

Miami, FL

3500 Pan American Drive
Miami, FL 33133
www.miamigov.com



Meeting Agenda

Wednesday, February 11, 2026

9:00 AM

City Hall

City Commission

CALL TO ORDER

APPROVING THE MINUTES FOR THE FOLLOWING MEETING(S):

PUBLIC COMMENTS FOR ALL ITEMS ON THE AGENDA

ABSENCE WAIVER(S)

RESOLUTION(S)

1. City Commission Test File **25-021**

Attachments: LE056C~1

DISCUSSION ITEM(S)

NOTE: Legislation may result from the Board of Commissioners' consideration of any Discussion item.

1. Test Discussion **25-022**

ADJOURNMENT



Miami, FL

Staff Report

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File #: 25-021

Agenda Date: 2/11/2026

Agenda #: 1.

City Commission Test File
Test recommendation



GRANICUS

Legistar Agenda Item Questionnaire

Staff Report

When an agenda item is submitted typically it is on a document typically called Staff Report, Council Memorandum, Agenda Item Request, etc. Please tell us about your staff report.

Do you have a standard cover page for agenda items within your current agenda packet?

[Yes](#)

[If no, please skip to the next section](#)

What is the name of your staff report?

[Choose an item.](#)

[If other, please list here: Agenda Summary Form](#)

Does the staff report have images, graphs and tables? **Please note that simple images, graphs, and tables can be on the staff report, but cannot show on the agenda/minutes reports. We recommend these items are added as attachments.*

[No](#)

How do you create your staff report now?

[Microsoft Word](#)

If using another software system, list it here:

[Click or tap here to enter text.](#)

File Information

In Legistar when the drafter creates a new file, they will select from drop down menus, fill in text and verify default settings. We want to gather some information for these fields.

The file id is a system required field. It is a unique number which is automatically assigned when the agenda item (file) is saved. The best practice format is: YY-NNN.

A file id is created for each file and it is required by the Legistar system. What is the number you will use for files?

[NNN](#)

[If other, please list here: Click or tap here to enter text.](#)

The file type is a system required field. The user can setup a personal default for the file type in local settings. The file type can be used for searching, grouping, and reporting. The file type does not change as the file moves through the workflow process.

Please check any file types used by the team. Note: we can add or update these file types at any time.

- Resolution
- Ordinance
- Appointment
- Agreement
- Consent Agenda
- Contract
- Public Hearing
- Minutes
- Report
- Closed Session
- Presentation
- Proclamation
- Discussion
- Other, please list here:
[Click or tap here to enter text.](#)

The agenda date allows the drafter to select the date of the meeting the item should be heard.

Do you want the agenda date to be a required field for the drafter to enter? Yes

The agenda item has backup which are called attachments. When made public on our InSite Page they are automatically converted to pdf.

Do you have confidential attachments? No

Associations are fields that are used for reference only. They are held in list-to-list boxes and the user can select multiple. They can show on InSite.

Would you like to associate agenda items with municipal code sections? Yes

Are there any search terms that should be associated with items? Note: agenda items and attachments are all searchable on the public facing page. Yes

Do you assign sponsors to agenda items? No

Legistar allows you to relate files multiple files together. Would you be interested in this functionality? Yes

Details are the fields to track the department, drafter, enactment number, confidential marking.

Please provide a list of departments either here or in an email. Office of Management and Budget, Office of Capital Improvements, Resiliency and Public Works, Resilience and Sustainability, Housing and Community Development, Department of Real Estate and Asset Management, Parks and Recreation

Do you assign a number when the file is passed? If so, please list the format. No
Format(s): [Click or tap here to enter text.](#)

Do you have confidential files that should only be seen by specific Legistar users? No

Please check any items you are interested in associating with agenda items:
 Effective Date
 Public Hearing Date
 Cost



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Test Discussion