



COUNTY OF HUMBOLDT

For the meeting of: 7/1/2025

File #: 25-818

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Memorandum of Understanding between the California Department of Motor Vehicles and County Administrative Office, Information Technology Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Memorandum of Understanding (MOU) between the California Department of Motor Vehicles (DMV) and County Administrative Office, Information Technology Division (IT) for the provision of direct online information access; and
2. Authorize the County Administrative Officer to sign the MOU for the period of 48 months from the date of execution.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Several county departments have a need to access DMV information for various operational purposes, such as obtaining driving records. However, to access this information, the network being used must have security measures in place, including IT being required to implement and maintain the approved configuration security of its network connectivity for transmission of DMV data.

IT gives technical support to county departments that access the DMV system. IT must also establish security procedures to protect the dissemination of confidentiality of certain DMV information, ensure employees who have access to DMV information complete a security statement, and must report unauthorized access. DMV will not pay for costs and maintenance of communication lines used to access its information.

The attached MOU before your Board today addresses updated requirements for DMV access that were not in place in the previous MOU executed on April 15, 2022.

SOURCE OF FUNDING:

Charges for Current Services (671127 and 671128)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

The attached MOU with DMV to provide direct online information access via the county network does not require payment to the DMV. However, there will be staff costs to provide technical assistance to departments, as well as ensuring security standards as established in the MOU.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Providing this service will allow staff to easily access the required data, conserving the time and effort that would be required to retrieve this information by other means.

OTHER AGENCY INVOLVEMENT:

California Department of Motor Vehicles

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the attached MOU. However, this is not recommended as it would severely limit several county departments' access to operation-critical information.

ATTACHMENTS:

Memorandum of Understanding California DMV and IT

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A