

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 24, 2025

FROM: Bill Burke, Human Resources Director

SUBJECT: Acceptance of James L. Richardson Driver Grant

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Alderman consider accepting the James L. Richardson Driver Grant from Public Entity Partners for the purchase of training items for employees who operate town vehicles.

BACKGROUND:

Public Entity Partners offers the James L. Richardson Driver Grant to all its members who have auto liability coverage. The purpose of the James L. Richardson Driver Grant is to provide funding for Public Entity Partners members to purchase loss prevention items designed to address training needs and safety concerns for employees who operate town vehicles. The application window for the grant was September 22, 2025, through October 24, 2025. The items chosen for the grant are the Defensive Driving Train-the-Trainer course through the National Safety Council, Defensive Driving Student Course guides through the National Safety Council, and dashboard cameras through Samsara. The selected items met the grant criteria, and the application was submitted on October 9, 2025. On November 3, 2025, the Risk Management Division received notification of the award. (Attachment A) Public Entity Partners will reimburse up to 50% of the cost of the driver training approved items with a maximum reimbursement of \$5,000.00.

DISCUSSION:

The awarded funds will be used to support the Town's Driver Training Program. Specifically, the funding will be used to purchase Train-the-Trainer materials that will allow in-house instructors to deliver consistent and standardized training, student course materials to ensure all participants receive comprehensive instruction, and Samsara dashboard cameras to improve driver accountability, safety monitoring, and post-incident review. (Attachment B) This grant will strengthen the Town's commitment to reducing vehicle accidents, improving employee driver performance, and promoting a culture of safety throughout all departments.

Public Entity Partners will reimburse the Town up to \$5,000.00 toward the cost of these items. The deadline to submit two proofs of payment for the purchase is April 1, 2026. Risk Management did inquire from the vendors whether there would be any difficulties in complying with the deadline for delivery of services. The vendor was confident there would not be an issue with delivery or invoicing by the April 1, 2026, deadline. To accept the James L. Richardson Driver Grant, a signed motion or resolution must be passed by the Town of Collierville Board of Mayor and Alderman.

BUDGET IMPACT:

Funds in the amount of \$10,000.00 for this program were previously requested and approved in the FY26 budget. This grant will reimburse the town for expenses, resulting in savings to the Town of Collierville.

ATTACHMENTS:

[Attachment A: Notification of Grant Approval - PEP.pdf](#)

[Attachment B: Quoted Items for James L. Richardson Driver Training Grant.pdf](#)

PROPOSED MOTION:

To approve the James L. Richardson Driver grant from Public Entity Partners in the amount of \$5,000.00.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						