

AUG 12 2019

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Scott Porter

TODAY'S DATE: 8/5/19

DEPARTMENT: Tax Office

SIGNATURE OF DEPARTMENT HEAD: [Signature]

REQUESTED AGENDA DATE: 8/12/19

SPECIFIC AGENDA WORDING: Consideration to approve TxDMV county equipment contract along with a resolution authorizing the county's participation in the agreement.

PERSON(S) TO PRESENT ITEM: Scott Porter

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 minutes

ACTION ITEM: x

WORKSHOP _____

(Anticipated number of minutes needed to discuss item) CONSENT: _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date 8/5/19

STATE OF TEXAS §

COUNTY OF TRAVIS §

INTERLOCAL AGREEMENT

for Provision of Equipment and Consumables

THIS CONTRACT is made by and between the State of Texas, acting by and through the Texas Department of Motor Vehicles, hereinafter called the "department" or "TxDMV," and the County of Johnson, Texas, acting by and through its duly authorized officials, hereinafter called the "county."

WITNESSETH

WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

WHEREAS, Texas Transportation Code §502.040 provides that an application for vehicle registration is made through the county tax assessor-collector; and

WHEREAS, the department maintains an automated system for the uniform administering of motor vehicle titles and registration, hereinafter identified as the automated registration and title system (RTS); and

WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the "equipment," be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department's County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

WHEREAS, the department provides the county with certain consumable materials that are integral to the administration of motor vehicle titles and registrations, including disabled placards, cardboard tags, forms, license plates, registration sticker paper, toner cartridges, registration receipt paper, department ad campaign supplies, and other materials (hereinafter referred to as "consumables"); and

WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the 12 day of August, 2019, the Johnson County Commissioners Court Order or Resolution No. Aug 12, 2019, attached and identified as "Attachment C," authorizing the county's execution of this agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

I. CONTRACTING PARTIES:

The Texas Department of Motor Vehicles (TxDMV or department)
Johnson (County)

II. PURPOSE: Provision of Equipment and Consumables to counties to administer motor vehicle title and registration transactions.

III. STATEMENT OF SERVICES TO BE PERFORMED: TxDMV and the county will perform statutorily required functions related to administering titles and registrations of motor vehicles as described in **Attachment A**, Scope of Services.

IV. CONTRACT PAYMENT: Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

V. TERM OF CONTRACT: This contract begins when fully executed by both parties and terminates six years from the date this contract is executed by the state, or when otherwise terminated as provided in **Attachment B**, Article 4 of this Agreement.

VI. CONTINUING CONTRACT OBLIGATIONS: The obligations and requirements of this contract are not affected by a change in personnel at the county or at the department, including a change in elected or appointed officials.

VII. LEGAL AUTHORITY: The parties certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

The County Commissioners Court, by resolution or ordinance dated August 12, 2019, has authorized the county to obtain and provide the services described in **Attachment A**.

This contract incorporates the provisions of **Attachment A**, Scope of Services, **Attachment B**, General Terms and Conditions, **Attachment C**, Resolution or Ordinance, **Attachment D**, RTS Workstation Lease Agreement, **Attachment E**, Designation of Equipment Custodian, **Attachment F**, County Equipment List.

FOR THE COUNTY

Johnson (Name of County)

By



Date

Aug 12, 2019

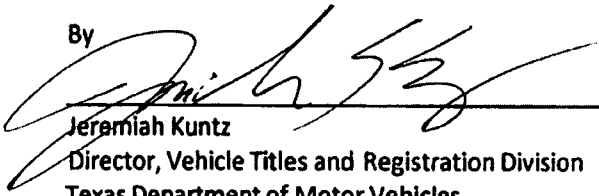
Typed or Printed Title and Name

County Judge Roger Harmon

FOR THE STATE OF TEXAS

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By



Jeremiah Kuntz
Director, Vehicle Titles and Registration Division
Texas Department of Motor Vehicles

Date

8/15/17

ATTACHMENT A

Scope of Services

The department will continue to provide equipment, consumables, and support to the county to facilitate the county in administering motor vehicle title and registration transactions, under the following conditions:

The department shall:

1. Provide workstations and equipment in accordance with guidelines set forth in the County Equipment Guide. On an annual basis, the department will provide the county a list of the equipment then assigned to the county. Attachment F, County Equipment List, will be renewed as according to the County Equipment Guide, and will become part of this agreement. The department retains full and complete ownership of the equipment and nothing in this agreement shall grant to the county, its officers, employees, or contractors, ownership in the equipment;
2. Maintain all the hardware and software necessary to support the equipment at approved county tax assessor-collector office locations;
3. Provide the county with the opportunity to lease additional workstations at county expense. A copy of the lease agreement is incorporated into this agreement and is found in Attachment D. Leased workstations are the property of the department;
4. Determine the county's annual needs of VTR-500-RTS paper and toner cartridges, based on historical use, as described in the County Equipment Guide. VTR-500-RTS paper and toner cartridges in excess of the department's determination are available at county expense;
5. Provide basic web-based training for county staff on the processing of title and registration transactions. Additional instruction, training, webinars and user guides may be provided as system adjustments and enhancements are made; and
6. Provide online access to department registration and title manuals.

The county shall:

1. Designate a person employed by the county to serve as the primary equipment custodian, whose responsibility it is to track equipment received by the county pursuant to this agreement. The county will designate the primary equipment custodian in Attachment E of this agreement, and may designate secondary equipment custodians if needed for multiple sites. The primary equipment custodian, in addition to the county itself, is responsible for ensuring compliance with the County Equipment Guide, which is adopted by reference to this agreement. If the County Equipment Guide is updated by the department, the primary equipment custodian must ensure that appropriate county personnel are informed of the update. The primary equipment custodian is also responsible for preparing the county for periodic equipment refreshes. Should the primary or secondary custodians cease employment with the county, the county shall appoint new custodians and update Attachment E.
2. Report lost or stolen equipment to the department within 48 hours of discovery, as provided by the County Equipment Guide. A copy of any resulting police report shall be provided to the department within five business days;

3. Reimburse the department for the replacement cost of lost, stolen or damaged (not due to natural disaster) equipment. The department will invoice the county in accordance with the County Equipment Guide;
4. Not dispose of, transfer, resell, or designate as surplus any of the equipment or consumables provided through this agreement;
5. Process transactions in compliance with the Transportation Code and the department's title and registration manuals and related bulletins;
6. Turn in defective consumables for replacement to the department's local regional service center to which the county is assigned;
7. Ensure all county personnel (or those acting on its behalf) are adequately trained to administer motor vehicle title and registration transactions on behalf of the department;
8. Provide all personnel who use department workstations with training on confidentiality and fraud detection; and
9. Ensure access to department equipment and systems by terminated employees is removed within 48 hours of termination.

ATTACHMENT B
General Terms and Conditions

Article 1. Amendments

The Interlocal Agreement, Scope of Services, and General Terms and Conditions may be amended upon agreement by both parties, without the need to execute a new contract.

The department may update and make changes to the County Equipment Guide and appendices not listed above unilaterally.

Article 2. Conflicts Between Agreements

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

Article 3. Ownership of Equipment

All equipment provided by TxDMV under this contract is and will remain the property of the TxDMV.

Article 4. Suspension or Termination

This contract may be terminated by any of the following conditions:

- A. By mutual consent and agreement of the parties.
- B. By either party after thirty days written notice.
- C. By TxDMV, should it determine at any time that the County has failed to comply with any of the requirements in this agreement.

Should termination of this agreement occur, the County shall allow TxDMV to remove its equipment. TxDMV shall remove equipment within a reasonable amount of time.

In lieu of termination, should TxDMV determine at any time that the County has failed to comply with any of the requirements in this agreement, TxDMV may suspend access to the automated registration and title system at one or all County locations until such failure is corrected.

Article 5. Compliance with Laws

The parties shall comply with all federal, state, and local laws in any manner affecting the performance of this agreement.

Article 6. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Article 7. Unauthorized Use of Equipment

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

Article 8. Confidentiality

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

ATTACHMENT C
Resolution or Ordinance

On the 12 day of August, 2019, the Johnson County
Commissioner's Court passed Resolution No. Aug. 12, 2019, hereinafter identified by reference,
authorizing the County's participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF Johnson

THIS AGREEMENT is made between the Texas Department of Motor Vehicles "TxDMV" or "department" and the "county" pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of Johnson , Texas an option to lease additional Registration and Title System ("RTS") workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables ("County Agreement") and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased **at county expense** from the department.
2. The cost of leasing a basic RTS workstation¹ will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy ("FSD") office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county's annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county's next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV's responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.


¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner's Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner's Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of Johnson, Texas will lease 0 additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

[Redacted]				

[Redacted]					
1.	RTS Workstation, Basic ¹ (non-FSD site)			\$361.00	
2.	RTS Workstation, Basic ¹ (FSD site)			\$361.00	
3.	T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site)			\$4,260.00	
<i>Note: cable drops are an additional \$180 each and charged in first year only</i>					\$ 0.00

 8/12/19
 County Judge Date

 Jeremiah Kuntz Date
 Director, Vehicle Titles and Registration

Johnson
 County

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

FW CID-JOHNSON COUNTY MAIN OFFICE @ 2 NORTH MILL ST. CLEBURNE TX 76033

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1- Located; 2- Transfer; or 3 Missing/Stolen	Inv. Control Use Only
019510	LAN/WAN SWITCHING	FCQ1531Y0H5	4FW128M000	G	Van Pelt, Pamela		
019919	LAN/WAN SWITCHING	FTX153681XJ	4FW128M000	G	Van Pelt, Pamela		
031213	PRINTERS	PHBRR06432	4FW126M000	G	Van Pelt, Pamela		
031218	PRINTERS	PHBRR06428	4FW126M000	G	Van Pelt, Pamela		
031479	PRINTERS	PHBBQ11593	4FW126M000	G	Van Pelt, Pamela		
031751	PRINTERS	PHBRR04943	4FW126M000	G	Van Pelt, Pamela		
032266	COMPUTER, DESKTOP	PHBBQ15459	4FW126M000	G	Van Pelt, Pamela		
032270	COMPUTER, DESKTOP	2UA6322VCH	4FW126M000	G	Van Pelt, Pamela		
032267	COMPUTER, DESKTOP	PHBRR14308	4FW126M000	G	Van Pelt, Pamela		
032268	COMPUTER, DESKTOP	2UA6322VCC	4FW126M000	G	Van Pelt, Pamela		
032269	PRINTERS	PHBRR14338	4FW126M000	G	Van Pelt, Pamela		
032270	COMPUTER, DESKTOP	2UA6322V7D	4FW126M000	G	Van Pelt, Pamela		
032271	COMPUTER, DESKTOP	PHBRR14246	4FW126M000	G	Van Pelt, Pamela		
032272	COMPUTER, DESKTOP	2UA6322V6P	4FW126M000	G	Van Pelt, Pamela		
032273	COMPUTER, DESKTOP	2UA6322V74	4FW126M000	G	Van Pelt, Pamela		
032275	COMPUTER, DESKTOP	2UA6322W9V	4FW126M000	G	Van Pelt, Pamela		
032276	COMPUTER, DESKTOP	PHBRR14334	4FW126M000	G	Van Pelt, Pamela		
032277	COMPUTER, DESKTOP	2UA6322VCC	4FW126M000	G	Van Pelt, Pamela		
032278	COMPUTER, DESKTOP	PHBRR14336	4FW126M000	G	Van Pelt, Pamela		
032279	COMPUTER, DESKTOP	2UA6322VCD	4FW126M000	G	Van Pelt, Pamela		
032280	COMPUTER, DESKTOP	PHBRR14436	4FW126M000	G	Van Pelt, Pamela		
032281	COMPUTER, DESKTOP	2UA6322VCO	4FW126M000	G	Van Pelt, Pamela		
032282	COMPUTER, DESKTOP	2UA6322VSS	4FW126M000	G	Van Pelt, Pamela		
032283	PRINTERS	PHBRR14333	4FW126M000	G	Van Pelt, Pamela		
032284	COMPUTER, DESKTOP	2UA6322W9H	4FW126M000	G	Van Pelt, Pamela		
032285	COMPUTER, DESKTOP	2UA6322VCC	4FW126M000	G	Van Pelt, Pamela		
035884	COMPUTER, DESKTOP	MXL7331KQS	4FW126M000	G	Van Pelt, Pamela		
END OF REPORT							

CUNY LEONARD Employee Printed Name
Cudy Leonard Employee Signature
11-19 (date)
11-19 (date)
 I attest that the assets listed above were each accounted for during a physical location performed between **11-19** (date) and **11-19** (date) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

FW CID-JOHNSON COUNTY SUBSTATION 1 @ 247 ELK DR. BURLESON TX 76028

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Location: 2-Transfer, or 3-Missing/Stolen	Inv. Control Use Only
019784	LAMWAN SWITCHING	FTX153081G3	SFWY26S001	G	Van Pelt, Pamela		
031756	PRINTERS	PH8BR14795	SFWY26S001	G	Van Pelt, Pamela		
031983	COMPUTER, DESKTOP	MXL13314RP	SFWY26S001	G	Van Pelt, Pamela		
032428	COMPUTER, DESKTOP	ZUA832V84	SFWY26S001	G	Van Pelt, Pamela		
032429	PRINTERS	PH8BR14195	SFWY26S001	G	Van Pelt, Pamela		
032430	COMPUTER, DESKTOP	ZUA832TZY	SFWY26S001	G	Van Pelt, Pamela		
032431	PRINTERS	PH8BO15311	SFWY26S001	G	Van Pelt, Pamela		
032432	COMPUTER, DESKTOP	ZUA832V82	SFWY26S001	G	Van Pelt, Pamela		
032433	PRINTERS	PH8BO15302	SFWY26S001	G	Van Pelt, Pamela		
032434	COMPUTER, DESKTOP	ZUA832V5V	SFWY26S001	G	Van Pelt, Pamela		
032435	PRINTERS	PH8BR14202	SFWY26S001	G	Van Pelt, Pamela		
032436	COMPUTER, DESKTOP	ZUA832V88	SFWY26S001	G	Van Pelt, Pamela		
032437	PRINTERS	PH8BO15304	SFWY26S001	G	Van Pelt, Pamela		
032438	COMPUTER, DESKTOP	ZUA832V6Y	SFWY26S001	G	Van Pelt, Pamela		
032439	PRINTERS	PH8BR14195	SFWY26S001	G	Van Pelt, Pamela		
032440	COMPUTER, DESKTOP	ZUA832V8Y	SFWY26S001	G	Van Pelt, Pamela		
032441	PRINTERS	PH8BO15309	SFWY26S001	G	Van Pelt, Pamela		
	END OF REPORT						

Renee Parsons Employee Printed Name
R Parsons Employee Signature
7-10-19 Date
 By my signature above, I attest that the assets listed above were accurately accounted for during a physical location performed between 7-10-19 (date) and 7-10-19 (date) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).
 NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN ADDITIONAL FORM, COPY AND FURNISH THEM TO THE APPROPRIATE AGENCIES.

