

1240.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

To establish and document procedures for operation of the Community Redevelopment Agency of the City of Orlando.

:2 AUTHORITY:

This procedure was adopted by the Community Redevelopment Agency of the City of Orlando on April 21, 2008, Item 2 and amended by the Community Redevelopment Agency of the City of Orlando on February 25, 2013, Item 3.

:3 DIRECTION:

The Community Redevelopment Agency of the City of Orlando was created by resolution of City Council on February 11, 1980 to carry out the community redevelopment purposes set forth in such resolution and Part III, Chapter 163, Florida Statutes.

:4 METHOD OF OPERATION:

A: Community Redevelopment Agency

Pursuant to a resolution of City Council of February 11, 1980, the City Council shall serve as the members of the Community Redevelopment Agency ("CRA") to exercise the powers set forth in Part III, Chapter 163, Florida Statutes. All meetings of the CRA shall be open to the public and minutes of each meeting shall be promptly recorded and such records shall be open for public inspection.

B: Procurement of Goods and Services

1. General Policy

Unless otherwise approved by the CRA or authorized herein, goods and services (including professional services and construction services) for use by the CRA shall be procured in accordance with the City's Procurement Code (Chapter 7 of the Code of the City of Orlando) and related policies and procedures to the extent the provisions thereof are consistent with Part III, Chapter 163, Florida Statutes. The CRA shall also follow the related budgeting policies and procedures in sections 131.1, 412.2, and 412.3.

2. Procurement Agent

The CRA specifically designates the City's Chief Procurement Officer to serve as the CRA's principal procurement agent and delegates to the Chief Procurement Officer the authority to make purchases and expenditures from the Redevelopment Trust Fund on behalf of the CRA within the dollar limits set forth in Chapter 7 and its implementing policies and procedures. CRA purchases which exceed such dollar limits and would require City Council approval under the terms of Chapter 7 will instead require CRA approval of the expenditure from the Redevelopment Trust Fund. Expenditures not requiring CRA approval shall be approved by the CRA Executive Director prior to payment to ensure that such expenditures are made in accordance with the CRA's Community Redevelopment Plan in effect at that time.

3. Use of City Selected Contractors and Consultants

The CRA may use or contract with any contractor or consultant previously selected by the City and under contract with the City at the time of engagement by the CRA.

C: Contracting

1. General Policy

When entering into contractual agreements, the CRA, and the Chief Procurement Officer or CRA Executive Director when acting on behalf of the CRA, shall follow policies and procedures section 161.3.

2. Approval and Execution

Except as authorized herein or as otherwise authorized by the CRA, all contracts and signed agreements entered into by the CRA must be individually approved by the CRA prior to execution.

The CRA specifically authorizes the Chief Procurement Officer to enter into contracts on behalf of the CRA within the dollar limits set forth in Chapter 7 of the Code of the City of Orlando. Additionally, the CRA authorizes the Executive Director to approve and execute contracts for the repair and maintenance of downtown streetscape (including landscape) and CRA infrastructure items, assets, and property and for the performance of feasibility studies related to uses within the Community Redevelopment Area, within budgeted amounts not to exceed \$10,000.00 per contract. The CRA also authorizes the Executive Director to approve and execute façade grant funding agreements on behalf of the Community Redevelopment Agency in the amount of \$5,000.00 or less per agreement under the Downtown Façade and Building Stabilization Program. Such authority includes the ability to authorize expenditure of funds from the Downtown Orlando Community Redevelopment Trust Fund for such purposes. All such contracts and expenditures shall be in accordance with the Community Redevelopment Plan of the CRA in effect at such time.