

Commission Conference and Item Title Guide

The Commission Conference is an opportunity to provide informational reports, presentations, or discuss policy in a more informal setting. The Commission may not vote during this time, but can provide City staff with their views and consensus or bring forward issues for future action or discussion.

Agenda Type	Description	Examples of Bad Conference Item Titles	Correct Title
Commission Reports	The Mayor and each Commissioner present items of interest.	Will not be accompanied by a CAM	
Conference Reports	These are status and informational reports for informational purposes. They are regularly scheduled.	- Central Beach Master Plan Public Improvement Projects Update – Beach Report - Update on Future of Judge Shippey House	- Central Beach Master Plan Public Improvement Projects Update - Shippey House Update
Old/New Business	These are policy discussion items, where the Commission gives guidance to City staff. Matters under this category may be scheduled at a future regular meeting for a vote.	- 2021 Lauderdale Air Show - Bridge Master Plan Presentation	- Discussion Regarding 2021 Lauderdale Air Show - Presentation on Bridge Master Plan
Community Redevelopment Agency	These are status, informational reports, or requests for action to be taken by the Community Redevelopment Board.	- Presentation - Urban Land Institute Technical Assistance Panel - Sistrunk Corridor Recommendations	- Presentation on Recommendations for Sistrunk Corridor by the Urban Land Institute Technical Assistance Panel
Closed-Door Sessions	These sessions are held to discuss certain topics, such as litigation, contract negotiations, etc., and are not open to the public. These items are discussed solely among the City Commission, City Attorney, City Manager and any other required staff. Closed-Door Sessions are only listed on the Conference Agenda when necessary.	Attorney's Office will list pending topic or court case	
Boards/Committees	Nominations and/or appointments of advisory board or committee members.	Clerk's Office will attach minutes, communications, or charts.	
City Manager Reports	These are the items of interest introduced and presented by the City Manager.	The City Manager may bring up items of interest or concern.	

Conference items should not have headings within the CAM (Recommendation, Background, and Resource Impact).

Addressing City Commission:

TO: Honorable Mayor & Members of the Fort Lauderdale City Commission
FROM: Chris Lagerbloom, ICMA-CM, City Manager
DATE: July 7, 2020
TITLE: Shippey House Update

Addressing the Community Redevelopment Board:

TO: CRA Chairman & Board of Directors
Fort Lauderdale Community Redevelopment Agency
FROM: Chris Lagerbloom, ICMA-CM, Executive Director
DATE: July 7, 2020
TITLE: Central Beach Master Plan Public Improvement Projects Update