

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/14/2021

Contract/Lease Control #: L18-0464-TDD

Procurement#: NA

Contract/Lease Type: LEASE

Award To/Lessee: TOURIST DEVELOPMENT DEPARTMENT

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/04/2019

Expiration Date: 01/03/2021

Description of: INTERDEPARTMENTAL MEMO OF AGREEMENT

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JDAMS@MYOKALOOSA.COM

Closed: January 14, 2021

Cc: BCC RECORDS

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/14/2021

Contract/Lease Control #: L18-0464-TDD

Procurement#: NA

Contract/Lease Type: LEASE

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Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/04/2019

Expiration Date: 01/03/2022

Description of: INTERDEPARTMENTAL MEMO OF AGREEMENT

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JADAMS@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: L180464-T00 Tracking Number: 4181-21
Procurement/Contractor/Lessee Name: T00 Grant Funded: YES ___ NO X
Purpose: Interdepartmental agreement lease space at airport
Date/Term: 1-3-2022
Department #: _____
Account #: _____
Amount: _____
Department: T00 Dept. Monitor Name: Adams

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 12-2-2020
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

2CFR Compliance Review (if required)

Approved as written: NO Federal (Ind) Grant Name: _____
_____ Date: _____
Grants Coordinator Gillian Gordon

Risk Management Review

Approved as written: see email attached Date: 12-2-2020
_____ Lisa Price
Risk Manager or designee

County Attorney Review

Approved as written: see email attached Date: 12-2-2020
_____ Lynn Hoshihara, Kerry Parsons or Designee
County Attorney

Department Funding Review

Approved as written: _____ Date: _____

IT Review (if applicable)

Approved as written: _____ Date: _____

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Wednesday, December 2, 2020 10:09 AM
To: DeRita Mason
Cc: Lynn Hoshihara; Lisa Price
Subject: RE: TDD Airport Lease amendment 3

This is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Wednesday, December 2, 2020 11:06 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Lisa Price <lprice@myokaloosa.com>
Subject: FW: TDD Airport Lease amendment 3

Good morning,
Please review and approve the attached.

Thank you,

DeRita Mason



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department

DeRita Mason

From: Lisa Price
Sent: Wednesday, December 2, 2020 10:15 AM
To: DeRita Mason
Subject: RE: TDD Airport Lease amendment 3

Approved by Risk.

Lisa Price
Public Records & Contracts Specialist
302 N Wilson Street, Suite 301
Crestview, FL. 32536
(850) 689-5979
lprice@myokaloosa.com



For all things Wellness please visit:
<http://www.myokaloosa.com/wellness>

Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Wednesday, December 2, 2020 10:06 AM
To: 'Parsons, Kerry' <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Lisa Price <lprice@myokaloosa.com>
Subject: FW: TDD Airport Lease amendment 3

Good morning,
Please review and approve the attached.

Thank you,

DeRita Mason



INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT TDD SPACE AT VPS AIRPORT

1. Purpose

This Interdepartmental Memorandum of Agreement (MOA) is intended to memorialize an agreement between the Okaloosa County Airports Department (Airports) and Tourist Development Department (TDD). The Airports and TDD are enterprise-like departments operating under the authority of the Okaloosa County Board of County Commissioners. This MOA shall be effective upon execution by the County Administrator.

2. Scope

Under this MOA, Airports will provide space in the Destin-Fort Walton Beach Airport (VPS) terminal, more particularly described in Attachment 1 to this MOA, attached hereto and incorporated herein, for tourist welcome center related activities (known as the "Space").

3. Airports Responsibilities

Airports shall:

- a. Provide Space as more particularly described in Attachment 1 for the exclusive use of the TDD.

4. TDD Responsibilities

TDD shall:

- a. Exclusively utilize the Space provided for tourist welcome center related activities, and not sell any items, good or services, nor in any way act as an Airport concessionaire.
- b. Include Destin-Fort Walton Beach Airport (VPS) in promotional materials as appropriate.
- c. Work with the Airports to provide necessary documentation and information for employee vehicle parking.
- d. Be responsible for all infrastructure and set up cost, including, but not limited to phones, fiber and power.
- e. Obtain Airports permission in writing prior to any modification to the space and agree to restore the Space to its original condition at the conclusion of this MOA.

5. Term

The term of this MOA will be for a four (4) year period, which will begin on January 1, 2021 and end on December 31, 2024. This MOA may be renewed for an additional two-year period by written agreement of the parties. This MOA may be terminated by either party upon one hundred eighty (180) days' written notice to the other. Upon termination, the TDD shall remove all improvements and restore the Space to its original condition.

6. Costs

For the Space provided, TDD shall pay the Airports a monthly amount of \$2,500.00 during the initial four-year period. If this MOA is renewed for an additional two-year period, the monthly amount shall increase to \$2,750.00.

7. Billing and Payment

Airports will invoice TDD via email on the first of each month. TDD will forward its approval to the Clerk's office, who will perform a journal entry to transfer funds.

Tracy A. Stage, A.A.E. Digitally signed by Tracy A. Stage, A.A.E.
Date: 2021.01.13 13:49:28 -06'00'

Tracy Stage, Airports Director

John Hofstad Digitally signed by John Hofstad
Date: 2021.01.14 08:52:19 -06'00'

John Hofstad, County Administrator

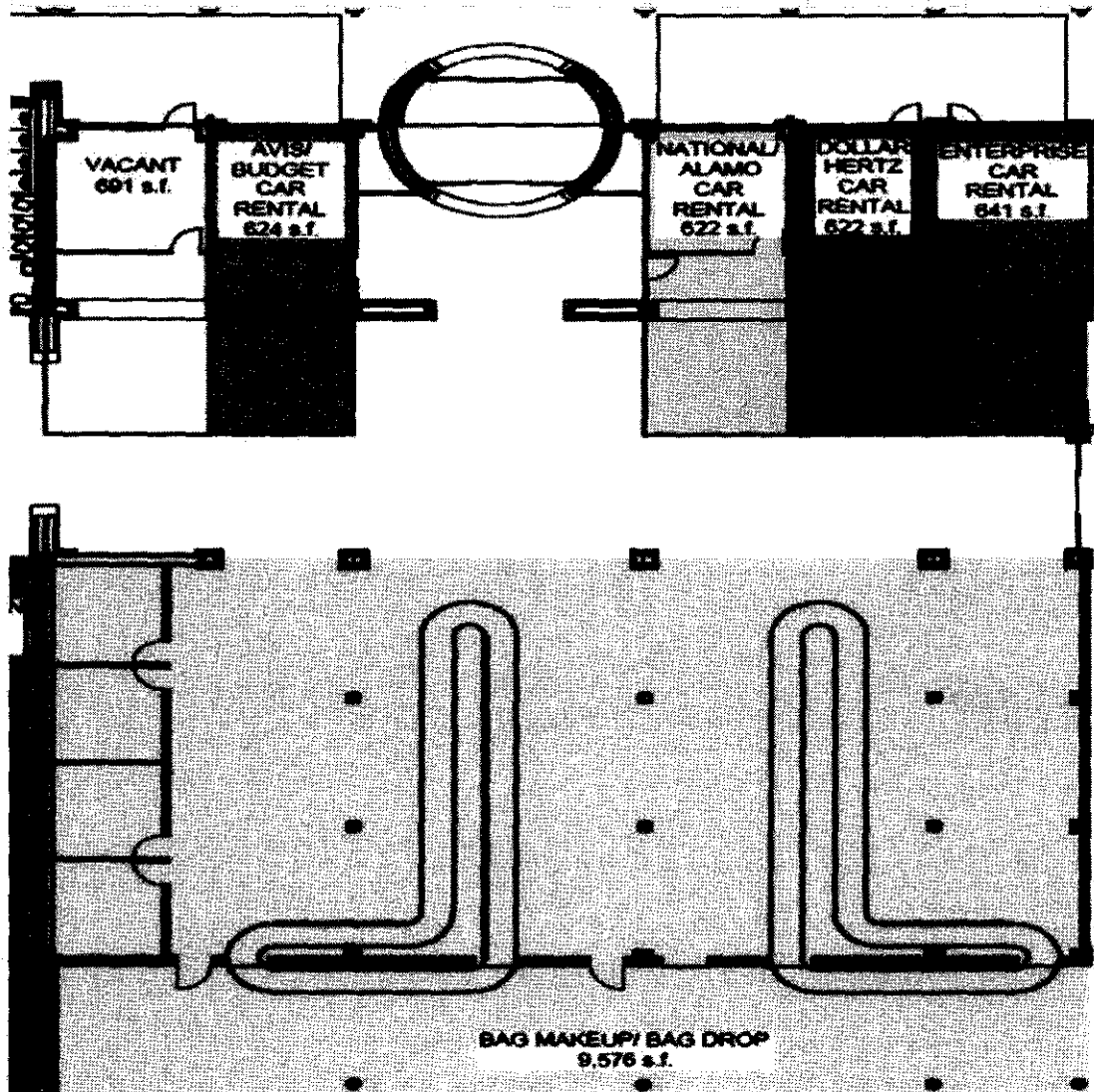
Jennifer Adams

Digitally signed by Jennifer Adams
Date: 2021.01.14 08:01:30 -06'00'

Jennifer Adams, TDD Director

Date

Attachment 1



CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/08/2018

Contract/Lease Control #: L18-0464-TDD

Procurement #: N/A

Contract/Lease Type: LEASE

Award To/Lessee: TOURIST DEVELOPMENT DEPARTMENT (TDD)

Owner/Lessor: OKALOOSA COUNTY AIRPORTS DEPARTMENT

Effective Date: 01/04/2018

Expiration Date: 01/03/2019

Description of
Contract/Lease: INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT (MOA)

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JADAMS@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/06/2019

Contract/Lease Control #: L18-0464-TDD

Procurement#: NA

Contract/Lease Type: LEASE

Award To/Lessee: TOURIST DEVELOPMENT DEPARTMENT

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/04/2019

Expiration Date: 01/03/2021

Description of INTERDEPARTMENTAL MEMO OF AGREEMENT

Department: IDD

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JADAMS@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: L18-0464-TDD Tracking Number: 371320
Procurement/Contractor/Lessee Name: Okaloosa County Project Grant Funded: YES ___ NO X
Purpose: amendment/renewal
Date/Term: 1-3-21
Amount: _____
Department: TDD
Dept. Monitor Name: Adams

1. GREATER THAN \$100,000
2. GREATER THAN \$50,000
3. \$50,000 OR LESS

Purchasing Review

Procurement or Contract/Lease requirements are met:
DeRita Mason Date: 11-19-19
Purchasing Director or designee Jeff Hyde, DeRita Mason, Jessica Darr

2CFR Compliance Review (if required)

Approved as written: no federal funds
_____ Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: see email attached
_____ Date: 11-26-19
Edith Gibson or Karen Donaldson

County Attorney Review

Approved as written: see email attached
_____ Date: 11-25-19
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received:
_____ Date: _____
Finance Manager or designee

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Monday, November 25, 2019 9:52 AM
To: DeRita Mason
Cc: Lynn Hoshihara; Karen Donaldson
Subject: RE: L18-0464-TDD-TDD/Airport Lease

This is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Tuesday, November 19, 2019 8:59 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Karen Donaldson <kdonaldson@myokaloosa.com>
Subject: L18-0464-TDD-TDD/Airport Lease

Please review and approve.

Thank you.

DeRita Mason



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road

DeRita Mason

From: Karen Donaldson
Sent: Tuesday, November 26, 2019 9:57 AM
To: DeRita Mason
Subject: RE: L18-0464-TDD-TDD/Airport Lease

DeRita

This is approved by risk management. There is no insurance element.

Thank you

Karen Donaldson

Karen Donaldson
Public Records and Contracts Specialist
Okaloosa County Risk Management
302 N Wilson Street, Suite 301
Crestview, Fl. 32536
850.683.6207
KDonaldson@myokaloosa.com

Risk Management has moved
Please note new Address



Please note: Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Tuesday, November 19, 2019 7:59 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>; Karen Donaldson <kdonaldson@myokaloosa.com>
Subject: L18-0464-TDD-TDD/Airport Lease

Please review and approve.

Thank you.

DeRita Mason

10

RENEWAL & AMENDMENT NO. 2 TO
INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT
TDD SPACE AT VPS AIRPORT
(COUNTY LEASE # L18-0464-TDD)

This RENEWAL & AMENDMENT NO. 2 hereby renews and amends the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) by and between Okaloosa County Airports Department (Airports) and Tourist Development Department (TDD).

WHEREAS, the initial one-year term of the MOA expired on January 3, 2019, and was renewed through January 3, 2020; and

WHEREAS, the MOA provides for additional one-year renewals; and

WHEREAS, the TDD shall pay the effective annual terminal rate for the Space for subsequent renewals; and

WHEREAS, both parties mutually agree to renew and amend the MOA for another year at the current rate in effect.

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) as follows:

(~~stricken~~ words indicate deletions, underlined words indicate additions).

- Attachment 1, Space & Cost, shall be amended as follows:


Total Square Ft	Annual Rate	Annual Total	Monthly Total	Sales Tax	Monthly Inclusive of Tax
691	\$96.42	\$66,626.22	\$5,552.19	TDD is tax-exempt	
	<u>\$120.87</u>	<u>\$83,521.20</u>	<u>\$6,960.10</u>		

- This RENEWAL & AMENDMENT NO. 2 shall be effective January 4, 2020 through January 3, 2021.
- All other provisions of the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year last hereinbelow written.

 12.4.19
 Tracy Stage, Airports Director

 12/2/19
 Jennifer Adams, TDD Director


 John Hofstad, County Administrator
 Date 12/6/19

CONTRACT#: L18-0464-TDD
 TOURIST DEVELOPMENT DEPARTMENT
 INTERDEPARTMENTAL MEMO OF AGREEMENT
 EXPIRES: 01/03/2021

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 01/11/2019

Contract/Lease Control #: L18-0464-TDD

Procurement#: NA

Contract/Lease Type: LEASE

Award To/Lessee: TOURIST DEVELOPMENT DEPARTMENT

Owner/Lessor: OKALOOSA COUNTY AIRPORTS DEPARTMENT

Effective Date: 01/04/2018

Expiration Date: 01/03/2020

Description of Contract/Lease: INTERDEPARTMENTAL MEMO OF AGREEMENT (MOA)

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

Monitor's FAX # or E-mail: JADAMS@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

**PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: L18-0404-TDD Tracking Number: 3224-19
Procurement/Contractor/Lessee Name: Interdepartmental agreement Grant Funded: YES ___ NO ___
Purpose: Renewal/amendment
Date/Term: 1-3-20 1. GREATER THAN \$100,000
Amount: _____ 2. GREATER THAN \$50,000
Department: TDD 3. \$50,000 OR LESS
Dept. Monitor Name: Adams

Purchasing Review

Procurement or Contract/Lease requirements are met:
[Signature] Date: 1-2-19
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Victoria Taravella

2CFR Compliance Review (if required)

Approved as written: [Signature] Grant Name: _____
_____ Date: _____
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written: see email attached Date: 1-3-19
_____ Date: _____
Risk Manager or designee Laura Porter or Krystal King

County Attorney Review

Approved as written: see email attached Date: 1-3-19
_____ Date: _____
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received:
_____ Date: _____
Finance Manager or designee

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Thursday, January 03, 2019 1:33 PM
To: DeRita Mason
Cc: Lynn Hoshihara
Subject: RE: TDD Lease Renewal L18-0464-TDD

This is approved for legal and risk purposes.

Kerry A. Parsons, Esq.



1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Wednesday, January 2, 2019 11:28 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Lynn Hoshihara <lhoshihara@myokaloosa.com>
Subject: FW: TDD Lease Renewal L18-0464-TDD

Please review the attached.

Thank you,

DeRita

From: Charlotte Dunworth
Sent: Wednesday, January 02, 2019 8:59 AM
To: DeRita Mason <dmason@myokaloosa.com>
Subject: FW: TDD Lease Renewal L18-0464-TDD

Hi DeRita – please begin contract coordination. Thanks... and Happy 2019!

Have a great day,

Charlotte Dunworth

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

AZP

**RENEWAL & AMENDMENT NO. 1 TO
 INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT
 TDD SPACE AT VPS AIRPORT
 (COUNTY LEASE # L18-0464-TDD)**

This RENEWAL & AMENDMENT NO. 1 hereby renews and amends the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) by and between Okaloosa County Airports Department (Airports) and Tourist Development Department (TDD).

WHEREAS, the initial one-year term of the MOA expired on January 3, 2019, and the MOA provides for additional one-year renewals; and

WHEREAS, the TDD shall pay the effective annual terminal rate for the Space for subsequent renewals; and

WHEREAS, both parties mutually agree to renew and amend the MOA for another year at the current rate in effect.

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) as follows:

(~~stricken~~ words indicate deletions, underlined words indicate additions).


- Attachment 1, Space & Cost, shall be amended as follows:


Total Square Ft	Annual Rate	Annual Total	Monthly Total	Sales Tax	Monthly Inclusive of Tax
691	<u>\$80.16</u>	<u>\$55,390.56</u>	<u>\$4,615.88</u>	<u>\$276.95</u>	<u>\$4,892.83</u>
	<u>\$96.42</u>	<u>\$66,626.22</u>	<u>\$5,552.19</u>	<u>TDD is tax-exempt</u>	

- This RENEWAL & AMENDMENT NO. 1 shall be effective retroactively to January 3, 2019.
- All other provisions of the Interdepartmental Memorandum of Agreement (MOA) for TDD Space at VPS Airport (County Lease # C18-0464-TDD) shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year last hereinbelow written.


 Tracy Stage, Airports Director


 Jennifer Adams, TDD Director


 John Hofstad, County Administrator

 11/10/19
 Greg Kisela, Deputy County Administrator

Date 11/10/19

**CONTRACT#: L18-0464-TDD
 TOURIST DEVELOPMENT DEPT
 INTERLOCAL MEMO OF AGREEMENT
 EXPIRES: 01/03/2024**

INTERDEPARTMENTAL MEMORANDUM OF AGREEMENT TDD SPACE AT VPS AIRPORT

1. Purpose

This Interdepartmental Memorandum of Agreement (MOA) is intended to memorialize an agreement between the Okaloosa County Airports Department (Airports) and Tourist Development Department (TDD). The Airports and TDD are enterprise-like departments operating under the authority of the Okaloosa County Board of County Commissioners. This MOA shall be effective upon execution by the County Administrator.

2. Scope

Under this MOA, Airports will provide space in the Destin-Fort Walton Beach Airport (VPS) terminal, more particularly described in Attachment 1 to this MOA, attached hereto and incorporated herein, for tourist welcome center related activities (known as the "Space").

3. Airports Responsibilities

Airports shall:

- a. Provide Space as more particularly described in Attachment 1 for the exclusive use of the TDD, as well as designated parking area for TDD employees working in the Space.

4. TDD Responsibilities

TDD shall:

- a. Exclusively utilize the Space provided for tourist welcome center related activities, and not sell any items, good or services, nor in any way act as an Airport concessionaire.
- b. Work with the Airports to provide necessary documentation and information for employee vehicle parking.
- c. Be responsible for all infrastructure and set up cost, including, but not limited to phones, fiber and power.
- d. Obtain Airports permission in writing prior to any modification to the space and agree to restore the Space to its original condition at the conclusion of this MOA.

5. Term


The term of this MOA will be for a one (1) year period, which will begin on the date of the execution of the MOA by the County Administrator. This MOA may be renewed for additional years, by written agreement of the parties. This MOA may be terminated by either party upon sixty (60) days' written notice to the other. Upon termination, the TDD shall remove all improvements and restore the Space to its original condition.

6. Costs

For the Space provided, TDD shall pay the Airports a monthly amount as set forth on Attachment 1 for the fair market value of the Space. If this MOA is renewed for additional periods, the TDD shall pay the signatory price for the Space provided.

7. **Billing and Payment**

Airports will invoice TDD via email on the first of each month for the fair market value of the Space. TDD will forward its approval to the Clerk's office, who will perform a journal entry to transfer funds.



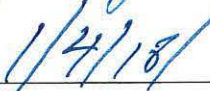
Tracy Stage, Airports Director



Jennifer Adams, TDD Director



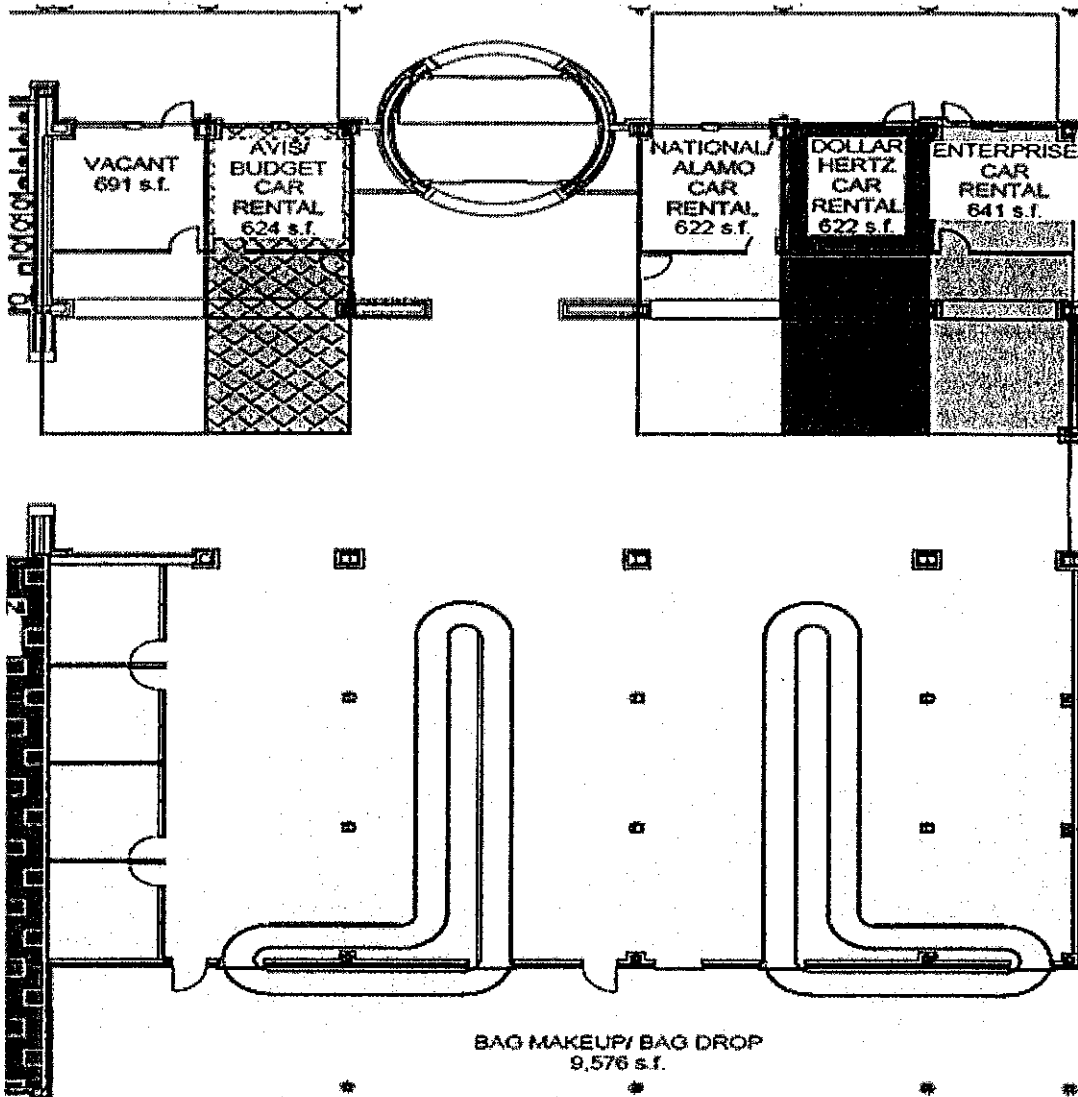
John Hofstad, County Administrator



Date

Space & Cost

Total Square Ft	Annual Rate	Annual Total	Monthly Total	Sales Tax*	Monthly Inclusive of Tax
691	\$ 80.16	\$55,390.56	\$ 4,615.88	\$ 276.95	\$ 4,892.83
*Tax exemption will need to be confirmed, if exempted certificate applies to rental payments					



Charlotte Dunworth

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, December 15, 2017 10:34 AM
To: Tracy Stage; Charlotte Dunworth; Stephanie Herrick; Jennifer Adams
Cc: Lynn Hoshihara
Subject: RE: Interdepartmental Memo of Agreement

If and when approved by the TDC, the agreement will then need to be executed by the Department heads, Tracy and Jennifer, then submitted to John for his approval.

From: Tracy Stage [mailto:tstage@co.okaloosa.fl.us]
Sent: Friday, December 15, 2017 11:28 AM
To: Charlotte Dunworth; Parsons, Kerry; Stephanie Herrick; Jennifer Adams
Cc: Lynn Hoshihara
Subject: RE: Interdepartmental Memo of Agreement

Great partnership right here at this juncture! Very cool.

TS

From: Charlotte Dunworth
Sent: Friday, December 15, 2017 9:13 AM
To: Parsons, Kerry <KParsons@ngn-tally.com>; Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Tracy Stage <tstage@co.okaloosa.fl.us>; Jennifer Adams <jadams@co.okaloosa.fl.us>
Cc: Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>
Subject: RE: Interdepartmental Memo of Agreement

Looks good. Thanks everyone. Will get this on next week's TDC agenda.

Sunny Regards,
Charlotte Dunworth
Finance, Administration, & Compliance Manager
850.609.5385 phone
cdunworth@co.okaloosa.fl.us



Emerald Coast Convention & Visitors Bureau
1540 Miracle Strip Parkway SE
Fort Walton Beach, FL 32548
EmeraldCoastFL.com

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: Parsons, Kerry [mailto:KParsons@ngn-tally.com]
Sent: Friday, December 15, 2017 9:04 AM
To: Stephanie Herrick <sherrick@co.okaloosa.fl.us>; Tracy Stage <tstage@co.okaloosa.fl.us>; Charlotte Dunworth <cdunworth@co.okaloosa.fl.us>; Jennifer Adams <jadams@co.okaloosa.fl.us>