



Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Emma Pinter - District #3
Steve O'Dorisio - District #4
Lynn Baca - District #5

**STUDY SESSION AGENDA
TUESDAY
July 20, 2021**

**ADAMS COUNTY GOVERNMENT CENTER
CONFERENCE CENTER, ROOM BRANTNER GULCH B**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE

10:30 A.M.	ATTENDEE(S):	Dr. John Douglas, Tri-County Health Department / Jennifer Ludwig, Tri-County Health Department
	ITEM:	Tri-County Health Department Transition Planning
11:30 A.M.	ATTENDEE(S):	Byron Fanning / Rae-Anne Reichow
	ITEM:	Spring 2021 Open Space Sales Tax Grant Award Recommendations
12:30 P.M.	ATTENDEE(S):	Byron Fanning / Zoe Ocampo / Melvin Wardlow
	ITEM:	SCFD Funding Allocation Recommendation
1:00 P.M.	ATTENDEE(S):	Sheriff Reigenborn / Alisha Reis
	ITEM:	Sheriff's Office Quarterly Update
2:00 P.M.	ATTENDEE(S):	Jenni Grafton / Ryan Nalty / Max Daffron / Ariel Tolefree-Williams
	ITEM:	Private Activity Bonds
2:30 P.M.	ATTENDEE(S):	Raymond Gonzales
	ITEM:	Administrative Item Review / Commissioners Communication

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

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: July 20, 2021
SUBJECT: TCHD Transition Planning Update
OFFICE/DEPARTMENT: CMO
CONTACT: Ray Gonzales/Chris Kline
FINACIAL IMPACT: N/A
SUPPORT/RESOURCES REQUEST: N/A
DIRECTION NEEDED: Informational
RECOMMENDED ACTION: Informational

DISCUSSION POINTS:

- TCHD will provide an update on the public health transition planning project such as scope of work, project teams, timeline and key informant discussion.

Public Health Transition Planning

Adams County Board of County Commissioners

Study Session

July 20, 2021



Agenda



Study Session Purpose: provide update on transition planning, on behalf of Steering Committee and Project Team, and seek input from BOCC

- Introduction to Steering Committee and Project Team
- Overview of Process
- Introduction to Consultant
- Scope of Work
- Project Timeline
- Key Informant Discussion

Leadership for Project



- Steering Committee

- Ray Gonzales, Adams
- Julie Mullica, Adams
- Nancy Jackson, Arapahoe
- Michelle Halstead, Arapahoe
- Kaia Gallagher, Arapahoe
- John Douglas, TCHD
- Jennifer Ludwig, TCHD

- Project Team

- Ray Gonzales, Adams
- Chris Kline, Adams
- Nancy Duncan, Adams
- Michelle Halstead, Arapahoe
- Todd Weaver, Arapahoe
- Jennifer Ludwig, TCHD
- Kelly Weidenbach, TCHD

Steering Committee



- Role: serve as a liaison to respective boards and make critical recommendations around the provision of public health services in Adams and Arapahoe Counties
- Responsibilities
 - Serve as liaison to respective governing body and constituency
 - Participate in critical discussions regarding desired level of public health services to be provided
 - Review reports and recommendations
 - Provide updates and facilitate decision-making with governing body
 - Provide oversight of Transition Plan implementation

Project Team



- Role: implement critical decisions made by the Steering Committee around provision of public health services in Adams and Arapahoe Counties
- Responsibilities:
 - Oversee consultant scope of work and ensure deliverables are complete
 - Review reports, documents, and recommendations prepared for Steering Committee
 - Participate in critical discussions regarding public health service provision
 - Provide data needed for decision-making process
 - Implement transition plan

Overview of Process



- Created a Steering Committee and Project Team
- Issued RFP on May 14, closed June 11
- Received two proposals
- Interviewed both firms and selected entity from Colorado
- Project Team worked with consultant to finalize scope of work
- Contract signed July 15, 2021

Consultant



- Otowi Group
 - Small, local, women-owned consulting firm
 - Expertise in public health, public health funding, public administration, public health policy and rule promulgation
- Principal Consultants on Project
 - Sara Miller, MPA
 - Lisa VanRaemdonck, MPH, MSW

Scope of Work



- Phase I: July 15, 2021 – October 31, 2021
 - Objective for Phase I is to provide information to support TCHD and Adams and Arapahoe Counties in deciding under what structure(s) they will provide public health services in 2023 and beyond.
 - Key Deliverables
 - Key Informant Interviews
 - Complete financial analysis and forecast
 - Written report
 - Recommendations for options
 - Facilitated discussions and decision-making

Scope of Work



- Phase II: November 1, 2021 – December 31, 2021
 - Objective of Phase II is to develop an actionable Transition Plan for the three organizations to begin implementation in 2022
 - Key Deliverables (may be modified based on outcome of Phase I)
 - Develop Transition Plan
 - Define agency roles and key performance indicators
 - Identify steps needed to make structural and governance changes for district health department or single county health department (decided in Phase I)
 - Establish timeline for strategic transition
 - Develop a communications plan

Key Informant Interviews (Phase I)



- Discussion
 - Who from Adams County would the BOCC like to have included on the key informant list?

Questions?





STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: July 20, 2021
SUBJECT: Spring 2021 Open Space Sales Tax Grant Award Recommendations and updates to the Policies and Procedures Manual & Open Space Advisory Board Bylaws
OFFICE/DEPARTMENT: Parks, Open Space and Cultural Arts
CONTACT: J. Byron Fanning, Jr., Mary Willis, Rae-Anne Reichow, Open Space Advisory Board
FINACIAL IMPACT: \$9,086,673.00
SUPPORT/RESOURCES REQUEST: Present the Open Space Advisory Board's recommendations to the Board of County Commissioners. Included in presentation are updates to the Policies and Procedures Manual & Open Space Advisory Board Bylaws.
DIRECTION NEEDED: Approval from the Board of County Commissioners
RECOMMENDED ACTION: That the Board of County Commissioners accepts the Open Space Advisory Board recommendations for funding, changes to the Policies and Procedures Manual & Open Space Advisory Board Bylaws.

BACKGROUND:

On March 29, 2021, the Open Space Program received 15 full grant and 5 mini grant applications for a total of 20 grant submissions. In addition to the grant requests, the Open Space Advisory Board Bylaws and the Policies and Procedures Manual are due to be updated which are listed below for consideration.

The total amount requested for open space grants in this cycle is \$9,086,673.00 which includes mini grants. The total amount available for distribution was \$18,631,014.06. (Exhibit A for details).

The Open Space Advisory Board (OSAB) recommended full funding of all the applications. If the Board of County Commissioners follows the OSAB's recommendations, the fund will carry a balance of \$9,544,341.06 to the next grant cycle. Detailed information about each grant and the OSAB's recommendations are below. The projects are listed according to their ranking, with mini grants listed last. See Exhibit A.

Tri-State Open Space – City of Westminster

Project Summary: The City of Westminster is in negotiations to acquire approximately 14.3 acres of the Tri-State Generation & Transmission Association’s undeveloped campus at the southwest corner of 114th Avenue and Huron Street. This narrow parcel, much of which is floodplain, represents a wonderful opportunity for preservation of valuable ecosystem in Adams County. This acquisition would directly connect the Ranch Creek Open Space (3.58 acres) to the Westminster T-Ball Complex and Elm Tree Garden (6.47 acres). This acquisition will enable enhancements to local and regional trails in an area that currently lacks comprehensive trail access between existing parks and open space.

Grant Request: 70.12% of the total project costs, up to \$402,500

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

HSV Target Property I – City of Brighton

Project Summary: The 116 acres are located in the Historic Splendid Valley south of Brighton within the District Plan boundaries adopted by Adams County and Brighton. Land, ditch water shares, and transaction and due diligence costs are included in this grant request. The City has engaged the Conservation Fund to acquire the Property using a “buy-protect-sell” strategy whereby TCF will purchase from the current owner, grant a conservation easement to Brighton, then sell to a private buyer subject to the conservation easement restrictions. This keeps the site as productive farmland.

Grant Request: 28.77% of the total project costs, up to \$2,500,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Adams County Water Efficiency Upgrades – Adams County

Project Summary: POSCA seeks funding to perform a major upgrade to irrigation throughout the Adams County Park system. This will involve a series of replacements to sensors, controllers, and other equipment that will make the system more responsive and water-efficient, while allowing POSCA staff to access and control the system from anywhere.

Grant Request: 50% of the total project costs, up to \$100,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Community Park East Planning – Strasburg Metro Parks and Recreation District

Project Summary: The Community Park East Planning project is the next step in the development of the Wagner Street Land Acquisition. The project will ultimately establish a “recreational hub” within Strasburg, complete with amenities and facilities that the community has identified as top priorities. It will provide a complete connection between the School District

campus and the Recreation District facilities. This grant application will fund consultant services to prepare a schematic design and bidding package for Phase I of the construction plan.

Grant Request: 70% of the total project costs, up to \$36,085

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Monaco Park Renovation Phase One – City of Commerce City

Project Summary: Monaco Park, built in 1973, has not had any significant improvements aside from irrigation replacement in the last 20 years. This project will completely renovate this 9-acre park. The scope of work contains many components, and this grant will focus on Phase One of two phases. Monaco Park has been an important gathering place and recreational destination for city residents and visitors for nearly 50 years, and over the last year it has seen even more use. Phase One will create an overall master plan, install an inclusive playground, add accessible connections into and through the park, replace shelters, and begin updating pedestrian lighting. A future Phase Two will replace the basketball court, widen perimeter sidewalks, enhance landscaping, complete pedestrian lighting, and activate the southern part of the park.

Grant Request: 60% of the total project costs, up to \$960,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Riverdale Bluffs Trail System Phase One – Adams County

Project Summary: POSCA seeks funding to develop visitor amenities at the County's Riverdale Bluffs Open Space. Purchased in 2010, this open space park has been available for recreation, but there are no trails, signage, restroom facilities, or shelters, and there is minimal parking. Adams County wishes to develop Riverdale Bluffs into an accessible open space, connected to the rest of the County system and beyond, while maintaining wildlife habitat and scenic values, and being respectful of neighboring property owners.

Grant Request: 17.6% of the total project costs, up to \$750,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Grange Hall Creek Park Rehabilitation – City of Thornton

Project Summary: This application helps fund rehabilitation design and construction of the 16.1-acre Grange Hall Creek Park. Built in 1985, the project would create an inclusive park including replacement of the playground (last updated in 1999), half basketball court and pedestrian bridge. Other improvements would include addition of shade shelter(s), site furniture and a landscape design to follow Naturally Thornton concepts that replace "looking bluegrass" on slopes on native grass and habitat shrub plantings. The non-potable irrigation pond required evaluation and rehab to improve water quality and retention. Other recreational amenities would be considered based on public input and budget.

Grant Request: 33% of the total project costs, up to \$985,489

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

LuBird's Playground at Stanley Marketplace – LuBird's Light Foundation

Project Summary: Additional funds were requested for an existing project for the all-inclusive playground at Stanley Market Place. As construction began, it was determined that the soil was contaminated, and residual soils would need to be disposed of in accordance to DPHE. Due to ground water, helical piers were installed prior to finishing preparation for the retaining wall.

The existing retaining wall had to be demolished and replaced with cast in place concrete walls.

Grant Request: 12.10% of the total project costs, up to \$150,000

Previous Grant Request: Yes, \$200,000

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Founders Plaza Phase 2 – City of Brighton

Project Summary: The Plaza will become an iconic gateway into Brighton that enhances Downtown with creatively flexible event spaces and public art that provide shade and pleasant vistas. Founders Plaza located at the intersection of Bridge Street and South Main Street is entering Phase 2 enhancements. Community residents want this “half-done” space turned into the “heart of Brighton”. The project includes soil preparation, landscaping (trees, shrubs, and flowers), irrigation, colored concrete, site furnishings, lighting, signage, seat-walls/plants, and more. This Plaza Phase 2 will attract people Downtown and makes a positive impact on the community.

Grant Request: 55% of the total project costs, up to \$385,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Trupp Park Phase V – Town of Bennett

Project Summary: For this phase of the project, the primary improvements will be the upper play field and the grandstand. These much-needed improvements will help create a safe, healthy and functional community park.

Grant Request: 60% of the total project costs, up to \$198,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Jaycee Park Ballfield Improvements – City of Northglenn

Project Summary: The “Jaycee Park Ballfield Improvements” project comprises major electrical service upgrade, replacement of the existing ballfield lighting with a new, more

efficient LED light structure system that meets modern standards, and rehabilitation of the scorekeepers' booth at Jaycee Park, home to Northglenn's only lit softball/baseball field. In addition, the project includes a new Level II dual-port electric vehicle charging station in the parking lot, which is shared by the Bill Goodspeed Happy Trails Dog Park. The improvements would enhance the recreational amenities to users of all ages and abilities and demonstrate the City's commitment to energy efficiency and sustainability.

Grant Request: 43% of the total project costs, up to \$170,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Rainbow Park at Monterey (Rainbow Park) – Mapleton Public Schools

Project Summary: The requested funds will support the construction of "Rainbow Park" which will include four tennis courts and a walking path complete with outdoor seating for a learning space and landing areas for exercise/additional play equipment at Monterey Community School. With the addition of four tennis courts, it is our goal to bring more sporting events and spaces for recreation to the community. These active spaces are intended to serve not only Mapleton students/athletic teams but the Mapleton community as well.

Grant Request: 60% of the total project costs, up to \$330,000

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

90th Avenue Tree Planting – City of Federal Heights

Project Summary: The City of Federal Heights and the Hyland Hills Park and Recreation District are partnering together to replace dead and/or dying trees along 90th Avenue, Pecos Street, Messina Park, and City Hall. The mature landscaping that invites residents and guests into Water World and City Hall has been plagued by the emerald ash bore and are in need of a dedicated effort to remove and replace trees that are dying, replace trees that have already been removed, and filling in gaps in the tree canopy.

Grant Request: 70% of the total project costs, up \$100,730

Previous Grant Request: No

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Carpenter Recreation Center Renovation – City of Thornton

Project Summary: The Carpenter Recreation Center aquatic facilities are being replaced and expanded. Aquatic facility improvements include a new lap pool, wave pool, activity pool, lazy river, NINJACROSS installation, family locker rooms, party rooms, hot tub, sauna, steam room, and relocated pre-school playground. In addition to the aquatic facilities, the basketball court floor as well as the entire HVAC system are being replaced as part of the project.

Grant Request: 10% of the total project costs, up to \$1,711,909

Previous Grant Request: No

OSAB Recommendation: Full funding
OSAB Vote: Motion for full funding passed 6-0
OSAB Comments: None

Mini Grant

Adams County Sheriff's Memorial Wall – Adams County Facilities

Project Summary: To provide dedicated space at the Adams County Government Center honoring Adams County Deputies who have lost their lives. This portion of the total project is for the design of the Memorial Wall. This will develop the plans needed for materials and construction to implement the project.

Grant Request: 42.56% of the total project costs, up to \$5,000

OSAB Recommendations: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Mini Grant

Lake Appreciation Day 2021 – Barr Lake State Park

Project Summary: This will be the 15th Annual Barr Lake Appreciation Day to be held on July 10, 2021. One of the main purposes of this event is to bring public awareness to water quality and issues that face our lakes and waterways including the importance of keeping Barr Lake free of debris and dangerous obstacles that may harm mammals, birds, and waterfowl that frequent our lake.

Grant Request: 24% of the total project costs, up to \$1,960

OSAB Recommendations: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Mini Grant

Sustainable Path to Northglenn's Trails and Waterways – City of Northglenn

Project Summary: Project will assist in alleviating the urban pressure exerted on the City's watershed areas through the planting of purposefully selected native and hardy trees along the Farmers' Highline Canal, Grange Hall Creek, and the Tuck Lateral corridors.

Grant Request: 33.33% of the total project costs, up to \$5,000

OSAB Recommendations: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Mini Grant

Stocking Fish Growth for Anglers – City of Thornton

Project Summary: Approval of this mini grant would mark the third year that funding would help double Thornton's fish stocking budget, allowing stocking of more Thornton lakes and ponds. Colorado Parks & Wildlife again recommends additional fish stocking, to continue for several years at the budget allows, until CPW can confirm that natural reproduction is successfully sustaining fish populations.

Grant Request: 50% of the total project costs, up to \$5,000

OSAB Recommendations: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Mini-Grant

Community Garden Expansion – Town of Bennett

Community Garden located in Civic Center Park. The Garden was originally constructed in 2020 with 6 raised cedar beds. The garden was a great success in the growing season of 2020 and the Town would like to increase the numbers of beds available to the community by adding an additional 6 beds. In addition, the Town has identified some additional modifications to the garden irrigation that will optimize watering efficiency in the garden.

Grant Request: 50% of the total project costs, up to \$5,000

OSAB Recommendation: Full funding

OSAB Vote: Motion for full funding passed 6-0

OSAB Comments: None

Exhibit B – OSAB Meeting Minutes from May 26, 2021

Updates to OSAB Bylaws (See Exhibit C, updates are in red):

- Page 1: To implement the provisions as detailed in Resolution 2020-480 as adopted by the Board of County Commissioners.
- Updated the OSAB titles from Chairperson or Vice-Chairperson to Chair/Vice Chair.
- Page 3: Corrected Department name to Parks, Open Space and Cultural Arts.
- Page 4: Added Resolution 2020-480, which provides for both active and passive uses and describes how the funds are to be used, the allowable expenditures and the agencies that are permitted to apply.

Updates to Policies and Procedures: (See Exhibit D, updates are in red):

- Page 4: Updating Resolution 2020-480 passage information.
- Page 5: Updating Resolution 2020-480 passage information.
- Page 6: Updates to the new grant cycle timeline which will occur each year in March and September.
- Page 8: Updating Resolution 2020-480 passage information.
- Page 13: Updates Resolution 2020-280 passage.
- Page 13: Application Types, the terms “active and passive” are for internal purposes only due to the resolution.
- Page 13: Increasing the mini grant maximum to \$25k from \$5k.
- Page 14: Application must be submitted online. (New online application process)
- Page 14: Matching Funds, changed percentage of match to 30% for both types of projects. Prior was 30% passive, 40% active.
- Page 15: Application Criteria and Scoring, addition of factors the OSAB wanted added as suggestions:
 - Inclusivity of projects on the grant application.
 - Measured water efficiency.

- Measured energy conservation.
 - Facility maintenance.
 - Use of recycled material.
 - Use of sustainable materials in construction when possible.
 - Use of native/Colorado appropriate species.
- Page 16: Resolution authorizing a permanent extension of the tax.
- Page 16: Project Extension Policy includes updated website information.
- Page 17: Project Modification Policy includes updated website information.
- Page 18: Open Space Signage and Logo use includes updates on school playground signage to inform public of usage times.
- Page 20: Updating Resolution 2020-480 passage information.

Adams County Open Space Grant Program

Fall 2020 Grant Cycle - July 24, 2020

Available to Award (before recommendations)	\$ 18,631,014.06
Fund Balance (after recommendations)	\$ 9,544,341.06

Exhibit B



Meeting Minutes

Adams County Open Space Advisory Board Meeting
When: May 26, 2021, Mountain Time (US and Canada)
Topic: OSAB Spring 2021 Grant Cycle

OSAB Members in Attendance:

Mark Stickel
Doug Cuillard
Paul Weinrauch
Cynde Barnes
Christy Dowling
Ed Hickel

Adams County Staff in Attendance:

Byron Fanning
Rae-Anne Reichow
Mary Willis

County Attorney in Attendance:

Doug Edelstein

- I. Meeting was called to order at 5:30 p.m. by Chair, Mr. Stickel**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Introductions**
- V. Election of the 2021 Chair and Vice Chair.**
Chair, Mr. Stickel moved this item to follow recommendations
- VI. Approval of Minutes dated April 28, 2021.**
Mr. Stickel asked for a motion to approve minutes, Mr. Hickel and Ms. Dowling seconded.
-All in favor.
- VII. Update on Fund Balance**
Mr. Fanning: We started this grant cycle with a fund balance of \$18,631,014.06. This grant cycle \$9,086,673.00 was requested. If all grant requests were approved, the remaining amount in the fund would be \$9,544,341.06.
- VIII. Review of Grant Applications in Rank Order**
No discussion, moved on to next item.
- IX. Applicant Comments**

In ranking order:

1. City of Westminster – Tri-State Open Space

Joe Reale represented in person. He introduced the new Open Space Supervisor and thanked the Board and the County for the opportunity to present. A brief overview of the project was given, and Mr. Reale asked if there were any questions.

Mr. Stickel: There is a lot of land around Tri State, are you trying to pursue the rest of it?

Mr. Reale: What started this conversation is one of the parcels right on Huron came up for sale. That didn't fit into our open space concept, but it opened the conversation. There are two other parcels, one is owned by Tri State and the other to a private developer. The one Tri State owns is zoned residential, so the price is high. We are interested and have an open line of communication with Tri State, we will see what the future holds.

Mr. Stickel: Thank you. All, please remember the following are in ranking order, so this Westminster Open Space is ranked at number 1.

2. City of Brighton – HSV Target Property 1

Mr. Stickel: Again, an open space acquisition. The ranking shows we are in favor of purchasing open space. Mr. Stickel asked the staff from the City of Brighton if they had anything to say.

Kyle Sylvester represented this project in person: Not at this time, but we are happy to answer any questions.

Ms. Dowling: I see Christine is here, who handled the interaction. This is an extremely unique intergovernmental agreement. And the district plan was put into a book, the name escapes me. I was wondering if you could talk about a conservation easement and what it means to the County and the City preserving farmland?

Christine Quinlan: I am with the Conservation Fund. The Conservation Fund has partnered with the City of Brighton and Adams County for about the last 15 years even predating the district plan we worked with Tim and Claudia Ferrell as they were the pioneers in their conservation easement in that district, they really did that in a time when their property could have been an island in a sea of development, I think the 2008 downturn. Fortunately, the downturn created a pause. City and County leaders came together to develop a plan. I work nationally and in my home state of Colorado. The work being done at HSV is about at the top of the list in terms of urgency and threat in terms of conservation easements. It is not inexpensive but in 10-15 years and in following generations we may look back and think how glad we are to be able to grow local food with our quality soils. Adams County is the catalyst with the level of funding for these projects. You are the lead partner and invest heavily. This important work could not be done without Adams County.
No further discussion.

3. Adams County – Water Efficiency Upgrades

Aaron Clark represented this project in person: This is an opportunity for us to get more irrigation, flexibility now and in the future. I am happy to answer any questions.
No further discussion.

4. Strasburg Metro Park and Recreation – Community Park East Planning

-No applicant was present for questions.
No further discussion.

5. City of Commerce City – Monaco Park Renovation Phase One

Traci Ferguson represented this project in person: Our parks are seeing a huge increase in usage. This is an opportunity for us to improve the park. I am happy to answer any questions.
No further discussion.

6. Adams County – Riverdale Bluffs Trail System Phase One

Marc Pedrucci represented this project in person: We purchased the property in 2011. We want to open it up to the public for recreation. This last year has shown us there is a demand for recreational opportunities by our residents. Any questions?
No further discussion.

7. City of Thornton – Grange Hall Creek Park Rehabilitation

Mr. Tadross, City of Thornton advised the OSAB that Paula Schulte is presenting this project and is stuck in traffic. The OSAB agreed to move this to the end to give Ms. Schulte an opportunity to address the Board.

8. LuBird’s Light Foundation – LuBird’s Playground at Stanley Marketplace

Juliet Dawkins represented this project in person: Thank you for everything you do. I just came from Stanley Market Place and the project is moving quickly now. Any questions?
No further discussion.

9. City of Brighton – Founders Plaza Phase Two

Kyle Sylvester represented this project in person: I am happy to answer any questions.
No further discussion.

10. Town of Bennett – Trupp Park Phase V

Danette Ruvalcaba represented this project via Zoom: She told the OSAB she was happy to answer any questions.
No further discussion.

11. City of Northglenn – Jaycee Park Ballfield Improvements

Julia Berry via Zoom: As a first-time applicant I want to express my gratitude. I look forward to working with you and we are excited to make improvements to the park. Any questions?
No further discussion.

12. Mapleton Public Schools – Rainbow Park at Monterey

Mike Crawford represented this project in person: Thank you for your consideration on our projects. I did want to address the issue brought up at the last public meeting. Obviously, our core mission is education of students, but we want to improve the neighborhoods, connect the community and partner with them. This is not a really a playground. We are building a playground up closer to the school this summer with School District funds. (The funds requested will support the construction of four tennis courts and a walking path complete with outdoor seating and landing areas for exercise, additional play equipment). This Park really is meant for students and the community alike. We will have a lot of space to bring the community together, tennis, walking paths, etc. We will not have gates or locks.
No further discussion.

13. City of Federal Heights – 90th Avenue Tree Planting

Renae Stavros joined remotely. No questions or comments from the Board.

14. Hyland Hills Park and Recreation – Clear Creek Valley Park Phase One

Joe Demers represented the project in person: Thank you for your consideration and all the past considerations, any questions?

Mr. Hickel: No questions, but I was very happy to see the letters included in your application.

No further discussion.

15. City of Thornton – Carpenter Recreation Center Renovations

Andrew Tadross represented the project in person.

Ms. Dowling: How many lanes are you leaving for lap swimming or lane swimming? And are the areas separate from the lazy river?

Andrew Tadross: It is all integrated so you can hop out and enter the wade pool, hot tub.

Mr. Stickel: Comment - I have done research with the staff and the issue does not prevent you from getting the grant. But one of my issues from the beginning is the fact that in your statement you said Covid has caused delays, when in fact you have almost completed the project and now you are asking for money. While it is not prohibited, cities are supposed to be doing a one-year budget. How can you go through the process, with that much notice, and just now be asking for a grant? I will be voting yes because there is nothing preventing this. But I think the message should be brought back to the City Manager that this feels very inappropriate.

No further discussion.

Grange Hall Creek (Item # 7)

Paula Schulte arrived: This project is well overdue, we have not had public sessions to date, but we have so much interest in this project.

No questions or comments from the Board.

Chair, Mr. Hickel entertained a motion to approve projects 1 – 15.

Mr. Culliard: So moved. Seconded by Mr. Weinrauch.

All in favor, none opposed.

Mini Grants:

16. Adams County Facilities – Adams County Sheriff's Memorial Wall

No questions or comments.

17. Barr Lake State Park – Lake Appreciation Day 2021

Michelle Seubert represented in person.

No questions or comments from the Board.

18. City of Northglenn – Sustainable Path to Northglenn's Trails and Waterways

Juliana Berry represented this project via Zoom. Ms. Barnes: Looking at the scope of your project, I questioned why you chose a mini grant instead of a regular grant.

Ms. Berry: Our Forestry staff was confident they could achieve the goals of this project and funding with a mini grant. No further questions or comments from the Board.

19. City of Thornton – Stocking Fish Growth for Anglers

Paula Schulte: We have applied for this before; the plan is to apply for this until the Wildlife Division tells us we have natural reproduction. No question or comments from the Board.

20. Town of Bennett – Community Garden Expansion

Danette Ruvalcaba was available remotely. No questions or comments from the Board.

Chair, Mr. Hickel entertained a motion to approve all Mini Grants, 1 – 5.

Mr. Culliard: I would like to make the motion. Seconded by Mr. Weinrauch.

All in favor, none opposed.

- X. **Confirm Ranking and Discuss Funding Strategy** – Completed above
- XI. **Funding Discussion** – Completed above
- XII. **Public Comment**

Byron Fanning: I wanted to make the announcement that we are going to ask the BoCC to increase the Mini Grant Award from a maximum of \$5,000.00 to \$25,000.00. It will be up to the Commissioners to approve that change. The \$5K maximum has been in place since the beginning and maybe it is time to raise it so more can be done in the county. No further comments.

Mr. Stickel advised attendees that the next items were OSAB discussions, and they could be dismissed but are welcome to stay if they would like.

-Followed by a 5 Minute Break.

XIII. Matters from the Parks, Open Space and Cultural Arts Department

a. OSAB By-Laws

Mr. Fanning: OSAB was provided copies that included updates and changes to the Bylaws and Policies and Procedures. Most of the changes are related to the passing of the Resolution.

Ms. Dowling: The Bylaws state we meet quarterly.

Mr. Fanning: It says we meet quarterly or as otherwise needed.

Ms. Dowling: Does March and September mean we will meet then?

Mr. Fanning: That is when the grant cycles will begin.

b. Open Space Policies and Procedures

Ms. Dowling: Items to Consider on page 15, Water Conservation, I was informed that measured water efficiency might be better terminology, same with measured energy efficiency.

Mr. Culliard: When saying efficiency, yes, I am efficient with my water but that does not say that maybe I should not be using water for something at all.

Ms. Dowling: I learned this from farmers.

Mr. Culliard: It gets the point across. I am fine with it.

Mr. Hickel: Okay, does anyone object and are you okay with using this terminology for energy as well? All agreed, no objections.

Ms. Dowling: Another is the use of recycled material and material/construction longevity. Where I live, as an example I had to use recycled material, we used recycled asphalt. A material that had a use in one place and was chopped up and is used again. Which means it is still what it once was. Then there is material in construction longevity. I think I understand that for tennis courts, etc., what I am coming around to is the pour-in- place. I understand it has its place and particular uses it is necessary, but at the end of its life, it ends up like Styrofoam. I want them to find a recyclable use. I am sure it goes into a landfill.

Mr. Fanning: I would rather not use pour-in-place when I do not have to. But when you are trying to create an accessible playground, it is necessary for wheelchairs to get around. That doesn't mean it has to be used in the entire area. Maybe we should say, use of more sustainable materials in construction, when possible.

Mr. Weinrauch: It is good to have in our applications, so people see what we are considering.

Mr. Culliard: If the 25K mini grants are being approved. Is there a way to track these funds?

Mr. Fanning: We will do that, like we do with all other grants.

Mr. Culliard: To the attorney, should we have the glossary of terms address the school uses?

Mr. Fanning: We denied a school that wanted to make improvements to an indoor school area, this makes sense because it is not readily available to citizens. It makes sense for schools to be able to use the playgrounds for their students only during school hours if the areas are available when school is not in session. We allow funds to be used on a case-by-case basis.

Mr. Edelstein: I agree that making the decisions on a case-by-case basis makes sense.

Mr. Weinrauch: I think the schools should have hours posted. If people do not know they are allowed, they may not use it.

Mr. Fanning: Would the Board like us to add in the policies and procedures that playgrounds that are used for students must post the hours the play areas are open to the public?
All in Favor.

Ms. Dowling: Should they be putting up signs that show OS Dollars are being spent?

Mr. Fanning: Yes, that is a requirement already in place.

Mr. Hicke!: Are pictures required for mini grant close outs?

Ms. Reichow: I am currently accepting photographs when do not do a physical site visit.

Mr. Weinrauch: We talked about inclusivity of the projects. I scored completely differently this round. I researched the populations, who is living there. That changed my rating. Some cities have a different population and have more money. It would be nice to get more information in applications about the population. When I looked at this it had a major impact on my ranking and moved things significantly. I looked at the income, white vs. people of color, that was a huge change for me. This is because of everything that has happened in the past year. This changed my rating. I would love to see more than just the abilities, for me it goes back to reparations some of the other key things that changed the way I think.

Mr. Fanning: I think it is a good idea. How would you want us to look at that? We could look at a 3-mile radius or a 10 mile walk or a 15-minute driving range or 25-minute walking range. None of these cities have that designation. Every city has a way of looking at a park and how and who it is serving. Trying to translate that, we could have an area where they could summarize this information, but it may look very different from city to city. That might be the best we could do.

Mr. Weinrauch: I do not think we need to define it; I was looking at socio-economic, race and ethnicity.

Ms. Dowling: There is a little difference in how the laws treat people with disabilities and how buildings are constructed. There is a little difference in terms of equity, this is access. For a blind person, the elevator beeps on each floor, but that doesn't help a deaf person. So, we are talking about accessibility for wheelchairs. That is not needed for everybody. A blind person doesn't necessarily need a flat floor.

Mr. Weinrauch: I am talking specifically about race, indigenous people, people of color, people who have had less opportunities.

Ms. Dowling: Yes, but accessibility is also part of the language.

Mr. Culliard: Income levels?

Mr. Weinrauch: Yes, income levels. If I am going into an area that is white dominated, they have already had better opportunity than people of color.

Mr. Fanning: Paul, would you like that added to the application? Such as, please give us a general idea of who this facility will serve and a demographic description.

Mr. Weinrauch: Yes.

Mr. Hickel: 30 years ago, I developed a plan with public service to run a biking community. Unfortunately, the rest of the group was blinded. If we can get past some of the cities and make an open space plan. Thornton by far, has the most open and easy plan. Have we pulled together with all the cities and worked with DRCOG?

Mr. Fanning: We have not worked with DRCOG but we have weekly meetings with all the ADCO Directors. It will be going to bi-weekly now because things are picking back up. We are looking at bigger cooperation's as we move forward.

Mr. Edelstein: Can I add a thought? To the extent of Board members using outside research and using outside research in decision making processes, that should never happen. That is Ex parte (communications-unclear?). That should never happen. The only information OSAB should rely on is in these meetings and in the applications provided or what people testify to you. If you want to research something, you should go to the staff to see if it is okay, then it needs to be provided to all the board to decide on.

Mr. Fanning: Is this okay to add then?

Mr. Edelstein: I would say racial and economic demographics are not specifically authorized as part of the Open Space process.

Mr. Fanning: Should we change the language from demographics?

Mr. Edelstein: Racial and economic profiling, there is no real good way of asking the question. I would say try to be as discreet as possible.

Mr. Culliard: Describe the end user or something like that.

Mr. Edelstein: As you look through the resolution there is none of this.

Mr. Fanning: We will run it by you prior to making any additions.

Ms. Dowling: Am I correct in saying ADA, because taxpayer money is being used, that is a legitimate consideration?

Mr. Edelstein: It is a legitimate consideration for the end users. Each of them has an ADA plan that they must comply with. We do not want to get involved in the ADA.

Ms. Dowling: They must meet those standards?

Mr. Edelstein: Yes, and they are their own.

Mr. Fanning: Okay, we will add what we can.

Mr. Weinrauch: Please reach out to me, this is the work that I do. One more thing: One of the questions around P and P's, we talked about grants that keep coming back to us year after year. They must be able to sustain themselves.

Mr. Fanning: Salaries are eligible for project and must have an end date.

Mr. Weinrauch: So, we are okay with an entity coming back year after year for the same project?

Mr. Fanning: Yes, if the funding is available and it is for advancing the open space.

c. **Advancing Adams**

Presentation provided by Mr. Fanning.

d. **Study Session Date Confirmed**

July 20th Public Hearing: TBD

Mr. Hickel: Are you going to get us the calendar for the second half of 2021?

Ms. Reichow: Yes, that is also available online.

XIV. **Matters from the Open Space Advisory Board**

Lessons learned during Covid:

Mr. Weinrauch: Some of the videos were awful this time around, but I like being able to see the videos as I am looking at the applications. I think we should continue that process instead of tours. Some folks had their communications team make them and you could tell. Maybe we could offer them good practices.

Ms. Dowling: These are not videographers.

Mr. Weinrauch: Most have a department for it.

Ms. Dowling: But not all.

Mr. Fanning: We could offer suggestions, Paul would you mind sending some examples over?

Mr. Hickel: Anything else on Zoom?

Mr. Weinrauch: I like Zoom, sometimes I cannot get here, and it makes it more equitable for others who can't. Other points I wanted to add, the application format was terrible. I know it is new, but I hope it gets better. Also, the score sheets do not align with the applications. I prefer everything as a .pdf so I can make it recognizable text.

Mr. Hickel: I recommend everyone gets an iPad and all the paperwork goes on that.

Mr. Fanning: We can investigate that.

XV. Adjournment

Chair, Mr. Hickel entertained a motion to adjourn. Seconded by Mr. Culliard and Ms. Barnes. All in favor.

Meeting adjourned at 8:17 p.m.

**ADAMS COUNTY OPEN SPACE ADVISORY BOARD
BY-LAWS**

ARTICLE I – NAME

The name of this organization shall be the Adams County Open Space Advisory Board (“Board”).

ARTICLE II – PURPOSE

The mission of the Adams County Open Space Program is to preserve open space, to promote responsible growth, to preserve farmland, to protect wildlife areas, wetlands, rivers and streams, and to create, improve and maintain parks and recreational facilities.

Therefore, the purpose of the Board shall be:

- A. To advise and make recommendations to the Board of County Commissioners regarding the disbursement of “Open Space Sales Tax” revenue for the acquisition, maintenance, or preservation of open space; and
- B. To implement the provisions as detailed in **Resolution 2020-480** as adopted by the Board of County Commissioners.

ARTICLE III – MEMBERS

- A. The Board shall consist of seven members appointed by the Board of County Commissioners. Four (4) of these members shall be residents of unincorporated Adams County and three (3) shall be residents of cities or towns located in Adams County.
- B. The jurisdictions represented on the Board shall rotate in the following systematic order: Brighton, Thornton, Westminster, Bennett, Northglenn, Federal Heights, Aurora, Arvada, Commerce City.
- C. Members shall serve four-year terms of office, except the initial term of two (2) members from the unincorporated area of Adams County and two (2) members from cities and towns shall be six (6) years.
- D. Members may be re-appointed to successive terms.
- E. Members shall serve at the pleasure of the Board of County Commissioners.
- F. If a member of the Board resigns or is removed from service on the Board for any reason, a successor will be appointed by the Board of County Commissioners to fill the term.

- G. Board members who have three (3) unexcused absences from regular meetings within any twelve-month period may be removed from office by the Board of County Commissioners. This does not include special meetings or field trips.

ARTICLE IV – ELECTION OF OFFICERS

- A. The regular members of the Board shall annually elect from their membership a **Chair** and **Vice-Chair**. Officers shall assume office immediately upon election and serve for one (1) year term.
- B. The annual election shall occur during the first public meeting following the annual reorganization of the Board. A non-Board member shall convene and conduct this election until all officers are elected, at which time the newly elected **Chair** shall conduct any further business to come before the Board.
- C. Upon proper nomination and a second by Board members, a nominee for **Chair** shall be considered. A majority vote of members present shall be required to elect a **Chair**.
- D. In the election of Officers, each Board member shall be entitled to only one (1) vote. There shall be no proxy voting.
- E. In the event that the duly elected **Chair** becomes unable to complete the term of office, the **Vice-Chair** shall automatically assume the position of **Chair** until the completion of the term, and a new **Vice-Chair** shall be elected at the next regular meeting in accordance with the provisions of these By-laws. In the event the **Vice-Chair** is unable to complete the term, an election shall be held at the next regular meeting to fill the vacancy. Said election shall be in accordance with the provision of these By-laws.
- F. If neither the **Chair** nor the **Vice-Chair** is present, any member in attendance shall call the meeting to order, and the Board shall immediately elect by majority vote a **Chair Pro Tem** to preside at that meeting. Such office shall be terminated by the entrance of the **Chair or Vice-Chair**.

ARTICLE V – DUTIES OF OFFICERS

- A. **Chair:** The **Chair** shall preside over all meetings of the Board and decide procedural issues in accordance with accepted principles of decorum and Robert's Rules of Order Newly Revised. The **Chair** shall be a voting member of the Board and is accorded the same rights and privileges accorded other members of the Board.

EXHIBIT C

- B. **Vice-Chair:** The **Vice-Chair** shall preside in the absence of, or at the request of, the **Chair**. In this instance, the **Vice-Chair** shall be accorded the same privileges and responsibilities as the **Chair**.
- C. **Secretary:** **Parks, Open Space and Cultural Arts staff** shall serve as Secretary, but shall not sit as an Officer of the Board and shall not have voting privileges. In addition to other assigned duties, the Secretary shall prepare the minutes for public meetings.

ARTICLE VI – MEETINGS

- A. The Board shall meet quarterly, or as necessary to review proposed projects, beginning in the first quarter of 2000. All meetings shall be held in accordance with the Open Meetings Law, C.R.S. Section 24-6-402.
- B. Executive Sessions may be called by a two-thirds (2/3) vote of the quorum present for the purpose of discussing privileged information as defined C.R.S. Section 24-6-402(4).
- C. Field trips and work sessions may be called with proper notice by the **Chair**.
- D. Full and timely notice of a meeting shall be posted in accordance with Adams County policy, but no less than twenty-four (24) hours prior to the holding of the meeting.

ARTICLE VII – VOTING

- A. A simple majority of the current membership of the Board will constitute a quorum. No official business can be conducted without a quorum present.
- B. In the event of a tie vote, the motion being voted on shall be deemed to have failed.
- C. Conflict of Interest:

Members have the right and the obligation to vote on all questions before them and to participate in the business of the Board, except when conflict of interest exists.

Each member is responsible for determining when a conflict of interest exists and is bound by the rules of conduct for local government officials as set forth in C.R.S. Section 24-18-109.

If any member has a conflict of interest with any item, the member shall notify the Board and the public in attendance of the conflict of interest. The member shall not participate in either the Board's discussion or voting on the item.

Ex parte contacts are contacts between individuals seeking to influence a decision and members of the Board outside the meeting forum. Members shall attempt to avoid ex parte communications. Should ex parte contacts occur where relevant information is obtained and considered by a member, then such information shall be disclosed prior to or at the time of the public meeting so that interested parties may have an opportunity to respond.

ARTICLE VIII – AUTHORIZED PROJECTS AND USE OF FUNDS

In making recommendations to the Board of County Commissioners, the Board shall abide by Section 7. C. of Resolution 2020-480, which provides for both active and passive uses and describes how the funds are to be used, the allowable expenditures and the agencies that are permitted to apply.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the Board in all matters to which they are applicable.

ARTICLE X – AMENDMENTS

These By-laws may be amended at a regularly scheduled meeting by a two-thirds (2/3) vote of the appointed Board members, and after approval of the Board of County Commissioners.

ARTICLE XI – SEVERABILITY

If any section, subsection, sentence, clause, or phrase of these By-laws is, for any reason, held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these By-laws.

Adams County Open Space Program Policies and Procedures



Newly Revised and Adopted June 24, 2013

As Amended January 6, 2014, November 14, 2017, July 14, 2020

and TBD

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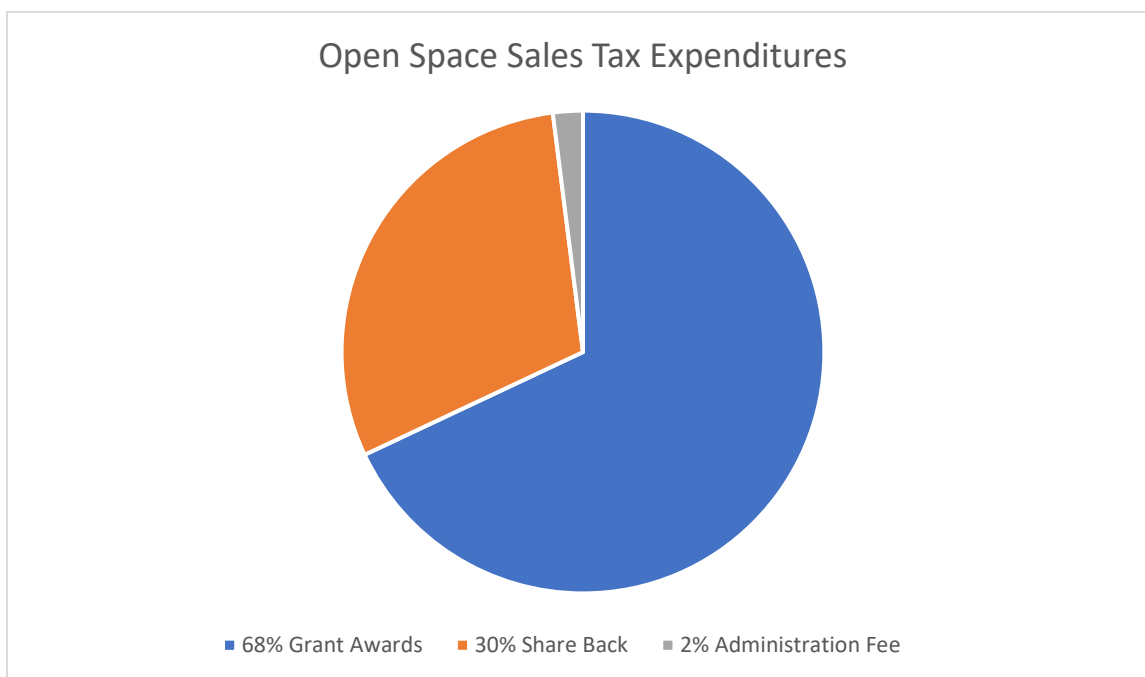
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Introduction

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

At an election on November 3, 2020, Adams County citizens then approved permanently extending the existing county wide sales tax of one-fourth of one percent (one-fourth penny per dollar) for the continued purpose of preserving open space and creating and maintaining parks and recreation facilities.



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% Share back funds and the administration of the 68% Grant Fund.

2% Administration Fund

The 2% Administration Fund is the first set of funds removed from the Sales Tax revenues. These monies are used annually to fund the salaries and benefits of Open Space staff who administer the program. In addition, these funds are used for the day-to-day administration of the entire Sales Tax revenue. Major costs from this fund include public relations costs (such as promotional materials, attending local community days, and publishing an annual report), and all costs associated with coordinating two grant

cycles per year. The budget for these funds is developed annually by Open Space staff and is approved by the Adams County Parks and Open Space Director, the Adams County

Finance Department staff, and ultimately the Adams County Board of County Commissioners (BoCC) 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% Share back funds were used. The County will also compile a list of projects funded in the past year, including a brief description of each project and the amount of funding awarded.

Annual Audits

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

30% Share back Program

Purpose

The Share back 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 share back is distributed as described in Section 7(b)(iii) of Resolution 2020-480:** “After payment of the administrative fee, thirty percent (30%) of the remaining Open Space Sales Tax collected shall be automatically returned to the cities, towns and unincorporated area of Adams County in the same proportion as is the ratio of Open Space Sales Tax collected within the city, town or unincorporated area to the total County sales tax collections, as computed from information provided by the Colorado Department of Revenue. This money may be used by the jurisdiction for either active or passive uses but shall not be used to augment existing parks and open space budgets”.

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

Eligible Expenses

Share back funds received by the qualified jurisdiction may be used for passive or active uses. However, there are some limitations to use of the share back funds, including but not limited to:

- **As stated in Resolution 2020-480 Section 7 (c) (iv),** “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

- Funds from the 30% distribution can be used to maintain active and passive projects previously funded through the Open Space Sales Tax but may not otherwise augment existing budgets.

Annual Reporting

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

68% Grant Fund

Purpose

The 68% Grant Fund is a competitive grant process where parks and open space projects compete for limited funds available through the Sales Tax program. Applications are reviewed by the Open Space Advisory Board (OSAB), comprised of seven (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 March and September. For a more detailed grant cycle schedule, visit www.adcogov.org/open-space-grant-information or contact Open Space Sales Tax Grant Program staff.

Applicant Eligibility

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

Qualified Jurisdictions

The Qualified Jurisdictions are defined as the sales tax collecting entities in the County and special districts that solely provide parks or recreational facilities or programs currently include: City of Arvada, City of Aurora, Town of Bennett, Bennett Park and Recreation District, City of Brighton, City of Commerce City, City of Federal Heights, Hyland Hills Park and Recreation District, City of Northglenn, Strasburg Parks and Recreation District, City of Thornton, City of Westminster, and Adams County.

Qualified jurisdictions must have an adopted Parks and/or Open Space Plan. Metropolitan Districts that provide park and recreation services among other services shall not be considered park and recreation districts for the purposes of these policies and procedures.

Sponsored Organizations

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

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

Eligible Projects

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

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

Eligible Project Types

The following is a list of eligible projects for the Adams County Open Space Sales Tax Grant Program.

This list comes from Resolution 2020-480 7-(c). 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 the following:

- 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
 - 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 2020-480 7-\(c\)](#), 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

- The terms **Passive** and **Active** are only used for internal purposes.
- **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 \$25,000. 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.

Submission Requirements

Each qualified jurisdiction or sponsored organization applying to the Open Space Program may only submit up to three (3) grants per grant cycle, up to two (2) of which may be full project applications (i.e., not mini grants). For sponsored organizations, each project in a single grant cycle must be sponsored by a different qualified jurisdiction. Each qualified jurisdiction may only sponsor one project per grant cycle

from any given sponsored organization, but there is no limit on the total number of applications a qualified jurisdiction may sponsor in any grant cycle. Sponsored applications do not count against a qualified jurisdiction's allowed number of applications per grant cycle.

Applications must be submitted online during the spring and fall grant cycles. Applications are submitted online at www.adcogov.org/open-space-grant-information. No applications will be accepted after the deadline date, with the exception of additional documentation requested by the Parks, Open Space and Cultural Arts 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 Parks, Open Space and Cultural Arts staff as soon as it becomes necessary to change the primary contact person.

Matching Funds

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.

All projects must leverage the funds being requested of the Open Space Grant Program. **Applicants must provide a minimum of 30% of the total project costs toward the project. Any additional funds brought toward the project will be considered favorably by the OSAB during their evaluation.**

Application Components Specific to Real Estate Transactions

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

wishes to be reimbursed for that additional amount, a request will be sent to the BoCC for approval prior to reimbursement.

Application Criteria and Scoring

OSAB will request presentations by applicants for all applications. Presentations for mini-grant applications are welcomed but not required. Presentations will not be scored and are for informational purposes only. The OSAB will review projects and make funding recommendations to the BoCC based on criteria and information provided by the applicant in the following categories:

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

Other factors favorably considered by the OSAB when included in an applicant's answers to the existing questions on the grant application:

- Inclusivity of projects for people of all abilities
- Measured water efficiency
- Measured energy conservation
- Facility maintenance
- Use of recycled material
- Use of sustainable materials in construction, when possible
- Use of native/Colorado appropriate species

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

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

After Grant Award

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

“Funds were awarded from proceeds of the Adams County Open Space Sales Tax, which was passed by Adams County voters in 1999, and reauthorized in November 2004 to be extended until December 31, 2026 and **reauthorized for a permanent extension on November 3, 2020**”.

Grant Agreement

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

Project Due Date

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

Project Extension Policy

Requests for extension must be received prior to the project due date, preferably one month prior to the project due date. **A sample Extension Request form is available on the website at <https://www.adcogov.org/open-space-grant-information> under “Required Forms”. Forms 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 form is available on the website at [https://www.adcogov.org/open-space-grant-information under "Required Forms"](https://www.adcogov.org/open-space-grant-information-under-Required-Forms).** Forms may be updated at any time.

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.

School playgrounds funded by the Open Space Tax must post the hours that the play areas are open to the public. Example: Playground is closed while school is in session from 8 am to 2pm. Playground is open to the public from 3:30 p.m. time to 8:00 p.m.

Reimbursement and Closeout Process

Funds will be disbursed:

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

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

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

In the case of periodic reimbursements, all procedures for reimbursement remain the same, see All Other Projects Reimbursement Process section below. The reimbursement will be for the awarded percentage for the project for that time period. Open Space staff will keep records of all periodic reimbursements to ensure that the total never exceeds the maximum award stated in the grant agreement.

Failure to provide requested documents may result in non-compliance. Examples of all forms can be found at www.adcogov.org/open-space-grant-information under required forms.

Land Acquisition/Conservation Easement Reimbursement Process

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

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

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

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

All Other Projects Reimbursement Process

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

- Grant Closeout Request Form
- Completed Grant Closeout Worksheet
- Copies of ALL invoices listed on Grant Closeout Worksheet

- Copies of cancelled checks (front and back) for all costs indicated on Grant Closeout Worksheet OR
- Signature of authorized Financial Officer on Grant Closeout Worksheet certifying all payments have been made
- Documentation for all in-kind donations (e.g., letter from donor stating value, invoice from business indicating value)
- Examples of all forms can be found at www.adcogov.org/open-space-grant-information under “Required Forms”.

Reporting Following Closeout

As stated in [Resolution 2020-480](#), “no land or interests acquired with revenues of the Open Space Sales Tax may be sold, leased, traded, or otherwise conveyed, nor may an exclusive license or permit on such land or interests be given, without the approval of such action by the Board [of County Commissioners]”.

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

Code of Ethics

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

Glossary of Terms

ACTIVE USE: Lands for park purposes and other recreational uses such as sports fields, golf courses and recreation centers. Park purposes shall be defined as the construction, equipping, acquisition and maintenance of park and recreational improvements and facilities for the use and benefit of the public. [\(Source: Resolution 2020-480, Section 7 \(b\)\(iv\)\(2\)\(B\), item iii\)](#)

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 2020-480, Section 7 (b)(iv)(2)(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.

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.

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 3, 2020 TO AUTHORIZE
THE PERMANENT EXTENSION OF AN EXISTING COUNTYWIDE SALES TAX OF
ONE-FOURTH OF ONE PERCENT (ONE-FOURTH PENNY PER DOLLAR) FOR THE
CONTINUED PURPOSE OF PRESERVING OPEN SPACE AND CREATING AND
MAINTAINING PARKS AND RECREATION FACILITIES; SETTING THE BALLOT TITLE
AND TEXT FOR THE ELECTION; AND PROVIDING THE EFFECTIVE DATE OF SUCH
RESOLUTION

Resolution 2020-480

WHEREAS, the Board of County Commissioners (the “Board”) of Adams County, Colorado (the “County”), has determined that it is in the public interest and a priority of the residents of Adams County to protect water quality, wildlife areas, and wetlands; preserve farmland; protect open space to limit sprawl; and to create, improve and maintain parks, trails, and recreational facilities in Adams County; and,

WHEREAS, the Board has determined that there is and will be a deficiency in available funds to protect water quality, wildlife areas, and wetlands; preserve farmland; protect open space to limit sprawl; and to create, improve, and maintain parks, trails, and recreational facilities in Adams County for the foreseeable future; 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 the approval of the registered electors of the County; and,

WHEREAS, in 1999, the voters of Adams County approved a one-fifth of one percent (one-fifth penny per dollar) countywide sales tax 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 through 2006; and,

WHEREAS, in 2004 the voters of Adams County voted to increase the tax to one-fourth of one percent (one-fourth penny per dollar) to preserve land that protects water quality; protect wildlife areas, wetlands, rivers, and streams; preserve farmland; protect open space to limit sprawl; and for creating, improving, and maintaining parks, trails, and recreation facilities; and to extend the tax through 2026; and,

WHEREAS, the Board has determined that, as a result of the increase in growth in the County, the need to preserve open space has become increasingly urgent; and,

WHEREAS, the Board has therefore concluded that it is in the best interest of the residents of, and quality of life in, Adams County to permanently extend the existing one-fourth of one percent countywide sales tax (the “Open Space Sales Tax”), the receipts from which shall be restricted in application to the Open Space Program, as enumerated herein and in Resolutions 99-1 and 2004-01; and,

WHEREAS, the Board has determined that a ballot issue regarding a permanent extension of the Open Space Sales Tax for the purposes enunciated herein and in Resolutions 99-1 and 2004-01 should be submitted to the eligible electors of the County at the November 3, 2020 general election; and,

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

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

1. An election shall be held on Tuesday, November 3, 2020, at which there shall be submitted to the eligible electors of the County a ballot issue authorizing a permanent extension of the Open Space Sales Tax originally imposed pursuant to Resolution No. 99-

1, and increased and extended pursuant to Resolution No. 2004-01 (the “Open Space Sales Tax”), the title of which issue shall be in substantially the following form:

ISSUE 1A

WITH NO INCREASE IN ANY COUNTY TAX RATE, SHALL ADAMS COUNTY’S EXISTING OPEN SPACE SALES TAX OF ONE-FOURTH OF ONE PERCENT (ONE-FOURTH PENNY PER DOLLAR) BE PERMANENTLY EXTENDED WITH THE PROCEEDS TO CONTINUE TO BE USED SOLELY TO:

PRESERVE LAND THAT PROTECTS WATER QUALITY;

PROTECT WILDLIFE AREAS, WETLANDS, RIVERS, AND STREAMS;

PRESERVE FARMLAND;

PROTECT OPEN SPACE TO LIMIT SPRAWL; AND;

FOR CREATING, IMPROVING, AND MAINTAINING PARKS, TRAILS, AND RECREATION FACILITIES; AND

WITH ALL COUNTY EXPENDITURES TO BE ALLOCATED BETWEEN ACTIVE AND PASSIVE OPEN SPACE USES BASED ON THE RECOMMENDATIONS OF A CITIZEN ADVISORY COMMISSION AND SUBJECT TO AN ANNUAL AUDIT, WHICH TAX SHALL BE IMPOSED, COLLECTED, ADMINISTERED, AND ENFORCED AS PROVIDED IN RESOLUTION 2020-480 AND SHALL ALL REVENUES FROM SUCH TAX AND ANY EARNINGS THEREON, INCLUDING REVENUES SHARED WITH THE INCORPORATED CITIES AND TOWNS IN ADAMS COUNTY, FOR THE DURATION OF THE TAX, CONSTITUTE A VOTER-APPROVED REVENUE CHANGE FOR THE PURPOSES OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION AND ANY OTHER REVENUE LIMITS IMPOSED BY THE LAWS OF THE STATE OF COLORADO?

YES _____

NO _____

2. The election shall be conducted by the Adams County Clerk and Recorder (“Clerk and Recorder”) in accordance with the Uniform Election Code, C.R.S. § 1-1-101, *et seq.*, 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 conducting this election shall be performed by the Clerk and Recorder.
4. The Clerk and Recorder shall cause all notices of election to be provided in accordance the laws of the State of Colorado, including but not limited to, the Uniform Election Code and TABOR.
5. Pursuant to C.R.S. § 29-2-104 (5), the Clerk and Recorder shall 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. If a majority of the votes cast on the ballot issue of permanently extending the imposition of the Open Space Sales Tax are in favor of such ballot issue, the Open Space Sales Tax shall be permanently extended and shall apply to all taxable transactions, unless exempt, occurring on or after January 1, 2021, and shall be collected and administered in accordance with County Resolutions 99-1, 2004-01, and this Resolution and the schedules set forth in the rules and regulations promulgated by the Colorado Department of Revenue.
 - (a) *Extension of the Imposition of the Sales Tax.* There is hereby permanently extended the imposition on all sales of tangible personal property at retail or the furnishing of services in the County, as provided in section 29-2-105, *et. seq.*, C.R.S., as amended, a tax equal to one-fourth of one percent of the gross receipts (the “Open Space Sales Tax”).

(b) *Transactions Subject to the Sales Tax.* The transaction subject to the Open Space Sales Tax shall be as set forth below and as required by Colorado state law.

- (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., except as provided herein, and shall be subject to the same exemptions as those specified in part 7 of article 26 of title 39, C.R.S., expressly including the exemption allowed by section 39-26-709 (1), C.R.S., for purchases of machinery or machine tools, the exemption for sales of electricity, coal, wood, gas, fuel oil, or coke specified in section 39-26-715 (1)(a)(II), C.R.S., the exemption for sales of food specified in section 39-26-707 (1)(e), C.R.S., the exemption for vending machine sales of food set forth in section 39-26-714 (2), C.R.S., the exemption for occasional sales by a charitable organization set forth in section 39-26-718 (1)(b), C.R.S., the exemption for sales and purchases of farm equipment and farm equipment under lease or contract specified in section 39-26-716 (1)(d), (2)(b) and (2)(c), C.R.S., and the exemption for sales of low-emitting motor vehicles, power sources, or parts used for converting such power sources as specified in section 39-26-719 (1), C.R.S. Also expressly exempted are pesticides that are registered by the commissioner of agriculture for use in the production of agricultural and livestock products pursuant to the provisions of the “Pesticide Act,” article 9 of title 35, C.R.S., and offered for sale by dealers licensed to sell such pesticides pursuant to section 35-9-115, C.R.S., all sales and purchases of parts used in the repair or maintenance of farm equipment, all shipping pallets or aids paid for by a farm operation, and aircraft designed or adapted to undertake agricultural applications, and all sales and purchases of dairy equipment. Also expressly exempted are the exemption for sales of machinery or machine tools specified in section 39-26-709 (1), C.R.S., used in the processing of recovered materials by a business listed in the inventory prepared by the department of public health and environment pursuant to section 30-20-122 (1)(a)(V), C.R.S.; the exemption for sales of wood from salvaged trees killed or infested in Colorado by mountain pine beetles or spruce beetles as specified in section 39-26-723, C.R.S.; the exemption for sales of components used in the production of energy, including but not limited to alternating current electricity, from a renewable energy source specified in section 39-26-724, C.R.S.; the exemption for sales that benefit a Colorado school specified in section 39-26-725, C.R.S.; the exemption for sales by an association or organization of parents and teachers of public school students that is a charitable organization as specified in section 39-26-718 (1)(c), C.R.S.; the exemption for sales of property for use in space flight specified in section 39-26-728, C.R.S.; and the exemption for manufactured homes set forth in section 39-26-721 (3).
- (ii) The Sales Tax shall not be imposed on the sale of construction and building materials, as the term is used in section 29-2-109, C.R.S., 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 6 (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 6 (a) hereof.

- (c) *Determination of Place at Which Sales are Consummated.* For the purpose of this Resolution, all retail sales are sourced as specified in section 39-26-104 (3), C.R.S. The amount subject to the Sales Tax shall not include the amount of any state sales and use tax imposed by article 26 of title 39, 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.

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

- (a) *Open Space Advisory Board.* The Open Space Advisory Board shall continue to be appointed by the Board of County Commissioners.

- (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 were 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 they 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, or as necessary to review proposed projects. All meetings shall be held in accordance with Colorado 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 has established an Open Space Fund within which all revenues and expenditures from the Open Space Sales Tax are accounted for.
- (ii) Two percent (2%) of the Open Space Sales Tax collected shall continue to 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 continue to 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 described above, the 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, defined as:
 - (A) Passive open space uses 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) Active uses 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 of 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.
8. If a majority of the votes cast on the ballot issue of permanently extending the Open Space Sales Tax are in favor of such issue, the Clerk and Recorder shall 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, 2021.
 9. For the purpose of C.R.S. § 1-11-203.5, this Resolution shall serve to set the ballot title for the ballot question set forth herein, and the ballot title for such ballot question shall be the text of the ballot question itself.
 10. 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.
 11. The rate of the Sales Tax and the deposit of revenues collected from 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.
 12. All actions not inconsistent with the provisions of this Resolution heretofore taken by 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.
 13. All prior acts, orders or resolutions, or parts thereof, by the County inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.
 14. 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.

- 15. The cost of the election shall be paid from the County’s general fund.
- 16. This Resolution shall take effect immediately upon its passage.

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

Henry	_____	Aye
Tedesco	_____	Aye
Pinter	_____	Aye
O’Dorisio	_____	Aye
Hodge	_____	Aye
Commissioners		

STATE OF COLORADO)
County of Adams)

I, Josh Zygielbaum, 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. 2020.

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

Josh Zygielbaum:



By:



Deputy



STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: July 20, 2021
SUBJECT: SCFD Funding Allocation Recommendation
OFFICE/DEPARTMENT: Adams County Cultural Council (ACCC) / Parks, Open Space & Cultural Arts
CONTACT: Byron Fanning, Zoe Ocampo, Melvin Wardlow
FINACIAL IMPACT: None
SUPPORT/RESOURCES REQUEST:
DIRECTION NEEDED:
RECOMMENDED ACTION: To present 2021-2022 SCFD Tier III funding recommendations for Adams County SCFD applicants.

DISCUSSION POINTS:

SCFD money is a tax collected by SCFD and distributed to each county in the district. The Council reviews all Adams County applications and provides funding recommendations to the Commissioners for final authorization.

Adams County Cultural Council &
Parks, Open Space and Cultural Arts

2021-2022

SCFD Funding Recommendation



2021/2022 Adams County SCFD Funding Allocation:

\$1,847,519.57



2021 - \$1,847,519.57
2020 – \$1,356,701.11
2019 - \$1,757,482.19



2021/2022 Applicants

76 Organizations

- 18 General Operating Support
 - 3 Visual Arts Projects
 - 114 Small/Large Projects



General Operating Support

18 Requests

Funding: 20%, *based on raised revenue*

- A Child's Song
- Adams County Historical Society
- Adams County Visual Arts Commission
- Brightonmusic Choir and Orchestra
- Colorado Educational Theatre
- Commerce City Cultural Council
- Inside the Orchestra
- Kim Robards Dance
- Life/Art Dance Ensemble
- Northglenn Arts and Humanities
- Northland Fine Arts
- Paletteers Art Club
- Platte Valley Players
- Skyline Chapter, Sweet Adeline's International
- Thornton Arts, Sciences and Humanities
- Thornton Community Band
- Thornton Community Chorus
- Westminster Community Artist Series

Recommended Awards: \$283,947.14

Visual Art Projects

3 Requests

Funding: 100% of request

- Brighton Cultural Arts Commission: *Sculpture Walk/Art on Loan*
- Northglenn Arts & Humanities Foundation: *Northglenn Art on Parade*
- Thornton Arts, Science and Humanities: *2022 Outside the Box Traffic Mural Project*

Recommended Awards: \$163,500

Small & Large Projects

114 Requests

Funding: 100% funded

SMALL, 25 Requests

- Superior, 92%, 9 projects
- Excellent, 81%, 12 projects
 - Good, 72%, 4 projects

Total awarded: \$69,303.62

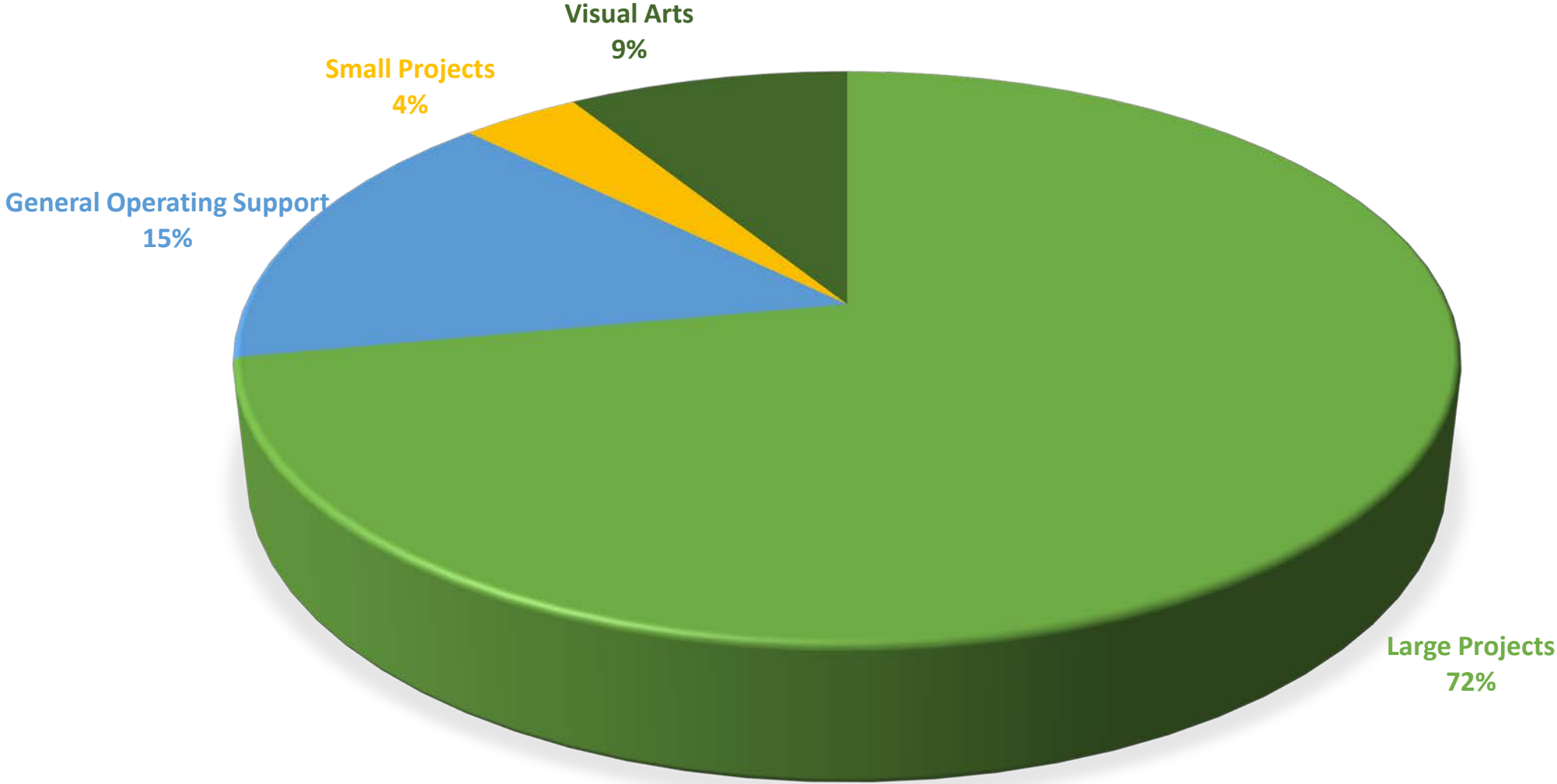
LARGE, 89 Requests

- Superior, 91%, 17 projects
- Excellent, 81%, 32 projects
 - Great, 70%, 28 projects
 - Good, 60%, 4 projects

Total awarded: \$1,330,711.22

Recommended Awards: \$1,400,014.84

FUNDING BREAKDOWN



Staff and Council Funding Recommendation

- General Operating Support - \$287,947.14
 - Projects - \$1,400,014.84
 - Visual Arts Projects: \$163,500

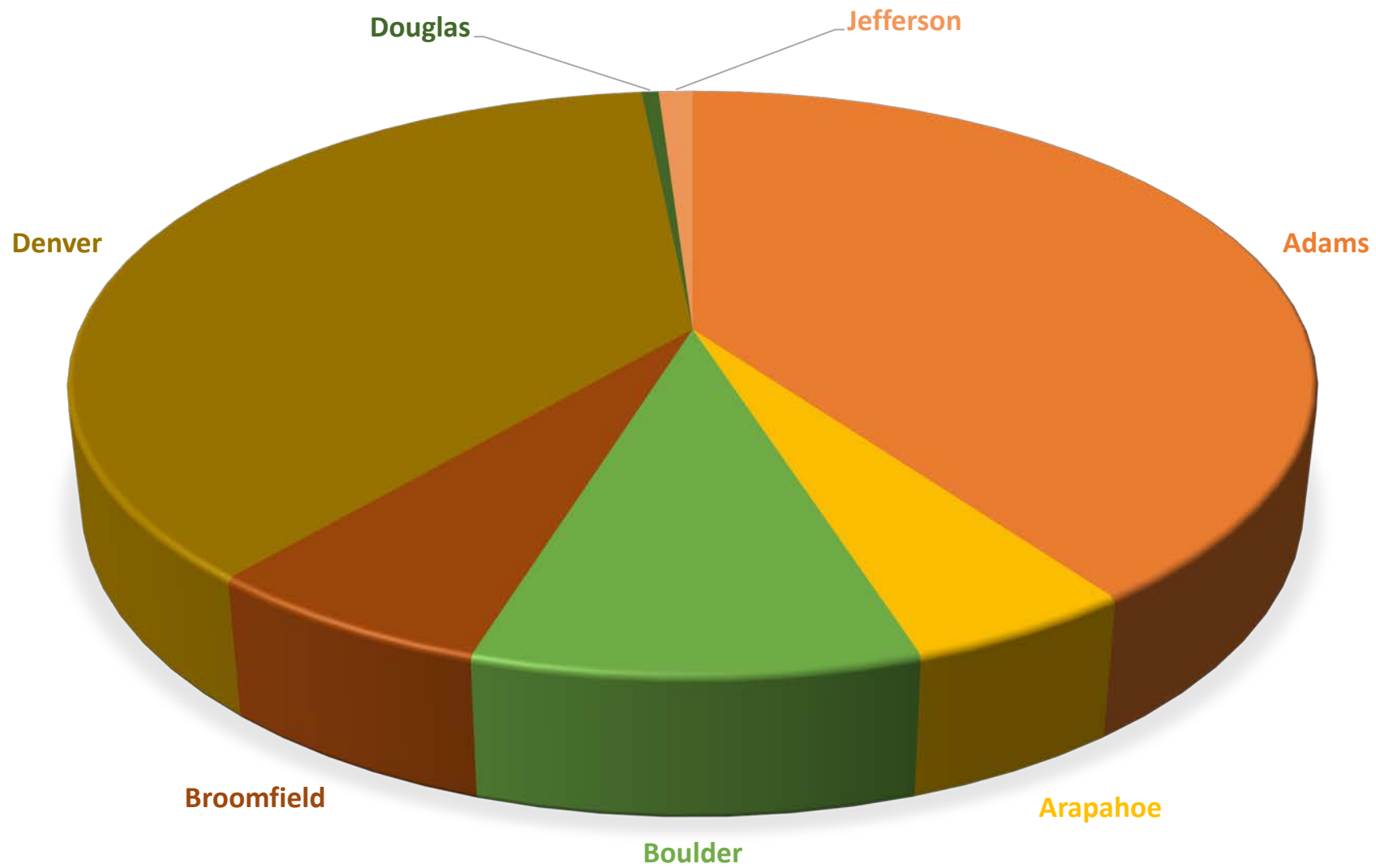
Total awarded: \$1,847,461.98

Total carryover: \$57.59



Questions?

HOME COUNTY BREAKDOWN





STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: July 20, 2021
SUBJECT: Sheriff's Office Quarterly Staffing Update
OFFICE/DEPARTMENT: Sheriff's Office, County Manager's Office
CONTACT: Sheriff Rick Reigenborn and Alisha Reis, Deputy County Manager
FINACIAL IMPACT: \$1,672,805 annually for 17 FTE (deputies)
SUPPORT/RESOURCES REQUEST: 17 FTE Relief Factor Staffing
DIRECTION NEEDED: Approval to go to budget amendment for the approval of the 17 FTEs.
RECOMMENDED ACTION: Approval.

DISCUSSION POINTS:

- Quarterly update to the Board on the Sheriff's Office staffing plan and strategy created in November 2021.
- Progress on the 5 goals of the Sheriff's Office, including continuation from Quarter 1 update of the goal related to patrol staffing – "Reduce time to respond to 911 calls (from dispatch to deputy on scene) – and the goal to "Reduce crime caseload per detective and increase clearance rates".
- More in-depth information to be presented on calls for service and investigations (demand), outlining the need for staffing based upon data showing an inability to focus proactively on community patrol and to address cases beyond violent crime in investigations due to lack of personnel.
- Discussion of monthly leave numbers and their impact to workforce availability (15-20 FTE out monthly, after accounting for COVID-based leave).
- Recommendation to allow for a relief factor staffing force (17 FTE) to boost workforce availability impacted by routine monthly.
- Additional staff availability at patrol works through to additional capacity at detectives.

Sheriff's Office Quarterly Update to County Commissioners

Staffing Request

**Study Session
July 20, 2021**



Overview

- Building upon staffing analysis presented in Nov. 2020
- Quarterly updates by the Sheriff to roll out identified goals, action plans over an 18- to 24-month timeline
- Dashboard to monitor progress and report to Commissioners
- Project team regular check-ins to assess progress and assist Sheriff's Office team in developing next steps, considering methods of breaking through logjams
- *Today is the second quarterly check-in, when we will focus on 2 of the 5 Sheriff's Office goals*



5 Goals



Reduce crime caseload per detective and increase clearance rates



Implement the mandates of Senate Bill 20-217



Increase cadet recruitment numbers and retention rates



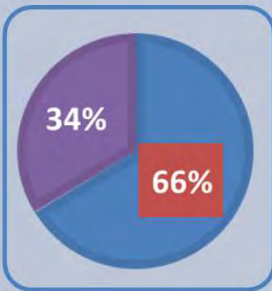
Reduce time to respond to 911 calls (from dispatch to deputy on scene)



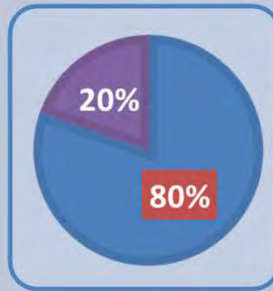
Increase safety, performance and staffing within the jail



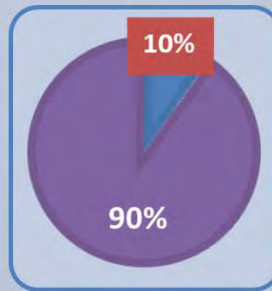
Making Progress



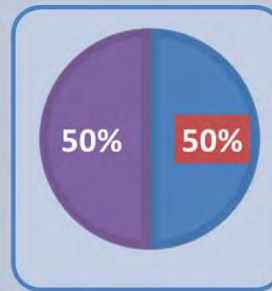
Reduce crime caseload per detective and increase clearance rates



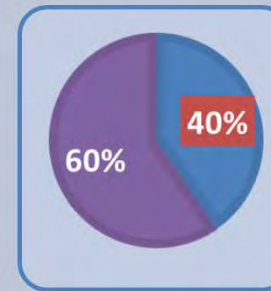
Implement the mandates of Senate Bill 20-217



Increase cadet recruitment numbers and retention rates



Reduce time to respond to 911 calls (from dispatch to deputy on scene)



Increase safety, performance and staffing within the jail



Focus This Quarter

Continued from Quarter 1

Success:

- 5-minute response time by geographic area

Current Steps:

- First focus: Patrol staffing
- **Building eligibility list for quicker hiring**
- Data analysis per geographic regions, call type
- Lag to dispatch problem
- Number within retirement eligibility
- **Additional concern:** FTEs on leave



Reduce
time to
respond to
911 calls
(from
dispatch to
deputy on
scene)



Focus This Quarter



Reduce
crime
caseload
per
detective
and
increase
clearance
rates

Success:

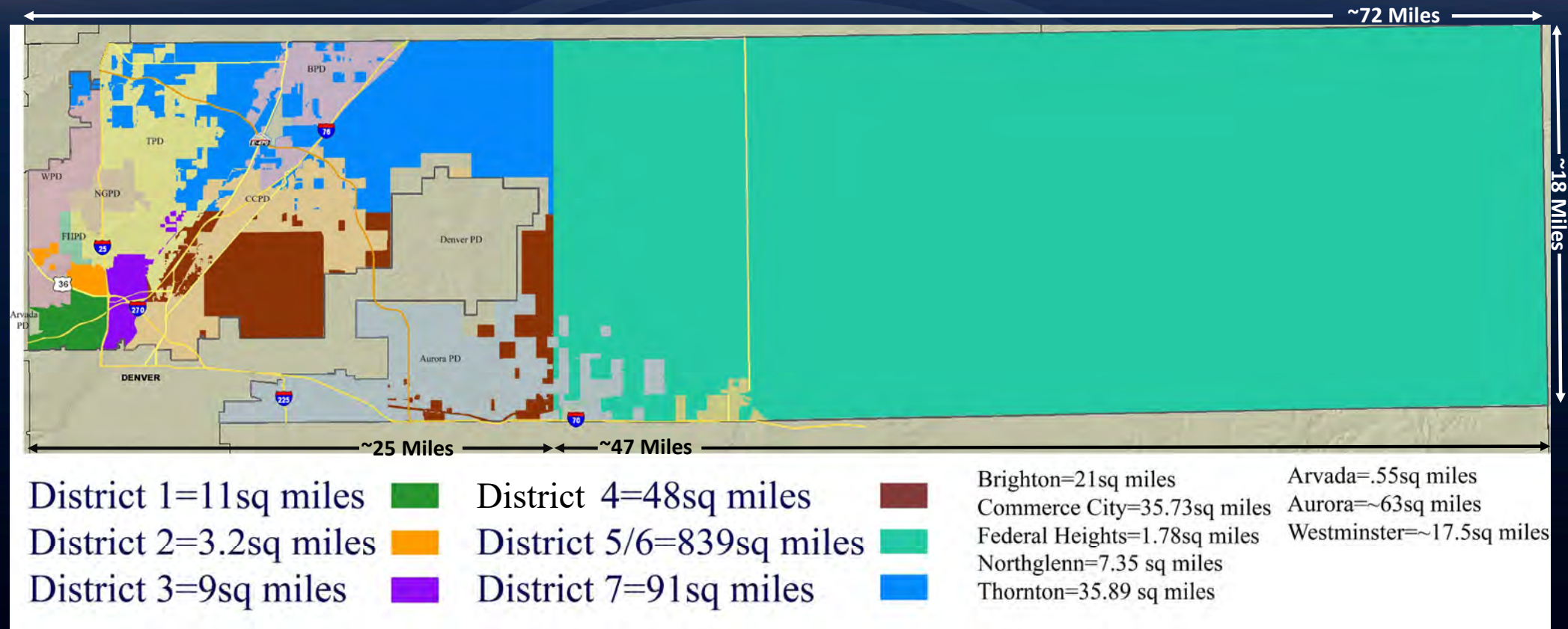
- # of clearances increased
- Decrease in # of work hours for violent, property crimes
- Decrease in # of cases per detective
- Reduction in violent and property crimes
- Retention of experienced detectives
- Increase in community confidence

Current Steps:

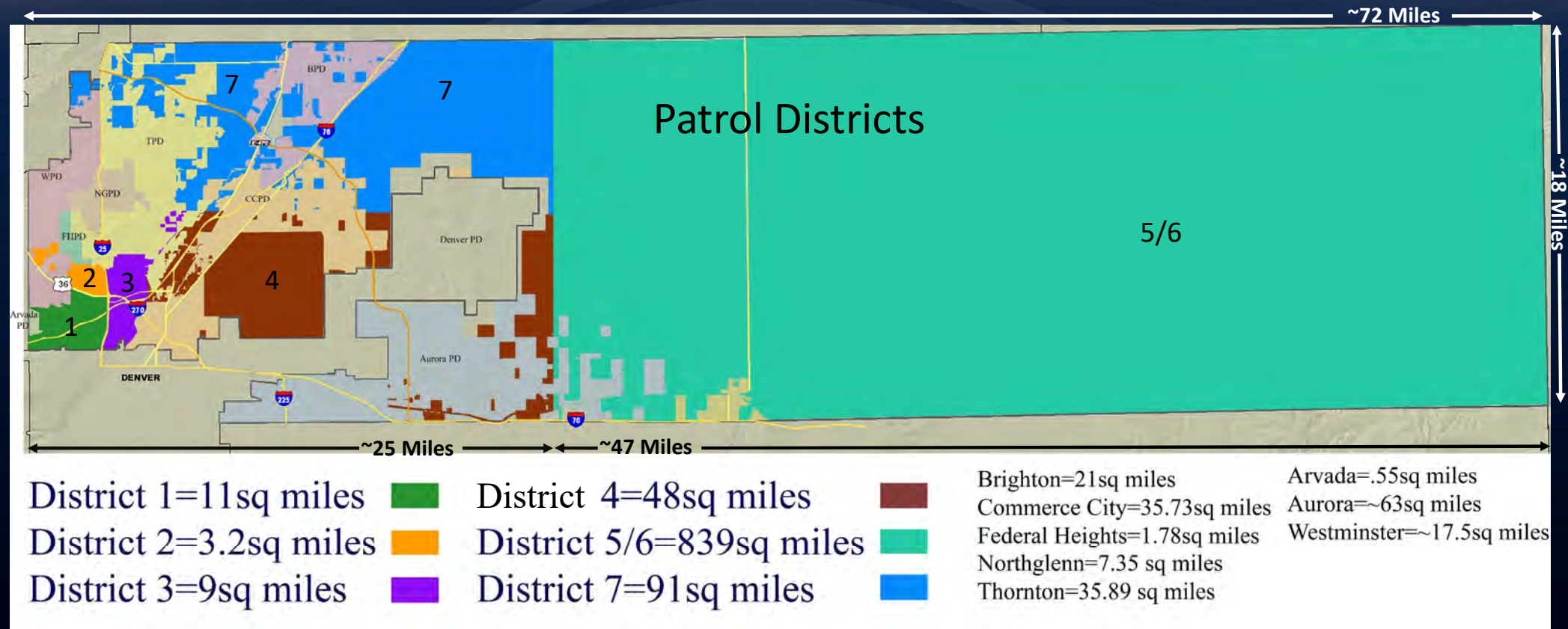
- Data analysis to determine case levels, current/desired clearance rates
- Compensation analysis for equitable pay
- Identification of efficiencies to address “burnout” feeling



Unincorporated Adams County = roughly 1,001 square miles out of 1,184 total

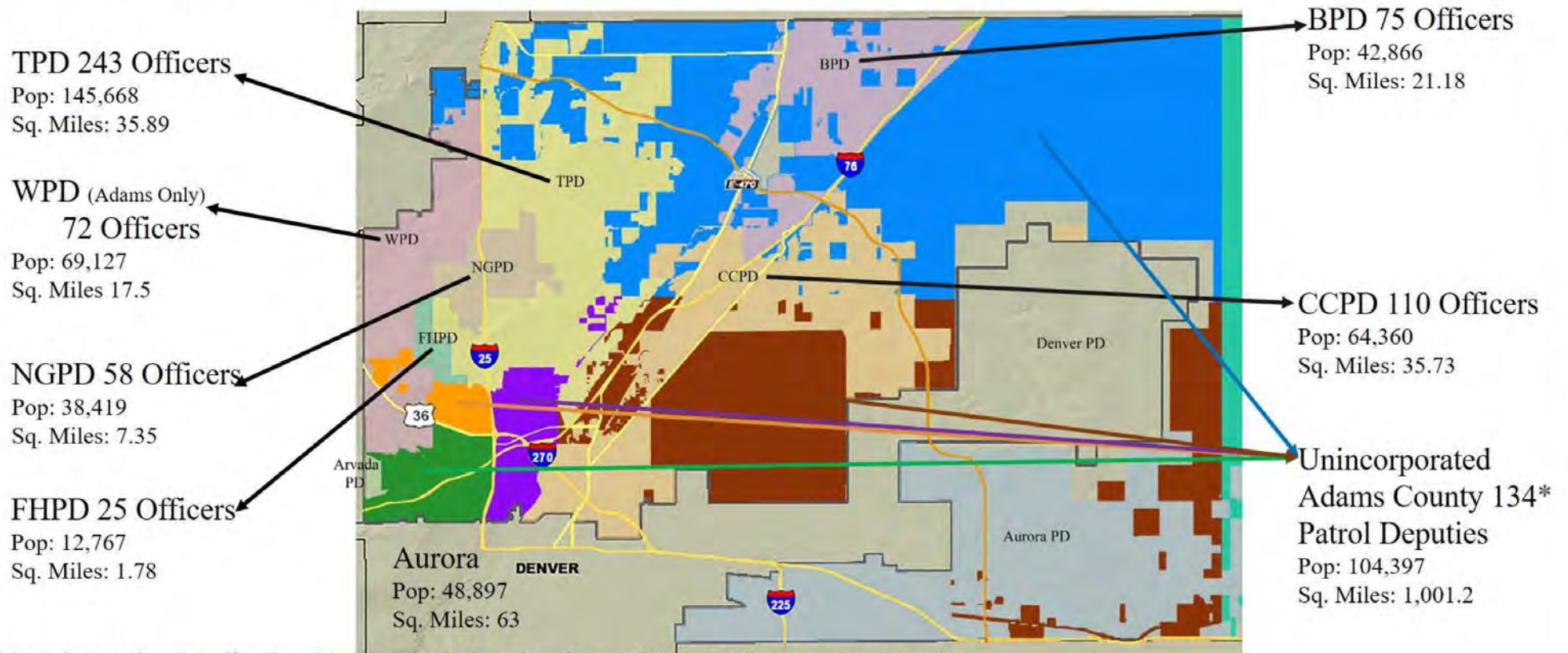


Unincorporated Adams County = roughly 1,001 square miles out of 1,184 total



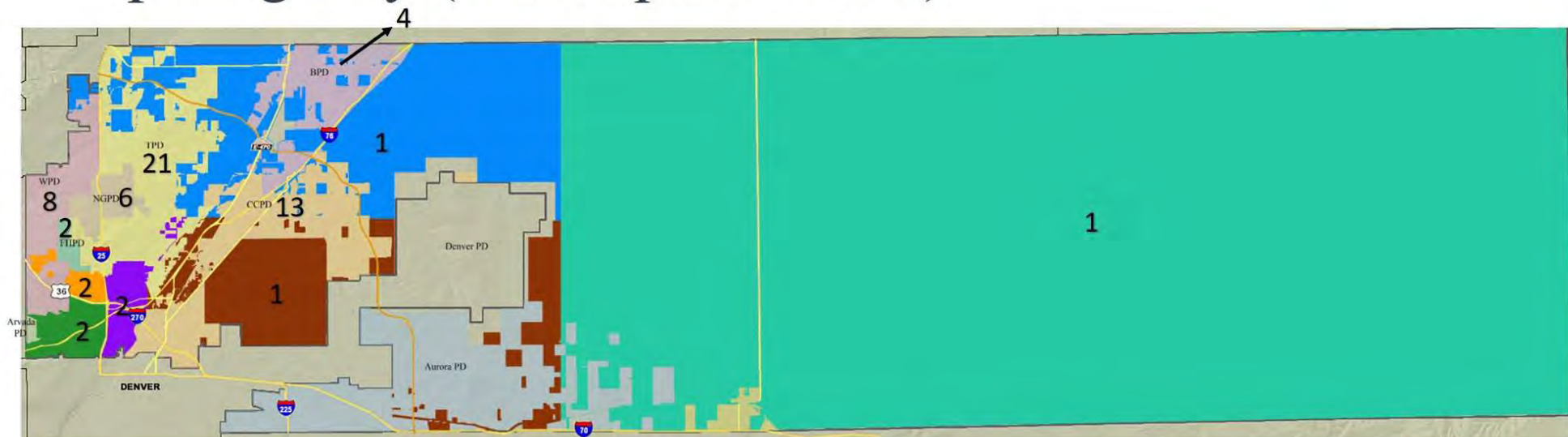
Total Adams County Law Enforcement *Patrol* Officers per City and County

*(Data **does** include Special Teams/Traffic/SRO)*



Population data 2021 from: <https://worldpopulationreview.com/en/states/cities/colorado> & Wikipedia 2019 estimated population data
Officer Data 2019 from: <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/tables/table-78/table-78-state-cuts/colorado.xls>

Average Deputy(s)/Officer(s) assigned per shift / per agency (with square miles)



District 1	2	11 ² Mi	District 4	1	48 ² Mi	*Brighton	4	21.18 ² Mi	*Northglenn	6	7.35 ² Mi
District 2	2	3.2 ² Mi	District 5/6	1	839 ² Mi	*Commerce City	13	35.73 ² Mi	*Thornton	21	35.89 ² Mi
District 3	2	9 ² Mi	District 7	1	91 ² Mi	*Federal Heights	2	1.78 ² Mi	*Westminster (Adams Only)	8	17.5 ² Mi

Total personnel each 24 hour day 9


*70% of total numbers of Patrol Officers vs. actual Patrolling staff *Does not include SRO or Supervisors

period (ACSO=2 Deputies/per shift/per district x 3 shifts for 24 hours=36 Patrol Deputies/per day)

District 1  11^{2M}

Distict 4 3 48^{2Mi}

*Brighton 11 21.18^{2M}

*Northglenn 18 7.35^{2M}District 2 6 3.2^{2MI}District 5/6 3 839^{2Mi}*Commerce City 38 35.73^{2MI}*Thornton 63 35.89^{2Mi}District 3  92Mi District 7 3 91^{2Mi}

*Federal Heights 6 1.78^{2Mi}

*Westminster (Adams Only) 24 17.5^{2Mi}

Total personnel each 24 hour day 27

***70% of total numbers of Patrol Officers vs. actual Patrolling staff *Does not include SRO or Supervisors**

Patrol & Detectives



- Violent crime addressed only – *because the Agency does not have the manpower to work lower-level crime, e.g. auto theft*
- Reactive policing, “running call to call”
- Most seasoned people in detectives unit; highest retirement risk
- Detectives understaffed at 16 detectives
- Lag-to-call issue in patrol
- Heavy, increased call load



Calls for Service (CFS)

Calls for Service (CFS) are Deputies/Officers responding to a situation at the request of dispatch or citizen flag down:

- Dispatch by Adams County Communication Center (ADCOM)
- Deputy-initiated contact
- Citizen flag down
- Request for mutual aid

Calls for Service are categorized for data purposes as:

- Violent CFS
 - When dispatched or initiated as “Violent Crime”, the reason for the response will be classified as such until the incident is National Incident-Based Reporting System (NIBIRS) coded or otherwise cleared
- Property CFS
 - When dispatched or initiated as “Property Crime”, the reason for the response will be classified as such until the incident is National Incident-Based Reporting System (NIBIRS) coded or otherwise cleared
- Other CFS
 - Are the remaining CFS that do not fit into the “Violent/Property” classification
 - » Barking Dog, Speeding, Medical advise, etc.



Calls for Service (CFS) vs. National Incident-Based Reporting System (NIBRS) Defined:

- Numbers derived from Calls for Service (CFS) are Deputies/Officers responding at the request of dispatch, citizen flag down , etc.
 - Numbers derived for the National Incident-Based Reporting System (NIBRS) are data collected on every incident and arrest in the Group A offense category by the Federal Bureau of Investigation (FBI):
 - Group A refers to:
Animal Cruelty, Arson, Assault (Aggravated, Simple, Intimidation), Bribery, Burglary, Counterfeiting/Forgery, Vandalism, Drugs, Embezzlement, Extortion/Blackmail, Fraud, Gambling, Homicide, Human Trafficking, Kidnapping, Larceny, Motor Vehicle Theft, Pornography, Prostitution, Robbery, Sexual Offences, Stolen Property and Weapon Law Violations
- ** If a CFS propagated into a Statutory violation and fell into the Group A category, the appropriate NIBRS identification classification would be assigned, recorded and sent to the FBI- NIBRS database****



Calls for Service (CFS) vs. National Incident-Based Reporting System (NIBRS) Defined:

- Every unincorporated Adams County NIBRS crime (5,000 to 6,000 Felony and Misdemeanor cases each year) are followed up on and investigated by the Sheriff's Office Detective Division
- The Detectives are made up of 18 case-carrying personnel who must handle more than 250-330 cases per Detective each year
 - Temporary backfilling is not an option without extensive training and a field training officer (FTO) process to gain the ability to investigate and file cases properly with the District Attorney's Office
 - Court-related activities, FMLA, illness, vacation, and continual training pull from the 18 allocated Detectives, further reducing available personnel

**Detectives work short-handed on a continual basis*



2018-2020 CFS Violent / Property Crime Comparison with other Agencies within Adams County

	2018	2019	2020
ACSO	12,525 Violent 9,330 Property	12,803 Violent 10,127 Property	13,136 Violent 10,852 Property
Brighton PD	4,991 Violent 1,315 Property	4,701 Violent 1,266 Property	5,432 Violent 1,119 Property
Northglenn	6,027 Violent 5,579 Property	6,296 Violent 5,302 Property	5,470 Violent 4,744 Property
Fed. Heights*	2,561 Violent 2,013 Property	2,243 Violent 1,745 Property	Unavailable Unavailable
Commerce City	7,440 Violent 8,213 Property	7,948 Violent 8,307 Property	7,592 Violent 7,945 Property
Thornton*	15,008 Violent 15,184 Property	15,557 Violent 16,538 Property	15,213 Violent 15,700 Property



* LUMEN Data for Brighton, Northglenn, Federal Heights, and Commerce City were pulled using the same parameters as the Adams County Sheriff's Office data. Thornton Police Department uses a different records management system; therefore, the parameters are slightly different but comparable to the rest of the data. Federal Heights discontinued pushing their data into Lumen in 2020, so their data is unavailable for that year.

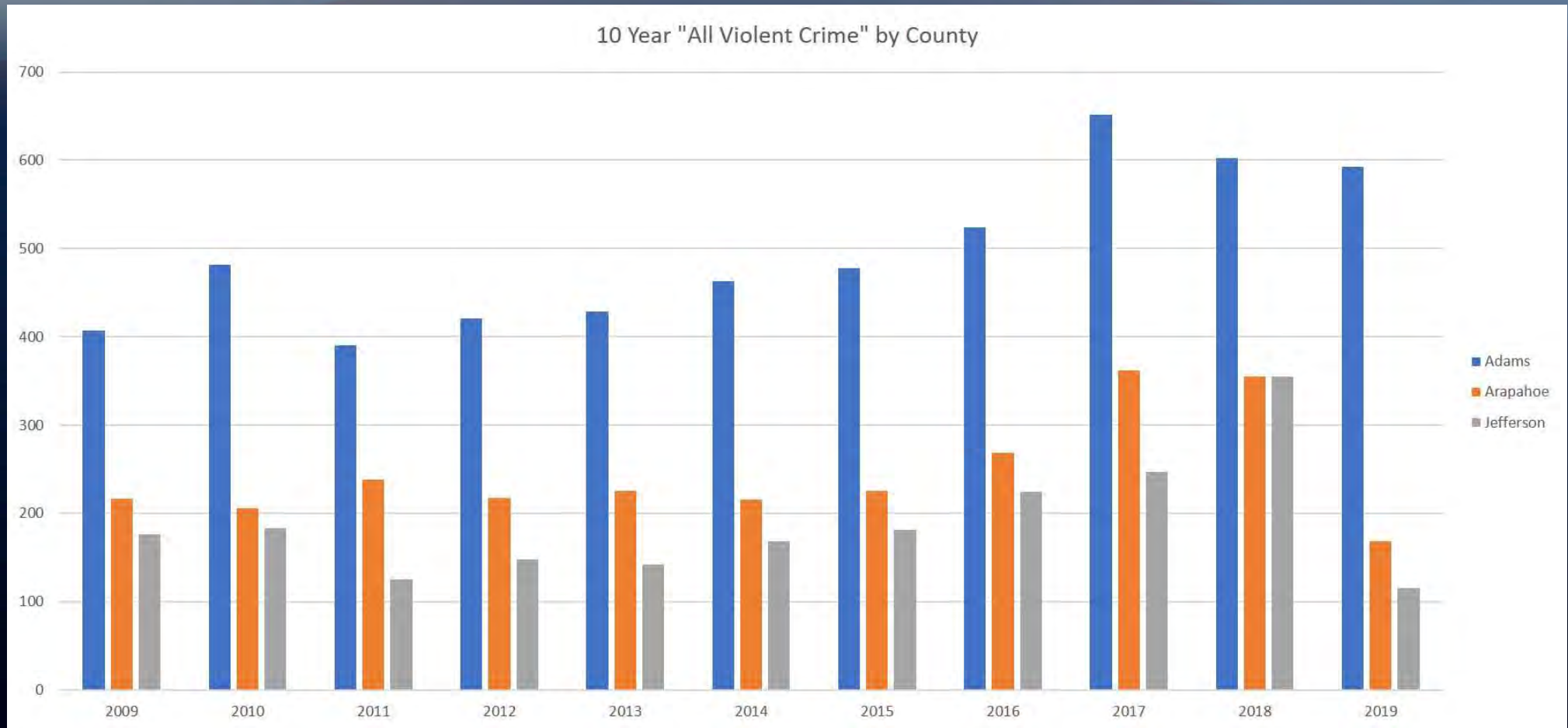
2018-2020 Calls for Service (CFS) Comparison with Other Agencies within Adams County

AGENCY	2018	2019	2020
ACSO	88,270	92,442	88,129
Brighton PD	58,313	66,546	70,047
Northglenn PD	51,608	51,018	43,551
Federal Heights PD	31,883	33,018	Unavailable
Commerce City PD	94,346	99,875	88,832
Thornton PD	139,461	174,006	157,101



*Thornton Police Department has their own dispatch call center and receives every call through their system.

10-Year County Violent Crime Comparison



ICMA/Center for Public Safety Management (CPSM) Rule of 60 Guidelines

“As a general guideline, ICMA applies a “Rule of 60” to evaluate police department staffing allocation and deployment. This Rule of 60 applies to three critical variables:”

- “There should be approximately 60 percent of the total number of sworn officers in a department assigned to the patrol function... ~The mean patrol percentage is 66.1 percent.”
- “The average workload for patrol staffing should not exceed 60 percent...In other words, the busiest communities in the ICMA analysis do not dedicate more than 60 percent of their patrol resources towards workload (which includes public initiated CFS, police-initiated CFS, administrative and out-of-service time, as well as directed patrol time).”
- “The Total Service Time (officer-minutes) should not exceed a factor of 60. The mean service times presented above are 22.1 officer-minutes for a police initiated CFS, and 48.0 officer-minutes for a CFS received from the public through 911.”



CFS and Proactive Policing

- “From an officer’s standpoint, once a certain level of CFS activity is reached the officer’s focus shifts to a CFS-based reactionary mode.
- ***Once a threshold – or saturation point – is reached, the patrol officer’s mindset begins to shift from a proactive approach in which he or she looks for ways to deal with crime and quality-of-life conditions in the community to a mindset in which he or she continually prepares for the next CFS.***
- After saturation, officers cease proactive policing and engage in a reactionary style of policing.”

“Uncommitted time is spent waiting for the next call. The saturation threshold for patrol officers is believed to be 60 percent.”



ACSO 2018-2020 Annual Calls for Service (CFS) and Average Time Spent on Each Response

2018 - 88,270 = 10 Calls per hour

2019 - 92,442 = 11 Calls per hour

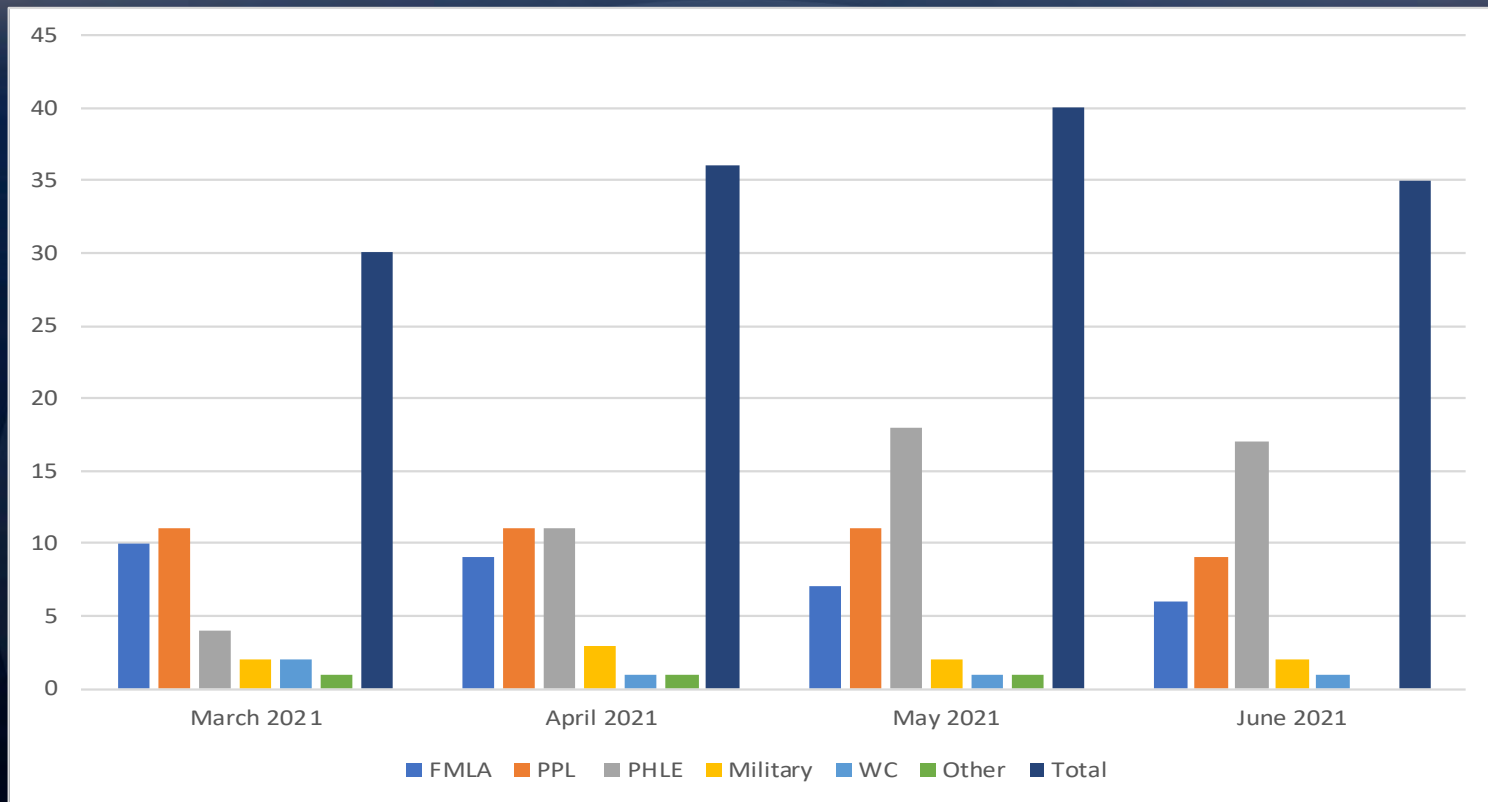
2020 - 88,129 = 10 Calls per hour

IF each call were only 6 minutes in duration, each hour is spent responding to calls, and not proactively policing or following up on previous CFS investigations (searching for the DV suspect and so on).

*****A saturation threshold for the ACSO Deputy has been reached,
with 90% of their time running from call to call*****



Additional Consideration: Staff Routinely on Leave



Relief Factor Staffing

- 17 FTE recommended for relief factor staffing
- COVID-based sick leave expected to normalize
- Other leaves consistent, with 15 to 20 FTEs out monthly
- Some are longer time periods, e.g. military leave



Better patrol staffing also means relief for detectives

- If patrol staffing was at an acceptable ratio, the patrol deputies would have the time to perform a better on-scene investigation and gather more information – possibly gather evidence at the scene, speak with potential witnesses – so detectives wouldn't need to perform follow-up investigations.
- If deputies had the ability to write their reports shortly after leaving the call for service, the reports might contain more and clearer information. Currently most patrol officers are so busy they write their reports at the end of shift, which means some detail might be lost or confused and placed in the wrong report.



Updates in Staffing

- Needs identified by staff analysis
 - Patrol (14 minimum to 65 target/goal-driven)
- Vacancies – about 20 certified/non-certified FTEs
 - Reclassing to meet current needs, will need backfill
- Academy Candidates
 - April: 24, July: 15 = 39 (Sheriff's Office to retain)
 - 34 weeks training (Academy + FTO process)

Strategies

- Recruitment efforts, succession planning
- **No longer 2-year waiting period to transfer from Jail to Patrol**
- Co-responder plans → RFP/Determine interested partner/costs
- Needed staffing to address lag to dispatch (patrol)
- Plus lateral candidates as available



Timeline/Phasing



Increase
safety,
performance
and staffing
within the
jail

- Body Camera team approved in April 2021 (12 FTE)
- Reclassing vacancies to current needs; will need backfill
- **Proposing 17 for relief factor staffing**
- 2022 FTE requests based on staffing analysis (esp. detectives/jail)
- Final quarterly update in 2021 will be October, re: Jail goal





STUDY SESSION ITEM SUMMARY

DATE OF STUDY SESSION: 7/20/21
SUBJECT: Private Activity Bond Update
OFFICE/DEPARTMENT: Economic Development / Community and Economic Development Department
CONTACT: Max Daffron
FINACIAL IMPACT: n/a
SUPPORT/RESOURCES REQUEST: Support application to move forward in the bond assignment process
DIRECTION NEEDED:
RECOMMENDED ACTION: positively support Maiker application to move forward in bond assignment process

DISCUSSION POINTS:

- Economic Development team will be presenting the application received for the Private Activity Bond. With a positive support for the application, the team will move forward with the process with bond council.

Private Activity Bonds

FY 2021



Advertising

- Press Release
- Social Media
- Reaching out to developers
- Reaching out to Housing Authorities
- Reaching out to past applicants



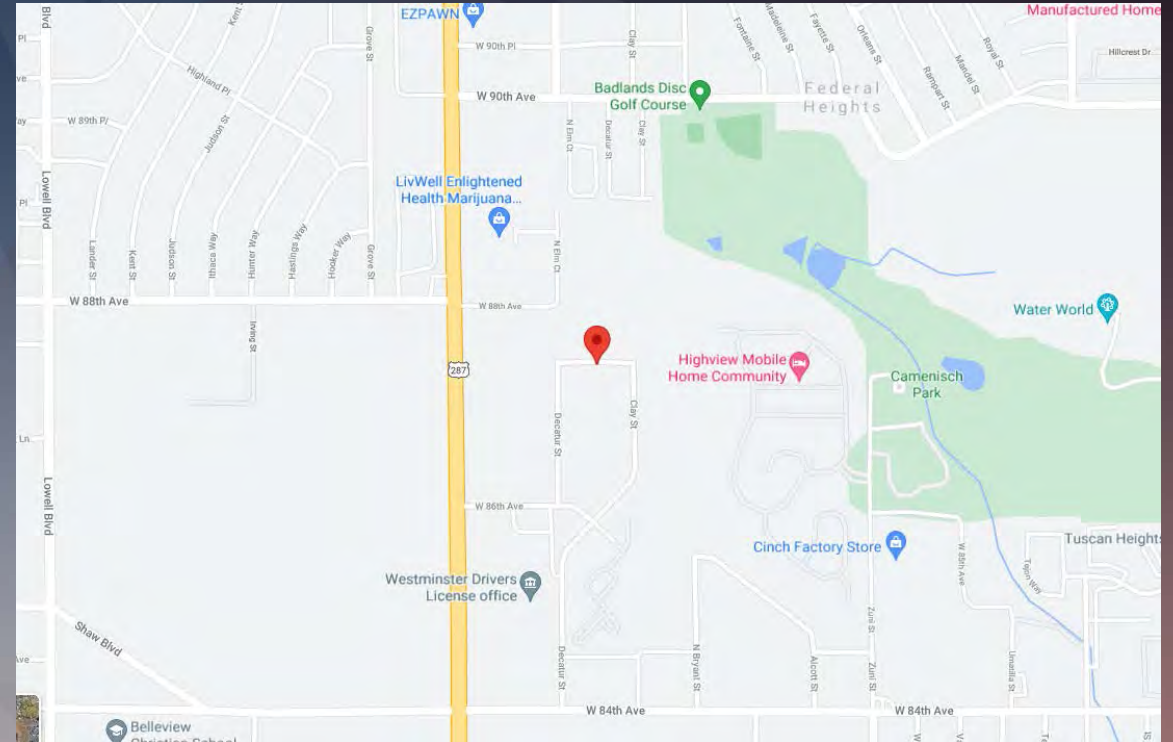
Application Process

- Applicants had from April 27, 2021 – May 28, 2021 to apply
 - Description of the company/organization
 - Description of the project/property
 - General description of the assets to be purchased/constructed
 - Cost estimates for the proposed facility
 - Amount of proposed PAB funds and other leveraged funds
 - How many Adams County residents potentially served
 - Demonstration of repayment abilities/schedules
 - Project timetable
 - The targeted income levels of people served
 - Amount of new jobs created



The Applicant

- Maiker Housing Partners and St. Charles Town Company are in discussion for “Overlook at Uplands” at 8775 S Clay Street in Westminster
 - 247 Units
 - All at or below 60% AMI
 - Serving larger families (2-3 bedrooms)
 - Clubhouse, computer center, fitness center, patio/pool area, playground, sports courts, pond
 - Each unit includes appliances, large closets and oversized patios
- Requesting \$6,009,763 in PAB funds (full amount of funds)



Next Steps

- ✓ Present application to Board of County Commissioners
- ✓ Submit application to Bond Counsel
- Present the Resolution of Inducement to the Board of County Commissioners for consideration
- Adoption of an Inducement Resolution through a hearing before the Board of County Commissioners

