

RESOLUTION NO. 2025- 3411

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AN AGREEMENT WITH CONVERGE GOVERNMENT AFFAIRS OF FLORIDA, INC. D/B/A CONVERGE PUBLIC STRATEGIES FOR LOBBYIST SERVICES; TERMINATING THE AGREEMENT WITH GOMEZ BARKER ASSOCIATES; FINDING THAT THE SERVICES ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(2) OF THE TOWN CODE AS PROFESSIONAL SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (Town”) recognizes the importance of being able to impact state and/or local policies affecting the Town as well as obtaining financial support from state and local resources; and

WHEREAS, the Town seeks to retain a lobbyist which will regularly review legislative reports and meet with legislators, legislative staff, and executive and agency personnel in order to determine what issues or initiatives they are planning or are of concern to the Town in order to understand the policy and budgetary context in which decisions are likely to be made as well as formulating a successful legislative approach to pursue the Town’s objectives (the “Services”); and

WHEREAS, in 2015, the Town contracted with Gomez Barker Associates for a one year term, with automatic annual renewals (“Gomez Barker Contract”); and

WHEREAS, Gomez Barker Associates was subsequently acquired by Converge Government Affairs of Florida, Inc. d/b/a/ Converge Public Affairs (the “Company”); and

WHEREAS, Gomez Barker Associates continues to function as a separate legal entity/lobbying firm before the executive and legislative branches of Florida state government; and

WHEREAS, the Town wishes to terminate the Gomez Barker Contract; and

WHEREAS, the Town wishes to enter into an agreement with the Company to provide the Services pursuant to Section 3-13(2) of the Town Code exempting professional services from competitive bidding, in substantially the form attached hereto as Exhibit "A" (the "Agreement"), subject to final approval as to form, content, and legal sufficiency by the Town Manager and Town Attorney; and

WHEREAS, the Town Commission finds that it is in the best interest and welfare of the Town and its residents to terminate the Gomez Barker Contract and approve the Agreement with the Company for the Services, and proceed as indicated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above-stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. Town Manager Authorized: Agreement Authorized. The Town Manager is hereby authorized to terminate the Gomez Barker Contract. The Town Manager is further authorized to enter into the Agreement with the Company for the Services, substantially in the form attached hereto as Exhibit "A", subject to final approval as to form, content, and legal sufficiency by the Town Manager and Town Attorney.

Section 3. Implementation of Agreement. The Town Manager and Town Officials are authorized to take any and all necessary action to implement the Services, the Agreement and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED on this 10th day of June, 2025.

Motion By: Vice Mayor Paul

Second By: Commissioner Coto

FINAL VOTE ON ADOPTION:

Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Yes</u>

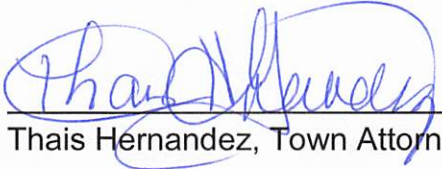
Attest:


Sandra N. McCready, MMC
Town Clerk




Charles W. Burkett, Mayor

Approved as to Form and Legal Sufficiency:


Thais Hernandez, Town Attorney

Via E-mail

Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154

Re: Engagement Letter Agreement

Dear Mr. Blumstein:

Thank you for selecting Converge Government Affairs of Florida, Inc., doing business as Converge Public Strategies ("Converge"), to represent the Town of Surfside ("Town"). This engagement agreement ("Agreement") contains the terms of our representation. Our goal is to deliver efficient, high-quality government and public affairs services that serve the Town's best interests. We look forward to a long-term, mutually beneficial relationship together.

Engagement Scope

The scope of our Agreement (the "Matter") will be to:

- Represent the Town before the executive and legislative branches of Florida related to appropriations project requests;
- Represent the Town before the executive and legislative branches of Florida related to substantive legislation, as agreed upon by the Town and Converge, from time to time;
- Facilitate meetings with legislators, relevant staff, and other stakeholders, as needed; and
- Engage in tasks set forth in Schedule "A"

The provision of any service(s) outside the scope of the Matter as described herein shall be subject to a separate, written agreement.

Please note that if the Town retains Converge for subsequent matters, the terms of this Agreement will remain the same unless otherwise mutually agreed upon.

Converge is exclusively a consulting firm and does not provide legal services.

Some of the professionals employed or contracted by Converge may have legal practices in connection with their own or other law firms. By engaging Converge, the Town agrees that it is using the services of Converge and not of a lawyer or law firm. The Town further acknowledges and agrees that (1) the scope of services provided under this Agreement are not legal services and, in accordance with Rule 4-5.7 of the Rules of Professional Conduct of the Florida Bar, the protections of a client-lawyer relationship do not exist with respect to the services provided under this Agreement, and (2) the Town's engagement of Converge pursuant to this Agreement does not confer upon it any

relationship with or benefit applicable to an association with a law firm, including without limitation any legal malpractice insurance coverage.

Staffing

Converge agrees to perform its services with the standard of care, skill and diligence normally provided by a professional organization in the performance of similar services. It is understood that Converge must perform the services based, in part, on information provided by the Town and Converge shall be entitled to rely on such information. Converge agrees that any information provided to it shall only be used for the performance of this engagement.

Converge will make staffing decisions, taking into account scope, objectives, complexity, and timing and may involve additional staff whenever it believes their use is appropriate and cost-effective for the work that is required by the Town.

In connection with the Matter, the Town agrees that Converge may use the services of subcontractors it deems to be capable of providing value to achieving the objectives in the Matter in a manner consistent with the terms of this Agreement.

During the term of this Agreement, Converge shall not discriminate against any of its employees, applicants for employment, subcontractors, agents, affiliates and their respective representatives because of their race, color, religion, sex, or national origin, and agrees to abide by all Federal and State laws regarding nondiscrimination.

The Town and Converge understand and agree that Converge is acting as an independent contractor and not as an employee of the Town. Accordingly, Converge shall not attain or be entitled to any rights or benefits of the Town, nor any rights generally afforded classified or unclassified employees. Converge's employees, subcontractors, agents, affiliates and their respective representatives shall not be deemed employees of the Town. Converge shall be responsible for the payment of all taxes and withholdings in connection with earnings. The Town will report fees earned by Converge to the Internal Revenue Service on IRS Form 1099.

Fees and Billing

Fees. The Town and Converge agree that the Town shall pay Converge a flat fee of \$3,500 per month in connection with the Matter. The Town further agrees that the payment of fees to Converge is not contingent upon the outcome of the Matter.

If the Town wishes to engage Converge for services outside the scope of the Matter, such services will be subject to a separate, agreed-upon fee. Services provided during any partial month under this Agreement shall be billed on a pro rata basis.

Expenses. The Town will be responsible for paying any expenses incurred by Converge in connection with the Matter, including lobbying registration fees, delivery services, and necessary travel. Unless otherwise agreed in writing, the Town shall not be charged in connection with any subcontracted lobbyists utilized in connection with the Matter.

Invoices and Payment. Converge will send the Town monthly invoices which will reflect the services to be provided that month and expenses incurred the previous month. Payment is due 15 days after receipt of invoice.

Unless otherwise agreed, Converge may cease performing services for the Town until an arrangement has been made for payment of amounts outstanding for more than 30 days and for the Town's ongoing payments.

Conflicts of Interest

Converge shall not be prohibited from representing or providing like services to other persons or entities besides the Town, so long as Converge avoids any representation or relation that would create an adversarial conflict with the Town's interests, as determined by the Town Manager and Town Attorney. Converge shall not take on any client or matter which would jeopardize Converge's ability to devote the time, resources and effort necessary to fulfill its obligations to the Town under this Agreement. In the event of a conflict, the Town Attorney shall place on a public meeting agenda of the Town Commission a written explanation of the matter, including an explanation of the implications of the subject common representation and the advantages and risks involved, along with recommended action. If, after being fully informed, the Town Commission consents to waive the conflict by a majority vote of the Commission, Converge may represent, or continue to represent, the Town in the matter at issue.

Upon becoming aware of any conflict of interest in representing the Town, Converge shall advise Client within five (5) calendar days of becoming aware of such conflict and, notwithstanding the preceding paragraph, either party shall thereafter have the right to terminate immediately upon written notice.

Compliance with Laws

Converge shall be responsible for compliance with applicable laws in its conduct of providing services under this Agreement, including strict compliance with all applicable lobbying regulations, laws and regulations of federal, state and local jurisdictions. It shall also require and ensure any of its lobbying subcontractors to comply with such laws.

State of Florida

Lobbying in Florida is subject to certain reporting requirements and other restrictions under the State's laws. Under Florida law, we will be required to register as the Town's lobbyist and to file certain periodic reports of lobbying activity on the Town's behalf. Among other things, rules of the House of Representatives require us to file an electronic notice of appearance that identifies the specific matter and principal represented prior to beginning lobbying activity. In addition, Florida law requires us to disclose the amount of compensation the Town pays Converge for its services.

The State has also issued additional guidance for reporting of compensation. Consistent with this guidance, Converge is required to take certain steps to distinguish the relative shares of compensation paid for legislative and executive branch lobbying. Taking into

account our engagement by the Town and the services to be provided, we believe it is appropriate to allocate:

50% of compensation to executive branch lobbying,
50% of compensation to legislative branch lobbying.

County and Municipal

Similar to the foregoing, county and municipal governments require certain lobbying registrations and reports, such as compensation or expenditure disclosures.

By signing this Agreement, the Town agrees that Converge may report any information required to be reported under Florida, county or municipal law, and the Town consents to the registrations and disclosures in the reports required by law. The Town also agrees to cooperate by timely providing any information Converge may need to complete such reports, and to meet all applicable filing requirements before state or local governments.

Term and Termination of Representation

This Agreement shall be effective as of <date> ("Effective Date"). The term of this Agreement shall extend for twelve months from the Effective Date and shall automatically renew for one year upon each anniversary of the Effective Date unless terminated by either party, with or without cause, by giving the other party written notice of termination at least thirty days prior to the effective termination date.

In the event of termination, Converge shall be paid for all work accepted by the Town Manager up to the date of termination, provided that Converge has first transferred all books, records, reports, working drafts, documents, maps, and data pertaining to the Matter to the Town, in a hard copy and electronic format within fourteen (14) days from the date of the written notice of termination or the date of expiration of this Agreement.

Confidentiality

Converge shall not use, other than in connection with the Matter, any confidential or proprietary information ("Confidential Information") provided by the Town concerning the Matter, when the Town expressly identifies such information as confidential or proprietary, except to the extent that Converge can show that such information (a) was, is, or becomes generally available to and known by the public through no fault of Converge or its subcontractor(s); or (b) is lawfully acquired by Converge, any of its affiliates or subcontractors or their respective representatives from sources that are not prohibited from disclosing such information by a legal, contractual or fiduciary obligation. If Converge or any of its affiliates or their respective representatives are compelled to disclose any Confidential Information by judicial or administrative process or by other requirements of applicable law, Converge shall, to the extent legally permissible, notify the Town in writing within five (5) calendar days of such disclosure.

When using subcontractor lobbyists in connection with the Matter, Converge shall require such subcontractors to agree to confidentiality terms at least as restrictive as the foregoing.

Communication

We will communicate with you about this Matter by unencrypted electronic mail. In addition, Converge may publicly list you as a client of Converge.

Converge may express opinions regarding the Matter and the results that may be achieved. Such statement made by Converge is an expression of opinion only and is not a guarantee of results.

Indemnification

Converge shall indemnify and hold harmless the Town, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising from Converge's performance or non-performance of any provision of this Agreement, including, but not limited to, liabilities arising from contracts between Converge and third parties made pursuant to this Agreement. Converge shall reimburse the Town for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising from Converge's performance or non-performance of this Agreement.

Nothing herein is intended to serve as a waiver of sovereign immunity by the Town nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. The Town is subject to section 768.28, Florida Statutes, as may be amended from time to time.

The provisions of this section shall survive termination of this Agreement.

Arbitration

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. The parties further waive any and all rights to a jury trial.

There shall be one arbitrator, agreed upon by the parties, with no direct or indirect interest with respect to the matter or parties in controversy. The place of arbitration shall be Miami-Dade, County, Florida, and the decisions of the arbitrator shall be final and binding on the parties. Florida law shall apply. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Each party consents to the exclusive jurisdiction and venue of the Miami-Dade Circuit Court with respect to any claim or action.

The parties will share the costs of the arbitrator and arbitration fees equally, and each party will be responsible for its own attorneys' fees and costs, and the prevailing party will not be entitled to reimbursement, notwithstanding any rule to the contrary.

Ownership and Access to Records and Audits.

Converge acknowledges that all inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, compiled information, and all similar or related information (whether patentable or not) which relate to the Matter which are conceived, developed or made by Converge during the term of this Agreement ("Work Product") belong to the Town. Converge shall promptly disclose such Work Product to the Town and perform all actions reasonably requested by the Town (whether during or after the term of this Agreement) to establish and confirm such ownership (including, without limitation, assignments, powers of attorney and other instruments).

Converge agrees to keep and maintain public records in Converge's possession or control in connection with Converge's performance under this Agreement. The Town Manager or his designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any of Converge's records involving transactions related to this Agreement. Converge additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Converge shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the Town.

Upon request from the Town's custodian of public records, Converge shall provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.

Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the Town.

Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of Converge shall be delivered by Converge to the Town Manager, at no cost to the Town, within seven (7) days. All such records stored electronically by Converge shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, Converge shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

Any compensation due to Converge shall be withheld until all records are received as provided herein.

Converge's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.

Notice Pursuant to Section 119.0701 (2)(a), Florida Statutes. IF CONVERGE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONVERGE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.

Custodian of Records: Sandra McCready, MMC
Mailing address: 9293 Harding Avenue
Surfside, FL 33154
Telephone number: 305-861-4863
Email: smccready@townofsurfsidefl.gov

Converge agrees to provide the Town access to any books, documents, papers, and records of the Converge which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

Converge agrees to permit the Town to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

24. **Public Entity Crimes Affidavit.** Converge shall comply with Section 287.133, Florida Statutes (Public Entity Crimes Statute), notification of which is hereby incorporated herein by reference, including execution of any required affidavit.

25. **Boycotts.** The Consultant is not currently engaged in, and will not engage in, a boycott, as defined in Section 3-1.1 of the Town of Surfside Code of Ordinances.

Miscellaneous

Applicable law. This Agreement will be governed by the laws of the State of Florida as they apply to contracts entered into and wholly performed within such State.

Assignment. This Agreement may not be assigned or transferred, in whole or in part, without the prior written consent of the Town.

Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assignees. For purposes of this paragraph, a "successor" includes without limitation an entity that results from the conversion of a domestic corporation into another business entity pursuant to s. 607.1112, Fla. Stat., and such conversion shall not constitute an assignment requiring consent.

Entire Agreement. This Agreement constitutes the full and binding agreement between the parties with respect to the subject matter hereof and supersedes any prior agreements with respect to such subject matter. No amendment or waiver with respect to any of the terms or provisions of this Agreement shall be effective unless agreed upon in writing as an amendment by both parties. Neither a waiver by either party of any term or provision of this Agreement nor any default hereunder shall affect either party's rights thereafter to enforce such term or provision or to exercise any related right or remedy.

Notices. The addresses of the parties hereto for all purposes of this Agreement are set forth herein, unless and until notice of a different address is received by the party notified of that different address. All notices shall be in writing and shall be either served by certified or registered mail (return receipt requested), by hand delivery, by email, or by U.S. Mail, return receipt required, , in each case with all charges prepaid. Notices shall be

deemed effective three days after mailed all charges prepaid; when hand delivered or emailed, on the date of such email or hand-delivery, respectively. Unless otherwise notified, and other correspondence required by this Agreement to the respective parties at:

Jonathan Kilman
Chairman
Converge Public Strategies
PO Box 14656
Tallahassee, FL 32317-4656
_____(email)

Addresses for Notice:
Mark Blumstein
Town of Surfside
Attn: Town Manager
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
305-993-5097 (facsimile)
mblumstein@townofsurfsidefl.gov (email)

With a copy to:
Thais Hernandez, Esq.
Office of the Town Attorney
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
thernandez@townofsurfsidefl.gov (email)

We sincerely appreciate you entrusting Converge with responsibility for the Matter. Once you have reviewed the terms, please confirm your approval of this Agreement by having it signed and returned to me via email. If you have any questions, or if this Agreement does not accurately set forth our arrangement, please let us know.

E-VERIFY AFFIDAVIT

In accordance with Section 448.095, Florida Statutes, the Town requires all contractors doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

The contracting entity must provide of its proof of enrollment in E-Verify. For instructions on how to provide proof of the contracting entity's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>

By signing below, the contracting entity acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it, including but not limited to obtaining E-Verify affidavits from subcontractors.

☐ **Check here to confirm proof of enrollment in E-Verify has been attached to this Affidavit.**

In the presence of:

Signed, sealed and delivered by:

Witness #1 Print Name: _____

Print Name: _____

Title: _____

Witness #2 Print Name: _____

Entity Name: _____

ACKNOWLEDGMENT

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by _____ (name of person) as _____ (type of authority) for _____ (name of party on behalf of whom instrument is executed).

Notary Public (Print, Stamp, or Type as Commissioned)

Personally known to me; or

Produced identification (Type of Identification: _____)

Did take an oath; or

Did not take an oath

Very truly yours,

Jonathan Kilman
Converge Government Affairs of Florida, Inc.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year as first stated above.

CONTRACTOR

By: _____
Jonathan Kilman, CEO
Converge Government Affairs of Florida, Inc.



TOWN OF SURFSIDE

By: _____
Mark Blumstein
Town Manager

Attest:

By: _____
Sandra McCready, MMC
Town Clerk

Approved as to form and legal sufficiency:

By: _____
Thais Hernandez
Town Attorney

Addresses for Notice:

Mark Blumstein
Town of Surfside
Attn: Town Manager
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
305-993-5097 (facsimile)
mblumstein@townofsurfsidefl.gov (email)

With a copy to:

Thais Hernandez, Esq.
Office of the Town Attorney
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
thernandez@townofsurfsidefl.gov (email)



SCHEDULE A

This Schedule sets forth the planned work content in accordance with the terms and provisions of this Agreement. Converge believes that effective lobbying is based on a series of interrelated elements and these constitute its approach. In order to secure the fiscal and policy objectives of the Town, Converge will undertake the tasks outlined below:

1. **Intelligence and Communication** - Fundamental to the ability to impact state and/or local policy or obtain financial support is a basic comprehension of the law and administrative rules; the ability to learn of the existence and content of proposals to modify them; and the competency to evaluate the effect of those changes. By knowing how government works and having access to information and the ability to assess it, Converge is able to identify opportunities or anticipate problems and thus gauge their impact on the interests of the Town. The principal and staff of Converge will regularly review legislative reports and meet with legislators, legislative staff, and executive and agency personnel in order to determine what issues or initiatives they are planning or are of concern to the Town. This provides an appreciation of the prospects for securing resources or favorable changes to law and has proved useful in helping understand the policy and budgetary context in which decisions are likely to be made as well as for formulating a successful legislative approach. Prior to the beginning of the legislative calendar, Converge would "trial balloon" the Town's legislative plan in order to obtain first-hand knowledge of how decisionmakers would view and receive it and what modifications, if any, may need to be made.

2. **Preparation** - Converge will work with the Town to identify needs, develop an effective public affairs plan and a focused message, and provide guidance with the drafting of an annual legislative program, correspondence, memorandums, and presentation materials geared toward government and/or significant state/local stakeholders.

3. **Presentation** - Converge will work to secure legislative and executive approval of the Town's budget and policy requests and monitor agency actions. Converge will represent the Town at all pertinent substantive and appropriations committee meetings and at all levels of government. Converge will testify and articulate the Town's interests during the drafting and deliberation process, either in individual meetings or in public forums. Converge will also meet with key legislators, legislative staff, and executive officials in order to promote the elements of the legislative program.

4. **Involvement and Coordination** — the Town officials will be encouraged to communicate with policy-makers and to visit Tallahassee during specific times of the legislative year. These communications and visits would be planned and coordinated by Converge who will schedule meetings, review materials and correspondence, brief the participants prior to any meetings, and perform any necessary follow-up activities.

5. **Collateral Support** - Converge will identify other organizations that share common legislative goals and, as appropriate, coordinate lobbying strategy with them. This is intended to broaden the Town's reach and legislative base of support. Converge will also review the legislative goals of other



entities and, when necessary, work to stop any legislation or initiative that may have a negative impact on the Town's interests.

6. **Lobbying and Monitoring** - Converge will provide year-round lobbying and representation at both the legislative and executive agency level. It maintains fully staffed offices in Miami and Tallahassee from which lobbying, review of agency action, monitoring, and follow-up occur.

7. **Reporting** - Focused and accurate communication with the Town about the status of legislation, budget requests, or any other important issue will be through written progress reports, meetings, and/or telephone contact.

8. **Public Affairs** - Converge will promote the Town and its agenda to state and local government officials.