
City Council Regular Meeting

DEPARTMENT: Legal

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution authorizing the City Manager or his/her designee to apply for title work necessary for obtaining title, proof of ownership, registration, and license plates pursuant to V.T.C.A. Transportation Code section 721.005(a)(1) and repealing Resolution CSO#622-04-2017. (*Staff Contact: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

In April of 2017, City Council approved Resolution CSO#622-04-2017 that authorized Justin Scharnhorst to complete title work for all city equipment on behalf of the city to obtain necessary licensing, title work, and registration. As such, the purpose of this resolution is to amend the existing resolution to expand the number of positions that can complete title work on behalf of the city. This will create a better cross-training environment, enabling additional staff to complete this necessary work if someone is absent or leaves the organization. All title work and associated functions are a result of council action. Items that are eligible and funded to purchase are brought forward to the city council for approval if and once received, the title work process begins. These positions were selected to maintain independence from our fleet department and to ensure assets are added and removed from the city's insurance coverage and retired through the auction process once they are deemed end-of-life, according to Council Policy #36.

The City Manager will file an approved list with the City Secretary each year to notate who is authorized to perform this work.

OPTIONS:

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

RECOMMENDATION:

Staff recommendation to approve the resolution as proposed.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

April 17, 2017 City Council repealed and replaced the existing resolution, removing Sandy Bradley, and adding Justin Scharnhorst as authorized personnel to complete necessary title work on behalf of the city.

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Justin Scharnhorst

Title: Assistant to the City Manager

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