



MEMORANDUM

TO: Mayor Jones and Members of the Board
FROM: Karen Proctor, Town Administrator
DATE: December 9, 2021
RE: Gates

DISCUSSION:

Staff would like the Board to discuss and provide input regarding the following items related to the gates:

- 1) Attached as Exhibit A is a draft Job Description for a Gate Keeper for the Board's discussion. Suggested pay?
- 2) Would the Board like to install security cameras at each gate entrance and exit? Cost estimated at approximately \$1,500 for 4 cameras. Following is a link to the type of camera's recommended by DGO: https://www.cctvsecuritypros.com/complete-systems/ip-camera-systems/4-camera-ip-systems/copy-of-4-cameras-4mp-vandal-dome-ip-system-with-8-channel-network-video-recorder-4ipvd4-s-1/?gclid=EAlaIQobChMI2fSVwtXD9AIVc3FvBB0hfgPaEAYYCCABEgIQCFD_BwE

Sheriff input: "Cameras would be an excellent idea. If you have a security camera that shows someone coming up to the gate not using a code or pass and intentionally ramming the gate, we can pursue criminal charges on your behalf."

Legal input: Corey suggested that we follow up with Arapahoe County to see if they can write the violations into Foxfield Municipal court instead of county court. If so, we will need to amend the IGA with Arapahoe County to allow this.

It has also been suggested that if allowed, could the Town invoice a company for the damaged gate if that information can be obtained from the camera footage and not initially issue a ticket?

- 3) What threshold would the Board like to establish for turning off the gates when there is snow or other inclement weather? Should the gates be turned off for holidays?
- 4) Schedule a date and time for training all Trustees how to turn the gates off and on
- 5) Other?

ATTACHMENT:

Exhibit A: Draft Gate Keeper Job Description

Position Description

Position: Gatekeeper (part time)

Reports to: Town Administrator

Location: Town of Foxfield

JOB SUMMARY: Performs routine maintenance as necessary for traffic control gates located at two entrance/exits in the Town of Foxfield.

Hours would be **as needed, Monday-Friday**. Candidates should be confident they can be available on short notice.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Repair gate arm when damaged
- Communicate with DGO for maintenance needs
- Turn gates off/on as needed for weather or other events
- Monitor, log, and screen camera footage, providing the Sheriff's Department with necessary details
- Inspect and adjust security cameras to ensure effective operational use
- Learn gate operator software and use as needed
- Report safety, mechanical or operational concerns to the Town Administrator and/or DGO
- Write reports of activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Must be able to lift 25 pounds
- Must be calm and able to handle many functions at one time
- Work effectively with Town Administrator, Town Clerk, the Board of Trustees and residents by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; being willing to accept other tasks when requested
- Comply with Town policies and procedures
- Any other tasks as requested by the Town Administrator

QUALIFICATIONS

- Demonstrates excellent customer service skills
- Is pleasant, courteous, and professional in demeanor
- Maintains composure and professional manner when working to resolve problems even when faced with angry or unreasonable individuals
- Represents the Town knowledgeably and credibly; Is positive and constructive in addressing problems. Actively promotes a positive image of the Town

- Demonstrates problem-solving abilities
- Takes ownership of problems until resolved and follows up to ensure resolution
- Demonstrates an ability to be resourceful in their ability to resolve issues
- Possesses sound technical skills
- Develops and maintains solid working knowledge of procedures and policies relevant to the job