



**MEMORANDUM**

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 4, 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. 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

Trustee's Resolution

Resolution No 05, Series 2022

**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 for a fee.

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.
- 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 properly equipped. The keypad is for Law Enforcement use only.

### ACCESS AND RETENTION OF GATE DATA

The only data recorded in the gate system is an RFID tag number and time the tag was read. The data is retained for approximately 8,000 cycles and then it is overwritten. The data will only be retrieved for Town traffic studies, gate maintenance or if a timely CORA request is received. Data will be downloaded when required by the Town Administrator, Town Clerk, Mayor or a Trustee. Downloaded data will be retained in accordance with the Town's record retention schedule.

### ACCESS AND RETENTION OF GATE CAMERA DATA

Data will be retained in the camera until the camera storage reaches maximum capacity; at which time it will automatically be overwritten. Camera data storage is approximately six days. Data will only be retrieved in the case of a violation, such as but not limited to, the gate being hit, the use of the keypad by an unauthorized user, driving around the gates in the Right-of-Way (ROW), damage to the gate or gate components in any way, traffic studies or a timely CORA request. Data will be downloaded by the Town Administrator, Town Clerk, Mayor or a Trustee. The Town Administrator and the Town Clerk will have access to the gate camera data. Downloaded data will be retained in accordance with the Town's record retention schedule.

### VIOLATION PROCEDURE

A letter will be sent to the vehicle owner in the case of a violation. The letter will detail the date, time, description of damage (if applicable), fine(s) and costs of damage (if applicable). 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. The Town may impose fines based solely upon the data obtained from the Town's systems. If a violation of this policy occurs an RFID tag may be revoked by the Town Administrator.

### FINES

1. Hitting the gate arm and damaging breakaway components or driving around the gates, and unauthorized use of the keypad but no damage to gate arm, gate system/components or ROW property:

1 <sup>st</sup> violation:	\$250
2 <sup>nd</sup> violation:	\$300
3 <sup>rd</sup> violation:	\$350
4 or more violations:	\$500

The number of violations shall be determined by vehicle license plate regardless of driver.

2. Damage to gate arm, gate system/components or ROW property:

\$500.00 fine, in addition to restitution for actual repair costs.