

2600.2 SUBJECT: VENDING MACHINES ON CITY PROPERTY

:1 OBJECTIVE:

The purpose of this policy is to establish procedures to govern the placement of vending machines on City property and to establish how proceeds from their operation are to be spent.

:2 AUTHORITY:

This procedure amended by City Council April 11, 2011.

:3 DIRECTION:

The Chief Financial Officer, as an appointed official, serves at the pleasure of and receives direction from the Mayor.

:4 FUNCTIONS:

A. Introduction

City government, as an institution, has multiple partners including citizens, taxpayers, businesses, visitors, employees, and other governments. As a major institutional, economic, and service force in the region, it is important that the City strengthen relationships with its partners by adopting a clear and comprehensive set of policies and procedures.

Furthermore the integrity of the City of Orlando is of utmost importance, and adopting a set of policies is a key element to maintain this integrity. The purpose of this policy is to establish procedures to govern the placement of vending machines on City property and to establish how proceeds from their operation are to be spent.

B. Definitions

1. *Vending Machines*, as used in this policy, will include any machine, device or equipment used to distribute, dispense, or issue any commodity, item or items.
2. *Service* shall be defined as the repair and maintenance of vending machines.
3. *Supplies* shall be defined as merchandise furnished and placed in vending machines for sale.

C. Policies

1. Vending Machines may be placed on City property by a commercial vendor under a City contract. Real Estate Management shall be responsible for agreements for Vending Machines owned and serviced commercially and placed on City property, unless otherwise exempted by this procedure..
2. Under the following conditions a Vending Machine is exempted from this policy:
 1. Vending Machines that are permitted and controlled under an authorized concession agreement.
 2. Vending Machines that are in such situations or locations where, in the judgment of the Chief Financial Officer, it would be impractical to centralize its control. This exemption applies only to oversight by the Real Estate Management Division; all other provisions of this policy shall still apply.
3. Revenue earned from the operation of Vending Machines on City property shall be segregated from other revenue and shall be designated for purposes that directly benefit City employees. Revenue and expenses associated with Vending Machines are subject to all applicable laws and policies governing the receipt and expenditure of City funds.
4. Departments and employees are prohibited from separately entering into any agreement for a Vending Machine that is located on City property. Departments and employees are also prohibited from separately sharing or benefitting from the proceeds or profits from a Vending Machine located on City property.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council Minutes, December 9, 1968, Item 15; April 25, 1971, Item 58. Procedure rescinds Procedure Section 301.5 in its entirety; amended January 27, 1975, Item 23, amended August 18, 1975, Item 26; reviewed and found current July 18, 1977, Item 26; amended November 21, 1977, Item 5. Procedure amended October 21, 1985, Item 16, A-11, rescinds Section 314.6 in its entirety.

Procedure amended August 15, 1988, Item 14, A-13; amended July 26, 1993; amended April 17, 2000, Item 3-D; amended September 15, 2003; policy section # changed from 191.6, April 2004; amended April 11, 2011.

:8 EFFECTIVE DATE:

This procedure effective April 11, 2011.