

1250.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

To establish and document procedures for operation of the Downtown Development Board of the City of Orlando.

:2 AUTHORITY:

This procedure was adopted by the Downtown Development Board on March 26, 2008 and amended by the Downtown Development Board on January 23, 2013.

:3 DIRECTION:

The Downtown Development Board was created by Special Act of the Florida Legislature, Laws of Florida chapter 71-810 sections 1-15 (“Act”) to perform the functions stated therein.

:4 METHOD OF OPERATION:

A: Downtown Development Board

Pursuant to the Act, the Downtown Development Board (“DDB”) shall be a body corporate and agency of the City to perform the duties and exercise the powers stated in the Act. Board members shall be appointed as set forth in the Act and the Act and DDB by-laws shall govern other policies of the DDB not set forth in this section 1250.1. All meetings of the DDB 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 DDB or authorized herein, goods and services (including professional services and construction services) for use by the DDB 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 the Act. The DDB shall also follow related budgeting policies and procedures of sections 131.1, 412.2, and 412.3.

2. Procurement Agent

The DDB specifically designates the City’s Chief Procurement Officer to serve as the DDB’s principal procurement agent and delegates to the Chief Procurement Officer the authority to make purchases and expenditures on behalf of the DDB up to ten thousand dollars (\$10,000.00) per purchase. DDB purchases which exceed such dollar amount will require approval by the DDB. Expenditures not requiring DDB approval shall be approved by the DDB Executive Director prior to payment to ensure that such expenditures are made in accordance with the Act.

3. Use of City Selected Contractors or Consultants

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

C: Contracting

1. General Policy

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

2. Approval and Execution

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

The DDB specifically authorizes the Chief Procurement Officer to enter into contracts on behalf of the DDB within the dollar limits set forth herein. Additionally, the DDB authorizes the Executive Director to approve and execute contracts for entertainment in conjunction with downtown special events, farmer's market vendor agreements, printing or purchase of print marketing materials and photographs for the marketing of Downtown Orlando and feasibility studies related to the uses within the downtown development area within budgeted amounts not to exceed \$10,000.00 per contract.