



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 18, 2022

RE: Resolution 05-2022 A Resolution Adopting a Traffic Control Gate Policy

DISCUSSION:

The Traffic Control Gate Policy was drafted by the Gate Committee. The Policy was sent to the Board of Trustees on June 13, 2022, for comments and then to Attorney, Kathryn Sellars for her revisions and approval. Trustee Goddard made additional revisions as discussed at the meeting on August 4th, 2022. Resolution 05-2022 is attached along with the final copy of the policy.

RECOMMENDED MOTION:

"I move to approve Resolution 05-2022 Adopting a Traffic Control Gate Policy for the Town of Foxfield."

ATTACHMENTS:

Exhibit A – Resolution 05-2022 A Resolution Adopting a Traffic Control Gate Policy

**A RESOLUTION ADOPTING A TRAFFIC CONTROL GATE POLICY FOR
THE TOWN OF FOXFIELD, COLORADO**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF
FOXFIELD, COLORADO, THAT:

Section 1. The Traffic Control Gate Policy, as attached hereto, is hereby approved by the
Board of Trustees of the Town of Foxfield, Colorado.

DATED, at the Town of Foxfield, Colorado, this ____ day of _____ 2022.

Lisa Jones, Mayor

ATTEST:

Kathleen Schmitz
Town Clerk

APPROVED AS TO FORM:



COREY Y. HOFFMANN
City Attorney

Town of Foxfield Traffic Control Gate Policy

The Town of Foxfield has four (4) traffic control gates. Two (2) at South Richfield Street and Hinsdale Ave and two (2) at East Fremont Avenue and Easter Way. Tags are available to Foxfield residents at a current one-time fee of \$8.00 each.

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 made available to the resident.

The Cherry Creek School District will be provided no more than 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 no more than two (2) RFID tags.

TAG PURCHASE AND REQUIREMENTS

- Tags will only be issued to Department of Motor Vehicle Registered vehicles. Temporary registrations may be used for new vehicle applications.
- The vehicle must be either registered to a Town resident or it may be registered to a company; provide that, the company has submitted an attestation, on company letterhead, stating that the vehicle is to be solely used by the employee and/or any authorized person. The attestation must be presented along with the vehicle registration.
- Tags must be adhered to the windshield.
- 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 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

The gates will be in operation during rush hour from 6:00 A.M. until 9:00 A.M and from 4:00 P.M. until 7:00 P.M. Monday through Friday. The Town may adjust these hours at any time as needed.

Gates may be raised for inclement weather, federal holidays or traffic emergencies.

EMERGENCY ACCESS

The gates 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. The keypad is for Sheriff's use only.

ACCESS AND RETENTION OF GATE DATA AND VIDEO

The gate actuation system records the RFID tag number and time the tag was read by the gate. This data is retained in the gate system for approximately 8,000 cycles and then it is overwritten.

Cycles that are overwritten can no longer be accessed and the Town does not intend to download and retain the data for every cycle.

The gate camera system records video of vehicles passing through, attempting to pass through, or attempting to circumvent the gates along with associated date and time information. Video that is recorded, along with associated attributes, is retained in the camera system for approximately 6 days and then is overwritten. Video that is overwritten can no longer be accessed and the Town does not intend to download and retain a continuous video record.

The Town may retrieve data and/or video from these systems in the case of a suspected violation, for Town traffic studies, for gate maintenance, or for any other purpose the Town deems necessary.

Available data and/or video will be retrieved if a timely CORA request is received. Data and/or video provided in the event of a CORA request is subject to cycle data availability on the gate system, technology limitations, and gate systems' health.

Data and/or video will be downloaded by a Town official, employee, or designee from the gate system and uploaded to the Town's data storage facility for use as stated above. The date and time of the download, the timeframe of the download, the name of the person downloading the data, and the purpose of the download will be documented.

Downloaded data/video and associated attributes will be retained in accordance with the Town's record retention schedule.

VIOLATIONS

The Town may assess fines for actions that result in damage to the gates or any of the component systems. The Town may also assess fines for attempting to circumvent the gates regardless of whether this attempted circumvention results in damage to the gates, gate components, Town right-of-way, or any structures/devices placed in the right-of-way to prevent circumvention.

VIOLATION PROCEDURE

In the event of a violation, the Town will send a notice of violation to the vehicle owner. The notice will detail:

- A description of the violation alleged,
- The date and time of the alleged violation,
- The amount of the assessed fine from the Fine Schedule below,
- A description of any damage and associated costs of damage being assessed (if applicable), and
- A payment due date.

The Town may impose fines without a conviction but based upon the data obtained from the Town's systems. If the fine(s) and costs of the damage (if applicable) is not paid by the due date on the letter, the Town may choose to undertake enforcement action to recover the fine and the cost of damages.

FINE SCHEDULE

The Town has established two categories of violations based upon the severity and frequency of the violation.

Category One:

Circumventing or attempting to circumvent the gates, or impacting the gate arm in a manner that results in damaging only the breakaway components within the arm.

1 st violation:	\$250.00
2 nd violation:	\$300.00
3 rd violation:	\$350.00
4 or more violations:	\$500.00

The number of violations shall be determined based upon the vehicle.

Category Two:

Any actions that result in damage to the gates, gate components, Town right-of-way, or any structures/devices placed in the right-of-way to prevent circumvention.

Each violation: \$500.00 fine plus actual repair costs.

The Town Administrator may revoke RFID tag access through the gates for vehicles that have more than 4 violations, cause damage to Town property, or do not pay fines that have been accessed.