MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 18, 2021

RE: Draft Traffic Control Gate Policy & Gate Access with RFID tag FAQs

DISCUSSION:

Based on the Board's previous discussions regarding the gates, attached for your review and input is a draft Town of Foxfield Traffic Control Gate Policy and a draft of Gate Access with RFID Tag FAQs.

ATTACHMENTS:

Exhibit A: Draft Town of Foxfield Traffic Control Gate Policy

Exhibit B: Draft Gate Access with RFID Tags FAQs

Town of Foxfield Traffic Control Gate Policy

The Town of Foxfield has two (2) traffic control gates, one at South Richfield Street and one at East Fremont Avenue. Each property in the Town of Foxfield is eligible to receive two (2) vehicle RFID (Radio Frequency Identification Device) tags at no charge. Additional tags are available to Foxfield residents at a current one-time fee of $5/each. In addition, because Chapparal and Chenango neighborhoods are immediately adjacent to the Town of Foxfield, 50 tags per neighborhood will be available for purchase at an annual cost of $25 per tag.

Foxfield residents may purchase RFID tags on the Town of Foxfield website. A current vehicle registration will be required for each tag purchased. Once the purchase has been completed and property ownership has been verified, tags will be mailed to the resident.

Chapparal and Chenango residents may purchase RFID tags from their HOAs.

The Cherry Creek School District will be provided three (3) RFID tags for their buses to access the bus stops located in the Town.

Our Lady of Loreto and Kingdom Hall of Jehovah's Witnesses will each be provided with two (2) RFID tags and are not eligible to purchase any additional.

Please note the following:

- The vehicle must be registered to a resident of the property.
- If the vehicle is registered to a company, a letter from the company on company letterhead stating that the vehicle is to be solely used by the employee and/or any authorized person must be presented with the vehicle registration.
- If purchasing a new vehicle, please use the temporary registration provided by the DMV to purchase the tag.
- The Town must be notified when a vehicle or property is sold so that the RFID tags can be inactivated.
- If the RFID tag is not working, please do not remove it. Contact the Town of Foxfield so that staff can troubleshoot the problem. If the tag is removed it will be destroyed and a replacement will need to be purchased.

HOURS OF OPERATION
When the gates are first put into service (expected in early March 2021) they will be operating 24 hours a day Monday-Friday to get people used to them. After the gates have been in operation for approximately one month, this will be evaluated by the Board of Trustees to determine if the gates will be changed to operate only during rush hours in the morning and evening.

EMERGENCY ACCESS

The gates will have a Fire Strobe system for emergency access. This provides rapid access to the gates and opens them when activated by an emergency vehicle equipped with a standard Opticom type operational strobe. In addition, the Sheriff's department also requested a keypad entry.

VIOLATION OF POLICY

If a violation of this policy occurs, a fee of up to $100 may be accessed per violation.

Gate Access with RFID Tags FAQs

RFID is an acronym for Radio Frequency Identification Device. The RFID tag is a small transponder applied to the vehicle's windshield which triggers the gate to open. The tag is nontransferable.

How does RFID work?
At each gate there is an RFID panel which is programmed to read the RFID tag. When the vehicle approaches, the panel reads the valid RFID tag and will automatically open the gate arm.

Vehicles trying to enter without a tag will need to turn around in the turnaround areas located by the gates. Backups may occur while commuters adjust to the new gates.

Who can get an RFID tag?
RFID tags are for Town of Foxfield residents. Up to 100 non-resident tags will be available for residents of Chapparal (50) and Chenango (50) only. Two (2) RFID tags will be provided to each Foxfield residence at no cost. Additional resident tags can be purchased at the current one-time cost of $5 each. Non-resident tags will be available at an annual cost of $25 each.

How do I get an RFID tag?
To be eligible for a resident RFID tag, the vehicle must be registered to a Foxfield address. Please visit the Town of Foxfield's website to apply for resident tags. Non-resident tags will be distributed through the HOAs of Chenango and Chapparal.

What if my registration does not have a Foxfield address?
The DMV requires that the address on the vehicle's registration be updated within 30 days of a new address becoming effective. Go to https://mydmv.colorado.gov/ or your local DMV office to update your address.

If the vehicle is registered to a company, a letter must be presented with the vehicle from the company on company letterhead stating that the vehicle is to be solely used by an eligible resident.

How will I know when my RFID tag expires?
RFID tags for Foxfield residents will not expire but will be inactivated should you move out of Foxfield or sell your vehicle. Chapparal and Chenango resident's RFID tags will expire on December 31st annually if not renewed prior to that date.

Do I remove my RFID tag when it expires?
No, Foxfield resident's tags will not expire as long as you remain a resident. The RFID tag will be re-activated for non-residents upon completion of your annual renewal. Do not remove the RFID tag. Removed tags are subject to a $5 replacement fee.

What do I do if I sell my vehicle?
Upon the sale of your vehicle, please remove the tag and notify the Town of Foxfield so the RFID tag can be de-activated. The tags cannot be transferred to a new vehicle.

My RFID tag isn't working, should I remove it?
No, do not remove the RFID tag. Removing the RFID tag will destroy it, and a replacement will need to be purchased. Please contact the Town of Foxfield so that staff may assist in troubleshooting the problem.

What should I do if my RFID tag is destroyed?
Please notify the Town of Foxfield if your tag has been destroyed so that the RFID tag can be de-activated. A new RFID tag can be purchased for a $5 replacement fee.