

POLICE MEMORANDUM
#11-2023

DATE: July 10, 2023

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: James S. May, Jr., Chief of Police *JSM/217*
Justin Lauck, Police Commander

SUBJECT: CR-90 – 2023 High Visibility Impaired Driving Enforcement Grant Acceptance

PURPOSE

To consider CR-90, a resolution accepting a grant from the High Visibility Impaired Driving Enforcement (HVE) program in the amount of \$5,000 to provide officer overtime for the enforcement of impaired driving laws.

BACKGROUND

The Northglenn Police Department (NPD) applied for and was awarded a grant from the Colorado Department of Transportation (CDOT) HVE Program in the amount of \$5,000 for DUI holiday enforcement in the form of officer overtime of Colorado's impaired driving laws for the period of July 1, 2023, through June 30, 2024.

BUDGET/TIME IMPLICATIONS

The \$5,000 is the maximum available for the grant. The funds would be reimbursed in two parts from CDOT following the enforcement period. Based on recent history of officer overtime for DUI holiday enforcement, the NPD should be reimbursed for the entire \$5,000.

STAFF RECOMMENDATION

Staff recommends approval of CR-90, accepting grant funds in the amount of \$5,000.

STAFF REFERENCE

If Council Members have any questions, please contact James S. May, Jr., Chief of Police, at jmay@northglenn.org or 303.450.8967

ATTACHMENTS

1. HVE Grant Application
2. HVE Grant Award

CR-90 – 2023 High Visibility Impaired Driving Enforcement Grant Acceptance



HIGH VISIBILITY IMPAIRED DRIVING ENFORCEMENT APPLICATION FOR FUNDING

CDOT's Office of Transportation Safety (OTS) provides funding for overtime enforcement of Colorado's impaired driving laws for the enforcement waves listed below. The selection and funding of participating agencies will be based on:

- The mission, goals, strategy and objectives of CDOT
- Problem identification data relating to impaired driving related caused injury and fatal crashes
- Statistical analysis of local, state, and federal impaired driving related statistics.
- Past performance

Allowable Charges: Reimbursement for overtime enforcement activities at the agency's overtime rate (time and a half), or a maximum flat rate of **\$50.00** per hour.

If awarded, your agency agrees to:

- Provide overtime opportunity to all SFST certified officers in good standing for enforcement of Colorado's impaired driving laws at checkpoints, saturations patrols, increased patrols, or as dedicated enforcement cars in at least **12 of the 16** enforcement periods listed below;
- Verify that all overtime worked for this grant is reported accurately;
- Report all enforcement plans and activity to the CDOT Traffic Safety Portal before the deadlines specified on the attached HVE Calendar
 - If you need access to the traffic safety portal, notify your LEL. Link: [Traffic Safety Portal](#)
- Email claims for reimbursement via CDOT claim workbook forms with requested data within **45 days** of the enforcement period to your Law Enforcement Liaison.

**To apply for funding, email this completed form to your
Law Enforcement Liaison: Erin.Brannan@state.co.us by **April 30, 2023****

All fields highlighted in yellow are required

Agency Name:			
Agency Address:			
Enforcement Periods SFY24	\$ Requested	Agency Contacts	
4th of July Weekend	7/1/23 - 7/5/23	Grant Project Coordinator:	
Summer Strikeout	7/13/23 - 7/19/23	Email:	
Sturgis Rally	8/3/23 - 8/15/23	Phone:	
Labor Day Crackdown*	8/16/23 - 9/6/23	Secondary Contact:	
Fall Festivals	9/14/23 - 10/25/23	Email:	
Halloween Weekend	10/26/23 - 11/1/23	Phone:	
Thanksgiving Week	11/16/23 - 11/29/23	Budget/ Financial Contact:	
Holiday Parties*	12/7/23 - 12/20/23	Email:	
New Year's Eve Weeknd	12/28/23 - 1/3/24	Phone Number:	
Winter Blitz	1/11/24 - 1/24/24	Head of Agency/ Chief:	
Super Bowl Weeknd	2/8/24 - 2/14/24	Email:	
Presidents Week	2/15/24 - 2/28/24	Phone:	
St. Patrick's Day Wknd	3/14/24 - 3/20/24	Current Population in Jurisdiction:	
Spring Events	4/4/24 - 4/24/24	Current Sworn Personnel:	
Memorial Day Wave*	5/16/24 - 6/5/24	Authorized Sworn Capacity:	
Summer Blitz	6/6/24 - 6/19/24	Problem Identification Data 1/1/2022 - 12/31/2022	
*National Enforcement Mobilization		# of impaired driving arrests:	
		# of impaired driving crashes:	
Total Grant Request:		# of impaired driving injury crashes:	
		# of impaired driving fatal crashes:	

If any fields highlighted in yellow are left blank, your application may not be accepted.

Application Agreement & Signature

I declare under penalty of perjury in the second degree, and any of the applicable state or federal laws, that the statements made within this application are true and complete to the best of my knowledge.

Initial:

I have read and understand the above Reporting and Reimbursement requirements and will report all enforcement plans and subsequent results to the Traffic Safety Portal.

Initial:

Applicant/Agency Authorizing Official Signature:
(Electronic or Wet Signature is acceptable)

Date:

CDOT USE ONLY

Award Amount to be issued in the form of a Purchase Order:

This amount may differ from the amount requested by the applicant

Awarded by: Brittany Janes brittany.janes@state.co.us

Date:



COLORADO

Department of Transportation

Office of Transportation
Safety & Risk Management
2829 W. Howard Place
Denver, CO 80204-2305

June 13, 2023

To: Sarah Verver

From: Brittany Janes, Highway Safety Office, Colorado Department of Transportation

Re: Fiscal Year 2024 High Visibility Enforcement Award

The Colorado Highway Safety Office (HSO) would like to thank you for your dedication in improving traffic safety in your community. We are pleased to inform you that your High Visibility Enforcement (HVE) state grant application is approved for \$5,000. Your purchase order is attached and may only be for about half of your award. The remainder will be added to your purchase order by the end of July. You will receive the revised Purchase Order once the additional funds have been added. You may proceed with enforcement activity planning as it coincides with the HVE enforcement periods for Fiscal Year 2024. Your award packet includes: a copy of your purchase order, your claim workbook which includes the enforcement campaign calendar, Officer Activity Report template and this award letter. If you need copies of any of these documents, please inform your Law Enforcement Liaison. A few other updates:

- **Officer Activity Reports:** these are optional. This is provided to you as a tool to track officer overtime. You do not have to turn these in with your claims.
- **\$50/ hour flat rate or Overtime Rate (Time and a Half):** This is solely based on the agency and how they reimburse their officers working the grant. If an **overtime** rate is greater than \$50/hour, it needs to be the actual personnel salary overtime rate not an "off duty" rate.
- **Salary verification:** Our LEL's conduct Program Monitoring Visits annually with a majority of our HVE grantees. At your next Program Monitoring Visit, we will request copies of payroll records to verify overtime pay rate, regular pay rate being claimed in the grant. This is in line with state grant management practices.
- **Arrest stats entered into the Traffic Safety Portal:** Enforcement plans and subsequent arrest data must be entered into the [Traffic Safety Portal](#) in order for your claim to be paid. If you need help accessing this system, contact your Law Enforcement Liaison.

Please contact me at 303-757-9069 or Brittany.Janes@state.co.us or your Law Enforcement Liaison if you need further clarification.

Thank you for your commitment toward traffic safety.

Sincerely,

Brittany Janes
Impaired Driving Enforcement Program Manager
Colorado Highway Safety office



SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-90
Series of 2023

Series of 2023

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE COLORADO DEPARTMENT OF TRANSPORTATION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts a High Visibility Impaired Driving Enforcement Program grant award from the Colorado Department of Transportation, Office of Transportation Safety, in the amount of \$5,000.00 for the grant application submitted by the Northglenn Police Department for personnel overtime for impaired driving enforcement.

DATED, at Northglenn, Colorado, this _____ day of _____, 2023.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney