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LANCASTER COUNTY
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BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ESTABLISHING)
A POLICY GOVERNING LANCASTER)
COUNTY MOTOR VEHICLE TITLES)

RESOLUTION NO. R-14-0021

WHEREAS, Lancaster County maintains a large fleet of motor vehicles which must have a certificate of title under the Motor Vehicle Certificate of Title Act, Neb. Rev. Stat. §§ 60-101 to 197; and

WHEREAS, the County's motor vehicles are under the physical control of various County officials and kept at different locations throughout the County; and

WHEREAS, in order to more effectively manage the County's motor vehicle fleet the Lancaster County Board of Commissioners wishes to establish a policy governing how all County motor vehicles will be titled, where the original titles will be filed, and they will be managed.

NOW, THEREFORE, BE IT RESOLVED by the Lancaster County Board of Commissioners that the following policy governing certificates of title for County motor vehicles is hereby adopted:

1. Lancaster County, Nebraska shall be listed as the owner of record on the certificate of title for all County motor vehicles, and not the name of the individual County department or agency which has physical possession of the vehicle.
2. Original certificates of title for all County motor vehicles shall be delivered to the Lancaster County Risk Manager, who shall have the following duties and responsibilities:
    a. Maintain a file containing original certificates of title for all County motor vehicles;

b. Maintain a County motor vehicle fleet database, showing the department with control of the vehicle, the vehicle identification number, and the license plate number. The fleet database shall be made available to other County officials upon request;

c. When new motor vehicles are purchased by the County, the Lancaster County Engineer's Office shall send a copy of origination documents for the new vehicle to the County Risk Manager;

d. When a motor vehicle is transferred from one County agency to another County agency the receiving agency shall complete a transfer form which shall be filed with the County Risk Manager; and

e. When a County vehicle is being sold at auction or sold directly to a non-County entity or person, the bottom of the transfer form shall be completed by the transferring agency and filed with the County Risk Manager. A copy of the transfer form, which can be obtained from the Risk Manager, is attached to this policy as Exhibit A.

3. For purposes of selling County motor vehicles, the following officials shall have authority to sign titles on behalf of the County:

a. Elected officials and department heads, and their chief deputies, for motor vehicles assigned to their departments;

b. The chair or vice chair of the Lancaster County Board, and if the chair or vice chair are not available, then any other member of the County Board;

c. The Lincoln-Lancaster County Purchasing Agent, or any assistant purchasing agent designated by the Purchasing Agent; and

d. The Lancaster County Risk Manager.

4. This policy shall not apply to any vehicle seized by the Lancaster County Sheriff in accordance with state or federal law.

Dated this 22nd day of April, 2014, at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

Approved as to Form this
22 day of April, 2014

for Joe Kelly
County Attorney

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