

POLICE MEMORANDUM
#07-2026

DATE: March 23, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

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

SUBJECT: CR-63 – 2026 Acceptance of Click it or Ticket Grant

PURPOSE

To consider CR-63, a resolution accepting a grant from the Colorado Department of Transportation (CDOT) for the Click it or Ticket Seatbelt Enforcement Campaign in the amount of \$6,000.

BACKGROUND

The Police Department applied for and was awarded a grant from CDOT for the Click it or Ticket Seatbelt Enforcement Campaign in the amount of \$6,000. The funds will be awarded in the form of reimbursement for officer overtime related to the enforcement of Colorado's seatbelt laws during the period of April 7, 2026, through Aug. 1, 2026. The campaign integrates targeted roadside enforcement with a broad media strategy spanning digital, radio, television, and social media platforms alerting the public that seatbelt laws are being strictly enforced.

BUDGET/TIME IMPLICATIONS

Following the enforcement period, overtime funds will be reimbursed by CDOT. Based on recent similar traffic enforcement campaigns and prior history of this grant, the department should receive the entire \$6,000 award amount.

STAFF RECOMMENDATION

Staff recommends approval of CR-63.

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. Click it or Ticket Grant Application
2. State of Colorado Purchase Order

CR-63 – Acceptance of Click it or Ticket Grant



COLORADO
Department of Transportation



FEDERAL FISCAL YEAR 2026 CLICK IT OR TICKET APPLICATION FOR FUNDS

Statewide Mobilizations: April 6 - April 12, 2026; May 18 - May 31, 2026 *; July 20 - July 31, 2026

Click it or Ticket Campaign Goal:

Increase compliance with Colorado's occupant protection and graduated drivers licensing laws (GDL) and increase public awareness of the likelihood of receiving a ticket and suffering serious or fatal injuries for failing to properly use occupant protection systems.

By Applying for funding, your Agency agrees to:

1. Provide overtime enforcement of Colorado's child passenger safety, GDL, and adult occupant protection laws through speeding and other aggressive/hazardous driving contacts during authorized time periods;
2. **Strictly enforce** all child, teen, and adult occupant protection laws with a **zero tolerance stance**;
3. Provide CDOT with a copy of your agency's current seat belt policy, in the space provided on page 2 of this application;
4. Complete attached risk assessment on page 3.
5. Enforcement results must be submitted through CDOT preferred channels by specified deadlines in order to receive OT reimbursement; *Further details will be provided to awarded Agencies by your Law Enforcement Liaison.*
6. Claims for reimbursement are due within 45 days following each enforcement period. We cannot guarantee payment for claims submitted beyond the 45 day due date. Claims must be submitted through CDOT preferred channels; *Further details will be provided to awarded Agencies by your Law Enforcement Liaison.*

The CIOT grant's intent is to balance enforcement efforts and financial resources equally across the three designated enforcement periods to multiply local and national efforts to raise seatbelt use. Agencies that receive funding are **required to participate in the National Mobilization CIOT enforcement campaign in May. Participation in subsequent CIOT enforcement waves is highly encouraged.*

All Colorado law enforcement agencies are eligible for the three statewide enforcement periods.

Allowable Charges: Reimbursement for individual enforcement activities at the agency's overtime rate (i.e. time and a half).

All fields highlighted in yellow are required.

(Press tab to advance to next field on page)

Agency Contact Information

Agency Name:	Northglenn Police	Agency Address:	50 W. Community Center Dr. Northglenn, CO 80234
Project Coordinator:	Justin Lauck	Coordinator Email:	jlauck@northglenn.org
Rank/Position/Title:	Commander	Coordinator Phone:	303.450.8925
Secondary Contact:	Sarah Verver	Secondary Email:	sverver@northglenn.org
Rank/Position/Title:	Administrative Technician	Secondary Phone:	303.450.8879

Budget Request

Click it or Ticket Enforcement Waves	Average OT Rate	Total Overtime Hours per Wave	Enforcement Period Total
April 6 - 12, 2026	\$73.62	45	\$3,312.90
May 18 - May 31, 2026* (National Enforcement)	\$73.62	45	\$3,312.90
July 20 - July 31, 2026	\$73.62	45	\$3,312.90
Total Requested:		135	\$9,938.70

Supporting Data

2025 Occupant Protection Data

If you did not participate in Click it or Ticket in 2025 you may write N/A

Unrestrained Fatalities:	0
Unrestrained SBI's:	3
OP Citations During Click it or Ticket:	N/A
OP Citations Outside of Click it or Ticket:	24

Check box if this is the **first** time your agency will receive Click it or Ticket Funds ☐

Application Agreement & Signature



*By signing this form you are not only applying for this grant but approving CDOT to use the information provided for the National Enforcement wave as the basis of CDOT's required year end accrual estimates.



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.



I have read and understand the above Reporting and Reimbursement requirements and will comply with these requirements.

Applicant agency Authorizing Official eSignature
(person with contracting authority):

/s/

Date:

January 22, 2026

Scroll down for page 2

Submit completed application to your Law Enforcement Liaison

Application is due by Friday, January 30, 2026 5:00 PM MT

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: Josephine Oldaker - josephine.oldaker@state.co.us

Date:

Law Enforcement Agency Seat Belt or Occupant Protection Policy

(Required)

Agency Name: Northglenn Police Department

Date of last revision: May 12, 2022

copy and paste or attach your agency's seat belt policy below

The exact date of the policy revision is unknown.

See attached.

If you run out of space, you may attach a copy of your policy and turn it in along with your application.

Scroll down for page 3

Click it or Ticket Applicant Risk Assessment

FFY26

To be completed by the Grantee Applicant

All fields highlighted in yellow are required

Agency:	Northglenn Police Department	Date:	01/16/2026
UEI #:	KYS1MDCDTLC1	UEI Expiration:	01/09/2027
In order to receive funding, Agency must be registered with sam.gov, possess a valid UEI number and renew annually.			
Amount Requested For FFY26 Click it or Ticket:		\$9,938.70	
Form Completed by:	Sergeant Gordon Lawcock		

		Yes		No	
1a	If awarded, will this be your agency's first time receiving funds for this program?				✓
2a	Was your agency awarded funds for this program last federal fiscal year?				✓
3a	Did your agency expend more than \$1,000,000.00 in federal funds last fiscal year?				✓
4a	Do you have a dedicated individual(s) to manage this program?		✓		
	If yes, who?	Sarah Verver			
5a	Does your department primarily utilize single-officer patrol units or two-officer units?	Single-officer patrol units			
6a	Staffing Level				
	What is your agency's total <u>authorized</u> number of sworn personnel?	86			
	What is your agency's <u>current total</u> number of sworn personnel?	83			
	Current staffing percentage:	97%			

Notes/Comments/Clarification:

Highway Safety Office Use Only

Assessor Name:		Date:			
Risk Assessment Scoring Rubric				Total Points	
1b	First Time award?	Yes	No		
	Points:	50	0		
2b	Awarded last fiscal year?	Yes	No		
	Points:	0	20		
3b	Federal Funds exceed \$1M last fiscal year?	Yes	No		
	Points:	10	0		
4b	Dedicated staff to manage program?	Yes	No		
	Points:	0	10		
5b	Staffing Level Points:	75-100%	50-75%	50% or less	
		5	10	15	
	Amount of the Award Points:	\$5,000	\$10,000	\$20,000+	
		5	10	15	
Rating Scale	Low 0-20	Med 21-40	High 41+	Total Points: 0 Risk Level:	

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

DATE: 02/27/2026



Purchase Order
State of Colorado

ATTACHMENT 2

Buyer: Richard Clark
Phone Number:
Agency Contact: Josephine Oldaker
Phone Number: 303-365-7044

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

PO# 411044170
Award#:
BID#:



Page# 1 of 1

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

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

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: 09/30/2026
PO Expiration Date: 09/30/2026

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
*Department of Transportation Safety Northglenn Police Department Click It or Ticket Program 2026 Effective through 09/30/2026

LINE	PRODUCT NUMBER PRODUCT CATEGORY DESCRIPTION	UOM PLANT	QUANTITY	UNIT COST	TOTAL ITEM COST
00001	92585 Northglenn FFY26 Click it or Ticket	AU 7001	6,000.000	1.00	6,000.00

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 April 2026 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.

DOCUMENT TOTAL: 6,000.00

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
<https://osc.colorado.gov/spco/central-contracts-unit/purchase-order-terms-conditions>
DP-01 (R-02/06)

FOR THE STATE OF COLORADO

Authorized Signature Date

Signature not required if PO transmitted electronically.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-63
Series of 2026

Series of 2026

A RESOLUTION ACCEPTING COLORADO DEPARTMENT OF TRANSPORTATION
GRANT FUNDING

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 grant award from the Colorado Department of Transportation in the amount of \$6,000 for the grant application submitted by the Northglenn Police Department for personnel overtime for enforcement activities for the Click It or Ticket seatbelt enforcement program.

DATED, at Northglenn, Colorado, this _____ day of _____, 2026.

SHANNON LUKEMAN-HIROMASA
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney