

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: June 13, 2024

Meeting Date: June 24, 2024

Submitted By: Dan Milam

Department: Information Technology

Signature of Elected Official/Department Head:

*Dan Milam*

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>
 <p><b>June 24, 2024</b></p>

**Description:**

Consideration to authorize payment for DPS Workstations in the amount of \$714.41.

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(May attach additional sheets if necessary)

**Person to Present:** Dan Milam

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** 10 minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor

Personnel     Public Works     Facilities Management

Other Department/Official (list) Tax Assessor

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**



February 26, 2024

The Honorable Scott Porter  
Johnson County Tax Assessor-Collector  
PO Box 75  
Cleburne, TX 76033-0075

Dear Mr. Porter,

Enclosed is an invoice for the fiscal year (FY) 2023 county fees for Registration and Title System (RTS) leased workstation(s) from the Texas Department of Motor Vehicles. The annual fee for leasing each workstation installed prior to FY 23 is \$359. Lease fees for workstations installed during FY 23 are prorated based on the date of installation. Circuit line fees for full-service deputy (FSD) are \$4,260 per location. All fees may not apply for your county. The fees incurred by your county are listed below. Fiscal Year 2023 covers the period of September 1, 2022, through August 31, 2023.

- Annual leased workstations: 1 at \$359 each – based on a full year \$359
- FY 23 new leased workstations installed 4/17/2023, 4/20/2023:
  - 3 at \$359 each – pro-rated at 0.33% \$355.41

Please forward a copy of this letter, invoice, and payment of \$714.41 in the form of a check, money order, or cashier's check payable to the Texas Department of Motor Vehicles to:

Texas Department of Motor Vehicles  
Financial Services Division  
P.O. Box 5020  
Attn: Stephanie Townsend  
Austin, TX 78763

If you have any questions regarding this invoice, please contact Heather Baxter at (512) 465-3720 or [Heather.Baxter@txdmv.gov](mailto:Heather.Baxter@txdmv.gov). As always, your Regional Service Center is available to assist you.

Sincerely,

Stephanie Townsend  
Financial Services Division

Attachment

**TEXAS DEPARTMENT OF MOTOR VEHICLES****INVOICE**

4000 Jackson Avenue  
Austin, TX 78731

Johnson County Tax Assessor-Collector  
PO Box 75  
Cleburne, TX 76033-0075

Invoice Number 202340  
Invoice Date 02/26/2024  
RLS Stat Code 057  
Terms Due Upon  
Receipt

[johnsontxdmv@johnsoncountytexas.org](mailto:johnsontxdmv@johnsoncountytexas.org)

Quantity	Description	Unit Price	Amount
1	Full Year Workstations	\$359.00	\$359.00
3	Prorated Workstations	Varies	\$355.41
	Circuit Lines	\$4,260.00	
<b>Total</b>			<b>\$714.41</b>

Questions concerning this invoice?  
Contact Heather Baxter  
(512) 465-3720  
[Heather.Baxter@TxDMV.gov](mailto:Heather.Baxter@TxDMV.gov)

Make checks payable to:  
Texas Department of Motor Vehicles  
Attn: Stephanie Townsend  
PO Box 5020  
Austin, TX 78763-5020