

**POLICE MEMORANDUM
#9-2024**

DATE: June 24, 2024
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*
SUBJECT: CR- 116 – 2024 High Visibility Impaired Driving Enforcement Grant Acceptance

PURPOSE

To consider CR-116, a resolution accepting a grant from High Visibility Impaired Driving Enforcement for \$5,000 to provide officer overtime for the enforcement of impaired driving laws.

BACKGROUND

The Northglenn Police Department applied for and was awarded a grant for \$5,000 from the Colorado Department of Transportation (CDOT) High Visibility Impaired Driving Enforcement (HVE) Program. This would go towards officer overtime for DUI holiday enforcement for the period of July 1, 2024, through June 30, 2025.

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 department should be reimbursed the entire \$5,000.

STAFF RECOMMENDATION

Staff recommends approval of CR-116.

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
3. State of Colorado Purchase Order

CR-116 – 2024 High Visibility Impaired Driving Enforcement Grant Acceptance



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:

- 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** enforcement periods listed below;
- A supervisor must verify that all overtime worked for this grant is reported accurately and sign off on all reimbursement requests.
- Report all enforcement plans and results 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.

NEW! Agency Choice enforcement period! Create one enforcement period with dates of your choosing. Your community may have an event or holiday that tends to result in heightened impaired driving activity. Please use this period to address your community's needs to reduce impaired driving. This cannot overlap with another established enforcement period. We are curious, please let us know what event you have identified as high risk for impaired driving.

To apply for funding, email this completed form to your Law Enforcement Liaison

by April 15, 2024

Law Enforcement Liaison

Email:

All fillable fields are required to be completed

Agency Name:			
Agency Address:			
Enforcement Periods SFY25 *National Enforcement Mobilization	\$ Requested	Agency Contacts	
4th of July Weekend	7/3/2024 - 7/8/2024	Grant Project Coordinator:	
Sturgis Rally	7/31/2024 - 8/13/2024	Email:	
Labor Day Crackdown*	08/16/2024 - 09/04/2024	Phone:	
Fall Festivals	09/12/2024 - 10/23/2024	Secondary Contact:	
Halloween Weekend	10/30/2024 - 11/4/2024	Email:	
Thanksgiving Week	11/21/2024 - 12/4/2024	Phone:	
Holiday Parties*	12/12/2024 - 12/25/2024	Budget/ Financial Contact:	
New Year's Eve Weekend	12/26/2024 - 01/02/2025	Email:	
Winter Blitz	01/9/2025 - 01/22/2025	Phone Number:	
Super Bowl Weekend	2/6/2025 - 2/12/2025	Head of Agency/ Chief:	
Presidents Week	2/13/2025 - 02/26/2025	Email:	
St. Patrick's Day Wknd	03/13/2025 - 03/19/2025	Phone:	
Spring Events	04/03/2025 - 04/23/2025	Current Population in Jurisdiction:	
Memorial Day Wave*	05/22/2025 - 05/28/2025	Current Sworn Personnel:	
Summer Blitz	06/05/2025 - 06/18/2025	Authorized Sworn Capacity:	
Agency Choice (optional)	-	Problem Identification Data 1/1/2023 - 12/31/2023	
Agency Choice Event Description:		# of impaired driving arrests:	
		# of impaired driving crashes:	
		# of impaired driving injury crashes:	
		# of impaired driving fatal crashes:	
Total Grant Request:			

If any fillable fields 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: *JL*

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: *JL*

Applicant/Agency Authorizing Official
Signature:(electronic or typed)

Justin Lauck

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, email: 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 19, 2024

To: Northglenn Police Department

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

Re: Fiscal Year 2025 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**.

You may proceed with enforcement activity planning as it coincides with the HVE enforcement periods for Fiscal Year 2025. 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:

- **Agency Choice Enforcement Period:** The purpose of this is for agencies to create one enforcement period with dates of their choosing. This may serve to create a saturation patrol event during a time identified with an increase in impaired driving activity i.e. festivals, concerts, sports events, etc. The Agency Choice enforcement period may be different for every agency and should not overlap with an existing HVE Enforcement Period. If you have questions or need clarification, please contact your LEL.
- **\$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 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 to improving traffic safety.

Sincerely,

Brittany Janes
Impaired Driving Enforcement Program Manager
Colorado Highway Safety office



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

DATE: 05/14/2024



ATTACHMENT 3
Purchase Order
State of Colorado

Buyer: Richard Clark
Phone Number: 303-512-4182
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# 411038466
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: 06/30/2025

V
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D
O
R
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

***05/14/2024 RC-City of Northglenn HVE Driving Enforcement Grant Effective 07/01/2024 through 06/30/2025**

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Northglenn PD HVE SFY25	AU 7001	5,000.00	1.00	5,000.00

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

DOCUMENT TOTAL: 5,000.00

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-116
Series of 2024

Series of 2024

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 _____, 2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney