

EXHIBIT 1

Memorandum of Understanding (MOU)

Between

City of Oviedo, Florida
Address: 400 Alexandria Boulevard, Oviedo, FL 32765
City Manager: Bryan Cobb
Phone: 407-971-5506
Email: bcobb@cityofoviedo.net

And

Seminole County Tax Collector
Address: 1101 East 15¹ Street, Sanford FL 32771 Tax Collector: J.R. Kroll
Phone: 407-665-7685
Email: jrkroll@seminolecounty.tax

Date: _____

Subject: Placement of self-service vehicle registration kiosk in City Hall

1. Purpose

This Memorandum of Understanding (MOU) establishes the terms and conditions under which the Seminole County Tax Collector will install and maintain a self-service kiosk at the Oviedo City Hall Campus, 400 Alexandria Boulevard, Oviedo, Florida 32765 to facilitate vehicle registrations, renewals and license plate services for residents.

2. Responsibilities

2.1 City of Oviedo

- **Location:** Provide a designated area on the City Hall campus for the kiosk installation and permitting, ensuring accessibility to the public.
- **Utilities:** Ensure that necessary utilities (power and internet) are available at the kiosk location.
- **Maintenance:** Assist with the maintenance of the area surrounding the kiosk.
- **Advertising Coordination:** Collaborate with TAP OATA and the Tax Collectors Office to manage advertisement displays on the kiosk.
- **Service Contact Information:** Receive contact details from TA OATA for addressing customer service, hardware or support issues related to the kiosk.
- **Service Hours Compliance:** Make sure kiosk is accessible during the locations operating hours.
- **No Fees or Payments:** No fees or payments will be exchanged between the parties, as the kiosk is for the benefit of the citizens.

2.2 Seminole County Tax Collector

- **Subcontracting to TAP OATA:** Oversee the subcontracting of TAP OATA for the installation, maintenance, and support of the self-service kiosks at the city hall location.
- **Kiosk Services:** Ensure the kiosk provides secure vehicle registration renewal services via a secure video channel for the residents of the city.
- **Kiosk Advertising Coordination:** Collaborate with the city to display advertisements from both the Tax Collectors office and the city on the kiosk.
- **Service Hours Compliance:** Make sure kiosk is accessible during the locations operating hours.
- **Service Contact Information:** Provide all parties with contact information for customer service and hardware related issues.
- **Technical and Security Compliance:** Confirm TAP OATA's responsibility for ensuring compliance with DHSMV regulations and data security standards.

2.3 TAPOATA

- **Full setup and installation:** Manage all aspects of the kiosk installation, including setup, testing and software integration for registration renewals services via a secure video channel.
- **Ongoing maintenance and support:** Take full responsibility for the kiosk maintenance, technical support and data security, ensuring compliance with DHSMV regulations.
- **Advertising display capabilities:** Provide contact information to all parties for addressing any customer service, technical, or hardware related issues.
- **Video and data security:** Ensure the secure operation of the video channel and full compliance with DHSMV data protection protocols
- **Agreement termination:** In the event of termination, remove the kiosk within 30 days of the end of the 90-day notice period.
- **No fees:** Acknowledge that no fees or payments will be exchanged between the parties, as the arrangement is for the benefit of the citizens.

3. Term

This MOU will remain in effect for an initial term of 3 years commencing from the date of signing. Either party may terminate this MOU with a written notice of 90 days to the other party.

4. Liability

Each party agrees to indemnify and hold harmless the other from any claims, damages, or liabilities arising from their respective activities under this MOU.

5. Amendments

This MOU may be amended only in writing, signed by both parties.

[Type here]

6. Signatures

This MOU is hereby executed and agreed to by the undersigned parties.

City of Oviedo, Florida

Bryan Cobb
City Manager

Date: _____

Attest:

Elianne Rivera, CMC, FCRM
City Clerk

Seminole County Tax Collector

J.R. Kroll, Seminole County Tax Collector

Date: _____

Note: This MOU serves as a guiding document and does not constitute a legally binding agreement but reflects the mutual understanding of the parties involved.