

**City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810-7769**

DIRECTOR OF FINANCE

**(203)797-4652
FAX (203)796-1526**

MEMORANDUM

TO: MARK D BOUGHTON VIA THE COMMON COUNCIL ✓
FROM: DAN GARRICK, ASSISTANT DIRECTOR OF FINANCE *DG*
SUBJECT: RESOLUTION-DUI ENFORCEMENT
DATE: 6/26/2007

Attached for your review is a resolution that will allow the City of Danbury Police Department to apply for and accept grant funding from the State of Connecticut, Department of Transportation for the "2007 Labor Day DUI Enforcement Program". The total grant, in the amount of \$15,000, requires a local match of \$3,750, with the state contributing \$11,250. Funding for the local match is available in the 07-08 Police Department budget.

Attached is a copy of the application received by this office for your review. Please contact this office if you have any questions.

attach

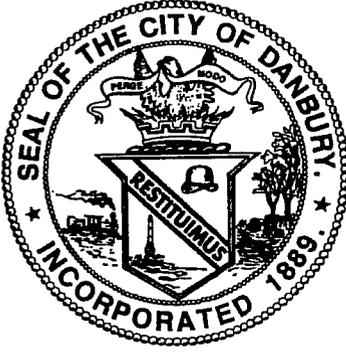
cc: Alan Baker

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:



WHEREAS, the State of Connecticut Department of Transportation, Division of Highway Safety has made a grant available in the amount of \$15,000.00 for the 2007 Labor Day Driving Under the Influence Enforcement Program; and

WHEREAS, a local cash match of \$3,750.00 is required in order to reach the total cost of the program, which is \$15,000.00.

NOW, THEREFORE, BE IT RESOLVED THAT, Mayor Mark D. Boughton is hereby authorized to apply for said grant and to accept grant funds if approved, and Mayor Mark D. Boughton is authorized to sign all contracts necessary to effectuate the purposes of said grant. Any prior acts of the Mayor in applying for such grant funds are hereby ratified.



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CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
120 MAIN STREET

ALAN D. BAKER, CHIEF
TERENCE M. SHANAHAN, DEPUTY CHIEF
(203) 797-4614

June 21, 2007

MEMORANDUM

To: Dan Garrick, Assistant Director of Finance

From: Alan D. Baker, Chief of Police

**Subject: State of Connecticut – Department of Transportation
FY 2007 Labor Day DUI Enforcement Program Grant**

This Department requests that the Common Council act on and approve the attached State of Connecticut DOT Labor Day DUI Enforcement Program Grant, in that the City agrees to share its contribution responsibility (25% = \$3,750.00) of the total \$15,000.00.

Attached is a letter from Capt. Robert Myles, Commanding Officer – Administrative Division explaining this grant in greater detail.

Alan D. Baker
Chief of Police

ADB:mrl
Attach.

Cc: Capt. Myles





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CITY OF DANBURY
DANBURY, CONNECTICUT 06810

Alan D. Baker, Chief
Department of Police
120 Main Street

Robert J Myles, Captain
Administrative Division
(203) 797-4538

REQUEST FOR APPROVAL

June 21, 2007

To: Alan D. Baker
Chief of Police
From: Captain Robert J Myles
Administrative Division
RE: **State of Connecticut, Department of Transportation**
2007 Labor Day- "Drunk Driving- Over the Limit, Under Arrest" DUI Enforcement Program

Chief Baker,

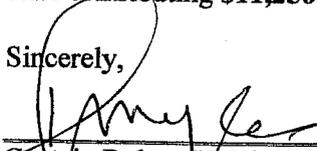
This grant has been offered to the City of Danbury to aid in the identification and apprehension of DUI operators within our city limits. The City of Danbury has been offered 75% reimbursement from the state with the city sharing 25% responsibility of the total grant amount.

The dates of the DUI Enforcement period are August 15, 2007 through September 3, 2007.

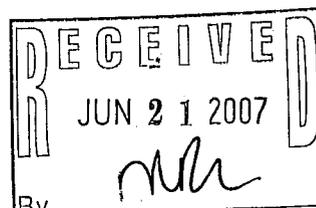
I am requesting that the Common Council act on and approve this State of Connecticut DOT grant at their July meeting.

The total cost of this funding opportunity is **\$15,000.00**, thus making the city's financial responsibility **\$3,750.00** with the state contributing **\$11,250.00**.

Sincerely,



Captain Robert J Myles
Administrative Division



STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAY SAFETY	SHADED AREA FOR DHS USE ONLY		
	Project No:	<input type="checkbox"/> Project Initiation <input type="checkbox"/> Project Revision	<input type="checkbox"/> Project Cancellation <input type="checkbox"/> Project Continuation
	Program Area: 07-	Date Approved:	
	Program Description: Alcohol Enforcement		

HIGHWAY SAFETY PROJECT APPLICATION

ACCEPTANCE -- IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH DIVISION OF HIGHWAY SAFETY POLICY. COPY OF POLICY OBTAINED UPON REQUEST.

PROJECT TITLE:
2007 Labor Day "Drunk Driving Over The Limit, Under Arrest" DUI Enforcement Program

GOVERNMENTAL UNIT: City of Danbury, Connecticut	ADDRESS OF GOVERNMENTAL UNIT: 155 Deer Hill Ave Danbury, Connecticut 06810
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APPLICANT: Danbury Police Department	ADDRESS OF APPLICANT: 120 Main St Danbury, Connecticut 06810
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FEDERAL IDENTIFICATION NUMBER (FEIN): 06-600-1868	ANTICIPATED PROJECT STARTUP DATE: August 15, 2007
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APPROVED PROJECT PERIOD: (mo/date/yr) FOR DHS USE ONLY

FROM: August 15, 2007	THROUGH: September 3, 2007
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PROJECT DIRECTOR: Robert J Myles	TITLE: Captain	TELEPHONE NUMBER: 203-797-4538
		FAX NUMBER: 203-797-4661
SIGNATURE:	ADDRESS & ZIP CODE: 120 Main St Danbury, CT 06810	E-MAIL ADDRESS: r.myles@ci.danbury.ct.us

FISCAL OFFICER: Daniel Garrick	TITLE: Assitant Director of Finance	TELEPHONE NUMBER: 203.797.4652
		FAX NUMBER: 203.796.1526
SIGNATURE:	ADDRESS & ZIP CODE: 155 Deer Hill Ave Danbury, CT 06810	E-MAIL ADDRESS: d.garrick@ci.danbury.ct.us

AUTHORIZING OFFICIAL OF GOVERNMENTAL UNIT: Mark Boughton	TITLE: Mayor	TELEPHONE NUMBER: 203.797.4511
		FAX NUMBER: 203.796.1666
SIGNATURE:	ADDRESS & ZIP CODE: 155 Deer Hill Ave Danbury, CT 06810	E-MAIL ADDRESS: m.boughton@ci.danbury.ct.us

APPROVAL -- FOR DHS USE ONLY

DHS STAFF EVALUATION	FISCAL REVIEW COMPLETED BY:	DATE:
	RECOMMEND APPROVAL	
RECOMMEND DENIAL	PROGRAM REVIEW COMPLETED BY:	DATE:
FEDERAL FUNDS FY: 2007		

THIS ACTION:	GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE:	
PREVIOUS ACTION:	H. James Boice	
TOTAL OBLIGATED:	SIGNATURE:	DATE:

PROJECT TITLE	APPLICANT
2007 Labor Day- "Drunk Driving Over the Limit, Under Arrest" DUI Enforcement Program	CITY OF DANBURY, CONNECTICUT POLICE DEPARTMENT

City/Town of: City of Danbury, Connecticut

FRINGE BENEFIT CERTIFICATION STATEMENT

I hereby certify that the fringe benefit rate of 1.31% is the rate authorized by the city of Danbury, Connecticut for application against all OVERTIME hours worked by the sworn police agency personnel for the following time period: Fro 5/24/2007 to July 4th 2007
 (Date) (Date)

The category/percentage breakdown of this rate is as follows:

Cost Category	Percentage
1. <u>Net Workman Comp Cost</u>	<u>1.31%</u>
2. _____	%
3. _____	%
4. _____	%
5. _____	%
6. _____	%
7. _____	%
8. _____	%
Total Overtime Fringe Rate	<u>1.31%</u>

I further certify that this statement is correct in all respects and that the fringe benefit rate identified above accurately represents the OVERTIME fringe benefit costs to the municipality for the individuals employed under this project.

City/Town's Chief Financial Officer

Name: Daniel Garrick

Title: Assistant Finance Director

Ink Signature: _____

PROJECT TITLE	APPLICANT
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

ACTIVITIES AND PROCEDURES

DUI selective enforcement will be conducted during the **Impaired Driving National Enforcement Crackdown** per the following operational schedule. Enforcement techniques to be employed must be **EXTRA DUI PATROL** activities, and will include field sobriety checkpoints on those days that the police department determines to hold the highest impact for traffic volume and potential contact with the motoring public as it relates to their specific community.

NOTE: For DUI Patrol activities, the number of enforcement officers allowed per vehicle at any one time is one per vehicle, however, daily shifts may not be split by more than one officer. All officers assigned to DUI enforcement activities (saturation patrols and checkpoints) shall be trained in DUI law enforcement techniques.

NOTE: The operation of this selective enforcement program shall be above and beyond the normal/special patrol activities scheduled for the days and times listed below. Please provide written justification (event, date, time number of officers and cost) for special events beyond program parameters.

NOTE: The Project Director shall notify Stephen Livingston of any enforcement activity changes to the proposal. (860) 594-2364 stephen.livingston@po.state.ct.us

Enforcement Period

	Defined Program Parameters	Planned Project Operations (fill in below)
Dates/Times	August 15 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 16 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 17 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 18 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 19 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 20 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 21 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 22 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 23 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 24 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 25 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am
	August 26 > 05:00 PM - 04:00 AM	19 :00 pm through 03 :00 am

PROJECT TITLE

APPLICANT

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2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program

Danbury Connecticut Police Department

ACTIVITIES AND PROCEDURES

Enforcement Period

Defined Program Parameters

Planned Project Operations
(fill in below)

Dates/Times

August 27 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
August 28 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
August 29 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
August 30 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
August 31 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
September 1 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
September 2 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am
September 3 > 05:00 PM - 04:00 AM	<u>19</u> : <u>00</u> pm through <u>03</u> : <u>00</u> am

PROJECT TITLE	APPLICANT 23⁸
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

Hours of operation **MUST** fall within the defined program parameters. Adjustments may be made based on unique local circumstances.

Primary enforcement locations are as follows:

1. Route Seven (Federal Rd/Sugar Hollow Rd.)
2. CityCenter District (Main, North and South Sts)
3. White St/ Newtown Rd.
4. Lake Ave/ Mill Plain Rd.

This operational plan will be supported through statewide and regional/local media coverage.

PROJECT COST WORK SHEET

OVERTIME WAGES: (Only 1 officer allowed per vehicle at any one time.)

Date: **August 15, 2007**

Enforcement Officer # 1: 8 hrs @ \$ 46.25 = \$ 370.00
 # 2: 8 hrs @ \$ 46.25 = \$ 370.00

Date: **August 16, 2007**

Enforcement Officer # 1: 8 hrs @ \$ 46.25 = \$ 370.00
 # 2: 8 hrs @ \$ 46.25 = \$ 370.00

Date: **August 17, 2007**

Enforcement Officer # 1: 8 hrs @ \$ 46.25 = \$ 370.00
 # 2: 8 hrs @ \$ 46.25 = \$ 370.00

Date: **August 18, 2007**

Enforcement Officer # 1: 8 hrs @ \$ 46.25 = \$ 370.00
 # 2: 8 hrs @ \$ 46.25 = \$ 370.00

Date: **August 19, 2007**

Enforcement Officer # 1: 8 hrs @ \$ 46.25 = \$ 370.00
 # 2: 8 hrs @ \$ 46.25 = \$ 370.00

PROJECT TITLE	APPLICANT 239
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

PROJECT COST WORK SHEET

Date: August 20, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 21, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 22, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 23, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 24, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 25, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 26, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00
2: 8 hrs @ \$ 46 .25 = \$ 370 .00

PROJECT TITLE	APPLICANT 23¹⁰
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

PROJECT COST WORK SHEET

Sobriety Checkpoint

Date: _____

Enforcement Officer # 1: _____ hrs @ \$ _____ = \$ _____

2: _____ hrs @ \$ _____ = \$ _____

3: _____ hrs @ \$ _____ = \$ _____

4: _____ hrs @ \$ _____ = \$ _____

5: _____ hrs @ \$ _____ = \$ _____

6: _____ hrs @ \$ _____ = \$ _____

7: _____ hrs @ \$ _____ = \$ _____

8: _____ hrs @ \$ _____ = \$ _____

Date: August 27, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00

2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 28, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00

2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 29, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00

2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 30, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00

2: 8 hrs @ \$ 46 .25 = \$ 370 .00

Date: August 31, 2007

Enforcement Officer # 1: 8 hrs @ \$ 46 .25 = \$ 370 .00

2: 8 hrs @ \$ 46 .25 = \$ 370 .00

PROJECT TITLE	APPLICANT 23¹¹
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

PROJECT COST WORK SHEET

Date: September 1, 2007

Enforcement Officer # 1: 8 hrs @ \$46.25 = \$ 370.00
2: 8 hrs @ \$46.25 = \$ 370.00

Date: September 2, 2007

Enforcement Officer # 1: 8 hrs @ \$46.25 = \$ 370.00
2: 8 hrs @ \$46.25 = \$ 370.00

Date: September 3, 2007

Enforcement Officer # 1: 8 hrs @ \$46.25 = \$ 370.00
2: 8 hrs @ \$46.25 = \$ 370.00

Special Event Enforcement

Date: _____

Enforcement Officer # 1: _____ hrs @ \$ _____ = \$ _____
2: _____ hrs @ \$ _____ = \$ _____
3: _____ hrs @ \$ _____ = \$ _____
4: _____ hrs @ \$ _____ = \$ _____
5: _____ hrs @ \$ _____ = \$ _____
6: _____ hrs @ \$ _____ = \$ _____
7: _____ hrs @ \$ _____ = \$ _____
8: _____ hrs @ \$ _____ = \$ _____

Sobriety Checkpoint

Date: _____

Enforcement Officer # 1: _____ hrs @ \$ _____ = \$ _____
2: _____ hrs @ \$ _____ = \$ _____
3: _____ hrs @ \$ _____ = \$ _____
4: _____ hrs @ \$ _____ = \$ _____
5: _____ hrs @ \$ _____ = \$ _____
6: _____ hrs @ \$ _____ = \$ _____
7: _____ hrs @ \$ _____ = \$ _____
8: _____ hrs @ \$ _____ = \$ _____

PROJECT TITLE	APPLICANT 23¹²
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS

This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or State agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.

Project Start Date August 15, 2007	Project Ending Date September 3, 2007	Reimbursement Deadline October 18, 2007
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- Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.
- Expenses **MUST** be incurred within the approved Project Start and Ending Dates. (see above)
Please verify the Project Start Date and Project Ending Date prior to any project activity.
- **PERSONNEL SALARIES** -- Personnel salary expenditures are authorized as part of this project. Completed and signed "**Highway Safety Project Time Sheet & Activity Reports**" **MUST** accompany these expenditures for reimbursement.
- Under the terms and conditions of this project application, **ALL SUPPORTING DOCUMENTATION** must be submitted to the Transportation Safety Section no later than forty five (45) days after the project's ending date.
Please verify the Reimbursement Deadline prior to any project activity.

FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH MAY RESULT IN YOUR CLAIM BEING DENIED.

PROJECT TITLE	APPLICANT 23¹³
2007 Labor Day - "Drunk Driving Over The Limit. Under Arrest" DUI Enforcement Program	Danbury Connecticut Police Department

BUDGET DETAIL

PLEASE COMPLETE PROJECT WORKSHEET(S) PRIOR TO COMPLETING THIS PAGE.

(A) PERSONAL SERVICES

Total Estimated Wages (Sum of all worksheets)	(1)	\$ 14,800.00
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Overtime Fringe Benefit Rate @ <u>1</u> . <u>31</u> % Multiply this rate (if applicable) times the Total Estimated Wages	(2)	\$ 194.00
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Add Total Estimated Wages and Fringe Benefit Costs for Grand Total Amount	(3)	\$ 14,994.00
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Please round up the Grand Total Amount to the next highest \$100.00 (i.e. \$1,852.11 to \$1,900.00)	(4)	\$ 15,000.00
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PROJECT TITLE	APPLICANT 2314
2007 Labor Day- "Drunk Driving Over The Limit, Under Arrest DUI Enforcement Program	City of Danbury, Connecticut POLICE DEPARTMENT

BUDGET SUMMARY

Federal Share	75.00%
State/Local Share	25.00%

BUDGET SUMMARY SUBMITTAL

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES	\$15,000.00	FEDERAL FUNDS (75%)	\$11,250.00
CONTRACTUAL SERVICES	XXXXXXXXXX	NON-FEDERAL FUNDS (25%)	\$3,750.00
OPERATING COSTS	XXXXXXXXXX	TOTAL FUNDS (100%)	\$15,000.00
EQUIPMENT	XXXXXXXXXX		
INDIRECT COSTS	XXXXXXXXXX		
TOTAL BUDGETED	\$15,000.00		

BUDGET SUMMARY APPROVAL (DHS USE ONLY)

COST CATEGORY	AMOUNT	SOURCE OF FUNDS	
PERSONNEL SERVICES		FEDERAL FUNDS (75%)	
CONTRACTUAL SERVICES	XXXXXXXXXX	NON-FEDERAL FUNDS (25%)	
OPERATING COSTS	XXXXXXXXXX	TOTAL FUNDS (100%)	
EQUIPMENT	XXXXXXXXXX		
INDIRECT COSTS	XXXXXXXXXX		
TOTAL BUDGETED			