

How should a CAM look?

Good question! To reduce the variance in both appearance and style, use the following example:

Header

Make sure to include the action taken (Ex: Ordinance Establishing, Motion Authorizing). Different types of CAMs will have different title formats, so refer to the "Commission Conference Guide" or "Regular Commission Meeting Guide" for help.

Body

Tell a succinct story covering the major issues, stakeholders, and how the recommendation was developed. Avoid unnecessary information. Think about it this way, if a neighbor was reading the CAM, would the information help explain what the issue is, why it is important, and why action is required? If the information would not contribute in that manner, consider removing it or incorporating it as an attachment. These are memos, not books. Simply stated, tell the brief story.

Resource Impact

If the item has a fiscal impact, meaning we are either appropriating money or spending money, contact the Senior Financial Administrator so that a funding box can be created for your CAM. If the item does not have a fiscal impact, write, "There is no fiscal impact associated with this action."

Strategic Connection

Names of plans are italicized and the goals, objectives, and initiatives are not bolded. Do not add additional text, e.g., "This item is in furtherance..." Include the focus area, goal, and objective. Review the example for the proper formatting.

Attachment

If more than one attachment, use "Attachments"

Footer

Notice how the CAM # number is not bold and is located beneath the date.

Remember:

- Justify the text, or left-align the text, but do not do both. Preferably, justify.
- Use Arial font, size 12 font.
- Spell out numbers one through nine, but use numerical if the number is greater than 10.



TO: Honorable Mayor & Members of the Fort Lauderdale City Commission

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: August 18, 2020

TITLE: Motion Approving a Parking Enforcement Agreement with First Presbyterian Church of Fort Lauderdale, Florida, Inc. - (**Commission District 4**)

Recommendation

It is recommended that the City Commission approve a motion authorizing a Parking Enforcement Agreement with the First Presbyterian Church of Fort Lauderdale, Florida, Inc., to monitor and enforce parking on three parcels located at the corner of East Las Olas Boulevard and Tarpon Drive.

Background

This agreement provides the City the ability to perform parking enforcement services for the First Presbyterian Church on three parcels located on the corner of East Las Olas Boulevard and Tarpon Drive that will be made available for public parking. The enforcement services provided by the City will promote public safety for the parking lot patrons and will serve as a legitimate municipal purpose.

This enforcement agreement will be for a period of three years. The City will enforce all City parking ordinances within this lot pursuant to Chapter 26 of the Code of Ordinances of the City of Fort Lauderdale and in accordance with the terms and conditions set forth in this agreement. The City shall retain all citation revenue derived by parking enforcement actions.

Resource Impact

There will be a positive fiscal impact associated with this agreement for any citation revenue generated.

Strategic Connections

This item supports the *Press Play Fort Lauderdale 2024 Strategic Plan*, specifically advancing:

- The Infrastructure Focus Area
- Goal 2: Build a multi-modal and pedestrian friendly community
- Objective: Improve transportation options and reduce congestion by working with

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<i>Funds available as of May 21, 2020</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
461-P12354.461-6599	NORTH GALT SHOPS	CAPITAL OUTLAY / CONSTRUCTION	\$1,139,032	995,758.00	958,792.00
PURCHASE TOTAL ▶					\$958,792.00