

RESOLUTION _____-2017

**A RESOLUTION RESCINDING RESOLUTION NO. 216-1986 AND AMENDING THE
COUNTY POLICY FOR KANSAS TITLE AND VEHICLE REGISTRATIONS OF ALL
COUNTY-OWNED VEHICLES**

WHEREAS, the Board of County Commissioners of Sedgwick County approved Resolution No. 216-1986 on September 24, 1986, which established Sedgwick County's Policies regarding Auto Titles and Vehicle Registration of all County-owned vehicles;

WHEREAS, the Board of County Commissioners of Sedgwick County has determined that such policy shall be amended to better serve current County needs; and

WHEREAS, the Board of County Commissioners of Sedgwick County has the authority to establish policies and procedures, pursuant to K.S.A. 19-101a.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that:

SECTION 1. The policy attached to this Resolution entitled "Auto Titles and Vehicle Registrations" be and is hereby adopted by the Board of County Commissioners of Sedgwick County, Kansas. All previous resolutions and policies adopted by the Board of County Commissioners regarding the filing and maintaining of Kansas titles and current vehicle registrations of all County-owned vehicles are hereby rescinded and made void.

SECTION 2. The Auto Title and Vehicle Registrations policy shall be effective upon approval by the Board of County Commissioners of Sedgwick County, Kansas.

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Commissioners present and voting were:

DAVID M. UNRUH
MICHAEL B. O'DONNELL, II
DAVID T. DENNIS
RICHARD RANZAU
JAMES M. HOWELL

Dated this _____ day of _____, 2017.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS


ATTEST:

KELLY B. ARNOLD, County Clerk

DAVID M. UNRUH, Chairman
Commissioner, First District

MICHAEL B. O'DONNELL, II, Chair Pro Tem
Commissioner, Second District

APPROVED AS TO FORM:



JUSTIN M. WAGGONER,
Assistant County Counselor

DAVID T. DENNIS
Commissioner, Third District

RICHARD RANZAU
Commissioner, Fourth District

JAMES M. HOWELL
Commissioner, Fifth District



CHAPTER: Fleet Management

SUBJECT: Auto Titles and Vehicle Registrations

POLICY NUMBER:

PAGES: 2

RELATED POLICIES:

**ENABLING RESOLUTION: REVISION DATE(S):
-2016**

DEPARTMENT OF PRIMARY RESPONSIBILITY: FLEET MANAGEMENT

I. POLICY STATEMENT Fleet Management shall be the custodian of the Kansas Titles and vehicle registrations of all County owned vehicles. Kansas titles and current vehicle registrations of all County owned vehicles will be filed and maintained in Fleet Management. A list of all County owned vehicles will be maintained in Fleet Management detailing vehicle number assigned by Fleet Management, vehicle identification number (VIN) assigned by the manufacturer, and license tag number.

Departments assigned County owned vehicles shall be responsible for all costs of titles and decals for such vehicles.

II. DEFINITIONS

License Tags- the metal plates issued by the State of Kansas to be attached to the vehicle.

Decals- an adhesive backed device issued the State of Kansas to be affixed to the License Tag on an annual basis for renewal.

Kansas Vehicle Title (Title) - Official document of ownership issued by the State of Kansas for each vehicle registered and tagged in the State.

Registration- A document issued by the State of Kansas each time new license tags or decals are issued.

III. PROCEDURES

A. Title and registration of new vehicles

1. Fleet Management shall purchase license tags and decals and obtain registration from the Treasurer.
2. Fleet Management will contact the Kansas Department of Revenue to obtain title.

3. Fleet Management shall forward the License Tag and a copy of the vehicle registration to the department assigned the vehicle. The assigned department shall maintain a copy of the vehicle registration in the vehicle at all times.
4. Upon receipt from the State of Kansas, Fleet Management shall file and maintain the vehicle title.

B. Tagging County Vehicles

1. With the exception of unmarked vehicles, all County vehicles with County License Tags do not expire.
2. For those vehicles that require License Tags, Fleet Management shall advise the assigned department when those License Tags must be renewed.
3. Fleet Management will include purchase of License Tags and decals in fleet charges.
4. Fleet Management shall attach tags to vehicles or affix decals to tags.

C. Disposing of County Vehicles

Upon trade-in or sale of a County vehicle, title of the vehicle shall be transferred to the new owner by Fleet Management.