

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** July 31, 2018

**FROM:** Douglas R. Gonzales  
City Attorney

**SUBJECT:** Proposed Memorandum of Understanding with the Florida Dept. of Highway Safety and Motor Vehicles (“DMV”) for Driver’s License and/or Motor Vehicle Record Data Exchange

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I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Dept. of Development Services/Parking Division
- 2) Type of Agreement – Memorandum of Understanding (“MOU”)
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
  - a) initial – MOU takes effect upon the date of the last signature and remains in effect for three years.
  - b) renewals (if any) –n/a
  - c) who exercises option to renew –n/a
- 5) Contract Amount- n/a
- 6) Termination rights - (a) may be unilaterally terminated for cause by either party for breach with written notice; (b) the MOU may be subject to unilateral suspension or termination by DMV without notice if City fails to comply with MOU requirements, or applicable state or federal laws governing driver privacy; (c) either party may terminate for convenience upon 30 days advanced written notice; and (d) DMV may terminate if court of law finds City or its officers have violated any state or federal law or if the any other agreement City has is terminated for non-compliance with DPPA or data breaches designed to protect driver privacy.
- 7) Indemnity/Insurance Requirements – City indemnifies.
- 8) Scope of Services – The Parking Division will have access to DMV’s record data exchange system to assist with determining owner information relating to unpaid parking citations.
- 9) City’s prior experience with Vendor (if any) – yes.

cc: Wazir A. Ishmael, Ph.D, City Manager

