

Regular Commission Meeting and Item Title Guide

The Commission determines policy and approves purchasing or funding requests during the regular Commission Meeting. Use the following table as a guideline for how to title the CAM; however, please note the City Manager's Office might reassign the category based on the issue.

Agenda Type	Description	Title	Correct Title
Presentations	Special recognition, awards, commendations, etc.	- Proclamation Declaring the <i>[date]</i> as <i>[name of event]</i> in the City of Fort Lauderdale	
Consent Agenda	These items are enacted by one motion (vote) and do not require discussion. A Commissioner or neighbor can pull items from the Consent Agenda. Items not pulled from the Consent Agenda are approved (voted on) as one item. The Consent Agenda includes motions, resolutions, and purchasing items.	- Grant Application to the Florida Inland Navigation District FY 2015 Waterways Assistance Program. - Amendment to the Landscape Inclusive Memorandum of Agreement with Florida Department of Transportation.	- Resolution Authorizing Grant Application to the Florida Inland Navigation District FY 2020 Waterways Assistance Program (Commission Districts 1, 2, 3, and 4) - Motion Amending the Landscape Inclusive Memorandum of Agreement with Florida Department of Transportation (Commission Districts 1, 2, 3, and 4)
Motions	Motions include agreements, amendments to agreements, bid awards, acceptance of grants, events, legal settlements and bid awards for engineering services.	- Quasi-Judicial – Site Plan Level IV Development Permit – Bayshore Club	- Quasi-Judicial – Resolution Granting Site Plan Level IV Development Permit – Bayshore Club (Commission District 2)
Resolutions	Items considered as a formal expression of opinion, will or intent, including budget amendments, lease agreements, approval of grant applications, and agreements with other governmental agencies.		
Purchases	Items and services being purchased; bid awards, etc.		
Public Hearings	Certain actions require a public hearing, including, Ordinances, Quasi-Judicial Items, and other various actions as determined by the City Attorney.	- Amendment of ordinance Chapter 26 to raise parking citations	- Ordinance Amending Section 26-1 of the Code of Ordinances to Increase Fines for Parking Violations Effective July 1, 2020 - (Commission Districts 1, 2, 3, and 4)
Neighbor Presentations	Neighbors sign up to address the Commission on items of concern.	When a neighbor requests a presentation to the City Clerk, the title is determined at that time.	
Ordinances	A regulation enacted by the City Commission, requiring two separate readings and votes. Ordinances amend the City's Code of Ordinances and can include plat approvals, annexations, rezoning cases, street vacations, etc.	- Amendment of ordinance Chapter 26 to raise parking citations	- Ordinance Amending Section 26-1 of the Code of Ordinances to Increase Fines for Parking Violations Effective July 1, 2020 - (Commission Districts 1, 2, 3, and 4) -

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: Ordinance Amending Section 26-1 of the Code of Ordinances to Increase Fines for Parking Violations Effective July 1, 2020 - **(Commission Districts 1, 2, 3, and 4)**

Remember: Capitalize the first letter of each word, excluding conjunctions. The title should convey the message of the memo in a concise manner. The Commission District(s) that the CAM will be impacting must be included at the end of the title and bolded.