



**TOWN BOARD AGENDA  
REGULAR MEETING**

(All items listed for discussion and possible action)

**Virtual Meeting**

**Thursday, February 18, 2021  
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 – February 4, 2021
  - b. Treasurer's Report – January 2021
5. For Possible Action
  - a. Approval of the Terracare Contract and additional expense for treatment of weeds in the Open Space and the trees on Ring Road
6. For Discussion
  - a. Ordinance 2021-01 Amending Section 16-6-10 of The Foxfield Municipal Code to Clarify the Definition of Accessory Structure
  - b. Traffic Control Gate Policy Draft and RFID tags FAQ's
  - c. Crime Survey Results
  - d. Long Range Financial Forecast Update
7. Reports
  - a. Correspondence
  - b. Mayor
  - c. Members of Town Board
  - d. Staff
8. Future Agenda Items
9. Adjournment

**STUDY SESSION**

- Municipal Code Revisions regarding outdoor storage of vehicles and junk



## **MINUTES**

### **BOARD OF TRUSTEES MEETING**

**February 4, 2021**

#### **Call to Order/Roll Call**

The virtual meeting was called to order at 6:31 p.m. via Zoom.

The following Trustees were present: Amy Snell-Johnson, Debby Farreau, Lori Finch, Scott Freas, Josie Cockrell, Pam Thompson, and Mayor Jones. A quorum was present.

#### **Consent Agenda**

Mayor Jones moved, seconded by Trustee Thompson, to approve the following item on the Consent Agenda:

- a. Approval of Minutes – January 21, 2021

The motion passed by unanimous roll call vote.

#### **For Possible Action**

Trustee Thompson moved to approve Resolution 2021-04 Establishing a Committed Fund Balance for Road Maintenance. Following a second by Trustee Freas, the motion passed by unanimous roll call vote.

#### **2021 Addendum to Terracare Contract**

Following discussion about how best to manage weeds in the Open Space and the health of the trees along the Ring Road, this item was continued to the next meeting.

#### **Reports**

##### **Members of the Town Board**

Trustee Thompson reported there have been numerous noise complaints regarding aircraft from Centennial Airport as well as DIA. She reminded the Board that there are links on the Town website to submit these complaints.

Trustee Snell-Johnson received a note from her daughter's school bus driver that the times on the route needed to be changed due to the intermittent closure of S. Richfield for gate construction. Town Administrator Proctor will keep trying to reach the transportation office from the school district to work out access for the buses.

Trustee Cockrell reported she has closed the crime survey and the results will be discussed at a future meeting.

**Future Agenda Items**

- Crime Survey results

**Executive Session**

At 7:10 p.m., Mayor Jones moved to go to an executive session to discuss the possible purchase acquisition, lease, transfer or sale of real or personal property pursuant to C.R.S 24-6-402(4)(a) and to receive legal advice regarding the gates and proposed zoning changes pursuant to C.R.S. 24-6-402(4)(b). The motion was seconded by Trustee Cockrell and passed by unanimous roll call vote.

The executive session ended at 8:32 p.m.

**Adjournment**

Mayor Jones adjourned the meeting at 8:33 p.m.

---

Randi Gallivan, Town Clerk

---

Lisa Jones, Mayor

**Treasurer's Report**  
**January 2021**

	Credit	Debit	Balance
<b>1st Bank Checkbook Beginning Balance</b>			<b>-3,802.34</b>
<b><u>Deposits</u></b>			
ColoTrust - transfer	35,000.00		
SK & HK, Inc.	35.00		
Colo Interac - building permit	426.31		
ColoTrust - transfer	40,000.00		
Colo Interac - building permit	1,196.37		
Colo Interac - building permit	310.31		
ColoTrust - transfer	35,000.00		
<b>Total Deposits</b>	<b>111,967.99</b>		
<b><u>Disbursements</u></b>			
Microsoft Online		41.50	
Pinnacol Assurance - work comp premium		417.00	
EFTPS - December payroll tax deposit		2,951.20	
Colo Dept of Revenue		1,269.00	
Terracare Assoc		38,019.88	
SafeBuilt		3,619.99	
HPWC, PC		5,360.77	
DRCOG		600.00	
CML		802.00	
CMCA		130.00	
Civic Results		62.16	
ACWWA		147.25	
Caselle		150.00	
IREA - 6806 S Parker Road lights		80.60	
Jeff Briar		300.14	
M. Gallivan		2,991.74	
Karen Proctor		4,762.94	
Arapahoe County		301.82	
Kevin Sidel		250.00	
SEH		2,699.00	
IIMC		175.00	
DGO Access		27,211.64	
First Bank		2.00	
<b>Total Disbursements</b>		<b>92,345.63</b>	
<b>1st Bank Checkbook Ending Balance</b>			<b>15,820.02</b>

**Treasurer's Report**  
**January 2021**

<b>ColoTrust General Fund Beginning Balance</b>			<b>\$ 1,084,099.64</b>
<b>Deposits</b>			
Cigarette Tax	214.94		
Sales Tax	38,076.83		
Arapahoe County	1,019.43		
HUTF	2,637.54		
Public Service	885.18		
Interest Income	95.43		
<b>Total Deposits</b>	<b>42,929.35</b>		
<b>Disbursements</b>			
Transfer to First Bank		110,000.00	
<b>Total Disbursements</b>		<b>110,000.00</b>	
<b>ColoTrust General Fund Ending Balance</b>			<b>\$ 1,017,028.99</b>
<b>ColoTrust CTF Fund Beginning Balance (Lottery Money)</b>			<b>\$ 36,558.37</b>
<b>Deposits</b>			
CTF Funds	0.00		
Interest Income	3.33		
<b>Total CTF Deposits</b>	<b>3.33</b>		
<b>Disbursements</b>			
Transfer to General Fund		0.00	
<b>Total CTF Disbursements</b>		<b>0.00</b>	
<b>ColoTrust CTF Fund Ending Balance</b>			<b>\$ 36,561.70</b>
<b>ColoTrust Open Space - Beginning Balance</b>			<b>\$ 163,766.64</b>
<b>Deposits</b>			
Arapahoe County Shareback	0.00		
Interest Income	14.68		
<b>Total Deposits</b>	<b>14.68</b>		
<b>Disbursements</b>			
Transfer to General Fund		0.00	
<b>Total Disbursements</b>		<b>0.00</b>	
<b>ColoTrust Open Space Ending Balance</b>			<b>\$ 163,781.32</b>



## **MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 18, 2021

RE: Terracare Agreement

### **DISCUSSION:**

Terracare was asked to provide the Town with a plan to address the weeds in the Open Space, in addition to suggestions for the dead and dying trees on Ring Road.

At the Board meeting on February 4<sup>th</sup>, 2021 the Board approved the winter watering of the trees on Ring Road and the removal of the three (3) dead trees. Terracare has been authorized to move forward with these items.

Many of the other trees on Ring Road are dying. Terracare's arborist determined after looking at approximately 50% of the tree's roots that the twine was not removed and is choking off the root system causing them to die. Terracare's arborist suggested we will have to pull back the rocks and soil on the pine and spruce trees to remove the girdling twine. This will cost the Town \$5,400.

After further discussion with Mr. Winfield regarding the weeds in the Open Space, he still strongly suggests the two Broadleaf sprayings be done followed by the removal of the weeds after they have wilted. He explained that to get this under control, they need to spray the Open Space and then cut and remove the noxious plant after the wilt is evident (this shows the herbicide has attacked the plant all the way to the root). The spray is the important part of the sequence, otherwise the plant will just root out and regrow.

If the Board would like to proceed, the Town of Foxfield Landscape Services 2021 agreement with Terracare will need to be approved in the amount of \$54,574, in addition to \$5,400 for the removal of twine from the trees on Ring Road and \$600 to bag the weeds in the Open Space once they are wilted.

The Town may use 20% of the annual Open Space revenue for this expense, approximately \$4,200. A Supplemental Appropriation will need to be done for the remaining expense of \$1,800 should it not be covered in the 2021 approved budget.

**RECOMMENDED MOTION:**

*"I move to approve the Terracare Associates 2021 Landscape Services Agreement with the Town of Foxfield, with the additional cost of \$5,400 for the removal of twine from the trees on the Ring Road and \$600 to bag the weeds in the Open Space once they are wilted."*

**ATTACHMENT:**

**Exhibit A:** Terracare 2021 Landscape Services Agreement

**SIXTH ADDENDUM TO AGREEMENT FOR SERVICES**

THIS SIXTH ADDENDUM TO AGREEMENT FOR SERVICES is made and entered into this day of \_\_\_\_\_, 2021, by and between the Town of Foxfield, State of Colorado (hereinafter referred to as the "Town") and Terracare Associates, (the "Contractor").

**RECITALS:**

- A. On March 3, 2016, the Town and Contractor entered into an Agreement for Services (the "Agreement").
- B. The parties desire to authorize an extension of this Agreement and the 2021 pricing approved in this Sixth Addendum until December 31, 2021 and be retroactive to January 1, 2021 with this approval of this Sixth Addendum.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Contractor shall continue to provide services to the Town as provide in the 2016 Agreement and 2021 pricing in the Sixth Addendum.

- 1. Contractor shall continue to provide the services defined in **Attachment A** for a total contract price of \$54,574 in 2021. The pricing attachment contains a provision for Winter Watering of all spruce and pine trees in the amount of \$1,210.00 that shall only be performed at the direction of the Town Administrator.
- 2. The original Agreement is in full force and effect and is hereby ratified by the Town and the Contractor.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

**TOWN OF FOXFIELD, COLORADO**

By: \_\_\_\_\_  
Lisa Jones, Mayor

ATTEST:

\_\_\_\_\_  
Randi Gallivan, Town Clerk



**CONTRACTOR**

By: \_\_\_\_\_

STATE OF COLORADO    )  
  ) ss.  
COUNTY OF                )

The foregoing instrument was subscribed, sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

My commission expires:

(S E A L)

\_\_\_\_\_  
Notary Public



## Town of Foxfield Landscape Services 2021

Revised on: 1/13/2021

Item #	Maintenance Services	Per occurrence 2021	# of Occ / Year	Price Per Year 2019-2020
1	ROW - mow, trim, remove trash	\$4,950.00	6	\$29,700.00
2	ROW - Apply broadleaf weed spray, Spot spray as needed	N/A	N/A	N/A
3	Arapahoe/Ring Road & Open Space - Mow, trim, spot spray or pull weeds as needed, remove trash and empty trash cans every two (2) weeks	\$1,850.00	6	\$11,100.00
4	Arapahoe/Ring Road & Open Space - Apply broadleaf weed spray	\$780.00	2	\$1,560.00
5	Arapahoe/Ring Road & Open Space - Irrigation maintenance	\$106.00	8	\$848.00
6	Arapahoe/Ring Road & Open Space - Tunnel light bulbs replacement	\$80.00	2	\$160.00
7	Fertilization of Open Space	N/A	N/A	N/A
8	Islands - Mow, weed eat, trim trees and bushes, spray or pull weeds, remove trash	\$280.00	12	\$3,360.00
9	Plant Health Care - Ips Beetle Spray - 33 Spruce trees	\$880.00	2	\$1,760.00
10	Plant Health Care - Zimmerman Moth Spray - 81 Pines	\$1,204.00	2	\$2,408.00
11	Plant Health Care - Tree fertilizer with Myorrhizae	\$1,806.00	1	\$1,806.00
12	Dog waste stations (4) - Empty/service stations weekly	\$36.00	52	\$1,872.00
Total				\$54,574.00

Twelve equal Monthly Payments \$ 4,547.83

Item #	Additional Maintenance Services	Per occurrence 2021	# of Occ / Year	Price Per Year 2021
1	Winter Water All Spruce and Pines October-March.	\$1,210.00	Must be pre-authorized by the Town	
2	Snow Removal Services 2021	See Attached Rates	Must be pre-authorized by the Town	

By:

Terracare Associates, LLC.

Authorized Signature

13 Jan 2021

DATE



# TERRACARE ASSOCIATES

## Unit Pricing & Labor Rates For 2021

January 1, 2021

ITEM	2021 Prices	
Field Supervisor	\$	68.00 per hour
Foreman	\$	63.00 per hour
Labor	\$	47.00 per hour
Irrigation Technician	\$	74.00 per hour
Irrigation Helper	\$	58.00 per hour
Backflow Certification Testing (per backflow) Repairs T&M	\$	103.00 per backflow
Emergency irrigation dispatch minimum charge (5pm to 6am Monday through Friday, Weekends and Holidays).	\$	131.00 per hour
Chemical Application Tech.	\$	74.00 per hour
Operator	\$	53.00 per hour
Concrete Finisher	\$	55.00 per hour
CDL Truck Driver	\$	53.00 per hour
Mobilization of large equipment (310 Backhoe, Front End Loader, Etc.)	\$	425.00 each
Pick-Up Truck	\$	17.00 per hour
1 Ton. Dump Truck	\$	20.00 per hour
Dump Truck (5yard)	\$	59.00 per hour
Dump Truck (10 yard Tandem)	\$	64.00 per hour
Streets Sweeper	\$	100.00 per hour
Truck w/ Water Tank (800 Gallons Capacity)	\$	21.00 per hour
Dump Trailer (14' to 16' Long)	\$	11.00 per hour
Landscape Trailer	\$	11.00 per hour
Flat Bed Trailer (10' to 34')	\$	11.00 per hour
Trimmer, Blower or Chainsaw	\$	8.00 per hour
Walk Behind w/ 36" to 48" mower deck	\$	9.00 per hour
Riding Mower w/ 60" mower deck	\$	39.00 per hour
Ag. Tractor (6420 J Deere 4x4 w/Cab)	\$	59.00 per hour
Ag. Tractor (Small 4X4 Tractors)	\$	41.00 per hour
Mower Deck 6'	\$	10.00 per hour
Mower Deck (15' to 20')	\$	20.00 per hour
ATV w/ Sprayers	\$	20.00 per hour
UTV w/ Sprayers	\$	24.00 per hour
Tree Chipper	\$	37.00 per hour
Skid Steer	\$	43.00 per hour
310 Backhoe	\$	56.00 per hour
Front Loader w/ 3 to 4 yard bucket	\$	97.00 per hour
Crack Seal Machine	\$	46.00 per hour
Walk Behind Stripe Machine	\$	20.00 per hour
Arrow Board (Traffic Control)	\$	11.00 per hour

\*Materials use will be charge at cost plus 20%

\*Mobilization will be billed based on the appropriate hourly rate. All materials and equipment will be billed based on Terracare Associates standard rates.



2020-2021 (5006 PI) SNOW PRICING

SNOW MAINTENANCE

2020-2021

<u>\$ 126.00</u>	<u>Per hour, pick-up truck with 7.5 foot plows</u>
<u>\$ 58.00</u>	<u>Per hour, hand shoveling laborer</u>
<u>\$ 126.00</u>	<u>Per hour, Sander/Ice Slicer truck, plus materials at \$268.00 ton</u>
<u>\$ 58.00</u>	<u>Per hour, ice melt plus material at \$.95/lb.</u>
<u>\$ 82.00</u>	<u>Per hour, snow blower or broom</u>
<u>\$ 98.00</u>	<u>Per hour, ATV w/blade</u>
<u>\$ 152.00</u>	<u>Per hour, Skid Steer or tractor with bucket</u>
<u>\$ 231.00</u>	<u>Per hour, front end loader, 3 yard</u>
<u>\$ 231.00</u>	<u>Per hour, front end loader, 3 yard with 12 foot pusher</u>
<u>\$ 237.00</u>	<u>Per hour, dump truck 10 yard</u>
<u>\$ 189.00</u>	<u>Per hour, dump truck 5 yard with plow</u>
<u>\$ 126.00</u>	<u>Per hour, UTV w/ blade</u>
<u>\$ 115.00</u>	<u>Per Hour, Snowrator</u>

These are our hourly rates for the 2020-2021 snow maintenance season. There is a one (1) hour minimum charge per job site.



## **MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 18, 2021

RE: Ordinance 2021-01 Amending Section 16-6-10 of the Foxfield Municipal Code to Clarify the Definition of Accessory Structure

### **DISCUSSION:**

Ordinance 2021-01 amends section 16-6-10 of the Foxfield Municipal Code to clarify the definition of accessory structure by adding letter e) "Has no party wall or common wall with another structure. Bridges, tunnels, basements, breezeways and other similar means of connecting one (1) structure to another shall not, for the purpose of this Code, be considered to constitute a party wall or common wall."

A public hearing for Ordinance 2021-01 has been scheduled for March 4<sup>th</sup>, 2021.

### **ATTACHMENT:**

Exhibit A: Ordinance 2021-01 Amending Section 16-6-10 of the Foxfield Municipal Code to Clarify the Definition of Accessory Structure.

**A BILL FOR AN ORDINANCE AMENDING SECTION 16-6-10 OF THE FOXFIELD MUNICIPAL CODE TO CLARIFY THE DEFINITION OF ACCESSORY STRUCTURE**

WHEREAS, the Board of Trustees determines it is necessary to clarify the existing provisions related to defining what constitutes an accessory structure in the Town; and

WHEREAS, the amendments made by this Ordinance do not change the Town's present and reasonable interpretation of its Code, but instead merely clarify the existing language regarding what makes an accessory structure detached from a primary structure.

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

Section 1. The definition of "Accessory use or structure" in Section 16-6-10 of the Foxfield Municipal Code is hereby amended by the addition of a new subparagraph e. as follows:

**Sec. 16-6-10. Interpretation and definitions.**

\*\*\*

*Accessory use or structure.* A use or structure (exceeding one hundred twenty [120] square feet) subordinate to the principal structure or use which serves a purpose customarily incidental to the principal use and normally incidental to a use by right and complying with all the following conditions:

- a. Is clearly subordinate, incidental and customary to and commonly associated with the operation of the use by right.
- b. Is operated and maintained under the same ownership as the use by right on the same zone lot.
- c. Includes only those structures or structural features consistent with the use by right.
- d. Fences, gates, walls and utility poles are exempt from dimensional requirements and the number of allowed structures in each zone district.
- e. Has no party wall or common wall with another structure. Bridges, tunnels, basements, breezeways and other similar means of connecting one (1) structure to another shall not, for the purpose of this Code, be considered to constitute a party wall or common wall.

Section 2. 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. The Board of Trustees further determines that the ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. 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 4. This ordinance shall become effective thirty (30) days after final publication.

Adopted as Ordinance No. \_\_\_\_ Series of 2021, by the Board of Trustees of Foxfield, Colorado, and signed and approved by its Mayor or presiding officers this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lisa Jones, Mayor

ATTEST:

\_\_\_\_\_  
Miranda Gallivan, 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: 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 Chapparral 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.

Chapparral 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 assessed 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 Chapparral (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 Chapparral.

### **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. Chapparral and Chenango resident's RFID tags will expire on December 31<sup>st</sup> 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.



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Randi Gallivan, Town Clerk

DATE: February 18, 2021

RE: Crime Survey Results

**DISCUSSION:**

At a previous meeting, the Board discussed the possibility of hiring a security guard due to the lack of off-duty patrol officers available from the Sheriff's department. To further the discussion, Trustee Josie Cockrell volunteered to conduct a survey of crime in Foxfield to get resident input. She sent the survey to everyone on the Town's email list and received 118 responses from 113 households. The results are attached. The most common crime in Foxfield is mail theft/mailbox vandalism.

Would the Board like to continue exploring the idea of hiring a security guard and if so, how would you like staff to proceed?

**ATTACHMENT:**

**Exhibit A:** Foxfield Crime Survey Results

## **Foxfield Crime Survey**

Jan. 19, 2021 to Feb. 1, 2021; 118 responses from 113 addresses

### **Question 1: *Have any crimes been committed on your property recently?***

Crime was reported at 21 out of 113 addresses (18.6%)

- 13 mail related incidents (10 theft, 2 damage to mailbox)
- 1 home was broken into
- 5 vehicle related incidents (2 cars stolen, 3 cars broken into)
- 3 instances of theft (license plates, statues, a bench)
- 1 instance of trespassing

### **Comments**

- Trespassing, mischief inside the barn
- November - Mail thief- Checks stolen and cashed
- March 2020 - Car THeft
- April, 2020. Car broke into.
- November - Theft of license plates and bracket from car
- August mail theft
- Mid September some misc statues came up missing the day after being put out.
- May 2020 stole a medal bench we transported here from NY
- We think, but we are not absolutely certain, that mail was stolen from our mailbox.
- Spring 2020. Mail stolen from mailbox.
- 1/2/21. Unlocked pickup cab ransacked and garage door opener taken
- Last couple years. Mailbox theft.
- Mail theft; about a month ago.
- Mail box broken and theft. Lost Amazon packages. During last 10 months
- Mail theft November 2020
- Mail theft 1/18
- Nov 2020 / mail stolen
- This year someone hit our mailbox (again) and dented it. We have a locked mailbox, and they were unable to open it, but we had to pound out the dent.
- Car stolen from driveway, 2018, car broken into 2020 house broken into 2020
- Sept 2020, Mailbox Damage
- November 2020, packages stolen off the front porch 2 separate times

**Question 2: Are you aware of any other crimes that have been committed in Foxfield recently?**

48 Yes (41.0%); 69 No (59.0%); 117 responses

**Comments**

- Vandalism to mailboxes. Latter part of 2020.
- 3/2020 - 7AM drunk driver passed out in car on Richfield
- 5/2020 - walking early am presence warned off mailbox theft 2X Easter and Davies near [REDACTED] home
- 6/2020 - needles / garments found in Open Space
- 9/2020 - 2:30 am visitor at door on Norfolk
- 10/2020 - police activity in Open Space
- 11/2020 - persons trespassing / graffiti Drainage area under grates
- Continued - ""parking"" on Costilla JW and various other areas in town late night to early am
- same time - more theft in vehicles and open garages/out buildings
- Camera caught mail theft, trespassing, stop sign running and prowling
- Oct, 2020. Mailboxes being stolen from.
- Ongoing theft of mail and packages from USPS and delivery services
- various reports of mail theft on Next Door
- Mail theft, strange people coming to door
- I did see them on the Foxfield e-mail updates
- If I recall correctly, it was mail theft. It has been in the last several months.
- These are only the most recent ones: Summer 2020 - mail stolen from neighbor's mailbox. Fall 2019 - bench stolen from neighbor's property. December and January - two mailboxes knocked off mailbox posts. January 2020 - two street signs on Hinsdale knocked down.
- Growing and dealing drugs in a house up the street.
- Mail box theft
- Mail theft, damaged mailboxes, stolen packages.
- Stole mail. Cars parked in front.
- On going mail theft
- Theft and damage to property on a regularly basis(weekly)
- Mail theft. Vehicle theft/burglary
- The drug activity in the house next door to us about a year ago. Police were on the scene at the time.
- Mailbox theft
- Only what I've seen posted on NextDoor (mail theft & suspicious people/cars). Neighbor did have mailbox lock broken off sometime in the last month.
- Speeding along Hinsdale Avenue
- Theft from propert and mailbox theft

- car thefts and mail stolen last 6 months
- NextDoor
- ongoing mail/pckg theft
- Mail theft, a few months ago
- I have read about a number of people having their mail stolen. One person even had their entire mailbox stolen and dumped in a field. I read about these incidents on NextDoor.
- Mail stolen 2020
- During the last year... mail theft, package theft, people going through trash and recycling bins (when out for trash day) for, presumably identity theft, one of our expensive bicycles was stolen from our yard about 1 1/2 yrs ago.
- Multiple reports on residents having mail stolen from their mailboxes.
- Mail theft, stolen tires, stolen packages during December and January
- People have reported their mail being stolen and packages off their porches refer to Nextdoor for dates
- December - Porch Pirates
- Porch pirates during Christmas as well as mail being stolen
- Various dates. Mail theft.
- neighbor package theft about 2 months ago
- Mailbox tampering
- Fall 2020; property theft; Jan 2021 Mail Theft
- Mail theft
- NO DETAILS - JUST HEARD FROM OTHERS
- Porch pirates, stolen mail
- Packages at neighbors stolen off of front porch in December as well as comments on Nextdoor about mail being stolen
- Police raid on a house due to drug trade. I don't recall the date, but within the last year I believe.
- Mail theft



**Question 3: Are you aware of any other concerning (but not necessarily criminal) activity occurring in the community?**

34 Yes (29.3%); 82 No (72.6%); 116 responses

**Comments**

- Open space loitering. Suspicious driver in neighborhood at early morning hours
- Breaking into mailboxes
- traffic
- Cars broken into ([REDACTED] - Pitkins, [REDACTED] - Davies)  
Theft ([REDACTED])  
Mailbox and package Theft - many  
Foxfield Spring Clean up 2020 - newly painted blue dumpsters were delivered Friday afternoon / Saturday am freshly painted graffiti was discovered.
- loitering and trespassing
- Homeless/ Drug activity down by the tunnel (accessed off of Norfolk Ct)
- Mail being stolen from boxes
- street racers, who are NOT commuting through so the gates will not help.
- Strange people coming up to the door that deliver or live here
- I live adjacent to OLOL and see a lot of vehicles park there with the looks of an exchange.
- Occasional excess driving speed.
- Concerned about the traffic and outsiders traveling through Foxfield. Would prefer a closed community 24/7. Also concerned that the private security that the town hires will leave the area while on duty. My husband was instrumental in helping our town in NY place monitoring stations around our town to ensure the hired guard remained within our town limits during his shift.
- mail boxes being vandalized
- Called in suspicious person carrying a heavy looking reusable plastic bag. She was walking west on E Hinsdale Ave. and she was stopping and watched every car pass her as if she knew them. Was crisscrossing road. I drove up behind her and asked her if she needed anything. She was very agitated and replied "I just want to know why you are driving so slow". When I replied the speed limit is 25 mph, she said "I wouldn't know". End of conversation.
- discrimination and harassment from Ken and Karen neighbors
- I've heard things happen at night, near Arapahoe and Parker area.
- Suspicious people and cars roaming neighborhood
- People trying to get into mail boxes
- [REDACTED] operating multifamily residence. Multiple Apartments in house
- Rental property near us has many visitors throughout the day who are there only briefly.
- Noise

- Cars driving around. Have seen mail boxes open.
- Frequent running stop sign at Waco & Easter
- The intersection of Easter and Waco has a 4-way stop. 90% of the cars going through the intersection don't stop. Cars also speed down Waco and Easter. We have kids and live at the corner of Easter and Waco. Cars not obeying the road laws is concerning.
- The house that is unoccupied that has been the scene of police activities and the bomb going off in the garage
- Bad guys apparently checking automatic garage doors.
- Mailbox theft
- Neighbors have expressed concern around increase of people in town due to property development/construction, activity at JW Church
- People lurking around property
- Speeding down Richfield- love to Gate the entire community
- Mail Theft and package theft
- Mail theft
- Mail being stolen garage break-ins

**Question 4:** *Do you think hiring a private security guard would be beneficial for our community?*

No	Probably Not	Unsure	Possibly	Yes
24	28	22	29	15
20.3%	23.7%	18.6%	24.6%	12.7%

**Comments**

*No*

- Private security has no authority to take action to protect the community. What effort would be taken to have them acquaint with normal activity in town? Seems a slippery slope
- I doubt the effectiveness of private security as a deterrent, given the expansive nature of Foxfield's properties. Porch pirates and mailbox thieves seem the primary concerns, at least on Nextdoor. I'm not sure that one guard cruising the neighborhood would happen to catch these opportunists.
- private to expensive
- The gates are supposed to limit unauthorized access, shouldn't we be waiting to see if they have an impact on criminal activity before we're looking to hire security?
- I used to see Arapahoe County Sheriff drive through the neighborhood on occasion. Maybe this would help to curb the criminal activity.
- Private security for a community is as much security theater as TSA is.  
Far better would be a community watch with suggestions about how to watch out for each other, tips on how to secure properties like ours, and actually noticing and checking on our neighbors and strangers coming through.  
It's harder because it requires being involved and communicating but it works MUCH better.
- I think this would be a total waste of money. There are other things to spend our money on or just lower the taxes if the coffers are overflowing and you think you need to spend the money.
- I'm really not interested in having private security in Foxfield. The occasional off duty officers are fine.
- Stop wasting tax dollars. Foxfield is not an HOA, but your sure trying hard to make it one.
- over 10 years, cameras and gates will be much cheaper.
- Lower the Mill Levy rather than hire another person
- Arapahoe county Sherrieff is quick and responsive . Don't need a security guard.
- I think the money it would cost would better the community by actually putting in the walking paths that have been promised for years

*Probably Not*

- I would like more information about why we are looking at private security. If it's the lost of mail. The solution would be get a locking mails box.

- I'd be curious to see results from the survey across the community. I'm also curious, if there are reports of crime, how that is impacted by the gates we will soon have. I feel that would be a good deterrent and obstacle for some criminal activity and might accomplish the goal at hand. A period of observation might be helpful after the gates but before we commit to hiring security personnel. Thank you for all the work putting this together.
- The only thing I think could be beneficial is for guarding against mail theft.
- what is the need for this and has something happened in the community to start this survey?
- Criminals are barely deterred by actual law enforcement much less security guards, who would have to call for law enforcement to take any action anyway. The best deterrent outside of constant police presence is friendly neighbors. Get to know your neighbors and let us all watch out for each other.
- We had a strange man on our street last summer who ran from the police when we called. Other than that, all has been well.
- In my opinion our community is well rounded and have home security systems or surveillance cameras in every home. Very cheap to buy and install one if needed. You can remote monitor, save , forward saved videos for investigation as needed. I am also not aware if any criminal activities took place in the community so this is purely opinionated view of mine.
- Once the gates are in, the drive through traffic will decrease, so crime will also decrease, especially mail theft.
- At this time no, but continue to monitor and review every year for any changes.
- at this time I feel Foxfield is a very nice ,safe place to live
- I live on a cul-de-sac so, perhaps I am insulated however, I feel completely safe with my current security system and would prefer to see city funds spent on trails. Additionally, will the implementation of the gates affect any current criminal activity? Perhaps we should revisit this six months after the install.

#### *Unsure*

- can we afford it?
- Foxfield pretty big so I don't know how a security person could patrol the area. But I am definitely open to the idea of it
- My wife, [REDACTED], has also responded to this survey, but did not mention the following:  
In the past, other small towns (Bowmar and Columbine Valley) hired their own part-time policeman (one person), who was effective at decreasing traffic violations, but not other types of crime. The policeman was never in the right place at the right time. They had problems with retaining people because the job was monotonous and uneventful. At the time, town officials said it was more effective to encourage residents to report criminal activity (e.g., Crime Watch) because residents were present in more areas and present more of the time. There was some discussion among a group of Arapahoe County mayors and city council members about multiple businesses and entities jointly hiring a person who would be on call full-time and who could respond to reports from property owners when a crime was actually occurring. There was also discussion of security cameras, but to my knowledge, no decisions were made to hire security guards or install security cameras. We will probably encounter the same issues.
- What about the cost ? The town doesn't have infinite revenue.

- Would love to hear statistics regarding private security
- Thank you for setting up this survey.
- I don't know if a private security guard would be able to prevent thefts, but it would be nice to think so. We might need someone to help with the gates when we get them set up in case people try to damage them.
- A well coordinated cohesive relationship--almost personal. Otherwise we have a feel good exercise with "a company".
- Thank you for soliciting resident feedback and all you do for the town.

#### *Possibly*

- I am not sure if the security guard is to stay in a security facility to allow entry and exit to the town? If so, this would definitely help to reduce crime
- Perhaps before hiring someone, as you are thinking, you might want to check with other towns that have done this, if/how it worked for them. Thank you for looking into this!!
- If they can't issue tickets for speeding, not sure what they would be doing.
- It wouldn't hurt to test for a period of time. Keep records of observation & incident prevention to see if there is a benefit, etc.
- I am sure cost will be a key.
- Thank you for the survey. My family and I feel very safe in Foxfield, but would like the mail theft to stop and cars to obey the intersection of Easter and Waco along with speed limits.
- Nice initiative. Thanks for considering this.
- Speeding continues to also be a problem.
- Nothing at this time.
- Depending on the patrol, the security presence may deter criminal
- I rather see more gates, less speeding and access to Foxfield.
- I see criminal activity seeping into Foxfield currently. Piney Creek esp. is experiencing many crimes of opportunity (petty theft/ car theft / burglary) is it a matter of time that one discovers Foxfield's proximity and spaciousness lends to their success? Prevention - presence as a deterrent.
- Thank you for exploring this option and working to improve our town!
- a lot depends on the cost
- I believe security present will make our town even better!!
- I don't know if it would help to have security but it is not a bad idea to try it out.

#### *Yes*

- Alternative suggestion: neighborhood watch per ward in coordination with sheriff department
- If we cannot get the at least the same patrols/ stop sign monitoring then we need to purchase it. Thanks for listening
- Permanent gates is the ultimate solution.

- We could try it and see what happens. A security presence could help deter any illicit activities. Although we would be in favor of enclosing the entire community. We should weigh the options - hiring security indefinitely as an on-going cost. Or a one-time cost to enclose our entire town.
- I think it might deter folks from looking at doing anything in our town.
- Having security stroll and drive around is a good deterrent . We support it
- I think having the presence of a security officer could be a deterrent.
- Thank you



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: February 18, 2021

RE: 2021 Long Range Financial Forecast Update

**DISCUSSION:**

The numbers in the forecast for 2020 are not final yet as the 2020 financial audit is scheduled for the week of February 22<sup>nd</sup>, 2021. Staff added the year 2028 to the forecast and the new Road Maintenance Fund.

**ANALYSIS:**

Staff is forecasting a budget surplus for 2020 of approximately \$85,000 and an ending General Fund balance of approximately \$808,148.

Sales tax received in January looks to be back to similar levels as the Town received at this time last year and has steadily increased over the last few months.

An updated gate expense worksheet and the sales tax breakout are attached for your review.

**ATTACHMENT:**

**Exhibit A** – Updated Long Range Financial Forecast

**Exhibit B** – Gate Expense Detail

**Exhibit C** – Sales Tax Breakout

LONG RANGE FINANCIAL FORECAST													
		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
Account	Account Title	Actual	Actual	Estimate	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Description
GENERAL FUND													
	BEGINNING FUND BALANCE	572,989	737,240	929,820	808,148	660,597	660,597	660,597	660,597	667,313	674,150	682,958	
Taxes and Franchise Fees													
	Assessed Value	20,495,097	20,309,298	22,601,884	22,737,996	23,874,896	23,874,896	25,068,641	25,068,641	26,322,073	26,322,073	27,638,176	
	Mill Levy	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	4.982	
10-31-111	Current Property Tax	101,683	100,682	112,603	113,281	118,945	118,945	124,892	124,892	131,137	131,137	137,693	Provided by the county
													County collected. Basically property tax on the type of vehicle. The year and taxable value determine these fees. Taxable value is determined by taking 85% of the suggested retail price.
10-31-121	Specific Ownership Tax	7,420	7,939	7,429	7,000	7,070	7,141	7,212	7,284	7,357	7,431	7,505	
10-31-161	Xcel Franchise Fee	6,955	8,441	6,750	6,750	6,818	6,886	6,955	7,024	7,094	7,165	7,237	
10-31-162	IREA Franchise Fee	23,159	22,321	22,000	22,000	22,220	22,442	22,667	22,893	23,122	23,353	23,587	
10-31-163	Cable Television Fees	5,242	5,114	4,800	4,800	4,848	4,896	4,945	4,995	5,045	5,095	5,146	
10-31-191	Current Property Tax Interest	137	73	214	100	101	102	103	104	105	106	107	Interest on property tax
10-31-192	Delinquent Property Tax	4,164	(1,170)	0	0	0	0	0	0	0	0	0	
10-31-193	Delinquent Property Tax Intrst	1,262	(165)	0	0	0	0	0	0	0	0	0	
													3.75% on purchases made in the town or delivered into the town. ESTIP agreement ended 5/18.
10-31-311	Sales Tax	292,566	338,428	230,936	200,000	205,999	209,566	212,808	214,936	217,085	219,256	221,448	
													Three percent (3%) imposed only for the privilege of storing, using or consuming within the Town any construction and building materials greater than twenty thousand dollars (\$20,000.00)
10-31-312	Use Tax	14,023	45,090	17,509	13,500	13,635	13,771	13,909	14,048	14,189	14,331	14,474	
	Total Taxes and Franchise Fees	456,611	526,754	402,241	367,431	379,635	383,749	393,490	396,176	405,134	407,874	417,199	
Licenses and Permits													
10-32-211	Liquor Licenses	475	398	298	298	400	400	400	400	400	400	400	3 licenses + special events
10-32-215	Business Licenses	420	385	280	385	420	420	420	420	420	420	420	\$35 annual fee
10-32-218	Sign Permits	650	0	0	0	0	0	0	0	0	0	0	FVC and OLOL
10-32-219	Communique Ads	450	500	340	350	350	350	350	350	350	350	350	Increase in the number of newsletters
10-32-221	Building Permits	24,611	49,499	34,337	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
10-32-222	Street Cut Permits/ROW	1,054	300	450	300	300	300	300	300	300	300	300	
10-32-223	Grading Permits	150	150	0	150	150	150	150	150	150	150	150	
10-32-224	Zoning Review	2,848	1,914	2,611	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	Costs billed through building permit
10-32-225	Engineering Review	2,600	807	3,488	500	500	500	500	500	500	500	500	Costs billed through building permit
10-32-226	Driveway Permits	250	250	1,000	250	250	250	250	250	250	250	250	
	Total Licenses and Permits	33,508	54,203	42,804	28,733	28,870	28,870	28,870	28,870	28,870	28,870	28,870	
Intergovernmental													
10-33-321	Motor Vehicle Registration Fees	4,021	4,224	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	County collected
10-33-342	Cigarette Tax	1,125	1,222	1,047	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	State derived
10-33-350	Severance Tax	0	0	399	400	400	400	400	400	400	400	400	
													Based on the # of vehicles and street miles in each community relative to the same statistics in other municipalities and the CO Dept of Transporation revenue estimates.
10-33-352	Highway User Tax	47,492	52,434	37,816	35,772	40,000	40,000	40,000	40,000	40,000	40,000	40,000	
10-33-360	Mineral Lease	0	0	133	133	133	133	133	133	133	133	133	
10-33-371	County Road/Bridge Levy	5,810	5,691	6,329	6,367	6,685	6,685	7,019	7,019	7,370	7,370	7,739	Shareback from Arapahoe County (.560 x Assessed Value X 50%)
	Total Intergovernmental	58,448	63,572	49,224	47,172	51,718	51,718	52,052	52,052	52,403	52,403	52,772	
Charges for Services													
10-35-510	Traffic Court Revenues	8,861	6,310	2,100	2,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
10-35-540	Chargeback Administration Fee	1,549	684	250	500	500	500	500	500	500	500	500	SafeBuilt & SEH
	Total Charges for Services	10,410	6,994	2,350	3,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	
Miscellaneous													
10-36-611	Interest Earnings	10,609	17,972	6,592	1,541	3,363	3,997	4,760	11,082	12,680	14,303	14,303	.2% 2021, .5% 2022-2024, 1% 2025-2027
10-36-680	Miscellaneous/Other Income	54,447	2,223	469	500	500	500	500	500	500	500	500	
10-36-682	SIPA Grant	0	4,250	0	0	0	0	0	0	0	0	0	
10-36-690	Transfer In	70	0	0	0	0	0	0	0	0	0	0	
	Total Miscellaneous	65,126	24,444	7,061	2,041	3,863	4,497	5,260	11,582	13,180	14,803	14,803	
	TOTAL REVENUES	624,103	675,967	503,680	448,376	467,586	472,334	483,173	492,181	503,087	507,450	517,144	



Administration													
10-41-110	Personnel Expenses	115,284	127,008	131,614	134,246	136,931	139,670	142,463	145,312	148,219	151,183	154,207	
10-41-116	Payroll Taxes (7.65%)	8,819	9,716	10,068	10,270	10,475	10,685	10,898	11,116	11,339	11,566	11,797	
10-41-118	Workers Compensation Ins.	826	715	724	750	950	1,000	1,000	1,000	1,000	1,000	1,000	Pinnacol
10-41-120	Supplies/Materials	1,445	461	500	500	500	500	500	500	500	500	500	Server and equipment upgrades
10-41-130	Postage/Bulk Mail Charges	537	330	400	400	400	400	400	400	400	400	400	PO Box Rental
10-41-140	Printing	1,044	0	50	50	100	100	100	100	100	100	100	
10-41-141	Newsletter	195	35	50	50	50	50	50	50	50	50	50	Hard copies of newsletter
10-41-143	Municipal Code Supplements	2,056	211	646	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
10-41-145	Legal Notices	312	266	250	250	250	250	250	250	250	250	250	
10-41-148	Recording Fees	26	26	50	50	50	50	50	50	50	50	50	
10-41-151	Audit	7,500	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	John Cutler and Associates
10-41-152	Legal	11,397	16,345	20,475	25,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	HPWC
10-41-160	County Treasurer Fees	1,072	1,042	1,200	1,133	1,189	1,189	1,249	1,249	1,311	1,311	1,377	1% of current property tax revenue
10-41-170	Communications/IT	2,155	11,861	2,800	2,800	3,000	3,000	3,000	3,000	3,000	3,000	3,000	Caselle (AP & Payroll added), Carbonite, Laserfiche
10-41-171	Telephone/Internet	2,298	1,518	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	Clerk's office
10-41-172	E-mail Server	521	498	500	500	540	540	540	540	540	540	540	
10-41-173	Web Site Dev/Mgmt	240	4,412	0	0	0	0	0	0	0	0	0	
10-41-180	Insurance	4,759	4,500	4,995	5,957	6,000	6,000	6,000	6,000	6,000	6,000	6,000	CIRSA Property/Casualty and volunteer medical
10-41-182	Membership/Dues/Training	2,342	2,832	2,500	3,000	3,500	4,000	4,000	4,000	4,000	4,000	4,000	DRCOG, CGFOA, CMCA, CML, IIMC, Conferences and training
10-41-190	Miscellaneous Expense	38	99	746	150	150	150	150	150	150	150	150	
10-41-192	Bank Service Charges	36	24	24	24	30	30	30	30	30	30	30	
	Total Administration	162,902	188,900	186,192	195,230	184,216	187,714	190,781	193,848	197,039	200,230	203,551	
Elections													
10-42-121	Elections - Judges	325	0	300	0	350	0	350	0	350	0	350	
10-42-131	Election Expenses	128	0	376	0	400	0	425	0	450	0	450	
	Total Elections	453	0	676	0	750	0	775	0	800	0	800	
Judicial													
10-44-211	Judge	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	\$250/month
10-44-220	Court Related Expenses	6,117	5,864	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	Approximately \$1250/qrt
	Total Judicial	9,117	8,864	8,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	
Public Safety													
10-46-311	Law Enforcement	102,056	101,181	112,830	113,281	118,945	118,945	124,892	124,892	131,137	131,137	137,693	IGA with Arapahoe County Sherriff
10-46-314	Off Duty Officer Patrols	14,152	5,138	4,000	10,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	
10-46-400	Animal Control	390	260	325	325	325	325	325	325	325	325	325	
	Total Public Safety	116,598	106,579	117,155	123,606	132,270	132,270	138,217	138,217	144,462	144,462	151,018	
Public Works													
10-48-451	Planning	5,110	3,850	5,000	5,000	6,000	6,000	6,500	6,500	7,000	7,000	7,000	SafeBuilt
10-48-452	Engineering	15,739	16,934	22,509	16,960	15,000	15,000	15,500	15,500	15,500	15,500	15,500	SEH
10-48-453	Code Enforcement	7,939	9,308	10,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	SafeBuilt
10-48-454	Snow Removal	8,036	26,244	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	Terracare
10-48-455	ROW and Island Maintenance	37,827	37,421	40,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	Terracare
10-48-456	Traffic Control/Signage	2,759	2,468	441	1,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000	Sign placement and repair, gates maintenance
10-48-457	Building Permit Expenses	18,444	35,788	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	SafeBuilt
10-48-458	St. Cut/ROW Permit Expenses	0	175	300	300	350	350	400	400	450	450	450	
10-48-459	Street Lights	1,272	1,279	1,200	1,200	1,300	1,300	1,300	1,300	1,300	1,300	1,300	Lewiston Way and Parker Road
10-48-460	Engineering Pavement Management	9,022	6,800	9,059	6,000	6,000	8,000	8,000	8,000	8,000	8,000	8,000	Misc Terracare charges, SEH pavement management
10-48-461	Gates Electricity & Maintenance	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	\$4,000 Maintenance, \$1,000 electricity
10-48-500	Comm Events (Parade,Directory)	4,706	5,614	1,755	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4th of July, Parade, Chili Fest, Trunk or Treat
10-48-600	Storage Unit	637	529	529	675	700	700	700	700	700	700	700	
	Total Public Works	111,491	146,410	136,293	141,635	141,350	143,350	144,400	144,400	144,950	144,950	144,950	
ESTIP													
10-52-620	ESTIP	25,250	0	0	0	0	0	0	0	0	0	0	Last payment made in May 2018
	Total ESTIP	25,250	0	0	0	0	0	0	0	0	0	0	
Capital													
10-58-800	Capital Exp > \$5,000.00	32,165	32,634	177,035	126,457	0	0	0	0	0	0	0	Roads & Gates
10-58-801	Capital Exp < \$5,000.00	1,876		0	0	0	0	0	0	0	0	0	Bulletin boards/dog waste stations/libraries
10-58-804	Improvements - Ring Road	0	0	0	0	0	0	0	0	0	0	0	
	Total Capital	34,041	32,634	177,035	126,457	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	459,852	483,387	625,351	595,928	467,586	472,334	483,173	485,465	496,250	498,642	509,319	

	REVENUES LESS EXPENDITURES	164,251	192,579	(121,671)	(147,552)	0	0	0	6,716	6,837	8,808	7,825	
	ENDING FUND BALANCE	737,240	929,820	808,148	660,597	660,597	660,597	660,597	667,313	674,150	682,958	690,783	
	ROAD MAINTENANCE FUND												
	Beginning Fund Balance	0	0	0	207,357	76,357	(23,404)	101,596	250,096	397,051	542,415	392,415	
	Village Center Sales Tax	0	0	207,357	200,000	200,000	200,000	200,000	200,000	200,000	200,000	20,000	
	TOTAL REVENUES			207,357	200,000	200,000	200,000	200,000	200,000	200,000	200,000	20,000	
	Crack Seal/Chip Seal	0	0	0	331,000	299,761	75,000	51,500	53,045	54,636	350,000	350,000	
	Other Road Maintenance	0	0	0									
	TOTAL EXPENDITURES	0	0	0	331,000	299,761	75,000	51,500	53,045	54,636	350,000	350,000	
	ENDING FUND BALANCE	0	0	207,357	76,357	(23,404)	101,596	250,096	397,051	542,415	392,415	62,415	
	OPEN SPACE FUND												
	BEGINNING FUND BALANCE	77,495	99,317	122,267	144,903	161,603	181,703	201,803	221,903	242,003	262,103	282,203	
22-30-130	Arapahoe CO Open Space Distrib	19,845	20,282	21,936	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	
22-30-611	Interest Earnings	1,977	3,026	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	
22-30-680	Miscellaneous/Other Income	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL REVENUES	21,822	23,308	23,036	20,100	20,100	20,100	20,100	20,100	20,100	20,100	20,100	
22-40-511	Maintenance	0	0	0	0	0	0	0	0	0	0	0	
22-40-530	Planning	0	0	0	0	0	0	0	0	0	0	0	
22-40-620	Improvements	0	358	400	3,400	0	0	0	0	0	0	0	
22-40-630	Engineering and Design	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL EXPENDITURES	0	358	400	3,400	0	0	0	0	0	0	0	
	REVENUES LESS EXPENDITURES	21,822	22,950	22,636	16,700	20,100	20,100	20,100	20,100	20,100	20,100	20,100	
	ENDING FUND BALANCE	99,317	122,267	144,903	161,603	181,703	201,803	221,903	242,003	262,103	282,203	302,303	
	CONSERVATION TRUST FUND												
	BEGINNING FUND BALANCE	37,094	32,271	27,831	23,113	18,393	13,673	8,953	4,233	(487)	(5,207)	(9,927)	
31-30-611	Interest Earnings	757	809	282	280	280	280	280	280	280	280	280	
31-30-634	CTF Distribution	7,898	5,982	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
31-30-680	Miscellaneous/Other Income	0	0	0	0	0	0	0	0	0	0	0	
	TOTAL REVENUES	8,655	6,791	8,282	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	
31-40-520	Improvements	0	0	0	0	0	0	0	0	0	0	0	
31-40-525	Legal	0	0	0	0	0	0	0	0	0	0	0	
31-40-530	Planning & Engineering	0	0	0	0	0	0	0	0	0	0	0	
31-40-550	Maintenance	13,478	11,231	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	15% of Terracare contract, ACWWA, IREA
	TOTAL EXPENDITURES	13,478	11,231	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	
	REVENUES LESS EXPENDITURES	(4,823)	(4,440)	(4,718)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	(4,720)	
	ENDING FUND BALANCE	32,271	27,831	23,113	18,393	13,673	8,953	4,233	(487)	(5,207)	(9,927)	(14,647)	

### SUMMARY OF GATE EXPENDITURES TO DATE

Contractor	Contract Cost	Paid in 2019	Paid in 2020	Paid to date 2021	Amount Remaining
SEH	\$ 12,753.50	\$ (9,914.75)	\$ (76.00)	\$ (1,222.00)	\$ 1,540.75
Terracare	\$ 86,245.12		\$ (28,748.00)		\$ 57,497.12
DGO	\$ 66,712.98			\$ (27,211.64)	\$ 39,501.34
IREA	\$ 10,902.00		\$ (10,902.00)		\$ -
<b>TOTAL</b>	<b>\$ 176,613.60</b>	<b>\$ (9,914.75)</b>	<b>\$ (39,726.00)</b>	<b>\$ (28,433.64)</b>	<b>\$ 98,539.21</b>

### TIMELINE

**March 2020** Project on hold due to pandemic  
**June 2020** Move forward with the project, revenue projections are good  
**July 2020** IREA did site visit to begin design  
**September 2020** Received design and cost estimate. Required additional work by Terracare and DGO  
**October 2020** Received final estimate from Terracare  
**November 2020** Received final estimate from DGO  
**December 2020** Construction begins  
**February 2021/March 2021** Construction completed!!

[illegible]