



**TOWN BOARD AGENDA
REGULAR MEETING**

(All items listed for discussion and possible action)

Hybrid Meeting

South Metro Fire Protection District Station #42
7320 South Parker Road

**Thursday, June 15, 2023
6:30 p.m.**

1. Call to Order
2. Roll Call of Board Members
3. Audience Participation Period (limit 4 minutes per speaker)
4. Consent Agenda
 - a. Approval of Minutes – May 18, 2023
 - b. Financial Reports – May 2023
5. For Possible Action
 - a. Second Reading of Ordinance 02-2023 A Bill for and Ordinance Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers
 - b. 2023 Pavement Patching, Crack Sealing & Surface Treatment Bid
 - c. Ring Road Trees
6. For Discussion
 - a. Extra Duty Cost Increase
7. Reports
 - a. Correspondence
 - b. Mayor
 - c. Members of Town Board
 - d. Staff
8. Future Agenda Items
 - a. Cyber Security
 - b. Tunnels and Sidewalk Repairs
9. Adjournment



MINUTES

BOARD OF TRUSTEES MEETING

May 18, 2023

1. Call to order:

- The virtual meeting was called to order at 6:30 p.m. via Microsoft Teams.

2. Roll Call:

- The following Trustees were present via Microsoft Teams: Mayor Jones, Trustee Cockrell, and Trustee Farreau.
- The following Trustees were present in person: Trustee Thompson, Trustee Herold and Trustee Schultz.
- Trustee Goddard was absent.
- A quorum was present.

3. Audience Participation

None

4. Consent Agenda

- a. Meeting Minutes – May 4, 2023
- b. Financial Reports – April 2023
 - 1) Mayor Jones moved to approve the Consent Agenda, with a second from Trustee Schultz. The motion passed by unanimous roll call vote.

5. For Possible Action

- a. Ordinance 02-2023 A Bill for and Ordinance Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers.
 - 1) Town Clerk Schmitz explained that the Town already approved tasting for retail liquor stores but noted that this ordinance would expand that to any liquor licensed stores to hold alcoholic beverage tastings.
 - 2) Mayor Jones moved to approve Ordinance 02-2023 A Bill for and Ordinance Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers, with a second from Trustee Cockrell. The motion passed by unanimous roll call vote.

6. For Discussion

- a. Barrels for Speed Mitigation
 - 1) Town Clerk Schmitz initiated the discussion on the speed mitigation barrel tests. She noted that there are six barrels and requested guidance on timing,

placement and duration for the testing period. After discussion, the Trustees agreed to meet at the proposed locations along Hinsdale Ave. and Waco St. to assess which portion of the roadway would be best suited for barrel placement. Town Clerk Schmitz will schedule a time and properly notice the public meeting.

7. Reports

a. Mayor

1. Mayor Jones noted that one of the Chaparral residents on the Southwest side of the Richfield gates included the staff and a Trustee on an email that was directed to the Chaparral HOA. The resident noted recent damage and asked whether a fence could be constructed to prevent further damage. As the email was directed to the HOA, it was agreed that no action be taken yet.

b. Members of the Town Board

- 1) Trustee Cockrell reported the Easter Trial Study was formally adopted in the transportation improvement project.
- 2) Trustee Schultz inquired again about the gate data needed for the gate maintenance Request For Proposal ("RFP"). Trustee Farreau responded and noted that the RFP is almost complete, and no additional data is required.
- 3) Trustee Herold inquired about construction at Our Lady of Loreto and was informed that the work is related to the soccer field. Additionally, he inquired about the recent mail service delays. Mayor Jones noted that the mail carrier was on vacation and no backup was available, but service has resumed.
- 4) Trustee Farreau discussed the possibility of an additional Republic Service additional trash pickup.

c. Staff

- 1) Ms. Schmitz reported on the below topics:
 - After the recent storms there were two topics brought forward by residents. 1. The hail caused a lot of tree damage and excess debris. The cost to order additional roll-offs would be \$225, and \$25 per ton over 5 Tons. After discussion, it was decided that Town Clerk Schmitz should attempt to get roll-offs for trash bag use only.
 - One resident complained of flooding along Salida Street. After reaching out to the Town engineers to get background and advice, they indicated that the Town meets County requirements. The engineers also noted a 2015 study that was completed in a section of Town. The study provided a potential option for better drainage, yet also noted it wouldn't prevent all flooding. After discussion, it was decided that the 2015 proposal would be very costly and would only address one small section of Town. Therefore, an inspection of all Town culverts to identify blockages should be done.
 - Ms. Schmitz also advised that the Town will need to adopt the 2018 Energy Code before the next Energy Code is published.
 - Town Clerk Schmitz also reported that legal counsel advised that a Directory can be established, but there must be a consent form on

file. The form should provide optional sign off for each piece of personal information shared.

- Ms. Schmitz is reviewing Multi-State Information Sharing and Analysis Center memberships which provide free cyber security threat monitoring and response.
- Lastly, Ms. Schmitz reported that the management company of two of the Foxfield Village Center lots has been contacted about the parking lot and graffiti issues. The manager has responded that they have a contract in place for the paving work.

2) Ms. Proctor reported on the following topics:

- CDOT notified Ms. Proctor of sidewalk deterioration by the loop tunnel. For now, the area is roped off. She is reviewing options including removing the sidewalk and shutting down the tunnel.
- Staff was notified that Arapahoe County Sherriff is outsourcing off duty patrol scheduling. As a result, the hourly fees will increase.

7. Future Agenda Items

- a. Second Reading of Ordinance 02-2023 A Bill for and Ordinance Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers.
- b. First reading of the new Energy Code.

8. Adjournment

- Mayor Jones adjourned the meeting at 7:57 p.m.

Kathleen Schmitz, Town Clerk

Lisa Jones, Mayor

**Treasurer's Report
May 2023**

	Credit	Debit	Balance
1st Bank Checkbook Beginning Balance			\$ 19,182.71
<u>Deposits</u>			
Colo Interac - gate tags	128.00		
Colo Interac - gate violation	250.00		
Colo Interac - building permits	1,001.82		
Transfer from ColoTrust	30,000.00		
Colo Interac - culvert permits	500.00		
Comcast - franchise fee	2,781.37		
Liquor License	122.50		
CIRSA audit refund	14.88		
Total Deposits	\$34,798.57		
<u>Disbursements</u>			
CORE - 6805 S. Lewiston Way lights		80.57	
CORE - 6773 S. Lewiston Cir SP		52.26	
CORE - Fremont Ave gate		56.84	
CORE - Richfield gate		49.12	
Microsoft Online email hosting		47.73	
Microsoft Phone		17.76	
HPWC, PC - legal services		2,560.00	
Terracare Assoc - public works		5,806.06	
ACSO off-duty officers		754.00	
ACWWA		76.49	
Storquest		59.00	
Caselle - monthly support		330.00	
CORE - 6806 S Parker Road lights		66.66	
SafeBuilt - building, CE, P&Z		7,862.40	
Jeff Briar reimbursement for parts		122.54	
Allianz Insurance Marriott -CMCA conference		42.56	
DF Supply		214.79	
Pinnacle Insurance audit premium adjustment		6.00	
John Cutler & Associates - audit		2,000.00	
CMCA (conference-training institute)		1,051.45	
Town of Parker -Municipal court		55.14	
Peak Performance (Laserfiche Cloud)		630.00	
Schmitz, Kathleen		3,394.06	
Farreau, Debby--reimbursement for parts		51.22	
Briar, Jeff		300.14	
Proctor, Karen		5,319.18	
Total Disbursements		\$ 31,005.97	
1st Bank Checkbook Ending Balance			\$ 22,975.31

Treasurer's Report
May 2023

	Credit	Debit	Balance
ColoTrust General Fund Beginning Balance			
			\$ 1,185,532.48
Deposits			
Cigarette Tax	61.20		
Sales Tax	44,690.64		
Arapahoe County	15,119.18		
HUTF	3,647.54		
Public Service	1,451.01		
Grant Distribution	337.50		
Interest Income	5,371.88		
Total Deposits	\$ 70,678.95		
Disbursements			
Transfer to checking		30,000.00	
Total Disbursements		\$ 30,000.00	
ColoTrust General Fund Ending Balance			\$ 1,226,211.43
	Credit	Debit	Balance
ColoTrust CTF Fund Beginning Balance (Lottery Money)			
			\$ 24,193.77
Deposits			
Interest Income	105.98		
Total CTF Deposits	\$ 105.98		
Disbursements			
Total CTF Disbursements		\$ -	
ColoTrust CTF Fund Ending Balance			\$ 24,299.75

Treasurer's Report
May 2023

	Credit	Debit	Balance
ColoTrust Open Space - Beginning Balance			
			\$ 213,699.58
Deposits			
Arapahoe County Shareback	27,865.58		
Interest Income	960.12		
Total Deposits	28,825.70		
Disbursements			
Total Disbursements		\$ -	
ColoTrust Open Space Ending Balance			\$ 242,525.28
	Credit	Debit	Balance
ColoTrust Amer Rescue Plan - Beginning Balance			
			\$ 162,421.22
Deposits			
Interest Income	711.68		
Total Deposits	\$ 711.68		
Disbursements			
Total Disbursements		\$ -	
ColoTrust Amer Rescue Plan Ending Balance			
			\$ 163,132.90

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2023

GENERAL FUND

ASSETS

10-10220	CASH ON DEPOSIT - 1ST BANK	30,978.28	
10-10310	CASH - COUNTY TREASURER	16,390.47	
10-10410	INVESTMENT ACCOUNT - COLOTRUST	1,226,211.43	
10-11500	PROPERTY TAX RECEIVABLE	33,636.89	
10-13110	DUE FROM CTF	1,156.29	
TOTAL ASSETS			1,308,373.36

LIABILITIES AND EQUITY

LIABILITIES

10-20100	ACCOUNTS PAYABLE	5,703.38	
10-21110	PAYROLL TAXES PAYABLE	3,515.26	
10-22000	A.C. USE TAX PAYABLE	128.61	
10-22210	DEFERRED PROPERTY TAX	33,636.89	
10-22470	LAND USE ESCROW - OLOL	37.12	
10-22940	LAND USE ESCROW - ALKAYALI	1,091.94	
TOTAL LIABILITIES			44,113.20

FUND EQUITY

10-28970	FUND BAL RESRVD-LAW ENFORCEMNT	21,000.00	
UNAPPROPRIATED FUND BALANCE:			
10-29800	FUND BALANCE - UNRESTRICTED	1,158,120.72	
	REVENUE OVER EXPENDITURES - YTD	85,139.44	
BALANCE - CURRENT DATE		1,243,260.16	
TOTAL FUND EQUITY			1,264,260.16

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2023

GENERAL FUND

TOTAL LIABILITIES AND EQUITY

1,308,373.36

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES AND FRANCHISE FEES</u>					
10-31-111 CURRENT PROPERTY TAX	16,833.01	83,475.01	117,085.00	33,609.99	71.3
10-31-121 SPECIFIC OWNERSHIP TAX	678.57	3,219.70	7,000.00	3,780.30	46.0
10-31-161 XCEL FRANCHISE FEE	1,451.01	11,855.55	8,500.00	(3,355.55)	139.5
10-31-162 CORE FRANCHISE FEE	.00	5,241.15	22,000.00	16,758.85	23.8
10-31-163 CABLE TELEVISION FEES	2,781.37	2,781.37	4,800.00	2,018.63	58.0
10-31-191 CURRENT PROPERTY TAX INTEREST	2.85	13.55	100.00	86.45	13.6
10-31-311 SALES TAX	44,690.64	181,813.80	550,000.00	368,186.20	33.1
10-31-312 USE TAX	199.50	11,824.50	20,000.00	8,175.50	59.1
TOTAL TAXES AND FRANCHISE FEES	66,636.95	300,224.63	729,485.00	429,260.37	41.2
<u>LICENSES AND PERMITS</u>					
10-32-211 LIQUOR LICENSES	122.50	122.50	350.00	227.50	35.0
10-32-215 BUSINESS LICENSES	.00	70.00	280.00	210.00	25.0
10-32-219 COMMUNIQUE ADS	.00	.00	150.00	150.00	.0
10-32-221 BUILDING PERMITS	785.69	13,422.48	35,000.00	21,577.52	38.4
10-32-222 STREET CUT PERMITS/ROW	500.00	750.00	300.00	(450.00)	250.0
10-32-224 ZONING REVIEW REVENUE	.00	.00	100.00	100.00	.0
10-32-225 ENGINEERING REVIEW REVENUE	.00	.00	500.00	500.00	.0
10-32-226 DRIVEWAY PERMITS	.00	.00	250.00	250.00	.0
TOTAL LICENSES AND PERMITS	1,408.19	14,364.98	36,930.00	22,565.02	38.9

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>INTERGOVERNMENTAL</u>					
10-33-321	MOTOR VEHICLE REGISTRATN FEES	261.76	1,378.53	3,500.00	2,121.47	39.4
10-33-342	CIGARETTE TAX	61.20	294.85	1,200.00	905.15	24.6
10-33-350	SEVERANCE TAX	.00	.00	400.00	400.00	.0
10-33-352	HIGHWAY USER TAX	3,647.54	14,503.75	20,000.00	5,496.25	72.5
10-33-360	MINERAL LEASE	.00	.00	133.00	133.00	.0
10-33-371	COUNTY ROAD/BRIDGE LEVY	.00	1,703.84	6,580.00	4,876.16	25.9
	TOTAL INTERGOVERNMENTAL	3,970.50	17,880.97	31,813.00	13,932.03	56.2
	<u>CHARGES FOR SERVICES</u>					
10-35-510	TRAFFIC COURT REVENUES	.00	52.94	1,500.00	1,447.06	3.5
10-35-540	CHARGEBACK ADMINISTRATION FEE	.00	15.00	100.00	85.00	15.0
	TOTAL CHARGES FOR SERVICES	.00	67.94	1,600.00	1,532.06	4.3
	<u>MISCELLANEOUS</u>					
10-36-600	GATE VIOLATION	250.00	1,134.60	1,250.00	115.40	90.8
10-36-601	GATE TAG REVENUE	128.00	580.00	.00	(580.00)	.0
10-36-611	INTEREST EARNINGS	5,371.88	22,838.39	20,000.00	(2,838.39)	114.2
10-36-680	MISCELLANEOUS/OTHER INCOME	.00	81.00	1,000.00	919.00	8.1
10-36-683	DOLA GRANT--MUNICIPAL CODE	337.50	337.50	.00	(337.50)	.0
	TOTAL MISCELLANEOUS	6,087.38	24,971.49	22,250.00	(2,721.49)	112.2
	TOTAL FUND REVENUE	78,103.02	357,510.01	822,078.00	464,567.99	43.5

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 PERSONNEL EXPENSES	11,259.33	57,571.93	151,200.00	93,628.07	38.1
10-41-116 PAYROLL TAXES	861.33	4,404.24	11,567.00	7,162.76	38.1
10-41-118 WORKERS COMPENSATION INS.	6.00	641.00	850.00	209.00	75.4
10-41-120 SUPPLIES/MATERIALS	122.54	415.56	500.00	84.44	83.1
10-41-130 POSTAGE/BULK MAIL CHARGES	.00	507.64	500.00	(7.64)	101.5
10-41-140 PRINTING	.00	117.50	50.00	(67.50)	235.0
10-41-141 NEWSLETTER	.00	.00	50.00	50.00	.0
10-41-143 MUNICIPAL CODE SUPPLEMENTS	.00	.00	2,000.00	2,000.00	.0
10-41-144 MUNICIPAL CODE UPDATES	2,845.00	3,520.00	.00	(3,520.00)	.0
10-41-145 LEGAL NOTICES	.00	38.86	250.00	211.14	15.5
10-41-148 RECORDING FEES	.00	.00	50.00	50.00	.0
10-41-151 AUDIT	2,000.00	7,000.00	7,000.00	.00	100.0
10-41-152 LEGAL	60.00	4,049.07	15,000.00	10,950.93	27.0
10-41-160 COUNTY TREASURER FEES	168.36	834.88	1,171.00	336.12	71.3
10-41-170 COMMUNICATIONS/IT	960.00	6,886.22	8,862.00	1,975.78	77.7
10-41-171 TELEPHONE/INTERNET	17.76	106.42	1,500.00	1,393.58	7.1
10-41-172 E-MAIL SERVER	47.73	180.67	550.00	369.33	32.9
10-41-180 INSURANCE	(14.88)	4,142.54	8,239.00	4,096.46	50.3
10-41-182 MEMBERSHIP/DUES/TRAINING	1,094.01	3,150.95	4,000.00	849.05	78.8
10-41-190 MISCELLANEOUS EXPENSE	.00	562.28	10,223.00	9,660.72	5.5
10-41-192 BANK SERVICE CHARGES	.00	.00	24.00	24.00	.0
TOTAL ADMINISTRATION	19,427.18	94,129.76	223,586.00	129,456.24	42.1

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>JUDICIAL</u>					
10-44-211	MUNICIPAL JUDGE	.00	750.00	3,600.00	2,850.00	20.8
10-44-220	COURT RELATED EXPENSES	55.14	55.14	5,000.00	4,944.86	1.1
	TOTAL JUDICIAL	55.14	805.14	8,600.00	7,794.86	9.4
	<u>PUBLIC SAFETY</u>					
10-46-311	LAW ENFORCEMENT	.00	117,085.00	117,085.00	.00	100.0
10-46-314	OFF DUTY OFFICER PATROLS	754.00	4,756.00	15,000.00	10,244.00	31.7
10-46-400	ANIMAL CONTROL	.00	65.00	500.00	435.00	13.0
	TOTAL PUBLIC SAFETY	754.00	121,906.00	132,585.00	10,679.00	92.0

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PUBLIC WORKS</u>					
10-48-451	PLANNING	140.00	232.50	5,000.00	4,767.50	4.7
10-48-452	ENGINEERING	.00	3,280.25	17,000.00	13,719.75	19.3
10-48-453	CODE ENFORCEMENT	547.50	2,190.00	10,000.00	7,810.00	21.9
10-48-454	SNOW REMOVAL	.00	11,631.00	35,000.00	23,369.00	33.2
10-48-455	ROW AND ISLAND MAINTENANCE	4,747.91	18,991.64	62,700.00	43,708.36	30.3
10-48-456	TRAFFIC CONTROL/SIGNAGE	.00	87.56	1,500.00	1,412.44	5.8
10-48-457	BUILDING PERMIT EXPENSES	6,829.90	9,599.43	28,000.00	18,400.57	34.3
10-48-458	ST. CUT/ROW PERMIT EXPENSES	.00	.00	300.00	300.00	.0
10-48-459	STREET LIGHTS	104.01	569.59	1,300.00	730.41	43.8
10-48-460	ENGINEERING ROAD MAINTENANCE	.00	830.00	15,000.00	14,170.00	5.5
10-48-461	GATE ELECTRICITY & MAINTENANCE	321.88	1,019.72	7,000.00	5,980.28	14.6
10-48-462	MFSD EXPENSE	.00	6,802.98	.00	(6,802.98)	.0
10-48-500	COMM EVENTS (PARADE,DIRECTORY)	.00	.00	6,000.00	6,000.00	.0
10-48-600	STORAGE UNIT	59.00	295.00	900.00	605.00	32.8
	<u>TOTAL PUBLIC WORKS</u>	<u>12,750.20</u>	<u>55,529.67</u>	<u>189,700.00</u>	<u>134,170.33</u>	<u>29.3</u>
	<u>CAPITAL EXPENDITURES</u>					
10-58-800	CAPITAL EXP > \$5,000.00	.00	.00	128,532.00	128,532.00	.0
	<u>TOTAL CAPITAL EXPENDITURES</u>	<u>.00</u>	<u>.00</u>	<u>128,532.00</u>	<u>128,532.00</u>	<u>.0</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>32,986.52</u>	<u>272,370.57</u>	<u>683,003.00</u>	<u>410,632.43</u>	<u>39.9</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>45,116.50</u>	<u>85,139.44</u>	<u>139,075.00</u>	<u>53,935.56</u>	<u>61.2</u>

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2023

OPEN SPACE FUND

ASSETS

22-10410	INVESTMENT ACCOUNT - COLOTRUST		242,525.28	
	TOTAL ASSETS			242,525.28

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
22-29800	FUND BALANCE	210,336.47		
	REVENUE OVER EXPENDITURES - YTD	32,188.81		
	BALANCE - CURRENT DATE		242,525.28	
	TOTAL FUND EQUITY			242,525.28
	TOTAL LIABILITIES AND EQUITY			242,525.28

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

OPEN SPACE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
22-30-130	ARAPAHOE CO OPEN SPACE DISTRIB	27,865.58	27,865.58	20,000.00	(7,865.58)	139.3
22-30-611	INTEREST EARNINGS	960.12	4,323.23	4,100.00	(223.23)	105.4
	TOTAL REVENUES	<u>28,825.70</u>	<u>32,188.81</u>	<u>24,100.00</u>	<u>(8,088.81)</u>	<u>133.6</u>
	TOTAL FUND REVENUE	<u>28,825.70</u>	<u>32,188.81</u>	<u>24,100.00</u>	<u>(8,088.81)</u>	<u>133.6</u>

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

OPEN SPACE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EXPENDITURES</u>					
22-40-511	MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
22-40-620	IMPROVEMENTS	.00	.00	10,000.00	10,000.00	.0
	TOTAL EXPENDITURES	.00	.00	14,000.00	14,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	14,000.00	14,000.00	.0
	NET REVENUE OVER EXPENDITURES	28,825.70	32,188.81	10,100.00	(22,088.81)	318.7

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2023

AMERICAN RESCUE PLAN FUND

ASSETS

23-10410	INVESTMENT ACCOUNT - COLOTRUST		163,132.90	
	TOTAL ASSETS			163,132.90

LIABILITIES AND EQUITY

FUND EQUITY

23-29800	UNAPPROPRIATED FUND BALANCE:			
	FUND BALANCE	159,881.24		
	REVENUE OVER EXPENDITURES - YTD	3,251.66		
	BALANCE - CURRENT DATE		163,132.90	
	TOTAL FUND EQUITY			163,132.90
	TOTAL LIABILITIES AND EQUITY			163,132.90

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

AMERICAN RESCUE PLAN FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
23-30-611	INTEREST INCOME	711.68	3,251.66	3,000.00	(251.66)	108.4
	TOTAL REVENUE	711.68	3,251.66	3,000.00	(251.66)	108.4
	TOTAL FUND REVENUE	711.68	3,251.66	3,000.00	(251.66)	108.4

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

AMERICAN RESCUE PLAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GOVERNMENT SERVICES</u>					
23-41-140 GOVT SERVICES- ADMIN EXP	.00	.00	50,000.00	50,000.00	.0
TOTAL GOVERNMENT SERVICES	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	50,000.00	50,000.00	.0
NET REVENUE OVER EXPENDITURES	711.68	3,251.66	(47,000.00)	(50,251.66)	6.9

TOWN OF FOXFIELD
BALANCE SHEET
MAY 31, 2023

CTF

ASSETS

31-10410	INVESTMENT ACCOUNT - COLOTRUST		24,299.75	
	TOTAL ASSETS			24,299.75

LIABILITIES AND EQUITY

LIABILITIES

31-23110	DUE TO GENERAL FUND		98.14	
	TOTAL LIABILITIES			98.14

FUND EQUITY

31-29800	UNAPPROPRIATED FUND BALANCE:			
	FUND BALANCE	24,240.20		
	REVENUE OVER EXPENDITURES - YTD	(38.59)		
	BALANCE - CURRENT DATE		24,201.61	
	TOTAL FUND EQUITY			24,201.61
	TOTAL LIABILITIES AND EQUITY			24,299.75

TOWN OF FOXFIELD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

		CTF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
31-30-611	INTEREST EARNINGS	105.98	494.44	480.00	(14.44)	103.0
31-30-634	CTF DISTRIBUTION	.00	3,080.04	7,800.00	4,719.96	39.5
TOTAL REVENUES		105.98	3,574.48	8,280.00	4,705.52	43.2
TOTAL FUND REVENUE		105.98	3,574.48	8,280.00	4,705.52	43.2

TOWN OF FOXFIELD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

CTF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EXPENDITURES</u>					
31-40-550	MAINTENANCE	98.14	3,613.07	13,000.00	9,386.93	27.8
	TOTAL EXPENDITURES	98.14	3,613.07	13,000.00	9,386.93	27.8
	TOTAL FUND EXPENDITURES	98.14	3,613.07	13,000.00	9,386.93	27.8
	NET REVENUE OVER EXPENDITURES	7.84	(38.59)	(4,720.00)	(4,681.41)	(.8)

<u>TOWN OF FOXFIELD SALES TAX REVENUE</u>	
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2019 TOTAL	\$357,541
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<u>2020</u>	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	13,681	26,315	17,643	17,656	35,308	15,430	26,397	16,737	6,319	-6,382	-436	16,721	185,389
Remote	16,404	6,953	6,093	7,135	4,827	4,614	3,551	3,996	4,061	4,478	6,356	6,202	74,670
FVC	19,300	15,748	14,843	18,289	13,248	17,539	18,327	19,117	20,894	19,077	15,822	15,153	207,357
Total	49,384	49,016	38,579	43,081	53,383	37,583	48,275	39,850	31,273	17,174	21,742	38,077	\$ 467,416.43

2020 TOTAL	\$467,416
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	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
<u>2021</u>													
Colorado	19,943	17,025	16,719	20,044	15,559	21,199	20,286	19,725	19,348	22,095	21,457	24,208	237,609
Remote	4,914	3,977	4,283	5,609	12,796	13,014	13,231	17,738	9,000	8,451	8,965	10,728	112,705
FVC	19,477	15,331	14,358	15,508	16,878	20,269	19,098	19,375	24,078	21,542	20,796	20,624	227,334
	44,334	36,333	35,360	41,161	45,233	54,482	52,615	56,838	52,426	52,088	51,219	55,560	\$ 577,648.16

[illegible]

<u>2022</u>	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	35,322	25,179	18,488	23,894	27,061	22,707	21,535	18,366	21,373	17,317	17,534	16,310	265,086
Remote	12,097	7,822	8,154	11,229	17,329	18,912	18,539	9,342	11,280	10,096	9,500	14,780	149,080
FVC	23,767	18,843	15,448	18,191	10,044	10,627	8,637	17,200	22,278	18,142	17,887	18,659	199,722
	71,185	51,843	42,091	53,314	54,434	52,245	48,711	44,908	54,931	45,555	44,922	49,749	\$ 613,887.62

2022 TOTAL \$613,888	
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[illegible]

TOWN OF FOXFIELD SALES TAX REVENUE													
2023	Nov Tax (Jan)	Dec Tax (Feb)	Jan Tax (Mar)	Feb Tax (Apr)	Mar Tax (May)	Apr Tax (Jun)	May Tax (Jul)	Jun Tax (Aug)	Jul Tax (Sep)	Aug Tax (Oct)	Sep Tax (Nov)	Oct Tax (Dec)	TOTALS
Colorado	18,032	17,726	15,741	21,479	17,504								90,482
Remote	11,157	10,836	9,389	10,254	9,137								50,773
FVC	21,366	17,696	15,181	12,957	13,369								80,569
	50,555	46,258	40,310	44,691	40,010	0	0	0	0	0	0	0	\$ 221,823.84
2023 TOTAL \$221,824													

2023 TOTAL \$221,824



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 15, 2023

RE: Final Reading Ordinance 02-2023 A Bill for and Ordinance Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers

DISCUSSION:

Attached for final reading is Ordinance 2023-02. This ordinance amends article 2 of Chapter 6 of the Foxfield Municipal Code to permit tastings at fermented malt beverage and wine retails. On March 1st, 2023, Proposition 125 amended C.R.S. § 44-3-301(10) to add fermented malt beverage and wine retailers to the list of licensees that are permitted to conduct tastings. No changes have been made to the Ordinance.

RECOMMENDED MOTION:

"I move to approve Ordinance 2023-02 Amending Article 2 of Chapter 6 of the Foxfield Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers".

ATTACHMENT:

Exhibit A: Ordinance 2023-02

Trustee Bill No. 02
Series of 2023
Town of Foxfield

Introduced by Mayor Jones

**A BILL FOR AN ORDINANCE AMENDING ARTICLE 2 OF CHAPTER 6 OF
THE FOXFIELD MUNICIPAL CODE TO PERMIT TASTINGS AT
FERMENTED MALT BEVERAGE AND WINE RETAILERS**

WHEREAS, C.R.S. § 44-3-301(10) previously authorized a local licensing authority to receive and approve applications for tastings by a retail liquor store or a liquor-licensed drugstore, or to prohibit tastings altogether;

WHEREAS, on March 1, 2023, Proposition 125 amended the above-mentioned statutory section to add fermented malt beverage and wine retailers to the list of licensees that are permitted to conduct tastings; and

WHEREAS, the Town now desires to amend Section 6-2-610 of the Foxfield Municipal Code to include fermented malt beverage and wine retailers as licensees that may apply for tastings.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF FOXFIELD, COLORADO:

Section 1. Section 6-2-70 of the Foxfield Municipal Code is hereby repealed in its entirety.

Section 2. Section 6-2-610 of the Foxfield Municipal Code is hereby amended to read as follows:

Sec. 6-2-610. Alcoholic beverage tastings authorized.

(a) Pursuant to Sections 12-47-301(10) and 44-3-301(10), C.R.S., the Town authorized alcoholic beverage tastings for licensed retail liquor stores, liquor-licensed drugstores and fermented malt beverage and wine retailers within the Town. The Town shall not require a further application prior to allowing licensees to conduct alcoholic beverage tastings, and elects not to impose additional limitations on such tastings beyond those limitations set forth in Chapter 47 of Title 12, C.R.S., as listed below:

(b) Tastings shall be subject to the following limitations:

(1) Tastings shall be conducted only by a person who has completed a server training program that meets the standards established by the Liquor Enforcement Division in the Colorado Department of Revenue and who is a retail liquor store licensee, a liquor-licensed drugstore licensee or a fermented malt beverage and wine retailer licensee, or an employee of a licensee, and only on a licensee's licensed premises.

* * *

(13) A violation of a limitation specified in this Subsection (b) or of Section 2-47-801, C.R.S., by a retail liquor store, liquor-licensed drugstore or fermented malt beverage and wine retailer licensee, whether by its employees, agents or otherwise, shall be the responsibility of the licensee who is conducting the tasting.

(14) A licensee conducting a tasting shall be subject to the same revocation, suspension and enforcement provisions as otherwise apply to the licensee.

Section 3. The Town Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police powers of the Town of Foxfield, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare.

Section 4. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5. This ordinance shall become effective thirty (30) days after final publication.

Adopted as Ordinance No. 02 Series of 2023, by the Board of Trustees of Foxfield, Colorado, and signed and approved by its Mayor or presiding officers this ____ day of _____, 2023.

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz, Town Clerk

Town Seal

Corey Y. Hoffmann, Town Attorney
(Approved as to Form)



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 15, 2023

RE: 2023 Pavement Patching, Crack Sealing & Surface Treatment Bid

DISCUSSION:

Attached as Exhibit A is the bid from Vance Brothers for the 2023 pavement repair and surface treatment program in the amount of \$156,691.25. In the approved 2023 budget there is \$128,132 for this work in the Roads Maintenance Fund based on an estimate provided by SEH during the budget preparation, so an overage of \$28,559.25.

The estimate provided for the budget was done with 1 Ton Crack Seal, which was tripled for the bid so the cost increased by \$8,400. The Town asked to increase this to 3 tons which should be enough material to cover all Foxfield's roads. This increase was requested because the chip seal completed in 2020, 2021 and 2022 is experiencing minor ½ - 1 inch cracking and we believe these should be cracked sealed in 2023 to delay further expansion. By doing this additional crack sealing this year the Town may be saving costs on the 2024 Crack Seal Improvement project with the added costs of SEH Bid/ Project Management Cost, Traffic Control, Contingency and Construction Admin Costs. In addition, the Crack Patch, which was bid higher than previous years and came in \$5,700 higher than expected. However, the main difference is the asphalt chip seal cost coming in 23% higher and almost \$20,000 over the estimate.

SEH does not expect we will need the full contingency (\$10,000) and if Vance uses less crack seal than the 3 tons that number may be less as well. In this bid we are seeing the impact of inflation in oil/asphalt prices. We could get additional bids, however SEH does not believe we would see much, if any, reduction of cost.

The Board could choose to use ARP funds to pay for the increase or decrease the scope of the work to reduce the total cost. Since this is the last year of the chip seal program and these are the final roadways, the Town may not want to delay finishing another year. Delaying the chip seal a year may also increase the cost for next year due to the small size of the remaining work and possible additional inflation. An alternative to reduce scope would be to rank the remaining roadways and remove some from the program entirely. SEH believes some cul-de-sac's in this year's program could wait until the next cycle of chip seal in 5-7 years. Another option would be to do the crack seal and crack patch work this year and delay the full chip seal another year.

Staff is seeking the Board's direction for the 2023 pavement repair and surface treatment.

RECOMMENDED MOTION:

"I move to approve the Vance Brothers Bid for the 2023 Pavement Repair and Surface Treatment Program."

ATTACHMENTS:

Exhibit A – Vance Brothers Bid for 2023 Pavement Repair and Surface Treatment Program

Exhibit B – 2023 Chipseal Map

BID FORM

The undersigned offers and agrees to furnish all items, upon which the prices are quoted, at the price set opposite each item, if this Bid is accepted within sixty (60) days of the due date. The undersigned also agrees to make delivery, or render service, within ten (10) days of receipt of the Notice to Proceed. The undersigned certifies that no federal, state, or local tax is included in the quoted prices and that none will be added.

Bidder acknowledges receipt of the following Addenda:

N/A

Name of Bidder:

Vance Brothers, Inc

Address:

380 West 62nd Avenue
Denver, CO 80216

Telephone Number:

(303) 341-2604

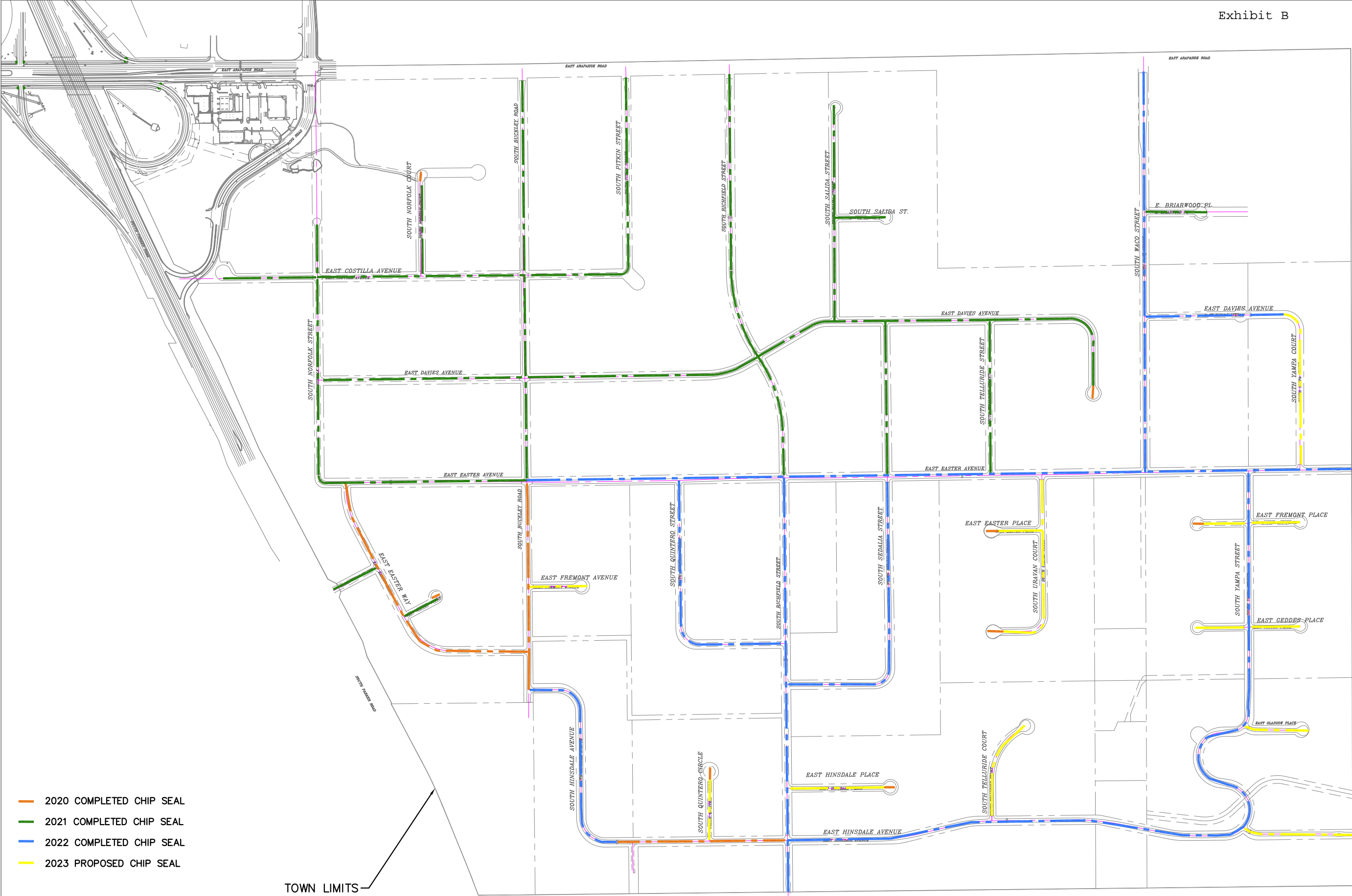
BID SUMMARY

Item	Unit	Qty	Unit Price	Total Price
Crack Seal	Ton	3.0	\$4,200.00	\$12,600.00
Mastic Crack Seal	Ton	0.1	\$5,500.00	\$550.00
Crack Patch (18" wide)	LF	465.0	\$24.25	\$11,276.25
Chip Seal 3/8" with fog coat	SY	21,550.0	\$4.85	\$104,517.50
Traffic Control	LSUM	1	\$13,500.00	\$13,500.00
Contingency/Emergency Repair	LSUM	1	\$10,000	\$10,000
Epoxy Pvmt Mkg	SF	157.0	\$17.50	\$2,747.50
Construction Admin	LSUM	1	\$1,500.00	\$1,500.00

Total Base Price:

\$ 156,691.25

one hundred fifty six thousand, six hundred ninety one dollars & twenty five cents
(in words)



- 2020 COMPLETED CHIP SEAL
- 2021 COMPLETED CHIP SEAL
- 2022 COMPLETED CHIP SEAL
- 2023 PROPOSED CHIP SEAL

TOWN LIMITS

NO.	REVISIONS	DATE	BY
1	2020 UPDATE	01/31/20	GM
2			
3			
4			
5			

COLORADO LAW (SENATE BILL 93-155) REQUIRES PERSONS TO NOTIFY THE UTILITY NOTIFICATION CENTER OF COLORADO 2 BUSINESS DAYS PRIOR TO MAKING OR BEGINNING AN EXCAVATION. NOTIFICATION MAY BE MADE BY CALLING: 811

DESIGNED _____ DATE _____
DRAWN _____ DATE _____
CHECKED _____ DATE _____



PHONE: 720.540.6800
2000 S. COLORADO BLVD.
TOWER ONE, SUITE 6000
DENVER, CO 80222-7938

TOWN OF FOXFIELD

2023 CHIP SEAL PLAN		SHEET NO.
SEH PROJECT NO. 130900	DATE ISSUED SEPTEMBER 30, 2022	1
		SHEET



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Kathleen Schmitz, Town Clerk

DATE: June 15, 2023

RE: Ring Road Trees Update

DISCUSSION:

On May 25, 2023, Mayor Jones, Trustee Schultz, Trustee Thompson and Town Clerk Schmitz reviewed the Lewiston Road trees that have been marked for removal. After reviewing the area to determine whether replacement was warranted for all or some of the trees, the Board members present suggested the following:

- Not all removed trees require replacement due to the depth of coverage along the road.
- Two trees should be replaced. They recommended a shrub for the area directly across from the Foxfield Village Center entrance. The shrub may provide a better visual barrier to vehicle lights.

Below is a picture of the two areas that warrant a replacement shrub ("A") or tree("B").



Town Clerk Schmitz met with the Terracare on June 6th to discuss the plan.

Terracare provided the following options which are summarized below with full details included within Exhibit A.

Blue Spruce Tree	
Full grown height	40'
Spread	20'
Soil conditions	Any PH level or soil type and is able to handle environmental salt.
Growing conditions	Grows at slow rate, life up to 80 years
Visual considerations	Low canopy, which would help with light pollution screening
Wichita Blue Juniper	
Full grown height	15'
Spread	6'
Soil conditions	Any PH level or soil type and is able to handle environmental salt.
Growing conditions	Grows at a slow rate, life up to 80 years somewhat tolerant of pollution. Needs sunlight and is adaptable to dry condition.
Visual considerations	Higher canopy, so light screening may not cover the areas lower to the ground.
Medora Juniper	
Full grown height	12'
Spread	4'
Soil conditions	any PH level or soil type
Growing conditions	Grows at a slow rate, life up to 70 years somewhat tolerant of pollution. Need sunlight and adaptable to dry condition.
Visual considerations	Higher canopy (2' from the ground) , so light screening may not cover the areas lower to the ground.

Staff is seeking the Boards input on the direction we should provide to the Terracare staff.

Exhibit A: Replacement Options



Medora Juniper

Height: 12 feet: **Available** 3-7': **Sunlight:** ☉ **Hardiness Zone:** 3a **Other Names:** Colorado Red Cedar

Description: A compact upright, pyramidal evergreen shrub with soft textured blue needle-like foliage all season long and showy blue berries, excellent for difficult landscape and garden situations, makes a great tall evergreen hedge in full sun. **Ornamental Features** Medora Juniper is a dwarf conifer which is primarily valued in the landscape or garden for its rigidly columnar form. It has attractive powder blue evergreen foliage. The scale-like sprays of foliage are highly ornamental and remain powder blue throughout the winter. **Landscape Attributes** Medora Juniper is a multi-stemmed evergreen shrub with a narrowly upright and columnar growth habit. It lends an extremely fine and delicate texture to the landscape composition which can make it a great accent feature on this basis alone. Deer don't particularly care for this plant and will usually leave it alone in favor of tastier treats. It has no significant negative characteristics. **Planting & Growing** Medora Juniper will grow to be about 12 feet tall at maturity, with a spread of 4 feet. It tends to be a little leggy, with a typical clearance of 2 feet from the ground and is suitable for planting under power lines. It grows at a slow rate, and under ideal conditions can be expected to live for 70 years or more. This shrub should only be grown in full sunlight. It is very adaptable to both dry and moist growing conditions but will not tolerate any standing water. It is not particular as to soil type or PH. It is somewhat tolerant of urban pollution. This is a selection of a native North American species.



Wichita Blue is a compact, conical juniper.

Height: 15 feet: **Available** 3-7': **Sunlight:** ☉ **Hardiness Zone:** 3a **Other Names:** Colorado Red Cedar

Description: An upright, pyramidal evergreen growing into a tall conical shrub, with soft textured stunning blue foliage all season long and showy blue berries, excellent choice for difficult landscape situations, makes an effective evergreen hedge **Ornamental Features** Wichita Blue Juniper is a dwarf conifer which is primarily valued in the landscape for its distinctively pyramidal habit of growth. It has attractive silvery blue evergreen foliage. The scale-like sprays of foliage are highly ornamental and remain silvery blue throughout the winter. It produces silvery blue berries from late spring to late winter. **Landscape Attributes** Wichita Blue Juniper is a multi-stemmed evergreen shrub with a distinctive and refined pyramidal form. It lends an extremely fine and delicate texture to the landscape composition which can make it a great accent feature on this basis alone. Deer don't particularly care for this plant and will usually leave it alone in favor of tastier treats. It has no significant negative characteristics. **Planting & Growing** Wichita Blue Juniper will grow to be about 15 feet tall at maturity, with a spread of 6 feet. It tends to be a little leggy, with a typical clearance of 2 feet from the ground, is suitable for planting under power lines. It grows at a slow rate, and under ideal conditions can be expected to live for 70 years or more. This shrub should only be grown in full sunlight. It is very adaptable to both dry and moist growing conditions but will not tolerate any standing water. It is not particular as to soil type or PH. It is somewhat tolerant of urban pollution. This is a selection of a native North American species.



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 15, 2023

RE: Extra Duty Sheriff Cost Increase

DISCUSSION:

The Arapahoe County Sheriff's Office is in the process of switching software systems to manage their extra-duty hiring process. The attached letter (Exhibit A) outlines the changes. In addition, due to inflationary pressures, the Sheriff has increased the deputy pay rate to \$65/hour for most routine jobs. There is an administrative cost of \$7.15/hr for the new system and a vehicle cost of \$11.10, making the total per hour cost \$83.25. The Town is currently paying \$58/hour, therefore this is an additional \$25.25 per hour. This increase will take effect on June 16th, 2023.

The Town of Foxfield 2023 approved budget includes \$15,000 for Extra Duty Sheriff's. As of May 31st, 2023, the Town has spent \$4,756.00 on this service. Currently, an extra duty Sheriff is in Foxfield about once per week for 3 hours from 4:30 P.M. until 7:30 P.M. and it appears to typically be on a Monday or Thursday.

Staff is seeking the Boards input on the direction we should provide the Sheriff's department on this service.

ATTACHMENT:

Exhibit A: Letter from the Arapahoe County Sheriff's Office

Dear Business Name,

The Arapahoe County Sheriff's Office has partnered with Off Duty Management to manage our off-duty employment program beginning **June 16, 2023**.

Off Duty Management has years of experience throughout the country managing law enforcement off-duty programs and they will handle all aspects of your off-duty requests including scheduling, payroll, invoicing, and collections. For commendations, complaints, recommendations, or other concerns related to your specific job or deputy performance, please contact the Arapahoe County Sheriff's Office Extra Duty Coordinator by calling the non-emergency line at 303-795-4711.

By using Off Duty Management, you receive the following benefits:

- Online access to information through the OfficerTRAK® software including:
 - Create Requests
 - Request status
 - Deputy clocking times
 - Field notes and media files
 - Post orders and instructions
 - Past and future shift information
- **Full liability coverage for your company, the agency, and the deputy**
- **24/7 vendor service**
- **Dedicated point of contact for scheduling and invoicing**

For Invoice purposes, please save **@sent-via.netsuite.com** or have it cleared with your IT department as this is where your payment emails will come from.

We have revised our off-duty fees as part of our off-duty program revisions. The following fee schedule will go into effect for any job scheduled to be worked on or after **June 16, 2023**. ***If you scheduled a job prior to May 15, 2023, which will be worked after June 15th, the old rate will be honored.***

RATES:

Title	Total Hourly Rate
Regular	\$72.15
Traffic	\$77.70
Supervisor*	\$83.25
Holiday**	\$111.00
Emergency***	\$83.25
Vehicle	\$11.10

3 Hours Minimum per Request

Upon Vendor Request, ODM May Accept Deputy Pay Rates up to \$200/hr. in \$10 Increments.

SUPERVISOR RATE*: Case by case as determined by agency.

HOLIDAY RATE:** The holiday rate will apply to the following days: New Year's Eve, New

Year's Day, MLK Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE *:** If the request is received less than 72 hours before the assignment, the emergency pay rate goes into effect.

EXTENDED DISTANCE RATE*:** If the job site is located more than fifteen miles from the Arapahoe County Sheriff's Office Main Office (13101 E Broncos Parkway, Centennial CO 80112), the Extra Duty Coordinator may require the vendor to include drive time to and from the job site as part of the hours billed for that job.

Terms and Conditions: All terms and conditions will be reflected in OfficerTRAK® when submitting a request for service. These terms and conditions are consistent with Off Duty Management's contract with the Arapahoe County Sheriff's Office. All jobs will be reviewed by the Extra Duty Coordinator and those that conflict with the mission of the Sheriff's Office will be refused. The Extra Duty Coordinator may also require additional staffing based on the specific job detail.

Payment and Invoicing: Off Duty Management will be directly paying our officers for their off-duty work, and your company will reimburse ODM. See the terms listed below.

Invoicing and Payment Terms: ODM Reserves the right to require vendors to prepay for the services requested, including any applicable administration fees and sales tax. If the vendor is approved for invoicing, invoiced payments will be net 30 days from the day the invoice is emailed to the vendor after services are rendered. The vendor shall pay ODM's invoice(s) within thirty (30) days after the date that the vendor receives such invoice(s). ODM may impose a monthly late payment charge of 1.5% on all past due, undisputed balances. Where state law mandates a lower late payment charge, the late payment charge shall be lowered to the highest rate that is legally permitted. If payment of such unpaid, past due, and undisputed amounts is not promptly received in accordance with the terms hereof, then ODM will have the option to terminate services at one or more of the vendor's facilities following ODM's provision of at least two (2) days' notice to the vendor. The vendor shall notify ODM of any dispute regarding the amount of an invoice within ten (10) days from the date of the vendor's receipt of ODM's invoice, or such claim is deemed waived.

Invoiced Approved Vendors: Please email admin@offdutymanagement.com any of your company's required invoice registration forms, account payable processes, or portals before the first requested job starts. A delay in this information provided to ODM will not extend vendor requirements regarding the 30-day net payment terms from the date of the invoice.

Credit Card Payments: For vendors paying by credit or with a debit card, there will be an additional 3.0% fee for this payment method.

Cancellation: Customer canceling or reducing an assignment within 24 hours of the start of the assignment shall pay the greater of deputy hours worked or the agency minimum hours plus ODM administrative fees for the first 24 hours of the original assignment.

Off-Duty Employment Requests: Starting on **June 1st, 2023**, you can request services for the date of **June 16th, 2023**, or **after** by using the website portal:

<https://odm.officertrak.com/Arapahoe-Co-CO-SO>

Any questions, please contact Off Duty Management at 1-877-636-8300 or the Extra Duty Coordinator, Lieutenant Tammy Townsell-Twombly at 720-874-3807.

Sincerely,

*Capt. Chris Gulli *06050*

Chris Gulli, Captain

Patrol Services, Public Safety Bureau

Arapahoe County Sheriff's Office