



## Agenda Memorandum

Agenda Item – {{section.number}}.B.

City Council Meeting  
August 28, 2023



### **Strategic Priority 2: Proactive Public Safety**

Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout 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  
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### **Recommended City Council Action:**

1. Hold a public meeting on the City of Westminster 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 2023 Edward Byrne Memorial Justice Assistance Grant Program.

### **Summary Statement:**

- The Police Department (PD) is applying for the Fiscal Year 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program local solicitation. The grant application process was announced June 30, 2023, 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 \$34,322 from this grant program for training and the purchase of associated equipment, supplies, and software capabilities for digital forensic analyses.

**Fiscal Impact:**

\$34,322 in grant expenditures if awarded

**Source of Funds:**

2023 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 \$34,322?

**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.

**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 wide range of program areas within law enforcement. In 2023, the City is eligible for the allocated amount of \$34,322 from the grant program.

The grant application process for the 2023 grant program was announced on June 30, 2023, with an application deadline of August 31, 2023. 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 2023 Edward Byrne Memorial JAG Program allocation of \$34,322 for training and the purchase of associated equipment, supplies, and software that will provide the capability for digital forensic analyses of digital cell phones and digital electronic devices, such as computers and/or laptops by identifying, acquiring, processing, and reporting data electronically. It will enable Staff to effectively and efficiently perform digital forensic analyses, which has a direct impact on internet crimes against children as well as other online threats to victims of all ages.

The 2023 Edward Byrne Memorial JAG Program funding supports the City's Strategic Plan of a Proactive Public Safety to enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide resources necessary to ensure safety and well-being throughout Westminster by seeking and applying for grant funding.

Respectfully Submitted,

*Mark A Freitag*

Mark A. Freitag  
City Manager

**Attachments:**

Attachment A - FY23 JAG Application Certification by the Chief Executive  
Attachment B - FY23 EMB JAG Grant Application