



CITY OF
CORPUS CHRISTI

AGENDA MEMORANDUM

Action for the City Council Meeting of July 28, 2026

DATE: July 28, 2026
TO: Peter Zaroni, City Manager
FROM: Juan Rivera, Director of Asset Management Department
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361-826-3730

License Agreement with Nueces County for Vehicle Registration Renewal

CAPTION:

Resolution authorizing a License Agreement with the Nueces County Tax Assessor-Collector to allow designated City personnel to be deputized by the Nueces County Tax Assessor-Collector for the purpose of processing and issuing motor vehicle registration renewals and registration stickers for City-owned fleet vehicles, in an amount of \$350.00, with FY 2026 funding available through the Fleet Maintenance Services Fund.

SUMMARY:

This resolution authorizes a License Agreement between the City of Corpus Christi and the Nueces County Tax Assessor-Collector. The agreement permits designated City employees to be appointed as limited-service deputies solely for the purpose of processing and issuing registration renewals and registration stickers for City-owned fleet vehicles.

BACKGROUND AND FINDINGS:

Under Chapter 520 of the Texas Transportation Code and Title 43, Chapter 217 of the Texas Administrative Code, a county Tax Assessor-Collector may, with the approval of the Commissioners Court, appoint limited-service deputies to perform motor vehicle registration services for the employees of the appointing entity.

The City of Corpus Christi maintains a fleet of more than 3,000 pieces of equipment, of which over 2,200 require annual or semi-annual registration renewal.

The current vehicle renewal process at Fleet Operations is time-consuming and labor-intensive. It involves collecting 30 to 40 renewal notices weekly, notifying departments, initiating payment requests through Accounts Payable, waiting up to two weeks for check issuance, and physically delivering checks to the Nueces County Courthouse. After the County receives the checks and process renewal documents, renewal stickers are picked up and distributed internally. Overall, this process can take anywhere from 11 days up to

six weeks.

Under the proposed License Agreement, much of this workload will be eliminated. Fleet personnel will print renewal stickers in-house immediately upon receiving vehicle inspection receipts and distribute them directly to relevant departments. Payments to the County Tax Assessor-Collector will be processed weekly via bulk credit card transactions, simplifying tracking and record-keeping. This new system is expected to reduce processing time to just one day and save two hours per week for Fleet staff and 1.5 hours per week for Accounts Payable staff. Furthermore, the new process will eliminate any potential delays caused by check issuance and physical check deliveries, improve workflow and productivity for Fleet Operations and Accounts Payable teams, and ensure vehicle registrations are properly renewed in timely manner.

The City's responsibilities under the License Agreement include:

- Designating a deputized liaison to manage agreement administration
- Assigning receiving agents who have taken the required oath.
- Ensuring deputization of all employees involved in sticker issuance
- Providing required equipment, including TxDMV-approved computer and printer
- Maintaining secure inventory control and storage
- Providing monthly webSUB Batch Detail Reports of all stickers issued, sold, voided, and reprinted.
- and properly handling renewal notices
- Maintaining accounting records and remitting payments via ACH or credit card
- Acknowledging that operations and records are subject to audit by relevant agencies

The City is required to have a printer designated exclusively for the issuance of registration stickers and a secure fireproof storage box for blank stickers. The intent is to maintain strict control over sticker production, consistent with the County's security and audit requirements.

The License Agreement becomes effective upon approval by the Nueces County Commissioners Court and execution by both parties. Either party may terminate the agreement with 30 days' written notice.

ALTERNATIVES:

The Mayor and City Council may choose not to approve the License Agreement. However, current inefficiencies would continue, resulting in ongoing loss of staff time and delayed registration processing.

FISCAL IMPACT:

The fiscal impact in Fiscal Year 2026 is an amount of \$350.00 for the purchase of required equipment including a printer and a secure fireproof storage box for blank stickers. Costs will be funded through the Fleet Network Systems Maintenance account for minor computer equipment.

FUNDING DETAIL:**Funding Detail for Purchases**

Fund:	5110	Fleet Maintenance Services
Department:	13	Asset Management
Organization/Activity:	40130	Fleet Network Systems
Project # (CIP Only):	N/A	N/A
Account:	520100	Minor Computer Equipment
Amount:	\$350.00	

RECOMMENDATION:

Staff recommend approval of this resolution authorizing the License Agreement with Nueces County for vehicle registration renewal.

LIST OF SUPPORTING DOCUMENTS:

Resolution
License Agreement