



# **Automobile Burglary & Theft Prevention Authority**

## **Board Meeting Austin, Texas**

*January 18, 2017*



**AUTOMOBILE BURGLARY AND THEFT PREVENTION AUTHORITY**  
**OCTOBER 12, 2016 9:00 AM**  
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**AGENDA  
BOARD MEETING  
AUTOMOBILE BURGLARY AND THEFT PREVENTION AUTHORITY  
4000 JACKSON AVE., BUILDING 1, LONE STAR ROOM  
AUSTIN, TEXAS 78731  
WEDNESDAY, JANUARY 18, 2017  
9:00 A.M.**

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All agenda items are subject to possible discussion, questions, consideration, and action by the Board of the Automobile Burglary and Theft Prevention Authority (Board). Agenda item numbers are assigned for ease of reference only and do not necessarily reflect the order of their consideration by the Board. The Board reserves the right to discuss any items in executive session where authorized by the Open Meetings Act.

- Pg 4 **1. CALL TO ORDER**
- Pg 5 **A. Roll Call and Establishment of Quorum**
- Pg 7 **B. Approval of Transcripts from October 12, 2016, Board Meeting as Minutes**
- C. Public Comment**
- D. Comments from Chairman and Board Members  
Commendations and Congratulations**

**BRIEFINGS AND ACTION ITEMS - Bryan Wilson (including designated staff)**

- 2. Discuss and Authorize Staff to Issue FY18-19 Request for Applications**
- Pg 12 **A. Issues for Current and Future Funding Cycles**
- Pg 14 **1. Continued, Modified and New Grant Categories**
- Pg 16 **2. Biennial Application Process**
- Pg 18 **3. Total Program Budget**
- B. Priorities for New and Modified Grant Requests**
- 1. Cooperative Priority**
- 2. Crime Analyst and Trend Analysis**
- 3. Programs to combat pattern, organized and economic crime**
- 4. Funding Co-location facilities for deployment and resource management**
- 5. Prosecutorial elements**
- Pg 20 **C. Process Modifications**
- 1. Quarterly submission of monthly progress reports**
- 2. Reassessment of scoring methods based on new Continued, Modified and New Grant Categories**
- Pg 22 **3. Authorization to enter into agreement with Texas A&M University to configure and deploy grant management and tracking system**
- 4. Discussion about 85<sup>th</sup> Legislative Session**
- Pg 26 **A. Adopt Clean-up of ABTPA Legislation**
- 1. Add burglary to certain sections**
- 2. Add certain Motor Vehicle Crimes under Transportation Code, Chapter 1001**
- 3. Remove DISCOS report obligations**
- Pg 31 **B. Report on Legislative Appropriation Request FY18-19**

- Pg 34 C. Report on HB 652 - Dedicated Account Bill  
Pg 37 D. Report on FY18/19 Biennial Plan of Operation
- Pg 41 **5. Discussion and Possible Action about Coordinating With the Insurance Council of Texas for Education Marketing**
- Pg 50 **6. Motor Vehicle Theft Investigator Training Update, Including Authorization of Travel And Support Funds**
- Pg 53 **7. Report and Update on ABTPA Operational Guide**
- Pg 57 **8. Committee Appointments**
- Pg 60 **REPORTS** - Bryan Wilson (including designated Staff)  
**9. Insurance Collection Update for Auto Theft Fee**
- 10. Director's Report**  
Report on ABTPA-related activities identified by the Director as noteworthy, which may include reports on:
- Pg 63 A. Budget  
Pg 65 B. Grant Activities and Analysis  
Pg 67 C. Grant Adjustments  
Pg 69 D. Educational Programs and Marketing  
Pg 71 E. Agency Operations  
Pg 74 F. Personnel Updates  
G. Monitoring
- 11. EXECUTIVE SESSION**  
**The Board may enter into closed session under one or more of the following provisions of the Texas Open Meetings Act, Government Code, Chapter 551:**
- A. Section 551.071** - Consultation with and advice from legal counsel regarding:
- pending or contemplated litigation, a settlement offer;
  - a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Government Code, Chapter 551; or
  - any item on this agenda.
- B. Section 551.074** - Personnel matters. Discussion relating to the appointment, employment, evaluation, reassignment, duties, discipline, and dismissal of personnel.
- C. Section 551.076** - Security devices or security audits:
- the deployment, or specific occasions for implementation, of security personnel or devices; or
  - a security audit.
- 12. ACTION ITEMS FROM EXECUTIVE SESSION**
- 13. ADJOURNMENT**

The Board will allow an open comment period to receive public comment on any agenda item or other matter that is under the jurisdiction of the Board. No action will be taken on matters that are not part of the agenda for the meeting. For subjects that are not otherwise part of the agenda for the meeting, Board members may respond in accordance with Government Code, Section 551.042 and consider the feasibility of placing the matter on the agenda for a future meeting.

Agenda items may be presented by the named presenters or other staff.

Pursuant to Sections 30.06 and 30.07, Penal Code (trespass by license holder with a concealed or openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun or a handgun that is carried openly.

Any individual with a disability who plans to attend this meeting and requires auxiliary aids or services should notify the department as far in advance as possible, but no less than two days in advance, so that appropriate arrangements can be made. Contact the Automobile Burglary and Theft Prevention Authority by telephone at (512) 465-4011.

I certify that I have reviewed this document and that it conforms to all applicable Texas Register filing requirements.

CERTIFYING OFFICIAL: David Richards, General Counsel, (512) 465-5665.



**Board Agenda Item**  
**Section 1. Call to Order Part A. Roll Call**

**NOTES:**

	Chief Carlos Garcia, Board Chairman Law Enforcement Representative – Port of Brownsville Police Department
	Major Wynn Reynolds – Designee, Ex Officio Member Law Enforcement Representative – Texas Department of Public Safety
	Mr. Tommy Hansen – Board Member Law Enforcement Representative – Galveston County Sheriff’s Office
	Ms. Ashley Hunter – Board Member Insurance Representative – HM Risk Group
	Mr. Ken Ross – Board Member Insurance Representative – State Farm Insurance
	Ms. Linda Kinney – Board Member Consumer Representative – Hays County
	Mr. Armin Mizani – Board Member Consumer Representative – Mizani Law Firm



## **Board Agenda Item**

### **Section 1. Call to Order Part B. Approval of Transcript as Minutes**

#### **NOTES:**

ABTPA staff emailed the October 12, 2016 Board Meeting Transcript to all Board Members on December 30, 2016 for review.



**Board Agenda Item**  
**Section 1. Call to Order Part D. Commendations and**  
**Congratulations**

**Automobile Burglary and Theft Prevention Authority**

January 18, 2017

**Congratulations**

The ABTPA Board and staff would like to congratulate the following task force staff on their retirement. Thank you for your dedication, hard work and contributions you made to the Taskforces.

**Dallas County**  
**North Texas Auto Theft Task Force**

**Captain David Mitchell**  
**1987-2017**

**City of Houston**  
**Houston Auto Crimes Task Force**

**Sr. Police Officer James Woods**  
**1984-2016**

**City of El Paso**  
**Auto Theft Task Force**

**Officer Ernesto "Ernie" Arredondo**  
**1989-2016**

Officer Arredondo #1300, joined the El Paso Police Department in February of 1989. He started his law enforcement career with the El Paso Police Department, after the completion of the police academy, at the old N.E.S.S. (Northeast Sub-station), currently known as the Northeast Regional Command Center (NERCC) in June of 1989. For his first five years of service, he served as a patrol officer and subsequently as member of the NE Tactical Unit. He quickly heard his calling and made the transformation to an Auto Theft Task Force Investigator in November 1994, where he has been serving with honor ever since.

Officer Arredondo has held many positions within the unit and has a wealth of knowledge associated with auto theft investigations. Officer Arredondo has held the position of Officer-in-Charge (OIC) in the absence of his supervisors, as he is very knowledgeable in departmental policy & procedures, Texas Law, and day-to-day operations. He has also served as a member of the taskforce field team, as an instructor, a public awareness officer, a mentor, trainer, and a friend to many of his colleagues over the past 22 years of service with the taskforce. Officer Arredondo is a great asset to the unit, to the department, and he will be greatly missed.

On behalf of previous and current members of the taskforce, ABTPA and the Board we would like to congratulate Officer Ernie Arredondo on his major accomplishment and wish him well on his future endeavors.

Joined the EPPD Academy: FEB 1989-JUNE 1989

Assigned to N.E.S.S.: JUNE 1989-NOV 1994

EPPD Auto Theft Task Force: NOV 1994-DEC 2016 (22 years of Dedicated Service to the ATTF)

**Harris County**  
**Harris County Sheriff's Office Auto Theft Unit**

**Sergeant Shane McCoy**  
**1987-2016**

Investigative Sergeant Shane McCoy retired from the Harris County Sheriff's Office Auto Theft Unit / BMV Detail on November 30, 2016, after 29 years of service with the agency.

During his tenure, he served in numerous divisions including the Criminal Warrants Unit, the Special Thefts Unit, the Robbery Unit, the Home Invasion Detail and the Adult Sex Crimes Unit.

Due to Sergeant McCoy's background and experience, he was selected to represent our agency as a member of the FBI Violent Crime Fugitive Joint Task Force and the FBI Violent Crime Bank Robbery Task Force.

He authored two grants that allowed deputies to work in warrant divisions that previously only allowed the rank of detective or above.

Sergeant McCoy received many awards and accolades during his career. He was honored as "Officer of the Year" by the 100 Club of Houston in 1993 for arresting two capital murder defendants, thirty aggravated robbery defendants and 25 sex offenders. He also recovered \$362,000 from a wanted fugitive which was at the time the largest amount ever seized by a HCSO Non-Narcotic Unit.

He instructed many law enforcement courses for the HCSO Academy, the Montgomery County Sheriff's Office, San Jacinto College - Criminal Justice Department, Rice University Police Department Academy, the Texas Women in Law Enforcement Conference and the Texas Gulf Coast Crime Prevention Association.

Sergeant McCoy joined the Auto Theft Unit in 2009 and later transferred to the BMV Unit. During his time in both these units, he conducted detail investigations and used innovative techniques to charge and arrest criminals for auto related crimes.

Following his retirement, he accepted a position as a Captain with Harris County Precinct Three Constables Office, Patrol Division.

Sergeant McCoy's knowledge, experience and dedication to our unit, as well as the Harris County Sheriff's Office, is unsurpassed and will truly be missed.

## Automobile Burglary and Theft Prevention Authority

January 18, 2017

### Comments

**Copy of the email former board member Jerry Wright sent to Bryan Wilson.**

**From:** jerry wright [<mailto:righttoo@att.net>]  
**Sent:** Monday, October 24, 2016 12:09 PM  
**To:** Wilson, Bryan <[Bryan.Wilson@txdmv.gov](mailto:Bryan.Wilson@txdmv.gov)>  
**Subject:** Thank you, ABTPA

Hello, Bryan.

Just wanted to let you know that I received the beautiful plaque from ABTPA. Thank you so much for the special recognition.

Please convey my heartfelt thanks to the board, staff and the ABTPA task force members. It was truly an honor and pleasure to be able to serve the State of Texas, represent the City of El Paso, and work with such distinguished folks, through ABTPA.

Bryan, it was a pleasure working with you. I wish you continued success and know that ABTPA will always hold a special place in my heart.

Best personal regards,  
Jerry Wright

"Cherish yesterday, dream tomorrow, live today."



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part A.** Issues for Current and Future Funding Cycles

1. Continued, Modified and New Grant Categories
2. Biennial Application Process
3. Total Program Budget



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part A.** Issues for Current and Future Funding Cycles

1. Continued, Modified and New Grant Categories

# Automobile Burglary and Theft Prevention Authority

January 18, 2017

## Issues for Current and Future Funding Cycles

### Texas Administrative Code 43 RULE §57.14 Approval of Grant Projects

(a) The ABTPA board will approve funding for projects on an annual basis, subject to continuation of funding through state appropriations and availability of funds.

(b) To be eligible for consideration for funding, a project must be designed to support one of the following ABTPA **program categories**:

- (1) Law Enforcement, Detection and Apprehension;
- (2) Prosecution, Adjudication and Conviction;
- (3) Prevention, Anti-Theft Devices and Automobile Registration;
- (4) Reduction of the Sale of Stolen Vehicles or Parts; and
- (5) Educational Programs and Marketing.

(c) Grant award decisions by the ABTPA are final and not subject to judicial review.

## 1. Continued, Modified and New Grant Funding Categories

**Consider adopting grant application processes for FY18 RFA that allow for funding consideration in three FUNDING categories or APPLICATION categories:**

**Continued Grant Category** – Only available to agencies that have an FY17 grant. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application. The application must be submitted for substantially the same program as the previous year. In this case, that would be FY2017. The requested funds, match funds, and in-kind match must be within 5% of the previous year. The number of staff positions must be within 5% of the total positions.

**Modified Grant Category** – Only available to agencies that have an FY17 grant. The grantee will only enter the portion where a change is made of greater than 5% between the continued grant application and the FY2017 budget. Increases or decreases in personnel, fringe, travel, supplies, contract, equipment or changes in number of personnel, match percent or amount would be included in this category. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application.

**New Grant Category** – Available to entities that are not currently operating under an FY17 grant (as the primary recipient of an FY17 grant). The applicant may be a participant in an FY17 grant (as a sub-grantee or a member of a regional auto theft task force) but may wish to submit an application as the primary grant recipient under their own agency. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application.

### Rationale:

- 1) Recognizes the need to maintain hardened resources available under current funded programs (Hardened Resources=highly trained motor vehicle theft investigators, vehicles and other technology);
- 2) ABTPA Grant Award process will have a three part consideration based on Legislative Appropriation (status quo, expansion within hardened resource jurisdictions, and expansion to new areas);
- 3) Still allows ABTPA to look at performance and impact of current grantees with an eye on improvement and adjustment of resources;
- 4) Promotes better cooperation and dedication to mission rather than focus on the grant application process.



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part A.** Issues for Current and Future Funding Cycles

#### **2. Biennial Application Process**

# Automobile Burglary and Theft Prevention Authority

January 18, 2017

## Issues for Current and Future Funding Cycles

### Texas Administrative Code 43 RULE §57.14 Approval of Grant Projects

(a) The ABTPA board **will approve funding for projects on an annual basis**, subject to continuation of funding through state appropriations and availability of funds.

## 2. Biennial Application Process

**Consider adopting grant application processes for FY18-19 RFA that allow for a single application to be used for the biennium.**

The ABTPA Board would still continue to award on any annual basis. Staff would review grant budgets between appropriation years and provide to the ABTPA board for board action a funding schedule that would include continued grants with no changes, grants with grantee requested changes, or modified grant amounts in the interest of ABTPA.

Grantees would not be entitled to automatically carry forward large equipment purchases or start-up costs into second year of the biennium. If a new program was funded with new vehicles, equipment, office equipment, etc., the second year of the biennium would not include the startup items. Grant adjustments and updates will be allowed to facilitate changes that occur during the funding cycle.

### Rationale:

- 1) **Reduces transactions costs for local agencies by reducing paperwork (let law enforcement conduct investigations instead of reapplying for grants);**
- 2) **Provides reduced transaction costs and complexity for financial officers;**
- 3) **Reduces review time for ABTPA staff and Board;**
- 4) **Allows reasonable expectation for continued funding on a two year cycle subject to availability of state funds.**



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part A.** Issues for Current and Future Funding Cycles

**3.** Total Program Budget

**Automobile Burglary and Theft Prevention Authority**

January 18, 2017

**Issues for Current and Future Funding Cycles**

**3. Total Program Budget**

**Consider adopting a grant application and administration process for FY18 -19 RFA that requires applications to provide a total program cost budgeting for implementing the program and reimbursement based on the percent of match agreed upon in the award.**

Budgets in the grant application(s) will be developed based on the total program costs to operate the program. The current method of parsing individual costs to use as match or ABTPA reimbursement is inconsistent with the accounting methods used by cities and counties. Therefore jurisdictions are required to establish and maintain accounting systems (usually Excel spreadsheets) that do not always agree with the financial records of that jurisdiction. A total program cost budget will be developed in the application. The jurisdiction will determine in the application the amount of cash match to be provided. If the award is accepted the jurisdiction will provide the amount spent each quarter. The percent of reimbursement is made on the total amount spent.

**EXAMPLE:**

Proposed Method – Consistent with local agency records					Current Method – not usually consistent with local agency records			
	Total	ABTPA	PD/SO	Percent Split	ABTPA	PD/SO	Total	
Personnel	\$10,000	\$8,000	\$2,000	80/20	\$10,000		\$10,000	
Fringe	\$5,000	\$4,000	\$1,000	80/20	\$2,200	\$2,800	\$5,000	
Travel	\$1,000	\$800	\$200	80/20	\$200	\$800	\$1,000	
Equipment	\$5,000	\$4,000	\$1,000	80/20	\$5,000		\$5,000	
Supplies	\$3,000	\$2,400	\$600	80/20	\$1,600	\$1,400	\$3,000	
Contract	\$1,000	\$800	\$200	80/20	\$1,000		\$1,000	
<b>Total</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$5,000</b>		<b>\$20,000</b>	<b>\$5,000</b>	<b>\$25,000</b>	<b>80/20</b>

Exceptions provided by ABTPA Board for National Insurance Crime Bureau and Texas Department of Public Safety agents to be counted as **cash match** subject to grant rules of Time Certification and grantee monitoring of sub-grantees will continue.

Use of program income will continue under this system as authorized by annual application or director during grant year with adjustment.

**Rationale:**

- 1) Reduces transactions costs for grantees by reducing paperwork required to track various partitions in the grant budget;**
- 2) Can be supported by automation on the local and ABTPA sides;**
- 3) Provides reduced complexity for financial officers;**
- 4) Reduces review time for ABTPA staff.**



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part B.** Priorities for New and Modified Grant Requests

1. Cooperative Priority
2. Crime Analyst and Trend Analysis
3. Programs to combat pattern, organized and economic crime
4. Funding Co-location facilities for deployment and resource management
5. Prosecutorial elements

# Automobile Burglary and Theft Prevention Authority

January 18, 2017

## Priorities for New and Modified Grant Requests

The **Strategic Planning Results Outline** Adopted by the ABTPA Board in May 2016 and the **FY2018-2019 Plan of Operation** submitted to the Texas Legislature committed the ABTPA to certain principles tied to additional funding Legislative Appropriation Request for funding.

**Consider adopting new and modified grant application priorities that will be used to prioritize applications during the grant scoring and award process and will align with the Strategic Planning Results Outline Adopted by the ABTPA Board in May 2016 and the FY2018-2019 Plan of Operation submitted to the Texas Legislature on December 1, 2016.**

Cooperative Priority – Applications for grant programs that place an emphasis on filling in the law enforcement coverage gap (area and personnel) and to increase cooperation between multiple jurisdictions. This will also include grant programs that expand existing multi-jurisdictional agreements to include additional jurisdictions.

Crime Analysts and Trend Analysis – Prioritize applications that introduce, increase, or expand the use of crime analysts or significant crime trend analysis. The crime analysts will use data analysis and other methods to support the interdiction of criminals and to disrupt criminal economic enterprises. These positions will also monitor and track the confluence of motor vehicle crime with other major crimes such as organized crime, human trafficking, and drug distribution.

Programs to combat pattern, organized and economic crime - Prioritize applications that introduce, increase, or expand efforts to combat pattern, organized and economic crime. A crime pattern is a group of two or more crimes that possess similar characteristics such as lack of connection between victim and offenders. Organized crime includes efforts by criminals to conspire to commit burglary of a motor vehicle and motor vehicle theft. Grant applications that include specific initiatives to target pattern, organized and economic crime will receive prioritization.

Funding Co-location – Prioritize programs that demonstrate and provide specialized operations to improve collaboration and use of resources (such as collection of intelligence and data for use in auto theft units). Co-location is not limited to a physical space. It can also include the collaborative management of resources such as personnel, surveillance equipment and bait vehicles. Establishing a shared physical space between Task Forces or between jurisdictions can be an effective way to increase collaboration and leverage resources, including experience and specialized expertise. Effective use of co-location does not necessarily require being in the same location or facility full-time.

Prosecutorial elements – Grant Applications that include Specialized Motor Vehicle Crime Prosecutors to focus specifically on motor vehicle burglary and theft (including organized motor vehicle crime) may receive prioritization in considering grant awards. Specialized prosecutors could also be available to assist in pursuing convictions related to other motor vehicle crime and could develop and deliver training for other prosecutors around the state.

### **Rationale:**

- **Promote the use of funds consistent with statutory requirements;**
- **Align grant funding requirements with strategic plan;**
- **Increase the effectiveness of determining and expanding funding to programs that meet state objectives.**



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 2.** Discuss and Authorize Staff to Issue FY18-19 Request for Applications **Part C.** Process Modifications

1. Quarterly submission of monthly progress reports
2. Reassessment of scoring methods based on new Continued, Modified and New Grant Categories

## **Automobile Burglary and Theft Prevention Authority**

January 18, 2017

### **Process Modifications**

**Consider adopting an administration process for FY18 -19 RFA that requires applications to submit monthly progress reports once every quarter.**

**Monthly Progress Reports** – Grant Recipients will continue to complete monthly progress reports and maintain records to demonstrate the work that is being conducted in the state’s interests. However, ABTPA staff will review progress report submissions on a quarterly basis, consistent with other federal and state grant programs. Grant Recipients are always encouraged to share important news and other major developments on a timely basis but restructuring the requirements to review and certify progress reports will allow ABTPA staff to use limited time more efficiently. Finally, the monthly ABTPA Webinar and Border Intel Webinar will continue to serve as a regular venue for grant recipients to share important information with ABTPA staff as well as other Task Forces around the state.

**Consider authorizing staff to produce a recommended grant scoring method that reflects the continued, modified and new grant application categories.**

**Scoring Method** – The scoring method established in the “Redesign” report of 2014 will need to be modified in order to allow for the new and modified grant categories to be assigned a value that is reflective of the statutory process. The current score system for continued grant applications assigns 90 percent of the grant award amount on the amount requested, regardless of the number of incidents if motor vehicle burglary or theft.

**Rationale:**

**Promote the use of funds consistent with statutory requirements, available appropriations and strategic planning results.**



**Board Agenda Item  
Briefings and Action Items**

**Section 3.** Authorization to enter into agreement with Texas A&M University to configure and deploy grant management and tracking system

# Automobile Burglary and Theft Prevention Authority

January 18, 2017

## Agreement with Texas A&M University for Grant Management and Tracking System

- Authorize the ABTPA Director to spend up to \$60,000 in FY2017 to configure, develop, and implement a Grant Management and Tracking System with Texas A&M University.
- Authorize TxDMV to enter to an agreement with multiple renewal options under Texas Government Code, Chapter 771, Interagency Cooperation Act on behalf of ABTPA with Texas A&M University for a Grant Management and Tracking System.

### Draft Cost Structure

PPRI will develop and deploy the system according to the following cost reimbursement schedule:

Year 1 (Partial Year) – \$60,000

Year 2 – \$35,000

Year 3 and on-going \$25,000

### Draft Project Description

The objective of this Statement of Work (SOW) is to secure an existing grant management Software as a Service (SaaS) web application and deliverable based services for the Texas Department of Motor Vehicles (TxDMV), Automobile Burglary and Theft Prevention Authority (ABTPA) Division (referred to as TxDMV, ABTPA hereafter) through an intergovernmental agreement under Texas Government Code, Chapter 771. Interagency Cooperation Act. The agreement is intended to support provision of necessary and authorized services and resources by TxDMV, ABTPA. These services will include PPRI developing screens and interface systems to see grant application availability; to register a grant applicant agency; allow for and provide screens and interface for application completion and application submission; provide interface for scoring and tabulating grants reviews; interface and screens to issue, record and track grant award and acceptance; provide interface for input, tracking and reporting of progress report submission; expenditure report submission; allow for payment tracking and reporting; provide screens and interface for site visit and monitoring tracking and reporting; provide compilation or screens to establish grant close-out, and allow for report (summary and detail) generation modules and business intelligence dashboards.

### Draft Functionality

- |  |   |
|--|---|
| 1. Web Based Portal  | 12. Program Income and Other Revenue/Expense Tracker  |
| 2. Basic Application and Goals/ Strategies/ Activities         | 13. Compliance Section  |
| 3. Application Submittal Signature Box                         | 14. Grant Close Out Section   |
| 4. Application Scoring and Comment                             | 15. Grantee specific Inventory Report” and “Equipment Disposition” Requests                           |
| 5. Application Negotiation and Modification                    | 16. Call log notes feature  |
| 6. Grant Approval and Acceptance                               | 17. Public Access Website   |
| 7. Grant Adjustments Requests and Approval                     | 18. Training  |
| 8. Upload Capabilities   | 19. Administrative Manual   |
| 9. Reports from Grantees                                       | 20. Maintenance and ever greening   |
| 10. ABTPA Reports, Dashboard and Business Intelligence Section | 21. On-going Maintenance and support, software, mainframe (includes help desk for grantees and staff) |
| 11. Expenditure Report   | 22. Cost estimate for cloud based hosting services  |

**Draft Deliverables and Schedule**

	<b>Description</b>	<b>Deliverable</b>	<b>Amount</b>	<b>Estimated Delivery Dates</b>
1	Setup development and production environments including DNS, database, firewall port opening for production	Website viewable outside firewall	\$3,000	February 17, 2017
2	Create basic structure of website, roles, and user administration, login pages, and user id and password recovery	On-line functionality to login, create/edit users and recover username or password	\$3,000	February 17, 2017
3	Create grantee records, initial home page for grantee and ability to change key positions for grantee	Ability to view grantee homepage	\$3,000	March 1, 2017
4	Create Contact Database functionality for recording contacts	Ability to add and edit contact records	\$5,000	April 1, 2017
5	Create online application for grants. Capability to complete application and to upload supporting documents for viewing	Ability to apply for grants	\$14,000	March 1, 2017
6	Create status report for grant application	Ability to view status report	\$2,000	April 1, 2017
7	Create application scoring and comment pages for grant review	Ability to review grant and add scores and notes	\$11,000	May 1, 2017
8	Update application pages to allow for Application Negotiation and Modification	Ability to certify completeness of grant application and to edit grant numbers, grant awards, indicate acceptance of grants	\$9,000	June 1, 2017
9	Create online monthly progress reporting for grantees to replace Excel version	Ability to report monthly progress report numbers	\$10,000	September 1, 2017
	Includes basic on-going support, bug resolutions and maintenance		-	
	<b>FY2017 Total</b>		\$60,000	
<hr/>				
1	Create pages for on-line entry of expenditure report data to replace Excel version	Ability to report expenditure data by grantees	\$8,500	October 1, 2017
2	Create status report and summary reports for progress and expenditure reports	Ability to view on-line the status of progress and expenditure reports	\$3,000	November 1, 2017
3	Create pages for entry and updating of inventory information to replace spreadsheet	Ability to add and edit inventory	\$5,500	October 1, 2017
4	Create on-line reports for inventory reporting	Ability to review inventory report	\$2,000	October 15, 2017

5	Create an on-line Grant Adjustments and Request for Approval page	Ability to request grant adjustments and request for approval	\$8,000	October 15, 2017
6	Compliance Section with ability to record on-site visits and audits. Ability to upload and store documents related to the audits	Ability to add site-visits and audits an upload related documents	\$8,000	December 15, 2017
	Includes basic on-going support, bug resolutions and maintenance			
	<b>FY2018 Total</b>		\$35,000	
	Total FY2017 and FY2018		\$95,000	
	Estimated Cost of On-going Support FY2019 Includes basic on-going support, bug resolutions and maintenance		\$25,000	
	Estimated Cost of On-going Support FY2020 Includes basic on-going support, bug resolutions and maintenance		\$25,000	
	<b>Additional Considerations:</b>			
	Enhancements			By Written Agreement
	Research on Motor Vehicle Burglary and Theft Trends, Impacts or Initiatives			By Written Agreement



### **Board Agenda Item**

#### **Section 4. Discussion about 85<sup>th</sup> Legislative Session Part A. Adopt Clean-Up of ABTPA Legislation**

- 1. Add burglary to certain sections**
- 2. Add certain Motor Vehicle Crimes under Transportation Code, Chapter 1001**
- 3. Remove DISCOS report obligations**

**Automobile Burglary and Theft Prevention Authority**  
January 18, 2017

**Discussion about 85<sup>th</sup> Legislative Session**

- **Consider authorization to pursue legislation to add burglary to existing statutory sections; add criminal enforcement of the statutes listed in Section 1001.002(b) of the Transportation Code to ABTPA use of funds; and remove TxDOT related reporting requirement.**

**Proposed Clean-up of ABTPA Legislation**

**Info:** Allow ABTPA grantees to use grant money for criminal enforcement of TxDMV statutes. Removes ABTPA grants from TxDOT DISCOS reporting requirement since ABTPA is no longer a part of TxDOT.

**4.A.1 & 2 LANGUAGE:**

Article 4413(37), Revised Statutes, Sec. 6:

(j) The authority shall:

(1) develop and use standard performance measures for each category of grants provided by the authority in order to assess grantee success in achieving the purposes of this article; and

(2) ensure that grants are used to help increase:

(A) the recovery rate of stolen motor vehicles;

(B) the clearance rate of motor vehicle

burglaries and thefts; ~~and~~

(C) the number of persons arrested for motor vehicle burglary and theft; and

(D) the enforcement of statutes referenced in Sec. 8(a)(7).

(k) The authority shall allocate grant funds primarily based on the number of motor vehicles stolen in, ~~or~~ the motor vehicle burglary or theft rate across, or the need to reduce violations of statutes referenced in Sec. 8(a)(7) throughout the state rather than based on geographic distribution.

Sec. 7. PLAN OF OPERATION.

Text of subsection as amended by Acts 2007, 80th Leg., R.S., Ch. 308 (H.B. 1887), Sec. 8

~~[(b) The plan of operation must include:~~

~~(1) an assessment of the scope of the problems of automobile burglary or theft and economic automobile theft, including particular areas of the state where the problems are greatest;~~

~~(2) an analysis of various methods of combating the problems of automobile burglary or theft and economic automobile theft;~~

~~(3) a plan for providing financial support to combat automobile burglary or theft and economic automobile ; and~~

~~(4) an estimate of the funds required to implement the plan of operation.]~~

Text of subsection as amended by Acts 2007, 80th Leg., R.S., Ch. 927 (H.B. 3225), Sec. 2

(b) The plan of operation must include:

(1) an assessment of the scope of the problems of motor vehicle burglary and theft and economic motor vehicle theft, including particular areas of the state where the problems are greatest;

(2) an analysis of various methods of combating the problems of motor vehicle burglary and theft and economic motor vehicle theft;

(3) a plan for providing financial support to combat motor vehicle burglary and theft, ~~[and]~~ economic motor vehicle theft, and violations of the statutes referenced in Sec 8(a)(7); and

(4) an estimate of the funds required to implement the plan of operation.

#### Sec. 8. USE OF APPROPRIATED FUNDS.

Text of subsection as amended by Acts 2007, 80th Leg., R.S., Ch. 308 (H.B. 1887), Sec. 9

~~[(a) Money appropriated to the department for authority purposes shall be used by the authority to pay the department for administrative costs and to achieve the purposes of this article, including:~~

~~(1) establishing and funding the automobile registration program required by Section 9 of this article;~~

~~(2) providing financial support to law enforcement agencies for economic automobile theft enforcement teams;~~

~~(3) providing financial support to law enforcement agencies, local prosecutors, judicial agencies, and neighborhood, community, business, and nonprofit organizations for programs designed to reduce the incidence of economic automobile theft;~~

~~(4) conducting educational programs designed to inform automobile owners of methods of preventing automobile burglary or theft;~~

~~(5) providing equipment, for experimental purposes, to assist automobile owners in preventing automobile burglary or theft; and~~

~~(6) establishing a uniform program to prevent stolen motor vehicles from entering Mexico.]~~

Text of subsection as amended by Acts 2007, 80th Leg., R.S., Ch. 927 (H.B. 3225), Sec. 3

(a) Money appropriated to the department for authority purposes shall be used by the authority to pay the department for administrative costs and to achieve the purposes of this article, including:

- (1) establishing and funding the motor vehicle registration program required by Section 9 of this article;
- (2) providing financial support to law enforcement agencies for economic motor vehicle theft enforcement teams;
- (3) providing financial support to law enforcement agencies, local prosecutors, judicial agencies, and neighborhood, community, business, and nonprofit organizations for programs designed to reduce the incidence of economic motor vehicle theft;
- (4) conducting educational programs designed to inform motor vehicle owners of methods of preventing motor vehicle burglary and theft;
- (5) providing equipment, for experimental purposes, to assist motor vehicle owners in preventing motor vehicle burglary and theft; [~~and~~]
- (6) establishing a uniform program to prevent stolen motor vehicles from entering Mexico; and
- (7) providing financial support to law enforcement agencies, local prosecutors, and judicial agencies for the criminal enforcement of the statutes listed in Section 1001.002(b) of the Transportation Code.

**4.A.3** Transportation Code Sec. 201.805:

(a) The department shall annually publish in appropriate media and on the department's Internet website in a format that allows the information to be read into a commercially available electronic database a statistical comparison of department districts and the following information, calculated on a per capita basis considering the most recent census data and listed for each county and for the state for each fiscal year:

- (1) the number of square miles;
- (2) the number of vehicles registered;
- (3) the population;
- (4) daily vehicle miles;
- (5) the number of centerline miles and lane miles;
- (6) construction, maintenance, and contracted routine and preventive maintenance expenditures;
- (7) combined construction, maintenance, and contracted routine and preventive maintenance expenditures;
- (8) the number of district and division office construction and maintenance employees;
- (9) information regarding grant programs, including:

(A) ~~[Automobile Theft Prevention Authority grants;~~  
~~(B)]~~ Routine Airport Maintenance Program grants;  
(B) ~~[(C)]~~ Public Transportation Grant Program grants;  
and (C) ~~[(D)]~~ Medical Transportation Program grants;  
(D) ~~[(E)]~~ aviation grants or aviation capital improvement grants;  
    (10) approved State Infrastructure Bank loans;  
    (11) Texas Traffic Safety Program grants and expenditures;  
    (12) the dollar amount of any pass-through toll agreements;  
    (13) the percentage of highway construction projects completed on time;  
    (14) the percentage of highway construction projects that cost:  
        (A) more than the contract amount; and  
        (B) less than the contract amount; and  
    (15) a description of real property acquired by the department through the exercise of eminent domain, including the acreage of the property and the location of the property.



**Board Agenda Item**

**Section 4.** Discussion about 85<sup>th</sup> Legislative Session **Part B.**  
Report on Legislative Appropriation Request FY 18-19

## Legislative Appropriation Request and Exceptional Items Summary

Review of the pending submission by TxDMV on behalf of ABTPA Board. No action required.

Legislative Item	AY 2018	AY2019	Biennial Amount
Appropriation Year Legislative Request	\$14,323,029	\$14,323,029	\$28,646,058
<b>Exceptional Item Request Number 1 - Restore 4% Funding Reduction</b>			
Reinstatement of 4% Reduction	\$596,793	\$596,793	\$1,193,586
<b>Exceptional Item Request Number 2 - Additional ABTPA Funding</b>			
80 law enforcement investigators (estimated)	\$6,500,000	\$6,500,000	\$13,000,000
20 crime prevention/analyst/technologist (estimated)	\$1,270,000	\$1,270,000	\$2,540,000
20 VIN inspectors/administrative support (estimated)	\$880,000	\$880,000	\$1,760,000
6 Prosecutors –Specialized in motor vehicle crime (estimated)	\$626,000	\$626,000	\$1,252,000
Other Support Costs for Law Enforcement (estimated)	\$1,870,000	\$1,870,000	\$3,740,000
Technology and education support to communities	\$1,500,000	\$1,500,000	\$3,000,000
<b>Total Item # 2 - Additional ABTPA Funding</b>	<b>\$12,646,000</b>	<b>\$12,646,000</b>	<b>\$25,292,000</b>
<b>LAR AND EXCEPTIONAL REQUESTS TOTAL</b>	<b>\$27,565,822</b>	<b>\$27,565,822</b>	<b>\$55,131,644</b>

**Automobile Burglary and Theft Prevention Authority**

January 18, 2017

**ABTPA's Performance Measure projections**

Performance Measure	FY 2016 Target	FY 2016 Actuals	FY 2016 Variance	FY 2017 LAR Projection	FY 2017 1st Quarter Actual	FY 2017 1st Quarter Variance Compared to LAR Projection	FY 2018 Projection	FY 2019 Projection
Increase the Recovery Rate of Stolen Motor Vehicles	N/A	N/A	N/A	25.46%	N/A	N/A	27.54%	29.57%
Number of Stolen Vehicles Recovered	N/A	N/A	N/A	17,779	N/A	N/A	19,518	21,256



## **Board Agenda Item**

**Section 4.** Discussion about 85<sup>th</sup> Legislative Session **Part C.**  
Report on HB 652 – Dedicated Account Bill

**Automobile Burglary and Theft Prevention Authority**  
January 18, 2017

**Report on HB 652 – Dedicated Account Bill**

85R2156 MTB-F

By: Clardy

H.B. No. 652

A BILL TO BE ENTITLED

AN ACT

relating to the deposit and appropriation of revenue received or collected by the Automobile Burglary and Theft Prevention Authority.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 10(e), Article 4413(37), Revised Statutes, is amended to read as follows:

(e) The [Fifty percent of each] fee collected under Subsection (b) of this section shall be deposited to the credit of the subaccount described by Section 13 of this article and may be appropriated only to the department [authority] for [the] purposes of the authority under this article.

SECTION 2. Article 4413(37), Revised Statutes, is amended by adding Section 13 to read as follows:

Sec. 13. DEPOSIT AND APPROPRIATION OF REVENUE. All gifts, grants, and other revenue collected or received by the authority shall be deposited to the credit of a subaccount in the Texas

Department of Motor Vehicles fund and may be appropriated only to the department for purposes of the authority under this article.

SECTION 3. Section 1001.152, Transportation Code, is amended to read as follows:

Sec. 1001.152. USE OF MONEY IN FUND. Money that is required to be deposited in the state treasury to the credit of the Texas Department of Motor Vehicles fund may be used by the department only:

(1) to support the department's operations and the administration and enforcement of the department's functions; ~~[or]~~

(2) to pay the accounting costs and related liabilities for the fund, including fringe benefits, workers' compensation, and unemployment compensation; or

(3) for purposes of the Automobile Burglary and Theft Prevention Authority under Section 13, Article 4413(37), Revised Statutes.

SECTION 4. Section 1001.151(c), Transportation Code, is repealed.

SECTION 5. This Act takes effect September 1, 2017.



**Board Agenda Item**

**Section 4.** Discussion about 85<sup>th</sup> Legislative Session **Part D.**  
Report on FY18/19 Biennial Plan of Operation



Texas Department of Motor Vehicles

# Plan of Operation for the Automobile Burglary & Theft Prevention Authority

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Prepared for the  
Texas Legislature  
for  
Fiscal Years 2018-2019

December 1, 2016



**Watch Your Car.**  
TEXAS AUTO BURGLARY & THEFT PREVENTION AUTHORITY



**ABTPA Board Members**

**Chief Carlos Garcia**  
*Chair*  
Law Enforcement Representative  
Brownsville, Texas

**Ken Ross**  
Insurance Representative  
State Farm Insurance  
Houston, Texas

**Ashley Hunter**  
Insurance Representative  
HM Risk Group  
Austin, Texas

**Linda Kinney**  
Consumer Representative  
Dripping Springs, Texas

**Armin Mizani**  
Consumer Representative  
Keller, Texas

**Tommy Hansen**  
Law Enforcement Representative  
Galveston, Texas

Ex Officio Member  
**Steven C. McCraw**  
Major Wynn Reynolds—Designee  
Texas Department of Public Safety  
Austin, Texas

**Bryan E. Wilson**  
Director

December 1, 2016

The Honorable Dan Patrick  
Lieutenant Governor  
Capitol Station  
PO Box 12068  
Austin, Texas 78711

Lieutenant Governor Patrick,

I am pleased to submit the 2018-2019 Plan of Operation for fiscal years for the Automobile Burglary and Theft Prevention Authority (ABTPA), which is required by the Texas Revised Civil Statutes, Article 4413 (37), §7. The Authority submits this biennial operations plan to the Legislature by December 1 of each even-numbered year to provide an assessment and analysis of motor vehicle burglary and theft, as well as the Authority's plan for providing financial support to combat motor vehicle burglary and theft, and an estimate of the funds that are required to implement this plan of operation.

The grant funding provided by the State of Texas through ABTPA to support local efforts to reduce and combat these crimes is generated from a \$2 fee on motor vehicle insurance policies issued. Local jurisdictions have closely matched the funding efforts of the State with cash and in-kind contributions necessary to operate all of the highly specialized law enforcement programs that are funded by the ABTPA. Despite the combined efforts of state and local stakeholders, Texas still faces nearly \$1 Billion in losses due to automobile burglary and theft each year.

The current Texas Department of Motor Vehicles FY2018-2019 Legislative Appropriation Request, Exceptional Item number 4 requests restoration of the 4% reduction in appropriated funds directed by state leadership. Exceptional Item number 5 requests an additional \$12.65 million per year for adding sufficient staff and technology to significantly reduce motor vehicle burglary and theft and the corresponding losses. The attached operation plan outlines the activities and methods that will be employed by the ABTPA. Even though the ABTPA activities are funded by a specific fee assessment on automobile insurance policies less than one third of the revenue received is dedicated for its stated purpose.

Members of the Authority and its director, Bryan Wilson, are ready to serve as a resource for the Legislature and to answer any questions that arise. Please contact us at [512-465-4012]. I want to thank you for your review and consideration of this FY2018-2019 Plan of Operation.

Respectfully,

Chief Carlos L. Garcia  
Presiding Officer  
Automobile Burglary and Theft Prevention Authority



**ABTPA Board Members**

**Chief Carlos Garcia**  
*Chair*  
Law Enforcement Representative  
Brownsville, Texas

**Ken Ross**  
Insurance Representative  
State Farm Insurance  
Houston, Texas

**Ashley Hunter**  
Insurance Representative  
HM Risk Group  
Austin, Texas

**Linda Kinney**  
Consumer Representative  
Dripping Springs, Texas

**Armin Mizani**  
Consumer Representative  
Keller, Texas

**Tommy Hansen**  
Law Enforcement Representative  
Galveston, Texas

Ex Officio Member  
**Steven C. McCraw**  
Major Wynn Reynolds—Designee  
Texas Department of Public Safety  
Austin, Texas

**Bryan E. Wilson**  
Director

December 1, 2016

The Honorable Joe Straus  
Speaker of the House  
Room 2W.13, Capitol  
PO Box 2910  
Austin, Texas 78768

Speaker Straus,

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Members of the Authority and its director, Bryan Wilson, are ready to serve as a resource for the Legislature and to answer any questions that arise. Please contact us at [512-465-4012]. I want to thank you for your review and consideration of this FY2018-2019 Plan of Operation.

Respectfully,

Chief Carlos L. Garcia  
Presiding Officer  
Automobile Burglary and Theft Prevention Authority



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 5.** Discussion and Possible Action about Coordinating with the Insurance Council of Texas for Education Marketing

## **Automobile Burglary and Theft Prevention Authority**

January 18, 2017

### **Possible Coordination with the Insurance Council of Texas for Education Marketing**

- Consider whether to authorize staff to discuss and develop possible actions to coordinating with the Insurance Council of Texas for future education and marketing initiatives.

ABTPA staff conducted a conference call with the Insurance Council of Texas (ICT) on December 20, 2016. Mark Hanna, Paula Harmon and Jay Thompson participated from ICT. The purpose of the call was to discuss the possibility of establishing an agreement between ABTPA and ICT to assign significant portions of ABTPA's Education and Marketing program to ICT. Several options for the agreement were discussed, including a contract with ICT. Since ICT is a registered non-profit organization, the possibility of a grant was also discussed.

What ICT can provide:

- ICT has experience with marketing programs. They already conduct programs such as Lock, Take, Hide where they provide signs to jurisdictions. They have also sponsored the smoke alarm campaign "We're Out to Alarm Texas" where they provided smoke alarms to fire departments to install in elderly/low income housing. ICT also worked on the Hurricane Tour where they conducted media interviews, newspaper and radio spots and brochure distribution.
- ICT has a professional and dedicated staff.
- ICT has the history and experience of conducting campaigns and as well as a relationship with the insurance industry.

Drawbacks:

- ABTPA has previously used outside marketing firms with no way to analyze effectiveness.
- ABTPA does not have dedicated staff to manage the marketing aspect.
- ABTPA is limited in what can be procured within the state system.
- TxDMV Purchasing states that a nonprofit agreement would not be allowed within our guidelines, but ABTPA can look at a modified grant that could be utilized, with Board approval.

Alternatives:

- The Colorado Automobile Theft Prevention Authority has a contract with the Rocky Mountain Insurance Information Association that has served as a guideline for ABTPA's discussion with ICT.
- ABTPA could also decide to contract with an outside marketing firm again, but that would be implemented in future fiscal years.

# Lock, Take and Hide

## ICT Crime Prevention Program

The Lock, Take and Hide program was started by the Dallas Police Department in the fall of 2001 in response to the ever increasing rate of burglaries and car theft, particularly during the late-year holiday shopping seasons. The program urged motorists to Lock their car, Take their keys and Hide their possessions when they leave their vehicle.

On March 2, 2005, the **Austin** Police Department saw the success of the crime prevention program in Dallas and turned to the Insurance Council of Texas (ICT) for initial funding of the Lock, Take and Hide crime prevention program in Austin.

ICT produced and delivered the first 100 Lock, Take and Hide signs that were installed in the parking areas of Austin's shopping malls, restaurants and apartment complexes. The program was so successful that the Austin Police Department purchased an additional 1,000 Lock, Take and Hide signs that were distributed throughout Austin.

ICT introduced the Lock, Take and Hide crime prevention program in **Round Rock** later that year and at the urging of ICT's Board of Directors, the program was offered to the police departments in **Garland** and **Mesquite**. In 2006, the **Frisco** Police Department joined ICT in starting their Lock, Take and Hide program.

In 2007, the **Houston** Police Department joined with ICT in a city-wide crime prevention effort to distribute the crime prevention signs that read Secure, Take and Lock. Houston officials asked for and received their own unique sign that asked motorists to **Secure** your belongings, **Take** your keys and **Lock** your car. ICT turned to Progressive Insurance Company who agreed to participate in the program and provide the Houston Police Department with an additional 200 signs.

In 2008, the **Celina** Police Department in north Texas asked to become a part of the Lock, Take and Hide program and they asked for 50 signs which the police department erected themselves. Also, this year the Texas Automobile Burglary and Theft Prevention Authority (ABTPA) began requesting assistance for the crime prevention signs in their regional centers. ICT provided the Lock, Take and Hide signs to the ABTPA in **Laredo**, **Del Rio** and **Brownsville**. Progressive Insurance provided the Brownsville Police Department and their ABTPA an additional 100 signs.

In 2009, the ABTPA requested Lock, Take and Hide signs for their regional centers in **Galveston** and **Beaumont**. The **Highland Village** Police Department in north Texas also requested and received 100 Lock, Take and Hide signs this year.

In 2010, the ABTPA requested Lock, Take and Hide signs for its regional centers in **Lubbock** and **Waco**. The crime prevention signs were also requested by the **College Station** Police Department.

In November, 2010, ICT obtained a \$15,000 grant from State Farm to purchase additional signs and to assist new cities and provide signs to existing cities. **The El Paso ABTPA and El Paso Sheriff's Department, Flower Mound** and the **Travis County ABTPA** were added.

Additional signs were sent to Houston, Brownsville, Garland, Mesquite, College Station, Celina, Highland Village, Frisco and Del Rio.

In 2012, ICT assisted the **Grand Prairie Police Department** with 100 Lock, Take and Hide signs as well as provided to the **Round Rock Police Department** an additional 50 signs.

In 2013, ICT provided an additional 100 signs to the **Mesquite Police Department** and 20 additional signs for the **Highland Village Police Department**.

In 2014, ICT provided 100 signs to the **Richardson Police Department**, 50 signs to the **Richland Hills Police Department** and 50 signs to the **Liberty Police Department**. This month, ICT will hold a news conference in Boerne to announce the latest city involved with the Lock, Take and Hide program.

Preventing just one auto theft or auto burglary could pay for the construction of these signs in each city.

# We're Out to Alarm Texas

## Insurance Council of Texas

In 2005, the Insurance Council of Texas (ICT) asked the State Fire Marshal if his office could pinpoint Texas cities that had an above average fire fatality rate among its low income and elderly citizens. The State Fire Marshal's Office (SFMO) indicated the cities of **Waco, New Braunfels and Lockhart** had per capita, some of the highest fire fatality rates in Texas. With the help of the State Fire Marshal, ICT contacted these city's fire departments to see if they would participate in installing donated smoke alarms into the homes of low income/elderly residents on a first come/first serve basis. Thus, began ICT's "**We're Out to Alarm Texas**" smoke alarm campaign.

The SFMO prepares participation forms for each fire department that enables firefighters to install the smoke alarms into homes without any liability issues. When the program is announced, residents in each city must contact the local fire department to enroll. Firefighters will install the new alarms and inspect each home to make sure other smoke alarms are working properly and point out potential fire hazards. Each fire department keeps track of where they have installed the smoke alarms so that firefighters can determine if the alarms were instrumental in saving lives or property.

The **We're Out to Alarm Texas** smoke alarm program has already saved lives and property. On October 23, 2006, a disabled woman was rescued by Waco firefighters from her smoke-filled home after her donated smoke alarm went off. On April 1, 2007, an elderly New Braunfels couple was awakened during their afternoon nap by smoke alarms, when their roof caught fire. The 92 year old woman was able to reach the front door by herself, but firefighters needed to go inside and rescue the 94 year old husband. Both were uninjured. Fire marshals in both cities said there would have been fire fatalities had it not been for the smoke alarms.

Money for the smoke alarms comes from ICT and Travelers Insurance Company. Travelers designates independent agents in each city as the donors. First Alert also provides a donation of smoke alarms each year to the program. The smoke alarms are presented to each city at a news conference held in and around Fire Prevention Week. The news conferences usually take place at the main fire station. It is here where the program and donation is described and it alerts homeowners on what phone number to call to participate. For more involvement with the story, the fire departments have a home picked out where firefighters can go and install their first smoke alarm to very willing and thankful homeowners. It's a great opportunity for reporters to interview the homeowners on why they wanted to participate in the program and feature local firefighters discussing the use and installment of smoke alarms.

In 2006, the SFMO added four additional cities to the **We're Out to Alarm Texas** smoke alarm campaign. The cities were **Galveston, Farmers Branch, El Paso and Mansfield**. Each city was given approximately 200 First Alert's Ultimate Smoke and Fire alarms for distribution.

In 2007, the program continued to expand by added the fire departments in **Hidalgo and Lufkin**. Additional smoke alarms were sent to already participating cities El Paso, Galveston, Waco, New Braunfels and Farmers Branch.

In 2008, the program started in **Odessa and Edinburg**. Additional smoke alarms were sent to Waco, New Braunfels, Farmers Branch and El Paso. One thousand smoke alarms were distributed. At the Odessa news conference, firefighters chose the home of a Carla and James Owings, who are both legally blind, to install their first smoke alarm. It was an unusual sight to see the crews from five television stations, one radio station, one newspaper and accompanying firefighters and the State Fire Marshal all fit into a one bedroom home. The Owings could not have been more congenial and pleasing during this circus type atmosphere in their tiny abode and they provided great soundbites. (See attached photo – from left to right Mark Hanna, State Fire Marshal Paul Maldonado Paul Maldonado, Carla and James Owings and agent Shelby Bogan with the Bogan, Dunlap and Wood Insurance Agency in Odessa, Texas)

In Waco, the smoke alarm campaign donated another 500 smoke detectors to the fire department. A news conference was held to announce the donation, but the highlight of the event was an appearance by the homeowner whose life was saved by one of the donated smoke alarms back in 2005. The partially disabled woman could not have been a better spokesperson.

Also in 2008, 14 year old **Buck John of Jefferson, Texas**, who was working toward his Eagle Scout designation, wrote to State Fire Marshal Paul Maldonado asking if he could help provide smoke alarms to his home county in East Texas. John's letter was turned over to the Insurance Council of Texas in hopes that the **We're Out to Alarm Texas** campaign could assist. John wanted to install a smoke alarm into the home of every Meals on Wheels patients in Marion County for his Eagle Scout project. ICT simply asked how many alarms do you need? John and fellow Boy Scouts fulfilled his mission and last year he became an Eagle Scout.

In 2009, **Amarillo, Longview and Ore City** were added to the smoke alarm program. Additional smoke alarms were sent to Waco, New Braunfels, Farmers Branch and El Paso. Eleven hundred smoke alarms were distributed.

In 2010, many of the fire departments that we have worked with in the past made requests for additional smoke alarms. Edinburg, Amarillo, New Braunfels and El Paso each asked for several hundred smoke alarms this year. With a limited budget of \$10,000 from ICT, \$7,500 from Travelers and a donation of 100 smoke alarms from First Alert, we were able to obtain 1,200 smoke alarms. We will provide an average of 100 smoke alarms for every city requesting them, which included Galveston, Mansfield, Farmers Branch, Longview, Edinburg, Amarillo, New Braunfels and El Paso. In addition, we brought on the fire departments of **McKinney, Wichita Falls and Glen Heights**. We held news conferences in McKinney and Wichita Falls and provided each fire department with 200 smoke alarms. The Waco Fire Dept. had extra smoke alarms and Chief Jerry Hawk provided the Glen Heights Fire Dept. 100 smoke alarms. Five Texas cities did not request smoke alarms this year. They were Waco, Odessa, Lockhart, Lufkin and Hidalgo.

In 2011, the cities of **Abilene, San Angelo, Forest Hill and Breckenridge** were added. State Fire Marshal Paul Maldonado and Mark Hanna held news conferences with fire chiefs, fire marshals and independent insurance agents in each city to announce the distribution of the smoke alarms to low income/elderly citizens.

In 2012, new State Fire Marshal Chris Connealy joined Hanna in starting the smoke alarm program in **Bonham and Rivers End** where news conferences were held. Existing fire departments that received smoke alarms were Abilene, Lufkin, McKinney, Farmers Branch, New Braunfels, Odessa, Longview, Galveston, San Angelo, Waco and El Paso. The program received an unexpected boost from a \$5,000 grant from AFACT (Association of Fire and Casualty Companies of Texas).

In 2013, **We're Out to Alarm Texas** received \$5,000 grants from State Farm, Travelers and AFACT. The program started earlier this year by providing smoke alarms to clients involved with the non-profit H.A.N.D (Helping the Aged, Needy and Disabled). The Austin Fire Department assisted in distributing the smoke alarms to these Austin citizens who seek care and assistance in their own homes.

During Fire Prevention Week, news conferences announcing the new smoke alarm program took place in **Del Rio, Laredo** and Amarillo where fire departments from **Canyon, Randall and Potter Counties** joined in. Other new fire departments receiving smoke alarms for the first time were **Rocksprings and Point**. Other cities receiving smoke alarms in 2013 were Abilene, River's End, Farmers Branch, McKinney, Lufkin, Odessa, Edinburg, Longview, Waco, Mansfield and Breckenridge.

In 2014, State Fire Marshal Chris Connealy joined ICT's Mark Hanna in news conferences announcing the distribution of smoke alarms in **Pearland, Giddings, Mercedes, Mission, Alton, Collin County, Haltom City and Cleburne**. Other cities receiving smoke alarms this year will be Abilene, Farmers Branch, McKinney, Odessa, Amarillo, Laredo, Austin, Wichita Falls and New Braunfels.

By October 1, 2014, approximately 13,000 smoke alarms will have been distributed and installed into homes across Texas at a donated cost of approximately \$200,000. Thirty-nine fire departments have now participated in the **We're Out to Alarm Texas** smoke alarm campaign. ICT continues to work with the SFMO to designate additional cities who have high fire fatality rates among its low income/elderly residents and whose fire departments are willing to participate in the program.

“This project relies heavily on the assistance of firefighters to reach those in need and install these smoke alarms,” said Mark Hanna, a spokesman for the Insurance Council of Texas. “By already saving lives and alerting hundreds of others to the value of smoke alarms, the program has clearly been a success.”

# 2016 Hurricane Tour Media Purchase

## Insurance Council of Texas

Beaumont – KYKR/KCOL-FM  
Beaumont Enterprise  
Southeast Texas Record  
Orange – KOGT-FM  
Port Arthur News  
Houston - KLAT/KQBU-FM (S)  
Baytown Sun  
Pasadena Citizen  
Galveston County Daily News  
Brazosport Facts  
Bay City – KKHA-FM  
Bay City Tribune  
Victoria – La Revista (S)  
Victoria Advocate  
Port Arthur Wave  
Corpus Christi – KUNO/KSAB-FM (S)  
Corpus Christi – KRYS/KMXR-FM  
Corpus Christi Caller Times  
Rockport Pilot  
Port Aransas South Jetty  
Aransas Pass Progress  
Ingleside Index  
Kingsville Record  
Valley – KGBT/KBTQ-FM (S)  
Valley Morning Star  
Brownsville Herald

*Production Cost: \$0*

*Total English Radio: \$4,823*

*Total English Newspaper: \$5,110.38*

*Total Spanish Budget: \$5,482.50*

**Budget: \$17,000 – Total Spent: \$15,765.88**

**Prevention – Public Education & Information Reporting Requirements**  
**Colorado Auto Theft Prevention Authority**

**SAMPLE**

In addition to the measurement reporting outlined in the grant application, grantees awarded prevention education funding will be required to submit the following:

1. **Pre-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the development of an educational campaign or program not less than 60 days prior to the campaign or program deployment. This report will include the following elements related to the prevention educational campaign or program:
  - a.) Campaign or Program Title (e.g., Puffer Campaign, Lockdown/Lowdown, etc.),
  - b.) Problem Statement,
  - c.) Target Audience,
  - d.) Project Overview, including:
    - 1) Brief description of the campaign or program,
    - 2) Use and identity of subject matter experts (viz., committee or advisory group),
    - 3) Level and/or scope of commitment(s) from other CATPA Grantees,
    - 4) Partnerships anticipated or needed (i.e., non-CATPA grantees, news stations, public information personnel, community action groups, etc.),
    - 5) Level and/or scope of commitment requested from the CATPA office,
    - 6) Timeline (e.g., Gantt Chart), and
    - 7) The anticipated impact or outcome(s) with the target audience.
2. **Interim Campaign or Program Updates.** The Grantee will provide updates on the educational campaign or program to the CATPA Office. These updates may be submitted electronically (via email) and include news releases, articles, observations, opinions, summations or narrations.
3. **Post-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the outcome of the educational campaign or program. This report will include the following elements related to the prevention educational campaign or program.
  - a.) Title,
  - b.) Problem Statement,
  - c.) Target Audience,
  - d.) Campaign or Program Summary, including:
    - 1) Brief description of the campaign or program,
    - 2) Post-Campaign/Program comments, concerns, and/or recommendations from the subject matter experts (viz., committee or advisory group),
    - 3) Level of participation from other CATPA Grantees,
    - 4) Level of participation with non-CATPA grantees (i.e., news stations, public information personnel, community action groups, etc.),
    - 5) Level of participation from the CATPA office, and
  - e.) Campaign or Program Outcome, including:
    - 1) Opinions, observations and summations of the campaign or program's influence upon observable risk behaviors involving auto theft (e.g., puffing, keys left in vehicle, vehicle left unlocked, etc.), and
    - 2) Any variances or effects the campaign or program had upon the observable risk behaviors of auto theft. This may be compiled from statistical or criminal analysis methods using summation records directly related to auto theft (viz., stolen/recovered vehicles, arrests, prosecutions, adjudications, probation, target audience surveys, etc.).



## **Board Agenda Item**

### **Briefings and Action Items**

**Section 6. Motor Vehicle Theft Investigator Training update,  
including Authorization of Travel and Support Funds**

## **Automobile Burglary and Theft Prevention Authority**

January 18, 2017

### **Motor Vehicle Theft Investigator Training Update, Including Authorization of Travel and Support Funds**

- **Consider** authorization for ABTPA staff to use up to \$20,000 to support the Motor Vehicle Theft Investigator Training for instructor travel, copying, printing and other supplies

#### **TCOLE Approval Granted**

The TxDMV Advisory Committee has approved the training plan and we are now authorized to conduct the training. The TxDMV TCOLE contact requires 30 days' notice of training with dates, times and location.

#### **NICB ISO and S-VIN Access Approval**

The National Insurance Crime Bureau (NICB) has agreed to provide direct ISO Claim Search and S-VIN access to licensed police officers who complete the FY17 Motor Vehicle Burglary and Theft Investigators Training. Two class sessions (17 Character Vehicle Identification Number, and Utilizing the ISO (Insurance Service Offices) Database as an Investigative Tool) have been reserved to be trained by NICB agents to ensure that they can complete the user and non-disclosure agreements and to train other required elements to protect access to their information.

#### **Protection of Law Enforcement Confidential Data**

ABTPA staff will need to take precautions to protect law enforcement confidential data from public disclosure. One method to protect the information is to rely heavily on law enforcement agencies that are already equipped and knowledgeable about the disclosure of law enforcement confidential information. Harris County and Houston PD taskforces will take the lead on the first training as an experiment to make sure information related to this training will not end up at TxDMV. The power points and class materials will be provided by instructors to the host. ABTPA will work on methods to print and distribute electronic material to class participants.

#### **First Class Being Scheduled**

The first training will be hosted in Houston, Texas. They have training academies, numerous qualified instructors, and large vehicle facilities that are partners with local law enforcement and members of NICB. We are finalizing dates and will publically announce soon.

#### **Exploring the use Advisory Committee**

The ABTPA board may appoint an advisory committee, in this case an annual Training Instructors Committee, which will be reappointed each year based on the need, changes in class or instructors.

TRCS 4413(37) Sec. 12. ADVISORY COMMITTEES.

(a) The authority may establish advisory committees to advise it on any matter under the jurisdiction of the authority.

(b) Section 2110.008, Government Code, does not apply to an advisory committee established under this section if the advisory committee is:

(1) established for a specific and immediate need; and

(2) dissolved before the first anniversary of the date the committee is created.

(c) A member of an advisory committee may not be compensated by the authority for committee service but is entitled to reimbursement for actual and necessary expenses incurred in the performance of committee service.



## **Board Agenda Item**

### **Briefings and Action Items**

#### **Section 7. Report and Update on ABTPA Operational Guide**

## Automobile Burglary and Theft Prevention Authority

January 18, 2017

### Operational Guide Updates

#### ➤ Information Update- No Action Required

In response to the 2014 internal audit of ABTPA the Board is notified of additions to the operational guide. ABTPA staff have added a section regarding insurance collections and refunds. This and other sections will occasionally be updated and revised.

ABTPA staff continue to improve forms that are used for the Comprehensive Annual Financial Report reviews as well as site/monitoring visits. Any updates to processes are reflected in the Operational Guide.

#### 6 Insurance Collections and Refunds

##### 6.1 Insurance collections

In May of 2016 the ABTPA Board authorized the ABTPA Director to;

- (a) Periodically obtain a list of insurance companies who have filed ABTPA fee returns and their payment status from the Texas Comptroller's office.
- (b) Obtain a report of insurance companies selling motor vehicle insurance, and the number of policies sold in the State of Texas, from the Texas Department of Insurance.
- (c) Make a determination of sufficiency of payments for insurance companies doing business in the State of Texas.
- (d) If a material deficiency exists, the Director will notify the insurance company of the deficiency, request payment, and inform the company that if the ABTPA determines that an insurer failed to pay or intentionally underpaid the fee required by Texas Civil Statutes, Article 4413(37), §10, the ABTPA shall notify the Department of Insurance with the request that the department revoke the insurer's certificate of authority.

##### 6.2 Insurance Refunds

It is within the statutory authority of the ABTBA Board by Texas Civil Statutes, Article 4413(37), §6A to consider refund requests by insurance companies for ABTPA fees paid.

- (a) An insurer that seeks a determination of the sufficiency for a refund of a semi-annual payment must file an amended report for each period and submit a written claim to the director or the ABTPA board for a determination or a refund not later than the limitations imposed by statute.
- (b) The refund request will be logged at T:\ABTPA\Insurance Collections and Refunds\InsuranceRefunds\Insurance Refunds Listing.xls. Information to fill out is Insurance Company name, Date of Refund, Amount of Request. Additional information will be filled out later in the process.

(c) The director or the ABTPA board designee shall review the claim and obtain from the insurer additional information, if any, that may be necessary or helpful to assist in the ABTPA determination. If an insurer refuses to provide the requested information, the refund shall be denied in whole or in part.

- (1) Upon receipt of a refund request, the ABTPA Staff shall provide a copy of the ABTPA Insurance Refund Form to the requestor and shall highlight the additional requested information section on the form.
- (2) Upon receipt, the following information shall be reviewed for accuracy, consistency and completeness;
  - Written explanation for the submission request of funds being refunded.
  - A copy of the original filing(s).
  - Documentation of payment (s).
  - A signed copy of the amended return filed with the Texas Comptroller of Public Accounts.
- (3) Additional information may be requested and reviewed at the discretion of the Director or ABTPA staff.
- (4) An ABTPA Insurance Refund Review and Approval form shall be completed, and the staff and director's recommendations for disposition shall be noted.
- (5) The review form, original and requested filings, and explanation shall be assembled and presented to the ABTPA Board, at its next meeting, for disposition.

(d) The Director or the ABTPA board designee is authorized to employ or retain the services of a third party, such as the state comptroller, to assist in the determination. The director or the designee shall prepare a written report to the ABTPA based on the director's or the designee's review and shall contain findings, conclusions, and a recommendation.

- (1) The ABTPA may employ or retain the services of auditors for the purpose of assisting the ABTPA to determine an insurer's compliance with the requirements of Texas Civil Statutes, Article 4413(37), §10.
- (2) All insurers subject to Texas Civil Statutes, Article 4413(37), §10, shall make their books and records reflecting motor vehicle years of insurance available to the auditors upon request during normal business hours.
- (3) The ABTPA may assess charges for audit to insurance companies in cases where the companies' assertion of Refund Due was determined to be unfounded.

(e) The ABTPA shall base its determination on the documentary evidence considered by the director or the board designee. The ABTPA decision shall be based on a majority vote of the

board, the Board Insurance members shall abstain from the vote. The ABTPA decision is final and is not subject to judicial review.

(f) Upon determining that an insurer is entitled to a refund, the ABTPA shall notify the comptroller and request the comptroller to effect a payment or credit the insurer's account for the purpose of refunding overpayments.

(g) There are three divisions within the Comptroller of Public Accounts that need to be notified when a refund is ready to be processed.

(1) Miscellaneous tax c/o Candy Sailers @ miscellaneous.taxes@cpa.texas.gov and Candy.Sailers@cpa.texas.gov

(2) Tax policy c/o Lisa Davis

(3) Revenue Accounting c/o Armando Cantu

Notification will be done by email and followed up with a hard copy via interagency. Included will be the ABTPA Assessment Fees Refund Worksheet as well as any documentation from the insurance company.

(h) The date the refund letter was sent to the CPA will be logged at T:\ABTPA\Insurance Collections and Refunds\InsuranceRefunds\Insurance Refunds Listing.xls.

(i) The CPA will notify ABTPA when refund has been issued and that date will be logged at T:\ABTPA\Insurance Collections and Refunds\InsuranceRefunds\Insurance Refunds Listing.xls.



## **Board Agenda Item**

### **Briefings and Action Items** **Section 8. Committee Appointments**

## Automobile Burglary and Theft Prevention Authority

January 18, 2017

### ABTPA Board Committees, Board Charges, and Committee Member Appointments

#### Committees

##### Grants, Budget, and Reports, Committee

- **Wynn Reynolds**
- **Tommy Hansen**
  
- Review and recommend to the ABTPA Board grant priorities, processes, and funding methods that meet the requirements of Texas Revised Civil Statutes Article 4413 (37).
- Review grant applications, review staff scoring processes, funding recommendations and hold meetings with grantees as needed for grantee presentations.
- Review and recommend to the ABTPA Board budget priorities and allocation schedules in communication with TxDMV that meet the objectives of the ABTPA and are consistent with the ABTPA/TxDMV Interagency Contract. Monitor performance and propose recommended improvements to the ABTPA Board if ABTPA/TxDMV Interagency Contract changes are needed.
- Provide input to the ABTPA Director on statutory report requirements. Review information to ensure that the quality of data sources and of the reports are consistent with the needs of the ABTPA Board. Recommend improvements to the ABTPA board.
- Consider other financial issues or report and data issues as needed.

##### Insurance Collections and Refund Committee

- **Armin Mizani**
- **Ken Ross**
  
- Review collection procedures of the ABTPA Fee and recommend improvements to the ABTPA Board.
- Foster positive communication with the insurance industry and other stakeholders in the implementation of the ABTPA statutes.
- Provide guidance to the ABTPA director regarding refunds and ensure procedures are reasonable, transparent, and accountable.
- Consider other insurance issues as needed.

## Education and Legislative Committee

- **Tommy Hansen**
  - **Linda Kinney**
  - **Ken Ross**
- 
- Recommend to the ABTPA board the communication strategy to inform the public on how to prevent motor vehicle theft and burglary
  - Review and recommend to the ABTPA Board legislative priorities and issues including Legislative Appropriation Requests.
  - Consider and recommend other communication issues as needed.



## **Board Agenda Item**

### **Reports**

#### **Section 9. Insurance Collection Update for Auto Theft Fee**

## Automobile Burglary and Theft Prevention Authority

January 18, 2017

### Insurance Collection Update for Auto Theft Fee

#### ➤ Information Update – No Action Required

##### What we have accomplished:

- 1) At the May 18<sup>th</sup> 2016 ABTPA Board meeting the Board Authorized the Director of ABTPA Director so that he can notify insurance companies they have not paid the ABTPA fee.
- 2) ABTPA received list of auto insurance companies who had not filed 2015 ABTPA reports from Comptroller and 95 letters were sent out to insurance companies on October 6, 2016.
- 3) On October 26, 2016 39 additional letters were sent out to insurance companies that the CPA marked as non-filers going back to 2012.
- 4) To date, 18 letters were returned undeliverable. A list of those companies were given to Kevin Brogan, Miscellaneous Tax Section, of the CPA for their records.
- 5) On December 28, 2016 the Texas Department of Motor Vehicles General Counsel Office received the Vehicles in Force report from the Texas Department of Insurance.
  - a. This report shows the number of vehicles, private passenger automobiles, in force carrying bodily injury liability coverage as of December 31, 2015.
  - b. ABPTA is in the process of analyzing the data and seeing how we can match it up with CPA data.

##### Next steps:

- 1) ABTPA will be meeting with the CPA staff in late January or early February
  - a. We will be asking for an updated 2015 non filer report to see how many companies filed after receiving our letter.
  - b. We will be asking for a list of insurers that filed and did not pay the fee.
  - c. Confirm the date when the 2016 non filer report will be ready for processing.
- 2) ABTPA will also be comparing the ABTPA filing to the Maintenance Tax Form data to examine whether the filers have paid consistently.
- 3) Send out 2<sup>nd</sup> letter to the non-filers outlining the consequences of not filing the assessment form.
- 4) We will review and reconcile the “Vehicles in Force Report” from TDI and the maintenance tax report from the comptroller to develop methods to identify non-filers and assess the integrity of the ABTPA fee assessment collection process.



## **Board Agenda Item**

### **Reports**

**Section 10. Director's Report**

**Part A. Budget**

**Part B. Grant Activities and Analysis**

**Part C. Grant Adjustments**

**Part D. Educational Programs and Marketing**

**Part E. Agency Operations**

**Part F. Personnel Updates**

**Part G. Monitoring**



**Board Agenda Item**

**Reports**

**Section 10. Director's Report**

**Part A. Budget**

**Automobile Burglary and Theft Prevention Authority**  
January 18, 2017

**Budget**

Automobile Burglary and Theft Prevention Authority AY 2017 as of 12/31/16					
ABTPA Category	Adjusted Budget	Expenditures	Projected Obligations and Encumbrances	Available Budget	% Available Budget
Advertising and Promotion	\$ 600,000	\$ 1,340	\$ 598,661	\$ -	0.0%
All Other Operating	\$ 156,710	\$ 18,419	\$ 4,444	\$ 133,847	85.4%
Consumable Supplies	\$ 2,500	\$ 198	\$ 7	\$ 2,295	91.8%
Grants	\$ 13,681,480	\$ -	\$ 12,562,745	\$ 1,118,735	8.2%
Professional Fees & Services	\$ 110,137	\$ 574	\$ 63,702	\$ 45,861	41.6%
Salaries and Personnel Costs	\$ 352,022	\$ 116,600	\$ 235,422	\$ -	0.0%
Travel	\$ 18,000	\$ 5,315	\$ -	\$ 12,685	70.5%
<b>Grand Total</b>	<b>\$ 14,920,849</b>	<b>\$ 142,445</b>	<b>\$ 13,464,980</b>	<b>\$ 1,313,424</b>	<b>8.80%</b>

Automobile Burglary and Theft Prevention Authority AY 2016 as of 1/10/17					
ABTPA Category	Adjusted Budget	Expenditures	Projected Obligations and Encumbrances	Available Budget	% Available Budget
Advertising and Promotion	\$ 115,267	\$ 26,918	\$ 78,900	\$ 9,449	8.2%
All Other Operating	\$ 42,240	\$ 27,769	\$ 1,155	\$ 13,316	31.5%
Consumable Supplies	\$ 1,350	\$ 994	\$ -	\$ 356	26.4%
Grants	\$ 14,245,699	\$ 12,855,793	\$ 1,307,031	\$ 82,876	0.6%
Professional Fees & Services	\$ 149,133	\$ 113,299	\$ 31,438	\$ 4,396	2.9%
Salaries and Personnel Costs	\$ 349,160	\$ 337,411	\$ -	\$ 11,749	3.4%
Travel	\$ 18,000	\$ 14,904	\$ -	\$ 3,096	17.2%
<b>Grand Total</b>	<b>\$ 14,920,849</b>	<b>\$ 13,377,087</b>	<b>\$ 1,418,524</b>	<b>\$ 125,238</b>	<b>0.8%</b>



## **Board Agenda Item**

### **Reports**

#### **Section 10. Director's Report**

#### **Part B. Grant Activities and Analysis**

**Automobile Burglary and Theft Prevention Authority**

January 18, 2017

**Summary of Statewide Statutory Requirements Reported by Grant Recipients**

**September – November**

<b>Reduce the Incidence of Motor Vehicle Theft</b>			
<b>Activity</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Percentage Increase/Decrease</b>
Recovered Stolen Vehicle	2304	2751	19.40%
Cleared Motor Vehicle Theft Cases	4005	3965	-0.99%
Persons Arrested Motor Vehicle Theft	678	717	5.75%
<b>Reduce the Incidence of Burglary of a Motor Vehicle</b>			
<b>Activity</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Percentage Increase</b>
Cleared Motor Vehicle Burglary Cases	1301	1555	19.52%
Arrested Burglary of a Motor Vehicle	370	356	-3.78%

- All grantee submitted their progress reports and they were reviewed by staff for the first quarter.

Grantees use various strategies to reduce the incidence of motor vehicle theft and burglary of a motor vehicle, below are a couple of examples selected from the first quarter progress reports:

- Victoria has had an increase of burglary of motor vehicles in the area. They have started the report card program in their city a few weeks before the holidays and they had nothing but positive responses from citizens, alderpersons, the mayor and others. The story was also covered by their local news station.
- Galveston County Auto Crimes Task Force has worked to reduce motor vehicle theft by identifying victims of actor's use of fraudulent credit cards for vehicle rentals. This was originally initiated in response to a License plate recognition hit on a stolen vehicle. The vehicle was one of these rentals which was never returned and reported stolen. A vehicle inventory was conducted and a book with credit card numbers and credit cards were collected as evidence. Upon further investigation it was found that a total of five more vehicles were listed stolen from Hertz and U-Haul. This fraudulent use of credit cards has impacted motor vehicle theft and victimized vehicle owners.
- During the month of November, The Lubbock Task Force partnered with the Insurance Council of Texas to initiate a parking lot sign initiative. Crime Prevention Coordinator contacted businesses and obtained permission to place "Lock, Take and Hide" signs on their properties. The signs were placed in parking lots, and several media outlets conducted television interviews. They also advised citizens on how to safeguard their vehicles against burglary and theft. 100 parking lot signs were placed during this operation.



## **Board Agenda Item**

### **Reports**

#### **Section 10. Director's Report**

##### **Part C. Grant Adjustments**

**Automobile Burglary and Theft Prevention Authority**

January 18, 2017

**FY 2017 Grantee Grant Adjustment Summary**

**September 2016 – January 2017**

<b>Grantee</b>	<b>Type of Request</b>	<b>Description</b>	<b>Date Approved</b>	<b>Amount</b>
Burnet	Program	Budget Amended: Move \$19,292 from cash match to program income	1/9/17	\$19,292
Brownsville	Program	Reduce Goals in Response to loss of 3 investigators	10/10/2016	
Total				\$19,292

FY 17 Sept – Jan: 2 FY 16 Sept – Jan: 3
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## **Board Agenda Item**

### **Reports**

#### **Section 10. Director's Report**

#### **Part D. Educational Programs and Marketing**

# Automobile Burglary and Theft Prevention Authority

January 18, 2017

## Communications Class

**Overview:** ABTPA Staff intends to engage the services of a HUB vendor to provide a one-day strategic communications training to ABTPA Grant Recipients and additional stakeholders. TRCS Art. 4413(37)) requires ABTPA to conduct statewide educational programs designed to inform automobile owners of methods of preventing automobile burglary or theft. The purpose of the strategic communications training is to enhance the necessary skill base of the stakeholders who will play a role in deploying the statewide educational program.

The one-day training should be conducted before the end of FY17, ideally taking place at the TxDMV Campus in Austin, Texas. The amount of space that is available at the TxDMV Campus may place some constraints on the number of actual participants who will be invited but all of the material that is used for the training will be made available to all ABTPA Grant Recipients and stakeholders.

**Learning Objective (Summary):** Provide an introduction to strategic communications campaigns with an emphasis on methods to measure the impact of communication activities. Participants will be introduced to basic concepts that include planning, implementing, and managing strategic communications campaigns. After successfully completing the training, participants should be able to demonstrate proficiency with basic concepts to conduct an evaluation of communication activities that is based on metrics that are commonly accepted by communications professionals.

### Training Sections:

1. Elements of Strategic Communications Campaigns
2. Elements of a Communications Plan
  - Developing Communications Goals
  - Assessment of resources  
The communications plan needs to spell out how resources will be allocated, including staff time, budgets, computers, software, equipment, databases, in-house and contract services and volunteer help. Assess staff time, in-house services and existing media technologies
  - Outside Services: freelance writing, video production, graphic design
  - Outside Support: internships, pro bono support from commercial media firms, donations from local and regional corporations
3. Evaluation
  - Define Key Terms including Key Performance Indicators (KPI), Return on Investment (ROI), etc.
  - Introducing Advertising Research
  - Major evaluation activities might include analyzing media content and monitoring certain developments, such as shifts in public opinion, policy changes, increased membership and organizational participation, and improved institutional capacity.
  - Online Resources for Collecting Data, Marketing Metrics, etc.
  - Predictive Analytics
4. Social Media
  - Measuring the impact of Social Media

**Cost:** The contract with the vendor will not exceed \$3,000 for the development of material and delivery of the one-day training. The training schedule will be set in such a way to minimize the number of participants who will need to stay in Austin over-night. Travel costs will be paid from participating grant recipient budgets; however, this may require a limited number of budget adjustments. ABTPA will produce the training material developed by the vendor and will provide copies using in-house printers and copiers.



## **Board Agenda Item**

### **Reports**

**Section 10. Director's Report**

**Part E. Agency Operations**

## **Automobile Burglary and Theft Prevention Authority**

January 18, 2017

### **Agency Operations**

#### **ABTPA Staff Presentations**

Staff presented at the Texas Association of Vehicle Theft Investigator (TAVTI) annual conference in San Antonio from October 24-28, while also attending the conference.

Executive discussion with Chairman Garcia at the TAVTI conference on October 24.

Staff presented at the NICB Auto Theft Training Course in South Padre Island on November 9, 2016.

#### **ABTPA Staff Training**

Open Government Conference in San Marcos from October 24-25, 2016.

Comptroller of Public Accounts Purchasing 101 in Austin on December 14, 2016.

#### **Legislation**

The FY 18/19 ABTPA Plan of Operation was presented to the Texas Legislature on December 1, 2016.

#### **Fuginet**

The FY 2016 - 4th Quarter Report and FY 2017 1st Quarter report were received and both were sent out to grantee task force commanders for review. We asked the commanders to look over the interview questions asked and send any changes or comments they may have regarding the questions to TDCJ.



## **Board Agenda Item**

### **Reports**

#### **Section 10. Director's Report**

##### **Part F. Personnel Updates**



**Board Agenda Item**

**Reports**

**Section 10. Director's Report**

**Part G. Monitoring**

## Automobile Burglary and Theft Prevention Authority

January 18, 2017

### Site/Monitoring Visit Status

Grantee	Visit Date	Corrective Action Report Received	Estimated date of Corrective Action Report Acceptance by ABTPA	Status
<b>Monitoring visits</b>				
Austin	11/16/2015	3/11/2016	Accepted	Completed
Beaumont	3/23/2016	Pending	2/28/2017	Pending Grantee
Mansfield	6/16-17/2016	8/18/2016	1/30/2017	Pending ABTPA
Pasadena	6/28/2016	8/9/2016	4/30/2017	Pending ABTPA
Houston	6/29/2016	Pending	5/31/2017	Pending Grantee
Dallas County	9/12/2016	Pending	3/31/2017	Pending ABTPA
Smith	9/13/2016	Pending	3/31/2017	Pending ABTPA
Burnet	9/30/2016	Pending	4/30/2017	Pending ABTPA
<b>Site Visits</b>				
Corpus	4/18/2016			
San Antonio	4/18/2016			
Brownsville	4/19/2016			
Lubbock	5/4/2016			
Tarrant	6/16/2016			
Travis	7/14/2016			
Victoria	11/8/2016			
Brownsville	11/9/2016			
El Paso	12/9/2016			

**Automobile Burglary and Theft Prevention Authority**  
January 18, 2017

**Monitoring – 4th Quarter Expenditure Review**

- One grantee is still under review.
- Estimated total payments for Q4 are \$3,962,817.
- 5 Grantees of 24 were approved for payment on first review.
  - This is up from 4 in the last quarter.
- 5 Grantees missed their committed match at year end.
  - 3 of those missed by a minimal amount. The remaining two missed by between 5 and 7.5%.
- 14 Grantees - amounts initially requested were ultimately paid the same as the initial request.
- 10 Grantees amended the amounts initially requested. (See summary table below)
  - Note: These changes equal 10.6% of the total amount paid for the quarter.
- In Q4 we allowed payments to be made based on sufficiency as our review standard. If an Expenditure Report was presented and determined to be inconsistent with the grant award or accounting records, and the change would be in the State’s favor, the Grantee was informed and was allowed to either amend the submission or allowed to be paid based on the initial reimbursement request.

**Value of Adjustments**

<b>Q4 Total</b>	Total Expenditures This Period	ABTPA Expenditures This Period	Match Expenditures This Period	In-Kind Expenditures This Period
A. Personnel (Including Overtime)	\$137,672.18	\$0.00	\$137,672.18	\$0.00
A. Fringe	\$992.00	\$0.00	\$0.00	\$992.00
B. Professional	\$0.00	\$0.00	\$0.00	\$0.00
C. Travel	\$1,185.00	\$0.00	\$1,185.00	\$0.00
D. Equipment	\$96,663.29	\$0.00	\$96,663.29	\$0.00
E. Supplies	\$183,271.01	\$15,550.11	\$167,299.66	\$421.24
F. Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$419,783.48</b>	<b>\$15,550.11</b>	<b>\$402,820.13</b>	<b>\$1,413.24</b>