

RESOLUTION NO. 10-1952

A RESOLUTION OF THE TOWN COMMISSION OF  
THE TOWN OF SURFSIDE, FLORIDA,  
APPROVING AN EMPLOYMENT LETTER  
BETWEEN INTERIM TOWN MANAGER ROGER  
M. CARLTON AND THE TOWN; AND PROVIDING  
AN EFFECTIVE DATE

WHEREAS, the current Town Manager is resigning his position as of September 30, 2010; and

WHEREAS, by motion on August 10, 2010, the Town Commission appointed Roger M. Carlton as Interim Town Manager and the Mayor indicated he would return with an Employment Letter based on the comparable terms and conditions of the current manager's agreement; and

WHEREAS, Roger M. Carlton has agreed to accept the comparable terms and conditions set forth in the Employment Agreement of the prior Town Manager as applicable for a period of ninety (90) days;

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

**Section 1. Recitals.** The above and foregoing recitals are true and correct and incorporated herein by reference.

**Section 2. Approval of Employment Letter.** The Interim Town Manager Employment Letter between Roger M. Carlton and the Town attached hereto as Exhibit "A" be, and the same is, hereby approved. The terms of said Employment Letter, shall be effective September 15, 2010.

**Section 2. Authorization to Execute.** The Mayor is hereby authorized to execute the Employment Letter on behalf of the Town.

**Section 3. Effective Date.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of September, 2010.


Motion by Commissioner Kopelman, second by Commissioner Karukin.

**FINAL VOTE ON ADOPTION**

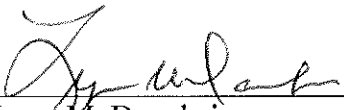
Commissioner Michael Karukin	<u>yes</u>
Commissioner Edward Kopelman	<u>yes</u>
Commissioner Marta Olchyk	<u>yes</u>
Vice Mayor Joseph Graubart	<u>no</u>
Mayor Daniel Dietch	<u>yes</u>

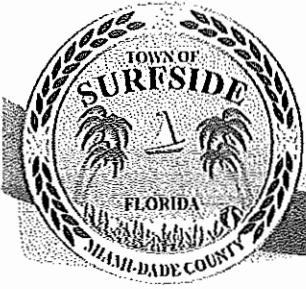
  
\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Debra E. Eastman, MMC  
Town Clerk

**APPROVED AND TO FORM AND  
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Lynn M. Dannheisser  
Town Attorney



# TOWN OF SURFSIDE

9293 HARDING AVENUE  
SURFSIDE, FLORIDA 33154  
(305) 861-4863 • FAX: (305) 861-1302  
WWW.TOWNOFSURFSIDEFL.GOV

September 15, 2010

Mr. Roger M. Carlton



Re: Interim Town Manager Appointment

Dear Mr. Carlton:

This is to confirm the arrangements and conditions under which you will serve as the Interim City Manager of the Town of Surfside for a period of ninety (90) days, commencing September 15, 2010<sup>1</sup>.

During the aforesaid ninety (90) day period and for so long as you are employed by the Town during that ninety (90) day period, it is agreed as follows:

1. You shall receive a salary in the amount of \$30,000.00 payable in equal installments in accordance with the Town's existing pay periods.
2. The Town will contribute on a pay period basis, an amount equal to the pay period contribution it makes for its employees covered by the Town's defined benefit plan to your existing ICMA retirement plan.
3. The Town will pay you, on a bi-weekly basis, an amount equal to the bi-weekly contribution made by your spouse to the Miami-Dade County medical and dental plans for herself and you, i.e., \$295.95 employee and spouse for medical; \$22.89 employee and spouse for dental.
4. The Town will pay, on a bi-weekly basis, an amount equivalent to \$550 per month for car allowance.

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<sup>1</sup> It is the intent of this agreement that the terms and conditions shall conform to those of the current manager's agreement. To the extent any actual benefit due hereunder cannot be delivered due to the short duration of this agreement, the monetary value of such benefit will be paid to you.

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5. The Town shall provide the Town Manager with a term life insurance policy equal to your annualized salary.

6. The Town shall grant you, accrued per pay period, annual leave at the rate of 20 days per year.

7. The Town shall grant you, accrued per pay period, sick leave at the rate of 12 days per year.

8. The Town will pay for all reasonable and customary professional dues and subscriptions necessary for your participation in municipal association and organizations, as approved in the Town's annual budget.

9. The Town will pay for your participation in those local civic and non-profit job-affiliated organizations that the Town Manager is authorized to participate in by the Town Commission.

10. The Town, through its Controller, will pay reasonable non-personal job related expenses incurred by you, if incurred as part of your duties. Such payments shall be made on a reimbursement basis, based upon submittal by your actual receipts and expense vouchers.

11. The City will provide you with a telephone allowance equal to that given to other Town management personnel.

12. You will submit a record of hours you have worked in preparation for assuming your duties as Interim Town Manager, which will be credited as annual leave, in an amount not to exceed 50 hours. Use of this leave must be approved in advance by the Mayor.

Should you meet the Commission's expectations during the ninety (90) day period, the Commission and you will have the option of entering into discussions regarding possible appointment to the position of Town Manager. Should the

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Commission decide to not appoint you as Town Manager after the ninety (90) day period, such action will be taken through an agenda item placed on the agenda in the regular course of business.

Very Truly Yours,

Daniel Dietch  
Mayor, Town of Surfside, Florida

Cc: Lynn M. Dannheisser, Town Attorney  
Debra E. Eastman, M.M.C., Town Clerk

LMD/lm