



**CELEBRATION
COMMUNITY DEVELOPMENT DISTRICT**

CONSENT AGENDA POLICY

Adopted July 16, 2008

INTRODUCTION

It is the desire of the Board of Supervisors (“Board”) of the Celebration Community Development District (“CDD” or “District”) to implement a Consent Agenda policy that will expedite certain routine matters that come before the Board for action.

PARAMETERS FOR THE CONSENT AGENDA

The following are criteria as to an item qualifying to be included on the Consent Agenda:

1. Any meeting minutes that are presented to the Board for approval are appropriate to include on the Consent Agenda. This includes regular meeting minutes as well as workshop minutes. Changes may be made to the minutes while included on the Consent Agenda.
2. Approval of check registers and invoices are appropriate for inclusion on the Consent Agenda. Invoices for professional services are provided separately from the check register and are approved specifically by the Board of Supervisors. Other operating invoices are approved by staff and paid, and their inclusion on the Consent Agenda constitutes ratification of paid invoices.
3. The item will not result, in the cumulative, in a budget being exceeded. That is, the specific change order cost associated with the item being considered for Consent Agenda inclusion will not result in the overall budget being exceeded.
4. The contract out of which the particular item evolves is not in default or behind schedule. That is, if the contract is “in trouble,” items relating thereto probably should not be included in the Consent Agenda.
5. The cost associated with the proposed Consent Agenda change order is the lesser of \$25,000 or 5% of the contract amount.
6. Requisitions consistent with a previously approved contract are not subject to the \$25,000 limitation, so long as the requisitions is within the budget of the approved activity.
7. Inclusion in the Consent Agenda package will constitute a certification by staff that the item is consistent with the overall goals and objectives of the affected contract, is reasonably necessary to accomplish the work, and is the kind of change to be expected in the ordinary course of such work.
8. The proposed change is not reflective of or in response to persistent conduct by the contractor, i.e., the change order proposed is not one of many similar change orders previously given that in the cumulative would be indicative of a problem with a particular contractor or supplier.
9. Inclusion in the Consent Agenda package shall constitute a certification by staff of its recommendation for approval.

EXAMPLES OF ITEMS INCLUDED IN THE CONSENT AGENDA

In order to qualify to be included on the Consent Agenda, an item must fall into one of the following categories:

- Approval of minutes of a meeting, hearing or workshop
- Approval of invoices and check registers
- Consideration of a form agreement already approved in standard form by the Board (including, but not limited to, quit-claim deeds, warranty deeds, and easement agreements)
- Request for Authorization that fall within the above thresholds.

GENERAL INFORMATION

- The Board may approve the entire Consent Agenda with one motion.
- Any item(s) may be removed from the Consent Agenda at the request of any Supervisor and be discussed separately or removed completely.
- The Board may ask questions of any Consent Agenda items or make changes to minutes without removing said items from the Consent Agenda.

ITEMS SPECIFICALLY EXCLUDED FROM THE CONSENT AGENDA

1. If a requisition is in connection with a final draw or close-out of a contract, while it may be included in the Consent Agenda, it should be noted by accompanying narrative as a "final requisition."
2. Easements, license agreements and other documentation reasonably necessary and anticipated in furtherance of previously approved agreements are appropriate for inclusion on a Consent Agenda, as approved in a standard format by the District's legal counsel,
3. Replats, quit-claim deeds, warranty deeds, corrective instruments, and easements in the nature of "cleanup" following previously approved Board action are also appropriate for Consent Agenda inclusion. However, in connection with such documentation, a brief explanatory narrative should accompany the Consent Agenda item.