

**COMMISSIONERS COURT AGENDA**  
**Tuesday, May 5, 2026**  
**9:30 a.m.**



*Striving for Excellence*

**COMMISSIONERS COURT**  
**Neal Franklin, County Judge**  
**Commissioner Christina Drewry, Precinct 1**  
**Commissioner John Moore, Precinct 2**  
**Commissioner J Scott Herod, Precinct 3**  
**Commissioner Ralph Caraway Sr, Precinct 4**



**COUNTY OF SMITH  
COMMISSIONERS COURT  
200 E. Ferguson, Suite 100  
Tyler, Texas 75702**

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Phone: (903) 590-4605

Fax: (903) 590-4615

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Pursuant to Chapter 551 of the Texas Government Code, this notice is to advise that a regular meeting of the **Smith County Commissioners Court** will be held at **9:30 a.m. on Tuesday, May 5, 2026**, in the **Smith County Commissioners Courtroom** on the 1st floor of the **Smith County Courthouse Annex**, 200 E. Ferguson, Tyler, Texas.

Questions regarding this agenda should be directed to Commissioners Court Administrative Assistant at 903-590-4605. The agenda is available on the County's website (<http://www.smith-county.com>).

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**CALL TO ORDER  
DECLARE A QUORUM PRESENT  
DECLARE LEGAL NOTICES POSTED AND COURT DULY CALLED  
INVOCATION  
PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT:** Members of the public who have previously filled out a participation form have an opportunity to address the Commissioners Court on agenda items. The Court is unable to deliberate on non-agenda items. If you desire to request a matter on a future agenda, you may make the request to a member of Commissioners Court. Individual comments are limited to a maximum of three (3) minutes. If you wish to address the Court, obtain a public participation form at the Commissioners Court entryway and submit the completed form to a staff member before the meeting begins. Please be mindful of the Commissioners Court Rules of Procedure, Conduct and Decorum when making your comments and/or attending public meetings.

**OPEN SESSION:**

***RESOLUTION***

1. Consider and take necessary action to adopt a resolution proclaiming May 9, 2026, as "Bishop Rodney Lamar Atkins Day" in Smith County.

***COURT ORDERS***

**COMMISSIONERS COURT**

2. Consider and take necessary action to approve an application for the Texas Comptroller of Public Accounts distribution of Unclaimed Property Capital Credits for 2025 and authorize the county judge to sign all related documentation.
3. Discuss Participation in a Sub-Regional Planning Commission pursuant to Chapter 391, of the Texas Local Government Code.

**EAST TEXAS AUTO THEFT TASK FORCE**

4. Consider and take necessary action to approve the FY2027 Motor Vehicle Crime Prevention Authority (MVCPA) Task Force grant for the benefit of the East Texas Auto Theft Task Force and authorize the county judge to sign all related documentation.

**BUDGET OFFICE**

5. Consider and take necessary action to approve the proposed FY 27 Budget Calendar developed by the Budget Officer in collaboration with the County Auditor.

**ROAD AND BRIDGE**

6. Consider and take necessary action to authorize the payment of compensatory time currently accrued by the Road & Bridge Department through May 16, 2026, and to further authorize the payment of overtime pay for the remainder of FY2026 (May 17 through September 19).

**FIRE MARSHAL'S OFFICE**

7. Consider and take necessary action to approve the Memorial Day firework season of May 20, 2026, through May 25, 2026, at midnight.
8. Consider and take necessary action to approve and adopt the Smith County Hazard Mitigation Plan and authorize the county judge to sign all related documentation.

**AUDITOR'S OFFICE**

9. Consider and take necessary action to sign the FY27 CEO/Law Enforcement Certifications and Assurances Form for the benefit of the Sheriff's office.

## **INFORMATION TECHNOLOGY**

10. Consider and take necessary action to authorize the donation of surplus computer equipment to Mustard Seed Ministries from Smith County pursuant to Local Government Code 263.152(a)(4)(A)(B).

## **SHERIFF'S OFFICE**

11. Consider and take necessary action to reclassify Sheriff's Office Dispatcher Position, 13 to Sheriff's Office Terminal Agency Coordinator, and authorize the county judge to sign all related documentation.

## **FINANCIAL CRIMES INTELLIGENCE CENTER**

12. Consider and take necessary action to approve a lease agreement between Smith County and Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing via State of Texas Contract for one FCIC vehicle and authorize the county judge to sign all related documentation.

## ***RECURRING BUSINESS***

### **ROAD AND BRIDGE**

13. Receive pipe and/or utility line installation request (notice only):
  - a. County Road 2205, Southwire for Oncor Electric, replacing underground electric cable with directional road bore, Precinct 2.

### **AUDITOR'S OFFICE**

14. Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.

### **SHERIFF'S OFFICE**

15. Receive report on status of Smith County jail operations, inmate population, employee overtime, and employee vacancies.

**EXECUTIVE SESSION:** For purposes permitted by Texas Government Code, Chapter 551, entitled Open Meetings, Sections 551.071, 551.072, 551.073, 551.074, 551.075, and 551.076. The Commissioners Court reserves the right to exercise its discretion and may convene in executive session as authorized by the Texas Government Code, Section 551.071, et seq., on any of the items listed on its formal or briefing agendas.

## **ADJOURN**

### **SMITH COUNTY COURTHOUSE ANNEX ACCESSIBILITY STATEMENT FOR DISABLED PERSONS**

This meeting site is accessible to disabled persons as follows: Entrance to the Courthouse Annex is accessible through the front entrance on the south side of the Courthouse Annex located at 200 E. Ferguson. A wheelchair ramp provides access to the front entrance. The Commissioners Courtroom is on the first floor. If any special assistance or accommodations are needed in order to attend a Commissioners Court meeting, please contact Commissioners Court staff at 903-590-4605, in advance, so accommodations can be arranged.

Date: 4/28/2026

Time: 5:00 pm

A handwritten signature in blue ink that reads "Neal Franklin". The signature is written in a cursive style with a large initial "N".

NEAL FRANKLIN, COUNTY JUDGE

Posted By: Jennafer Bell

1

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/17/2026	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Resolution: Rodney Lamar Atkins Day	
<b>Agenda Category:</b> <input type="checkbox"/> Briefing Session <input type="checkbox"/> Recurring Business <input type="checkbox"/> Court Orders <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Presentation <input type="checkbox"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to adopt a resolution proclaiming May 9, 2026, as "Bishop Rodney Lamar Atkins Day" in Smith County.	
<b>Background:</b> Resolution request came through website. Not reading in court. Commissioner Caraway will read it at event on May 9.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> J Bell	<b>Email:</b> jbell2@smith-county.com
<b>Name:</b> C Murphy	<b>Email:</b> cmurphy@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only  
Agenda Item # \_\_\_\_\_



*Smith County Commissioners Court*

*Resolution*

*At a regular meeting of the Smith County Commissioners Court held at the Smith County Courthouse Annex,  
Tyler, Texas, at which a quorum was present, the following Resolution was adopted:*

**WHEREAS**, it is fitting that Smith County should salute those residents who through their professional and personal efforts have distinguished themselves as scholars and community leaders of whom we can all be proud, one such noteworthy person is Bishop Rodney Lamar Atkins of Smith County; and

**WHEREAS**, he has the qualities of a great community leader for he has self-awareness, eagerness to learn and adapt, empathy, honesty and integrity, dedication, service, interpersonal skills, intelligence, motivation and forward thinking; and

**WHEREAS**, in 2001, Bishop Rodney Lamar Atkins and Dr. Michael K. Mast founded and organized the Coalition of East Texas African American Churches to sponsor the annual African American Soldiers Recognition Day Program, and East Texas African American Soldiers were honored annually; and

**WHEREAS**, as a devout Christian and pastor, Bishop Rodney Lamar Atkins has been highly admired and respected by his peers as a civic leader of uncommon foresight and dedication, we commend his ascension to Auxiliary Bishop in the Church Of God In Christ; and

**WHEREAS**, people of Bishop Atkins eminent stature do not often walk among us, he is an exceptional gentleman married to the lovely Mrs. Yvonne Turner Atkins.

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners Court of the County of Smith, Texas, through adoption of this Resolution does hereby proclaim May 9, 2026, as

**“Bishop Rodney Lamar Atkins Day”**

in Smith County, and encourages all citizens to congratulate him on his legacy, which continues to impact the Church Of God In Christ and the community.

***WITNESS OUR HANDS THIS 5th day of May A.D. 2026.***

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Neal Franklin

County Judge

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Christina Drewry  
Commissioner, Precinct 1

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John Moore  
Commissioner, Precinct 2

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J Scott Herod  
Commissioner, Precinct 3

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Ralph Caraway Sr.  
Commissioner, Precinct 4



**2**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/27/2026	<b>Submitted by:</b> Rachel McCord
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Unclaimed Property Capital Credits	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve an application for the Texas Comptroller of Public Accounts distribution of Unclaimed Property Capital Credits for 2025, and authorize the County Judge to sign all related documentation.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Rachel McCord	<b>Email:</b> rmccord@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

APRIL 2026

# Unclaimed Property Capital Credits for Counties

## TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

FOR MORE INFORMATION, VISIT OUR WEBSITE AT  
[comptroller.texas.gov](https://comptroller.texas.gov)

FOR INFORMATION ON UNCLAIMED PROPERTY, SEE  
[comptroller.texas.gov/up](https://comptroller.texas.gov/up)

## How are funds divided among counties?

- Electric cooperatives report unclaimed capital credits and the county of service from which they originated.
- Electric cooperatives must use the numeric Federal Information Processing Standard (FIPS) county code of the service address. This code must be entered in the country code field of the remittance report.
- A county may or may not receive funds in a given year.

## Who qualifies?


- Any county can request a portion of these funds.
- The county must follow instructions in Local Government Code Section 381.004 to request funds.
- The commissioners court is the primary governing body and ultimate decision-making authority on the legitimacy of fund requests.

## General uses of capital credits

The county commissioners court may use capital credits to develop and administer a program\*:

- for state or local economic development.
- for small or disadvantaged business development.
- to stimulate, encourage and develop business location and commercial activity in the county.
- to promote or advertise the county and its vicinity or conduct a solicitation program to attract conventions, visitors and businesses.
- to improve the extent to which women and minority businesses are awarded county contracts.
- to support comprehensive literacy programs that benefit county residents.
- for the encouragement, promotion, improvement and application of the arts.
- to support a children's advocacy center.

\* Review Local Government Code, Section 381.004 before starting a program.



***In conjunction with Local Government Code Section 381.004, Texas Property Code Section 74.602 authorizes the Texas Comptroller of Public Accounts (Comptroller's office) to allocate a portion of the unclaimed capital credits received from electric cooperatives back to the counties in the cooperatives' service area.***

## What are unclaimed capital credits?

Electric cooperatives that have lost contact with a previous customer sometimes report capital credits to the Comptroller's office as unclaimed property. Texas law allows counties to claim a portion of unclaimed capital credits originating from their county and use them for specific programs.

## FOR QUESTIONS ON CAPITAL CREDITS:

**Contact our Holder Education and Reporting section at [up.holder@cpa.texas.gov](mailto:up.holder@cpa.texas.gov) or 800-321-2274, option 3.**

# UNCLAIMED PROPERTY CAPITAL CREDITS FOR COUNTIES

## How to request capital credits

The county judge and/or commissioners court must complete and submit the **form below**.

- The form must be signed by a representative of the commissioners court or the county judge.
- The form must include the complete name, address and federal tax identification number of the commissioners court. Funds will be paid directly to the court.

### COUNTY REQUEST FOR CAPITAL CREDITS

County Name \_\_\_\_\_ County FEIN \_\_\_\_\_

Authorized by  Judge  Commissioners Court

Name of County Judge \_\_\_\_\_ Approved Date \_\_\_\_\_

#### SEND THE REQUESTED FUNDS TO:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

I acknowledge that the purpose of the funds complies with provisions of Texas Local Government Code Section 381.004.

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Submit signed and completed form by either mail, email or fax by July 31, 2026.

Mail Texas Comptroller of Public Accounts  
Unclaimed Property Division  
Holder Education and Reporting section  
P.O. Box 12019  
Austin, Texas 78711-2019

Email [up.holder@cpa.texas.gov](mailto:up.holder@cpa.texas.gov)  
Fax 512-463-3569

FOR COMPTROLLER'S USE ONLY: We are authorized to release \_\_\_\_ % of the total amount available to your county. We will send a \$ \_\_\_\_\_ payment to the address provided above. By requesting funds, you have certified that they will be used in compliance with the provisions of Texas Local Government Code Section 381.004.

Comptroller's Representative \_\_\_\_\_ Date \_\_\_\_\_

*This publication is intended as a general guide and not as a comprehensive resource on the subjects covered. It is not a substitute for legal advice.*

**In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling 800-252-1382, or by sending a fax to 512-475-0900.**

**3**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/28/2026	<b>Submitted by:</b> J Bell
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> Commissioners Court
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Chapter 391	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Discuss Participation in a Sub-Regional Planning Commission pursuant to Chapter 391, of the Texas Local Government Code.	
<b>Background:</b> See attached	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

# Discuss Participation in a Sub-Regional Planning Commission pursuant to Chapter 391, of the Texas Local Government Code

(Discussion Only – No Action Requested Today)

**Date:** May 5, 2026

**Prepared by:** Christina Drewry, Smith County Commissioner Precinct 1

## Background

Citizens have asked Smith County to consider partnering with Van Zandt County on regional concerns including:

- Large-scale solar farms and battery energy storage systems (BESS) – particularly fire safety, agricultural land loss, and emergency response.
- Groundwater export proposals such as the Pine Bliss/Redtown Ranch high-capacity wells targeting the Carrizo-Wilcox Aquifer.

Van Zandt County has expressed interest in forming a Chapter 391 Commission and recently implemented a moratorium on new green energy projects. Both Smith and Van Zandt Counties are members of the East Texas Council of Governments (ETCOG), satisfying the statutory requirement.

## What is a Chapter 391 Sub-Regional Planning Commission?

It is a voluntary planning tool authorized by Texas Local Government Code Chapter 391 that allows counties (and cities) in the same COG to work together on shared issues affecting health, safety, and welfare.

## Membership and Governance

- Voting Members: At least two-thirds (2/3) of the voting members must be elected officials (County Judges, Commissioners, etc.). They are appointed by the participating counties.
- Non-Voting Participants: The Commission can include citizen advisors (farmers, well owners, landowners, Fire Marshal, etc.) who participate in discussions and provide input but do not vote.
- Legislator: A State Representative whose district overlaps the area may serve as a non-voting ex-officio member.

## Key Features

- No new taxes, no zoning authority, and no power to ban projects.
- Enables joint studies on water resources, fire safety, farmland preservation, and project impacts.
- Requires state agencies (PUC, TCEQ, Texas Water Development Board, etc.) to coordinate with the Commission “to the greatest extent feasible.”
- Low cost – uses existing staff.
- Fully open to the public under the Texas Open Meetings Act.

## Benefits to Smith County

- Provides a stronger, united regional voice when dealing with state agencies and developers.
- Allows coordinated studies on water resources, fire safety, farmland preservation, property rights, and natural resources.
- Creates a formal platform for government-to-government meetings.
- Keeps all voting authority with elected officials while welcoming citizen input through non-voting advisors.

## Proposed Next Steps (For Discussion Today)

This item is discussion only. No resolution or appointments will be voted on at this meeting.

If the Court wishes to move forward, the Resolution will be placed on the May 12, 2026 agenda for further consideration and possible action.



# Chapter 391 Statute Summary

## Texas Local Government Code – Regional Planning Commissions

### Overview

Chapter 391 of the Texas Local Government Code authorizes local governments (counties, cities, and other political subdivisions) to voluntarily create regional or sub-regional planning commissions. These commissions help neighboring communities work together on shared planning issues.

### Purpose (Sec. 391.001)

The law encourages local governments to:

- Join together to improve the health, safety, and general welfare of residents.
- Plan for future growth so that communities have adequate facilities, recognize agricultural needs, preserve historical and cultural values, and use public funds efficiently.
- Make studies and plans for the unified development of a region.

### Membership and Governance

- Voting Members: Appointed by the participating counties and cities through resolutions.
- Key Requirement: At least two-thirds (2/3) of the voting members of the commission must be elected officials (County Judges, Commissioners, Mayors, etc.). This ensures elected local officials maintain control.
- Non-Voting Participants: The commission may appoint citizen advisors (such as farmers, well owners, landowners, the Fire Marshal, or other local experts) who can fully participate in discussions and provide recommendations but do not vote.
- Ex-Officio Members: A member of the Texas Legislature whose district includes part of the sub-region may serve as a non-voting ex-officio member.
- The exact size and structure are flexible and decided in the commission's bylaws.

### Key Definitions & Scope (Sec. 391.002)

A "region" includes areas with common problems of water supply, drainage, land use, transportation, or other issues. Commissions are specifically authorized to address matters related to agriculture, water resources, and natural resource protection.

### Powers and Duties (Sec. 391.004)

A commission may:

- Conduct studies and make recommendations on land use, water supply, sanitation, drainage, public utilities, and other topics affecting health, safety, and welfare.
- Assist participating governments in protecting agricultural lands, property rights, and natural resources through coordinated planning and recommendations.

### Important Features

- Protects local interests: By enabling joint studies and recommendations, the commission provides a stronger platform to address impacts on private property rights, farmland preservation, aquifer sustainability, and natural resources when large-scale projects are proposed.
- State agency coordination (Sec. 391.009(c)): State agencies must coordinate their planning and programs with the commission "to the greatest extent feasible."
- No new taxing authority or direct regulatory power (such as zoning or bans).

- Public transparency: Subject to the Texas Open Meetings Act and Public Information Act.

### **Full Statute**

The complete text is available at:

<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.391.htm>

This summary is provided for informational purposes only. The Smith County Assistant District Attorney's Office can provide additional legal details or interpretation as needed.

LOCAL GOVERNMENT CODE

TITLE 12. PLANNING AND DEVELOPMENT

SUBTITLE C. PLANNING AND DEVELOPMENT PROVISIONS APPLYING TO MORE  
THAN ONE TYPE OF LOCAL GOVERNMENT

CHAPTER 391. REGIONAL PLANNING COMMISSIONS

Sec. 391.001. PURPOSE. (a) The purpose of this chapter is to encourage and permit local governmental units to:

(1) join and cooperate to improve the health, safety, and general welfare of their residents; and

(2) plan for the future development of communities, areas, and regions so that:

(A) the planning of transportation systems is improved;

(B) adequate street, utility, health, educational, recreational, and other essential facilities are provided as the communities, areas, and regions grow;

(C) the needs of agriculture, business, and industry are recognized;

(D) healthful surroundings for family life in residential areas are provided;

(E) historical and cultural values are preserved; and

(F) the efficient and economical use of public funds is commensurate with the growth of the communities, areas, and regions.

(b) The general purpose of a commission is to make studies and plans to guide the unified, far-reaching development of a region, eliminate duplication, and promote economy and efficiency in the coordinated development of a region.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.002. DEFINITIONS. In this chapter:

(1) "Governmental unit" means a county, municipality, authority, district, or other political subdivision of the state.

(2) "Commission" means a regional planning commission, council of governments, or similar regional planning

agency created under this chapter.

(3) "Region" means a geographic area consisting of a county or two or more adjoining counties that have, in any combination:

(A) common problems of transportation, water supply, drainage, or land use;

(B) similar, common, or interrelated forms of urban development or concentration; or

(C) special problems of agriculture, forestry, conservation, or other matters.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.003. CREATION. (a) Any combination of counties or municipalities or of counties and municipalities may agree, by ordinance, resolution, rule, order, or other means, to establish a commission.

(b) The agreement must designate a region for the commission that:

(1) consists of territory under the jurisdiction of the counties or municipalities, including extraterritorial jurisdiction; and

(2) is consistent with the geographic boundaries for state planning regions or subregions that are delineated by the governor and that are subject to review and change at the end of each state biennium.

(c) A commission is a political subdivision of the state.

(d) This chapter permits participating governmental units the greatest possible flexibility to organize a commission most suitable to their view of the region 's problems.

(e) The counties and municipalities making the agreement may join in the exercise of, or in acting cooperatively in regard to, planning, powers, and duties as provided by law for any or all of the counties and municipalities.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.004. PLANS AND RECOMMENDATIONS. (a) A commission may plan for the development of a region and make recommendations

concerning major thoroughfares, streets, traffic and transportation studies, bridges, airports, parks, recreation sites, school sites, public utilities, land use, water supply, sanitation facilities, drainage, public buildings, population density, open spaces, and other items relating to the commission 's general purposes.

(b) A plan or recommendation of a commission may be adopted in whole or in part by the governing body of a participating governmental unit.

(c) A commission may assist a participating governmental unit in:

(1) carrying out a plan or recommendation developed by the commission; and

(2) preparing and carrying out local planning consistent with the general purpose of this chapter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.0041. MENTAL HEALTH RESOURCES PLAN FOR FIRST RESPONDER INVOLVED IN CRITICAL INCIDENT. (a) In this section:

(1) "Council of governments" means a regional planning commission for a state planning region created under this chapter.

(2) "Critical incident" means an incident involving a first responder that occurs while the first responder is performing official duties and that results in serious bodily injury to the first responder or poses a substantial risk of serious bodily injury or death to the first responder or of serious harm to the first responder 's mental health or well-being.

(3) "First responder" means:

(A) a peace officer described by Article 2A.001 , Code of Criminal Procedure;

(B) an individual included as fire protection personnel by Section 419.021 , Government Code; and

(C) an individual included as emergency medical services personnel by Section 773.003 , Health and Safety Code.

(b) The Texas Division of Emergency Management, in coordination with the Health and Human Services Commission and the Department of State Health Services, shall:

(1) develop a mental health resources plan to address the mental health needs of first responders following a critical incident; and

(2) provide the plan to each local emergency management director in the state.

(c) A plan developed under Subsection (b):

(1) must identify and provide for:

(A) education and training to a first responder prior to a critical incident on topics including:

(i) the potential psychological impact that being involved in an incident may have on the first responder; and

(ii) resources available to the first responder to address the psychological impact of an incident, including mental health counseling, peer support programs, and stress management practices; or

(B) a list of recommended providers located within the territory of the council of governments who can provide the education and training described by Paragraph (A);

(2) may recommend that an employer of a first responder:

(A) create a process to conduct a critical incident stress debriefing following an incident; and

(B) create a peer support program to support the first responder following an incident; and

(3) may include any other recommendation the council of governments considers appropriate to address the mental health needs of a first responder following a critical incident.

(d) Each political subdivision that receives a plan under this section shall:

(1) implement the plan; and

(2) share the plan with each council of governments that has jurisdiction over the political subdivision to ensure regional plan integration and awareness.

Added by Acts 2025, 89th Leg., R.S., Ch. 361 (H.B. 33), Sec. 15, eff. September 1, 2025.

Sec. 391.005. POWERS. (a) A commission may contract with a

participating governmental unit to perform a service if:

(1) the participating governmental unit could contract with a private organization without governmental powers to perform the service; and

(2) the contract to perform the service does not impose a cost or obligation on a participating governmental unit not a party to the contract.

(b) A commission may:

- (1) purchase, lease, or otherwise acquire property;
- (2) hold or sell or otherwise dispose of property;
- (3) employ staff and consult with and retain experts;

or

(4) (A) provide retirement benefits for its employees through a jointly contributory retirement plan with an agency, firm, or corporation authorized to do business in the state; or

(B) participate in the Texas Municipal Retirement System, the Employees Retirement System of Texas, or the Texas County and District Retirement System when those systems by legislation or administrative arrangement permit participation.

(c) Participating governmental units may by joint agreement provide for the manner of cooperation between participating governmental units and provide for the methods of operation of the commission, including:

- (1) employment of staff and consultants;
- (2) apportionment of costs and expenses;
- (3) purchase of property and materials; and
- (4) addition of a governmental unit.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.006. GOVERNING BODY OF COMMISSION. (a) Except as provided by Subsection (c), participating governmental units may by joint agreement determine the number and qualifications of members of the governing body of a commission.

(b) At least two-thirds of the members of a governing body of a commission must be elected officials of participating counties or municipalities.

(c) The governing body of a commission of a region that is

consistent with the geographic boundaries of a state planning region shall offer an ex officio, nonvoting membership on the governing body to a member of the legislature who represents a district located wholly or partly in the region of the commission.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 790 (H.B. 2160 ), Sec. 1, eff. June 17, 2011.

Sec. 391.007. DETAIL OR LOAN OF AN EMPLOYEE. (a) A state agency or a governmental unit may detail or loan an employee to a commission.

(b) During the period of the detail or loan, the employee continues to receive salary, leave, retirement, and other personnel benefits from the lending agency or governmental unit but works under the direction and supervision of the commission.

(c) The detail or loan of an employee may be on a reimbursable or nonreimbursable basis as agreed by the lending agency or governmental unit and the commission. The detail or loan expires at the mutual consent of the lending agency or governmental unit and the commission.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.008. REVIEW AND COMMENT PROCEDURES. (a) In a state planning region or subregion in which a commission has been organized, the governing body of a governmental unit within the region or subregion, whether or not a member of the commission, shall submit to the commission for review and comment an application for a loan or grant-in-aid from a state agency, and from a federal agency if the project is one for which the federal government requires review and comment by an areawide planning agency, before the application is filed with the state or federal government.

(b) For federally aided projects for which an areawide review is required by federal law or regulation, the commission shall review the application from the standpoint of consistency with regional plans and other considerations as specified in



federal or state regulations and shall enter its comments on the application and return it to the originating governmental unit.

(c) For other federally aided projects and for state-aided projects, the commission shall advise the governmental unit on whether the proposed project for which funds are requested has nationwide significance.

(d) If the proposed project has nationwide significance, the commission shall determine whether it is in conflict with a regional plan or policy. It may consider whether the proposed project is properly coordinated with other existing or proposed projects within the region. The commission shall record on the application its view and comments, transmit the application to the originating governmental unit, and send a copy to the concerned federal or state agency.

(e) If the proposed project does not have nationwide significance, the commission shall certify that it is not in conflict with a regional plan or policy.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.009. ROLE OF STATE AUDITOR, GOVERNOR, AND STATE AGENCIES.

(a) To protect the public interest and promote the efficient use of public funds, the governor, with the technical assistance of the state auditor, may draft and adopt:

(1) rules relating to the operation and oversight of a commission;

(2) rules relating to the receipt or expenditure of funds by a commission, including:

(A) restrictions on the expenditure of any portion of commission funds for certain classes of expenses; and

(B) restrictions on the maximum amount of or percentage of commission funds that may be expended on a class of expenses, including indirect costs or travel expenses;

(3) annual reporting requirements for a commission;

(4) annual audit requirements on funds received or expended by a commission from any source;

(5) rules relating to the establishment and use of standards by which the productivity and performance of each

commission can be evaluated; and

(6) guidelines that commissions and governmental units shall follow in carrying out the provisions of this chapter relating to review and comment procedures.

(a-1) The governor may draft and adopt rules under Subsection (a) using negotiated rulemaking procedures under Chapter 2008 , Government Code.

(a-2) Based on a risk assessment performed by the state auditor and subject to the legislative audit committee 's approval for inclusion in the audit plan under Section 321.013 , Government Code, the state auditor 's office shall assist the governor as provided by Subsection (a).

(b) The governor and state agencies shall provide technical information and assistance to the members and staff of a commission to increase, to the greatest extent feasible, the capability of the commission to discharge its duties and responsibilities prescribed by this chapter and to ensure compliance with the rules, requirements, and guidelines adopted under Subsection (a).

(c) In carrying out their planning and program development responsibilities, state agencies shall, to the greatest extent feasible, coordinate planning with commissions to ensure effective and orderly implementation of state programs at the regional level. Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 281, Sec. 16, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 694, Sec. 1, eff. June 13, 2001; Acts 2003, 78th Leg., 3rd C.S., ch. 3, Sec. 9.01, 9.02, eff. Jan. 11, 2004.

Sec. 391.0091. STATE AGENCY CONSULTATION WITH REGIONAL PLANNING COMMISSIONS. (a) In this section, "service" includes a program.

(b) If a state agency determines that a service provided by that agency should be decentralized to a multicounty region, the agency shall use a state planning region or combination of regions for the decentralization.

(c) A state agency that decentralizes a service provided to more than one public entity or nonprofit organization in a region shall consult with the commission for that region in planning the

decentralization. The commission shall consult with each affected public entity or nonprofit organization.

(d) A state agency, in planning for decentralization of a service in a region, shall consider using a commission for that service to:

- (1) achieve efficiencies through shared costs for:
  - (A) executive management;
  - (B) administration;
  - (C) financial accounting and reporting;
  - (D) facilities and equipment;
  - (E) data services; and
  - (F) audit costs;
- (2) improve the planning, coordination, and delivery of services by coordinating the location of services;
- (3) increase accountability and local control by placing a service under the oversight of the commission; and
- (4) improve financial oversight through the auditing and reporting required under this chapter.

(e) This section does not apply to a service:

- (1) that continues to be operated by a state agency through a regional administrative office of that agency; or
- (2) for which the state agency determines that a law, rule, or program policy makes use of the geographic area of a single county or adjacent counties more appropriate.

Added by Acts 2003, 78th Leg., ch. 718, Sec. 1, eff. Sept. 1, 2003.

Sec. 391.0095. AUDIT AND REPORTING REQUIREMENTS. (a) The audit and reporting requirements under Section 391.009 (a) shall include a requirement that a commission annually report to the state auditor:

- (1) the amount and source of funds received by the commission;
- (2) the amount and source of funds expended by the commission;
- (3) an explanation of any method used by the commission to compute an expense of the commission, including computation of any indirect cost of the commission;

(4) a report of the commission 's productivity and performance during the annual reporting period;

(5) a projection of the commission 's productivity and performance during the next annual reporting period;

(6) the results of an audit of the commission 's affairs prepared by an independent certified public accountant; and

(7) a report of any assets disposed of by the commission.

(b) The annual audit of a commission may be commissioned by the commission or at the direction of the governor 's office, as determined by the governor 's office, and shall be paid for from the commission 's funds.

(c) A commission shall submit any other report or an audit to the state auditor and the governor.

(d) If a commission fails to submit a report or audit required under this section or is determined by the state auditor to have failed to comply with a rule, requirement, or guideline adopted under Section 391.009 , the state auditor shall report the failure to the governor 's office. The governor may, until the failure is corrected:

(1) appoint a receiver to operate or oversee the commission; or

(2) withhold any appropriated funds of the commission.

(e) A commission shall send to the governor, the state auditor, and the Legislative Budget Board a copy of each report and audit required under this section or under Section 391.009 . The state auditor may review each audit and report, subject to a risk assessment performed by the state auditor and to the legislative audit committee 's approval of including the review in the audit plan under Section 321.013 , Government Code. If the state auditor reviews the audit or report, the state auditor must be given access to working papers and other supporting documentation that the state auditor determines is necessary to perform the review. If the state auditor finds significant issues involving the administration or operation of a commission or its programs, the state auditor shall report its findings and related recommendations to the legislative audit committee, the governor, and the

commission. The governor and the legislative audit committee may direct the commission to prepare a corrective action plan or other response to the state auditor 's findings or recommendations. The legislative audit committee may direct the state auditor to perform any additional audit or investigative work that the committee determines is necessary.

Added by Acts 1999, 76th Leg., ch. 281, Sec. 17, eff. Sept. 1, 1999.

Amended by Acts 2001, 77th Leg., ch. 742, Sec. 1, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 785, Sec. 66, eff. Sept. 1, 2003; Acts 2003, 78th Leg., 3rd C.S., ch. 3, Sec. 9.03, eff. Jan. 11, 2004.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 395 (S.B. 790 ), Sec. 1, eff. September 1, 2019.

Sec. 391.00951. REPORT TO SECRETARY OF STATE. (a) In this section, "colonia" means a geographic area that:

(1) is an economically distressed area as defined by Section 17.921 , Water Code;

(2) is located in a county any part of which is within 62 miles of an international border; and

(3) consists of 11 or more dwellings that are located in close proximity to each other in an area that may be described as a community or neighborhood.

(b) To assist the secretary of state in preparing the report required under Section 405.021 , Government Code, the commission on a quarterly basis shall provide a report to the secretary of state detailing any projects funded by the commission that provide assistance to colonias.

(c) The report must include:

(1) a description of any relevant projects;

(2) the location of each project;

(3) the number of colonia residents served by each project;

(4) the exact amount spent or the anticipated amount to be spent on each colonia served by each project;

(5) a statement of whether each project is completed

and, if not, the expected completion date of the project; and

(6) any other information, as determined appropriate by the secretary of state.

(d) The commission shall require an applicant for funds administered by the commission to submit to the commission a colonia classification number, if one exists, for each colonia that may be served by the project proposed in the application. If a colonia does not have a classification number, the commission may contact the secretary of state or the secretary of state's representative to obtain the classification number. On request of the commission, the secretary of state or the secretary of state's representative shall assign a classification number to the colonia. Added by Acts 2007, 80th Leg., R.S., Ch. 341 (S.B. 99), Sec. 19, eff. June 15, 2007.

Sec. 391.010. CONFLICT OF INTEREST IN PROVISION OF LEGAL SERVICES. (a) A member of the governing body of a commission or a person who provides legal services to a commission may not:

(1) provide legal representation before or to the commission on behalf of a governmental unit located, in whole or in part, within the boundaries of the commission; or

(2) be a shareholder, partner, or employee of a law firm that provides those legal services to the governmental unit.

(b) A person who violates Subsection (a) may not receive compensation or reimbursement for expenses from the commission or governmental unit.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.011. FUNDS. (a) A commission does not have power to tax.

(b) A participating governmental unit may appropriate funds to a commission for the costs and expenses required in the performance of its purposes.

(c) A commission may apply for, contract for, receive, and expend for its purposes a grant or funds from a participating governmental unit, the state, the federal government, or other source.

(d) A commission may not expend funds for an automobile allowance for a member of the governing body of the commission if the member holds another state, county, or municipal office. Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 713, Sec. 3, eff. Sept. 1, 1995; Acts 1999, 76th Leg., ch. 280, Sec. 18, eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 1498, Sec. 6, eff. Sept. 1, 1999.

Sec. 391.0115. RESTRICTIONS ON COMMISSION TRAVEL COSTS.

(a) In reimbursing commission personnel for travel expenses, a commission may not expend funds for travel in excess of the amount of money that may be expended for state personnel under the General Appropriations Act or travel regulations adopted by the comptroller, including any restrictions on mileage reimbursement, per diem, and lodging reimbursement rates.

(b) A member of the governing body of a commission may not be reimbursed from state-appropriated funds, including federal funds, for official travel in an amount in excess of the rates set for travel by state board and commission members. If a hotel is unable or unwilling to provide a commission or its officers or employees a rate equivalent to the rate provided to state employees or if a negotiated conference rate for an officially sanctioned conference or meeting exceeds the applicable state reimbursement rate for lodging, a commission may reimburse for lodging expenses at the rates of the expenses incurred.

(c) A commission may not expend any funds for the purchase of alcoholic beverages or entertainment.

(d) A commission may purchase goods or a service only if the commission complies with the same provisions for purchasing goods or a service that are equivalent to the provisions, including Chapter 252, applying to a local government.

(e) A commission may not spend an amount more than 15 percent of the commission's total expenditures on the commission's indirect costs. For the purposes of this subsection, the commission's capital expenditures and any subcontracts, pass-throughs, or subgrants may not be considered in determining the commission's total direct costs. In this subsection,

"pass-through funds" means funds, including subgrants or subcontracts, that are received by a commission from the federal or state government or other grantor for which the commission serves merely as a cash conduit and has no administrative or financial involvement in the program, such as contractor selection, contract provisions, contract methodology payment, or contractor oversight and monitoring.

(f) In this section, "indirect costs" means costs that are not directly attributable to a single action of a commission. The governor shall use the federal Office of Management and Budget circulars A-87 and A-122 or use any rules relating to the determination of indirect costs adopted under Chapter 783, Government Code, in administering this section.

Added by Acts 1999, 76th Leg., ch. 280, Sec. 19, eff. Sept. 1, 1999;  
Acts 1999, 76th Leg., ch. 1498, Sec. 7, eff. Sept. 1, 1999.

Sec. 391.0116. RESTRICTIONS ON EMPLOYMENT. (a) An employee of a commission when using state-appropriated funds, including federal funds, is subject to the same rules regarding lobbying and other advocacy activities as an employee of any state agency.

(b) The nepotism provisions of Chapter 573, Government Code, apply to a commission.

Added by Acts 1999, 76th Leg., ch. 1498, Sec. 7, eff. Sept. 1, 1999.

Sec. 391.0117. SALARY SCHEDULES. (a) For each fiscal year, a commission shall adopt a salary schedule containing a classification salary schedule for classified positions and identifying and specifying the salaries for positions exempt from the classification salary schedule.

(b) The salary schedule adopted by the commission may not exceed, for classified positions, the state salary schedule for classified positions as prescribed by the General Appropriations Act adopted by the most recent legislature. A commission may adopt a salary schedule that is less than the state salary schedule.

(c) A salary for a position classified under the salary schedule may not exceed the state salary that has been approved by



the state auditor 's office and paid by the state for comparable work.

(d) A position may only be exempted from the classification salary schedule adopted by the commission if the exemption and the amount of salary paid for the exempt position is within the range determined appropriate for state exempt positions by the state auditor.

(e) A commission shall submit to the state auditor the commission 's salary schedule, including the salaries of all exempt positions, not later than the 45th day before the date of the beginning of the commission 's fiscal year. If the state auditor, subject to the legislative audit committee 's approval for inclusion in the audit plan under Section 321.013 , Government Code, has recommendations to improve a commission 's salary schedule or a portion of the schedule, the state auditor shall report the recommendations to the governor 's office. The governor 's office may not allow the portion of the schedule for which the state auditor has recommendations to go into effect until revisions or explanations are given that are satisfactory to the governor based on recommendations from the state auditor.

(f) This section does not apply to a commission if the most populous county that is a member of the commission has an actual average weekly wage that exceeds the state actual average weekly wage by 20 percent or more for the previous year as determined by the Texas Workforce Commission in its County Employment and Wage Information Report.

Added by Acts 1999, 76th Leg., ch. 279, Sec. 26, eff. Sept. 1, 1999.

Amended by Acts 2003, 78th Leg., 3rd C.S., ch. 3, Sec. 9.04, eff. Jan. 11, 2004.

Sec. 391.012. STATE FINANCIAL ASSISTANCE. (a) To qualify for state financial assistance, a commission must:

(1) have funds available annually from sources other than federal or state governments equal to or greater than half of the state financial assistance for which the commission applies;

(2) comply with the regulations of the agency responsible for administering this chapter;

(3) offer membership in the commission to all counties and municipalities included in the state planning region;

(4) include any combination of counties or municipalities having a combined population equal to or greater than 60 percent of the population of the state planning region;

(5) include at least one full county;

(6) encompass an area that is economically and geographically interrelated and forms a logical planning region; and

(7) be engaged in a regional planning process.

(b) Within funds available and in accordance with rules issued by the office of the governor, a commission may use state financial assistance to:

(1) promote intergovernmental cooperation by coordinating regional plans and programs with member governments, nonmember governments, state agencies which impact the region, and, where state agencies have regional office structures, state agency regional offices;

(2) function as a regional review agency under the Texas Review and Comment System pursuant to state and federal statutes and regulations;

(3) leverage commission dues, local funds, and state funds to obtain maximum federal funding assistance and private funding for the state and the region;

(4) provide assistance to local governments;

(5) assist state agencies and organizations in developing local and regional input for state plans, in planning for the successful implementation of state programs at the regional level as required in Section 391.009 (c), in preparing for and conducting state-sponsored hearings and public meetings, and in disseminating state-generated information and educational materials; and

(6) provide assistance to state agencies and organizations in developing, implementing, and assessing state programs and services within the region as needed.

(c) A commission that qualifies for state financial assistance is eligible annually for an amount determined as

follows:

- (1) \$1,000 for each dues-paying member county;
- (2) an additional 10 cents per capita for the population of dues-paying member counties and municipalities; and
- (3) the amount necessary to assure that the total amount available to the commission is no less than \$50,000.

(d) If state appropriations are more than the amount necessary to fund the level of financial assistance generated by this formula, the governor shall increase the funding for which each commission is eligible in proportion to the amount it would have been eligible to receive in Subsection (c).

(e) If state appropriations are less than the amount necessary to fund the level of financial assistance generated by the formula in Subsection (c) above:

(1) No commission shall receive less than annual financial assistance of \$50,000, as long as financial assistance available to all commissions remains at or above the level of assistance allocated in fiscal year 2003.

(2) If available annual financial assistance is less than the amount allocated in fiscal year 2003, assistance to all commissions shall be reduced proportionally from the assistance they would have received at the fiscal year 2003 funding level.

(f) For the purposes of this section, the population of a county is the population outside all dues-paying member municipalities.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 2003, 78th Leg., ch. 1137, Sec. 1, eff. June 20, 2003.

Sec. 391.013. INTERSTATE COMMISSIONS. (a) With the advance approval of the governor, a commission that borders another state may:

(1) join with a similar commission or planning agency in a contiguous area of the bordering state to form an interstate commission; or

(2) permit a similar commission or planning agency in a contiguous area of the bordering state to participate in planning functions.

(b) Funds provided a commission may be commingled with funds provided by the government of the bordering state.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.014. INTERNATIONAL AREAS. With the advance approval of the governor, a commission that borders the Republic of Mexico may spend funds in cooperation with an agency, constituent state, or local government of the Republic of Mexico for planning studies encompassing areas lying both in this state and in contiguous territory of the Republic of Mexico.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.015. WITHDRAWAL FROM COMMISSION. A participating governmental unit may withdraw from a commission by majority vote of its governing body unless it has been otherwise agreed.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 391.016. JOINING COMMISSION AFTER WITHDRAWAL. A governmental unit that has withdrawn from a commission under Section 391.015 may join another commission that is adjacent to the unit if:

(1) the transfer is approved by the governing bodies of:

(A) the unit; and

(B) the commission the unit wishes to join;

(2) the governmental unit submits a written request for approval of the transfer to the governor that:

(A) is in the form and manner prescribed by the office of the governor; and

(B) demonstrates the transfer furthers the purpose of this chapter as described by Section 391.001 ; and

(3) the governor approves the transfer.

Added by Acts 2019, 86th Leg., R.S., Ch. 1237 (H.B. 2736 ), Sec. 1, eff. June 14, 2019.

**4**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/24/2026	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> ETATTF
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> MVCPA Task Force Grant	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve the FY2027 Motor Vehicle Crime Prevention Authority (MVCPA) Task Force grant for the benefit of the East Texas Auto Theft Task Force and authorize the county judge to sign all related documentation.	
<b>Background:</b> Copy of grants attached.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Kenneth Richbourg	<b>Email:</b> KRichbourg@smith-county.com, kenneth.richbourg@dps.texas.gov
<b>Name:</b> T Wilson	<b>Email:</b> twilson@smith-county.com
<b>Name:</b> R McCord	<b>Email:</b> rmccord@smith-county.com
<b>Name:</b> H Foster	<b>Email:</b> hfoster@smith-county.com

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only  
Agenda Item # \_\_\_\_\_

# Motor Vehicle Crime Prevention Authority Resolution

## 2027 Smith County Resolution

### Taskforce Grant Program

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement agencies for economic automobile theft enforcement teams and to combat motor vehicle burglary in the jurisdiction; and

WHEREAS, this grant program will assist this jurisdiction to combat motor vehicle burglary and theft; and

WHEREAS, Smith County has agreed that in the event of loss or misuse of the grant funds, Smith County assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that Neal Franklin, County Judge, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that Kenneth Richbourg, Lieutenant, is designated as the Program Director and Karin Smith, Smith County Auditor, is designated as the Financial Officer for this grant.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Neal Franklin  
County Judge

Smith County Taskforce Grant Application for Fiscal Year 2027  
[Request for Application \(RFA\)](#)

Primary Agency / Grantee Legal Name: *Smith County*

Organization Type: *Law Enforcement*

Organization ORI (if applicable): [REDACTED]

State Payee ID Number: [REDACTED]

**Program Title** Please enter a short description of the proposed program that can be used as the title.

Smith County - East Texas Auto Theft Task Force

**Application Category** (See **Request for Applications** [RFA] for category details and descriptions RFA Priority Funding Section):

- New Grant** - 2027 is the first year of the MVCPA Taskforce Grants. All 2027 grant applicants use the new grant category.

**MVCPA Program Category** (see **RFA** and TAC 43, 3 §57.14). Check all that apply.

- Law Enforcement, Detection and Apprehension
- Prosecution, Adjudication and Conviction
- Prevention, Anti-Theft Devices and Motor Vehicle Registration
- Reduction of the Sale of Stolen Vehicles or Parts
- Education Programs and Marketing

**Taskforce Grant Participation and Coverage Area**

**Provide a General Description of the Participating and Coverage Area of this Grant Application**

The (Smith County) East Texas Auto Theft Task Force includes the participating agencies of Smith, Henderson, Rusk, and the City of Tyler, Texas. The ETATTF coverage area includes the remaining 11 counties of the 14 County East Texas Council of Governments (ETCOG): Anderson, Camp, Cherokee, Gregg, Harrison, Marion, Panola, Rains, Upshur, Van Zandt, and Wood.

**Define in the tables below the grant relationships and geographic area of the taskforce:**

Applicant will add the participating and coverage agencies from the ORI list below. If an agency is not in the ORI list, please include the agency and role in the general description above. Make sure to follow the definitions below and select an agency in the dropdown. Use the *Add as Participating Agency* or *Add as Coverage Agency* button to populate the list.

**Participating Agencies** are agencies that materially participate in the grant application through the exchange of funds for reimbursement and cash match. Participating agencies are defined after the grant award by interlocal/interagency agreements. Each applicant must select their own agency first. Then select agencies that will receive or provide funding and/or resources. [Note: Interlocal/interagency agreements do not need to be submitted with the application. Interlocal agreements will need to be executed prior to the first payment being made if selected for a grant. Letters of support with the application from the participating agencies are strongly recommended.]

**Coverage Agencies** are agencies that provided some level of coverage, assistance or support by this grant application but will not materially exchange funds as cash match or reimbursement. The coverage is not supported by an after the award with interlocal/interagency agreements. Coverage agencies as law enforcement agencies may have jurisdictional coverage agreements unrelated to the grant (Ex. City Y is within County X or vice versa). Agencies selected in this list include agencies that will be covered or where the agency indicates that their agency will coordinate or call upon the taskforce. Letters of support with the application from the participating agencies are strongly recommended.



Select Agencies to Add	Participating Agencies	Coverage Agencies
<b>Select Agencies</b> Not associated with any law enforcement entity <b>Andrews</b> Andrews ANDREWS CO SO [TX0020000] ANDREWS PD [TX0020100] <b>Angelina</b> ANGELINA CO SO [TX0030000]	HENDERSON CO SO RUSK CO SO (IBR) SMITH CO SO TYLER PD(MIP)(IBR)	ANDERSON CO SO (AE) PALESTINE PD FRANKSTON PD CAMP CO SO PITTSBURG PD (AE) CHEROKEE CO SO JACKSONVILLE PD RUSK PD (IBR)
<input type="button" value="Add as Participating Agencies"/> <input type="button" value="Add as Coverage Agencies"/>	<input type="button" value="Delete Selected"/>	<input type="button" value="Delete Selected"/>

**Other Coverage** (Use if ORI not listed or explanation is necessary):  
 The ETATTF also provides assistance to all DPS troopers in the coverage area and fire marshals offices by identifying burned vehicles. We also assist TXDMV and tax offices with fraudulent titles and registration investigations housed in our office building.

**National Insurance Crime Bureau (NICB)** Used as Match (Documentation and time certification required.)

**Texas Department of Public Safety (DPS)**

**Other State or Federal Agency** (specify:)

**Resolution:** Complete a Resolution and submit to local governing body for approval. [Sample Resolution](#) is found in the Request for Application or send a request for an electronic copy to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov). The completed and executed Resolution must be attached to this on-line application.

**Grant Budget Form**

MVCPA recommends that the applicant complete the total costs (MVCPA and Cash Match combined) for this program. The applicant can then enter the desired amount of Cash Match (not less than 20% per TAC Title 43, Â§57.36). The system will then calculate the correct grant and match amounts.

**Budget Entry Option:**

Enter Total and let system calculate MVCPA Funds and Cash Match, Match Percentage:  %

Enter MVCPA and Cash Match Amounts

Click on category name to edit budget detail for that category.

Budget Category	MVCPA Expenditures	Cash Match Expenditures	Total Expenditures	In-Kind Match
<a href="#">Personnel</a>	\$91,801	\$18,361	\$110,162	
<a href="#">Fringe</a>	\$17,965	\$3,593	\$21,558	
<a href="#">Overtime</a>	\$833	\$167	\$1,000	
<a href="#">Professional and Contract Services</a>	\$296,658	\$59,333	\$355,991	\$165,714
<a href="#">Travel</a>	\$9,283	\$1,857	\$11,140	
<a href="#">Equipment</a>	\$83	\$17	\$100	
<a href="#">Supplies and Direct Operating Expenses (DOE)</a>	\$52,833	\$10,567	\$63,400	\$9,140
<b>Total</b>	<b>\$469,456</b>	<b>\$93,895</b>	<b>\$563,351</b>	<b>\$174,854</b>
Cash Match Percentage		20.00%		

Description	Subcategory	Pct Time	MVCPA Funds	Cash Match	Total	In-Kind Match
<b>Personnel</b>						
Administrative Assistant	Administrative / Support	100	\$11,838	\$2,368	\$14,206	
Investigator - Smith County	Investigator/LEO	100	\$79,963	\$15,993	\$95,956	
<b>Total Personnel</b>		<b>200</b>	<b>\$91,801</b>	<b>\$18,361</b>	<b>\$110,162</b>	
<b>Fringe</b>						
Administrative Assistant	Administrative / Support		\$2,198	\$440	\$2,638	
Investigator - Smith County	Investigator/LEO		\$15,767	\$3,153	\$18,920	
<b>Total Fringe</b>			<b>\$17,965</b>	<b>\$3,593</b>	<b>\$21,558</b>	
<b>Overtime</b>						
Investigator - Smith County	Investigator/LEO		\$833	\$167	\$1,000	
<b>Total Overtime</b>			<b>\$833</b>	<b>\$167</b>	<b>\$1,000</b>	

**Professional and Contract Services**

Description	Subcategory	Pct Time	MVCPA Funds	Cash Match	Total	In-Kind Match
Commander-Investigator - DPS	DPS - personnel	100			\$0	\$126,145
Commander-Investigator - DPS	DPS - fringe	100			\$0	\$39,569
Investigator - Tyler PD	Investigator/LEO - personnel	100	\$93,034	\$18,607	\$111,641	
Investigator - Tyler PD	Investigator/LEO - fringe	100	\$49,918	\$9,984	\$59,902	
Investigator - Tyler PD	Investigator/LEO - overtime	100	\$833	\$167	\$1,000	
Investigator - Henderson County	Investigator/LEO - personnel	100	\$55,957	\$11,191	\$67,148	
Investigator - Henderson County	Investigator/LEO - fringe	100	\$22,390	\$4,478	\$26,868	
Investigator - Henderson County	Investigator/LEO - overtime	100	\$833	\$167	\$1,000	
Investigator - Rusk County	Investigator/LEO - personnel	100	\$48,273	\$9,655	\$57,928	
Investigator - Rusk County	Investigator/LEO - fringe	100	\$24,587	\$4,917	\$29,504	
Investigator - Rusk County	Investigator/LEO - overtime	100	\$833	\$167	\$1,000	
Total Professional and Contract Services		1100	\$296,658	\$59,333	\$355,991	\$165,714

#### Travel

Training/Investigation	Law enforcement In-State		\$6,100	\$1,220	\$7,320	
Class Training	Law enforcement In-State		\$3,183	\$637	\$3,820	
Total Travel			\$9,283	\$1,857	\$11,140	

#### Equipment

Equipment			\$83	\$17	\$100	
Total Equipment			\$83	\$17	\$100	

#### Supplies and Direct Operating Expenses (DOE)

Shop/Field Supplies			\$833	\$167	\$1,000	
Vehicle Insurance			\$5,167	\$1,033	\$6,200	
Telephone Service/Cellular			\$3,333	\$667	\$4,000	
Telephone Service/Cellular					\$0	\$2,040
Office/Xerox Supplies			\$1,667	\$333	\$2,000	
Monitor Tracking Devices			\$2,000	\$400	\$2,400	
Computer Maintenance					\$0	\$5,600
Fuel/Maintenance			\$12,667	\$2,533	\$15,200	
Fuel/Maintenance					\$0	\$1,500
Registration Fees			\$1,333	\$267	\$1,600	
Uniforms			\$833	\$167	\$1,000	
Flock Safety LPR Service			\$25,000	\$5,000	\$30,000	
Total Supplies and Direct Operating Expenses (DOE)			\$52,833	\$10,567	\$63,400	\$9,140

#### Budget Narrative

##### A. Personnel

Narrative: the Project Administrative Assistant shall be responsible for the clerical functions of the Task Force and act as Administrative Assistant to the Project Manager. 100% of the Assistant's scheduled workweek will be dedicated to the Task Force. The duties of the Project Assistant include, but are not limited to: Telephone and office reception, coordinating mail-outs and mail distribution, word processing, record keeping, maintaining Task Force files, preparation of statistical reports on each investigator, compiling data from weekly reports, and maintain office and Public Awareness supplies for the Task Force. Project Assistant maintains the Task Force Expense Log, Salvage/Business Inspection Log, Property Inventory Log, and Task Force Case Assignment Log. The Project Assistant also schedules 68-A inspections and assists in the submission of quarterly Progress Reports and End of Year Reports to the Motor Vehicle Crime Prevention Authority or its Designee, following the approval of the report by the Task Force Commander. The Project Assistant will also be responsible for working with the Project Manager in the preparation of the Task Force Grant Proposal. The Project Investigator shall perform criminal investigations related to Auto Theft, Auto Burglary, Insurance Fraud and other relevant crimes; conduct salvage, business, auction, trades day and 68-A inspections. Investigator will apprehend and arrest suspects, develop intelligence information, attend intelligence meetings, conduct surveillance operations and covert operations. Project Investigator shall also conduct public service programs to inform the general public of methods to reduce the incidence of auto related crimes.

### Budget Narrative

Investigator shall conduct Liaison Activity with local officers and officials. Investigator shall provide instruction to local peace officers and officials as assigned. Project Investigator must hold a Texas Peace Officers license certified by the Texas Commission on Law Enforcement. Approximately 80% of the Investigator's time will be spent conducting investigations and related police activity, 15% performing inspections and 5% performing public awareness activities. The Investigator is a full time assignment to the Task Force. (Percentage of Time is based on at least a 40 hour work week.)

#### B. Fringe

Fringe from FICA, Retirement, Insurance, Workers Comp (Investigator), and Unemployment calculated from rates obtained through Smith County Auditor's Office in March 2026.

#### C. Overtime

\$1,000.00 for overtime has been requested for each investigator assigned to the Task Force. This additional funding will assist the participating agencies in covering the costs of call-outs and unexpected auto theft and fraud investigations that occur.

#### D. Professional and Contract Services

The Project Director (Grantee) of the East Texas Auto Theft Task Force is charged with the responsibility of overseeing the activities of the Task Force within the guidelines of the Motor Vehicle Crime Prevention Authority. The Project Director of the Task Force is a Lieutenant with the Department of Public Safety (DPS). DPS has always paid the full salary, fringe, travel, vehicle, fuel and necessary equipment for the Project Director at no cost to the MVCPA. These funds are now considered In-Kind Match. (Percentage of time is based on at least a 40 hour work week.) He is responsible for the day to day administration and operation of the Task Force. The duties of the Project Manager include preparing written summaries of the activities of the Project Investigators and responding to requests for assistance from law enforcement agencies. The Project Manager is responsible for reviewing and approving reports produced by the Task Force. He is responsible, with the aid of the Project Administrative Assistant, for the preparation of the Project Grant application and its administration. The Project Manager is the first line supervisor of the personnel assigned to the Task Force. The Project Manager will be available to assist the Task Force Investigators in the performance of the assigned duties. The Project Manager shall be a licensed Texas Peace Officer certified by the Texas Commission on Law Enforcement. Approximately 80% of the Project Manager's time will be spent in Administration and Supervisory Activity. Approximately 10% will be spent in Public Awareness Activities and 10% in Investigation and Inspection Activity. The Project Investigators shall perform criminal investigations relating to Auto Theft, Auto Burglary, Insurance Fraud and other relevant crimes; conduct salvage, business, auction and 68-A inspections. Investigators will apprehend and arrest suspects, develop intelligence information, attend intelligence meetings, conduct surveillance operations and undercover operations, when applicable. Project Investigators shall also conduct public service programs to inform the general public of methods to reduce the incidence of auto theft and burglary. Investigators shall conduct Liaison Activity with local officers and officials. Investigators shall provide instruction to local peace officers and officials as assigned. Project Investigators must hold a Texas Peace Officers license certified by the Texas Commission on Law Enforcement. Approximately 80% of the Investigators time will be spent conducting investigations and related police activity, 15% performing inspections and 5% performing public awareness activities. The Investigator position is a full time assignment to the Task Force. (Percentage of time is based on at least a 40 hour work week.) Overtime in the amount of \$3,000.00 has been added to the application to help cover agency costs of call-outs and additional motor vehicle crimes (fraud) investigations.

#### E. Travel

Four rooms for the TAVTI Conference \$165.00 (x) 4 Investigators = \$660.00 (x) 4 days = \$2,640.00; per diem \$60 per day per investigator (x) 4 investigators = \$240.00 (x) 4 days = \$960.00 plus an additional \$120.00 for two investigators (\$60.00 each) for one additional day to attend board meetings (one investigator is a past president and one is an area director). Total per diem \$1,080.00. Total TAVTI Conference expense \$3,720.00. Four rooms for the Annual MVCPA Conference \$165.00 (x) 4 Investigators = \$660.00 (x) 4 days = \$2,640.00; per diem \$60.00 per day per investigator (x) 4 investigators = \$240.00 (x) 4 days = \$960.00. Total Annual Grantee Conference expense \$3,600.00. Total Training/Investigation for TAVTI and MVCPA Conferences \$7,320.00. Schooling/class training for any future upcoming training for Investigator(s) estimate \$3820.00 for hotel and per diem.

#### F. Equipment

Money in budget line in order to keep equipment line available in case of a transfer of funds.

#### G. Supplies and Direct Operating Expenses (DOE)

Shop/Field Supplies for Task Force officers to aid in the identification of vehicle's identification numbers (WD-40, steel wool pads, specialized tools, towels, paint and paint stripper, sandpaper, hand cleaner, etc.) Vehicle Insurance is based on our current insurance rates to provide full coverage on four Task Force vehicles (2022 Chevrolet pickup, two (2) 2023 Ford F-150 pickups and 2023 Chevrolet pickup). Smith County pays insurance on additional 2023 Chevrolet pickup and Task Force Commander's vehicle is furnished by DPS. Telephone service/cellular is based on our current average monthly rates for cellular service for four Task Force officers. Project Manager's phone and I-pad and service are provided by DPS and shown as In-Kind (estimated at \$100 per month) as well as wireless service for City of Tyler and Smith County Sheriff's Office computers provided to investigators and shown as In-Kind (service @ \$35.00/month per computer (x) 2 = \$70.00 (x) 12 months = \$840.00.) Total In-Kind \$2,040.00. Office/Xerox Supplies based on current and actual expenses paid for Task Force operation as well as monthly Xerox machine rental and toner cartridges for printers. Monitor Tracking Devices: The rate for one year of monitoring for four devices @ \$540.00 = \$2,160.00 plus added cost for increase if any. Computer Maintenance: Office computers/laptops computer support and maintenance is provided by Smith County IT Department free of charge and shown as In-Kind. Calculated at an estimated value of laptops at \$2,400.00 and replaced every three years (value of \$800.00/year) (x) 2 computers = \$1,600.00. Previous rates were \$2,867.04 plus additional \$1,000.00 in expenses of other services IT provides on other Task Force computers, replacement phones and licenses for county programs. Total support estimated at \$4,000.00 plus value of two computers provided \$1,600.00 = \$5,600.00 In-Kind. Based on real and allowance. Fuel/Maintenance: Based on current expenses averaging \$629.22 for fuel and upkeep for four Task Force vehicles that are used daily as well as one 2022 Chevrolet pickup as a spare. DPS provides the Task Force Commander with a vehicle and all associated costs are paid by DPS. Fuel/maintenance average \$629.22 (x) 12 months = \$7550.64. This is based on low fuel prices in our current grant and do not reflect the surge in gas prices due to the Middle East conflict and increases need to be made accordingly. Allowing for this price increase per gallon for fuel, which now averages around \$2.759/gallon, calculations will be made at \$4.50/gallon (an increase of approximately 65% on fuel) as we do not know the duration of these increases. This would increase our fuel estimate for the upcoming grant year to approximately \$12,458.56. Fuel budget also includes one Task Force vehicle's fuel currently being paid under Catalytic

**Budget Narrative**

Convertor grant. Car wash expense for two Task Force vehicles currently runs \$911.88. Total Fuel/Maintenance expenses projected for Grant Year 2026/2027 \$13,370.44. Budget \$15,200.00 to allow for unforeseeable increases. Oil change every two months (approximately \$60.00) provided by Smith County and shown as In-Kind \$60.00(x) 6 = \$360.00 (x) 4 Task Force vehicles = \$1,440.00. Will show \$1,500.00 on In-Kind line item to allow for cost increase. Registration Fees: \$250.00 Registration Fee on TAVTI Convention (x) 4 officers = \$1,000.00. Also, allowing for registration fees if applicable to attend schools and/or training for Task Force officers. Uniforms: Purchase coats and cold weather apparel to use while performing 68-A inspections and other Task Force duties. The agreement with Flock Safety for solar powered LPR's at 6 (x) \$5,000.00 = \$30,000.00.

**Revenue**

Indicate Source of Cash and In-Kind Matches for the proposed program. Click on links to go to match detail pages for entry of data.

*Cash Match*

**Source of Cash Match**

Smith County	Grantee	\$25,232
Tyler PD	Subgrantee	\$31,869
Henderson County SO	Subgrantee	\$18,946
Rusk County SO	Subgrantee	\$17,848
<b>Total Cash Match</b>		<b>\$93,895</b>

*In-Kind Match*

**Source of In-Kind Match**

DPS Lieutenant - Task Force Commander	Grantee	\$165,714.00
DOE	Grantee	\$9,140.00
<b>Total In-Kind Match</b>		<b>\$174,854.00</b>

**Statistics to Support Grant Problem Statement**

Reported Cases	2024			2025		
	Motor Vehicle Theft (MVT)	Burglary from Motor Vehicle (BMV)	Fraud-Related Motor Vehicle Crime (FRMVC)	Motor Vehicle Theft (MVT)	Burglary from Motor Vehicle (BMV)	Fraud-Related Motor Vehicle Crime (FRMVC)
Applicant - Smith County	295	372	44	243	384	49
Henderson County	112	69	21	103	44	18
Rusk County	57	75	12	37	31	9
Anderson County	37	32	2	44	45	2
Camp County	13	8	6	5	5	0
Cherokee County	54	40	4	34	32	11
Gregg County	272	308	35	220	307	40
Harrison County	130	107	15	95	93	10
Marion County	15	3	0	5	4	0
Panola County	12	32	6	15	18	4
Rains County	7	2	2	4	1	2
Upshur County	36	24	8	28	13	12
Van Zandt County	21	22	12	18	19	12
Wood County	30	18	3	32	13	4

[Add/Edit Statistics](#)

**Application Narrative**

**Grant Introduction (Executive Summary) and General Information**

1.1 Briefly describe the organization and program operation. Provide a high level summary to the application and how it will affect the local community. (500 words or less)

The Smith County - East Texas Auto Theft Task Force was established in the early 1990's and was one of the original Task Forces to receive a grant. The multi-jurisdictional Task Force is currently comprised of five participating law enforcement agencies that include Smith County, Rusk County, Henderson County, the City of Tyler, and The Texas Department of Public Safety. The Smith County District Attorney's Office participates by providing a cash match for an administrative assistant and ADA for prosecution of criminal cases. The Task Force's Project Manager is a Lieutenant provided by the Texas Department of Public Safety, Criminal Investigations Division, who has specialized training from the Department in motor vehicle theft crimes, which the state pays all salary/benefits and provides a vehicle. There are four full time criminal investigators assigned to the multi-jurisdictional Task Force from the five participating agencies, dedicating 100% of their time as Task Force Investigators. These Investigators are licensed Texas Peace Officers with extensive specialized training in vehicle crimes investigation. Combined, these investigators, including the program manager, have over 100 years of experience as law enforcement officers and over 46 years of extensive specialized training as vehicle crimes investigators. The Investigators assigned to the ETATTF are some of the only Investigators with specialized training in motor vehicle theft and vehicle identification, with the exception of few. The Task Force serves a three-county project area with a population of approximately 379,444 (2026 Texas Demographics). Within the three county project areas, there are 385,133 registered motor vehicles (Dec 2024 TXDMV). The Task Force, since its inception, has included the 14 counties within the East Texas Council of Governments (ETCOG) area to answer calls for assistance. The population within the 14 counties that make up the ETCOG is 895,617 (2026 Texas demographics) and there are 925,483 registered vehicles (Dec 2025 TXDMV).

It is the intent of the ETATTF through this application to continue to serve all members of our community and state by carrying out the following programs made possible by MVCPA. While TF Investigators devote the majority of their efforts to the detection, investigation, recovery of stolen vehicles, and the arrest of vehicle crimes suspects, Investigators perform many other functions. TF Investigators are involved in prevention of vehicle related crimes by participating in community events, National Nights Out, college events, distributing literature, and conducting 68-A Inspections. TF Investigators routinely make efforts to reduce the sale of stolen vehicles and parts by alerting the public to schemes, conducting inspections of businesses in the vehicle and salvage industry. TF Investigators work directly with TX DMV regional office in Longview and local tax offices. TF Investigators engage in educating the public by speaking at public events and meetings for organizations. The effect of the programs carried out by the ETATTF Investigators has a profound impact. The citizens of our community know that there are Investigators with specialized training that investigate and apprehend vehicle crimes offenders. Law enforcement agencies know there are TF investigators who can be called on anytime to assist with vehicle related crimes and vehicle identification. Having a dedicated unit to address vehicle crimes has been invaluable to law enforcement and the community. Existing for 33 years, and continually receiving the support of local Sheriffs, Police Chiefs, District Attorneys, State Representatives and Senators from East Texas.

- 1.2 Describe the taskforce governing, organization and command structures. Include a description of the nature of support and agreements that will be in place if the grant is awarded. Provide any details unique to the taskforce organization or geographical target area. Describe whether any part of this grant will be directed to serve a specific target population (or subset of the community)?

The ETATTF is governed by a Board that was formed to allow agencies participating in the Task Force to monitor the effectiveness and efficiency of their personnel assigned to the Task Force, as well as that of the Task Force as a unit. The Board is composed of the Smith County District Attorney, the Smith County Sheriff, the City of Tyler Police Chief, the Rusk County Sheriff and the Henderson County Sheriff and the Smith County Judge as the authorized official. The Texas Department of Public Safety is represented through the Commander of the Task Force. Board meetings are scheduled on an as-needed basis by the Task Force Commander. The Commander maintains communication with heads of participating agencies and county officials and keeps them apprised of Task Force activities. The Board has been instrumental in garnering support from State Representatives and Senators to sponsor legislation in support of the East Texas Auto Theft Task Force and MVCPA. It is the goal of both the Board and the Task Force to ensure that the funds allocated to the Task Force by the MVCPA are used wisely and effectively to address the problem of vehicle crimes in the Project Area. The Commander of the Task Force assigns investigations from requesting agencies and organizations as they are made. Task Force Meetings are generally held weekly to discuss cases, intelligence, and significant activities. Each Investigator is assigned specific counties outside the project area to respond to calls for assistance and to conduct inspections and presentations. Many of the calls for assistance are made directly from agency investigators to Task Force Investigators as relationships have been established over many years. Outside the project area, most counties are rural with few investigators and none with specialized training in investigating auto crimes or identifying vehicles.

A cooperative work agreement has been signed by all participating agencies, and all will sign an inter-local agreement. An Agreement with the Smith County District attorney's office will be in effect so that seized funds may be retained by the ETATTF. There is no intent to serve a specific target population.

### **Grant Problem Statement**

- 2.1 Provide an assessment of the burglary from a motor vehicle (including theft of parts) problem in the coverage area of this application. Include loss data consistent with the reported incident numbers above.

The ETATTF coverage area as it relates to BMV's, and the theft of parts includes the 14 counties in the ETCOG and all the municipalities within. According to the Texas State's supplemental data in NIBIRS, these agencies reported 1197 burglary of vehicles, and 261 incidents of stolen parts in 2025. BMV have declined significantly over the past few years. The cost associated with all BOV's in the 14-county area was over \$1,112,374 and theft of parts was \$686,596 in 2025.

The burglary from vehicles and theft of parts is often difficult to track as they are sporadic in our region. The Task Force has identified the majority of vehicle burglaries occur at residences, apartment complexes, and venues with large parking lots. The majority occur in the warmer months and of vehicles with items in plain sight. Many of the vehicle burglaries that occur in these areas are due to vehicles being left unlocked. There are cases documenting groups on surveillance recordings of thieves walking through neighborhoods followed by a chase car, checking every vehicle to see if it is locked. If it is not locked, they will commit the burglary. Sometimes this leads to the theft of the vehicles when a spare key are found. Sometimes home burglaries will be committed later if house keys, or garage door openers are found in vehicles. In our community, large industries such as hospital parking lots, businesses complexes, apartment complexes, and sporting locations draw large numbers of vehicles and people. These have historically been locations where a thief or thieves can remain anonymous and blend in with the law abiding public to commit burglaries. They are able to target vehicles, wait until no one is around and then burglarize the vehicle.

Citizens who fall victim to vehicle burglaries are lucky if it is only the loss of property. Many times, door locks are defeated, windows are broken, and damage is done to the vehicle. Many BMV's have been committed with the sole purpose of stealing firearms and cash in rural areas. These are used for other crimes or sold on the black market, placing citizens at risk of more violent crimes. The cost to the citizens of our community is not only calculated in dollars but also in feeling safe in their community. Victims of vehicle burglaries often not only lose their property, but increasingly their identities. The thefts of wallets and purses from vehicles put victims at risk of identity theft and having bank and credit information compromised. The cost of having a purse or wallet stolen can cost a victim countless hours away from work or family trying to repair the damage, not to mention real monetary losses associated with the theft.

2.2 Provide an assessment of the motor vehicle theft problem in the coverage area of this application. Include loss data consistent with the reported incident numbers above.

The ETATTF coverage area as it relates to MVT, includes the 14 counties in the ETCOG and all the municipalities within. The combined population for the 14 counties was 895,617 in 2025 per Texas Demographics. According to the State's supplemental data in NIBIRS, these agencies reported 837 vehicle thefts for 2025. There has been as significant decrease in the past few years in vehicle theft incidents. The three county participating agencies reported 594 vehicle thefts in 2023, 464 in 2024, and 325 in 2025. We believe prosecution of offenders has lowered the thefts.

In most instances these vehicles thefts occur at citizens' residences, businesses, shopping centers and convenient stores. In many of these cases, vehicles have been left unlocked with keys left in the vehicles where citizens feel safe and secure their community. Vehicle thefts from residences have led to additional crimes including residential burglaries. Conversely, residential and commercial burglaries have led to stolen vehicles when keys are found in the residences or buildings. The majority of thefts from shopping centers and convenient stores occur when citizens leave the vehicle running, unlocked, and unattended. Most of these thefts are committed by thieves of opportunity who simply need transportation from point A to point B, or to steal the contents of the vehicle. Another component to vehicle theft in the area is that of insurance fraud. In many instances, vehicles are reported stolen, only to be found stripped or burned. Some of these cases have been determined to be insurance fraud and arson cases. TF Investigators Collaborate with other LE agencies and Fire Marshalls offices on these investigations. A notable increase of vehicle thefts for cloning has been occurring. There has also been an increase in the theft of vehicle from dealerships via online purchase with stolen identities, and straight thefts from dealership lots.

A common non motor vehicle vehicle theft in our area is that of utility and enclosed trailers. Trailer thefts are as prevalent in our cities as they are in our rural areas. Many times, trailers are stolen with mowing equipment and trade tools used by the victim to earn a living. They are stolen from business, construction sites and residences. Once stolen, they are easily altered and sold in other markets to unsuspecting purchasers.

Additionally, all-terrain vehicles, utility vehicles, farm tractors and implements, and construction equipment are stolen with a high frequency. It is necessary to have Investigators with specialized training and resources to identify these altered vehicles and equipment. High end SXS thefts have increase significantly over the last year. These thefts have a huge economic impact and affect people's livelihoods in our communities, especially those who are uninsured.

2.3 Provide an assessment of the fraud-related motor vehicle crime problem in the coverage area of this application. Include loss data consistent with the reported incident numbers above.

For the ETATTF and the entire state, fraud related vehicle crimes to include: Title fraud, registration fraud, insurance fraud, cloned, altered, and other related fraud crimes involving vehicles continue to increase. These crimes have increased through the years as technology advances. For the ETATTF participating and coverage areas there were a total of 170 fraud cases in 2024 and 173 in 2025 reported by Texas Department of Motor Vehicles (TXDMV), and TF captured statistics. These statistics are difficult to obtain and are poorly reported by agencies. They are often coded incorrectly or not at all.

These cases, primarily Title fraud and registration fraud cases referred to the ETATTF by the Smith County tax office in which we share a building with and the TX DMV regional office in Longview which calls on the ETATTF to investigate fraud related vehicle crimes, primarily stolen vehicles sold with fictitious and washed titles. In the past most of these title frauds were done with the criminal washing a Titles. Now, most if not all of the Title fraud cases are done with computer generated Titles that appear on face value to be State issued legitimate Titles but in reality, are fictitious. Currently most if not all of these stolen vehicles are Vin Switches/Clones. The loss associated with vehicle related fraud is difficult to analyze with limited data. However, if you consider that the majority of these stolen vehicles are late models vehicles 1-3 years old and average a value of \$35,000-\$45,000, the loss is significant. The majority of these cases come from vehicles sold with fictitious documents originating in other larger jurisdictions were collaboration with other MVCPA task forces is necessary. The innocent purchasers are generally responding to on-line adds and social media where the vehicles are listed well below market value and targeted to the Hispanic community. A second area that continues to increase is the purchase of vehicle from dealerships done entirely on-line with stolen identities. In these cases, the dealerships suffer a loss, the lender will likely suffer a loss, and the victim of ID theft suffers a loss, and the cloned the next purchaser suffers a loss that is not easily calculated but is substantial.

2.4 Provide an assessment of motor vehicle crime not covered above like insurance fraud, preventing stolen vehicles from entering Mexico, bridge/port stolen vehicle export crime, disruption of cartels and organized criminal enterprises related to motor vehicle crime, etc...

The Investigators for the ETATTF devote the majority of their time detecting and investigating vehicle thefts, building criminal cases and arresting suspects. This has led to criminal cases that touch on other penal offenses that include fraud. These cases include Insurance fraud. Often vehicles are reported stolen never to be seen again, parted out, burned, submerged or the identity is changed so the owner doesn't have to continue to pay for the vehicle and receives an insurance settlement. TF Investigators will investigate these cases and collaborate with insurance companies whenever possible to solve these crimes. Many of these cases include the offense of filing a false report that task force investigators file in addition to fraud.

Another common problem in the geographical area covered by the ETATTF is the theft of trailers, atv's, farm equipment and implements. Many of these items are not registered or titled. Many have no identifying number or markings which makes them extremely difficult to recover much less report accurately as stolen.

Theft of vehicles by fictitious transport companies have increased with dealer inventory being intercepted and delivered elsewhere to clone the vehicles or as we recently had a case with carrier attempting to transport a vehicle load into Mexico.

From time to time we see Salvage vehicles improperly reported as repaired and put on the Texas roadways. We work with our industry partners to identify these vehicles and keep them from being operated on Texas roadways when prohibited.

### **Grant Goals and Activities**

There are two parts to this section: 1) Functions of Proposed Program and 2) Goals Strategies and Activities (GSA). In the following boxes, describe the functions of the proposed program and then complete a fillable form called GSA.

MVCPA programs must completely describe the actions, methods and tactics that law enforcement and civilian staff will perform for each of the categories below. Describe the reliance on technology or other program elements to solve the problem statement above and goals below. Functions must be detailed and consistent with the requested budget. If a grant is awarded, funds expended towards activities not described in this section will result in the reimbursement being denied.

#### **Part 1**

3.1 Functions of the proposed program related to burglary from a motor vehicle (including theft of parts)

To combat the problem of burglary of a motor vehicle in our project area, the ETATTF takes a proactive and reactive approach. Task Force Investigators believe that educating the citizens of our community is the most effective means of combatting vehicle burglaries and thefts through public awareness - the more people who are aware of the risks and know simple common-sense solutions, the more they can minimize their exposure to burglary and thefts. Though TF investigator's primary function is vehicle theft driven, TF investigators will investigate actionable cases of BOV and stolen parts, make arrests, and present cases for prosecution. The Task Force will continue to place parking lot signs in areas that are visible to pedestrian and vehicular traffic, such as apartment complexes, business parking lots, parks, boat ramps, shopping centers and locations with high incidents of vehicle burglaries. Task Force Investigators will seek opportunities and collaborate with other law enforcement agencies with intelligence sharing to prevent vehicle burglaries, parts thefts, solve investigations and arrest suspects.

The Task Force Investigators have established a large network with other investigators throughout the East Texas area and the state. Information is shared through intelligence meetings, calls, and emails with many jurisdictions concerning not only vehicle burglaries and suspects, but most property crimes. Suspect information is shared and de-conflicted as many of the suspects are involved in many different crimes. Investigators routinely share information with other agencies. This sharing of information has helped develop and identify suspects and solve crimes.

The Task Force will continue to collaborate with local and state law enforcement agencies to combat vehicle burglaries and use technology. This will be done by using analytical data from agencies as it is available and human intelligence to target areas with high frequencies of theft using bait vehicle operations when available. Task Force Investigators and participating agencies will deploy a vehicle containing items commonly stolen as bait with trackers when available.

To address the theft of vehicle parts, Task Force Investigators will conduct VIN Etching operations in collaboration with insurance companies and other entities when possible. Most Vin Etching operations are done in conjunction with "Watch Your Car" month. Business inspections of salvage yards, metal recyclers and auto repair shops will be performed to combat vehicle parts thefts.

3.2 Functions of the proposed program related to motor vehicle theft.

East Texas Auto Theft Task Force Investigators spend the majority of their time and efforts in the detection, investigation, identification, recovery of stolen vehicles, preparing cases, and arresting vehicle theft suspects. To combat the problem of vehicle theft the ETATTF takes both proactive and reactive approaches that include technology to reduce the incidences of economic vehicle theft in the East Texas area. One of the best approaches to combat vehicle thefts in our region is through intelligence sharing. Task Force Investigators have developed professional relationships with Investigators and officers from many local, state and federal agencies. These lines of communication are invaluable in solving not only vehicle crimes but also other related crimes, as offenders are opportunistic. Through these relationships intelligence is shared on trends and offenders who cross jurisdictions in their pursuit of crime. Intelligence is also shared and received from other MVCPA task forces and our local TAG unit.

To combat vehicle theft in general in our project area and the 14-county coverage area, Task Force members will educate as many citizens as possible through social media, community events, presentations, the news media, and crime prevention meetings on auto theft, burglary prevention and training investigators and patrol officers on stolen vehicle recognition and ID. To target vehicle theft in specific areas such as residential areas and apartment complexes, sporting complexes and businesses, Task Force Investigators will employ the above listed strategies and post signs and banners. These signs and banners remind citizens to always lock their vehicles and never leave anything in sight. The ETATTF also responds to LPR hits and conducts surveillance and covert operations with local LE when the stolen vehicle is located. If unable to respond the proper agency will be notified of the stolen vehicle. Flock cameras, other LPR systems, and ring camera have been successful in identifying stolen vehicles and identifying suspects for arrests and prosecution.

Task Force Investigators will monitor theft and crime trends throughout East Texas and the state to prepare for and combat theft by professional thieves and organized criminals. Investigators will warn members of the auto industry when it is warranted to prevent crimes. When crimes occur, Investigators will develop investigative leads and suspects through investigations, intelligence gathering, and information sharing. To identify and arrest offenders, investigators will utilize informants, technology and analytical data when possible. Investigators will request and utilize bait vehicles from other agencies when available and necessary to address specific vehicle theft problems. The use of Task force and DPS pole cameras, trackers, and analysts will be used when necessary to further investigations and record evidence of thefts or suspect locations.

The problem of insurance fraud and vehicle theft are often interrelated. Often times they also include the related crimes of arson and false reporting. Cars found burned or stripped in our multijurisdictional area are sometimes proven to be insurance frauds. Other times they are stolen for parts. When Investigators become aware of trends of particular models of vehicles being stolen, parted out or burned, information will be shared with local and state agencies to share information and develop leads and suspects. Many times, we work collaboratively with Fire Marshalls offices and Insurance companies. Vin etching programs will be conducted as a deterrent to vehicle theft.

A common and problematic thefts in our geographical area are trailer thefts. All-terrain vehicles, utility vehicles, tractors and implements are also stolen at a high frequency. To address this problem, Investigators will deploy seized and purchased bait trailers with trackers. This will be done in targeted areas where these thefts are occurring with regularity. The TF also has access to a DPS tracker equipped ATV and SXS that will be utilized as bait in conjunction with the trailers. They have been used with success in identifying suspects, making arrests and presenting cases for prosecution. The TF also partners with TPWD game wardens to deploy atv/trailer and watercraft/trailer.

Task Force Investigators will address the vehicle theft problem in the 14 county East Texas Council of Governments with public awareness strategies, analytical data as applicable, use of informants, intelligence, use of technology, training law enforcement and knowing the prolific offenders. Task Force Investigators will advocate for the use of anti-theft deterrents on vehicles and trailers.

### 3.3 Functions of the proposed program related to fraud-related motor vehicle crime (such as title and registration fraud)

Investigators assigned to the ETATTF continue to respond to our local tax offices and the DMV regional Office in Longview to investigate Title and registration frauds that they send directly to ETATTF investigators. These cases usually involve an innocent purchaser, buying a stolen vehicle that is presented with what appears to be a good clean title and a copy of the seller's ID which is fictitious. These cases usually originate in jurisdictions such as Dallas and Houston and our investigators work collaboratively with other task forces to try and ID the suspects and make arrests.

Another common and increasing trend is the online purchase of vehicles and atv's from dealerships where no physical contact is ever made. The suspect using a stolen Identity, purchases a vehicle with the victims stolen credit and takes delivery using a patsy. Usually several weeks pass before the crime is realized. These crimes can in the end cost the victim, lender and dealership wasted time to correct the problem and thousands of dollars in loss. We have educated our dealers and have been able to thwart the thefts and alert the victims of the ID thefts. When possible, as in the past will at the allowance of the dealer, make delivery of the vehicle, have the suspect sign the documents and make arrest.

Task Force Investigator have and will continue to work with TX DMV and NICB investigators related to fraud cases. TF investigators will collaborate with these investigators on cases where violations have been committed in our jurisdiction. The cases we have collaborated on in the past have involved fraud (falsifying government documents) when rebuilders submitted false affidavits, and larger theft rings throughout the state. TF investigators will continue to collaborate and file these cases as requested.

### 3.4 Functions of the proposed program related to preventing motor vehicle crime (motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime)



The East Texas Auto Theft Task Force believes citizens educated in vehicle crimes can be the best allies in preventing burglaries of vehicles, vehicle thefts and crime in general. Citizens who employ simple, common-sense strategies to harden their property, themselves, and their assets against theft are exponentially less likely to become victims. They become assets in and of themselves by being aware of their surroundings and reporting suspicious activities to law enforcement.

We believe conducting crime prevention and educational presentations at different venues and to targeted audiences begins this educational process. Task Force Investigators seek to deliver these presentations to civic organizations, church groups, clubs, neighborhood watch groups or any individual who asks. Information is presented on trends to combat specific problems in the area. Ideas on strategies of preventing vehicle crimes and crimes in general are discussed. MVCPA literature and promotional items are distributed to participants and are placed at many public buildings throughout the East Texas area.

Task Force Investigators attend "National Night Out" events, community events, festivals, tradeshow, and college campuses. TF investigators set up booths and display vehicles, banners and signs. It's a great opportunity to meet with individuals at these events to share ways of protecting one's property from theft and fraud related activities. Alarms, cameras, locking devices, hitch locks, are advocated as well as placing vehicles and property out of view from roadways and view. At many of these events we will often receive requests from other law enforcement agencies to participate with us.

Another way the Task Force addresses vehicle related crimes and theft is to utilize different forms of media when applicable. Task Force Investigators give interviews to the news media by commenting on particular crimes or addressing the issue of a particular crime to be prevented. Social media is utilized to inform citizens of events and trends in thefts and ways to keep from falling victim to online schemes involving title frauds and purchasing stolen vehicles. Social media is also used to recover stolen property, identify offenders, and make arrests.

The Task force utilizes an MVCPA "Watch Your Car" signs placed in areas with high volumes of traffic and public properties to remind the community of their responsibility to conceal and protect their property. Placards are placed in business parking lots, government properties, apartment and sport complexes to achieve the same goals of reminding citizens to protect their property. Signs are also given to other LE agencies to display where appropriate.

Task Force Investigators (TCOLE certified instructors) deliver multiple TCOLE and Non-TCOLE training courses to law enforcement officers and investigators. These courses are related to vehicle crimes and prevention. Many of our rural counties in the 14 county ETCOG have investigators who have limited training on vehicle crimes. Once educated, the investigators act as a force multiplier to prevent and detect vehicle crimes. TF Investigators also teach courses to cadets at two local police academies on stolen vehicle recognition and detection. These cadets once certified police officers have a broad knowledge of stolen vehicle recognition.

- 3.5 Functions of the proposed program for other motor vehicle crimes investigations and activities consistent with the statutory requirements (preventing stolen vehicles from entering Mexico, stopping illegal export of stolen vehicle from bridge/ outbound port operations, disruption of cartel or organized criminal enterprises using stolen motor vehicles or fraud related motor vehicle crime, insurance fraud, etc...)

Much of the ETATTF coverage area is rural and agricultural. With that there are high incidents of trailer, tractor, implements and ATV/UTV/SXS thefts. To Combat these thefts we have collaborated with local LE and deployed bait trailers, tractors when available, and ATVs with trackers installed to be able to track the unit if stolen. When can also deploy a pole camera and TF LPRs to assist in identifying vehicles used and possibly ID suspect. We also recommend parking equipment out of sight and using hitch locks as preventative measures, when we attend public events or speak to organizations.

TF members are actively looking for ties to vehicle crimes that would be considered organized crime. Some of these problems involve insurance frauds and arsons where vehicle a falsely reported as stolen and dumped and or burned. TF investigators work closely with insurance investigators and Fire Marshall's office to solve these crimes and make arrest. Using technology in some of these cases has proved successful by using geo locates and cell tower information to tie the crime to the owner and make arrests. Analysts are also utilized to develop links and provide analytical data.

For abandoned vehicles and parts that are stolen, many are parted out or go to a crusher. Inspections of auto related businesses and salvage businesses are performed as a deterrent. We will follow all leads and seek out information from informants to combat organized criminal activity. We have worked with MVCPA TF partners to locate local stolen vehicles in salvage and metal recyclers in their jurisdictions.

- 3.6 Collaboration Effort -- Describe the taskforce method to collaborate, and not duplicate existing activities. Describe the cross boundaries regional approach to grant activity implementation. Describe how the applicant staff and jurisdiction will coordinate with other taskforces and law enforcement agencies to implement this program.

The East Texas Auto Theft Task Force is the only Task Force in the State with a DPS, Criminal Investigations Division, Lieutenant, as the Commander. The Commander is provided at no expense to MVCPA or the TF, in "Lieu of Cash" making it possible for our participating agencies to better afford having highly trained specialized Investigators on the Task Force. DPS provides a vehicle, fuel and all other equipment, which allows more of the grant award to be expended on vehicle crimes. Because of my role as a DPS Investigator and Commander of the Task Force, I am able to bridge a gap and bring assets such as statewide networks of investigators, databases, training, technology, personnel to address vehicle crimes. DPS has committed other resources, equipment, and Special Agents to collaborate on vehicle crimes and theft operations, leveraging resources to solve crimes, arrest offenders and submit cases for prosecution. There is no duplication of activities as we do not cover the same area as many single agency task forces.

ETATTF routinely works with and assist other MVCPA TF's on crimes with common ties and intelligence sharing. We have partnered with several other task forces particularly in the DFW area and North East Texas TF's over the past year to recover vehicles, equipment, and identify common suspects and file Engaging cases.

Task Force Investigators having established relationships with local, state, and federal law enforcement and are often contacted, consulted, and brought into investigation when they involve stolen vehicles or the potential for stolen vehicles through fraud. Task Force Investigators are often called to assist these agencies when search warrants are executed. As a result, on numerous occasions, many stolen vehicles and property has been recovered and suspects identified. Task Force Investigators have attended multi-state and multi-agency ROCIC intelligence meetings to collaborate on cross jurisdictional vehicle theft and burglary trends and suspects. The Task Force seeks to coordinate its activities with other MVCPA Task Forces, as well as Agents employed by the Department of Public Safety and Agents employed by the National Insurance Crime Bureau. The ETATTF will continue to seek and share intelligence regarding auto thefts and burglaries with other local agencies and MVCPA funded programs to stop motor vehicle crimes. Bait vehicles and BOV bait items will be used in collaborative operations with Tyler P.D, TPWD theft Unit, and DPS targeting BOV and vehicle theft offenders.

Task Force Investigators will continue to coordinate with tax assessors-collectors offices and the regional DMV office in Longview regarding suspected Title frauds, stolen vehicles, and suspects. TF Investigators have collaborated with the DMV Investigators and have filed cases in our jurisdiction. Several calls for assistance from tax offices have developed into Title fraud investigations that have resulted in fraud cases filed and stolen vehicles recovered. Because most of our region is comprised of rural communities and municipalities, these law enforcement agencies have little if any specialized training and are generally understaffed. Task Force Investigators will continue to coordinate and collaborate on investigation within our region by analyzing data when available to target vehicle crimes in these jurisdictions. TF Investigators will continue to offer training on stolen vehicle recognition to law enforcement in collaboration with our colleges and police academies.

The ETATTF utilizes several local intel exchanges covering this region and areas outside our coverage area that share information of theft suspects and BOLO's.

3.7 If the proposed application requests any exceptions or deviation from any general grant rules, RFA conditions or grant administrative policy, please indicate in the section below. Indicate the section of the specific issue and citation that you are asking the MVCPA to consider and the rational for the request.

No Exceptions are requested.

**Part II**

**Goals, Strategies, and Activities**

[Select Goals, Strategies, and Activity Targets](#) for the proposed program described in the application.

Click on the link above to open a new table called Goals, Strategies, and Activity. Applicants will review the statutory and optional activities. The first section is the statutory measures. Grantees may not provide targets for this section but need to review the descriptions to ensure that they understand the statutory minimum requirements associated with this grant. Applicants will then review the other items and estimate targets for only the activities that the applicant has described and plans to complete under this application.

ID	Activity	Measure	Target
<b>Statutory Motor Vehicle Theft Measures Required for all Grantees.</b>			
1.1.15	Increase the recovery rate of stolen motor vehicles	Report the number of vehicles recovered by taskforce	
1.1.16	Increase the clearance rate of MVTs	Report the number of MVT cases cleared	
1.1.17	Increase the number of persons arrested for motor vehicle theft	Report the number of persons arrested for motor vehicle theft by taskforce	
<b>Statutory Burglary of a Motor Vehicle Measures Required for all Grantees</b>			
2.1.12	Increase the clearance rate of motor vehicle burglaries	Report the number of BMV including parts cases cleared	
2.1.13	Increase the number of persons arrested for motor vehicle burglary	Report the number of persons arrested for burglary by taskforce	
<b>Statutory Fraud-Related Motor Vehicle Crime Measures Required for all Grantees</b>			
8.1.1	Increase the clearance rate of fraud-related motor vehicle crime cases.	Report the number of fraud-related motor vehicle cases cleared	

ID	Activity	Measure	Target
8.1.2	Increase the number of persons arrested for fraud-related motor vehicle crimes.	Report the number of persons arrested for fraud-related motor vehicle crimes	
<b>Measures for Grantees. Add Target values for those that you will measure.</b>			
1	<b>Goal 1: Reduce the Incidence of Motor Vehicle Theft through Enforcement Strategies</b>		
1.1	<b>Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft</b>		
1.1.1	Identify groups of auto theft offenders through intelligence gathering, crime analysis and the use of informants	Number of MVT groups identified. Include gangs, cartels or other criminal enterprise with two or more members	6
1.1.2	Identify and document/record prolific MVT offenders [Prolific is defined as "linked to MVT offenses three or more times"]	Number identified/documented offenders	5
1.1.5	Conduct inspections of local businesses related to vehicle enterprise (transportation code or occupation code authorized companies such as salvage yard, repair shop, parts recycling center, used car dealership, salvage rebuilder, title service company, other). (see 1.3.3 to report the number of vehicles inspected in these businesses)	Number of businesses inspected	10
1.1.6	Conduct bait vehicle operations that target MVT offenders	Number of bait vehicle deployments. Include BMV bait operations here.	10
1.1.8	Deploy license plate readers (LPR)	Number of times LPR deployed. Deploy: If stationary unit then total number of days or partial days unit was operable and on. Mobile unit number of days the unit was on and operable.	300
1.1.9	Respond to taskforce license plate reader (LPR) alert notifications	Number of times investigators responded to taskforce LPR alert notifications regardless of whether vehicle was located	20
1.1.12	Conduct covert operations targeting MVT offenders	Number of covert operations	30
1.1.13	Conduct warrant "round-up" operations targeting motor vehicle crime offenders, including people wanted for MVTs, motor vehicle burglaries, theft of vehicle parts and motor vehicle fraud related crime.	Number of warrant round-up operations performed for MVT, BMV and FRMVC.	15
1.1.20	Number of Altered Vehicles Recovered	Report the total number of vehicles recovered with altered Vehicle Identification Number. Note: Please remember that a vehicle recovered must be reported in 1.1.15	15
1.2	<b>Strategy 2: Conduct Collaborative Efforts that Result In Reduction of Incidents of Motor Vehicle Theft</b>		
1.2.1	Provide Agency Assists for MVT and motor vehicle related fraud	Number of agency assists related to MVT. <b>Assist means responding or answering questions via phone, e-mail, or in person. Providing recommendation, guidance, strategy, support or information that other LEOs will use to resolve their cases. The assist generally does not have the direct responsibility for an investigation nor uses LEO authority. The assist helps another LEO or agency investigate cases. Analysts and civilian employees will record their assists to outside LEOs and agencies met here along with officers.</b>	200
1.2.2	Collaborate with other units or divisions (i.e. homicide, vice, narcotics, etc.) <b>within the taskforce department(s)</b> where a motor vehicle was used in the commission of the crime (includes identification of vehicles). Include all participating jurisdiction departments here.	Number of times collaborated within departments or SOs participating in taskforce related to MVT. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of motor vehicle theft investigations.	
1.2.3	Collaborate with all other outside LE agencies and other organizations that assist in the reduction of MVTs. Include all coverage jurisdictions here.	Number of times collaborated with coverage area agencies or other law enforcement agencies and organizations that assist in the reduction of MVT. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of MVT theft investigations.	35
1.2.5	Conduct intelligence information-sharing (Personal attendance)	Number of intelligence meetings attended ( <b>include attending as presenter, participant or attendee</b> )	15

ID	Activity	Measure	Target
1.2.6	Conduct intelligence information-sharing (Written information)	Crime analysis bulletins disseminated <b>(include information distributed to law enforcement agencies via text, e-mail, or intra-net communications)</b>	10
1.2.7	Collaborate with other MVCPA taskforces	Number of times collaborated with other MVCPA taskforces that assist in the reduction in MVT, BMV and FRMVC.	10
1.3	<b>Strategy 3: Prevent and Reduce the Incidence of Fraud-Related Motor Vehicle Activities</b>		
1.3.1	Collaborate with agencies relating to investigation and enforcement of vehicle insurance fraud and FRMVC	Number of collaborations	
1.3.2	Conduct confidential 68(A) inspections (for TxDMV assignment or reassignment of VIN required by Tx Trans. Code §501.032)	Number of vehicles inspected to complete a TxDMV 68A inspection form per TxDMV (VIN assignment, reassignment, bonded title)	500
1.3.3	Conduct VIN verification inspections. (All other reasons except bridge or port)	Number of vehicles inspected by taskforce to identify the vehicles not reported in confidential (68A) or bridge and port sections.	500
1.3.4	Coordinate with TxDMV/Tax Offices relating to investigation and enforcement of fraudulent titles and registration of stolen vehicles	Number of collaborations with TxDMV HQ, TxDMV Regional Service Centers or County Tax Assessor Collector offices.	8
2	<b>Goal 2: Reduce the Incidence of Theft from Motor Vehicles through Enforcement Strategies</b>		
2.1	<b>Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories</b>		
2.1.1	Conduct bait vehicle operations that target vehicle burglary offenders	Number of bait vehicle burglary deployments	
2.1.2	Identify "prolific BMV offenders" through informants and intelligence [Prolific is defined as "linked to BMV and theft of vehicle parts and accessories offenses three or more times"]	Number of offenders identified	
2.2	<b>Strategy 2: Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle</b>		
2.2.1	Provide Agency Assists BMW.	Number of agency assists related to BMW or stolen parts. <b>Assist means responding or answering questions via phone, e-mail, or in person. Providing recommendation, guidance, strategy, support or information that other LEOs will use to resolve their cases. The assist generally does not have the direct responsibility for an investigation nor uses LEO authority. The assist helps another LEO or agency investigate cases. Analysts and civilian employees will record their assists to outside LEOs and agencies met here along with officers.</b>	10
2.2.2	Collaborate with other units or divisions within the taskforce department(s) (i.e. homicide, vice, narcotics, etc.) where theft of parts occurred in the commission of the crime (includes identification of vehicle). Include all participating jurisdiction departments here.	Number of times collaborated within departments or SOs participating in taskforce related to BMW or stolen parts. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of BMW theft investigations.	
2.2.3	Collaborate with all other outside LE agencies and other organizations where theft of parts occurred in the commission of the crime (includes identification of vehicle). Include all coverage jurisdictions here.	Number of times collaborated with coverage area agencies or other law enforcement agencies and organizations that assist in the reduction of BMW or stolen parts. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of motor vehicle theft investigations.	10
3	<b>Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories</b>		
3.1	<b>Strategy 1: Conduct Public Awareness Related Activities Used to Educate Citizens</b>		
3.1.1	Conduct educational outreach events (include trade show, exhibits, booths at community events, vehicle displays, brochures, etc.)	Number of outreaches	4
3.1.2	Conduct educational presentations to the public	Number of presentations. Presentation means in person, on-line, original written document, article, or webpage.	4
3.1.4	Conduct vehicle identification initiative/event	Number of etching events. Include windows, component parts, VIN stamps and catalytic converters.	1

ID	Activity	Measure	Target
3.1.4.1	Conduct vehicle identification initiative/event	Number of Participants/Attendees (Vehicles Marked)	12
3.1.5	Purchase advertisements in local outlets	Number of advertisements purchased or provided complimentary for taskforce. Include all types of media purchased or provided free (social, tv, utility inserts, billboards, transportation, etc.). Describe in 6.1.1.	
3.1.6	Conduct vehicle report card initiatives.	Number report cards issued	
3.1.7	Utilize social media outlets (Facebook, Twitter, Instagram, etc.)	Number of postings in social media outlets	
3.1.8	Deploy outdoor public notification signage	Number of deployments per month (if sign remains several months, count as 1 deployment per month)	10
3.1.10	Conduct media outreach, including, public service announcements, press releases, and interviews	Number of outreaches	
3.2	<b>Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property</b>		
3.2.1	Conduct law enforcement training (TCOLE)	Number of classes provided for TCOLE credit	2
3.2.3	Conduct vehicle crimes presentations to law enforcement agencies (non TCOLE)	Number of classes or presentations. Presentations may include electronic roll call documents, shift BOLOs and other written or presented materials based on local practices.	10

**Grant Evaluation**

4.1 Describe the local method and/or practice used to collect the data for reporting Goals, Strategies, and Activities and to evaluate the grant program effectiveness. Describe management and staff participation. Include descriptions of systems (forms and software) that will be used to ensure reliable and accurate data is collected and reported. Describe any other evaluation methods used in the applicant agency to determine effectiveness or cost efficiency of the program.

A Weekly Report of Investigative Activity is in use to capture the activities of each Task Force Investigator. The report reflects the number of theft and burglary cases assigned, arrests made, cases filed, cases cleared, vehicles inspected, altered vehicles identified, number of 68-A completed, agency assists, and the number of stolen vehicles and parts recovered and their value, and fraud related cases received or investigated. A narrative of each day's activity is also include in the report.

A separate google sheet spreadsheet is completed by each investigator as it relates to the Goals and Strategies selected and those performed but not part of elected goals. The spreadsheet mirrors the progress report Goals and Strategies section and it tabulates the activity automatically. The Commander reviews this data for accuracy and completeness. The Administrative Assistant then enters the data into the Task Force Data Base. The data is then compiled into monthly reports. Each quarter the data is compared to the Project Goals, set forth in the Task Force Grant, to insure it is meeting or exceeding its goals. Should the Task Force not meet a goal in a given quarter, corrective action is taken when applicable. At the end of the Grant Cycle, the End of Year Report is compiled and again compared to the Proposed Project Objectives to determine if all objectives set were achieved. The End of Year Report is then forwarded to the MVCPA. The participating agencies and Task Force Commander review the work of Investigators, statistics, and data collected for the UCR to determine the effectiveness of the programs, and where goals need to be shifted.

The East Texas Auto Theft Task Force has benefited the East Texas community for 33 years as evidenced by the Sheriff's, Police Chiefs, District Attorneys' offices, and DPS willingness to continue to contribute personnel and funding. All of these agencies have had several elections and administrative changes over the quarter century and remain committed to the Task Force and Community. These officials have been instrumental in garnering the support of State Senators and Representatives to fight for and sponsor funding legislation for the East Texas Auto Theft Task Force and MVCPA. The benefits of maintaining an Auto Crimes Task Force in East Texas is evident to them and the community.

4.2 Provide any other suggested measures that would better reflect the law enforcement or prevention work that the proposed program will perform. If the suggested measure fits into one of the stated goals above please indicate.

The Task Force has filed an Engaging in Organized crime case Felony 1 this current year with three defendants responsible for over 6 stolen vehicles twenty BMV,'s and credit card/debit card abuse and stolen firearms. Three additional suspect have been identified.

TF investigators have been asked to teach TCOLE courses locally for CID and patrol deputies/officers/troopers to will received some specialized training to combat vehicle thefts and stolen vehicle recognition and identification. Additionally the same course will be opened up to all local LE in the coverage area and will be taught through Tyler Junior College or host agency and will include a practical where vehicles, trailers, atv etc will be identified.

**TxGMS Standard Assurances by Local Governments**

We acknowledge reviewing the [TxGMS Standard Assurances by Local Governments](#) as promulgated by the Texas Comptroller of Public Accounts and agree to abide by the terms stated therein.

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**5**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/27/2026	<b>Submitted by:</b> Timothy Hollis
<b>Meeting Date:</b> 05/05/2026	<b>Department:</b> Budget Office
<b>Item Requested is:</b> <input checked="" type="checkbox"/> <b>For Action/Consideration</b> <input type="checkbox"/> <b>For Discussion/Report</b>	
<b>Title:</b> Review and Take Action on the Proposed FY 27 Budget Calendar	
<b>Agenda Category:</b> <input checked="" type="radio"/> <b>Briefing Session</b> <input type="radio"/> <b>Recurring Business</b> <input checked="" type="radio"/> <b>Court Orders</b> <input type="radio"/> <b>Resolution</b> <input type="radio"/> <b>Presentation</b> <input type="radio"/> <b>Executive Session</b>	
<b>Agenda Wording:</b> Consider and take necessary action to approve the proposed FY 27 Budget Calendar developed by the Budget Officer in collaboration with the County Auditor.	
<b>Background:</b> The Budget Office is submitting the proposed FY 27 Budget Calendar for review and approval. The calendar includes multiple optional budget workshops throughout the month of June and July, as well as an opportunity, if approved, for an evening budget workshop one week prior to the presentation of the proposed budget's presentation by the Budget Officer, providing members of the public unable to attend regular sessions an alternative opportunity to comment on the FY 27 budget.	
<b>Financial and Operational Impact:</b> This calendar will serve as the County's official budget calendar. The dates are subject to revision as necessary, or required, in accordance with any requirements for setting tax rates as contained in the Truth in Taxation publication or Court order.	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

## FY27 BUDGET CALENDAR

Date	Event	Responsible Party
March 31	Budget Instruction Manual and ClearGov worksheets released to departments	Budget Officer
April 30	Deadline for departments & outside agencies to return budget requests (LGC 111.065) Receive Preliminary Estimates from the Appraisal District	
May 1	Receive 1 <sup>st</sup> round of revenues estimates from Auditor	Auditor
May 4-26	Auditor & Budget Officer review requests with departments, as well as IT Budget Planning Committee meetings	Auditor & Budget Officer, CIO
June 16	Preliminary revenue and expenditure budget to the Commissioners for review. <b>Baseline Budget Presentation</b>	Budget Officer
June 23	Budget workshop with Commissioners' Court as needed. Public Service Agency Budget presentations	CCT
July 7, 14	Budget Workshop with Commissioners' Court as needed	CCT
July 25	Receive certified tax roll from Smith County Appraisal District	SCAD
July 28	Budget workshop with Commissioners Court Revenue Estimates from County Auditor	CCT, Auditor
August 11	Presentation of No-New-Revenue and Voter-Approval tax rates. Commissioners' Court to discuss tax rate; take a record vote, and, if required, schedule the public hearing. <b>Present Recommended Budget.</b> <b>(If hearing is required for FY27 – set date for 9.1.26)</b>	CCT
August 11	Publish Notice of Proposed Tax Rates (Form 50-212) to Website (Tax Code) Publish Notice of Public Hearing on Proposed Tax Rate by Aug 24 <sup>th</sup> Tax Code 26.05 and 26.06	Tax A/C
Aug. 11-13	Notify elected officials of salary & personal expenses for the proposed budget (LGC 152.013c)	Budget Officer
August 11-20	Publish Notice of Public Hearing on Proposed Budget (at least 10 days prior but no more than 30 days prior to the Public Hearing) & Notice of Elected Officials Salaries & Personal Expenses	CCT
August 21	Budget Officer <b>files Proposed Budget</b> with County Clerk and County Auditor (LGC 111.066)	Budget Officer
August 25	Notice of Agenda Posting for Tax Rate Public Hearing on 8/27 – If needed	
August 25	Budget Workshop as needed. Possible 5:30pm budget workshop.	
August 25	Post notice of meeting to adopt the FY27 Budget & Tax Rate	CCT Admin.
Sept. 1	Public hearing – FY27 Proposed Budget 9:30 a.m. (LGC 111.067) Public Hearing – Proposed FY27 Tax Rate 9:30 am	CCT
Sept. 1	1) Vote to adopt the FY27 Budget (LGC 111.068) 2) Vote to adopt the M&O Tax Rate (Tax Code 26.05) 3) Vote to adopt the Debt Service Rate (Tax Code 26.05) 4) Vote to ratify the property tax increase from raising more revenue from property taxes than in the previous year (if required).	CCT
Sept. 8	Vote to adopt FY27 Salary Scales	CCT
<b>Note:</b>	<b><i>Dates are subject to revision. Calendar is subject to amendment by any or all requirements for setting tax rates as contained in the Truth in Taxation publication.</i></b>	



**6**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> APRIL 27, 2026	<b>Submitted by:</b> FRANK DAVIS
<b>Meeting Date:</b> MAY 5, 2026	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input checked="" type="checkbox"/> <b>For Action/Consideration</b> <input type="checkbox"/> <b>For Discussion/Report</b>	
<b>Title:</b> Payment of Compensatory Time and Authorize Payment of Overtime	
<b>Agenda Category:</b> <input checked="" type="radio"/> <b>Briefing Session</b> <input type="radio"/> <b>Recurring Business</b> <input checked="" type="radio"/> <b>Court Orders</b> <input type="radio"/> <b>Resolution</b> <input type="radio"/> <b>Presentation</b> <input type="radio"/> <b>Executive Session</b>	
<b>Agenda Wording:</b> Consider and take necessary action to authorize the payment of compensatory time currently accrued by the Road & Bridge Department through May 16, 2026, and to further authorize the payment of overtime pay for the remainder of FY2026 (May 17 through September 19).	
<b>Background:</b> The Road and Bridge Department is requesting the Commissioners Court to authorize the payment of the compensatory time currently accrued through May 16, 2024 and then also authorize the payment of overtime for the remainder of FY26, starting on May 17 and ending on September 19. Overtime is anticipated most notably during the summer months in order to take advantage of the longer daylight hours.	
<b>Financial and Operational Impact:</b> Funding for this item is included in the FY2026 Road & Bridge Department Budget (Labor Division: 75-611-4600-110 - Salaries - Overtime) (Equipment Division: 75-615-4600-110 - Salaries - Overtime)	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Frank Davis	<b>Email:</b> fdavis@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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SUBMIT

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Agenda Item # \_\_\_\_\_

**7**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 04/27/2026	<b>Submitted by:</b> CHAD HOGUE
<b>Meeting Date:</b> 05/05/2026	<b>Department:</b> SCFMO
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Firework Season (Memorial Day)	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve the Memorial Day firework season of May 20, 2026 through May 25, 2026 at midnight.	
<b>Background:</b> The Commissioners Court of a county by order may allow a retail fireworks permit holder to sell fireworks in that county only to the public and only during one or more of the specified periods.  - A retail fireworks permit holder may sell fireworks to the public beginning the Wednesday before the last Monday in May and ending at midnight on the last Monday in May.	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> CHAD HOGUE	<b>Email:</b> chogue@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

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Agenda Item # \_\_\_\_\_

8

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 04/28/2026	<b>Submitted by:</b> Brandon Moore
<b>Meeting Date:</b> 05/05/2026	<b>Department:</b> FMO
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Approve and Adopt the Smith County Hazard Mitigation Plan	
<b>Agenda Category:</b> <input checked="" type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input type="radio"/> Court Orders <input checked="" type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve and adopt the Smith County Hazard Mitigation Plan and allow the County Judge and Commissioners to sign all related documentation.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Brandon Moore	<b>Email:</b> bmoore2@smith-county.com
<b>Name:</b> Chad Hogue	<b>Email:</b> chogue@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

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**A RESOLUTION OF SMITH COUNTY ADOPTING THE  
SMITH COUNTY 2026 HAZARD MITIGATION ACTION PLAN.**

**WHEREAS**, Smith County recognizes the threat that natural hazards pose to people and property within Smith County; and

**WHEREAS**, Smith County has prepared the 2026 Hazard Mitigation Action Plan in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Smith County 2026 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Smith County from the impacts of future hazards and disasters; and

**WHEREAS**, adoption by the Smith County Commissioners Court demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Smith County 2026 Mitigation Action Plan.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioners Court of the County of Smith, Texas through adoption of this resolution, adopts the Smith County 2026 Hazard Mitigation Action Plan.

**WITNESS OUR HANDS THIS 5th day of May A.D. 2026**

---

Neal Franklin

County Judge

---

Christina Drewry  
Commissioner, Precinct 1

---

John Moore  
Commissioner, Precinct 2

---

J Scott Herod  
Commissioner, Precinct 3

---

Ralph Caraway Sr.  
Commissioner, Precinct 4

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# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/27/2026	<b>Submitted by:</b> Jana Teague
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> Auditor's Office
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> FY 27 CEO-LE CERT ASSURANCE FORM FOR OOG	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to sign the FY27 CEO/Law Enforcement Certifications and Assurances Form.	
<b>Background:</b> Form must be signed annually.	
<b>Financial and Operational Impact:</b> n/a	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Jana Teague	<b>Email:</b> jteague@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

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**Office of the Governor  
Public Safety Office –CEO/Law Enforcement Certifications and Assurances Form**

<b>Entity Name: Smith County</b>	<b>Date: May 5, 2026</b>
<b>Agency/Department Name: Smith County / Sheriff</b>	
<b>Name of Chief Executive Officer: Neal Franklin, Smith County Judge</b>	
<b>Name of Head of Law Enforcement Agency: Larry Smith/Smith County Sheriff</b>	

**Certification Required by CEO and Head of Law Enforcement Agency**

In our respective capacities as chief executive officer of **Smith County** and as head of Smith County Sheriff (“Agency”), we hereby each certify that Grantee and Agency participate fully, and will continue to participate fully from the date of this certification until the later of August 31, 2027 or the end of the grant project period, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (“DHS”) to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency’s custody; and (2) detain such illegal aliens in accordance with requests by DHS.

We further certify that Grantee and Agency do not have, and will continue not to have until the later of August 31, 2027 or the end of the grant project period, any policy, procedure, or agreement (written or unwritten) that in any way limits or impedes Agency’s receipt or DHS’s issuance of detainer requests, or in any way limits or restricts Grantee’s and Agency’s full participation in all aspects of the programs and procedures utilized by DHS to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency’s custody; and (2) detain such illegal aliens in accordance with requests by DHS.

Additionally, we certify that neither Grantee nor Agency have in effect, purport to have in effect, or are subject to or bound by any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States, 8 U.S.C. § 1324(a)(1)(A)(iii); (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3); (3) encourage or induce an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv); or (4) result in the illegal transport or movement of aliens within the United States, 8 U.S.C. § 1324(a)(1)(A)(ii).

Lastly, we certify that Grantee and Agency will comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

We acknowledge that failure to comply with this certification may result in OOG, in its sole discretion, terminating any grant made by OOG to Grantee, and that Grantee must return all funds received from OOG for any grant terminated under this certification. We further acknowledge that Grantee will remain ineligible for OOG funding until it provides satisfactory evidence that the jurisdiction has complied with this certification for at least one year.

\_\_\_\_\_  
Signature  
Neal Franklin, Smith County Judge  
Chief Executive Officer for Grantee

  
\_\_\_\_\_  
Signature  
Larry Smith Smith County Sheriff  
Head of Agency

**10**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 04/28/2026	<b>Submitted by:</b> JAYE LATCH
<b>Meeting Date:</b> 05/05/2026	<b>Department:</b> Purchasing
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Request Permission to donate surplus IT equipment to Mustard Seed	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to authorize the donation of surplus computer equipment to Mustard Seed Ministries from Smith County pursuant to Local Government Code 263.152(a)(4)(A)(B).	
<b>Background:</b> IT surplus equipment that has outlived its useful life. Mustard Seed Ministries picks up the items and wipes them clean of data. PCs: 140; Laptops:86; Printers: 18; Monitors: 101; Cradlepoints: 21; Scanners: 17; Switches: 3; Rk Servers: 16; Tablets: 4; Plotters: 2; Speaker: 1; Camera: 1  410 items total	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is a Budget Amendment Necessary?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Return Signed Documents to:</b>	
<b>Reviewed By:</b>	
<input type="checkbox"/> County Auditor	<input type="checkbox"/> Chief Technical Officer
<input type="checkbox"/> Purchasing Director	<input type="checkbox"/> Other Relevant Reviewers(s):
<input type="checkbox"/> Legal Department	<input type="checkbox"/> County Judge

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**Item Received By:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**SUBMIT**



STATE OF TEXAS

IN THE COMMISSIONERS COURT

COUNTY OF SMITH

§  
§  
§

**ORDER FOR DISPOSAL OF COUNTY PROPERTY BY DONATION  
PURSUANT TO  
TEXAS LOCAL GOVERNMENT CODE §263.152**

**WHEREAS,** Texas Local Government Code §263.152 regarding the disposal of county property requires the Commissioners Court to make certain determinations;

**WHEREAS,** Mustard Seed Ministries is a civic or charitable group located within Smith County; and

**WHEREAS,** Smith County has surplus computer and electronic equipment, e.g., computer monitors, printers, desktop and laptop PCs, and various other outdated computer hardware technology, that is salvage property and the County desires to donate.

**NOW, THEREFORE, BE IT ORDERED BY THE SMITH COUNTY COMMISSIONERS COURT**

**THAT:** Pursuant to Texas Local Government Code § 263.152(a)(4), the following determination is made:

- a. Undertaking to sell the property intended to be donated under Texas Local Government Code § 263.152(a)(1) would likely result in no bids or a bid price that is less than the County’s expenses required for the bid process;
- b. Smtih County’s donation includes, 140 Desktop Computers, 68 Laptop Computers, 18 Printers, 3 Switches, 16 Servers, 17 Scanners, and 101 Monitors, 21 Cradlepoints, 4 Tablets, 2 Plotters, 1 Speaker, and 1 Camera totaling 410 surplus electronic and computer equipment;
- c. This donation serves a public purpose by providing computer equipment, training, and repair services to qualifying citizens in Smith County and the surrounding communities; and
- d. Mustard Seed Ministries will provide the County with adequate consideration, to wit: relieving the County of transportation and disposal expenses related to the property.

**APPROVED AND ADOPTED THIS 5<sup>th</sup> Day of May, 2026.**

\_\_\_\_\_  
**NEAL FRANKLIN  
COUNTY JUDGE**

\_\_\_\_\_  
**CHRISTINA DREWRY  
COMMISSIONER, PRECINCT 1**

\_\_\_\_\_  
**JOHN MOORE  
COMMISSIONER, PRECINCT 2**

\_\_\_\_\_  
**J SCOTT HEROD  
COMMISSIONER, PRECINCT 3**

\_\_\_\_\_  
**RALPH CARAWAY, SR.  
COMMISSIONER, PRECINCT 4**

**ATTEST:** \_\_\_\_\_  
**KAREN PHILLIPS, COUNTY CLERK**

11

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 4/28/2026	<b>Submitted by:</b> J Bell
<b>Meeting Date:</b> 5/5/2026	<b>Department:</b> SO
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> Reclassify SO Dispatcher Position	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to reclassify Sheriff's Office Dispatcher Position, 13 to Sheriff's Office Terminal Agency Coordinator, and authorize the county judge to sign all related documentation.	
<b>Background:</b> See attached	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> T Wilson	<b>Email:</b> twilson@smith-county.com
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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## **Schedule B Addendum**

### Reclassification of Dispatcher position to Terminal Agency Coordinator (TAC)

The Terminal Agency Coordinator (TAC) provides administrative, operational, and coordination support to terminal leadership to ensure efficient daily operations and effective communication between internal staff, external agencies, and contractors. The role focuses on maintaining compliance, coordinating logistics, and supporting operational oversight within the terminal.

#### **Primary Duties and Responsibilities**

##### **Operational Coordination**

- Serve as the primary point of contact between terminal management, dispatch personnel, and external agencies or contractors.
- Coordinate daily operational activities and ensure information is communicated effectively between departments.
- Assist with scheduling, logistical coordination, and operational planning to support terminal activities.
- Monitor operational updates and relay critical information to appropriate personnel.

##### **Agency and Stakeholder Liaison**

- Coordinate with local, state, and federal agencies as required for operational support, compliance matters, and incident reporting.
- Maintain positive working relationships with external partners, vendors, and service providers.
- Facilitate communication between terminal staff and outside agencies during routine operations or emergency situations.

##### **Compliance and Documentation**

- Maintain accurate operational records, reports, and documentation in accordance with organizational policies and regulatory requirements.
- Assist with compliance tracking related to safety, security, and operational regulations.
- Support preparation for internal reviews, inspections, and audits by ensuring records and documentation are organized and accessible.

##### **Administrative Support**

- Prepare reports, logs, and operational summaries for terminal leadership.
- Maintain scheduling records, activity logs, and other administrative documentation.



- Assist with data entry and record management in internal systems.

### **Safety and Incident Support**

- Support documentation and coordination related to safety incidents or operational disruptions.
- Ensure incident reports and required notifications are completed and submitted appropriately.
- Assist leadership in maintaining safety and operational protocols.

### **Communication and Reporting**

- Distribute operational notices, updates, and directives to relevant personnel.
- Track action items and follow up on operational or administrative tasks as assigned.
- Provide regular status updates to terminal management regarding coordination efforts and operational issues.

### **Operational Support**

- Assist terminal leadership with projects, process improvements, and operational initiatives.
- Monitor workflow and identify opportunities to improve efficiency and communication within the terminal.

### **Additional Responsibilities**

- Maintain confidentiality of operational and personnel information.
- Support emergency response coordination when required.
- Perform other related duties as assigned to support terminal operations.

In addition to the Terminal Agency Coordinator Duties listed above, the TAC is also responsible for being the Local Agency Security Officer. Essential security duties include:

### **CJIS Security Compliance**

- Ensure agency compliance with CJIS Security Policy and applicable state regulations.
- Maintain documentation demonstrating compliance for CJIS audits and inspections.
- Implement and enforce security procedures related to criminal justice information systems.
- Monitor adherence to security policies and recommend improvements when needed.

### **System Access and User Management**

- Approve and manage user access to CJIS-related systems and databases.
- Verify that personnel have proper authorization and security clearance before accessing systems.
- Maintain records of authorized users and system permissions.
- Ensure that access is removed or updated when personnel change roles or separate from employment.

### **Equipment and System Security**

- Document and monitor hardware, software, and network connections used to access CJIS systems.
- Ensure all devices accessing criminal justice systems meet approved security standards.
- Coordinate with IT personnel to maintain secure system configurations.

### **Personnel Security**

- Verify that personnel with access to criminal justice information complete required background checks and security screening.
- Ensure personnel complete required CJIS security awareness training.

### **Incident Reporting and Response**

- Report security incidents or potential breaches to appropriate CJIS authorities.
- Assist with investigations related to unauthorized access or security violations.
- Maintain records of security incidents and corrective actions.

### **Coordination and Communication**

- Serve as the primary liaison between the agency and state CJIS Systems Officer (CSO).
- Coordinate with IT staff, supervisors, and external partners on system security matters.
- Provide guidance to agency staff regarding CJIS security requirements.

### **Training and Awareness**

- Ensure all personnel with system access complete CJIS Security Awareness Training.
- Provide internal training and guidance on information security procedures.

**SMITH COUNTY  
PROGRAM CHANGE REQUEST**

DEPARTMENT: Sheriff

Circle One:

FUND:	MANDATE	NEW
	EXPANDED	Expanded

SUBMITTED BY: Sheriff Smith

REDUCTION
ELIMINATION

**DESCRIPTION OF PROGRAM CHANGE:**

Reclassify (rename) 1 Dispatcher position to Terminal Agency Coordinator (TAC). The reclassification is necessary to post any vacancy outside of Smith County. This position is highly technical and requires someone with extensive training and experience. There will be no budgetary impact to this reclassification, as the pay scale will be the same as Dispatcher.

**JUSTIFICATION FOR REQUEST:** Include specific citations if program is mandated.

**SEE ATTACHED**

**PERFORMANCE INDICATORS:**

**SEE ATTACHED**

**SUBMIT ADDITIONAL PAGES IF NECESSARY**

**SMITH COUNTY  
PROGRAM CHANGE REQUEST - EXPENSES**

GRADE LEVEL:	FULL TIME (F) PART TIME (P)	POSITION TITLE:	BASE SALARY:	JUSTIFICATION
	F	Terminal Agency Coordinator	\$48,305	See Schedule B

OTHER EXPENSES:				
ACCOUNT NUMBER		DESCRIPTION	AMOUNT	JUSTIFICATION

CAPITAL OUTLAY:				
ACCOUNT NUMBER		DESCRIPTION	AMOUNT	JUSTIFICATION


DEPARTMENT: Sheriff 559

**12**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 04/28/2026	<b>Submitted by:</b> J.LATCH
<b>Meeting Date:</b> 05/5/2026	<b>Department:</b> FCIC/DA's Office
<b>Item Requested is:</b> <input checked="" type="checkbox"/> For Action/Consideration <input type="checkbox"/> For Discussion/Report	
<b>Title:</b> D&M Leasing	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve a lease agreement between Smith County and Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing via State of Texas Contract for one FCIC vehicle and authorize the county judge to sign all necessary documentation.	
<b>Background:</b> 2026 Chevrolet Trucks TAHOE 4WD 4dr Wgn Z71 \$1800.19 monthly payment 48 months 1st year of a 4 year contract - see attachment	
<b>Financial and Operational Impact:</b> <div style="text-align: right; margin-top: 10px;">Approved in the FCIC State Funding (no County Funds being used for this purchase)</div>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b> Adam Colby	<b>Email:</b> <adam.colby@fcic.texas.gov>
<b>Name:</b> Jaye Latch	<b>Email:</b> <JLatch@smith-county.com>
<b>Name:</b> Jacob Putman	<b>Email:</b> <JPutman@smith-county.com>
<b>Name:</b> Thomas Wilson	<b>Email:</b> twilson@smith-county.com

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Monday at 12:00pm the week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

SUBMIT

Office Use Only  
Agenda Item # \_\_\_\_\_

<b>REQUEST FOR PURCHASE ORDER FROM SMITH COUNTY OFFICE OF PURCHASING / AUDITORS</b>	DEPARTMENT NAME	FCIC	REQUISITION NUMBER
	DATE	04/22/2026	FUND NUMBER 32.475.4800.851
	DATE REQUIRED	ASAP	DEPARTMENT CODE

DELIVER TO:	Adam Colby - Fin.Crimes Intelligence Ctr	SUGGESTED VENDORS:	D&M Commercial Leasing
	218 E Elm Street		
	Tyler, Texas 75702		

-- PUT ALL LIKE ITEMS ON SEPARATE REQUEST -- -- CIRCLE SELECTED VENDOR --

DATE PREPARED		PREPARED BY	#1 VENDOR NAME	#2 VENDOR NAME	#3 VENDOR NAME
PURCHASE ORDER NO.		CONTRACT NO.			
CODING	QUANTITY	DESCRIPTION			
	1	Chevy Tahoe-Year 1 of 4 \$21,602.28			
		TXMAS-23-97501			

I certify the above are required for discharge of my official duty and I hereby authorize the Purchasing Agent to commit budgeted funds for the purchase of thereof, and I further certify that the requisition contains all separate, sequential and/or components of the item(s) listed and that requirements are not requested in a manner to avoid competitive bidding/proposal process.	IF ANY INFORMATION IS NEEDED ON DESCRIPTION, GIVE EMPLOYEE NAME AND EXTENSION NUMBER.
04/22/2026 _____ DATE	Adam Colby _____ DEPARTMENT HEAD
	Adam Colby _____ EMPLOYEE NAME
	_____ EXTENSION

DO NOT WRITE IN SHADED AREAS – THIS SPACE IS FOR PURCHASING DEPARTMENT

**Submit**



Open-End (Equity) Lease Quote

Quote: 34520

Prepared For: Smith County, Texas

Date: 04/21/2026

Unit#: 34520

Quantity: 1

Unit: 2026 Chevrolet Trucks TAHOE 4WD 4dr Wgn Z71

Order Type: In Stock

Term: 48

State: TX

Customer#: 7959

Schedule#: 22.60

80261.72	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
501.38	Initial License and Registration Fees
6408.63	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
<b>87171.73</b>	<b>Capitalized Cost LESS:</b>
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
<b>87171.73</b>	<b>Total Capitalized Cost (Delivered Price)</b>

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

Order Information	
Driver	
Ext Color	Black
Int Color	Black
License	
GVR	0



TXMAS-23-97501

1292.04 Depreciation Reserve @ 0.01482  
391.48 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

1683.52 **Total Monthly Rental Excluding Additional Services**

**Additional Fleet Management and Services**

116.67 Full Maintenance Program<sup>3</sup>  
0.00 Miscellaneous

Contract Miles 80000  
Incl: #Brake Sets (1 set = 1 axle) 0

Over Mileage Charge 0.07 / Mile  
#Tires 0 Loaner Vehicle Not Incl

116.67 **Additional Services Sub Total**

0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

1800.19 **Total Monthly Rental Including Additional Services**

25153.96 Reduced Book Value at 48 Months

250.00 Service Charge Due at Lease Termination

<b>Monthly Insurance Premiums and Disclosures</b>	
<u>0.00</u>	Commercial Liability Enrollment (Estimate Only)
<u>0.00</u>	Physical Damage (Estimate Only)
	Liability Limit <u>0.00</u>
	Comprehensive/Collision Deductible: <u>500.00 / 500.00</u>

Quote based on estimated annual mileage of 20000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

**Terms:**

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE Smith County, Texas

BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE 04/21/2026

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.



Open-End (Equity) Lease Quote

Quote: 34520

Prepared For: Smith County, Texas

Date: 04/21/2026

Unit#: 34520

Unit: 2026 Chevrolet Trucks TAHOE 4WD 4dr Wgn Z71

ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Upfit	C	6408.6300
<b>Total Charges (B)illed</b>		0
<b>Total Charges (C)apitalized</b>		6408.6300
<b>Total of All Added Equipment and Other Charges</b>		6408.6300

2026 TAHOE 4WD Z71

GENERAL MOTORS LLC

GBA BLACK

/V8G

H0Y JET BLACK

1240 WOODWARD AVENUE

ORDER NO. FWNKM1/TRE STOCK NO.

DETROIT MI 48265

VIN 1GN S6PK D1 TR311668

VEHICLE INVOICE 10D26272269

\*\*\*\*\*3838\*\*\*\*\*13\*07082S

MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
CK10706 TAHOE 4WD Z71	70700.00	66882.20	INVOICE 03/30/26
ATN SEATS, 2ND ROW BUCKET, POWER RELEASE (REPLACES STANDARD/ PACKAGE 2ND ROW SEATS)	370.00	336.70	SHIPPED 03/28/26 EXP I/T 04/02/26 INT COM 04/02/26
C3U SUNROOF, POWER PANORAMIC, TILT-SLIDING WITH POWER SUNSHADE	1500.00	1365.00	PRC EFF 03/28/26 KEYS XXXXX XXXXX WFP-S QTR OPT-1
FE9 50-STATE EMISSIONS	N/C	N/C	BANK: GM FINANCIA
L84 ENGINE, 5.3L ECOTEC3 V8	N/C	N/C	CHG-TO 07-082
MHS TRANSMISSION, 10-SPEED AUTO	N/C	N/C	
R6P 3 YEARS, SIRIUSXM (NON-TRANSFERABLE)	299.00	272.09	SHIP WT: 5786 HP: 45.7
Y55 COMFORT PACKAGE:	2260.00	2056.60	GVWR: 7600
* SEATS, 2ND ROW 60/40 SPLIT BENCH, POWER RELEASE			GAWR.FT: 3700 GAWR.RR: 4300
* SEATS, HEATED, SECOND ROW OUTBOARD SEATS			EMPLOY: 71171.09 SUPPLR: 74007.59
* SEATS, 3RD ROW 60/40 SPLIT- BENCH, POWER FOLD			NTR: 1/2 EMPINC: 4379.89
* MEMORY SETTINGS, DRIVER SEAT, OUTSIDE MIRRORS			SUPINC: 1543.38
* LED HEADLAMPS AND TAILLAMPS W/ ANIMATED LIGHTING			
* HEATED STEERING WHEEL			
* 10 SPEAKER BOSE CENTERPOINT SURROUND SOUND AUDIO SYSTEM			
* HEATED POWER OUTSIDE MIRRORS W/ POWER-FOLD			

TOTAL MODEL & OPTIONS	75129.00	70912.59	ACT 237 71453.72
DESTINATION CHARGE	2795.00	2795.00	H/B 261 2253.87
LMA GROUP CONTRIBUTION		1126.94	EXP 65A 1126.94

TOTAL	77924.00	74834.53	PAY 310 74834.53
MEMO: TOTAL LESS HOLDBACK AND APPROX WHOLESALE FINANCE CREDIT		71095.96	

\*\*\*\*\*  
 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER  
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO  
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.  
 \*\*\*\*\*

SCOGGIN-DICKEY CHEVROLET-BUICK, INC.

# ESTIMATE

**Pinnacle Fleet Outfitters**  
PO Box 971  
Henderson, TX 75653-0971

jdooley@pinnaclefleettx.com  
+1 (903) 812-1516



**Bill to**  
D&M Leasing  
1400 W 7th Street  
Fort Worth, TX 76102 USA

**Ship to**  
D&M Leasing  
1400 W 7th Street  
Fort Worth, TX 76102 USA

## Estimate details

Unit Number: 2026 Chevrolet Tahoe

Estimate no.: 1058

Estimate date: 03/31/2026

#	Product or service	SKU	Description	Qty	Rate	Amount
1.	<b>Whelen Core Package</b>	C399PKG	Includes C399, Control Head of Customer Choice, 1 SA315P Siren Speaker, 1 Vehicle Specific Siren Bracket and Vehicle Specific OBD Kit	1	\$2,060.00	\$2,060.00
2.	<b>Whelen TRIO T-Ion Series Red/Blue/White</b>	TSS0JC	Surface Mount, TRIO™ Red/Blue/White, Clear Lens	6	\$221.00	\$1,326.00
3.	<b>Federal Signal XStream Dashlight TRIO Red/Blue/White</b>		XStream line, dual dash-light in TRIO Red/Blue/White	2	\$259.00	\$518.00
4.	<b>Federal Signal XStream Dash Light No Drill Headliner Mount.</b>			2	\$26.00	\$52.00
5.	<b>Services</b>		Chevy Tahoe, PPV/SSV, 2021-2026, Chevy Suburban 2024-2026, SOLO™ or DUO™, Upper Rear Housing for Ten Lamp	1	\$2,155.00	\$2,155.00
6.	<b>Tint Full Vehicle</b>		Full Vehicle Ceramic Tint of Customer Choice	1	\$400.00	\$400.00
7.	<b>EGIS Mobile Electric Circuit Breaker 85 Series 100 Amp</b>			1	\$35.90	\$35.90
8.	<b>EGIS Mobile Electric 6 Circuit Fuse Block</b>	RTFUSE6	6 Circuit Fuse Block	1	\$23.80	\$23.80
9.	<b>Freight Charge</b>		Freight for Heavy Items	1	\$50.00	\$50.00

10. Wire Harness Fee	1	\$200.00	\$200.00
11. Shop Supply Fee	1	\$100.00	\$100.00
12. Installation of emergency equipment in vehicle	1	\$200.00	\$200.00
		Subtotal	\$7,120.70
		Discount 10%	-\$712.07
		<b>Total</b>	<b>\$6,408.63</b>

Accepted date

Accepted by

**13**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b> 04/27/2026	<b>Submitted by:</b> KAREN NELSON
<b>Meeting Date:</b> 05/05/2026	<b>Department:</b> ROAD & BRIDGE
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Utility Permit	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Receive pipe and/or utility line installation request (notice only): a. County Road 2205, Southwire for Oncor Electric, replacing underground electric cable with directional road bore, Precinct 2	
<b>Background:</b> See attached	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

**APPLICATION FOR PERMIT FOR THE INSTALLATION  
PIPE AND/OR UTILITY LINES WITHIN A COUNTY MAINTAINED  
RIGHT OF WAY OR EASEMENT**  
Smith County Road & Bridge Department  
135 SSE Loop 323  
Tyler, Texas 75702

1. Applicant: Leemeko Stewart Date: 2/27/2026  
 Company Name (if different): Southwire for Oncor Electric Delivery Phone: 817-807-2073  
 Address: 14800 Blue Mound Rd Fax: -  
Haslet, Tx Zip: 76052  
 24/7 Contact Name: Ted Newton Phone: 910-338-7881  
 Contractor: Southwire Phone: 770-832-4000 Ext 33775 Direct line 682-382-3775  
 Bonding Company: \_\_\_\_\_ Phone: -  
 2. Franchise Holder: Oncor Electric Delivery Phone: -  
 3. Franchise Contact: Whitney Turner Phone: 817-807-3879  
 4. Location (if applicable, length of installation in feet): 13930 CR2205

UG ELECTRIC CABLE REPLACEMENT FOR ONCOR / REPLACING UNDERGROUND ELECTRIC CABLE VIA DIRECTIONAL DRILLING (BORING); APPROXIMATELY 430 FT

5. Type of work, location, and description of the proposed line and appurtenances is shown by 3 copies of drawings attached to this application. The line will be constructed and maintained on the County right-of-way as directed by the Road Administrator/Engineer in accordance with SMITH COUNTY specifications.

6. Describe all traffic controls or warning devices anticipated for this project: Cones

7. Proposed start date: 03/03/2026 Completion date: 05/27/2026

It is expressly understood that the SMITH COUNTY Commissioners Court does not purport, herby, to grant and right, claim, title, or easement in or upon this county road; and it is further understood that in the future should for any reason SMITH COUNTY should need to work, improve, relocate, widen, increase, add to or in any manner change the structure of this right-of-way, this line, if affected, will be moved under the direction of the SMITH COUNTY Road Administrator/Engineer and shall be relocated at the complete expense of the owner.

All work on the county right-of-way shall be performed in accordance with the Road Administrator/Engineer's instructions. The installation shall not damage any part of the road way.

Specific instructions and conditions are as follows:

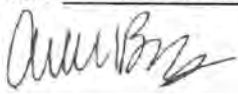
1. **All underground lines are to be installed a minimum of 36 inches below flow line of the adjacent drainage or borrow ditch.**
2. **All buried lines carrying an electrical current, or electronic or optical signal shall have yellow plastic tape at least two inches in width, buried a minimum of twelve inches above such lines.**
3. Lines crossing under surfaced roads and under surfaced cross roads with in the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line.
4. All lines under roads carrying pressure in excess of 50psi shall be enclosed in satisfactory casing extending from right-of-way line to right-of-way line. Pipe used for casing may be any type approved by the Road Administrator and shall be capable of supporting the roadbed and traffic loads and shall be constructed such that there is no leakage through the casing, carrier pipe, joints or couplings. (Lines installed 48 inches or greater below flow line encasement is not required.)

5. No lines are to be installed under or within 50 ft. of either end of a bridge. No lines shall be placed in a culvert or within 10 ft. of the closest point of same.
6. Parallel lines will be installed as near the right-of-way as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and roadbed without special permission of the Road Administrator/Engineer.
7. Overhead lines will have a minimum clearance of 18 ft. above the road surface at point of crossing.
8. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a result of this installation will be borne by the owner of this line.
9. At least one half of the traveled portion of the road must be open to traffic at all times.
10. This permit is permissive, is subject to the public right of travel on and access to the right-of-way, and may not be assigned.
11. The applicant shall secure all other necessary or required permits, licenses, or approvals before starting work.
12. Signs and traffic controls shall comply with the current edition of the Manual on Uniform Traffic Control Devices, as approved by the Texas Department of Transportation.
13. All work shall conform to the design standards and specifications of the County.
14. Restoration of the right-of-way is required and shall be completed within 30 days of the completed work within the right-of-way.
15. Right-of-Way surfaces shall be cleaned before the end of each day's work. All catch basins, culverts or other improvements affected by any deposits of dirt, mud, rock, debris, or other material shall be cleaned daily or as specified by the County.
16. The applicant shall provide proof of Insurance.
17. The applicant shall be responsible for all utility locates.
18. All residents or businesses affected by any scheduled maintenance causing road closure, or interruption of any utility service shall be notified forty-eight (48) hours prior to any work. Emergency situations are exempt.
19. Petrochemical or other hydrocarbon pipelines: Does this pipeline fall under the Texas Rail Road Commission (flowlines). Yes \_\_\_\_\_ No

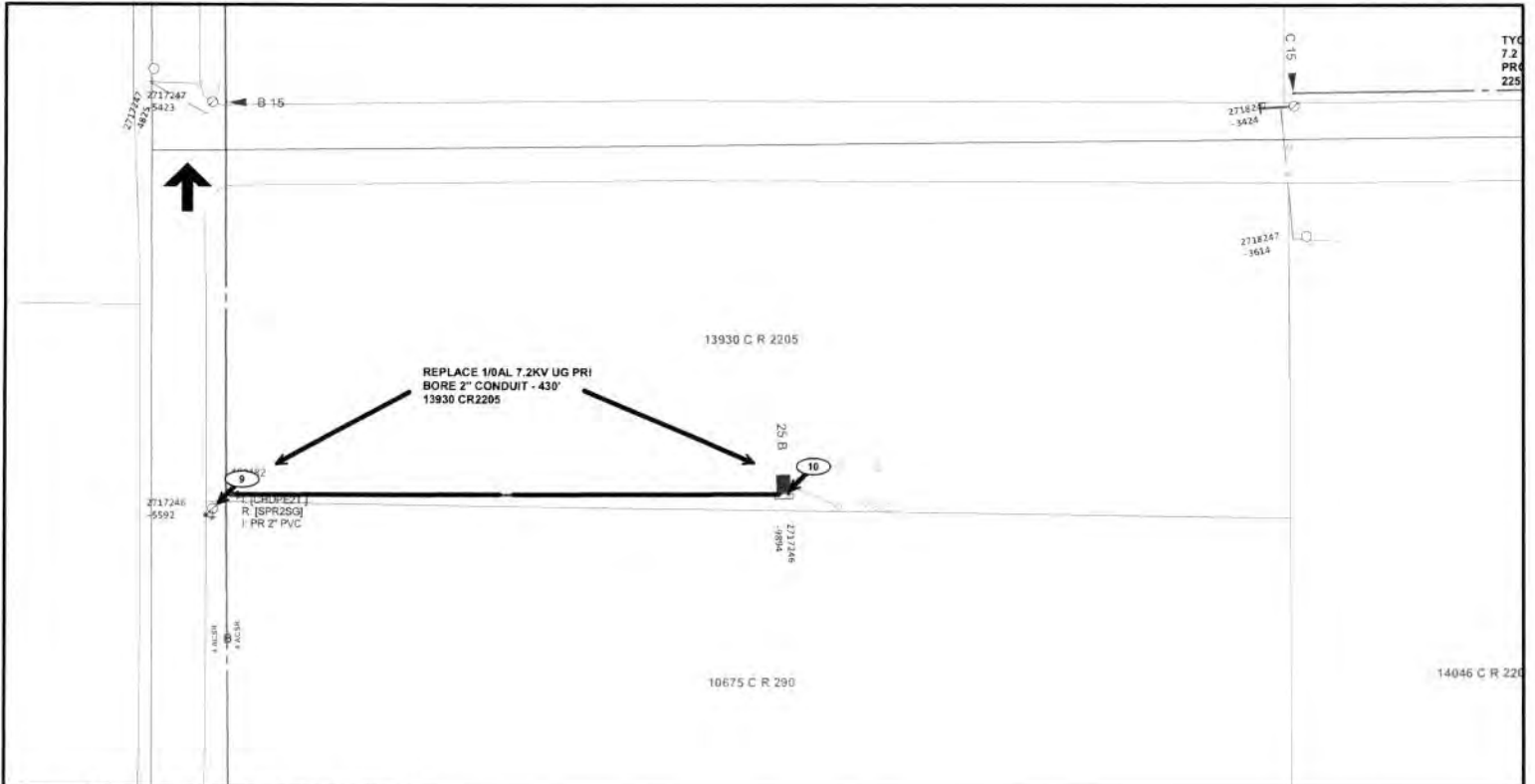
**20. Final Inspection: All permits must have a final inspection once work is complete. Please call (903)590-4801 to schedule a final inspection.**

Indemnification: By accepting this permit, the Applicant shall assume all risks and hazards incidental to its use of County right-of-way under this permit and hold harmless the County of SMITH, its officers, employees and agents from any claim arising out of applicants' performance under this permit.

Applicants Signature: Leemeko Stewart Date: 02/27/2026

Approved:   
Smith County Road Administrator/Engineer





**ELECTRIC CONSTRUCTION PRINT**

WO Number: **31225501-01** Date: **2025/02/01** Description: **SRP 2026 URD TYL UGCP TYOMN1409**

Sheet: **3** of Scale: **1"=25'** Customer:

Job Status: **Design** Svc Ctr / Office: **TYL/** Address: **11009 County Rd 2249 TYLER**

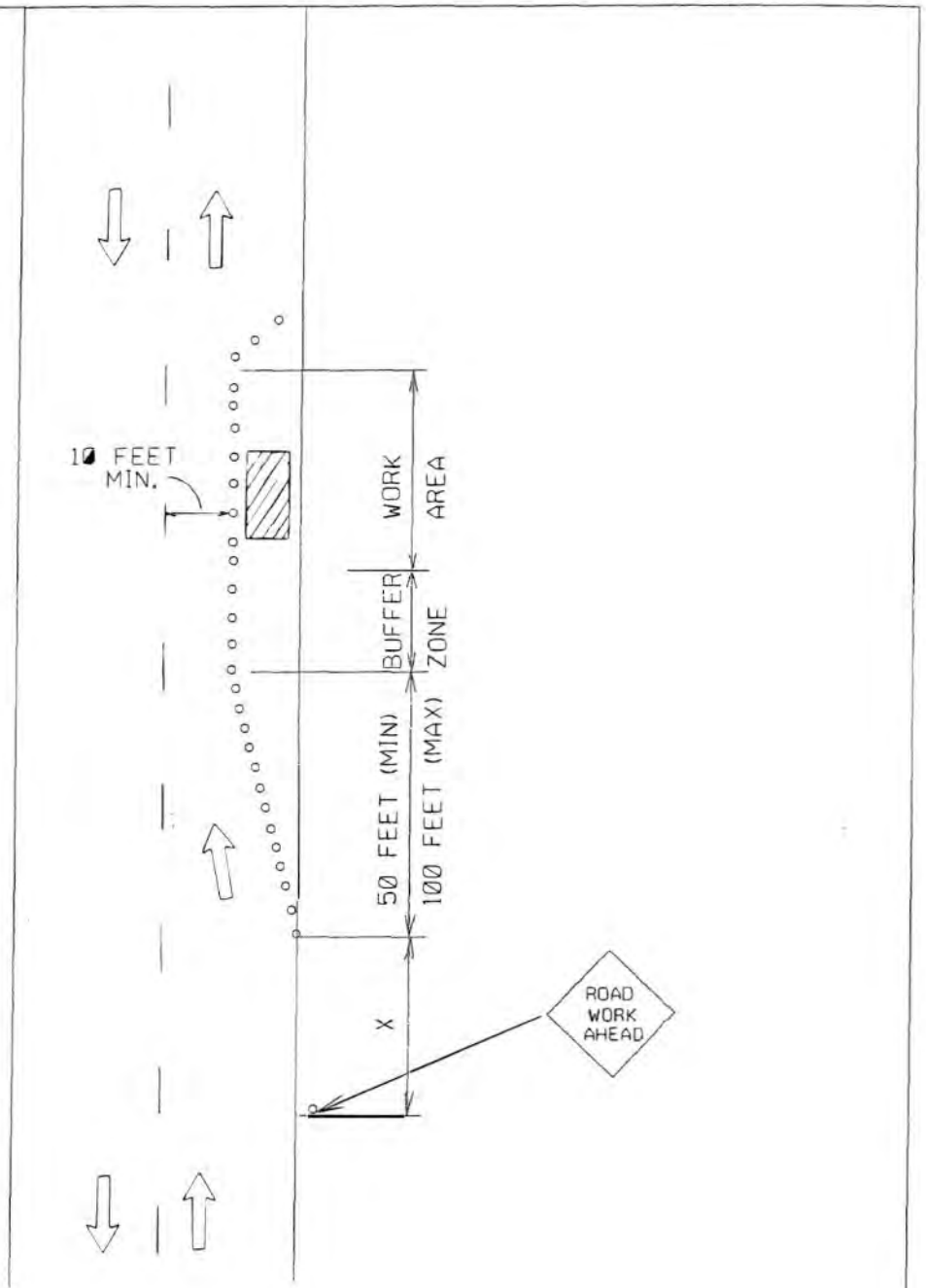
Designer: **ESPINOZA, JESSICA/UB47** Location:

Project Mgr: /

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PLAN "220 B"

DATE: 5/31/2001



This plan is submitted for TCP. I certify this plan will be used for the following location(s):

\_\_\_\_\_ and that all channelizing devices will conform to "General Notes" as shown on the back.

Signature: \_\_\_\_\_

Date \_\_\_\_\_



**Southwire**

TYPICAL TWO WAY STREET - SPEED LIMIT 30 MPH OR LESS  
SHORT TERM STATIONARY - 12 HRS OR LESS - DAYTIME ONLY

Note:

See reverse side for General Notes and Device Spacing

PLAN "220 B"

### "GENERAL NOTES"

1. All channelizing devices shall be in accordance with the current edition of the Texas Manual on Uniform Traffic Control Devices.
2. All Traffic Control Devices shall have working visible warning lights as required in accordance with the current edition of TMUTCD.
3. For **Temporary Situations**, when it is not feasible to remove and restore pavement markings, channelization must be made dominant by using a very close device spacing. This is especially important in locations of conflicting information, such as where traffic is directed over a double yellow centerline. In such locations, channelizing device spacing of **10 feet** is required.
4. For **Long Term Stationary** work, all conflicting pavement markings must be removed and centerline striping provided where two way traffic is in adjacent lanes.
5. Contractor shall provide sidewalk closure, crosswalk closure and/or walkway bypass wherever pedestrian movements are affected by construction activities. All sidewalks and crosswalks shall be accessible when contractor is not working unless otherwise approved by the City Traffic Engineer.
6. The use of trailer mounted **ARROW DISPLAYS** may be required on all lane closures. The contractor shall provide one (1) stand-by unit in good working condition at the job site, ready for use, if his operation requires 24-hour a day closure set-ups and if required.
7. City Traffic Engineer and/or Inspectors may require additional traffic control devices.

#### TYPICAL TRANSITION LENGTHS AND SUGGESTED MAXIMUM SPACING OF DEVICES

Posted Speed MPH	Formula*	Minimum Desirable Taper Lengths (L) Feet			Suggested Maximum Device Spacing		Suggested Sign Spacing (Feet) "X" Dimension
		10' Lane Offset	11' Lane Offset	12' Lane Offset	On a Taper (Feet)	On a Tangent (Feet)	
30	$L = \frac{WS^2}{60}$	150	165	180	30	60-75	120
35		205	225	245	35	70-90	160
40		265	295	320	40	80-100	240
45	L=WS	450	495	540	45	90-110	320
50		500	550	600	50	100-125	400

\*L= Taper length in feet      W= Width of offset in feet      S= Posted speed

Note: Buffer Zone will be **25 feet** (maximum).

LEGEND	
	Channelizing devices
	Trailer mounted arrow display
	Flagger
	Barricade

**14**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b>	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b> Weekly	<b>Department:</b> Auditor
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Weekly Bill Pay	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input type="radio"/> Recurring Business <input checked="" type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Consider and take necessary action to approve and/or ratify payment of accounts, bills, payroll, transfer of funds, amendments, and health claims.	
<b>Background:</b>	
<b>Financial and Operational Impact:</b>	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

Note: This is the only form required for agenda requests, with the exception of backup materials or attachments. This form should be completed and emailed to [Agenda@smith-county.com](mailto:Agenda@smith-county.com) and include any necessary attachments. **Deadline is Tuesday at 5:00pm a week before the next scheduled Commissioners Court meeting. Please make sure the requested agenda item has been proactively vetted with the appropriate reviewing individuals and obtained their signature as reviewed.** Regular Court Meetings are at 9:30am on Tuesdays each week.

**SUBMIT**

Office Use Only  
Agenda Item # \_\_\_\_\_

**15**

# SMITH COUNTY COMMISSIONERS COURT AGENDA ITEM REQUEST FORM

<b>Submission Date:</b>	<b>Submitted by:</b> Jennafer Bell
<b>Meeting Date:</b>	<b>Department:</b> Sheriff Office
<b>Item Requested is:</b> <input type="checkbox"/> For Action/Consideration <input checked="" type="checkbox"/> For Discussion/Report	
<b>Title:</b> Smith County Jail Update	
<b>Agenda Category:</b> <input type="radio"/> Briefing Session <input checked="" type="radio"/> Recurring Business <input type="radio"/> Court Orders <input type="radio"/> Resolution <input type="radio"/> Presentation <input type="radio"/> Executive Session	
<b>Agenda Wording:</b> Receive report on status of Smith County jail operations, inmate population, employee overtime, and employee vacancies.	
<b>Background:</b> See attached.	
<b>Financial and Operational Impact:</b> NA	
<b>Attachments:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Is a Budget Amendment Necessary?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Does Document Require Signature?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Return Signed Documents to the following:</b>	
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>
<b>Name:</b>	<b>Email:</b>

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