



TOWN COUNCIL STUDY SESSION AGENDA
August 22, 2022
5:00 PM

I. Staff/Council Updates

II. Study Session Items

1. License Plate Recognition Database MOU's - Prior - 15 minutes
2. Community Development Update - Fussa - 45 minutes
3. Review Future Council Agendas - Hoffmann - 15 minutes

III. Town Council Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: James Prior, Commander
DATE: August 22, 2022
SUBJECT: License Plate Recognition Database MOU

ISSUE:

Staff will provide an overview of the Memorandum of Understanding with Vigilant Solutions, LLC.

FISCAL/BUDGET IMPACT:

In early 2022, the Police Department purchased two cameras at a cost of \$49,150. Prior to the camera purchase, the license plate reader database and subscription services were established in 2021 at a cost of \$41,327.50. There are no additional financial impacts at this time.

BACKGROUND:

Automated license plate reader (ALPRs) systems combine high-speed cameras and sophisticated software to capture and convert license plate images into data that can be compared with information in other databases. Cameras used in ALPRs may be mobile or stationary and are small enough to be mounted on police cars. These high-tech devices allow the Parker Police Department to compare plate numbers against those of stolen cars or cars being driven by persons suspected of being involved in criminal activities.

RECOMMENDATION:

Direct staff to prepare an ordinance that would approve the MOU with Vigilant Solutions, LLC., and place the ordinance on the next Town Council agenda.

REQUESTED DIRECTION:

Direct staff to prepare an ordinance that would approve the MOU with Vigilant Solutions, LLC., and place the ordinance on the next Town Council agenda.

ATTACHMENT:

1. Draft Memorandum of Understanding - Redacted

MEMORANDUM OF UNDERSTANDING BETWEEN AGENCIES

License Plate Recognition (LPR) Equipped Law Enforcement Agencies

FOR SHARING LPR DETECTION DATA AND HOTLISTS

I. OVERVIEW

A. Introduction:

The purpose of this "Memorandum of Understanding" (MOU) is to outline conditions under which the Agency Parties and will share and use "LPR detection data" (scanned plates) and/or "hotlist" information as defined on the last page of this MOU. The Motorola Solutions' hosted system provides for simple point-and-click data sharing between credentialed Agency Managers with data sharing privileges enabled by their respective agencies.

This MOU provides a basic understanding for the sharing of data between agencies; any additional requirements (liabilities, governing law, etc) should be documented separately in a written agreement between agencies.

B. Background:

License Plate Recognition (LPR) is a computer-based system that utilizes emerging technology to capture a color image, as well as an infrared image, of the license plate of a vehicle. The infrared image is converted into a text file utilizing Optical Character Recognition (OCR) technology. The text file is automatically compared against an "informational data file," also known as a "hotlist," and can contain information on stolen or wanted vehicles as well as vehicles associated with Amber Alerts, warrant subjects, and agency defined-information.

LPR cameras can be mobile (mounted on vehicles) or on fixed positions such as freeway overpasses or traffic signals. LPR systems have all the necessary equipment to scan

plates, notify the user of a vehicle hit, and upload the LPR detection data into an LPR repository for retention and research.

The Agencies entering into this MOU, realizing the mutual benefits to be gained by sharing information, seek to share LPR detection data and/or hotlist information as defined on the last page of this MOU.

II. AUTHORIZED RELEASE OF INFORMATION

A. Sharing of Information:

Each Agency Party authorizes access to its LPR detection data and/or hotlist information as defined on the last page of this MOU residing in its Motorola Solutions account to other Agency Parties as permitted by applicable state law. An Agency Party that does not want certain information made available to any other Agency Party is responsible for ensuring that the information is not made available for data sharing. There is no obligation to share LPR detection data and/or hotlist information with any Agency Parties based solely on this MOU.

B. Limitation on Information Sharing:

LPR detection data and/or hotlist information shall only be shared with or released to authorized employees of the Agency Parties who have an approved login and password ("Authorized Users"), and a need and/or right to know.

III. INFORMATION OWNERSHIP

A. Ownership:

Each Agency Party retains control of all information in its account. Each Agency Party is responsible for creating, updating, and deleting records in its own account according to its own retention policies. Each Agency Party shall use reasonable efforts to ensure the completeness and accuracy of its data.

B. Release of Information:

Agency Parties and authorized users shall release or make available information accessed from an LPR account only to persons or entities authorized to receive LPR information.

C. Unauthorized Requests:

If an Agency Party receives a request for information in an LPR account by anyone who is not authorized to receive information from the LPR account, that Agency Party shall refer the request to the law enforcement agency that originated the requested information ("Source Agency").

D. Public Record Requests, Subpoenas and Court Orders:

Any Agency Party receiving a public records request, subpoena, or court order ("Legal Request") for information in an LPR account not authored by or originated by that Agency Party shall immediately provide a copy of the Legal Request to the Source Agency, prior to providing a response to the Legal Request.

IV. USER ACCESS

A. Login Application Process:

Each Agency Party's Agency Manager is responsible for management of user accounts at that Agency Party. Each Agency Party agrees that all authorized users shall be limited to current employees who are legally authorized to review criminal history data for crime prevention and detection purposes. Each potential user shall submit a request for a login and password to the Agency Manager. The Agency Manager shall have discretion to deny or revoke individual access for their respective agency.

B. Login Assignment:

Each Authorized User will be issued a user login and a password by the Agency Manager. Authorized Users may be assigned to groups that have different levels of access rights based on the level of restriction of the information.

C. Termination of Logins:

Each Agency Manager is responsible for timely removal of any login accounts as Authorized Users leave the Agency, no longer qualify for access into the system, or are denied access by the Agency Manager for any other reason.

D. Intended Use:

Each Authorized User agrees that LPR detection data, hotlist information, and the networking resources are to be used solely for law enforcement purposes only and consistent with the law. Authorized Users shall not use or share the information for any unethical, illegal, criminal, or commercial purpose.

E. Limitations on Use of Logins:

An Authorized User shall not access information in an LPR repository by using a name or password that was assigned to another user. An Authorized User shall not give his or her password to another person, including another user, to access the system.

F. Audit Trail:

Each transaction is to be logged, to include a Case Number, and an audit trail created. Each Agency Manager shall conduct an internal audit on a periodic basis to ensure user queries are made for legitimate law enforcement purposes only. This information shall be recorded and retained to allow the agency manager to complete the internal audit. Each agency manager shall maintain the audit trail pursuant to the retention policies of that Agency Party. Requests for transaction logs shall be made in writing to the Agency Manager, who shall provide the logs to the requesting party within a reasonable amount of time.

V. CONFIDENTIALITY OF INFORMATION

A. Information Confidentiality:

Information in an LPR account is confidential and is not subject to public disclosure, except as required by law. Only Authorized Users are allowed to view and use the information in an LPR account. Otherwise, the information shall be kept confidential for purposes of not compromising active investigations or undercover operations, jeopardizing officer or public safety.

B. Internal Requests for Information:

An Authorized User who receives a request from a non-authorized requestor for information in an LPR account shall not release that information, but may refer the requestor to the Source Agency.

C. Removal or Editing of Records:

Agency Parties shall determine their own schedule for record deletion and other edits to their own data. This will be determined by policy and/or legal requirements.

VI. MOU TERMS

A. Term:

This MOU will commence upon its creation, which occurs on the date that the data share takes place within the Motorola Solutions hosted platform. It may be terminated at any time when an Agency Manager revokes data sharing access from another agency.

VII. EXECUTION OF MOU

This MOU is executed by the Parties below, for the below-described data. Each Party acknowledges that it has received a copy of this MOU, and will comply with its terms and conditions. Each Party certifies that he/she is authorized by its Party to execute this data sharing relationship.

Data Shared Between Parties:

Sharing Agency:

Agency Manager Authoring Share:

Title:

Receiving Agency:

Agency Manager Receiving Share:

Title:

Date of MOU:



MEMORANDUM

TO: Honorable Mayor and Members of Town Council

FROM: John Fussa, Community Development Director
Randy Sale, Assistant Director - Building
Bryce Matthews, Assistant Director - Planning

DATE: August 22, 2022

SUBJECT: Community Development Update

ISSUE:

The Community Development Department will provide Town Council with a general update.

FISCAL/BUDGET IMPACT:

N/A

BACKGROUND:

The Community Development Department most recently provided the Town Council with a general update on April 25, 2022. Community Development staff will provide their next update at the August 22nd Town Council Study Session. The update will include the following:

- Summary of Issues/Trends Related to Growth and Development
- Summary of 2022 Year-to-Date Building and Construction Activity
- Summary of Noteworthy Building and Development Projects
- Update on 2022 Comprehensive Planning Projects
- Other Issues and Upcoming Activity

RECOMMENDATION:

For informational purposes only

REQUESTED DIRECTION:

For update purposes only

ATTACHMENT:

None

TOWN OF PARKER COUNCIL AGENDA

September 6, 2022

Notes:

Town Council meeting packets are prepared several days prior to the meeting. This information is reviewed and studied by the Councilmembers eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of Council.

Ordinances listed for first reading are being approved to introduce them. Public comment will be held upon second reading.

Start times for regular agenda items are tentative; some items may be held earlier than scheduled time.

Public comment for items that are not on the agenda may be made in person or electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments in person or electronically through the website, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments submitted electronically through the website that are received by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

Public Viewing Only - Facebook Live: Town Council meetings may be viewed through Facebook Live from the Town of Parker website: www.facebook.com/townofparkerco.

PLEASE NOTE: Public participation is NOT available through Facebook Live.

1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:00 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- PROCLAMATION - Constitution Week - September 16 - 22, 2022**

- 3. PUBLIC COMMENTS (No action will be taken on these items.) *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.***

4. REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL

5. CONSENT AGENDA

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion.

Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion.

- A. *APPROVAL OF MINUTES - August 15, 2022*
- B. *ORDINANCE NO. 1.564 - First Reading*
A Bill for an Ordinance to Approve Memoranda of Understanding Between Agencies By and Between the Town of Parker and Various Law Enforcement Agencies Concerning License Plate Recognition Sharing Detection Data and Hotlists
Department: *Police, Commander Jim Prior*
Second Reading: *September 19, 2022*
Reading:
- C. *ORDINANCE NO. 2.280 - First Reading*
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Chambers Road North of Belford Avenue Right-of-Way Property in Douglas County
Department: *Community Development, Carson Byerhof*
Second Reading: *September 19, 2022*
- D. *ORDINANCE NO. 9.309.1 - First Reading*
A Bill for an Ordinance to Approve the First Amendment to the Amended and Restated Intergovernmental Agreement By and Between the Town of Parker, Colorado and Cherry Creek South Metropolitan District No. 4
Department: *Town Attorney, Jim Maloney*
Second Reading: *September 19, 2022*
- E. *ORDINANCE NO. 1.565 - First Reading*
A Bill for an Ordinance to Approve the Working Memorandum of Understanding by and between the Town of Parker and Douglas County Human Services Concerning Adult Protection
Department: *Police, Commander Jim Prior*
Town Attorney, Jamie Wynn
Second Reading: *September 19, 2022*
- F. *ORDINANCE NO. 1.566 - First Reading*
A Bill for an Ordinance to Approve the Working Memorandum of Understanding by and between the Town of Parker and Douglas County Human Services Concerning Child Welfare
Department: *Police, Commander Jim Prior*
Town Attorney, Jamie Wynn
Second Reading: *September 19, 2022*
- G. *License Agreement (Access to Parker Water Property) Between Parker Water and Sanitation District and the Town of Parker for the Purpose of Preliminary Investigations for the Becket and Woodman Drive Connectivity Project*
Department: *Engineering and Public Works, Nathan Klass*

H. CONTRACTS OVER \$100,000

1. *Final Design Contract for Dransfeldt Widening (Mainstreet to Pony Express)*
Amount: \$211,200
Contractor: Fellsburg Holt & Ullevig
Department: Engineering and Public Works, Bob Exstrom
2. *Renewal of Contract for Workorder Management System*
Amount: \$38,760
Contractor: Beehive Industries
Department: Engineering and Public Works, Jim Gilbert
3. *Sales and Use Tax Auditor Contract*
Amount: \$94,992 Year 1
\$524,982 Full Contract Amount Including Year 1 and Option Years 2-5
Contractor: Revenue Recovery Group
Department: Finance, Jen Campbell

6. PUBLIC HEARINGS

- A. **TWENTY MILE VILLAGE F2 AMD 1 L9 B1 – Gas Station - Use by Special Review**
(Continued from June 27 & July 18, 2022)
Applicant: LAI Design Group
Location: The site is located at the southeast corner of Twenty Mile Road and Pony Express Drive
Department: Community Development, Carson Byerhof
TRAKiT No.: Z22-003
- B. **AVALON BAY/COYLE ANNEXATION**
Applicant: Avalon Bay Communities, Inc.
Location: The site is located at the southeast corner of Stroh Road and Crowfoot Valley Road
Department: Community Development, Julia Duncan
TRAKiT No.: ANX22-006
 1. **RESOLUTION NO. 22-045**
A Resolution to Set Forth Town Council's Findings of Fact and Conclusions as to the Eligibility of the Coyle Property Annexation into the Town of Parker.
- C. **COMPARK VILLAGE SOUTH REPLAT**
Applicant: Century at Compark Village
Location: South side of future Belford Avenue west of Chambers Road

Department: Community Development, Julia Duncan
TRAKiT No.: SUB21-065

1. Replat
2. Subdivision Improvement Agreement

D. PARKER DOWNS F3 AMD 1 L2 - Use by Special Review

Applicant: MHLK Properties
Location: South side of Longs Way east of Dransfeldt Road
Department: Community Development, Carson Byerhof
TRAKiT No.: Z22-021

7. ORDINANCES

A. ORDINANCE NO. 1.563 - Second Reading

A Bill for an Ordinance Approving the Purchase and Sale Agreement Between the Town of Parker and Confluence Companies Concerning the Sale of the Five (5) My Mainstreet Parcels Owned by the Town of Parker

Department: Town Manager, Bo Martinez
Town Attorney, Kristin Hoffmann and Jim Maloney

B. ORDINANCE NO. 9.213.1 - Second Reading

A Bill for an Ordinance to Approve the Amended and Restated Intergovernmental Agreement Between the Town of Parker and Douglas County Concerning Joint Animal Sheltering

Department: Town Attorney, Jamie Wynn

8. PUBLIC COMMENTS CONTINUED IF NECESSARY

9. ADJOURNMENT

TOWN OF PARKER COUNCIL AGENDA

September 19, 2022

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A. *APPROVAL OF MINUTES*

- B. *RESOLUTION NO. 22-047*
A Resolution Accepting a Drainage Easement from McDonald's Real Estate Company for a portion of Lot 3, Douglas 234 Filing No. 6.
Department: Engineering and Public Works, Alex Mestdagh

C. *CONTRACTS OVER \$100,000*

1. *Contract with CORE to Relocate Electrical Facilities Related to the Pikes Peak Drive Improvements Project between Sulphur Gulch Bridge and Mainstreet*
Amount:
Contractor: CORE Electric Cooperative (formerly known as IREA)
Department: Engineering and Public Works, Bob Exstrom

5. **PUBLIC HEARINGS**

A. **CHAMBERS ROAD NORTH OF BELFORD AVENUE RIGHT-OF-WAY ANNEXATION**

Applicant:

Location:

**Department: Community Development, Carson Byerhof
Engineering and Public Works, Chris Hudson**

TRAKiT No.:

1. **RESOLUTION NO. 22-**
A Resolution to Set Forth Town Council's Findings of Fact And Conclusions as to the Eligibility of the Chambers Road North of Belford Avenue Right-of-Way Property for Annexation into the Town of Parker
2. **ORDINANCE NO. 2.280 Second Reading**
A Bill for an Ordinance Approving and Accomplishing the Annexation of Contiguous Unincorporated Territory Known as the Chambers Road North of Belford Avenue Right-of-Way Property in Douglas County

6. **ORDINANCES**

- A. **ORDINANCE NO. 1.564 - Second Reading**
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- B. **ORDINANCE NO. 1.565 - Second Reading**
A Bill for an Ordinance to Approve the Working Memorandum of Understanding by and between the Town of Parker and Douglas County Human Services Concerning Adult Protection

Department: Police, Jim Prior
Town Attorney, Jamie Wynn

C. ORDINANCE NO. 1.566 - Second Reading

A Bill for an Ordinance to Approve the Working Memorandum of Understanding by and between the Town of Parker and Douglas County Human Services Concerning Child Welfare

Department: Police, Jim Prior
Town Attorney, Jamie Wynn

D. ORDINANCE NO. 9.309.1 - Second Reading

A Bill for an Ordinance to Approve the First Amendment to the Amended and Restated Intergovernmental Agreement By and Between the Town of Parker and Cherry Creek South Metropolitan District No. 4

Department: Town Attorney, Jim Maloney

7. PUBLIC COMMENTS CONTINUED IF NECESSARY

8. ADJOURNMENT