therapy pool itself would be an addition and have a completely new surface. However, in order to access that area you would have to walk on the existing pool deck. Mr. Hickel commented that the matching funds were terrific.

City of Arvada- Tennyson Knolls Park Improvements- Mr. Hickel commented that it was a very worthy project but that the park was functioning adequately currently without the improvements.

City of Brighton- Water Tower Fields Turf Conversion Project- Phase I- There were no questions or discussion from the OSAB.

Town of Bennett- Community Dog Park- Ms. Dunn explained she was concerned that the Town did not own the property and it was not addressed as to where the equipment would be relocated to should the lease not be renewed. Ms. Ruvalcaba explained that the future site of Civic Center Park would be the relocation site for the dog park and equipment.

Applicant Comments

Mr. Lee commented on City of Arvada, Tennyson Knolls Park. He hoped that they were not penalized based on the current condition of the park being so good as a result of lots of planning and improvements. The community would also prefer a complete trail link around the park.

Ms. Kester wanted to comment on the City of Northglenn, Northwest Open Space. She explained that the current phase 1 was much more expensive than any of the future phases as a result of getting the utilities on the site for the restroom and concessions as well as the parking being an expensive piece. Mr. Morris felt the request was not an issue as it was justified due to the high usage.

Ms. Buck commented on the Eagle Creek Park, stating that she understood the comments about the need to impact a large group of people but also wanted the OSAB to think about the fact that a small community does not have access to all of those larger amenities and is faced with using what they do have available to them.

Mr. Vann commend on the City of Westminster, Big Dry Creek Upgrade Phase 2 project. He stated that this project was in response to community requests for a multipurpose trail with the concrete and soft surface combination. He also felt the signage would be impactful to the entire region and not only to the citizens of Westminster.

Ranking Confirmed and Funding Strategy Discussion

Mr. Morris asked how far they could get with the current ranking and the fund balance. Ms. McDowell explained that they could fully fund projects 1-13, and partially fund project 14. However, that would leave the active percentage at 28.26%. If they chose to exceed that active limit, we would be more restricted with the active funds in the future grant cycle in order to remedy that. Ms. Dowling wanted to point out that if the Northglenn project was funded in full there would be roughly \$600,000 of active funds remaining. Ms. Dunn commented that it felt unfair to give Northglenn roughly 34% of the total grant funds. Mr. Morris and Ms. Dowling stated that they had given large amounts of funding similar to that project in past grant cycles, and that it was an issue to have such large usage and no permanent restroom facilities available. Mr. Morris wanted to see what the active percentage would be if Northglenn received no funding. Ms. McDowell stated that it would be 26.61%. Mr. Morris asked what the percentage would be if they funded the Westminster project in full, by removing that amount from the Northglenn project. Ms. McDowell responded that the active percentage would be 27.58%. Ms. Dunn asked if the remaining projects would all be funded in full if Northglenn received no funding. Ms. Petersen explained there would not be enough funding as the requests exceeded the balance by \$2,546,893.56, which was more than the Northglenn grant request. Mr. Morris asked if it was appropriate to fund projects that ranked lower than the Northglenn project purely because they could

stretch the funding farther. Ms. Dowling responded that she was not in agreement to use that approach. She understood they needed to make the numbers work, but the need for the Northwest Open Space was very evident. Ms. Connor wondered if they could ask Northglenn if they could accept a lesser grant award in this cycle. Ms. Kester explained that they would gladly accept any award amount, but with a lesser grant award they would request to maintain the same match percentage so that could leverage those funds with a future grant request. Mr. Morris asked what amount they would need to reduce by in order to meet the 28% active limit. Ms. McDowell responded that Northglenn could receive \$1,775,000 and the active percentage would be at the 28% limit. Ms. Dowling asked how that would affect their request to reduce the match percentage. Ms. McDowell explained that following the recommendations we would work with their staff to adjust the budget and match as necessary based on the lower award. Mr. Morris asked if Westminster would be able to begin the project with a lesser award. Mr. Vann indicated that this project would complete the Big Dry Creek trail, and they would need to cut back the scope. He had also hoped to shorten the time frame for completion, which may not be possible with less funds at this time. They would however gladly accept any award amount and work with staff to determine how to make those funds most effective.

Break

The OSAB took a break to review requests individually prior to discussing and making any recommendations for funding.

Provisional Funding Discussion

Ms. Merkel explained that this portion of the meeting was for informal recommendations for funding and that no motions would be made at this time.

Adams County- Twin Lakes Park MHYC Russian Olive Removal mini grant- Mr. Morris commented that he would like to see this project funded in full. Ms. Connor was in agreement. Ms. Dunn stated that the Russian Olive removal should be addressed so that it does not spread.

City of Brighton- Brighton Parks, Open Space, and Trails Map mini grant- Ms. Dowling and Mr. Hickel stated they would like to see the project fully funded. The OSAB was in agreement.

City of Thornton- Big Dry Creek Russian Olive Tree Removal mini grant- Ms. Dunn again agreed that we should address the issue now before it spreads and is a larger issue.

Adams County- Riverdale Road Agricultural Heritage Preservation- Mr. Morris stated he would like to see the project funded as requested. Mr. Hickel agreed that land preservation was the basis for the program.

Barr Lake State Park- ADA Accessible Fishing Pier- The OSAB was in agreement to fund that project as is.

City of Aurora- High Line Canal Trail Design- Colfax to 38th- Ms. Dowling and Mr. Morris mentioned they would like to see the project fully funded. There were no additional questions or discussion from the OSAB.

Mapleton Public Schools- Welby Community School & Adventure Elem. Outdoor Learning Environments- Mr. Morris was in favor of fully funding the project. There were no additional questions or discussion from the OSAB.

City of Brighton- BJAA Park Improvements Project- Ms. Dowling would like to see the project fully funded. There were no additional questions or discussion from the OSAB.

Hyland Hills Park & Rec District- Clear Creek Valley Soft Trails, Bridge & More- The OSAB was in agreement to fully fund the project.

City of Aurora- Moorhead Park Playground Renovation- The OSAB was in agreement to fully fund the project.

Hyland Hills Park & Rec District- Carl Park ADA Trail Project- The OSAB was in agreement to fully fund the project.

Rocky Mountain Arsenal National Wildlife Refuge- Rod and Gun Club Loop Trail and Lower Derby Trailhead- The OSAB was in agreement to fully fund the project.

Bennett Park & Recreation District- Aquatic Facility Restoration & Revitalization- The OSAB was in agreement to fully fund the project.

City of Thornton- Thornton Community Trails & Connections- Mr. Morris mentioned to fully fund the project. The OSAB was in agreement.

City of Northglenn- Northwest Open Space Renovation- Construction Phase I- Ms. Connor mentioned she would recommend funding, but not fully in this grant cycle. Mr. Morris felt that reducing to meet the 28% active limit would be his preference to maintain that balance, which would be an award of \$1,775,000. Ms. Dowling agreed, and would like them to have the ability to reduce their matching funds accordingly.

Eagle Creek Metropolitan District- Eagle Creek Park & Playground Improvements- Mr. Morris personally would like that funding to go to a passive project but also felt that based on the overall ranking and the isolation of the neighborhood he could support funding the project. Ms. McDowell mentioned that if they chose to fund that project the active balance would be 28.06%. Ms. Dowling asked what the active percentage would be if they instead funded a passive project, such as the Westminster project. She also wondered how much would be cut from their request. Ms. McDowell commented that the Westminster project would be reduced by \$507,279.81. Ms. Dowling stated that she felt this park was more of a community park with little access to other amenities, and she would prefer to fund Eagle Creek and not see that money go to the Westminster project. Ms. Connor was in agreement with that statement. Mr. Hickel agreed with Mr. Morris that this park was still functional without the improvements and they could wait another cycle. Ms. Merkel agreed she felt it could wait another cycle to receive funding. Mr. Morris stated he was focusing on that active limitation and trying to stay at 28% or below. Ms. Dowling was considering the remoteness and danger of those residents to leave the neighborhood and travel to another park. Ms. Connor felt if they were willing to go above the active limit, then why not fully fund

the Northglenn project and have the same outcome. Mr. Merkel mentioned that they should come back to this project if they could not reach consensus at that time.

City of Westminster- Big Dry Creek Trail Upgrade Phase 2- Mr. Hickel felt it was an excellent project, but that they had turned down funding for personalized signage in prior grant cycles and was not in favor of using grant funds for that purpose. Ms. Merkel felt that not only residents utilized those trails and would benefit from the signage. Ms. McDowell explained that trails were also a component of the project, and that based on the previous discussion they would not be able to fully fund that project. They may choose to fund the project and not include funding for the signage. Mr. Morris did not fully agree with not funding the signage. Ms. Merkel asked what that award balance would be. Ms. McDowell stated the available balance would be \$328,667.45, and reminded them they would still need to revisit the Eagle Creek Park project.

City of Commerce City- Commerce City Recreation Center Aquatic Enhancements- Ms. Dowling felt it was a worthy project in an area of the city with high usage. Mr. Morris agreed and definitely would like to see them reapply in the future.

City of Arvada- Tennyson Knolls Park Improvements- Ms. Dowling appreciated the feedback, but would recommend for them to reapply in the future. Mr. Hickel also advised them to reapply. The OSAB was in agreement to not fund the project at this time.

City of Brighton- Water Tower Fields Turf Conversion Project- Phase I- Ms. Dowling felt there should be more research done before converting the fields to artificial turf. She would prefer for additional land to be converted to fields for usage in order to reduce the deterioration. She also felt the aspects of not meeting ADA standards for access should be prioritized. The OSAB was in agreement to not fund the project at this time.

Town of Bennett- Community Dog Park- Ms. Dunn was concerned that the Town did not own the property. Ms. Dowling also recommended further study into the design of the dog park. The OSAB agreed that with the limited funding, this project would not be a priority in this grant cycle.

Ms. Merkel stated that they would now go back to discussion on the Eagle Creek Park project.

Eagle Creek Metropolitan District- Eagle Creek Park & Playground Improvements- Mr. Morris again stated he felt they should maintain the 28% active limit and therefore not fund that project. Ms. Connor asked what the limit would be if they decreased the Northglenn project in order to fund the Eagle Creek Park. Ms. McDowell stated that they would be at exactly 28% active if they funded Northglenn in the amount of \$1.7 million, and fully funded the Eagle Creek Park project. They would also have a fund balance of \$886.25. Ms. Dowling felt that they would meet many goals with that recommendation. Ms. Dunn felt they would also be improving two parks with that recommendation, and the OSAB was in favor of that decision.

Grant Funding Recommendations

Adams County- Twin Lakes Park MHYC Russian Olive Removal mini grant

A motion was made by Ms. Dowling and seconded by Ms. Connor to **Approve the request** in the amount of \$5,000. The motion passed unanimously.

City of Brighton- Brighton Parks, Open Space, and Trails Map mini grant

A motion was made by Ms. Rudden and seconded by Ms. Dunn to **Approve the request** in the amount of \$3,270. The motion passed unanimously.

City of Thornton- Big Dry Creek Russian Olive Tree Removal mini grant

A motion was made by Ms. Dowling and seconded by Ms. Rudden to **Approve the request** in the amount of \$5,000. The motion passed unanimously.

Adams County- Riverdale Road Agricultural Heritage Preservation

A motion was made by Ms. Connor and seconded by Ms. Dowling to **Approve the request** in the amount of \$450,000. The motion passed unanimously.

Barr Lake State Park- ADA Accessible Fishing Pier

A motion was made by Ms. Rudden and seconded by Ms. Dowling to **Approve the request** in the amount of \$183,455.50. The motion passed unanimously.

City of Aurora- High Line Canal Trail Design- Colfax to 38th

A motion was made by Ms. Dunn and seconded by Ms. Rudden to **Approve the request** in the amount of \$125,000. The motion passed unanimously.

Mapleton Public Schools- Welby Community School & Adventure Elem. Outdoor Learning Environments

A motion was made by Ms. Dowling and seconded by Ms. Rudden to **Approve the request** in the amount of \$30,000. The motion passed unanimously.

City of Brighton- BJAA Park Improvements Project

A motion was made by Ms. Rudden and seconded by Ms. Dowling to **Approve the request** in the amount of \$660,000. The motion passed unanimously.

Hyland Hills Park & Rec District- Clear Creek Valley Soft Trails, Bridge & More

A motion was made by Ms. Rudden and seconded by Ms. Dowling to **Approve the request** in the amount of \$330,000. The motion passed unanimously.

City of Aurora- Moorhead Park Playground Renovation

A motion was made by Ms. Dowling and seconded by Ms. Rudden to **Approve the request** in the amount of \$150,000. The motion passed unanimously.

Hyland Hills Park & Rec District- Carl Park ADA Trail Project

A motion was made by Ms. Dunn and seconded by Ms. Rudden to **Approve the request** in the amount of \$340,000. The motion passed unanimously.

Rocky Mountain Arsenal National Wildlife Refuge- Rod and Gun Club Loop Trail and Lower Derby Trailhead

A motion was made by Ms. Dowling and seconded by Ms. Dunn to **Approve the request** in the amount of \$100,000. The motion passed unanimously.

Bennett Park & Recreation District- Aquatic Facility Restoration & Revitalization

A motion was made by Ms. Rudden and seconded by Ms. Connor to **Approve the request** in the amount of \$20,000. The motion passed unanimously.

City of Thornton- Thornton Community Trails & Connections

A motion was made by Ms. Dunn and seconded by Ms. Dowling to **Approve the request** in the amount of \$1,420,526. The motion passed unanimously.

City of Northglenn- Northwest Open Space Renovation- Construction Phase I

A motion was made by Ms. Dowling and seconded by Ms. Connor to **Approve the request** in the amount of \$1,700,000, and 59.9%. The motion passed unanimously.

Eagle Creek Metropolitan District- Eagle Creek Park & Playground Improvements

A motion was made by Ms. Dowling and seconded by Ms. Dunn to **Approve the request** in the amount of \$74,113.75. The motion passed unanimously.

City of Westminster- Big Dry Creek Trail Upgrade Phase 2

A motion was made by Ms. Dunn and seconded by Ms. Connor to **Approve the request** in the amount of \$329,553.70. The motion passed unanimously.

City of Commerce City- Commerce City Recreation Center Aquatic Enhancements

A motion was made by Ms. Dowling and seconded by Ms. Dunn to **Deny the request** for funding as there were no available funds remaining. The motion passed unanimously with no discussion.

City of Arvada- Tennyson Knolls Park Improvements

A motion was made by Ms. Connor and seconded by Ms. Dunn to **Deny the request** for funding as there were no available funds remaining. The motion passed unanimously with no discussion.

City of Brighton- Water Tower Fields Turf Conversion Project- Phase I

A motion was made by Mr. Hickel and seconded by Ms. Dunn to **Deny the request** for funding as there were no available funds remaining. The motion passed unanimously with no discussion.

Town of Bennett- Community Dog Park

A motion was made by Mr. Hickel and seconded by Ms. Dunn to **Deny the request** for funding as there were no available funds remaining. The motion passed unanimously with no discussion.

Public Comment

The applicants expressed their gratitude and appreciation for the recommendations for funding that were made. Mr. Lee commented on the City of Aurora project with disappointment that it was not recommended for funding. Ms. Merkel thanked the applicants for their hard work and dedication.

Matters from the Parks Staff

Ms. McDowell presented the proposed changes to the Open Space Policies and Procedures. These changes are the result of input from the applicants, a survey to the stakeholders, and current practice. The proposed changes include:

- Modify grant cycle timing – Move application due date for fall cycle to the 4th Wednesday in July to allow staff to better support the Adams County Fair.
- Allow park and recreation districts to apply without a sponsor – This change would only apply to districts solely providing park and recreation services and will not apply to all metropolitan districts.
- Delete the project prioritization requirement – In the past, applicants were asked to prioritize their active and passive applications. In 2017, we eliminated this requirement as a matter of practice.
- Reduce matching funds for applicants who do not receive 30% Distribution payments – This change would allow organizations who do not receive the shareback an opportunity to provide less matching funds because they do not receive shareback payments and may have less leverage available.
- Allow for all grants to be periodically reimbursed – This change will help to reduce the grant fund balance by reimbursing costs incurred on projects as they progress rather than only at completion.
- Complete the Code of Ethics – The Code of Ethics adopted by Adams County was included in the last update, but was unintentionally partially cut off. This change incorporates the full Code of Ethics.
- Minor edits – Several very minor edits are proposed to align the document with current practices. These include:

- Remove specific outreach effort references
- Modify the department name
- Be less specific on timing of the 30% Distribution payments
- Remove requirement to pass yearly resolution authorizing Parks Director to approve minor property leases or sales (for lands acquired with OSST revenues)
- Correct application references, scoring practices
- Remove reference to the number of copies and format of grant agreements
- Restate appendix references

A motion was made by Mr. Morris and seconded by Mr. Hickel to recommend approval of the proposed amendment to the Policies and Procedures, with the exception of reducing the matching funds required by the non qualified jurisdictions. The OSAB felt that defining a percentage for the reduction would be arbitrary. The motion passed unanimously.

Ms. Petersen shared the upcoming schedule planned for the grant awards, with a study session expected on October 24th and the awards during public hearing expected for November 14th. Ms. McDowell mentioned that the Board of County Commissioners was hosting a banquet to recognize the members of the board on November 6th. If the OSAB had not yet received that invitation, she would forward that on to them. Ms. Petersen asked the OSAB about their experience with the scorecards converted to a Word document. Three members experienced problems with the Word version. Ms. McDowell mentioned we were looking into alternate options.

Matters from the Board

Mr. Hickel mentioned he felt the budget sheets were getting too vague and not enough detail was being provided to show where the funds would be spent. The OSAB agreed that a more itemized budget would be beneficial.

The meeting adjourned at 8:24 PM.



STUDY SESSION AGENDA ITEM

DATE: October 24, 2017
SUBJECT: Proposed Agency Contributions Requested in the 2018 Proposed Budget
FROM: Adams County Education Consortium; Westminster SBDC
AGENCY/DEPARTMENT: County Manager's Office and Budget Office.
ATTENDEES: Chuck Gross- ACEC; Glenn Plagens-Westminster SBDC;
PURPOSE OF ITEM: To provide information to the Board of County Commissioners regarding the 2018 Requested Agency Contributions to these Agencies.
STAFF RECOMMENDATION: Direction from the Board of County Commissioners regarding the 2018 Requested Agency Contributions to these Agencies.

BACKGROUND:

The Board of County Commissioners has requested information from Westminster SBDC, Regional Air Quality, and Adams County Education Consortium regarding their budget requests for 2018.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Adams County Education Consortium; Westminster SBDC

ATTACHED DOCUMENTS:

ACEC PowerPoint Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact. If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

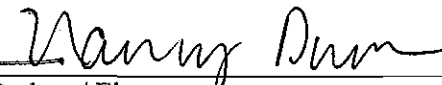
The 2018 fiscal impact will be discussed at this Study Session.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



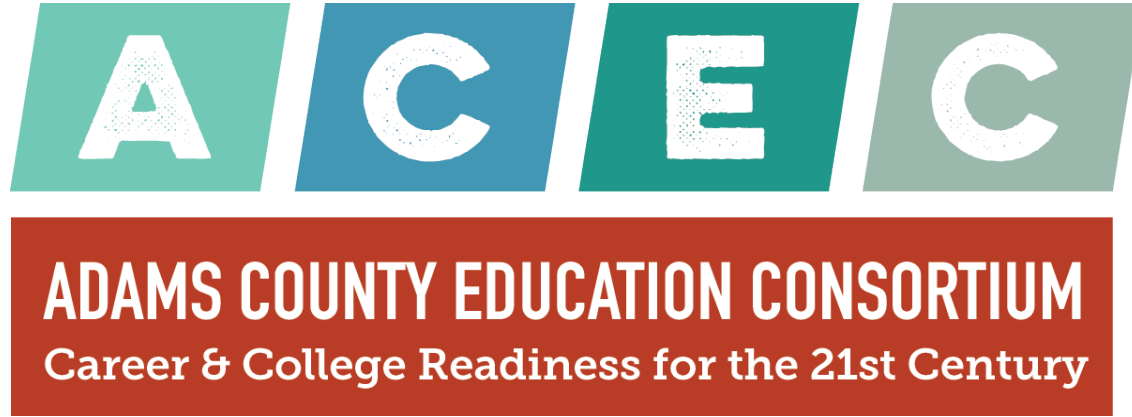
Raymond H. Gonzales, County Manager



Budget / Finance

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager



Presentation to

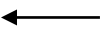
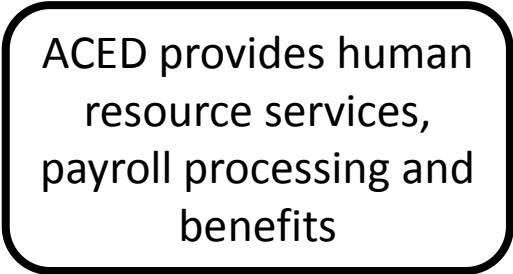
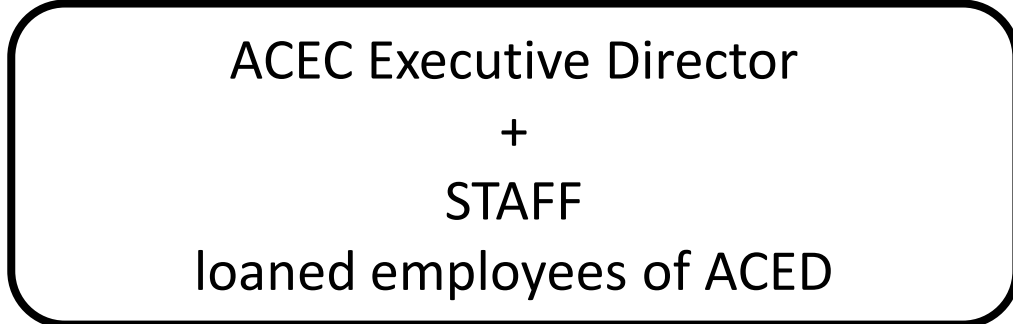
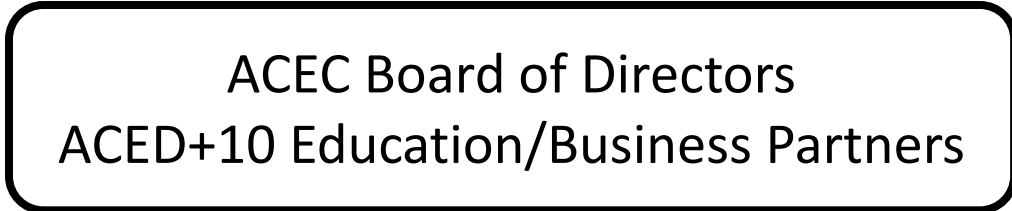
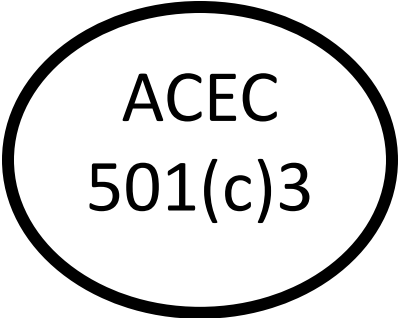
Adams County Commissioners

October 24, 2017

Mission

ACEC was founded in June 2005 to bridge the long-standing gap between the needs of business and the education of students, broadly defined to include academic skills, career exploration, and work readiness.

This effort aims to ensure that learners in the county achieve the ***personal and skill development*** that will ***equip them to pursue challenging careers***, and that companies (both existing and future) will have access to a skilled workforce.



ACEC Goals

- Increase high school graduation rates and post-secondary enrollment/completion
- Increase relevancy of instruction to post-secondary life
- Increase business involvement in the public school system
- Integrate business relevance, career exploration, and post-secondary workforce readiness education for all students to meet current and future industry needs

Career Awareness **LEARNING ABOUT WORK**

Career Awareness experiences are those that help students build awareness of the variety of careers available

Career Exploration **LEARNING FOR WORK**

Career Exploration provides students *with short term* direct interaction with partners

Career Training and Education **LEARNING AT WORK**

Career Training experiences prepare students for employment in a specific range of occupations

Impact of ACEC Programs

Research indicates that students who have a career goal, who can see themselves in the future, are 30% more likely to graduate high school and pursue their career path.

*CareerConnect Program, Denver Public Schools

Career Expo

Quantitative Impact:

- Career Expo has grown from 900 students in 2005 to the expansive county-wide event that annually hosts more than 6,000 students today.
- In 2016, 97% of students indicated they might consider or would definitely consider one of the career choices at Career Expo.
 - 64% indicated they need to obtain a four-year degree
 - 29% indicated they need vocational training, apprenticeships or a certificate program to pursue their career of choice

Career Expo

“I just wanted to thank you about your effort to make this Career Expo happen. I was so inspired and learned so much. I even got a volunteer opportunity for the Denver Dumb Friend's League. Everyone at the Expo spent time out of their day to talk to me which I appreciate so much. I really appreciate everyone's hard work to make people like me have a brighter future.”

Sydney Thomas, Silver Hills Middle School

Backpacks 2 Briefcases

Quantitative Impact:

BACKPACKS 2 BRIEFCASES enjoyed its first event in February 2010 with 140 participating students and 40 sponsors. Last April, more than 500 students attended the event alongside 80 business professionals

- 58% of students surveyed plan to follow-up with a workshop presenter, table host or other business professional
- 59% of students surveyed said they feel more prepared for job interviews

Companies such as Research Electro Optics have used the event to recruit high school seniors as new employees for advanced manufacturing jobs and have promoted their success to others in their industry to encourage their involvement

Impact of Career Expo/B2B:

Survey Results

- **I plan on continuing my education or training after high school**
 - *77% of students who attended Career Expo and B2B strongly agree with this statement vs. 67% who did not attend Career Expo*
- **I believe that graduating high school is important**
 - *92% of students who attended Career Expo and B2B strongly agree with this statement vs. 87% who did not attend Career Expo*

Backpacks to Briefcases

“The event was as empowering as I had expected. My students all had a lot to say about what they learned. I am sure this experience will help them navigate life after high school.”

-Kathleen Kuehl, Counselor, Prairie View High School, District 27J

“I talked with people who have jobs I want in the future and discovered how I can achieve those same goals.”

-Cole Dergman, Student, Northglenn High School

“I have not seen my students be so enthusiastic about an event we have taken them to. I saw how inspired they were to keep pursuing the goals we have talked about this year.”

Alesi Ruiz, Counselor, Westminster High School

“It was my first Backpacks to Briefcases event and I am still talking about it. I was so inspired.”

-Brigitte Grimm, Adams County Treasurer



Contributing to Increased High School Graduation Rates

In 2015, Adams County's high school graduation rate was 71.7%

It has improved 9.3% since 2010—almost double the statewide 4.9% increase during that time

*Adams County Youth Initiative

QUESTIONS?

THANK YOU!



STUDY SESSION AGENDA ITEM

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STAFF RECOMMENDATION: Direction from the Board of County Commissioners regarding the 2018 Requested Agency Contributions to these Agencies.

BACKGROUND:

The Board of County Commissioners has requested information from Westminster SBDC, Regional Air Quality, and Adams County Education Consortium regarding their budget requests for 2018.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Adams County Education Consortium; Westminster SBDC

ATTACHED DOCUMENTS:

None.

FISCAL IMPACT:

Please check if there is no fiscal impact. If there is fiscal impact, please fully complete the section below.

Fund:

Cost Center:

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			<hr/>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/>

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

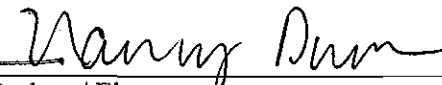
The 2018 fiscal impact will be discussed at this Study Session.

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Raymond H. Gonzales, County Manager



Budget / Finance

Bryan Ostler, Deputy County Manager

Patti Duncan, Deputy County Manager