

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE OKLAHOMA DEPARTMENT OF COMMERCE
AND
THE OKLAHOMA DEPARTMENT OF TOURISM AND RECREATION**

COMES NOW the Oklahoma Department of Commerce (hereinafter ODOC) and the Oklahoma Tourism and Recreation Department (OTRD) and the parties state and agree as follows. ODOC and OTRD share certain facilities and services and wish to memorialize most charges paid by both parties in a single unified document. This is not all inclusive of all services between both parties.

Building Rent:

OTRD currently leases space in the building owned by ODOC at 900 North Stiles in Oklahoma City, Oklahoma. OTRD agrees to pay to ODOC monthly rent of \$10,586.25.

ODOC currently leases space in a building owned by OTRD at Arrowhead State Park. ODOC agrees to pay to OTRD monthly rent of \$450.

In regards to the rental of space at 900 North Stiles by OTRD, there is a more detailed lease agreement that was developed through Office of Management & Enterprise Services (OMES)/Real Estate and that lease agreement is incorporated herein by reference.

Mail Run:

OTRD agrees to pay ODOC a monthly fee of \$300 a month for picking up OTRD mail and picking up and delivering items from the main office of OTRD and the warehouse of OTRD as part of the mail run.

Personnel:

Leslie Blair is the State & Federal Legislative Liaison at ODOC. OTRD agrees to pay ODOC \$24,000 per year (\$2,000 per month) for Leslie Blair to serve as the Public Information Officer as needed for events requiring media interactions and responses. Leslie Blair shall be responsible for handling all media contacts related to incidents on Tourism's property or relating to Tourism's employees or as needed.

Russell Colbert is the Administrative Assistant in Operations at ODOC. OTRD agrees to pay ODOC for the actual time worked (included associated benefits) by Russell Colbert for OTRD fleet management. This supersedes and invalidates the previous Memorandum that OTRD agreed to pay ODOC a monthly fee of \$435 a month for management of OTRD's fleet. Russell Colbert will maintain timesheets to document the time he spends on fleet management activities for OTRD. OTRD and ODOC agree that this service described in this paragraph shall terminate on or before August 31, 2019. OTRD and ODOC will cooperate to transfer the management of OTRD's Fleet located in Oklahoma City to an assigned OTRD employee. OTRD shall pay ODOC for actual

