



## Agenda Memorandum

Agenda Item – {{section.number}}.A.

City Council Meeting  
October 14, 2024



### **Strategic Priority 3: Community Health and Safety**

Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.



### **Strategic Priority 6: Organizational Vitality**

Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Westminster.

**Subject:** Public Meeting and Certification in Support of the City of Westminster's Application for the Edward Byrne Memorial Justice Assistance Grant Program

**Prepared By:** Norman Haubert, Police Chief

## **Recommended City Council Action:**

1. Hold a public meeting on the City of Westminster 2024 Edward Byrne Memorial Justice Assistance Grant Application and receive comment from the public.
2. Authorize the Mayor to execute a written certification in support of the City's application for the 2024 Edward Byrne Memorial Justice Assistance Grant Program.

## **Summary Statement:**

- The Police Department (PD) is applying for the Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Program local solicitation. The grant application process was announced September 4, 2024 and, per the guidelines, only units of local government such as municipalities may apply.
- The application is not considered complete until the Chief Executive of their respective city, defined as the Mayor by the grant application, properly executes, signs, and submits a written certification making certain assurances on behalf of their city.
- A requirement of the grant is that the application is submitted for review by the governing body for a period not less than 30 days before the date of the Mayor's certification, and the

respective city certifies that it provided an opportunity to its residents to comment on the application.

- The PD is requesting \$27,905 from this grant program for training and the purchase of associated equipment, supplies, and software capabilities for digital forensic analyses.

**Fiscal Impact:**

\$27,905 in grant expenditures if awarded

**Source of Funds:**

2024 Edward Byrne Memorial JAG Program, to be included at a future budget supplemental appropriation after grant award funds are received.

**Policy Issue(s):**

Should City Council authorize the Mayor to execute a written certification in support of the City's application for the Edward Byrne Memorial JAG Program thereby allowing Staff to complete the grant application process and utilize the grant funds in the amount of \$27,509?

**Alternative(s):**

City Council could not choose to authorize the Mayor to execute a written certification of the City's application for the Edward Byrne Memorial JAG Program, thereby forgoing the opportunity for the grant funds. This is not recommended because the City plans to utilize these funds for needed live scan fingerprint machines that will capture fingerprint and palm prints electronically.

**Background Information:**

The Edward Byrne Memorial JAG Program is the primary provider of federal criminal justice funding to states and units of local governments by assisting them with critical funding necessary to support a wide range of program areas within law enforcement. In 2024, the City is eligible for the allocated amount of \$27,905 from the grant program.

The grant application process for the 2024 grant program was announced on September 4, 2024, with an application deadline of October 22, 2024. Based on both the grant guidance and the City's internal Grant Guidance, Policies and Procedures, the PD submitted the application prior to the deadline with the understanding that if the certification is not authorized by City Council, the PD would withdraw the grant application. In addition, the granting agency could place a contingency on the grant funds until the requirements of the grant are fulfilled.

The application is not considered complete until the Chief Executive of the City, defined as the Mayor by the grant guidance and application, properly executes and signs the document attached to the grant application referred to as the "Certifications and Assurances by the Chief Executive of the Applicant Government" (Certification) for submittal. A copy of the application and Certification is attached to this agenda memorandum (Attachment A).

In addition to a number of certifications and assurances contained within the Certification there are several requirements, one of which is that the grant application is submitted for review by the governing body for a period not less than 30 days before the date of the Mayor's Certification. Another requirement is that the City certify that it provided an opportunity to its residents to comment

on the application and this agenda memorandum serves as such notification. The public will have the opportunity to comment on the application during the City Council meeting at which time City Council considers the requested action. Staff has reviewed all of the certifications, assurances, and requirements set forth in the Certification and represents to the Mayor and City Council that the City has met these requirements.

The PD is requesting the 2024 Edward Byrne Memorial JAG Program allocation of \$27,905 for the purchase of needed equipment such as two separate live scan fingerprint machines that will capture fingerprint and palm prints electronically, which can be run through the Automated Fingerprint Identification System (AFIS) via an interface for record submission to the state (Hit/No Hit from the state AFIS Search) and would be certified to the Federal Bureau of Investigation (FBI) electronic fingerprint transmission specifications. It will enable the Police Staff such as the Detectives/Officers to effectively and efficiently fingerprint arrestees and/or sex offenders for criminal identification purposes and assist in identifying those suspected of committing a crime and/or linking them to unsolved crimes.

The 2024 Edward Byrne Memorial JAG Program funding supports the City's Strategic Priorities of Community Health and Safety and Organization Vitality by investing in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect health and safety, as well as develop and maintain an environment where employees and the organization are equipped and supported to deliver outstanding service throughout Westminster by seeking and applying for grant funding.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jody Andrews".

Jody L. Andrews  
City Manager

**Attachments:**

Attachment A – FY 2024 JAG Grant Application  
Attachment B – FY 2024 JAG Certifications and Assurances