

**MEETING MINUTES
BROWARD METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE COMMITTEE**

**Thursday, September 4, 2025, 9:00 a.m.
100 West Cypress Creek Road
Fort Lauderdale, Florida 33309**

Chair: Board Member Yvette Colbourne
Vice Chair: Board Member Joy Cooper
Deputy Vice Chair: Board Member Byron Jaffe
Committee Members: Board Member Beam Furr (absent)
Board Member Tim Fadgen
Board Member Thomas Good, Jr.
Board Member Rich Walker

MPO Staff

Greg Stuart, MPO Executive Director
Alan Gabriel, MPO General Counsel
Bryan Caletka, Renee Cross, Vilma Hurtado

Also Present

Todd Brauer, Whitehouse Group
Candice Ericks, TSE Consulting
Lauren Jackson, TSE Consulting

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order and Roll Call

Chair Colbourne called the meeting to order at 9:00 a.m. Roll was called and it was noted a quorum was present.

2. Approval of Minutes – July 10, 2025

Motion made by Board Member Walker, seconded by Deputy Vice Chair Jaffe, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

Motion made by Deputy Vice Chair Jaffe, seconded by Board Member Walker, to approve. In a voice vote, the **motion** passed unanimously.

4. Public Comments

None.

ACTION ITEMS

- 1. MOTION TO APPROVE Agreement No. 26-03 Between Broward Metropolitan Planning Organization and BS&A Software LLC for Enterprise Resource Planning Software as a Service (SaaS) for a Total Amount Not to Exceed \$188,031**

Bryan Caletka of Broward MPO Staff advised that this Item addresses the program used for payroll and invoice processing. The agreement is for a three-year period with two one-year renewal options. The entire five-year period is covered by the quoted cost.

Motion made by Deputy Vice Chair Jaffe, seconded by Board Member Walker, to approve. In a voice vote, the **motion** passed unanimously.

DISCUSSION ITEMS

- 1. Comprehensive Salary Study – Summary Preparatory Outreach and Data Availability Results**

Todd Brauer, representing the Whitehouse Group, recalled that the MPO's most recent previous salary study was completed in March 2024. MPO policies and procedures call for this study every two years.

Mr. Brauer explained that the study considers salaries benchmarked with similar positions. A survey issued in August 2025 invited the participation of 20 peer agencies, including three county governments, two peer planning organizations, and the five most populous cities within each of the three South Florida counties. The survey received a 45% response rate, with eight of the identified peer agencies indicating willingness to participate.

The survey considered position-specific information, years of experience, educational levels, and total compensation. Next steps include an automated process for information and analysis which can be used in the 2026 salary survey as well as subsequent surveys. The report will be used to inform the next Unified Planning Work Program (UPWP) cycle.

Mr. Brauer concluded that the MPO can be confident that the salary survey represents its community through the strongest statistical means available.

Chair Colbourne requested additional information on the eight peer agencies which responded positively to the survey. Mr. Brauer replied that these included the cities of Coral Springs, Fort Lauderdale, Hialeah, Hollywood, Miami, Miramar, and Pembroke Pines, as well as the Palm Beach Transportation Planning Association (TPA).

Chair Colbourne suggested reaching out to additional municipalities within the three South Florida counties in order to increase participation. Mr. Brauer noted that this could be done, although he cautioned that there was no guarantee that additional outreach would result in more participation. Chair Colbourne emphasized that she would have greater confidence in a higher number of peer agencies.

Mr. Caletka advised that no further action was necessary on this Item, as the survey provides the MPO with a tool that can be used in-house by Human Resources Staff. He acknowledged that there can be additional outreach.

Deputy Vice Chair Jaffe asked if the salary information provided by the survey will be considered by the Executive Committee or the Executive Director. MPO Executive Director Greg Stuart explained that the MPO incorporates the data gathered by the study into its two-year budget.

2. Legislative Update

Lauren Jackson, representing TSE Consulting, stated that September meetings have been scheduled for Florida's House Select Committee on Property Taxes. The Budget Commission will also meet in September. The next legislative session is expected to begin in October 2025.

Candice Ericks, also representing TSE, further clarified that the Florida Legislature will meet for two weeks each in the months of October, November, and December 2025 before returning to early session in January 2026. She advised that the MPO will be kept informed as changes occur and bills are introduced.

Chair Colbourne asked if there are steps municipalities should take with regard to the protection of property taxes, as these taxes provide the bulk of municipal revenue. Ms. Ericks replied that State Representatives and Senators have requested feedback from South Florida municipalities prior to the next session so they can share it with committee members from other regions of the state.

Ms. Jackson added that several members of the Broward County delegation are on the House Select Committee for Property Taxes, and encouraged elected officials to reach out to their representatives. The Florida League of Cities recently held a workshop at their annual conference on engagement with and education of voters regarding property taxes.

3. Discussion of September 4, 2025 MPO Agenda Items

Mr. Caletka briefly reviewed the September 4, 2025 MPO Board Agenda for the Committee members, including items on the Consent Agenda as well as Action Items.

He recalled that the MPO Board had requested the creation of an action plan in support of transit in South Florida, which could be sent to all municipal partners.

The September 4 Agenda also includes a Transportation Improvement Program (TIP) amendment reflecting the removal of three projects by the Broward County Aviation Department. The Florida Department of Transportation (FDOT) has requested their removal. Mr. Caletka clarified that the three projects will still be funded, although not in next year's budget.

Chair Colbourne requested additional information on the entity behind the requests for removal. Mr. Caletka replied that a representative of FDOT will be present at the MPO Board meeting to provide more information.

4. Review and Discussion of Future Agendas

Mr. Caletka stated that the next MPO Board meeting is scheduled for October 30, 2025, explaining that the meeting was originally planned for November but was moved up at the request of FDOT District 4. The next meeting after that date will be February 12, 2026. The October 30 Agenda will include an item presenting the 2026 meeting dates for approval.

Mr. Caletka continued that the Executive Committee Agenda will include funding approval for the upcoming 2026 Safe Streets Summit, which is scheduled for February 2026. The event will be held in Broward County at the Convention Center. The item will include costs for catering, audio/visual equipment, and technical services.

Chair Colbourne recalled that the MPO hosted a 2024 event offsite at the Museum of Discovery and Science, and suggested that other offsite locations be considered in the future as well.

It was suggested that a discussion of surtax funding be added to the October 30, 2025 Agenda, as some municipalities are considering the issuance of revenue bonds to fund projects. Placing a discussion of this proposed process on the MPO Board Agenda would allow municipalities and agencies to determine how this process might work, with interpretation from the Oversight Board.

Mr. Stuart confirmed that it is possible to facilitate this conversation by inviting representatives of the Oversight Board to the October 30 meeting, but pointed out that the MPO no longer has any authority over surtax projects. Mr. Caletka noted that the Mobility Advancement Program (MAP) administrator and legal counsel will be invited to attend the meeting, as well as a representative of the Oversight Board.

5. Non-Agenda

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There being no further business to come before the Committee at this time, the meeting was adjourned at 9:45 a.m.

NEXT MEETING: October 30, 2025