



## **AGENDA**

Metropolitan Transportation Engineering  
& Construction Cooperative (MTECC)  
Thursday, June 12, 2025, 11:00 a.m.  
**100 West Cypress Creek Road,  
6th Floor, Suite 650  
Fort Lauderdale, FL 33309-2181**

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### **REGULAR ITEMS**

**(All Items Open for Public Comment)**

1. Call to Order
2. Approval of Minutes
3. Approval of Agenda

### **ACTION ITEMS**

1. Approval of Amendment 3 to the Approved MTECC General Fund Budget and Capital Project Fund Budget for fiscal year 2024-25.
2. Approval of Amendment 1 to Project Tri-Party Agreement between Broward Metropolitan Authority (MPO), City of Pembroke Pines and MTECC for Project 4334293, City of Pembroke Pines Mobility Hub to increase the Federal grant budget.

### **DISCUSSION ITEMS**

1. MTECC Project Status Update
2. Executive Director's Reports
3. PMC Report
4. MTECC Proposed Fiscal 2025-2026 Budget
5. Audit Presentation
6. General Counsel's Report

7. Board Comments

**NEXT MEETING: DATE**

**\*MOTION TO ADJOURN**

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\* Motion Requested

Persons who require translation services (free of charge) should contact Carl Ema, at (954) 876-0033/0052 or [emac@browardmpo.org](mailto:emac@browardmpo.org) (or via Florida Relay at 711) at least seven days prior to the meeting.



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**2.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

Approval of Minutes

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**Attachments**

MTECC March 13, 2025 Minutes

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**DRAFT**  
**MEETING MINUTES**  
**METRO TRANSPORTATION ENGINEERING AND**  
**CONSTRUCTION COOPERATIVE (MTECC)**  
**100 WEST CYPRESS CREEK ROAD**  
**6<sup>TH</sup> FLOOR, SUITE 650**  
**FORT LAUDERDALE, FLORIDA 33309-2181**  
**THURSDAY, MARCH 13, 2025, 10:00 A.M.**

**Members**

Tim Fadgen, Councilmember City of Plantation, MTECC Vice Chair  
Rex Hardin, Mayor City of Pompano Beach  
Caryl Shuham, Commissioner City of Hollywood, MTECC Chair

**Staff / Also Present**

Lowell Clary, MTECC Executive Director  
Matthew Pearl, MTECC General Counsel  
Chris Bross, MTECC  
Christine Fanchi, MTECC  
Julia Ronquillo, Broward MPO

**REGULAR ITEMS**

**1. Call to Order**

The meeting was called to order at 10:00 a.m.

**2. Approval of Minutes**

Board Member Fadgen noted a correction to the December 12, 2024 minutes: votes taken were (2-0) rather than (3-0).

**Motion** made by Board Member Fadgen, seconded by Vice Chair Shuham, to approve the Minutes as amended. In a voice vote, the **motion** passed unanimously.

**3. Approval of Agenda**

**Motion** made by Vice Chair Shuham, seconded by Board Member Fadgen. In a voice vote, the **motion** passed unanimously.

**4. Election of Officers**

Board Member Fadgen nominated Vice Chair Shuham for the position of Chair, seconded by Board Member Hardin. In a voice vote, Vice Chair Shuham was unanimously elected as MTECC's Chair.

Board Member Hardin nominated Board Member Fadgen for the position of Vice Chair, seconded by Chair Shuham. In a voice vote, Board Member Fadgen was unanimously elected Vice Chair.

### **ACTION ITEMS**

- 1. MOTION TO APPROVE: Approval of Amendment 2 to the Approved MTECC General Fund Budget and Capital Project Fund Budget for fiscal year 2024-25.**

**Motion** made by Board Member Hardin, seconded by Vice Chair Fadgen. In a voice vote, the **motion** passed unanimously.

- 2. MOTION TO APPROVE: Approval of Assignment of Contract for CPA Services from the Broward MPO to MTECC.**

MTECC Executive Director Lowell Clary explained that when MTECC began, the Broward MPO provided administrative support services. It has been determined that it would be more appropriate to assign the CPA contract directly to MTECC rather than through the MPO. The contract is for three years with the option of extensions.

**Motion** made by Chair Shuham, seconded by Board Member Hardin. In a voice vote, the **motion** passed unanimously.

- 3. MOTION TO APPROVE: Extension of Term for MTECC Agreement with Clary Consulting Company for Executive Director services.**

**Motion** made by Board Member Hardin.

It was suggested that it may be more appropriate to determine a term for this contract. A three-year term was recommended. It was determined that the extension of the contract would last until September 30, 2027.

Board Member Hardin restated his motion as follows: Motion to extend the term of the agreement until September 30, 2027, and to add a termination for convenience [clause]. Vice Chair Fadgen seconded the motion. In a voice vote, the **motion** passed unanimously.

### **DISCUSSION ITEMS**

- 1. MTECC Project Status Update**

Mr. Clary reported that the lighting project on Lyons Road in Coconut Creek is now in the design phase and a notice to proceed was issued in February 2025. The design contract includes both a fixed price and optional services, which may include additional utility locations, pole foundations, and other options.

The Pembroke Pines mobility hub project includes trails, transit, lighting, and a pedestrian crossing. The design of this project is being negotiated. There is now a fixed price as well as optional services for this project as well. Notice to proceed is expected within weeks.

The Fort Lauderdale mobility hub project on SE 17<sup>th</sup> Street is a much larger project, including railroad crossings and other major components. A library of services is used for the design phase: each of five firms in the library will submit a proposal for each project, followed by negotiations.

MTECC has also been working closely with the Florida Department of Transportation (FDOT) to allow Local Agency Program (LAP) projects to move forward. FDOT has indicated that they would like to move more projects to the local level and/or to MTECC, as they do not have the resources to continue this work. Oakland Park, which has three LAP projects at present, has expressed interest in joining MTECC.

Mr. Clary advised that MTECC membership is formalized by an inter-local agreement, which a municipality may endorse if they wish to become a member. Members must pay an initial fee of \$50,000 as well as an annual fee thereafter. It was noted that FDOT's position will allow MTECC to perform more work for its member municipalities, which will be an additional incentive for new cities to join. Involvement with the municipalities has been very active, as those cities have participated in the selection of firms and are involved in negotiations. Each municipality has to sign off on its projects' scopes.

Mr. Clary also noted that the MPO has organized federal grants for multiple transit projects under one grant, which allows them to shift unused funds from finished projects to other projects. MTECC will need to amend its tri-party agreement accordingly at a future meeting.

Clarification was requested regarding the movement of unused funds. Mr. Clary explained that when one project was completed, it had not used all the funds budgeted for it, and these unused funds were shifted to another project under the same grant. He also noted that contingencies are built into projects to address overages, as adjustments are often necessary. The members discussed the budgeting process for projects.

## **2. Executive Director's Reports**

Mr. Clary stated that the Board will need to focus closely on grants. As MTECC updates its own budget, they will also update the grant budget. They will work with MPO Staff, which acts as MTECC's grant coordinator.

## **3. PMC Report**

Ms. Fanchi reviewed the timelines associated with the Coconut Creek Lyons Road project, the Pembroke Pines mobility hub, and Fort Lauderdale's 17<sup>th</sup> Street project through the end of 2025.

A question was asked regarding whether a municipality's contract is with a contractor and administered through MTECC. Mr. Clary replied that this has not yet been determined.

#### **4. General Counsel's Report**

None.

#### **5. Budget to Actual Report**

Mr. Clary advised that this report was delayed and would be emailed to the members when available. All projects remain within budget.

#### **6. Board Comments**

There was discussion of options for MTECC's meeting time. Mr. Clary noted that there will be no meeting in April 2025, and recommended combining the May and June 2025 meetings. It was determined that the next meeting will be scheduled for the second Thursday in June.

There being no further business at this time, the meeting was adjourned at 10:48 a.m.



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

1.

**Meeting Date:** 06/12/2025

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**REQUESTED ACTION:**

Approval of Amendment 3 to the Approved MTECC General Fund Budget and Capital Project Fund Budget for fiscal year 2024-25.

**WHAT THIS ACTION ACCOMPLISHES:**

This provides the budget authority for MTECC Capital Project Fund for Project 4334282, City of Fort Lauderdale SE 17<sup>th</sup> Street Mobility Hub, to provide budget for the Design Services Consultant. This also makes adjustments for MTECC Capital Project Fund for Project 4334293, City of Pembroke Pines to add additional Federal grant funds (see action item that amends the Project Tri-Party Agreement and allocates budget to better match up to Federal grant line items and to reflect the advance from the City that pays the Project administrative fee and reimburse prior advance from the General Fund.

**SUMMARY EXPLANATION/BACKGROUND:**

The Annual Budget provides the authority for MTECC's activities in delivering projects on behalf of MTECC members.

**General Fund**

- City of Pembroke Pines advanced funds which provides a one-time administrative fee of \$35,000 for revenues and repayment of the \$25,000 advance made from the General Fund in fiscal year 2023-34, when Project 4334293 was first initiated.

**Capital Projects Fund**

- City of Fort Lauderdale Project 4334282 – SE 17<sup>th</sup> Street Mobility Hub:
  - Increase the Design Services budget to \$800,000 to facilitate the completion of the negotiations of the design services consultant work order for the Project.
  - Separate and increase the budget for Program Management into Program Management – Design with a decrease to total \$240,000 and Program Management – Construction for a total of \$90,000.
  - These overall changes decrease the Project contingency to \$1,155,266.
- Project 4334293 – City of Pembroke Pines Mobility Hub:
  - Increase the Project Budget by \$247,752 for additional FTA grant funds added through Amendment 1 to the Project Tri-Party Agreement. This increases grant revenues and increases the overall project budget.
    - Separate and increase the budget for Program Management into Program Management – Design with an increase to total \$148,914 and Program

- Management – Construction for a total of \$80,000.
- These overall changes decrease the Project contingency to \$9,050.

The MTECC Team submitted the Project scope of services to the five design consultant teams in the design engineering services (DES) library for the City of Fort Lauderdale SE 17<sup>th</sup> Street Mobility Hub. Four of five DES firms proposed. A team of experts from the City of Fort Lauderdale reviewed and ranked the proposals. The MTECC Executive Director reviewed and accepted the ranking. The MTECC Contracting Officer requested a fee proposal from the top ranked DES firm, CHA Solutions.

A team of MTECC and City of Fort Lauderdale negotiated the proposed staffing, staff hours and overall fee with the top ranked proposer, CHA Solutions. This final fee is expected to be a fixed fee under \$800,000. The City and MTECC in discussions with CHA Solutions determined there were service areas such as a possible three new streetlight signal systems (if additional funding if provided by the County) and related items that may be needed, but the extent and timing of those services will not be known until discussions with the County are more advanced. The optional services are identified as site work and the number of sites will be identified and this will define the final amount to be allocated under the optional services and budget amended later for this if needed.

The key amended line items are highlighted in yellow highlights in the attached Exhibit A on pages 6, 7, 8 and 9.

**MTECC STAFF RECOMMENDATION(S):**

Recommend approval of Amendment 3 to the Approved MTECC General Fund Budget and Capital Project Fund Budget for fiscal year 2024-25.

**ADDITIONAL INFORMATION/PREPARER:**

If you have any questions about this item, please contact Lowell Clary at (850) 212-7771 and [claryl@mteccfl.org](mailto:claryl@mteccfl.org).

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**Attachments**

Amendment 3 MTECC Approved Budget Fy 24-25  
Resolution Approving Amendment 3

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# Metro Transportation Engineering & Construction Cooperative

## Fiscal 2024-2025 Budget

### Amendment 3

#### Background

The Metro Transportation Engineering & Construction Cooperative (MTECC) was established in 2022 by Interlocal Agreement “ILA” between the founding member municipal members of City of Hollywood, City of Plantation and the City of Pompano Beach under Section 163.01, Florida Statutes in cooperation with the Broward Metropolitan Planning Organization under Section 339.175, Florida Statutes. The founding municipal members appoint a MTECC Board Member from their elected officials that form the MTECC Board. The MTECC Board provides policy direction for the operation of MTECC. MTECC shall be a separate legal entity, pursuant to Section 163.01(7), Florida Statutes. This Agreement was filed and recorded on May 31, 2022, with the Clerk of Court for Broward County, Florida in accordance with Section 163.01(11), Florida Statutes.

MTECC as an organization was created to facilitate the planning, design and construction of transportation related projects throughout the County. Under the ILA, additional municipalities in Broward County may join the MTECC through Interlocal Agreement with MTECC. A municipality must be a member of MTECC for MTECC to provide the planning, design, and construction of transportation related projects in the municipality.

From time-to-time Federal funds become available through the Florida Department of Transportation and the Federal Transit Administration to fund projects that are on municipal roads and other transportation facilities (transitways, sidewalks, bikeways, etc.). Projects funded through Federal funding must comply with Federal laws, regulations and standards which in most cases vary from other projects implemented by municipalities. MTECC was primarily established to specialize in delivering projects that must meet Federal requirements to be efficient in delivering these projects for the member municipality. This prevents the various municipalities from the expense of meeting the Federal requirements on what may be a Federal funded project once or twice every three to five years.

#### Budget/Fund Structure

##### General Fund

General funds are for the general operations of a government entity. The MTECC General Fund supports the administrative operations of MTECC including contributions provided by MTECC municipality members under the ILA and the costs to support the following:

- MTECC Board activities and support.
- Executive Director for administrative activities.
- Board Attorney for administrative activities.
- Finance and Accounting for MTECC activities.
- Procurement support activities.

- Contract Management activities.
- Board public relations and involvement activities.
- Other administrative support activities.

## **Capital Project Fund**

In the initial budget there are no revenues or projects in the MTECC Capital Projects Fund. Projects were added in fiscal year 2023-24 and the Capital Projects Fund for MTECC was created and began operations. The MTECC Capital Projects Fund accounts for projects when the MTECC Board receives a request from a MTECC member city and agrees to support the delivery of the project. The project must have funding associated with the project. Projects in the Capital Projects Fund by their nature may cover multiple years depending on the size and complexity of the project.

## **Project Accounting**

The MTECC accounting system has been established to provide separate accounting for each MTECC project. This will include the project budget, revenues, expenditures, cash balances and project closeout.

## **Budget Process**

The Proposed Budget is provided to develop the proposed budget in the late Spring of each year with the proposed budget presented to the MTECC Board in June or July of each year to be adopted in September of each year for the subsequent fiscal year October 1 to September 30.

## **Adopting the Budget**

MTECC must adopt a balanced budget. A balanced budget as defined in Florida Statutes 166.241(2) is where the amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves.

MTECC does not have any taxing authority and relies upon contributions from municipal members and grants for capital projects from partners such as FDOT and the Federal Transit Administration. MTECC will hold a public hearing on the tentative budget that is published for public review at least 5 days before the hearing. The budget becomes effective on October 1. The legal level of adoption is at the Fund Level for the MTECC General Fund and at the project level for the Capital Projects Fund.

## **Amending the Adopted Budget**

State law allows changes to the adopted budget at any time throughout the fiscal year and up to 60 days after the fiscal year end (Florida Statutes 166.241(4)). These changes include budget amendments, which increase or decrease the total budget of a fund. Any budget amendments move funds from Budgeted Reserve in the MTECC General Fund or at a project level for a capital project in the Capital Projects Fund require MTECC Board approval.

## **Budget Monitoring**

The budget is monitored monthly by the Executive Director to track variances between the actual and budgeted amounts, to identify trends and to estimate end-of-year results. Monthly financial reports are distributed to the MTECC Board members and all MTECC municipal members, Broward MPO, and for each project to the funding partner for the project. The Executive Director shall monitor the MTECC

General Fund and each project in the Capital Projects Fund to evaluate the adequacy of funds year to date and through the end of the year. The Executive Director shall propose budget amendments to increase or decrease revenues and/or appropriated expenditures to maintain a balanced budget during each fiscal year for the MTECC General Fund and each project in the Capital Projects Fund.

## **Operating Budget Policies**

Budgetary basis refers to the reporting of revenues and expenditures or expenses in the financial statements as they are recognized in the accounts. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All Governmental Funds are accounted for using the modified accrual basis of accounting except that encumbrances are treated as the equivalent of expenditures, as opposed to a reservation of fund balance. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Expenditures are generally recognized, under the modified accrual basis of accounting, when the related fund liability is incurred. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due, using the current financial resources measurement focus of accounting. At year-end, open encumbrance balances lapse.

The Annual Comprehensive Financial Reporting presents the status of the MTECC's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (that is, the Governmental Funds use the modified accrual basis of accounting ) In order to provide a meaningful comparison of actual results with the budget, the Annual Comprehensive Financial Reporting presents MTECC's operations on a GAAP basis and also shows fund expenditures and revenues on a budget basis for the Special Revenue and Capital Projects Funds. MTECC is required to prepare a balanced budget in which current revenues will be sufficient to support current expenditures.

## **MTECC General Fund Financial Reserve Policies**

In general, MTECC should maintain adequate fund balances or reserves to handle unexpected decreases in revenues plus a reasonable level for extraordinary unbudgeted expenditures. For measurement purposes, the minimum target fund balance in the MTECC General Fund is the equivalent of 90 days of average expenditure for the MTECC General Fund and should be computed annually and remain unappropriated. On an annual basis, projections of reserve requirements and a plan for the use of additions for the current year shall be made in accordance with relevant MTECC policies.

## **Capital Projects Fund Project Level Financial Reserve Policies**

The Executive Director will analyze each project grant amount and establish a reserve amount for each project in coordination with the project team experts, funding partner and municipal member where the project is located. This reserve shall be maintained at the project level of the Capital Projects Fund and used for unexpected expenditures on the project. This reserve shall be monitored monthly and updated as needed to ensure there is adequate funding for each project.

## **Capital Improvement Policies**

MTECC shall coordinate the development of the MTECC Capital Improvement Plan with the development of the MTECC General Fund Budget and in coordination with funding partners such as the Broward MPO, FDOT, Federal Transit Administration and MTECC municipal members. MTECC shall have a five-year capital improvement plan that identifies specific projects and project phases by year within

the five-year period. Each year, a new year will be added to the five-year capital improvement plan. Future operating expenditures and revenues associated with new capital improvement will be projected and included in the Five-Year Capital Improvement Plan.

MTECC shall capture the expenditures for capital improvement projects by project and at the completion of the project transfer the project value to the municipal member that by agreement will own the project for long-term operations and maintenance.

## **Revenue Policies**

MTECC depends on funding partners to provide grants for the MTECC operations and capital projects being implemented by MTECC. MTECC will include revenues as required by the ILA in the MTECC General Budget and any other grants that may be made by MTECC municipal members for MTECC operations. MTECC Capital Projects Funds revenues shall be developed based on executed grant agreements from project funding partners. Legally restricted revenues will be used for the specific purpose dictated by the issuer. To ensure compliance with revenue, reserve and budget policies, MTECC staff shall analyze and prepare reports annually to monitor, project and estimate revenues and expenditures, on an annual basis and forward for the next fiscal year.

## **Expenditure Policies**

Expenditures are a rough measure of MTECC's service output. While many expenditures can be easily controlled, unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, expenditures and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented. Also, expenditures and purchase commitments will be recorded in an accurate and timely fashion.

## **Budget In Brief**

### **Adopted budget amounts for fiscal year 2023-2024 includes:**

**Revenues.** The revenues will involve an assessment to the MTECC member cities (assumes cities of Coconut Creek, Deerfield Beach, Hallandale Beach, Hollywood, Pembroke Pines, Plantation, and Pompano Beach) of \$25,000 per City. Any new MTECC members will be assessed a \$50,000 initial year fee for joining MTECC should additional cities join MTECC during fiscal year 2024-25.

**Expenditures.** The budget expenditures for general administrative activities in fiscal year 2024-25 include the following major categories.

### **General Administrative**

- Board Expense – these include Board preparation, meeting minutes and related support.
- MTECC Legal Counsel – general support for Board meetings and administrative activities
- MTECC Executive Director – general support for Board meetings and administrative management and oversight of MTECC activities
- Program Management Consultant –
  - general support for Board meetings and technical support for administrative activities,
  - web development and support,
  - media relations and public involvement support for general MTECC activities
- Finance and Accounting – supports finance and accounting activities for MTECC.

- Insurance – overall insurance coverage for the Board and MTECC activities
- Annual Audit – required annual audit of MTECC activities.
- Other Administrative Expenses – this covers general administrative expenses that made not be addressed in other categories.

**Budgeted Reserve.** The Budgeted Reserve for the MTECC General Fund Budget for fiscal year 2024-25 is assumed to be \$114,310 or 34.2% of the annual expenditures of the MTECC General Fund (Amendment 1 increase the reserve to \$163,310 or 47.3% of the General Fund Appropriations.) As projects are added to the MTECC Capital Project Fund any advances from the General Fund will be reimbursed back to the General Fund.

### **MTECC Capital Project Fund**

**During Fiscal Year 2023-24, cities (Pembroke Pines (two projects), Coconut Creek and City of Fort Lauderdale) have officially requested and the MTECC Board has approved moving forward with assistance for MTECC support federal grant funded projects. The MTECC Projects Fund has been added to the annual budget with an amended amount for fiscal year 23-24. Each specific project is brought forward for MTECC Board review and approval to amend in the full project budgets funding from FDOT/City to fund items such as:**

- MTECC Executive Director – items such as project scope development, meetings, negotiations, oversight, reporting, management of consultants and related project specific activities
- MTECC Legal Counsel – project level items such as draft agreements, negotiations, finalizing agreements, and availability for any project level issues.
- MPO Support – project level task orders and procurement processes
- Program Management Consultant
  - PMC Project Manager – project scope development, meetings, negotiations, oversight, management of PMC staff, reporting, etc.
  - PMC Design Consultant Manager – contract/project manager for design consultant on behalf of MTECC – scope development, manage design consultant activities for oversight, coordination, reporting, invoicing, payments, etc.
  - MTECC/City – design reviews at 30%, 60%, 90% plans and acceptance of 100% plans
  - Construction Bid Preparation – assist design consultant will the development of the plans, specifications, special provisions to prepare for construction bid.
- Design Consultant – team responsible for the implementation of the design project.
- Construction – the contractor responsible for building the project.
- CEI – team responsible for the construction engineering and inspection of the construction project.

The Proposed Budget is amended as each Project and the associated budget is added as Project Agreements and Budget Amendments are approved by the MTECC Board. This will include reimbursement to the General Fund Budget from the Capital Projects Fund.

**Capital Project Fund Balances** – the anticipated unused budget for each project will be carried forward to the subsequent fiscal year to continue the delivery of each project.

## Budget Adjustments during Fiscal Year 2024-25

- Amendment 1 includes the City of Fort Lauderdale Project 4334282 – FORT LAUDERDALE – 17<sup>th</sup> STREET MOBILITY HUB:
  - Project activities supported by \$6,804,000 Federal grant and \$35,000 City funds in a Tri-Party Agreement between the Broward MPO, City of Fort Lauderdale and MTECC.
  - Repays the prior advance from the MTECC General Fund of \$25,000 for the project.
  - Advance from the MTECC General Fund to the Capital Projects Fund of \$25,000 to provide early deliverables to finalize the exhibits for the Tri-Party Agreement.
- Amendment 2 amends the Project Budget for two project design services:
  - Project B-23-CP-FL-0383 – Coconut Creek, to increase the Design Consultant budget by \$75,416.82 to total \$405,980.82, which will provide adequate budget authority for the fixed fee of \$313,041.74 and optional services up to \$92,939.08. The Project Contingency budget is reduced by \$75,416.82.
  - Project 4334293 – City of Pembroke Pines Mobility Hub, to increase the Design Consultant by \$181,636.00, from the Approved Budget of \$228,364.00 to \$410,000.00. The Project contingency is decreased by \$181,636.00, from the Approved Budget of \$337,053.00 to \$155,417.00.
- Amendment 3 amends the Project Budget for three projects:
  - General Fund adjustments include:
    - City of Pembroke Pines advanced funds which provides a one-time administrative fee of \$35,000 for revenues and repayment of the \$25,000 advance made from the General Fund in fiscal year 2023-34, when Project 4334293 was first initiated.
  - Capital Projects Fund adjustments include:
    - City of Fort Lauderdale Project 4334282 – 17<sup>th</sup> Street Mobility Hub:
      - Increase the Design Services budget to total \$800,000 to facilitate the completion of the negotiations of the design services consultant work order for the Project.
      - Separate and increase the budget for Program Management - Program Management – Design to total \$240,000 and Program Management – Construction to total of \$90,000.
      - These changes decrease the Project contingency to \$1,155,266.
    - Project 4334293 – City of Pembroke Pines Mobility Hub:
      - Increase the Project Budget by \$247,752 for additional FTA grant funds added through Amendment 1 to the Project Tri-Party Agreement. This increases grant revenues and increases the overall project budget.
      - Separate and increase the budget for Program Management into Program Management – Design with an increase to total \$148,914 and Program Management – Construction for a total of \$80,000.
      - These overall changes decrease the Project contingency to \$9,050.

<b>General Fund Budget Item</b>	<b>Approved Fiscal Year 2024-25</b>	<b>Amend 3</b>	<b>Amended Fiscal Year 2024-25</b>
<b>Revenues</b>			
<b>Founding Member Contributions</b>			
City of Hollywood	\$25,000		\$25,000
City of Plantation	\$25,000		\$25,000
City of Pompano Beach	\$25,000		\$25,000
<b>Non-Founding Member Contributions</b>			
City of Deerfield Beach	\$25,000		\$25,000
City of Hallandale Beach	\$25,000		\$25,000
City of Pembroke Pines	\$25,000	\$35,000	\$60,000
City of Fort Lauderdale	\$60,000		\$60,000
City of Coconut Creek	\$25,000		\$25,000
<b>Total Member Contributions</b>	<b>\$235,000</b>	<b>\$35,000</b>	<b>\$270,000</b>
Interest Earnings	\$3,000		\$3,000
<b>Total Revenues</b>	<b>\$238,000</b>	<b>\$35,000</b>	<b>\$273,000</b>
<b>Carry Over Prior Year</b>	<b>\$245,310</b>		<b>\$245,310</b>
<b>Total Available</b>	<b>\$483,310</b>	<b>\$35,000</b>	<b>\$518,310</b>
<b>Appropriations/Expenditures</b>			
Board Expenses	\$0		\$0
Board Attorney	\$58,000		\$58,000
Executive Director	\$72,000		\$72,000
Program Management Consultant	\$60,000		\$60,000
Finance/Accounting	\$71,000		\$71,000
Insurance	\$10,000		\$10,000
Annual Audit	\$12,000		\$12,000
Procurement	\$18,000		\$18,000
Public Relations/Involvement	\$5,000		\$5,000
Technology	\$10,000		\$10,000
Other Administrative Expenses	\$20,000		\$20,000
<b>Total Appropriations</b>	<b>\$345,000</b>		<b>\$345,000</b>
<b>Advance to MTECC Projects Fund</b>	<b>\$0</b>		<b>\$0</b>
<b>Repayment of Advances</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$50,000</b>
<b>Budgeted Reserve</b>	<b>\$163,310</b>	<b>\$60,000</b>	<b>\$223,310</b>

<b>Capital Projects Fund Budget Item</b>	<b>Approved Fiscal Year 2024-25 (Includes carryover)</b>	<b>Amend 3</b>	<b>Revised Fiscal Year 2024-24 (includes carryover)</b>
<b>Revenues</b>			
<b>Project Grants</b>			
<b>Federal Grants</b>	\$12,675,000	\$247,752	\$12,922,752
<b>City Grants</b>	\$520,000		\$520,000
<b>City Reimbursements</b>	\$50,000		\$50,000
<b>Total Grants</b>	\$13,245,000	\$247,752	\$13,492,752
<b>Advances from MTECC General Fund</b>	\$50,000		\$50,000
<b>Total Revenues</b>	\$13,295,000	\$247,752	\$13,542,752
<b>Total Available</b>	\$13,295,000	\$247,752	\$13,542,752
<b>Appropriations</b>			
<b>Project 449690-1 – Pembroke Pines</b>			
Program Management Consultant - Design	\$25,000		\$25,000
Design Consultant			
Contingency			
<b>Project Total</b>	\$25,000		\$25,000
<b>Project 4334292 – Pembroke Pines</b>			
Program Management Consultant Design	\$152,243	-\$3,329	\$148,914
Design Consultant	\$410,000		\$410,000
Right of Way			
Program Management Consultant Construction		\$80,000	\$80,000
Construction	\$1,903,036	\$247,752	\$2,150,788
CEI	\$190,304	\$69,696	\$260,000
Contingency (note includes Ped overpass – to be finalized in design stage)	\$155,417	-\$146,367	\$9,050
<b>Project Total</b>	\$2,811,000	\$247,752	\$3,058,752

<b>Project B-23-CP-FL-0383 – Coconut Creek</b>			
Program Management Consultant Design	\$275,470		\$275,470
Design Consultant	\$405,981		\$405,981
Program Management Consultant Construction			
CEI	\$275,470		\$275,470
Construction	\$2,399,720		\$2,399,720
Contingency	\$153,359		<b>\$153,359</b>
<b>Project Total</b>	<b>\$3,510,000</b>		<b>\$3,510,000</b>
<b>Project 4334282, City of Fort Lauderdale</b>			
Program Management Consultant Design	\$327,899	-\$87,899	\$240,000
Design Consultant	\$491,849	\$308,151	\$800,000
Program Management Consultant Construction		\$90,000	\$90,000
CEI	\$327,899	\$92,101	\$420,000
Construction	\$4,098,734		\$4,098,734
Contingency	\$1,557,619	-\$402,353	\$1,155,266
<b>Project Total</b>	<b>\$6,804,000</b>		<b>\$6,804,000</b>
<b>Total Appropriations/Expenditures</b>	<b>\$13,150,000</b>	<b>\$247,752</b>	<b>\$13,397,752</b>
<b>Transfers to MTECC General Fund</b>	<b>\$145,000</b>		<b>\$145,000</b>
<b>Budgeted Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

RESOLUTION NO. 2025-

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION  
ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC)  
ADOPTING AMENDMENT 3 FOR THE APPROVED BUDGET FOR THE  
2024-2025 FISCAL YEAR; PROVIDING FOR IMPLEMENTATION AND  
AN EFFECTIVE DATE.**

WHEREAS, the MTECC Board desires to adopt a budget for MTECC operations for the 2024-2025 fiscal year.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE METRO TRANSPORTATION  
ENGINEERING AND CONSTRUCTION COOPERATIVE, AS FOLLOWS:**

**Section 1. Recitals Adopted.** That each of the above stated recitals is hereby adopted and confirmed.

**Section 2. Budget Adopted.** That the Board hereby adopts Amendment 3 to the MTECC 2024-2025 Fiscal Year budget in the form attached hereto as Exhibit "A".

**Section 3. Implementation.** That the Executive Director is hereby authorized to take any and all actions necessary to implement the 2024-2025 fiscal year budget and the purposes of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective upon adoption.

**ADOPTED this\_day of \_\_\_\_\_, 2025.**

METRO TRANSPORTATION ENGINEERING AND  
CONSTRUCTION COOPERATIVE

By \_\_\_\_\_  
Chair

Attest:

By \_\_\_\_\_  
Executive Director



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**2.**

**Meeting Date:** 06/12/2025

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**REQUESTED ACTION:**

Approval of Amendment 1 to Project Tri-Party Agreement between Broward Metropolitan Authority (MPO), City of Pembroke Pines and MTECC for Project 4334293, City of Pembroke Pines Mobility Hub to increase the Federal grant budget.

**WHAT THIS ACTION ACCOMPLISHES:**

The Federal Transit Administration through the Broward MPO have increase the Federal Transit Administration funding for Project 4334293 by \$247,752. This action amends the Project Tri-Party Agreement between Broward MPO, City of Pembroke Pines and MTECC to increase the project budget and Federal grant funding by \$247,752.

**SUMMARY EXPLANATION/BACKGROUND:**

The Federal Transit Administration Grant with Broward MPO includes multiple projects that include Project 4334293, City of Pembroke Pines Mobility Hub. One of the other projects included in the grant was nearing completion and did not need all the funds allocated to the project.

The budget for the City of Pembroke Pines Mobility Hub is very tight and the scope was adjusted to limit lighting to a select few locations. The increase in the project budget of \$247,752 will provide additional lighting locations for the project to increase safety and nighttime use of the Mobility Hub locations.

The City of Pembroke Pines approved Amendment 1 to the Project Tri-Party Agreement in May 2025. The Broward MPO has Amendment 1 to the Project Tri-Party Agreement on their consent agenda for June 12, 2025.

**MTECC STAFF RECOMMENDATION(S):**

Recommend approval of Amendment 1 to the Project Tri-Party Agreement for Project 4334293, City of Pembroke Pines Mobility Hub, subject to action by the Broward MPO.

**ADDITIONAL INFORMATION/PREPARER:**

If you have any questions about this item, please contact Lowell Clary at (850) 212-7771 and [claryl@mteccfl.org](mailto:claryl@mteccfl.org).

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**Attachments**

Amendment No. 1 to The Tri-Party Agreement For the Pembroke Pines Mobility Hub Capital Project

Resolution for Approval of Amendment No. 1 to the Tri-Party Agreement For The Pembroke Pines Mobility Hub Capital Project

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PROPOSED RESOLUTION 2025-R-14

RESOLUTION NO. 3904

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES, FLORIDA; APPROVING AMENDMENT NO. 1 TO THE TRIPARTY AGREEMENT WITH THE BROWARD METROPOLITAN PLANNING ORGANIZATION ("MPO") AND METROPOLITAN TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE ("MTECC") FOR THE PEMBROKE PINES MOBILITY HUB CAPITAL PROJECT; AUTHORIZING THE CITY MANGER AND CITY ADMINISTRATION TO EXECUTE AMENDMENT NO. 1 AND TO TAKE ALL ACTIONS NECESSARY TO FURTHER THE INTENT OF THIS RESOLUTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City of Pembroke Pines (the "City") approved Resolution No. 3875 on August 21, 2024, authorizing the City Manager to enter into the Tri-Party Agreement for the Pembroke Pines Mobility Hub Capital Project (the "Agreement") with the MPO and MTECC, (collectively referred to as the "Parties") regarding the use of grant funds for the Pembroke Pines Mobility Hub Capital Project; and

**WHEREAS**, the Agreement executed on or about September 12, 2024 provided for the allocation of \$2,361,600.00 in grant funding to the Pembroke Pines Mobility Hub Capital Project; and

**WHEREAS**, the Parties desire to amend the Agreement as provided in Amendment No. 1, attached hereto and incorporated herein as Exhibit "A," to award the City an additional \$247,752.00 in funding for the Pembroke Pines Mobility Hub Capital Project from Federal Transit Administration (FTA) Grant No. FL-2016-028, specifically under Activity Line Item (ALI) 11.93.05; and

**PROPOSED RESOLUTION 2025-R-14**

**RESOLUTION NO. 3904**

**WHEREAS**, the City Commission for the City of Pembroke Pines finds that approval of Amendment No. 1, attached hereto and incorporated herein as **Exhibit "A,"** to the Agreement with the MPA and MTECC for the Pembroke Pines Mobility Hub Capital Project, is in the best interests of the health, safety, and welfare of the residents of the City of Pembroke Pines.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES, FLORIDA THAT:**

**Section 1:** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this resolution.

**Section 2:** The City Commission of the City of Pembroke Pines hereby approves Amendment No. 1, attached hereto and incorporated herein as **Exhibit "A,"** to the Tri-Party Agreement for the Pembroke Pines Mobility Hub Capital Project (the "Agreement").

**Section 3:** The City Manager and City Administration are hereby authorized to execute Amendment No. 1 and to take all actions necessary to further the intent of this resolution.

**Section 4:** If any clause, section, other part or application of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or in application, it shall not affect the validity of the remaining portion or applications of this resolution.

**Section 5:** All resolutions inconsistent or in conflict herewith shall be and are

PROPOSED RESOLUTION 2025-R-14

RESOLUTION NO. 3904

hereby repealed insofar as there is conflict or inconsistency.

**Section 6:** That this resolution shall be in full force and effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF  
PEMBROKE PINES, FLORIDA THIS 7TH DAY OF MAY, 2025.



*Debra E. Rogers*  
DEBRA E. ROGERS, CITY CLERK

CITY OF PEMBROKE PINES, FLORIDA

*Angelo Castillo*  
ANGELO CASTILLO, MAYOR

APPROVED AS TO FORM:

*Norman A. ... 5/8/25*  
OFFICE OF THE CITY ATTORNEY

CASTILLO	<u>AYE</u>
GOOD	<u>AYE</u>
SCHWARTZ	<u>AYE</u>
RODRIGUEZ	<u>AYE</u>
HERNANDEZ	<u>AYE</u>

**AMENDMENT NO. 1 TO THE TRIPARTY AGREEMENT  
FOR THE PEMBROKE PINES MOBILITY HUB CAPITAL PROJECT**

This Amendment No. 1 (“Amendment”) to the Triparty Agreement dated September 12, 2024 (the “Agreement”) is made and entered into by and among: the Broward Metropolitan Planning Organization (“BMPO”), the City of Pembroke Pines (“CITY”), and the Metro Transportation Engineering & Construction Cooperative (“MTECC”), (each individually a “Party” and collectively the “Parties”).

**RECITALS**

**WHEREAS**, the Parties previously entered into the Agreement to implement the Pembroke Pines Mobility Hub Capital Project (the “Project”);

**WHEREAS**, the Parties desire to amend the Agreement to include additional grant funding from the BMPO for the purpose of constructing pedestrian lighting at the Pembroke Pines Mobility Hub due to a shortfall caused by inflation and cost escalation;

**WHEREAS**, the additional grant funding in the amount of \$247,752, from Federal Transit Administration (FTA) Grant No. FL-2016-028, specifically under Activity Line Item (ALI) 11.93.05, shall be added to the existing Project Budget for the purpose stated herein;

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein, the Parties agree as follows:

**1. Section 1.6 of the Agreement is hereby amended to read as follows:**

Grant Funds – the Grant Agreement has provided to BMPO as a grantee a total of ~~\$2,624,000~~ 2,871,752 and BMPO has set aside \$262,400 for BMPO administration and oversight and ~~\$2,361,600~~ \$2,609,352 (“Grant Funds”) to reimburse MTECC’s design and construction of the Project improvements shown in Exhibit “A”.

**2. Section 2.2 of the Agreement is hereby amended to read as follows:**

In Fiscal Year 2025, the BMPO will make available ~~\$2,361,600~~ \$2,609,352 of funds from the Grants for the implementation of the Project. The Project is for the benefit of the CITY that agrees upon acceptance of the completed Project, to operate and maintain for the useful life, all Project elements as a condition of the funding. Through this Agreement, the BMPO will utilize the Grant Funds, subject to FTA’s Obligation, to reimburse MTECC to complete the design and construction of the agreed Project improvements. The solicitation of design professionals and/or contractors for the Project shall not commence until the BMPO has executed the Grant Agreement.

**3. Amendment to Exhibit D – Project Budget**

Exhibit “D” to the Agreement is hereby amended to include an additional \$247,752 in Grant Funds under FTA Grant No. FL-2016-028, ALI 11.93.05, for the construction of pedestrian lighting at the Pembroke Pines Mobility Hub (FTA Grant No. FL-2020-012). The revised total Grant Funds available to the Project shall be \$2,609,352 (original \$2,361,600 + additional \$247,752).

**4. Budget Allocation**

The additional funds shall be used exclusively for pedestrian lighting improvements consistent with the Project scope and FTA Grant requirements and shall be subject to all applicable terms of the Agreement.

**5. Full Force and Effect**

Except as expressly modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect.

**6. Effective Date**

This Amendment shall become effective upon execution by all Parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 to the Agreement: **CITY OF PEMBROKE PINES, FLORIDA** through its CITY COMMISSIONERS, signing by and through its MAYOR, authorized to execute same by action on the 13 day of May, 2025, and **METRO TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE**, through its Chair and Executive Director, and **BROWARD METROPOLITAN PLANNING ORGANIZATION**, signing by and through its Chair and Executive Director, duly authorized to execute same:

“CITY OF PEMBROKE PINES”  
By: [Signature]  
Mayor

By: Angelo Castillo

This 13 day of May, 2025.



Attest: [Signature]  
By: [Signature]  
Name: DEBRA ROGERS, City Clerk

**“MTECC”**

By: \_\_\_\_\_  
Caryl Shuham, Chair

This \_\_\_\_\_ day of \_\_\_\_\_ 2025.

By: \_\_\_\_\_  
Lowell R. Clary, Executive Director

This \_\_\_\_\_ day of \_\_\_\_\_, 2025

Attest:

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE OF AND  
RELIANCE BY THE MTECC ONLY:

By: \_\_\_\_\_  
Matthew Pearl, MTECC General Counsel  
Weiss Serota Helfman Cole & Bierman PL

**“BMPO”**

BROWARD METROPOLITAN  
PLANNING ORGANIZATION:

By: \_\_\_\_\_  
Yvette Colbourne, Chair

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Gregory Stuart, Executive Director

This \_\_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY FOR THE USE OF AND  
RELIANCE BY THE BMPO ONLY:

By: \_\_\_\_\_  
Alan L. Gabriel, BMPO General Counsel  
Weiss Serota Helfman Cole & Bierman PL



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 13.**

**File ID:** 2025-R-14

**Type:** Resolution

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 04/27/2025

**Short Title:** MTECC TRIPARTY AGREEMENT AMENDMENT 1

**Final Action:** 05/07/2025

**Title:** MOTION TO ADOPT PROPOSED RESOLUTION 2025-R-14. PROPOSED RESOLUTION 2025-R-14 IS A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES APPROVING AND ADOPTING AMENDMENT NO. 1 TO THE TRIPARTY AGREEMENT FOR THE PEMBROKE PINES MOBILITY HUB CAPITAL PROJECT AMONG THE CITY OF PEMBROKE PINES ("CITY"), METRO TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE ("MTECC"), AND THE BROWARD METROPOLITAN PLANNING ORGANIZATION ("BMPO"), FOR ADDITIONAL GRANT FUNDING IN THE AMOUNT OF \$247,752 FROM THE FEDERAL TRANSIT ADMINISTRATION (FTA) TO IMPLEMENT THE CONSTRUCTION OF PEDESTRIAN LIGHTING AT THE PEMBROKE PINES MOBILITY HUB PROJECT.

**\*Agenda Date:** 05/07/2025

**Enactment Date:** 05/07/2025

**Agenda Number:** 13.

**Enactment Number:** 3904

**Internal Notes:**

**Attachments:** 1. Reso 2025-R-14- (First Amendment to the Tri-Party Mobility Hub Agreement), 2. Amendment\_No\_1\_Pembroke\_Pines\_Hub\_Triparty\_Agr, 3. Resolution 3727 Proposed Resolution 2020-R-52 - CITY CENTER MOBILITY HUB PLANNING DESIGN AND IMPLEMENTATION II, 4. ONLINE - Exhibit A (BMPO Pembroke Pines Mobility Hub Master Plan)

**Related Files:**

1	City Commission	05/07/2025	adopt	Pass
<b>Action Text:</b> A motion was made by Commissioner Good Jr., seconded by Commissioner Rodriguez, to adopt Proposed Resolution 2025-R-14. The motion carried by the following vote:				
Aye: - 5 Mayor Castillo, Vice Mayor Hernandez, Commissioner Good Jr., Commissioner Rodriguez, and Commissioner Schwartz				
Nay: - 0				

**SUMMARY EXPLANATION AND BACKGROUND:**

1. On December 16, 2020, the City of Pembroke Pines Commission passed Resolution 3727 (Prop 2020-R-52), which endorsed the recommendations of the Pembroke Pines Mobility Hub Master Plan and supported the MPO's efforts to prepare the recommended capital improvements for Federal Transit Administration (FTA) funding. Exhibit A of resolution 3727 includes additional details of the Mobility Hub Master Plan (attached). The master plan identifies capital improvements to facilitate better connectivity to transit and multimodal transportation in and around City Center, including pedestrian crosswalks, bus shelters, pedestrian lighting and a multiuse path.

2. On July 26, 2024, the Broward MPO submitted to FTA an amendment to the existing Capital Mobility Hub Grant Agreement Number FL-2020-012-01 for the Pembroke Pines Mobility Hub Project in the amount of \$2,624,000 of FTA grant funding. The City of Pembroke Pines City Commission adopted Resolution 2024-R-27 on August 21, 2024, approving and adopting the Triparty Agreement for the Project.

3. The Metropolitan Transportation Engineering & Construction Cooperative (MTECC) adopted Resolution 2024-05 at its meeting on September 9, 2024, authorizing the MTECC Chair to execute the Triparty Agreement for the Project. The Broward Metropolitan Planning Organization (BMPO) approved and executed the Triparty Agreement at its meeting on September 12, 2024.

4. In late 2024, MTECC began work on the project, including updating the preliminary planning-level cost estimates from the 2020 Pembroke Pines Mobility Hub Master Plan. The updated MTECC Engineer's Cost Estimate required removing the pedestrian scale lighting for the new shared-use path from the base bid due to inflation and cost escalation. To avoid moving the pedestrian lighting which is important for safety and security of the project to be a bid option, the BMPO completed a comprehensive analysis to identify cost savings from other FTA grants.

5. The BMPO identified FTA Grant (No. FL-2016-028) to have cost savings in the amount of \$247,752 and requested FTA to repurpose these funds for the funding gap for the pedestrian scale lighting in the Pembroke Pines Mobility Hub project's base bid. The BMPO submitted a Budget Revision to FTA on February 25, 2025, to request the \$247,752 be used for the pedestrian scale lighting for the Pembroke Pines Mobility Hub.

6. On March 5, 2025, the Budget Revision for the Federal Award was approved by the FTA. Following the approval of this Amendment, the BMPO will be positioned to add \$247,752 to the Pembroke Pines Mobility Hub project's grant budget.

7. Request City Commission adopt proposed Resolution No. 2025-R-14.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** None. \$247,752 are repurposed grant funds.
- b) **Amount budgeted for this item in Account No:** Upon Commission's approval a budget adjustment will be made to allocate the funds to the appropriate accounts.
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.

**FEASIBILITY REVIEW:**

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.

RESOLUTION NO. 2025-\_\_

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC) APPROVING AMENDMENT NO. 1 TO THE TRIPARTY AGREEMENT FOR THE PEMBROKE PINES MOBILITY HUB CAPITAL PROJECT; AUTHORIZING THE CHAIR AND EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Metro Transportation Engineering and Construction Cooperative ("MTECC") previously entered into a Triparty Agreement (the "Agreement") with the Broward Metropolitan Planning Organization ("BMPO") and the City of Pembroke Pines ("City") for the implementation of the Pembroke Pines Mobility Hub Capital Project ("Project"); and

**WHEREAS**, the Parties desire to amend the Agreement to provide for additional grant funding from the BMPO for the construction of pedestrian lighting at the Pembroke Pines Mobility Hub due to inflation and cost escalation; and

**WHEREAS**, the Board has determined that approval of Amendment No. 1 to the Agreement is in the best interest of MTECC and necessary to support the successful completion of the Project; and

**WHEREAS**, the Board desires to approve Amendment No. 1 and authorize the Chair and Executive Director to execute all necessary documents to effectuate the Amendment.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE, THAT:**

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

**Section 2. Approval of Amendment.** The Board hereby approves Amendment No. 1 to the Triparty Agreement for the Pembroke Pines Mobility Hub Capital Project, in substantially the form attached hereto as Exhibit "A."

**Section 3. Authorization of Execution.** The Board authorizes the Chair and/or the Executive Director to execute Amendment No. 1 and any other necessary documents required to complete the amendment to the Agreement.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_ 2025.

**METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE**

By: \_\_\_\_\_  
Chair

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Matthew Pearl, General Counsel  
Weiss Serota Helfman Cole & Bierman, P.L.



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**1.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

MTECC Project Status Update

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**Attachments**

Project Status Update

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## **MTECC PROJECT STATUS REPORT- JUNE 2025**

### LYONS ROAD PEDESTRIAN SAFETY PROJECT, City of Coconut Creek

On June 2, 2025, 60% Plans were received by MTECC to include the Lighting Plans, Lighting Report, and Cost Estimate from design firm, Marlin Engineering. Technical review is underway by city and MTECC team with comments due 6/13/25. Broward County permit required only within Broward County ROW limits. Coordination meeting with County permit lead held in April 2025. 60% plans will be submitted week 6/2/25 to County for initial review. Three rounds of reviews are expected before approved plans are received from Broward County. Preparing for city requested public presentation to Commission at 7/10/25 meeting to include short presentation and discussion. Vendor provided light fixture to present at meeting per City request. Right-of-ways/easements for lighting being researched and confirmed through city collaboration. On track to meet next submittal on 7/30/25 of 100% plans.

### PEMBROKE MOBILITY HUB, City of Pembroke Pines

Design consultant, CTS Engineering, notice to proceed issued on April 18, 2025. Design kick-off meeting held May 15, 2025 with all stakeholders. Bi-weekly project meetings started in June. FDOT Geotech permit approved for soil investigations in early June. Field survey estimated to be completed in mid-June then survey processing begins. FDOT Signal coordination meeting held on 5/22/25. First plan submittal of 30% Design will be submitted on October 2, 2025.

### SE 17<sup>th</sup> STREET MOBILITY HUB, City of Fort Lauderdale

Design consultant selected in April to be CHA Consultants. Three negotiation meetings were held with design team in May 2025. MTECC staff met with Brightline team to discuss scope/timing of adding the FEC railroad improvements within Brightline construction scope. CHA consultant will include railroad plans/details as separate design package for submittal in late summer 2025 to Brightline. Design consultant notice to proceed is expected in June 2025, with design kick-off meeting within a few weeks.



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**2.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

Executive Director's Reports

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**Attachments**

March 2025

April 2025

May 2025

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## MTECC Executive Director Activities

### March 2025

#### Board Activities:

- Prepared agenda items and submitted to Board members and others for March Board Meeting.
- Participated in March Board Meeting.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (March 4 and 18) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC City members that have not yet paid the annual fee: Deerfield Beach, Hallandale Beach and Fort Lauderdale. Hallandale Beach payment received in early April.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Adjustments made to contracted CPA team. Began integration into MTECC team.
  - Approved payments during the month of March.
- Continued support for audit services work on fiscal year 2023-24 financial statements. Completed audit work during March and shared the completed audit report with MTECC Board and MTECC member cities.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during March.
  - Executed amendment to Work Order with WSP for MTECC oversight of Design Review services and for Construction on Coconut Creek Lyons Road Lighting project.
  - Discussed amendment of the Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design phase of the project.
  - Finalized PMC Work Order amendment to allocated funds for technical services to provide MTECC staff training for timely update of the MTECC Internet Site.

#### MTECC Board Members

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##### Councilmember

Tim Fadgen, Vice Chair  
Plantation, FL

##### Mayor

Rex Hardin  
Pompano Beach, FL

##### Commissioner

Caryl S. Shuham, Chair  
Hollywood, FL

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##### General Counsel

Matthew J. Pearl

##### Executive Director

Lowell Clary



**Page 2 of 3**

- Design Engineering Services (DES) LAP Library:
  - FDOT District 4 and Central Office staff are in review with FHWA and other FDOT Central Offices on the procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
  - Submitted letter to FDOT to request waiver such as FDOT cap on professional service contracts of \$1.5 million.
  - Provided draft Request for Qualifications for LAP eligible design services to FDOT District 4 for review.

**Project Activities (official request for MTECC services):**

- **Pembroke Pines – FDOT LAP Project 449690-1 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000.
  - Initial discussions of the project scope and planning for early project steps.
  - Goal is to have the design started in Summer 2025.
  - Worked with FDOT on getting process signed off to move forward with the RFQ for design services.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000, PMC preparing proposed amendment to add scope for PMC to serve as MTECC project manager, design reviews, etc.
  - Design Stage:
    - Negotiations with Design Team finished in early March.
    - Amended Design Services budget in approved MTECC budget at March Board Meeting.
    - Waiting on cash advance of 10% of project budget from City of Pembroke Pines before execution of Design Services Work Order with CTS Engineering.

**MTECC Board Members**

---

**Councilmember**

**Tim Fadgen, Vice Chair**  
Plantation, FL

**Mayor**

**Rex Hardin**  
Pompano Beach, FL

**Commissioner**

**Caryl S. Shuham, Chair**  
Hollywood, FL

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**General Counsel**

Matthew J. Pearl

**Executive Director**

Lowell Clary



Page 3 of 3

- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - PMC work order amendment finalized to add MTECC Project Manager and design reviews.
  - Design RFWOP finalized proposed fee in negotiations between top ranked firm and MTECC/City Team.
    - Design Services underway.
    - Participated in monthly status update meeting on the project.
    - Project is moving forward on an advanced schedule.
    - Budget amendment approved at MTECC March Board meeting to add budget to design services phase for optional services should these be needed as the design progresses.
- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project**
  - MTECC PMC Work Order for up to \$25K for key early activities.
  - Design Services:
    - Issued RFWOP (request for work order proposal) to design consultant library mid-March 2025.
    - Proposals received from four of five design services firms in the library.
    - City review team will review to rank the firms in April.
    - Negotiations will occur in May with the goal to finish by early June.

## MTECC Board Members

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**Councilmember**  
Tim Fadgen, Vice Chair  
Plantation, FL

**Mayor**  
Rex Hardin  
Pompano Beach, FL

**Commissioner**  
Caryl S. Shuham, Chair  
Hollywood, FL

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**General Counsel**  
Matthew J. Pearl

**Executive Director**  
Lowell Clary



## MTECC Executive Director Activities

### April 2025

#### Board Activities:

- No April Board Meeting.
- Sent notice to cancel May Board Meeting, set next Board meeting for June 12, 2025.
- MTECC Team discussion of items for June Board Meeting.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (April 1, 15, and 29) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Deerfield Beach, and Fort Lauderdale. Hallandale Beach payment received in early April.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Meeting with new CPA firm team to discuss:
    - Transition of contract and services from Broward MPO to MTECC.
    - Services through end of current work order ending in June 30, 2025.
    - Discussion of services and proposing a new work order for the period July 1, 2025 to September 30, 2026.
  - Approved payments during the month of April.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during April.
  - Reviewed and negotiated proposed amendment of the Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design phase of the project.
  - Set time for MTECC team training on the new MTECC internet site.

#### MTECC Board Members

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Hollywood, FL

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Matthew J. Pearl

##### Executive Director

Lowell Clary



## Page 2 of 3

- Design Engineering Services (DES) LAP Library:
  - FDOT District 4 and Central Office staff are in review with FHWA on the procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
  - FDOT agreed to raise the cap for the library of services from \$1.5M to \$5M. This will take an internal policy change.
  - Initial comments received from FDOT on the draft Request for Qualifications for LAP project design services.

### Project Activities (official request for MTECC services):

- **Pembroke Pines – FDOT LAP Project 449690-1 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000.
  - Initial discussions of the project scope and planning for early project steps.
  - Goal is to have the FDOT LAP agreement executed between FDOT and City by June 30, 2025.
  - Discussed with City doing a single procurement for design services for the project. City concurred and agreed to follow up with FDOT for a meeting of the City/MTECC with FDOT.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000, finalizing amendment to add scope for PMC to serve as MTECC project manager, design reviews, etc.
  - Design Stage:
    - Amended Design Services budget in approved MTECC budget at March Board Meeting.
    - City payment received for 10% of project budget from City of Pembroke Pines during April.
    - Design services work order executed and notice to proceed issued in April with CTS Engineering.
    - Design services began in April.

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#### Executive Director

Lowell Clary



**Page 3 of 3**

- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - PMC work order amendment finalized to add MTECC Project Manager, design reviews, and CEI services.
  - Design Services underway.
    - Participated in monthly status update meeting on the project.
    - Project is moving forward on an advanced schedule.
- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project**
  - MTECC PMC Work Order for up to \$25K for key early activities. PMC developing amendment to Work Order to add project management and design review.
  - Design Services:
    - Issued RFWOP and Proposals received from four of five design services firms in the library.
    - City review team reviewed and ranked the firms in April. Top ranked firm selected – CHA Consulting.
    - Negotiations will occur in May with the goal to finish by early June.

**MTECC Board Members**

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Hollywood, FL

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Matthew J. Pearl

**Executive Director**  
Lowell Clary



## MTECC Executive Director Activities

### May 2025

#### Board Activities:

- No May Board Meeting.
- Sent notice to cancel May Board Meeting, set next Board meeting for June 12, 2025.
- Prepared items for June Board Meeting including recommended approval of budget amendment 3 for fiscal year 2024-25, recommended approval of amendment 1 to Project Tri-Party Agreement for Pembroke Pines Mobility Hub Project, proposed budget for fiscal year 2025-26 and routine board meeting items.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (May 13 and 27) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Deerfield Beach, and Fort Lauderdale.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Submitted proposed amendment to CPA Work Order to support through June 30, 2025 (finish out prior work order issued by Broward MPO). Setting up meeting in June to discuss:
    - Discussion of services and proposing a new work order for the period July 1, 2025 to September 30, 2026.
  - Reviewed and recommended approval of payments during the month of May.
  - Participated in training on MTECC internet site.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during May.
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#### MTECC Board Members

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##### Executive Director

Lowell Clary



## Page 2 of 3

- Finalized amendment to Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design phase of the project.
- Design Engineering Services (DES) LAP Library:
  - FDOT District 4 and Central Office staff signed off on procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
  - FDOT agreed to raise the cap for the library of services from \$1.5M to \$5M. This will take an internal policy change.
  - Initial comments received from FDOT on the draft Request for Qualifications for LAP project design services.
  - FDOT seems to be adjusting the approach for design services on LAP projects – setting up meeting with FDOT District 4 leadership to discuss the LAP project policies and approach.

### Project Activities (official request for MTECC services):

- **Pembroke Pines – FDOT LAP Project 449690-1 (design FY 24-25)**
  - PMC active under Task Order for this project up to \$25,000.
  - Initial discussions of the project scope and planning for early project steps.
  - Design services to be provided by FDOT District 4. Notified City of Pembroke Pines.
  - PMC Task Order will be closed out in June.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
  - Design Stage:
    - PMC providing project management and design reviews.
    - CTS engineering under Work Order to deliver design services.
    - Kick-off meeting held in May and design is underway.

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**Page 3 of 3**

- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - Design Services underway.
    - PMC providing project management and design reviews.
    - Design underway with Marlin Engineering.
    - Participated in monthly status update meeting on the project.
    - Project is moving forward on an advanced schedule.
- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project**
  - MTECC PMC Work Order for up to \$25K for key early activities. PMC developing amendment to Work Order to add project management and design review.
  - Design Services:
    - CHA Consulting top ranked firm.
    - Participated in negotiations in May with the goal to finish by early June.

**MTECC Board Members**

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Hollywood, FL

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Matthew J. Pearl

**Executive Director**

Lowell Clary



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**3.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

PMC Report

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**Attachments**

PMC Report

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## PROGRESS REPORT- PMC SERVICES

**TO:** Lowell Clary, Executive Director, MTECC  
**FROM:** Christine W. Fanchi, P.E., WSP Project Manager  
**PROJECT:** PROGRAM MANAGERMENTS SERVICES  
**SUBJECT:** Summary Project Progress Report  
**PERIOD:** **March 2025- May 2025**  
**DATE:** June 4, 2025

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### Task 1: PROJECT MANAGEMENT

- Overall on-going coordination with MTECC Team
- MTECC Team Bi-Weekly Progress Meeting and follow-up
- Invoicing Review of Design Task Orders
- Preparation of monthly invoicing/progress reports

### Task 2: MEMBER CITY/LAP COORDINATION

- Attend March MTECC Board Meeting
- On-going support/coordination of three projects

### Task 3: WEBSITE DEVELOPMENT

- Coordinate and schedule MTECC staff website training
- Host website training on May 14, 2025
- Develop and submit "how-to" guide for MTECC website editing

### Task 4: PROCUREMENT SUPPORT

- SE 17<sup>th</sup> Street- Attend 2 negotiation meetings with Design Consultant and follow-up coordination
- Pembroke Pines HUB- Attend final negotiations meeting
- Pembroke Pines HUB- Develop and finalize Design Negotiations Summary Report

### Task 5: TECHNICAL PROJECT SUPPORT

- SE 17<sup>th</sup> Street-
  - Develop and finalize Independent Fee Estimate for Design Services
  - Developed revised estimated project costs for all phases of project
- Pembroke Pines HUB-
  - Coordinated and executed Project Kick-off Meeting
  - Set bi-weekly team coordination meetings
  - Coordinate FDOT Pedestrian Signal meeting for May 2025
- Lyons Road Lighting-
  - Coordinate/Lead five bi-weekly project meetings
  - Attend Broward County Permitting meeting with design consultant
  - Coordinate public meeting needs for July 2025
  - Clarify technical directions for lighting specifications, requirements, and process



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**4.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

MTECC Proposed Fiscal 2025-2026 Budget

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**Attachments**

MTECC Proposed Budget

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# **Metro Transportation Engineering & Construction Cooperative Proposed Fiscal 2025-2026 Budget**

## **Background**

The Metro Transportation Engineering & Construction Cooperative (MTECC) was established in 2022 by Interlocal Agreement “ILA” between the founding member municipal members of City of Hollywood, City of Plantation and the City of Pompano Beach under Section 163.01, Florida Statutes in cooperation with the Broward Metropolitan Planning Organization under Section 339.175, Florida Statutes. The founding municipal members appoint MTECC Board Members from their elected officials that form the MTECC Board. The MTECC Board provides policy direction for the operation of MTECC. MTECC shall be a separate legal entity, pursuant to Section 163.01(7), Florida Statutes. This Agreement was filed and recorded on May 31, 2022, with the Clerk of Court for Broward County, Florida in accordance with Section 163.01(11), Florida Statutes.

MTECC as an organization was created to facilitate the planning, design and construction of transportation related projects throughout the County. Under the ILA, additional municipalities in Broward County may join the MTECC through Interlocal Agreement with MTECC. A municipality must be a member of MTECC for MTECC to provide the planning, design, and construction of transportation related projects in the municipality.

From time-to-time, Federal funds become available through the Florida Department of Transportation and the Federal Transit Administration to fund projects that are on municipal roads and other transportation facilities (transitways, sidewalks, bikeways, etc.). Projects funded through Federal funding must comply with Federal laws, regulations and standards which in most cases vary from other projects implemented by municipalities. MTECC was primarily established to specialize in delivering projects that must meet Federal requirements to be efficient in delivering these projects for the member municipality. This prevents the various municipalities from the expense of meeting the Federal requirements on what may be a Federal funded project once or twice every three to five years.

## **Budget/Fund Structure**

### **General Fund**

General funds are for the general operations of a government entity. The MTECC General Fund supports the administrative operations of MTECC including contributions provided by MTECC municipality members under the ILA and the costs to support the following:

- MTECC Board activities and support.
- Executive Director for administrative activities.
- Board Attorney for administrative activities.
- Finance and Accounting for MTECC activities.
- Procurement support activities.
- Contract Management activities.
- Board public relations and involvement activities.

- Other administrative support activities.

## **Capital Project Fund**

In the initial budget there are no revenues or projects in the MTECC Capital Projects Fund. Projects were added in fiscal year 2023-24 and fiscal year 2024-25 and the Capital Projects Fund for MTECC was created and began operations. The MTECC Capital Projects Fund accounts for projects when the MTECC Board receives a request from a MTECC member city and agrees to support the delivery of the project. The project must have funding associated with the project. Projects in the Capital Projects Fund by their nature may cover multiple years depending on the size and complexity of the project.

## **Project Accounting**

The MTECC accounting system has been established to provide separate accounting for each MTECC project. This will include the project budget, city advances, revenues, expenditures, cash balances and project closeout.

## **Budget Process**

The Proposed Budget is provided to develop the proposed budget in the late Spring of each year with the proposed budget presented to the MTECC Board in June or July of each year to be adopted in September of each year for the subsequent fiscal year October 1 to September 30.

## **Adopting the Budget**

MTECC must adopt a balanced budget. A balanced budget as defined in Florida Statutes 166.241(2) is where the amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves.

MTECC does not have any taxing authority and relies upon contributions from municipal members and grants for capital projects from partners such as FDOT and the Federal Transit Administration. MTECC will hold a public hearing on the tentative budget that is published for public review at least 5 days before the hearing. The budget becomes effective on October 1. The legal level of adoption is at the Fund Level for the MTECC General Fund and at the project level for the Capital Projects Fund.

## **Amending the Adopted Budget**

State law allows changes to the adopted budget at any time throughout the fiscal year and up to 60 days after the fiscal year end (Florida Statutes 166.241(4)). These changes include budget amendments, which increase or decrease the total budget of a fund. Any budget amendments move funds from Budgeted Reserve in the MTECC General Fund or at a project level for a capital project in the Capital Projects Fund require MTECC Board approval.

## **Budget Monitoring**

The budget is monitored monthly by the Executive Director to track variances between the actual and budgeted amounts, to identify trends and to estimate end-of-year results. Monthly financial reports are distributed to the MTECC Board members and all MTECC municipal members, Broward MPO, and for each project to the funding partner for the project. The Executive Director shall monitor the MTECC General Fund and each project in the Capital Projects Fund to evaluate the adequacy of funds year to date and through the end of the year. The Executive Director shall propose budget amendments to

increase or decrease revenues and/or appropriated expenditures to maintain a balanced budget during each fiscal year for the MTECC General Fund and each project in the Capital Projects Fund.

## **Operating Budget Policies**

Budgetary basis refers to the reporting of revenues and expenditures or expenses in the financial statements as they are recognized in the accounts. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All Governmental Funds are accounted for using the modified accrual basis of accounting except that encumbrances are treated as the equivalent of expenditures, as opposed to a reservation of fund balance. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the fiscal period. Expenditures are generally recognized, under the modified accrual basis of accounting, when the related fund liability is incurred. Debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due, using the current financial resources measurement focus of accounting. At year-end, open encumbrance balances lapse.

The Annual Comprehensive Financial Reporting presents the status of the MTECC's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP) (that is, the Governmental Funds use the modified accrual basis of accounting ) In order to provide a meaningful comparison of actual results with the budget, the Annual Comprehensive Financial Reporting presents MTECC's operations on a GAAP basis and also shows fund expenditures and revenues on a budget basis for the Special Revenue and Capital Projects Funds. MTECC is required to prepare a balanced budget in which current revenues will be sufficient to support current expenditures.

## **MTECC General Fund Financial Reserve Policies**

In general, MTECC should maintain adequate fund balances or reserves to handle unexpected decreases in revenues plus a reasonable level for extraordinary unbudgeted expenditures. For measurement purposes, the minimum target fund balance in the MTECC General Fund is the equivalent of 90 days of average expenditure for the MTECC General Fund and should be computed annually and remain unappropriated. On an annual basis, projections of reserve requirements and a plan for the use of additions for the current year shall be made in accordance with relevant MTECC policies.

## **Capital Projects Fund Project Level Financial Reserve Policies**

The Executive Director will analyze each project grant amount and establish a reserve amount for each project in coordination with the project team experts, funding partner and municipal member where the project is located. This reserve shall be maintained at the project level of the Capital Projects Fund and used for unexpected expenditures on the project. This reserve shall be monitored monthly and updated as needed to ensure there is adequate funding for each project.

## **Capital Improvement Policies**

MTECC shall coordinate the development of the MTECC Capital Improvement Plan with the development of the MTECC General Fund Budget and in coordination with funding partners such as the Broward MPO, FDOT, Federal Transit Administration and MTECC municipal members. MTECC shall have a five-year capital improvement plan that identifies specific projects and project phases by year within the five-year period. Each year, a new year will be added to the five-year capital improvement plan.

Future operating expenditures and revenues associated with new capital improvement will be projected and included in the Five-Year Capital Improvement Plan.

MTECC shall capture the expenditures for capital improvement projects by project and at the completion of the project transfer the project value to the municipal member that by agreement will own the project for long-term operations and maintenance.

## Revenue Policies

MTECC depends on funding partners to provide grants for the MTECC operations and capital projects being implemented by MTECC. MTECC will include revenues as required by the ILA in the MTECC General Budget and any other grants that may be made by MTECC municipal members for MTECC operations. MTECC Capital Projects Funds revenues shall be developed based on executed grant agreements from project funding partners. Legally restricted revenues will be used for the specific purpose dictated by the issuer. To ensure compliance with revenue, reserve and budget policies, MTECC staff shall analyze and prepare reports annually to monitor, project and estimate revenues and expenditures, on an annual basis and forward for the next fiscal year.

## Expenditure Policies

Expenditures are a rough measure of MTECC's service output. While many expenditures can be easily controlled, unanticipated service demands may strain our ability to maintain a balanced budget. To ensure proper control of expenditures and provide for a quick and effective response to adverse financial situations, expenditures and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented. Also, expenditures and purchase commitments will be recorded in an accurate and timely fashion.

## Budget In Brief

### Proposed budget amounts for fiscal year 2025-2026 includes:

**Revenues.** The revenues will involve an assessment to the MTECC member cities (assumes cities of Coconut Creek, Deerfield Beach, Fort Lauderdale, Hallandale Beach, Hollywood, Pembroke Pines, Plantation, and Pompano Beach) of \$25,000 per City. Any new MTECC members will be assessed a \$50,000 initial year fee for joining MTECC should additional cities join MTECC during fiscal year 2025-26.

**Expenditures.** The budget expenditures for general administrative activities in fiscal year 2025-26 include the following major categories.

### General Administrative

- Board Expense – these include Board preparation, meeting minutes and related support.
- MTECC Legal Counsel – general support for Board meetings and administrative activities
- MTECC Executive Director – general support for Board meetings and administrative management and oversight of MTECC activities
- Program Management Consultant –
  - general support for Board meetings and technical support for administrative activities,
  - web development and support,
  - media relations and public involvement support for general MTECC activities
- Finance and Accounting – supports finance and accounting activities for MTECC.
- Insurance – overall insurance coverage for the Board and MTECC activities.

- Technology – technology required for general activities of MTECC operations.
- Annual Audit – required annual audit of MTECC activities.
- Other Administrative Expenses – this covers general administrative expenses that made not be addressed in other categories.

**Budgeted Reserve.** The Budgeted Reserve for the MTECC General Fund Budget for fiscal year 2025-26 is assumed to be \$223,500 or 75% of the annual expenditures of the MTECC General Fund. As projects are added to the MTECC Capital Project Fund any advances from the General Fund will be reimbursed back to the General Fund.

### **MTECC Capital Project Fund**

**During Fiscal Year 2023-24, cities (Pembroke Pines (two projects), Coconut Creek and City of Fort Lauderdale) have officially requested and the MTECC Board has approved moving forward with assistance for MTECC support federal grant funded projects. One Pembroke Pines project was relocated to the City and Florida Department of Transportation in fiscal year 204-25. The MTECC Projects Fund has been added to the annual budget with an amended amount for fiscal year 2023-24 and fiscal year 2024-25. Each specific project is brought forward for MTECC Board review and approval to amend in the full project budgets funding from FDOT/City to fund items such as:**

- MTECC Executive Director – items such as project scope development, meetings, negotiations, oversight, reporting, management of consultants and related project specific activities
- MTECC Legal Counsel – project level items such as draft agreements, negotiations, finalizing agreements, and availability for any project level issues.
- Procurement – project level task orders and procurement processes
- Program Management Consultant
  - PMC Project Manager – project scope development, meetings, negotiations, oversight, management of PMC staff, reporting, etc.
  - PMC Design Consultant Manager – contract/project manager for design consultant on behalf of MTECC – scope development, manage design consultant activities for oversight, coordination, reporting, invoicing, payments, etc.
  - MTECC/City – design reviews at 30%, 60%, 90% plans and acceptance of 100% plans
  - Construction Bid Preparation – assist design consultant will the development of the plans, specifications, special provisions to prepare for construction bid.
- Design Consultant – team responsible for the implementation of the design project.
- Construction – the contractor responsible for building the project.
- CEI – team responsible for the construction engineering and inspection of the construction project.

The Proposed Budget is amended as each Project and the associated budget is added as Project Agreements and Budget Amendments are approved by the MTECC Board. This will include reimbursement to the General Fund Budget from the Capital Projects Fund.

**Capital Project Fund Balances** – the anticipated unused budget for each project will be carried forward to the subsequent fiscal year to continue the delivery of each project.

General Fund Budget Item	Amended Fiscal Year 2024-25	Proposed Fiscal Year 2025-26	Year Over Year Change
<b>Revenues</b>			
<b>Founding Member Contributions</b>			
City of Hollywood	\$25,000	\$25,000	\$0
City of Plantation	\$25,000	\$25,000	\$0
City of Pompano Beach	\$25,000	\$25,000	\$0
<b>Non-Founding Member Contributions</b>			
City of Deerfield Beach	\$25,000	\$25,000	\$0
City of Hallandale Beach	\$25,000	\$25,000	\$0
City of Pembroke Pines	\$60,000	\$25,000	-\$35,000
City of Fort Lauderdale	\$60,000	\$25,000	-\$35,000
City of Coconut Creek	\$25,000	\$25,000	\$0
<b>Total Member Contributions</b>	<b>\$270,000</b>	<b>\$200,000</b>	<b>-\$70,000</b>
Interest Earnings	\$3,000	\$5,000	\$2,000
<b>Total Revenues</b>	<b>\$273,000</b>	<b>\$205,000</b>	<b>-68,000</b>
<b>Carry Over Prior Year</b>	<b>\$245,310</b>	<b>\$290,000</b>	<b>\$44,690</b>
<b>Total Available</b>	<b>\$518,310</b>	<b>\$495,000</b>	<b>-\$23,310</b>
<b>Appropriations/Expenditures</b>			
Board Expenses	\$0	\$1,000	\$1,000
Board Attorney	\$58,000	\$48,000	-\$10,000
Executive Director	\$72,000	\$72,000	\$0
Program Management Consultant	\$60,000	\$35,000	-\$25,000
Finance/Accounting	\$71,000	\$70,000	-\$1,000
Insurance	\$10,000	\$10,000	\$0
Annual Audit	\$12,000	\$16,500	\$4,500
Procurement	\$18,000	\$35,000	\$17,000
Public Relations/Involvement	\$5,000	\$2,000	-\$3,000
Technology	\$10,000	\$5,000	-\$5,000
Other Administrative Expenses	\$20,000	\$2,000	-\$18,000
<b>Total Appropriations</b>	<b>\$345,000</b>	<b>\$296,500</b>	<b>-\$48,500</b>
<b>Advance to MTECC Projects Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Repayment of Advances</b>	<b>\$50,000</b>	<b>\$25,000</b>	<b>-\$25,000</b>
<b>Budgeted Reserve</b>	<b>\$223,310</b>	<b>\$223,500</b>	<b>\$190</b>

<b>Capital Projects Fund Budget Item</b>	<b>Amended Fiscal Year 2024-24 (includes carryover)</b>	<b>Proposed Fiscal Year 2025-26 (includes carryover)</b>	<b>Year Over Year Change</b>
<b>Revenues</b>			
<b>Project Grants</b>			
<b>Federal Grants</b>	\$12,922,752	\$12,922,752	\$0
<b>City Grants</b>	\$520,000	\$450,000	-\$70,000
<b>City Reimbursements</b>	\$50,000	\$25,000	-\$25,000
<b>Total Grants</b>	\$13,492,752	\$13,397,752	-\$95,000
<b>Advances from MTECC General Fund</b>	\$50,000	\$0	-\$50,000
<b>Total Revenues</b>	\$13,542,752	\$13,397,752	-\$145,000
<b>Total Available</b>	\$13,542,752	\$13,397,752	-\$145,000
<b>Appropriations</b>			
<b>Project 449690-1 – Pembroke Pines</b>			
Program Management Consultant - Design	\$25,000	\$0	-\$25,000
Design Consultant			
Contingency			
<b>Project Total</b>	\$25,000	\$0	-\$25,000
<b>Project 4334292 – Pembroke Pines</b>			
Program Management Consultant Design	\$148,914	\$148,914	\$0
Design Consultant	\$410,000	\$410,000	\$0
Right of Way			
Program Management Consultant Construction	\$80,000	\$80,000	\$0
Construction	\$2,150,788	\$2,150,788	\$0
CEI	\$260,000	\$260,000	\$0
Contingency (note includes Ped overpass – to be finalized in design stage)	\$9,050	\$9,050	\$0
<b>Project Total</b>	\$3,058,752	\$3,058,752	\$0

<b>Project B-23-CP-FL-0383 – Coconut Creek</b>			
Program Management Consultant Design	\$275,470	\$275,470	\$0
Design Consultant	\$405,981	\$405,981	\$0
Program Management Consultant Construction			
CEI	\$275,470	\$275,470	\$0
Construction	\$2,399,720	\$2,399,720	\$0
Contingency	\$153,359	\$153,359	\$0
<b>Project Total</b>	<b>\$3,510,000</b>	<b>\$3,510,000</b>	<b>\$0</b>
<b>Project 4334282, City of Fort Lauderdale</b>			
Program Management Consultant Design	\$240,000	\$240,000	\$0
Design Consultant	\$800,000	\$800,000	\$0
Program Management Consultant Construction	\$90,000	\$90,000	\$0
CEI	\$420,000	\$420,000	\$0
Construction	\$4,098,734	\$4,098,734	\$0
Contingency	\$1,155,266	\$1,155,266	\$0
<b>Project Total</b>	<b>\$6,804,000</b>	<b>\$6,804,000</b>	<b>\$0</b>
<b>Total Appropriations/Expenditures</b>	<b>\$13,397,752</b>	<b>\$13,372,752</b>	<b>-\$25,000</b>
<b>Transfers to MTECC General Fund</b>	<b>\$145,000</b>	<b>\$25,000</b>	<b>-\$120,000</b>
<b>Budgeted Reserve</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**5.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

Audit Presentation

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**Metro Trans Engineering & Construction  
Cooperative (MTECC)**

**6.**

**Meeting Date:** 06/12/2025

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**SUMMARY:**

General Counsel's Report

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