



**DESTIN | FT. WALTON BEACH
OKALOOSA ISLAND**

TOURIST DEVELOPMENT COUNCIL BYLAWS

AND

**TOURIST DEVELOPMENT DEPARTMENT
OPERATIONS & PROCEDURES MANUAL**

TDC July 27, 2017

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SECTION ONE: TOURIST DEVELOPMENT COUNCIL BYLAWS

A. GENERAL

A.100. LEGAL AUTHORITY

Legal authority for the Okaloosa County Tourist Development Council (the “Council”) is found under Section 125.0104, Florida Statutes, known as "The Local Option Tourist Development Act", Okaloosa County Ordinance 89-23 as subsequently amended, and Resolution No. 89-40 establishing the Council and stating the intent to levy a Tourist Development Tax (the “Act”). As an appointed Advisory Board, the Council is bound by State and County Laws, ordinances, and procedures governing the Council members and their activities, as well as procedures for reviewing expenditures of tourist development tax revenues.

A.200. STATEMENT OF ORGANIZATION

Pursuant to the Act, Okaloosa County (the "County") has: established an advisory group known as the Okaloosa County Tourist Development Council; imposed a 5% Tourist Development Tax; and approved a Tourist Development Plan pursuant to the mission set forth in A.300.

The Council is responsible for advising the Okaloosa Board of County Commissioners (the “Board”) on the implementation of the Tourist Development Plan in accordance with State and County laws, regulations and procedures and within budgetary limitations imposed by the Tourist Development Tax Revenues.

In order to establish the procedures by which the Council will carry out its business and the Tourist Development Plan will be implemented, the Board has approved this TDC Bylaws and TDD Operations and Procedures Manual (the “Manual”) as the guiding instrument.

A.300. MISSION

The Council’s primary responsibility is to advise and make recommendations to the Board on matters related to tourism sales, marketing, and advertising in order to help increase overall visitation and lodging facility occupancy. The Council shall advise and make recommendations to the Board for the effective operation of the special projects and for uses of the Tourist Development Tax revenue. The Council shall continuously review expenditures of revenues from the Tourist Development Trust Fund and shall receive expenditure reports, at least quarterly, from the Tourist Development Department Director (the “Director”).

The Council shall also make recommendations on the annual Sales & Marketing Plan and Budget to ensure conformity with the Tourist Development Plan and the provisions of Section 125.0104, Florida Statutes.

A.400. LOCATION OF OFFICE

The Council has established its business offices at 1540 Miracle Strip Parkway SE, Fort Walton Beach, FL 32548. All official business correspondence with the Council or any of its members shall be directed to the Okaloosa County Tourist Development Council at this address.

A.500. COUNCIL COMPOSITION AND VACANCIES

- 1) **Composition.** The composition of the Council shall be as set forth in the Act. The Council shall be composed of nine (9) members, all of whom shall be appointed by the Board, including the Chair of the Board, or any other member of the Board as designated by the Chair. Two (2) members of the Council shall be elected municipal officials, at least one of whom shall be from the most populous municipality in the sub-county taxing district. These two (2) members shall be appointed by their respective governing bodies. Six (6) members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, of which members, not less than three (3) nor more than four (4) shall be owners or operators of motels, hotels, recreational vehicle parks, or other tourist accommodations in the County and subject to the tax. All members of the Council shall be electors of Okaloosa County.
- 2) **Terms.** All Council members shall serve for staggered terms of four (4) years, with the exception of the members of the municipalities and the Board who serve as appointed by their respective governing bodies. Their terms are subject to re-appointment or term expiration, whichever comes first. No Council member shall serve more than two (2) consecutive terms which shall be no more than eight (8) consecutive years. The Council member terms shall begin on October 1st of the year of appointment and terminate on September 30th of the fiscal year the term expires. The Board may designate the Council Chairman or allow the Council to elect a Chairman. Terms for the Chairman and Vice-Chairman of the Council shall be for one (1) fiscal year and they may be reappointed.
- 3) **Orientation.** All newly appointed Council members shall participate in an orientation process, which shall include, but is not limited to, an overview of Sunshine Law, Public Records, Ethics (financial disclosure, gifts law, conflicts of interest) and relevant statutes, ordinances and TDD operating policies. From time-to-time, the Council shall participate in a refresher briefing on the topics included in the orientation.
- 4) **Vacancies.** Should any seat on the Council become vacant, a replacement to serve the remainder of that term shall be appointed in the same manner as the appointment of the person whose absence created the vacancy.
- 5) **Removal/Resignation.** Any member may be subject to removal from the Council if they miss three (3) Council meetings per fiscal year or upon a majority vote of the Board. Special consideration/leniency will be given for any absences due to Acts of God, personal illness/medical, and/or family emergencies. If one of the elected municipal or county officials on the Council is removed for this reason, the applicable governing entity shall be required to appoint another elected representative as their replacement. In the event a Council member no longer conforms to the criteria listed in Section A.600(1) above to hold the seat to which they were appointed, said Council member shall forward a letter to the Council and the Board stating these facts and shall additionally tender a letter of resignation along with this submittal.

A.600. COUNCIL CHAIRMAN

The principal role of the Council Chairman is to provide leadership to the Council and manage Council meetings. The Chairman is accountable to the Council and acts as a direct liaison between the Council and the leadership of the Tourist Development Department, through the Director. The Council Chairman's responsibilities include, but are not limited to:

- 1) Presiding over Council meetings.
- 2) Presiding over the annual Tourism Summit.

- 3) Reviewing and signing minutes of Council meetings.
- 4) Calling special meetings as necessary.
- 5) Representing the views of the Council to the Board as appropriate.
- 6) Acting as the communicator for Council decisions as appropriate.
- 7) Nurturing positive industry relationships and working with industry leaders to maintain open communication and a positive working relationship.
- 8) Keeping generally abreast of activities of the TDD.
- 9) Assisting in the preparation of Council meeting and Tourism Summit agendas in coordination with the Director.
- 10) Recommending an annual schedule of the date, time and location of Council meetings in coordination with the Director.
- 11) Providing independent advice and counsel to the Director.
- 12) Consulting with the Council attorney on Council matters when appropriate.

A.700. TDC BYLAWS AND TDD OPERATIONS AND PROCEDURES MANUAL AMENDMENT

This Manual may be amended from time to time by the Board. The Council may provide recommendations to the Board as to proposed modifications.

B. COUNCIL MEETINGS

B.100. REGULAR COUNCIL MEETINGS

The Council shall meet at least once each quarter. To the extent that more meetings are necessary, they may be called by the Director and/or the Chairman.

B.200. LOCATION AND NOTICE

Council meetings will be held at the Emerald Coast Convention Center or as otherwise designated by the Director. All meetings shall be duly noticed within the sub-county taxing district and open to the public. The Director shall be responsible for placing notice on the Okaloosa County website on the Commissioners monthly meeting calendar.

B.300. AGENDA

There shall be an official agenda for every Council meeting, which shall determine the order of business conducted at the meeting. The agenda will be prepared for each Council meeting by the Director and reviewed by the Chairman. Individuals or entities wishing to place an item on an upcoming agenda for Council action must submit a written request to the Director at least two (2) weeks prior to a regularly scheduled meeting along with any supporting documentation. Department staff, and the Council attorney if necessary, shall provide background information on each agenda item and such information shall be available to Council members at least two (2) business days prior to a scheduled meeting. Items may be added to the agenda when deemed necessary, by majority vote of the Council, in emergency

situations when the issues are time critical or cost sensitive. Except as otherwise provided for herein, non-agenda matters shall be confined to items that are informational only.

B.400. RULES OF PARTICIPATION

- 1) **Rules.** The Council meetings shall be subject to all the procedural requirements of Chapter 286, Florida Statutes. All Council meetings must be duly noticed and open to the public. Council members are prohibited from discussing with any other Council member any matter on which foreseeable action will be taken by the Council.
- 2) **Public Participation.** Council meetings will be conducted by the Council Chairman, the Vice-Chairman, or a designee, in a manner to permit the greatest possible participation by all Council members and the interested public.
- 3) **Council Participation.** Council members must be present at the meeting to participate. Participation by electronic participation or proxy vote is prohibited.
- 4) **Majority/Quorum.** Approval of a motion requires an affirmative vote of a simple majority vote of the Council members present and voting. Five (5) Council members shall constitute a quorum of the Council for purposes of conducting business.
- 5) **Abstention.** Any Council member desiring to abstain from voting shall publicly disclose the reason for the abstention before the vote is taken, in compliance with Section 286.012 and Chapter 112, Florida Statutes. Full disclosure must be made in writing within fifteen (15) days after the date of such meeting by completing a Voting Conflict Form (see Appendix) and filing it with the Director. The Voting Conflict Form shall be attached to the minutes of the meeting in which the abstention took place.

B.500. MINUTES

Written minutes shall be kept of each Council meeting. A written summary of each meeting shall be presented at the next Council meeting for approval by Council members and signed by the Council Chairman and Director. Such written summary shall include the Council members in attendance, major items of discussion, formal action taken at such meetings, and items presented during public comments. The Council shall abide by Florida Statutes in regard to minutes and public participation.

SECTION TWO: TOURIST DEVELOPMENT DEPARTMENT
OPERATIONS AND PROCEDURES MANUAL

C. TOURIST DEVELOPMENT PLAN, SALES & MARKETING PLAN, AND BUDGET

C.100. TOURIST DEVELOPMENT PLAN

- 1) Pursuant to Section 125.0104(4)(d), Florida Statutes, the County has adopted a Tourist Development Plan by ordinance enacted by the Board. The Tourist Development Plan may not be substantially amended except by ordinance enacted by an affirmative vote of a majority plus one additional member of the Board.
- 2) As necessary, the Director shall present a revised Tourist Development Plan to the Council.
- 3) As necessary, the Council shall recommend to the Board any proposed changes to the Tourist Development Plan.

C.200. SALES & MARKETING PLAN

- 1) The Director is responsible for preparing an annual Sales & Marketing Plan identifying an allocation of funds (e.g. media plan, public relations, sales activities), which shall be presented to the Council for review and recommendation. The Council's recommendation shall be presented to the Board for final approval.
- 2) Funds may be allocated to a "Promotional Reserves" category to provide for promotional opportunities that may arise which are not identified in the Sales & Marketing Plan. Promotional reserve funds may be spent with concurrence of the Council Chairman and in accordance with County purchasing policies and approval authorities and the Act. A monthly reconciliation of the use of promotional reserve funds will be provided to the Council for informational purposes.
- 3) The County recognizes the importance of flexibility to respond to market conditions and that deviations from the approved Sales & Marketing Plan may occur during the year. The Director will apprise the Council and the Board of these changes as they become known.

C.300. BUDGET

The budget process is governed by Florida Statutes, Department of Revenue rules, and County policies. Additionally:

- 1) **Initial Draft Budget.** The Director is responsible for compiling the initial draft of the proposed annual budget for presentation to the Council prior to submission of the annual budget proposal to the County Administrator. This draft shall contain, at a minimum, the following items:
 - a. Projected tourist development tax revenues for the budget period.
 - b. Projected expenses by account number and summarized by category for the budget period.
 - c. Proposed capital projects for a five-year period.
 - d. Recommendation on staff positions and salaries, if position changes.
 - e. Recommendation on reserve levels.
- 2) **Council Review.** The Council is responsible for conducting at least one public meeting on the proposed budget recommended by the Director before the proposed budget is submitted to the County Administrator.

- 3) **Board Review.** The Director will present the Council's recommended budget to the County Administrator, who will use the recommendation in preparing the budget submission to the Board during its budget review process.
- 4) **Council Review of Adopted Budget.** The Director will present the budget adopted by the Board to the Council. The Council shall review the adopted budget to ensure conformity with the Tourist Development Plan and the provisions of Section 125.0104, Florida Statutes. If the Council has any objections to the adopted budget, the objection(s) shall be presented to the Board.
- 5) **Budget Modifications and Reserve Expenditures.** The Director shall present to the Council any proposed modifications to approved budget line items or allocation of reserve funds during the course of the budget year which require Board action. The Council shall provide its recommendation on the proposed changes to the Board.

C.400. ACCOUNTS

All present tourist development tax revenues and those carried forward from year-to-year shall be placed in an interest-bearing trust fund in accordance with Florida Statutes, which shall then be re-allocated to various areas as required by Section 125.0104, Florida Statutes. In no case shall the Tourist Development Trust Funds be co-mingled with the general revenue of the County.

D. FINANCIAL AND TOURISM PROMOTION MONITORING

Financial and tourism promotion monitoring is governed by Florida Statutes and the County's Tourist Development Plan ordinance. Specifically:

D.100. FINANCIAL REPORTS

- 1) The Director is responsible for presenting financial reports, at least quarterly, to the Council and Board. Financial reports shall contain, at a minimum, the following budget-to-actual information:
 - a. Revenues.
 - b. Expenditures.
- 2) The Director is responsible for presenting detailed expenditure information, at least quarterly, to assist the Council in identifying possibly unauthorized expenditures.

D.200. TOURISM PROMOTION AND MARKETING REPORTS

- 1) The Director is responsible for presenting reports on tourism promotion and marketing campaigns, at least quarterly, to the Council and Board. Reports shall address, at a minimum, the following areas:
 - a. Advertising Campaigns.
 - b. Public Relations.
 - c. Social Media.
 - d. Website Analytics.
 - e. Destination Sales.
 - f. Convention Center Sales.
 - g. Film Commission.

E. PROCUREMENT PROCEDURES

E.100. GENERAL

- 1) All operating, advertising/marketing/promotional, and capital expenditures made during the fiscal year shall be in conformity with the County Purchasing Manual and Property Manual. Additionally, the County recognizes the importance of working with vendors experienced in the tourism industry:
- 2) Competitive solicitations (e.g. RFP's) may be posted to industry websites such as, but not limited to, EmeraldCoastFL.com, Florida Association of Destination Marketing Organizations, and Southeast Tourism Society to facilitate a more comprehensive reach to potential respondents familiar with the tourism industry. In the event a portion of an invoice submitted to the County for payment is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice may be processed for payment without regard to that portion which is in dispute.
- 3) All insurance requirements shall be coordinated with Risk Management.

E.200. CONTRACTS

- 1) All functions to be handled by contract with third parties shall be entered into in accordance with the County Purchasing Manual. Additionally:
 - a. To the extent practical and feasible, contracts shall include a provision for submission of written monthly and/or quarterly reports as to the status of all matters which are the subject of the contract.
 - b. The Council shall review and provide a recommendation for all proposed contracts and grant agreements requiring Board approval and expenditure of tourist development tax dollars.

F. PROMOTIONAL AND ENTERTAINMENT-RELATED EXPENSES

F.100. PROMOTIONAL AND ENTERTAINMENT-RELATED EXPENSES

- 1) This section applies to promotional and entertainment-related expenses incurred in the performance of job duties carried out pursuant to the Tourist Development Plan, Sales & Marketing Plan, and/or annual budget including, but not limited to, trade shows, sales missions, road shows, familiarization tours, press trips, ECCC site visits, and film festivals. The Tourist Development Department is authorized and approved to make expenditures of tourist development tax revenues in accordance with Section 125.0104(9), Florida Statutes. Reimbursement for promotional and entertainment-related expenses is governed by County policies as applied under the provisions of Section 112.061, Florida Statutes, as well as the provisions of Section 125.0104(9), Florida Statutes and this Manual. Additionally:
 - a. Travel associated with job duties carried out pursuant to this section shall be pre-approved in accordance with the County's travel approval thresholds. Travel outside the United States requires approval in advance from the Board.
 - b. Promotional and entertainment-related expenses shall be pre-approved in accordance with County purchasing policies and approval authorities.
 - c. The County recognizes the rental of space, furniture, services, and accessories that may be required in connection with the performance of promotional duties (e.g. trade show, road show,

sales mission) meets the statutory requirement of being essential to tourism promotion and only available if advance payment is made. These types of purchases shall not be considered payment in advance requiring Board approval.

- d. The County recognizes that success in the groups, convention center, and film sales industries is often the result of sales calls, continual networking, and relationships cultivated over a period of time through meetings and discussions for which no published, posted, or emailed agenda or correspondence exist. In such case, an outline of activities including names, titles, dates, locations, and purpose/discussion shall be provided to document travel settlement and/or entertainment-related expenses.
- e. The County recognizes that tips and gratuities are customary within the tourism industry (e.g. tours, excursions). As long as these expenses are in connection with the performance of promotional duties, they are authorized by Florida Statutes. County staff will remain cognizant of the public perception of county funds being used for this purpose and will limit tips and gratuities to no more than 20% of the retail cost exclusive of taxes or other fees.
- f. The County recognizes that providing transportation (e.g. familiarization tour participants) is customary within the tourism industry. Either airfare or mileage reimbursement may be provided, considering the most efficient and economical means as well as participant convenience and preference. Purchase of airfare for a participant meets the statutory requirement of being essential to tourism promotion and only available if advance payment is made, and shall not be considered payment in advance requiring Board approval. Participants for whom airfare is purchased may be required to sign an agreement identifying the terms under which reimbursement to the County will be required in the event the participant cannot attend or reschedule.
- g. The County recognizes that promotional incentives (e.g. overnight stay, tour tickets, airline tickets) are customary within the tourism industry (e.g. familiarization tours, road shows, sweepstakes) for the promotion of the destination. As long as these expenses are in connection with the performance of promotional duties, they are authorized by Florida Statutes. County staff will remain cognizant of the public perception of county funds being used for this purpose and will attempt to receive such items on a complimentary basis from partners prior to purchase with tourist development tax dollars. TDD staff shall adhere to the code of conduct applicable to County employees.

The Promotional and Entertainment-Related Reimbursement Request form shall be prepared to account for the expenditure of funds as provided for herein.

G. INDUSTRY PARTNERSHIPS

G.100. MEDIA CO-OPS

- 1) Media co-ops are defined as advertising partnerships between the TDD and industry partners. Offering media co-ops (e.g. print, digital, broadcast) provides an opportunity to work with industry partners to jointly market the destination.
- 2) The fee schedule for partner participation shall be identified in the Sales & Marketing Plan.
- 3) TDD staff is authorized to develop and send media co-op opportunities to industry partners along with a respond-by date. The number of partners may vary by placement. If demand is greater than the available slots for a particular placement, a lottery system shall be used to determine co-op partners (primary & alternate) for that placement.

- 4) TDD staff shall maintain a media co-op schedule including responding partners, confirmed partner placements, and amount per partner.
- 5) TDD staff shall distribute the media co-op schedule, including deadlines for submission of creative, to partners. In the event a primary partner is unable to provide creative by the deadline, the alternate partner may be contacted.
- 6) TDD staff shall invoice partners upon receipt of proof of performance, with a copy of the invoice forwarded to the Clerk's office.

G.200. SALES CO-OPS

- 1) Sales co-ops are defined as trade show, sales mission, and/or road show partnerships between the TDD and industry partners. Offering sales co-ops provides an opportunity to work with industry partners to jointly market the destination.
- 2) The fee schedule for partner participation shall be identified in the Sales & Marketing Plan.
- 3) TDD staff is authorized to develop and send sales co-op opportunities to industry partners along with a respond-by date. The number of partners may vary by sales activity. If demand is greater than the available slots for a particular event, a lottery system shall be used to determine co-op partners (primary & alternate) for that event.
- 4) TDD staff shall maintain a sales co-op schedule including responding partners, confirmed partner shows, and amount per partner.
- 5) TDD staff shall distribute the approved co-op schedule to partners. In the event a primary partner is unable to participate, the alternate partner may be contacted.
- 6) TDD staff shall invoice partners no less than thirty (30) days prior to the event, with a copy of the invoice forwarded to the Clerk's office. Refunds may be provided if a partner is unable to attend.

H. SOCIAL MARKETING

H.100. SOCIAL MARKETING

- 1) Social marketing is defined as creating web content through social media. The Tourist Development Department is authorized to engage online travel writers (e.g. bloggers) to promote brand awareness and image to specific demographic groups by covering specific topics in their posts written specifically for publication on the County's leisure website.
- 2) The following factors may be considered as appropriate to determine whether a particular blogger meets the needs of the County:
 - a. Target audience (e.g. demographics, geography, reach)
 - b. Relevance of usual posts and expertise to Emerald Coast's current campaign
 - c. Success rate for this blogger (e.g. number of website clicks, Facebook friends, Twitter followers, etc generated from previous posts)
- 3) Bloggers may be utilized to build the Emerald Coast message and drive traffic to the website on a "pay per blog" basis, including base pay and performance pay.

- 4) To ensure consistency and continued reader engagement, bloggers may be expected to produce a certain number of words per week or the equivalent of several shorter posts or a few longer articles. The following factors may be considered as appropriate in determining the base price per blog:
 - a. Target audience (e.g. demographics, geography, reach)
 - b. Length and/or frequency of post(s)
 - c. Use of photos and/or video
 - d. Amount of research required
 - e. Whether social promotion is included
 - f. Byline location
 - g. Inclusion of blogger bio and/or link to blogger's website or social accounts
 - h. Success rate for this blogger (e.g. number of website clicks, Facebook friends, Twitter followers, etc generated from previous posts)
- 5) To incentivize bloggers to focus on building better content rather than just counting words, performance pay per blog may be provided based on the following metrics as appropriate:
 - a. New Comments
 - b. New Subscribers
 - c. Unique Visitors
 - d. Increase in Inbound Links
- 6) All blogs must include at least one photo. Bloggers shall be responsible for obtaining releases, licenses, permits or other authorization to use photographs, copyrighted materials, artwork or any other property or rights belonging to third persons. Bloggers shall indemnify and hold the County harmless from any and all such claims arising from their blog(s) and provide a conflict of interest form.
- 7) All blog submissions will be reviewed to determine whether a particular blog meets the needs of the County.
- 8) Approved blogs will be posted on EmeraldCoastFL.com.

I. BIDDING FOR SPORTS EVENTS

I.100. BIDDING FOR SPORTS EVENTS

- 1) The sports sector of the recreation industry abounds with events at the regional, national, and international level for which organizations submit bids to demonstrate they can best host the event. Bidding for sports events provides an opportunity to increase visitation during periods of low occupancy. The process of submitting a proposal, application, or bid to host an event is often referred to as the "bid process" and shall not be confused with the bid process outlined in the County's Purchasing Manual.
- 2) The Tourist Development Department is authorized to engage in the bid process for sports events. Bid applications shall be processed in accordance with County Purchasing Manual approval thresholds. Determination of the appropriate bid (e.g. cash, in-kind) is based on available budget fund and the following factors as appropriate:
 - a. Summary information (e.g. sport type, dates, venues/facilities)

- b. Management team (e.g. TDD staff, local club, regional association)
 - c. Financial information (e.g. budget, community support, contingency funds)
 - d. Anticipated return on investment / Metrics for success (e.g. out-of-area visitors, sports industry prestige)
- 3) Any contracts or agreements resulting from sports event bids awarded to the County shall be approved in accordance with section E.200 of this Manual.

J. SPONSORSHIPS

J.100. SPONSORSHIPS

- 1) Sponsorship is one of the fastest growing forms of marketing in the U.S, and is considered a qualitative medium. Advertising is considered a quantitative medium. Qualitative and quantitative methods are combined for a complementary and cohesive approach. Sponsorship is financial support for an activity that enables the County to promote/heighten brand awareness and differentiate itself from the competition to a target audience.
- 2) The Tourist Development Department is authorized to provide sponsorships. Examples of sponsorships include, but are not limited to:
 - a. Trade Show – e.g. VIP Room, Awards Reception
 - b. Sport Event – e.g. Title Sponsor, Golf Hole Sponsor
 - c. Local Event – e.g. Seafood Festival, Fishing Rodeo
- 3) **Sport Event & Local Event sponsorship requests are due 120 calendar days prior to the event start date** to ensure adequate lead time for TDD staff to properly market the event (e.g. paid media, social media, public relations, website links, lodging facility reservation channels).
- 4) Sport Events & Local Events must be open to the public. Determination of the appropriate sponsorship level (e.g. funding amount) is based on available budget funds and the following factors as appropriate:
 - a. Extent to which event is synonymous with or showcases a unique feature of the destination
 - b. Seasonality
 - c. Target audience (e.g. demographics, geography, reach)
 - d. Success rate (e.g. results from prior year or similar event)
 - e. Ability to document out-of-market attendance through lodging rooms generated

Note: lodging reports documenting room night pickup associated with the event are required for sponsorship requests over \$20,000. Only room nights subject to the Okaloosa County tourist development tax shall be reported (i.e. located within the sub-county taxing district and not tax-exempt or complimentary).
- 5) Sponsorship requests shall be presented to the Council for approval. Council members shall adhere to the requirements of Chapter 112, F.S. with respect to conflicts of interest.
- 6) Any contracts or agreements related to sponsorships shall be approved in accordance with section E.200 of this Manual.
- 7) The County recognizes the purpose of sponsorships is typically to raise funds to hold an event and therefore meets the statutory requirement of being essential to tourism promotion and only available

if advance payment is made. Sponsorships shall not be considered payment in advance requiring Board approval. Payment may be issued upon receipt of an invoice.

a. If logo'd promotional items for the event are produced with sponsorship funds, Tourist Development Department approval must be obtained in advance of printing/production.

8) Proof of performance shall be the deliverable(s) to which the sponsor is entitled. Proof of performance will be forwarded to the Clerk's office upon completion of the event.

a. If complimentary event tickets are provided, tickets shall be used to promote the destination (e.g. generate event publicity, staff attendance for educational purposes, sweepstakes giveaways). A listing of to whom complimentary tickets were given and how used will be provided.

K. PAID MEDIA FOR LOCAL EVENTS

K.100. PAID MEDIA FOR LOCAL EVENTS

- 1) Paid media is defined as external marketing that involves a paid placement (e.g. print, broadcast, digital).
- 2) **Paid media requests are due 120 calendar days prior to the event start date** to ensure adequate lead time to properly market the event through paid media. The event must be open to the public. The local event organizer may request certain media, but paid media will be placed and paid by the County through its advertising agency.
- 3) Including an event in the County's existing advertisement(s) may be accomplished at no additional expense to the County.
- 4) Placing advertisement(s) specific/dedicated to an event may be evaluated based on available budget funds and the following factors as appropriate:
 - a. Extent to which event is synonymous with or showcases a unique feature of the destination
 - b. Seasonality
 - c. Target audience (e.g. demographics, geography, reach)
 - d. Success rate (e.g. results from prior year or similar event)
 - e. Ability to document out-of-market attendance through lodging rooms generated

SECTION THREE: OPERATIONAL & CAPITAL FUNDING REQUESTS

ANNUAL APPLICATION DEADLINE: MAY 1

L.100. PURPOSE

The TDD may provide operational and capital funding support to organizations promoting tourism within the sub-county taxing district, as authorized under Section 125.0104, Florida Statutes, and Okaloosa County's Tourist Development Plan.

L.200. AUTHORIZATION

The TDD may set aside a portion of the overall annual budget as a budgeted line item to fund operational and capital funding requests approved in accordance with this Manual.

L.300. APPLICATION PROCESS

- 1) The application must be completed in its entirety in order for the funding request to be presented to the Tourist Development Council for consideration. Supplemental information may be provided, but summary information must be provided in each section of this form.
- 2) **Applications are due by May 1** to be considered for the upcoming fiscal year budget. If May 1 is a Saturday or Sunday, applications are due the first weekday in May.

For example, applications for expenses to be incurred October 1, 2017 through September 30, 2018 are due no later than May 1, 2017.

- 3) The individual signing the Application must be authorized to enter into agreements on behalf of the requesting organization.
- 4) Applications may be electronically submitted or hand-delivered or mailed to the Tourist Development Department, 1540 Miracle Strip Pkwy SE, Fort Walton Beach, FL 32548. Incomplete applications and applications received after 5pm on May 1 may not be considered. A Conflict of Interest form must be submitted with the application.
- 5) Applications received by May 1 shall be presented to the Tourist Development Council during its May budget meeting to be considered for funding as part of the annual budget process.
- 6) Upon final adoption of the annual budget by the Board of County Commissioners in mid-September, applications will be processed in accordance with County Purchasing approval authority limits and a purchase order or contract issued.
- 7) Applicants shall be notified of their funding status in mid to late September.
- 8) An exception to the May 1 application deadline may be granted by the Tourist Development Director for emergency situations when the issues are time critical. If an exception is granted, the application will be presented to the Council for consideration. If funding is approved by the Council and budget funds are available, the application will be executed in accordance with County Purchasing approval authority limits. If funding is approved by the Council and a budget amendment from reserves is required, recommendation of the Council and approval by the Board is required regardless of dollar amount. If the budget amendment is approved, the application will be executed in accordance with County Purchasing approval authority limits.

L.400. REIMBURSEMENT PROCESS

- 1) Payments are on a reimbursement basis only. Copies of proof of performance and proof of payment for approved expenditures must accompany the organization's invoice.
- 2) **Reimbursement requests are due no later than October 15.** Funding lapses at fiscal year end (September 30). Failure to submit a timely invoice along with proof of performance and proof of payment may result in forfeiture of funding.
- 3) The TDD recognizes that amounts requested on the Operational & Capital Funding Request may vary from amounts actually incurred. While variances in dollar amounts among approved expenditures are acceptable, only expenditures approved on the application will be paid and the total invoiced for reimbursement may not exceed the total approved on the Funding Request.
- 4) In the event a portion of an invoice submitted to the County for payment, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice will be processed for payment without regard to that portion which is in dispute.



**Okaloosa County Tourist Development Department
Operational & Capital Funding Request (Annual Deadline: May 1)**

This form is to be used for all operational and capital requests for tourist development tax funding to facilitate the review and approval process. This form must be completed in its entirety in order for the funding request to be presented to the Tourist Development Council for consideration. Supplemental information may be provided, but summary information must be provided in each section of this form.

ORGANIZATION INFORMATION:

Name: _____

Tax I.D.: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Street Address: _____ City/ST/Zip: _____

Briefly describe the organization: _____

FUNDING REQUEST INFORMATION:

Describe the funding request in detail. Attach pictures or any other supporting documentation.

Describe how the funding request promotes tourism within the sub-county taxing district.

Describe other funding methods pursued and why Tourist Development Tax funding is necessary.

Dates during which expenses will be incurred: Start Month/Year: _____ End Month/Year: _____

Itemize expenses requested for reimbursement. Denote what portion of the expense, if any, is funded by another source. Attach quotes or any other supporting documentation.

Expenditure Type	Detailed Description	Amount funded by tourist development tax	Amount funded by other sources	
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
TOTAL		\$0	\$0	\$0

Note: Item(s) may be disqualified individually without impacting other items listed.

Upon completing this funding request in its entirety, please read the following statement and affix your signature.

I am submitting this funding request on behalf of my organization and am aware that this request will be reviewed for final approval. I have completed this funding request fully and accurately, understand that all information submitted will be used to determine funding eligibility, and have not misrepresented any information contained herein.

I understand that if the funding request is approved, payment will be made on a reimbursement basis based on actual expenses incurred. While actual expenses may vary from the amounts noted on this funding request, the total dollar amount reimbursed will not exceed the total dollar amount approved. Copies of vendor invoices, proof of payment, and an invoice from my organization to the County will be required for payment.

Signature of Applicant _____
Date

Printed Name of Applicant

OFFICIAL USE ONLY

Allowable use of tourist development tax funds per F.S. 125.0104? Yes _____ No _____

Allowable use of tourist development tax funds per Ordinance 14-08? Yes _____ No _____

Fiscal Year in which funds will be disbursed: FY _____

Funding Source: 1st _____ 2nd _____ 3rd _____ 5th _____

Funding Source: Contingency Budget _____

Budget Reallocation _____

Reserves Amendment _____

Approved By: _____
In accordance with County purchasing approval authority limits.

Total Funding Approved: \$ _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

DATE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

Voting Conflict Form

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

- PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*
- WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.