



MTECC Executive Director Activities

July 2025

Board Activities:

- No July Board Meeting.
- Participated in July 9 meeting with MTECC Board Chair, BMPO leadership and FDOT District 4 leadership to discuss future process for FDOT LAP projects and the possible role for MTECC in the LAP process. Actions identified for follow-up by FDOT and MTECC staff.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (July 8 and 22) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Fort Lauderdale. Deerfield Beach paid their \$25,000 annual fee in July.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Approved amendment to CPA Work Order to support through July 31, 2025.
 - Further discussion with CPA finance and accounting services for a new Work Order to begin August 1, through the end of MTECC fiscal year 2025-26.
 - Received a demonstration of a invoice processing service that would automate payment of invoices including approvals by the Chair and Executive Director via the system, termed BILL.COM. MTECC team felt this was a very useful system and scheduled a more detailed demonstration.
 - Discussed integrating BILL.COM into the finance and accounting system with the CPA firm. The CPA firm supports BILL.COM and can provide a discounted price for MTECC. BILL.COM will be integrated into the MTECC process in September 2025 with an October 1, 2025 start date.
 - Reviewed and recommended approval of invoices submitted for payments during the month of July.

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Councilmember

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Plantation, FL

Mayor

Rex Hardin
Pompano Beach, FL

Commissioner

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- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during July.
 - Asked WSP to update the work order amendment for City of Fort Lauderdale SE 17th Street Mobility Hub to reflect proposed changes to classifications to more appropriately reflect the class for the MTECC project manager on the Project.

- Design Engineering Services (DES) LAP Library:
 - Meeting held July 9 with FDOT District 4 on the LAP process. Follow up discussions held during July. Developed a draft Matrix that outlines the key roles between FDOT, cities and support that can be provided by MTECC for MTECC Members. Reviewed with FDOT staff in detail and making updates based on the discussion. Preparing a comprehensive package for FDOT for their concurrence including:
 - Matrix of LAP Project Roles and Responsibilities for FDOT, cities and support that be provided by MTECC for MTECC Members.
 - Professional Services Procurement Procedure
 - Invoice and Payment Processing Procedure.
 - Draft Request for Qualifications for Design Services Library for LAP projects and other federal funded projects
 - Draft Request for Qualifications for CEI Services Library for LAP projects and other federal funded projects
 - LAP checklist completed for procurement of professional services
 - 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.

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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.
 - City to use FDOT contract for the project design services.
 - PMC provided City an independent cost estimate for the design services (at the request of the City). After all costs paid to the MTECC Program Manager an invoice will be submitted to the City in August.
- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order to deliver design services.
 - Participated in monthly status project update meeting – Site surveys were completed during July. Reviewed by design team and design plans underway in July.
 - Reviewed PMC and CTS invoices for payment. CTS invoices being updated to provide adequate detail for review and approval.
- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant – Design Stage**
 - MTECC PM providing project management/design reviews.
 - Design underway with Marlin Engineering.
 - Participated in monthly status update meeting in July on the project. – Plans at 60%, headed to 100% by October 2025. Submitted permit application to Broward County in July.
 - Review and payment of invoices during July.
 - Development and finalization of invoice 1 for grant reimbursement from Broward MPO.
- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - 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.
 - CHA provided Notice to Proceed in July. Kickoff meeting being scheduled. Notified consultant to begin survey process.
 - Routine project meetings being scheduled.

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