

Municipal Surtax Projects
 Online Interactive Map Help Guide



Surtax City Projects - Demo Application

Surtax Demo Editor

Project Submission Help Guide

[GUIDE TO PROJECT QUESTIONNAIRE](#)

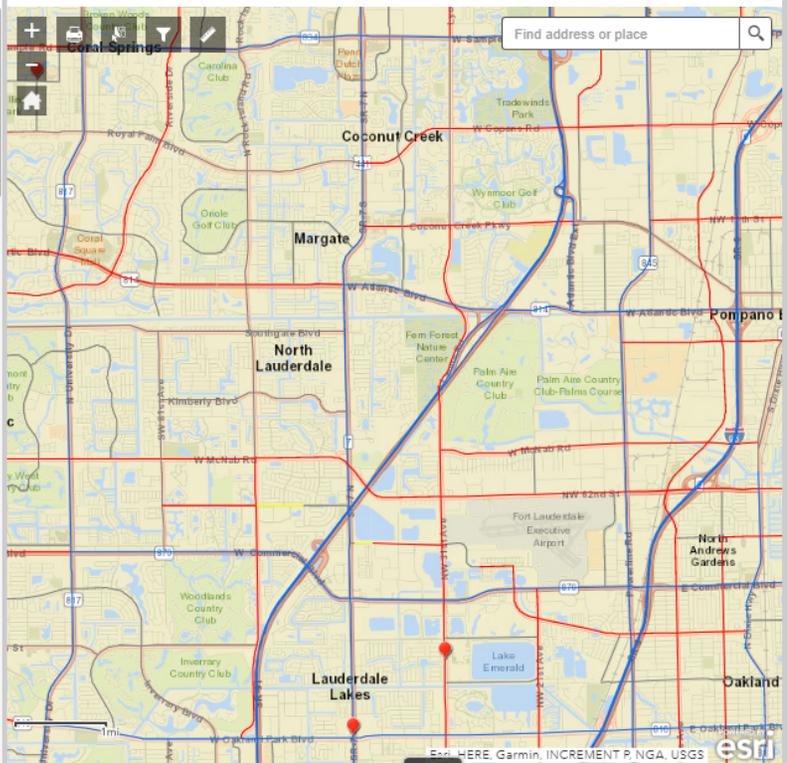
As you work through filling out the questionnaires for each of your city's projects in the Surtax Smart Editor on the right-hand side of your screen, please review the below information as you will find tips and instructions to assist you in how to address certain questions. Each of the questions below are numbered to correspond with the questions in the Smart Editor.

[CONTACT INFORMATION](#)

1. First Name:
2. Last Name:
3. Phone Number:
4. Email:
5. Are you the primary person to contact for more information?
 - a. Yes/No
 - b. If No, provide primary person to contact for project information
 - c. First Name, Last Name, Phone, Email

[PROJECT INFORMATION](#)

6. Specify roadway ownership for this project.
 - a. County, Local; County, Local; State, County; State, County, Local; State, Local; State; County Airport; County Port
7. If the applicant does not own the entire



Welcome to the Surtax Smart Editor!

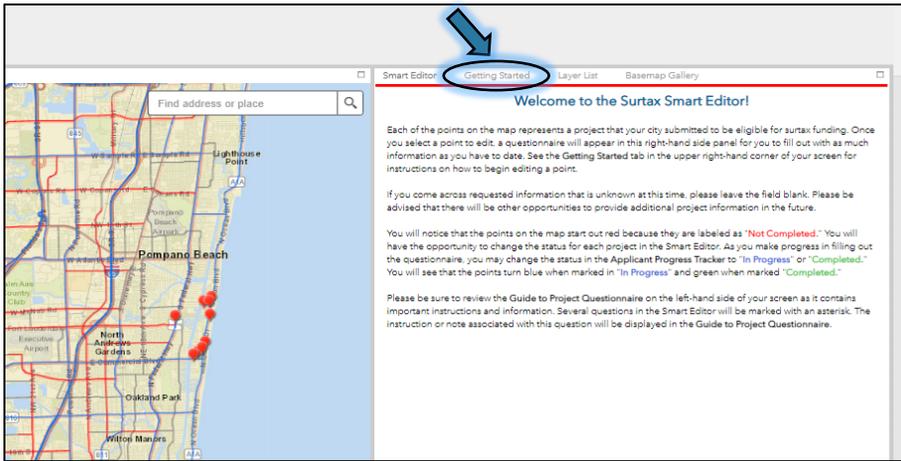
Each of the points on the map represents a project that your city submitted to be eligible for surtax funding. Once you select a point to edit, a questionnaire will appear in this right-hand side panel for you to fill out with as much information as you have to date. See the Getting Started tab in the upper right-hand corner of your screen for instructions on how to begin editing a point.

If you come across requested information that is unknown at this time, please leave the field blank. Please be advised that there will be other opportunities to provide additional project information in the future.

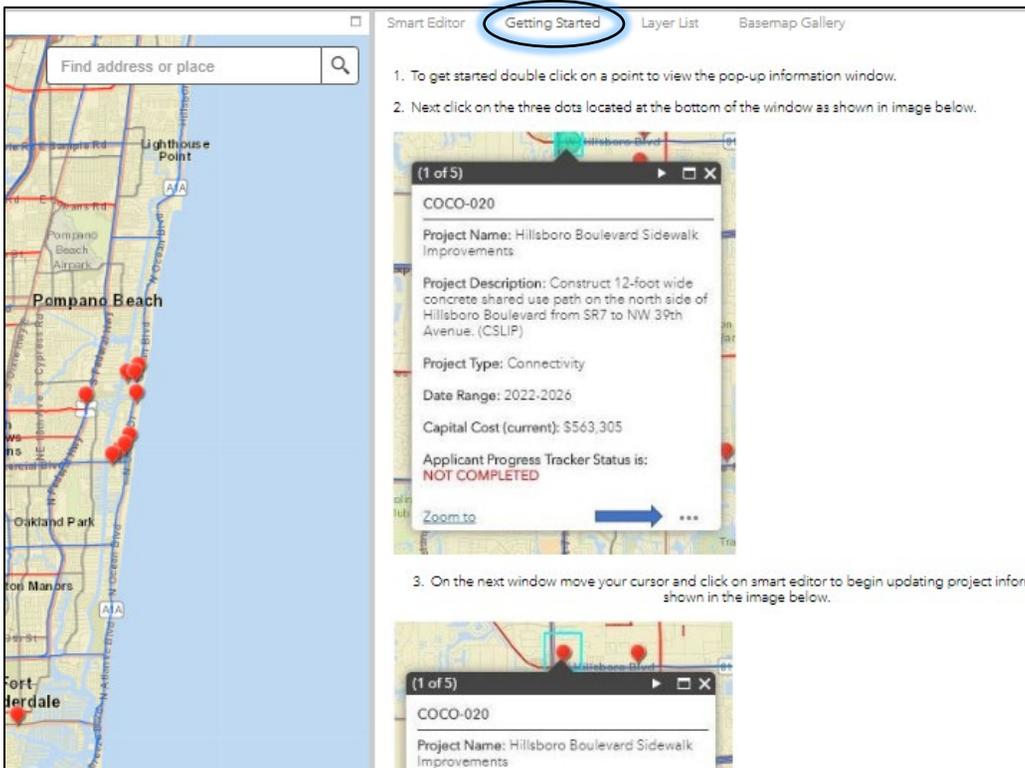
You will notice that the points on the map start out red because they are labeled as "Not Completed." You will have the opportunity to change the status for each project in the Smart Editor. As you make progress in filling out the questionnaire, you may change the status in the Applicant Progress Tracker to "In Progress" or "Completed." You will see that the points turn blue when marked in "In Progress" and green when marked "Completed."

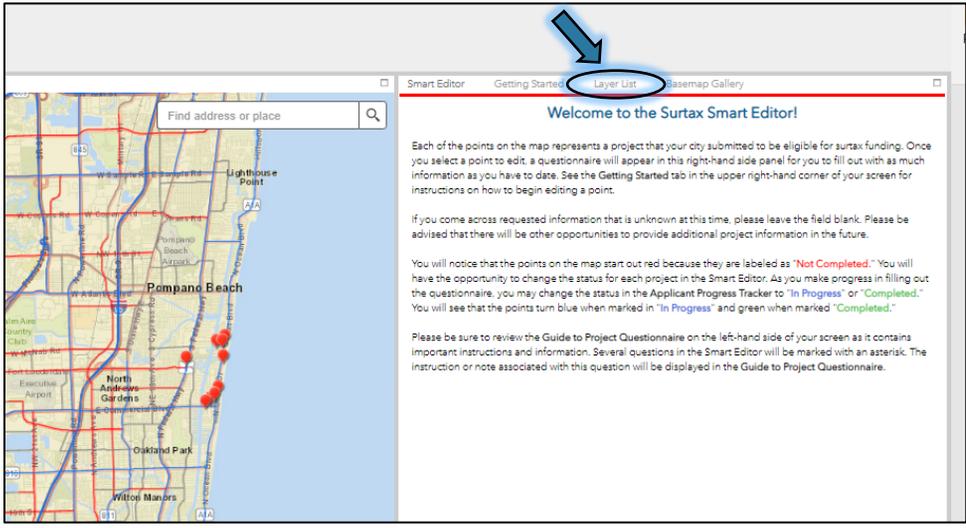
Please be sure to review the Guide to Project Questionnaire on the left-hand side of your screen as it contains important instructions and information. Several questions in the Smart Editor will be marked with an asterisk. The instruction or note associated with this question will be displayed in the Guide to Project Questionnaire.

Welcome to the interactive map, this is the screen that will appear when you first open the application. Be sure to read the introduction to the Smart Editor in the right hand side panel of your screen before you begin.

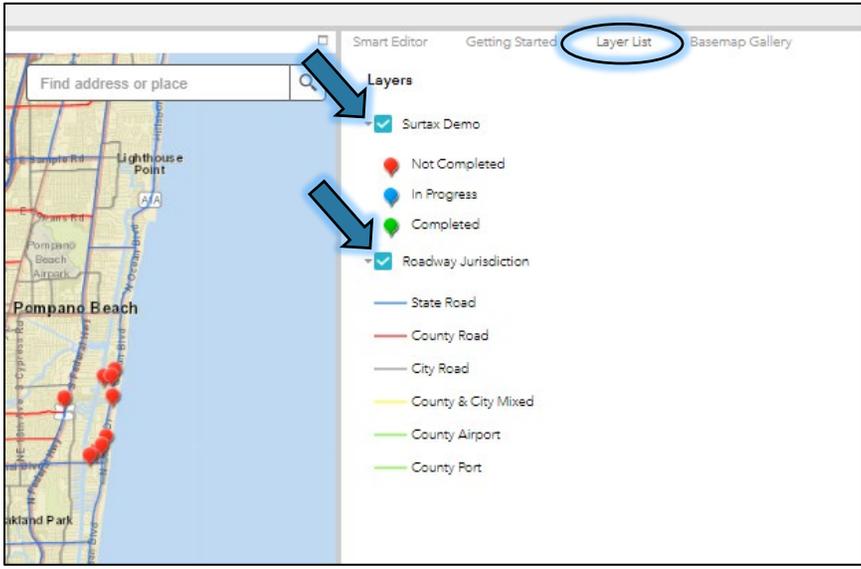


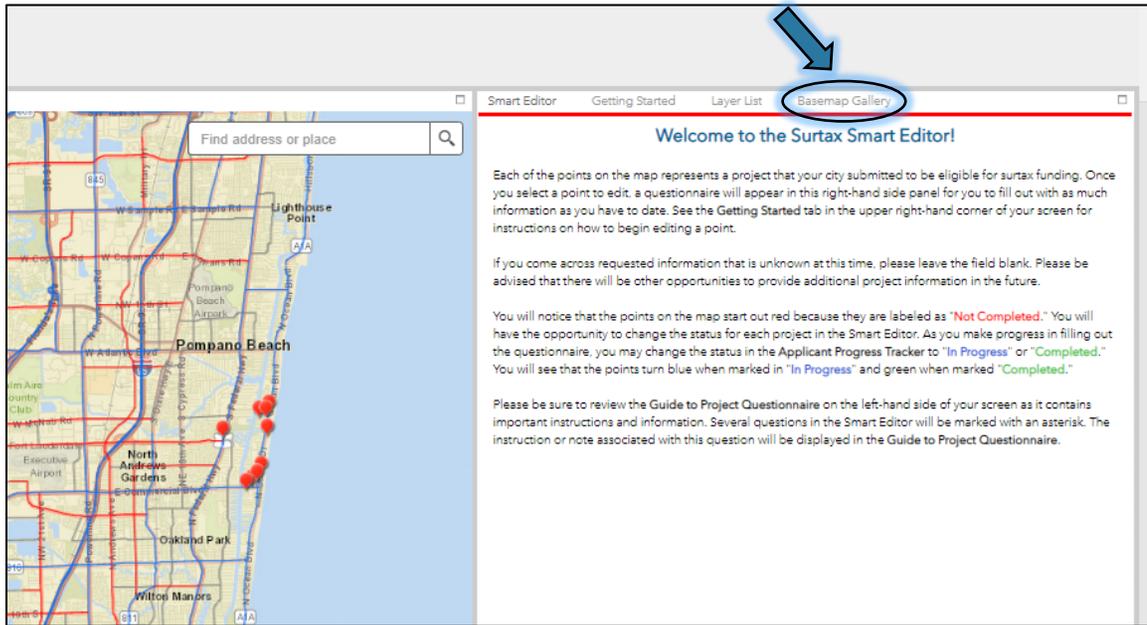
Four tabs are located in the upper right hand corner of your screen. Click on the "Getting Started" tab to learn how to start editing points on your map. See the below image for the contents of the "Getting Started" tab.



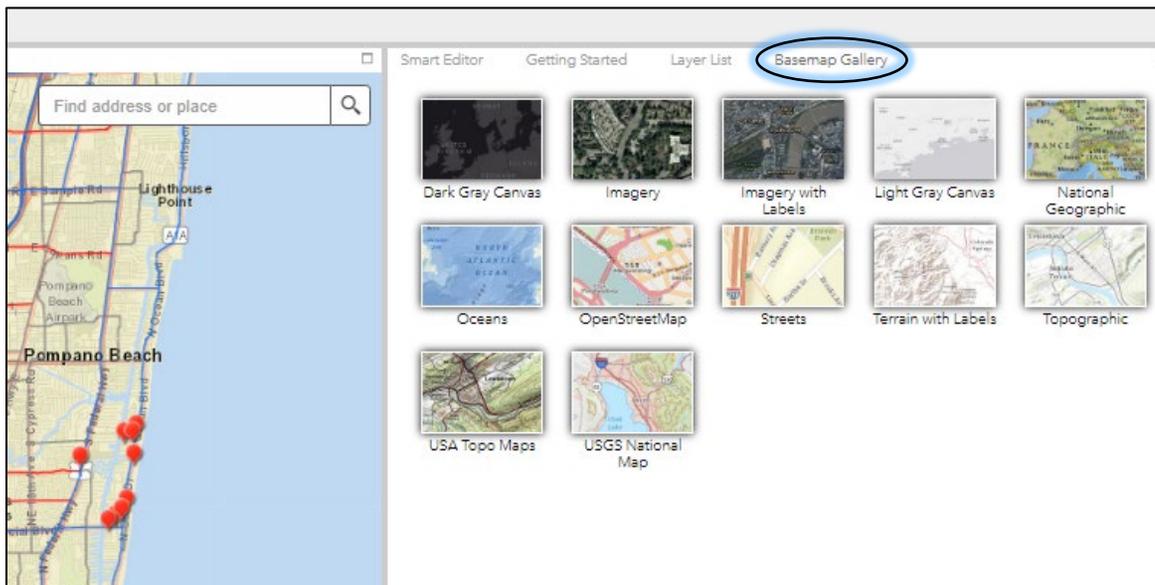


Click on the "Layer List" tab to view the map legend and turn layers on and off. See the below image for the contents of the "Layer List" tab.





Click on the “Basemap Gallery” tab to view the different Basemaps to choose from. See the below image for the contents of the “Basemap Gallery.”



The screenshot displays a web application interface with a map on the left and a data entry form on the right. The top navigation bar includes tabs for "Smart Editor", "Getting Started", "Layer List", and "Basemap Gallery". The "Smart Editor" tab is highlighted with a red circle. A search bar at the top left of the map area contains the text "Find address or place" and a magnifying glass icon. The map shows a coastal area with several red markers. The data entry form on the right contains the following fields:

- Surtax Demo
- Jurisdiction: Any Town
- Project ID: DEMO-002
- Project Name: NW 31st Avenue Improvements
- Project Description: Sidewalk, bike lanes, pedestrian cross walks, decorative landscaping, road & drainage
- Project Type: Complete street, Safety
- Date Range: 2017-2021
- Capital Cost (current): 2,500,000
- 1. Contact First Name
- 2. Contact Last Name
- 3. Contact Phone
- 4. Contact Email
- 5. Are you the primary contact for this project?

Click on the "Smart Editor" tab to begin editing a point on the map. The first few fields with a gray background are pre-filled and are not editable. The questions we request be addressed start with 1. "Contact First Name"

14. Tell us what problem(s) this project addresses and why this project is the best solution? *

15. Applicant Progress Tracker
Not Completed

16. Document Link Path *

17. Applicant Notes

Attachment Reminder
Use the link below to upload all attachments. As a reminder a detailed map of the project location is a required attachment, and must include as many of the following elements as possible: a north arrow, street names, project limits, a legend etc. Please refer to help

Attachments:

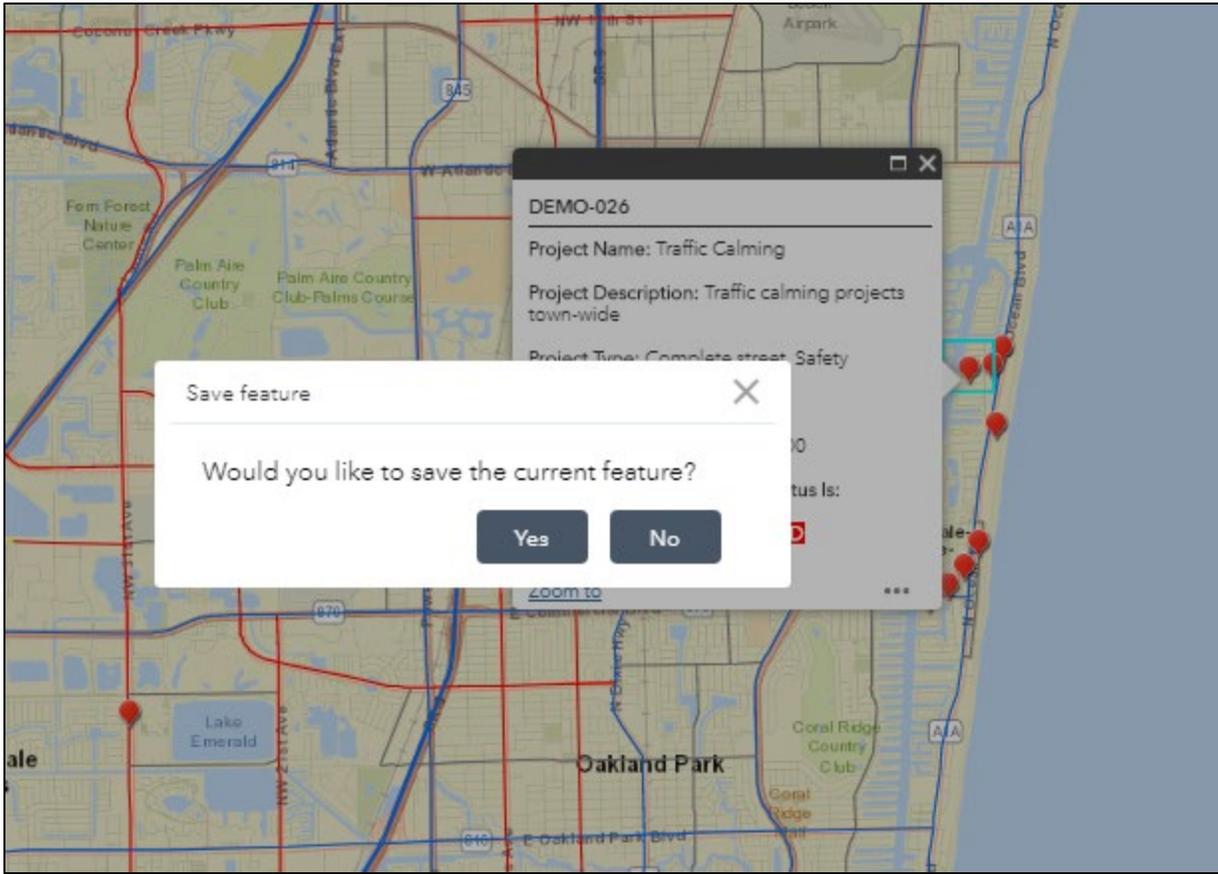
None

Add: [Choose File](#) No file chosen
Warning: Changes to attachments are saved automatically

Clear Save

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The top arrow points to the “Applicant Progress Tracker” which may be used to keep track of your progress when filling out the questionnaire for your projects. Select the drop down arrow to change to status from Not Completed to In Progress or Completed. The middle arrow points to the “Choose File” button which allows you to upload attachments, The instructions for uploading attachments are located on the left hand panel of your screen. The bottom arrow points to the “Save” button.” Please remember to save your work!



If you attempt to begin to edit another point, the application will prompt you to save the feature in case you forgot.

Broward Metropolitan Planning Organization | **Surtax City Projects - Demo Application**
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[GUIDE TO PROJECT QUESTIONNAIRE](#)

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[PROJECT INFORMATION](#)

6. Specify roadway ownership for this project.
 - a. County, Local; County, Local; State, County; State, County, Local; State, Local; State; County Airport; County Port
7. If the applicant does not own the entire facility, has coordination taken place with the facility owner? Yes/No
8. Select the geometry that best describes this project (Regardless of the geometry, upload a detailed map of the project location and include as many of the following elements as possible: a north arrow, street names, project limits, a legend etc. You will have the opportunity to upload a map below in the "Attachments")
 - a. Point
 - b. Linear

The top arrow is pointing to the MPO logo in the upper left hand corner of your screen. If you click on the logo, you will be re-directed to the MPO Home page. The middle arrow is pointing to a panel titled "Guide to Project Questionnaire." Please note that as you answer the questions in the right hand side panel (the Smart Editor), you may follow along in the left hand panel as there are additional notes and instructions (shown in blue text) that provide guidance on how to address the questionnaire in the Smart Editor. The bottom arrow is pointing to the right edge of the panel which you can click and drag to the left to minimize the size of the left hand panel.

Broward MPO Metropolitan Planning Organization

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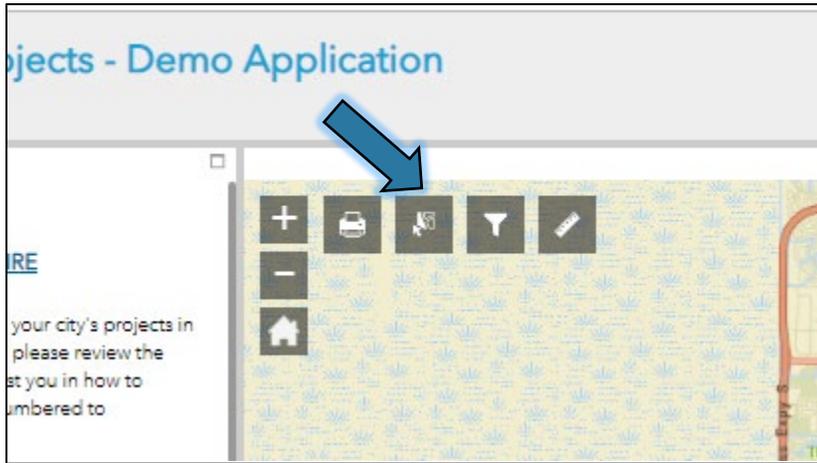
PROJECT INFORMATION

The plus, minus, and home icons on the upper left hand corner of the map adjust the scale of the map.

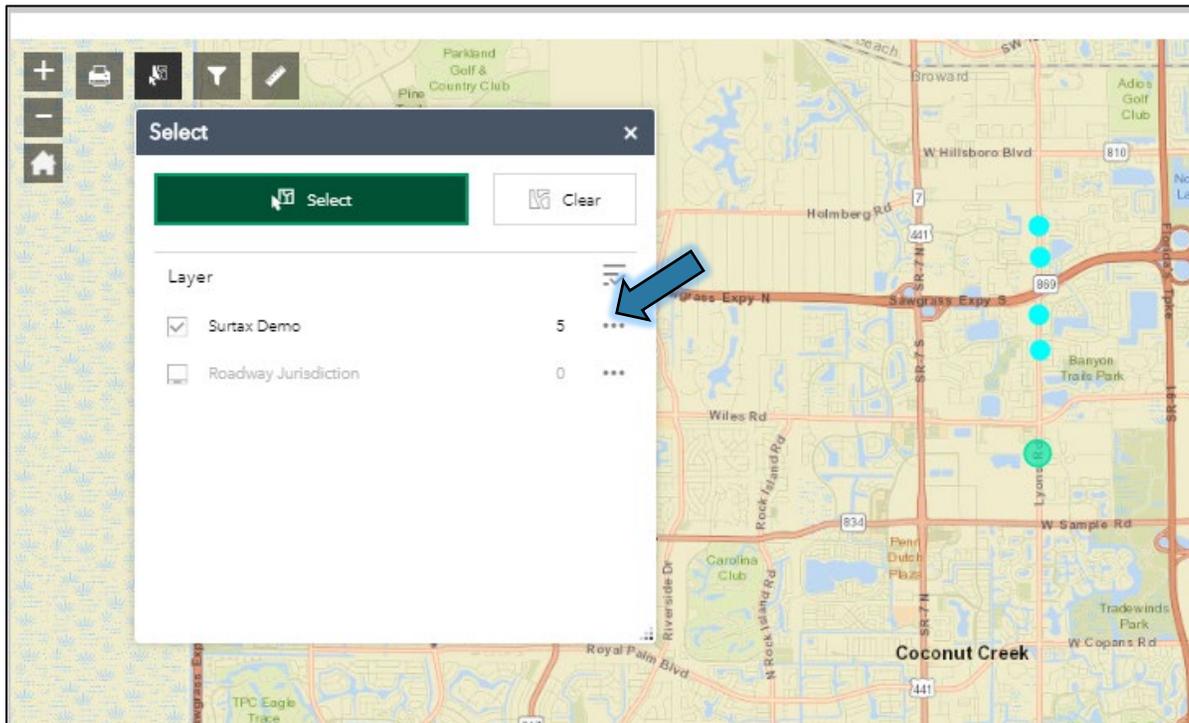
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your city's projects in
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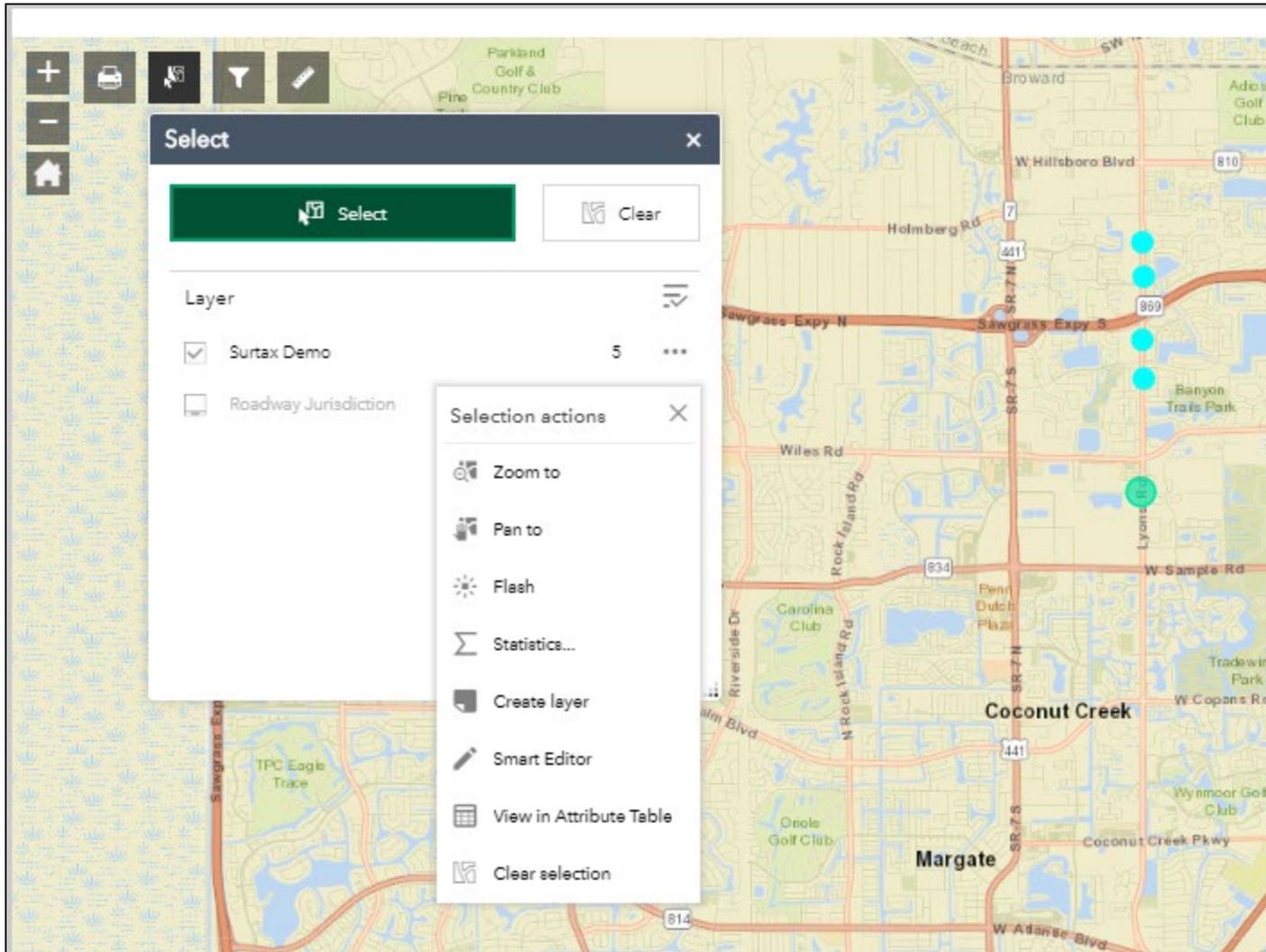
The printer icon allows you to print the map to a PDF, JPEG, PNG etc.



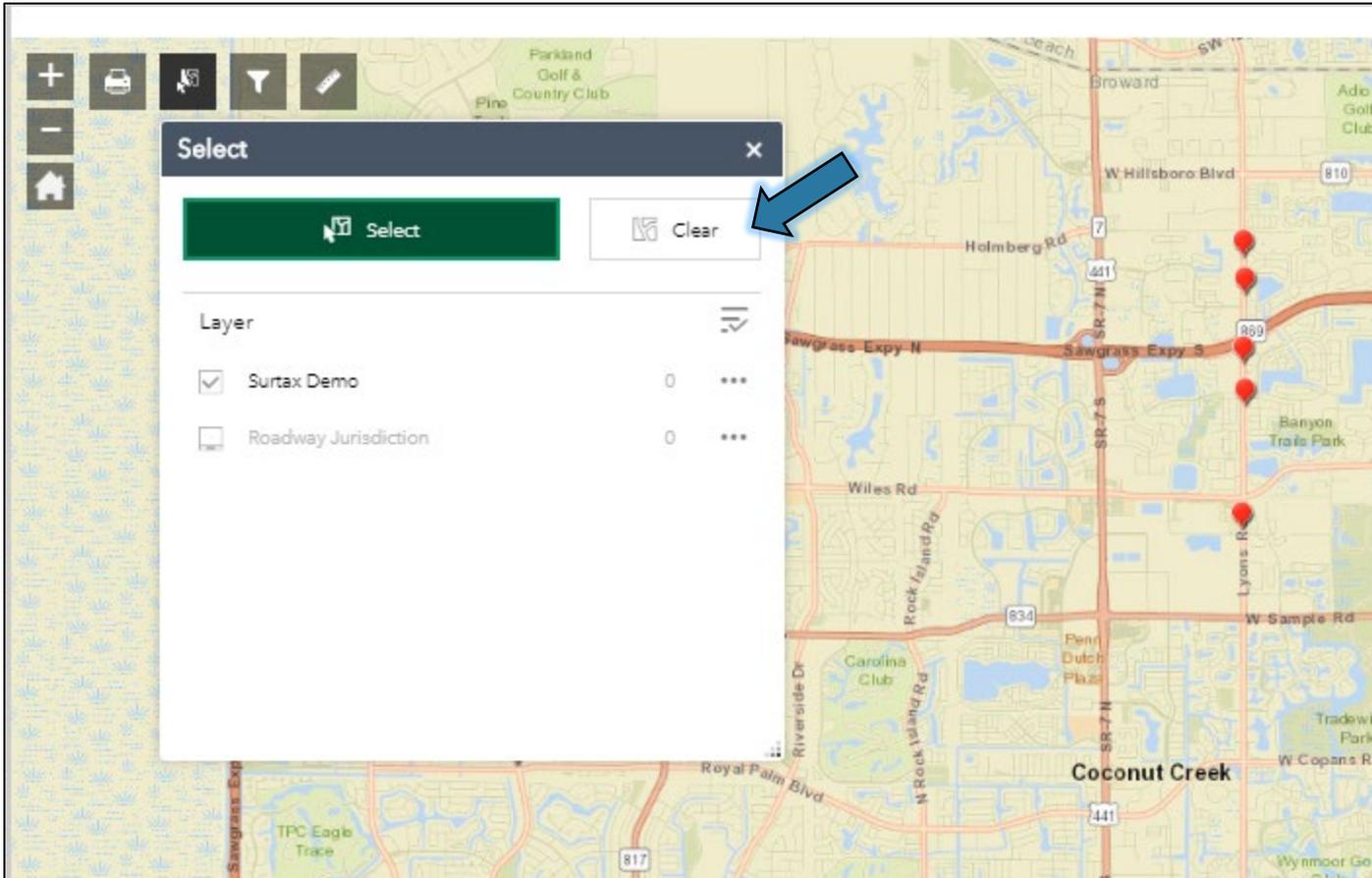
The icon to the right of the printer icon allows you to select multiple points at once. Click on the icon to begin.



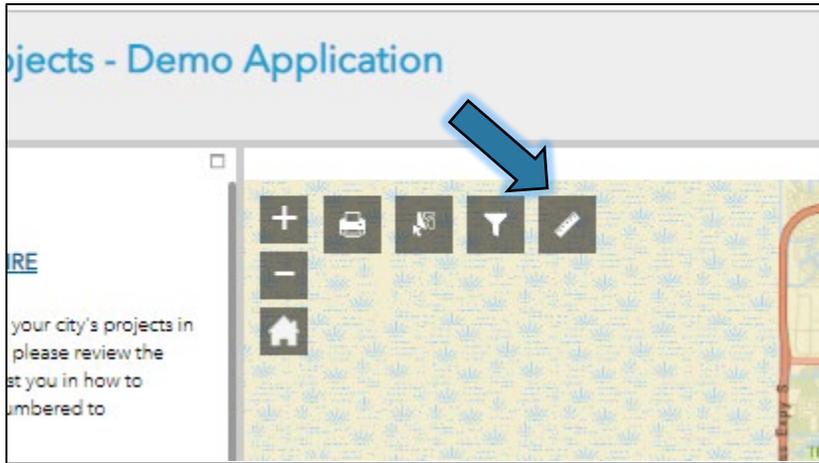
On the map, click and drag over the area that contains the points you wish to edit. Then select the three horizontal dots in the pop-up window.



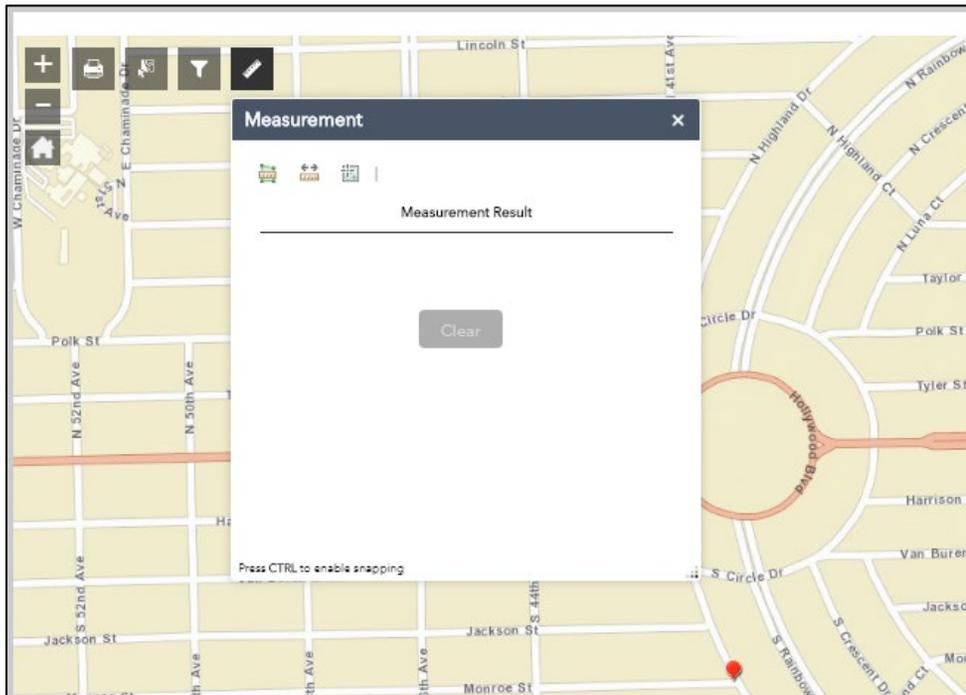
A drop down menu will appear with multiple options to choose from.



Select the “clear” button in the pop up window when you wish to clear your selection.



Click on the ruler icon to measure distance on the map.





At the bottom on the map is an “Up Arrow.” If you click this arrow, it will pull up the “Attribute Table.”

GUIDE TO PROJECT QUESTIONNAIRE

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Surtax Demo

Options Filter by map extent Zoom to Clear selection Refresh

Jurisdiction	Project ID	Project Name	Project Description	Project Type	Date Range	Capital Cost (current)	1. Contact First Name	2. Contact Last Name	3. Contact Phone	4. Contact Email	5. Are you the primary contact for more information?	Primary First Name	Primary Last Name	Primary Phone	Primary
Any Town	DEMO-098	New sidewalk construction	Complete construction of new sidewalks where none exists, and replacement of asphalt paths with ADA compliant concrete sidewalks.	Connectivity		20,000,000									

1 features 0 selected

You may drag the attribute table up to expand.

Note the Options button in the upper left hand corner which allows you to export the Attribute Table as a CSV file.