



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement

ACM: Christine Taylor

DATE: June 17, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager, or designee, to execute forms from the Texas Department of Licensing and Registration, the Texas Commission on Environmental Quality, and the Texas Department of Motor Vehicles related to the Facilities Management and Fleet Services Department for a period of three (3) years; ratifying previously executed forms; and providing an effective date.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

Fleet Services and Facilities Management divisions serve as the operational owners of City buildings, vehicles, and related infrastructure. These divisions are responsible for the full lifecycle of capital assets, including acquisition, registration, maintenance, compliance, and disposal. In fulfilling these responsibilities, staff must regularly complete and submit regulatory forms to state and environmental agencies. Granting signature authority to designated personnel within these divisions is essential for efficient operations, timely compliance, and continued service delivery.

Fleet Services is routinely required to execute documents for the Texas Department of Motor Vehicles, including the Application for a Certified Copy of Title (Form VTR-34), the Application for Texas Title and/or Registration (Form 130-U), and the Application for Replacement License Plates and/or Registration Stickers (Form VTR-60). These forms are essential for managing vehicle ownership records, completing title transfers during vehicle disposals, and ensuring all City vehicles are legally registered and equipped to operate. Without timely access to signature authority, these processes can be delayed, potentially impacting frontline services that rely on fleet availability.

Facilities Management, as the steward of City-owned buildings, must also respond to regulatory compliance requirements. One such example is the Texas Department of Licensing and Regulation (TDLR) Americans with Disabilities Act Inspection Response Form (Form EAB229N), which must be signed and submitted to certify that corrective actions have been taken following accessibility inspections. Because these responsibilities directly relate to building ownership and operational control, Facilities staff must be able to represent the City in official documentation. Similarly, Fleet Services manages fuel infrastructure subject to oversight by the Texas Commission on Environmental Quality (TCEQ), which

includes signing and submitting Underground Storage Tank and Self-Certification forms to maintain environmental compliance.

With Fleet Services and Facilities Management being empowered with signature authority for documents tied to asset registration, title work, environmental compliance, and accessibility certification, affirms their roles as asset and building owners, enables regulatory timelines to be met, and ensures operational readiness across all City departments. Formalizing this authority supports accountability, reduces administrative delays, and reinforces the City's commitment to compliance and responsible asset management.

To ensure clarity and continuity, the department head shall assume primary signature authority as the designated asset or building owner. In the department head's absence, the next level in charge (typically the Assistant Director) shall serve as the authorized signatory. If neither is available, the Assistant City Manager assigned to the respective division shall act as the final approving authority. This structure ensures appropriate oversight while maintaining the flexibility needed to meet regulatory deadlines and operational requirements.

Upon approval of this delegated authority, Fleet Services, Facilities Management, City Secretary, City Manager, and the City Attorney's Office will prepare a delegation letter that details the required process for any official form using this delegated authority.

RECOMMENDATION

Staff recommends adoption of the ordinance affirming authorization of the City Manager, or designee, to execute delegated signature authority for fleet assets and City-owned buildings official forms for a period of (3) years.

ESTIMATED SCHEDULE OF PROJECT

This delegation of authority is time-limited to the earlier of three years or when the designee has vacated the position.

FISCAL INFORMATION

None

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Ordinance

Respectfully submitted:
Tom Gramer, 940-349-7200
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