

**POLICE MEMORANDUM**  
**#15-2025**

**DATE:** July 14, 2025

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *Heather Geyer*

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

**SUBJECT:** CR- 64 – 2025 High Visibility Impaired Driving Enforcement Grant Acceptance

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**PURPOSE**

To consider CR-64, a resolution accepting a grant from High Visibility Impaired Driving Enforcement (HVE) in the amount of \$15,500 to provide officer overtime for the enforcement of impaired driving laws, public outreach programs, and community awareness and education events.

**BACKGROUND**

The Police Department (NPD) applied for and was awarded a grant from the Colorado Department of Transportation (CDOT) HVE Program, in the amount of \$15,500. \$9,932 is awarded for officer overtime for DUI holiday enforcement of Colorado's impaired driving laws for the period of July 1, 2025, through June 30, 2026. \$5,568 is awarded for education through community events. The department would attend City, NPD, and other community events to provide education and awareness materials on the dangers and impacts of impaired driving.

**BUDGET/TIME IMPLICATIONS**

\$15,500 is the maximum available for the grant. The funds will be reimbursed in two parts from CDOT following the enforcement and educational period. Based on recent history of officer overtime for DUI holiday enforcement and our ability to conduct community education, the department should be reimbursed for the entire \$15,500.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-64.

**STAFF REFERENCE**

If Council members have any questions, they may contact James S. May, Jr., Chief of Police, at [jmay@northglenn.org](mailto:jmay@northglenn.org) or 303.450.8967.

**ATTACHMENTS**

1. HVE Grant Application
2. HVE Grant Award
3. State of Colorado Purchase Order



**COLORADO**  
Department of Transportation

2829 W. Howard Place Denver, CO 80204-2305



## 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 eligibility, problem identification, and available funds. Funding is provided and secured by the C.R.S. 43-4-903 *High-Visibility Alcohol and Drug Impaired Driving Enforcement Funding*. The official rules can be found under C.R.S. 43-4-902.

**Minimum qualifications:**

- Applicant must be a municipality, city and county, or county within the State of Colorado that establishes a qualified program to conduct high visibility impaired driving enforcement and enforce the laws pertaining to alcohol and drug related offenses.
- Agencies must be compliant with C.R.S. 24-31-903 *Division of Criminal Justice Report; Law Enforcement Integrity Reporting*. You may contact [cdps\\_dcj\\_lei@state.co.us](mailto:cdps_dcj_lei@state.co.us) or visit Law Enforcement Integrity (<https://dcj.colorado.gov/dcj-offices/ors/dsub-cuf>) for compliance information.
- Agencies must provide a copy of their profiling policy pursuant to C.R.S. 24-31-309.

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

**If awarded, your agency agrees to:**

- Provide overtime opportunity to 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** enforcement periods listed below.
- Accurately verify and report all overtime worked under this grant.
- 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](#)
- Submit claims for reimbursement using CDOT's claim workbook forms, along with the requested data, within **45 days** of each enforcement period to your LEL.

**New!** On page 2 of this application, there is an opportunity to supplement enforcement operations with community engagement efforts—connecting with and educating your community members about the dangers of impaired driving. More details are provided on the next page.

**To apply for funding, email this completed form to your Law Enforcement Liaison  
by Friday, May 9th 2025**

**All fields highlighted in yellow are required**

Agency Name:			
Agency Address:			
Enforcement Periods SFY26	\$ Requested	Agency Contacts	
<b>4th of July Weekend</b>	7/2/2025 - 7/7/2025	<b>Grant Project Coordinator:</b>	
<b>Sturgis Rally</b>	7/31/2025 - 8/12/2025		Email:
<b>Labor Day Crackdown*</b>	8/15/2025 - 9/3/2025	Phone:	
<b>Fall Festivals</b>	9/11/2025 - 10/22/2025	<b>Secondary Contact:</b>	
<b>Halloween Weekend</b>	10/31/2025 - 11/3/2025		Email:
<b>Thanksgiving Week</b>	11/20/2025 - 12/3/2025	Phone:	
<b>Holiday Parties*</b>	12/11/2025 - 12/25/2025	<b>Budget/ Financial Contact:</b>	
<b>New Year's Eve Weekend</b>	12/26/2025 - 1/1/2026		Email:
<b>Winter Blitz</b>	1/8/2026 - 1/21/2026	Phone Number:	
<b>Super Bowl Weekend</b>	2/5/2026 - 2/11/2026	<b>Head of Agency/ Chief:</b>	
<b>Presidents Week</b>	2/12/2026 - 2/25/2026		Email:
<b>St. Patrick's Day Wknd</b>	3/12/2026 - 3/18/2026	Phone:	
<b>Spring Events</b>	4/17/2026 - 4/22/2026	Current Population in Jurisdiction:	
<b>Memorial Day Wave*</b>	5/21/2026 - 5/27/2026	Current Sworn Personnel:	
<b>Summer Blitz</b>	6/4/2026 - 6/17/2026	Authorized Sworn Capacity:	
<b>Community Engagement (optional, see next page)</b>		<b>Problem Identification Data 1/1/2023 - 12/31/2023</b>	
<b>Total Grant Request:</b>		# of impaired driving arrests:	
		# of impaired driving crashes:	
		# 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 attest this agency is compliant with C.R.S. 24-31-903 – *Division of Criminal Justice Report; Law Enforcement Integrity Reporting*. You may contact [cdps\\_dcj\\_lei@state.co.us](mailto:cdps_dcj_lei@state.co.us) or visit *Law Enforcement Integrity* for compliance information.

Initial:

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:  
Typed Signature is acceptable "/S/ Full Name"

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:** Armene Piper, email: [armene.piper@state.co.us](mailto:armene.piper@state.co.us)

**Date:**



## Community Engaged Education (optional)

**New!** CDOT's Office of Transportation Safety (OTS) will provide funding for law enforcement agencies to engage with their communities for the purposes of educating them on the dangers, risks, and consequences of impaired driving ahead of High Visibility Enforcement Periods. Events can include, but are not limited to: county fairs, rodeos, festivals, or other community events that tend to correlate with alcohol or drug consumption. During these community engagements, law enforcement officers will discuss the upcoming High Visibility Enforcement Episode and encourage community members to plan ahead for sober rides. Further guidelines will be provided along with award letter that contain ideas for engaging with your community.

This optional component is designed to **supplement impaired driving enforcement efforts**. Agencies must be participating in High Visibility Enforcement Campaigns in order to be eligible to add the Community Engaged Education component.

Agencies interested in participating should provide a narrative describing how they will educate the public and inform communities about alcohol- and drug-related traffic offenses to support High-Visibility Alcohol and Drug Impaired Driving Enforcement episodes.

**Allowable Charges:** Reimbursement for overtime expenses at the agency's overtime rate (time and a half).

If awarded, your agency agrees to:

- Attend community events and engage in transparent, candid conversations with attendees about the dangers and consequences of impaired and drugged driving, including DUI-related impacts.
- Collect basic demographic information on the audience reached (e.g., estimated number of people, approximate age ranges, race, and any other relevant details).
- Conduct community engagement activities in advance of the corresponding enforcement period.
- Reach out to your Law Enforcement Liaison (LEL) if you need more information or guidance.

**Please provide a narrative on how your agency plans to conduct Community Engaged Education. Please include any community events that you will attempt to pursue, dates, locations, types of locations, etc. Please include the type of content you plan to provide and any other ideas you have for community engagement.:**

Approximately, how many community events would your agency like to attend?

Approximately, how many officers will attend each event?

Dollar Amount Requested for Community Engaged Education:



**COLORADO**  
Department of Transportation

2829 W. Howard Place Denver, CO 80204-2305



## Agency Profiling Policy

Please provide a copy of your agency's profiling policy pursuant to C.R.S. 24-31-309.  
The policy may be copy/pasted in the space below or attached as a separate document and submitted with this application.



# COLORADO

## Department of Transportation

Office of Transportation  
Safety & Risk Management

2829 W. Howard Place  
Denver, CO 80204-2305

6/17/2025

To: Northglenn Police Department

From: Lisa J Totman, Highway Safety Office, Colorado Department of Transportation

Re: State Fiscal Year 2026 High Visibility Enforcement Award

The Colorado Highway Safety Office (HSO) would like to thank you for your dedication to improving traffic safety in your community. We are pleased to inform you that your High Visibility Enforcement (HVE) State Funded grant application is approved. Your agency has been awarded:

**Enforcement: \$9,932.00**      **Community Events: \$5,568.00**

You may proceed with enforcement activity planning as it coincides with the HVE enforcement periods for State Fiscal Year 2026 (July 1, 2025 - June 30, 2026). 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:

- **Community engaged education: New this fiscal year.** If you included Community Educational funding on your application, and have approved for funding for these events, please report any community events on the first claim following the educational event. Any attendance sheets, Agendas and or communications for the event should be attached to the claim.
- **\$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.
- **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 your Law Enforcement Liaison if you need further clarification.

**Thank you for your commitment to improving traffic safety.**

Sincerely,

*Lisa J Totman*

Lisa J Totman  
Program Controls Analyst  
High Visibility Enforcement  
Colorado Highway Safety office



Colorado Dept of Transportation  
2829 W. Howard Place  
Denver CO 80204

DATE: 05/14/2025



Attachment 3  
**Purchase Order**  
State of Colorado

**Buyer:** Richard Clark  
**Phone Number:**  
**Agency Contact:** Lisa Totman  
**Phone Number:** 303-512-5003

**IMPORTANT**  
The PO# and Line#  
must appear on all  
invoices, packing  
slips, cartons and  
correspondence

**PO# 411041684**  
**Award#:**  
**BID#:**



Page# 1 of 1

**Vendor Master#:** 2000004  
**Phone:** 303-451-8326  
**Vendor Contact:**

**Invoice**

**TO:** CDOT OFFICE OF TRANSP. SAFETY  
2829 W. Howard Place  
DENVER CO 80204

**Payment will be made by this agency**

**Ship**

**TO:** Colorado Dept of Transportation  
2829 W Howard Pl  
Denver CO 80204

**Delivery/Installation Date: 06/30/2026**  
**PO Expiration Date: 06/30/2026**

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CITY OF NORTHGLENN  
11701 COMMUNITY CENTER DRIVE  
NORTHGLENN CO 80233-1099

**INSTRUCTIONS TO VENDOR**

- 1. If for any reason, delivery of this order is delayed beyond the delivery/Installation date shown, please notify the agency contact named at the top left (Right of cancellation is reserved in instances in which timely delivery is not made).
- 2. All chemicals, equipment and materials must conform to the standards required by OSHA.
- 3. NOTE: Additional terms and conditions on reverse side or at address shown in Special Instructions.

**SPECIAL INSTRUCTIONS**

**\*Office of Transportation Safety High Visibility Enforcement Program 2026 Location: Northglenn Police Dept Effective 07/01/2025 through 06/30/2026**

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Northglenn PD HVE SFY26 - HVE & CE OT	*** 7001	15,500.00 0	1.00	15,500.00

I agree to comply with the statements made and contained under the title Certification and Assurances in the Office of Transportation Safety approved application. No expenditures against this project will be paid prior to July 2024 or the PO effective date, whichever is later.

The Small Dollar Grant Award Terms and Conditions supersede CDOT's Standard Terms and Conditions and can be found on our website:  
<https://www.codot.gov/business/procurement-and-contract-services> or directly at:  
[https://drive.google.com/file/d/1yuG\\_ONneXUAPiMPuOqDq\\_WGZJlOPqf6Y/view](https://drive.google.com/file/d/1yuG_ONneXUAPiMPuOqDq_WGZJlOPqf6Y/view)

**DOCUMENT TOTAL: 15,500.00**

**THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS**

FOR THE STATE OF COLORADO

<https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions>

DP-01 (R-02/06)

Authorized Signature

Date

Signature not required if PO transmitted electronically.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-64  
Series of 2025

\_\_\_\_\_  
Series of 2025

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 \$15,500.00 for the grant application submitted by the Northglenn Police Department for personnel overtime for impaired driving enforcement, public outreach programs, and community awareness and education events.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney