



## **AGENDA**

Metropolitan Transportation Engineering  
& Construction Cooperative (MTECC)  
Thursday, September 4, 2025, 9:00 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. MOTION TO APPROVE: Approval of the General Fund Budget and Capital Project Fund Budget for fiscal year 2025-26.
2. MOTION TO APPROVE: Amending the Contract with Clary Consulting Company providing Executive Director services to increase the monthly rate in the contract from \$5,000 to \$6,000 per month.

### **DISCUSSION ITEMS**

1. MTECC Project Status Update
2. Executive Director's Reports
3. PMC Report
4. General Counsel's Report
5. Board Comments

## **NEXT MEETING: DATE**

### **\*MOTION TO ADJOURN**

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\* Motion Requested

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Carl Ema, Title VI Coordinator 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.

For complaints, questions or concerns about civil rights or non-discrimination please contact: Carl Ema, Title VI Coordinator at the numbers or e-mail above.



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**  
**Meeting Date: 09/04/2025**

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**2.**

**SUMMARY:**

Approval of Minutes

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**Attachments**

June 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, JUNE 12, 2025, 11:00 A.M.**

**Members**

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

**Staff / Also Present**

Lowell Clary, MTECC Executive Director  
Matthew Pearl, MTECC General Counsel  
Chris Bross, MTECC  
Kelly Budhy, FDOT  
William Cross, Broward MPO  
Tanya Davis, S. Davis and Associates  
Christine W. Fanchi, MTECC  
Victoria Peters, FDOT  
Julia Ronquillo, Broward MPO  
Heather Sinclair Young, S. Davis and Associates

**REGULAR ITEMS**

**1. Call to Order**

The meeting was called to order at 11:00 a.m.

**2. Approval of Minutes**

**Motion** made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

**3. Approval of Agenda**

**Motion** made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

**ACTION ITEMS**

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

MTECC Executive Director Lowell Clary explained that the federal grant associated with the Pembroke Pines project is broken down between design and construction. MTECC has spread the program management fees between these two components. In addition, Pembroke Pines advanced funds to MTECC, so \$35,000 in administrative costs has been added to the General Fund budget.

MTECC has also negotiated with the City of Fort Lauderdale for design services costs associated with a project. The Amendment recognizes all of the above changes.

Mr. Clary added that Pembroke Pines is putting a contribution toward their project for a pedestrian crosswalk, as they understand the current budget for that item is not adequate. Adjustments are not planned for the crosswalk design until MTECC has a clearer cost estimate.

A question was asked regarding the project's budget, as more funds are being expended than received. Mr. Clary advised that there were additional larger allocations up front; in addition, each project has an administrative fee. The administrative income is expected to make up the difference.

**Motion** made, and duly seconded, to approve Amendment 3. In a voice vote, the **motion** passed unanimously.

**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.**

Mr. Clary stated that the Broward Metropolitan Planning Organization (MPO) received grant funds that covered multiple projects. A project being completed in Fort Lauderdale had excess funds, which are being reallocated to the Pembroke Pines project.

**Motion** made, and duly seconded, to approve. In a voice vote, the **motion** passed unanimously.

**DISCUSSION ITEMS**

**1. MTECC Project Status Update**

Mr. Clary reported that there are currently three active MTECC projects. These include the Coconut Creek lighting project, which is in its design phase; the Pembroke Pines Mobility Hub project, also in the design phase; and the Fort Lauderdale project, for which negotiations of the design services contract is underway. Once the negotiations are complete, the design process can begin.

Christine Fanchi of MTECC provided further details on the Coconut Creek project, which is currently at 60% design. Initial permit applications have been submitted to

Broward County in order to place light poles within the right-of-way. The consultant has identified additional easement needs for the project. Plans are expected to be 100% complete by the end of July.

For the Pembroke Pines Mobility Hub project, a kickoff meeting was held in May and the surveying process began some weeks ago. The project team has met with the Florida Department of Transportation (FDOT) to discuss signalization and analyze how pedestrian signals can be implemented.

Details of Fort Lauderdale's 17<sup>th</sup> Street project were reviewed as well. Negotiation with consultants is underway and expected to be complete in July.

There was additional discussion of the 17<sup>th</sup> Street project, which runs west from US-1, and its surroundings, including a hospital and a school. Fort Lauderdale is preparing an Urban Design Plan for the subject area. Mr. Clary recalled that the Broward MPO has also approved a grant to improve a number of railroad crossings, including one on the 17<sup>th</sup> Street corridor.

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

Mr. Clary advised that projects are moving along well. MTECC continues to work with FDOT on Local Agency Program (LAP) projects. He suggested that he meet with the FDOT District Four Secretary, as FDOT may be changing its approach to LAP projects. He did not have details about this potential change at this time, other than the possibility that municipalities may be asked to perform their own construction inspections. This may present an opportunity for MTECC to support cities.

Mr. Clary explained that in the past, FDOT provided LAP services for federally funded projects on city roadways. FDOT acts as the grantor for these funds, and the process involves significant bureaucracy, which contributed to delays.

Mr. Clary recalled that in the past, FDOT would provide design services or hire a consultant to carry out these services for LAP projects. They also requested that cities make a contribution toward the process. MTECC was established because FDOT indicated they could no longer continue that process. MTECC's goal was to support the municipalities in delivering the design and construction phases for projects.

Mr. Clary advised that while FDOT is trying to be more helpful, they have not yet established a policy and approach to LAP projects. He concluded that he would like the FDOT District Four Secretary to add greater clarity regarding their process. He also noted that if MTECC takes on a project, they will need to charge the municipality for overhead costs. The City was expected to cover additional costs such as project management or design review.

Chair Shuham recalled that one condition which cities were required to meet to receive FDOT funds was having a LAP-certified engineer on their staff, which was not the case for many smaller cities. This was one of the reasons for the formation of MTECC.

It was clarified that if the potential policy change for FDOT shifts MTECC's responsibilities, MTECC can proceed by focusing on construction, engineering, and inspection.

William Cross of Broward MPO Staff advised that another aspect to be clarified is the cost implications of the potential change. He recalled that FDOT representatives have indicated interest in addressing the MPO Board in July 2025, which could provide an opportunity for them to meet with MTECC as well.

Mr. Cross recalled that previous FDOT policy included delivery of projects with the costs of this delivery coming out of MPO resources. This was transparent to the municipalities. He noted that the MPO would be willing to return to this approach, as having FDOT design and deliver projects was superior to the LAP process.

Mr. Clary stated that MTECC has transitioned its CPA firm from the MPO to MTECC. He will sit down with representatives of the firm and discuss how to proceed through the end of the current and next fiscal years.

### **3. PMC Report**

It was noted that this information was presented under the MTECC Project Status Update item.

### **4. MTECC Proposed Fiscal 2025-2026 Budget**

Mr. Clary advised that the proposed fiscal year (FY) 2025-2026 budget shows MTECC is reducing costs. He was not in favor of increasing the MTECC member cities' annual contribution in the coming fiscal year, as there is additional carryover of funds as well as reduction of expenses. He recommended addressing this in the next cycle. He concluded by requesting that the members email his office with any questions or comments related to the draft budget. The final budget will be presented for approval at the September 2025 MTECC meeting.

### **5. Audit Presentation**

Tanya Davis and Heather Sinclair Young, representing auditors S. Davis and Associates, gave a presentation to review MTECC's audited financial statements for the fiscal year ending September 30, 2024. Financial statements were audited in accordance with generally accepted auditing standards, government auditing standards, and provisions of the Auditor General as relates to state and local governments.

The audit addressed both governmental activities and major funds. Ms. Davis pointed out that this year's report includes an additional column which reflects the Capital Projects Fund. This is considered the organization's major fund, and is new to the report. It accounts for grants related to projects.

The firm issued a clean or unmodified opinion with regard to financial statements, which is the best opinion an organization can receive. Additional considerations included internal controls over financial reporting, which helped determine the timing and extent of auditing procedures. In accordance with governmental auditing standards, controls were tested for compliance with laws, regulations, and agreements, including grant and other agreements. The audit report was released on March 25, 2025.

With respect to the government auditing standards letter on internal control structure and other matters, there were some unfavorable trends, which were noted on p.22 of MTECC's financial statement package. Ms. Davis explained that management had expected these trends going into MTECC's second year and had plans in place which anticipated and managed the trends.

Total assets decreased from approximately \$492,000 to \$432,000. The primary reason for this decrease is increases due from other governmental units, which is a timing issue related to the 2023 receivable from the City of Coconut Creek. This receivable was paid in 2024 and no additional receivables were identified by September 30, 2024 from governmental units.

Total liabilities increased from roughly \$32,000 to \$55,000. This was also a timing issue due to expenses related to administrative and professional fees, including legal, auditing, and accounting fees. MTECC's net position decreased from \$460,000 to roughly \$390,000.

Total general revenues and contributions decreased from approximately \$501,000 to \$230,000. This was due to contributions from member cities, as seven new member cities joined last year at a higher contribution rate to join MTECC in comparison to the current year, when only one new member city has joined at the same higher rate. Contributions are \$100,000 for the three founding members, \$50,000 for new members to join MTECC and then \$25,000 per year for each member in subsequent years.

Total expenses increased as well, which was to be expected in MTECC's first full year of operations. The increase was from roughly \$40,000 to \$312,000, all related to general government. These expenses came from executive, accounting, auditing, procurement, legal, and comprehensive planning.

In the previous year, MTECC's Profit and Loss (P&L) statement had a net positive of \$460,000, primarily due to contributions from founding member cities. The current year shows a loss of roughly \$83,000, as anticipated by management.

Ms. Davis noted that MTECC received a letter to governance as part of the agenda and meeting packet. The firm is required to mention the responsibilities of the auditors and management, and the plan, scope, and timing of the engagement, as found in the engagement letter dated November 27, 2024. Significant accounting policies are noted. A new accounting policy, GASB-100, lists corrections and errors as well as presentation of financial statements, with the intent of making those statements more easily

understood. This was implemented in 2024 and led to the creation of the additional column for the Capital Projects Fund.

No transactions lacked authoritative guidance for consensus. All significant transactions were recognized during the proper period.

One significant disclosure was identified, which was a note that mentioned deposits in excess of the banking insurance limit. All disclosures were neutral.

There were no corrected or uncorrected misstatements, and there were no difficulties, significant or otherwise, in dealing with management. There were no consultations with other auditors or accountants, and no discussions with management that affected the firm's retention. Limited procedures were applied to management discussion and analysis, as well as to acquire supplementary information.

The information presented is intended solely for the use of the MTECC Board and management; because MTECC is a governmental entity, however, the information is a matter of public record.

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

MPO General Counsel Matthew Pearl advised that he is awaiting further information regarding changes that may be made by FDOT.

## **7. Board Comments**

Mr. Clary noted that while no meeting is needed for MTECC business in July, there can be a non-voting meeting to discuss his meeting with the FDOT District Four Secretary if that is the members' wish. It was determined that Mr. Clary would let the members know whether or not this can be scheduled.

Victoria Peters, representing FDOT, addressed the earlier conversation addressing LAP, stating that FDOT has discussed potentially presenting to the MPO Board in July. She was not certain who would be available to do this in July. She concluded that she would take back information from today's meeting and let FDOT Staff know that MTECC was interested in further discussion.

It was determined that the budget meeting would be scheduled for September 2025.

There being no further business at this time, the meeting was adjourned at 11:51 a.m.



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

1.

**Meeting Date:** 09/04/2025

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**REQUESTED ACTION:**

MOTION TO APPROVE: Approval of the General Fund Budget and Capital Project Fund Budget for fiscal year 2025-26.

**WHAT THIS ACTION ACCOMPLISHES:**

This provides the budget authority for MTECC General Fund and Capital Project Fund through the end of fiscal year 2025-26, beginning October 1, 2025.

**SUMMARY EXPLANATION/BACKGROUND:**

The MTECC General Fund Budget and MTECC Capital Project Fund for fiscal year 2025-26.

Summaries of adjustments include the following:

**General Fund – The General Fund provides budget for annual operations of MTECC.**

- Revenues are running at expected levels based on assessments to the MTECC member cities.
- Support functions such as finance and accounting, information technology and related administrative activities are in line with support needs to operate MTECC. These amounts were lower than budget in fiscal year 2024-25 and will be in line with budget expectations in fiscal year 2025-26 based on negotiated and executed contracts.
- Program Management Consultant has run much less than budgeted in fiscal year 2024-25, for general support activities for MTECC. As expected, the bulk of Program Management expenses are project specific and being paid as part of the budget for each project. Based on this the amount budgeted for fiscal year 2025-26 in the General Fund has been significantly reduced compared to fiscal year 2024-25.
- The Executive Director activities have increased.
- The Legal Services activities have been less than expected so the budget has been decreased.
- Procurement services have increased with project activities so the budget for procurement has been increased.
- Board activities and Other Expenses have consistently been less than budgeted so these items have been reduced.
- Overall the budgeted expenses for the General Fund were reduced from \$346,000 in fiscal year 2024-25 to \$304,500 for fiscal year 2025-26.
- The overall budgeted fund balance is expected to increase by \$18,190

**Capital Projects Fund – The Capital Projects Fund provides budget for projects being**

implemented on behalf of MTECC member cities. Active projects in the Capital Projects Fund are shown below. Project budgets are multi-year and continue in the Capital Projects Fund until the project is completed.

- **Coconut Creek Lyons Road Lightning Project** – the project is in the design phase with design to be completed in fiscal year 2025-26. Lighting fixtures (poles and mast heads) are being purchased in advance of construction to save on the sales tax. The lighting fixtures will be stockpiled on City of Coconut Creek land to be available for the construction contractor. The lighting fixtures and construction are expected to begin in fiscal year 2025-26. This project is funded through a U.S. Housing and Urban Development grant through Broward MPO.
- **Pembroke Pines Mobility Hub** – the project is in the design phase with the design expected to be completed in fiscal year 2025-26. It is expected the project will be in construction late in fiscal year 2025-26, or in early fiscal year 2026-27. This project is funded through a U.S. Department of Transportation Federal Transit Administration grant through Broward MPO.
- **Fort Lauderdale SE 17<sup>th</sup> Street Mobility Hub** – the project is in the design phase which will continue in fiscal year 2025-26. It is expected the design will continue into early fiscal year 2026-27 and start construction in fiscal year 2026-27. This project is funded through a U.S. Department of Transportation Federal Transit Administration grant through Broward MPO.
- **Any new projects that are requested by a MTECC member city will be amended into the Capital Projects Fund at the time the Project Agreement is approved by the MTECC Board.**

The proposed fiscal year 2025-26 budget line items are highlighted in yellow highlights in the attached Exhibit A on pages 6 through 8.

**MTECC STAFF RECOMMENDATION(S):**

Recommend approval of the proposed MTECC General Fund Budget and MTECC Capital Project Fund Budget for fiscal year 2025-26.

**ADDITIONAL INFORMATION/PREPARER:**

If you have any questions about this item, please contact Lowell Clary at (850) 212-7772 or [claryl@mteccfl.org](mailto:claryl@mteccfl.org)

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**Attachments**

MTECC Proposed Budget FY 2025-2026 Budget  
Resolution Approving 2025-2026 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 \$240,500 or 79% 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>\$315,000</b>	<b>\$69,690</b>
<b>Total Available</b>	<b>\$518,310</b>	<b>\$520,000</b>	<b>1,690</b>
<b>Appropriations/Expenditures</b>			
Board Expenses	\$10,000	\$3,000	-7,000
Board Attorney	\$58,000	\$50,000	-\$8,000
Executive Director	\$72,000	\$72,000	\$0
Program Management Consultant	\$60,000	\$35,000	-\$25,000
Finance/Accounting	\$71,000	\$69,000	-\$2,000
Insurance	\$10,000	\$12,000	\$2,000
Annual Audit	\$12,000	\$16,500	\$4,500
Procurement	\$18,000	\$36,000	\$18,000
Public Relations/Involvement	\$5,000	\$2,000	-\$3,000
Technology	\$10,000	\$5,000	-\$5,000
Other Administrative Expenses	\$20,000	\$4,000	-\$16,000
<b>Total Appropriations</b>	<b>\$346,000</b>	<b>\$304,500</b>	<b>-\$41,500</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>\$222,310</b>	<b>\$240,500</b>	<b>\$18,190</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>			
Federal Grants	\$12,922,752	\$12,922,752	\$0
City Grants	\$520,000	\$450,000	-\$70,000
City Reimbursements	\$50,000	\$25,000	-\$25,000
<b>Total Grants</b>	<b>\$13,492,752</b>	<b>\$13,397,752</b>	<b>-\$95,000</b>
<b>Advances from MTECC General Fund</b>	\$50,000	\$0	-\$50,000
<b>Total Revenues</b>	<b>\$13,542,752</b>	<b>\$13,397,752</b>	<b>-\$145,000</b>
<b>Total Available</b>	<b>\$13,542,752</b>	<b>\$13,397,752</b>	<b>-\$145,000</b>
<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>	<b>\$25,000</b>	<b>\$0</b>	<b>-\$25,000</b>
<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>	<b>\$3,058,752</b>	<b>\$3,058,752</b>	<b>\$0</b>

<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>

RESOLUTION NO. 2026-

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION  
ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC)  
ADOPTING THE MTECC OPERATING BUDGET AND THE MTECC  
CAPITAL PROJECTS FUND FOR THE 2025-2026 FISCAL YEAR;  
PROVIDING FOR IMPLEMENTATION AND AN EFFECTIVE DATE.**

**WHEREAS**, the MTECC Board desires to adopt a budget for MTECC operations for the 2025-2026 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 the MTECC 2025-2026 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 2025-2026 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:** 09/04/2025

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**REQUESTED ACTION:**

MOTION TO APPROVE: Amending the Contract with Clary Consulting Company providing Executive Director services to increase the monthly rate in the contract from \$5,000 to \$6,000 per month.

**WHAT THIS ACTION ACCOMPLISHES:**

This will increase the monthly payment to the Executive Director from \$5,000 to \$6,000.

**SUMMARY EXPLANATION/BACKGROUND:**

The workload for MTECC has increased with three active projects requiring additional time for the part-time MTECC Executive Director.

The added duties for the MTECC Executive Director include:

1. Monthly meetings on each of the three projects.
2. Review of monthly invoices for each project.
3. Development and submittal to the grant agency of grant reimbursement invoices for each project.
4. Oversight of Program Manager and Project Manager for each project.
5. Interaction as needed with grant agencies, MTECC members, consultants and others to discuss and resolve issues on the projects.

These additional services were anticipated and funded as part of the administrative services charge accessed for each project.

**MTECC STAFF RECOMMENDATION(S):**

Recommend approval of the proposed amendment to Clary Consulting Company agreement and authorize the Chair and Executive Director to implement this change the contract.

**ADDITIONAL INFORMATION/PREPARER:**

If you have any questions about this item, please contact Lowell Clary at (850) 212-7772 or [claryl@mteccfl.org](mailto:claryl@mteccfl.org)

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## **Attachments**

Clary Consulting Services Amendment  
Resolution Approving Amendment

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**Metro Transportation Engineering and Construction Cooperative  
Executive Director Services  
Amended and Restated Agreement  
Amendment 1**

**This Amendment 1 amends the Agreement between the Metro Transportation Engineering and Construction Cooperative (MTECC) and Clary Consulting Company, dated April 13, 2025.**

**Amendment 1 makes the following change to the Compensation section on page 3 of the Agreement that takes effect October 1, 2025:**

**Compensation**

**~~General~~ Executive Director Services:**

- Monthly payment of ~~\$5,000~~ **\$6,000** paid at the first of each month.

(This monthly payment includes all costs and expenses including any required travel)

**~~Project Specific Services~~**

**~~-To be developed and approved by the Board on a task order basis as part of the approved Project Budget~~**

**~~-Hourly Rates include:~~**

~~Lowell Clary, Executive Director \$360 per hour~~

~~Lucas Clary, Support for Executive Director \$250 per hour~~

~~Junior/Administrative Staff – Research, Report/Presentation Support \$100 per hour~~

~~(These hourly rates include all costs and expenses including any required travel)~~

All other elements of the Agreement will remain in effect.

**Amendment Approved:**

**Signatures:**

**Clary Consulting**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Lowell R. Clary, President**

**MTECC Board Chair**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Caryl Shuham, Chair**

**MTECC Legal Review**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Mathew Pearl, MTECC Board Attorney**

**RESOLUTION NO. 2025-\_\_**

**A RESOLUTION OF THE BOARD OF THE METRO TRANSPORTATION ENGINEERING AND CONSTRUCTION COOPERATIVE (MTECC) APPROVING AMENDMENT 1 TO THE AGREEMENT WITH CLARY CONSULTING FOR EXECUTIVE DIRECTOR SERVICES; AUTHORIZING THE EXECUTIVE DIRECTOR AND CHAIR TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Metro Transportation Engineering and Construction Cooperative ("MTECC") previously entered into an amended and restated agreement (the "Agreement") with Clary Consulting for the provision of Executive Director services by Lowell Clary; and

**WHEREAS**, the Board has determined that it is in the best interest of MTECC to update the compensation provisions of the Agreement to ensure continuity in leadership and the continued efficient operation of MTECC; and

**WHEREAS**, Lowell Clary has demonstrated effective leadership in his role as Executive Director and MTECC wishes to continue his services through Clary Consulting; and

**WHEREAS**, the Board desires to approve the update in the compensation provisions for the Agreement through Amendment 1 and authorize the Chair of the Board and Executive Director to execute all necessary documents to effectuate the extension.

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

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

**Section 2. Approval of Amendment 1.** The Board hereby approves Amendment 1 of the amended and restated Agreement with Clary Consulting for the continued provision of Executive Director services by Lowell Clary, in substantially the form attached hereto as Exhibit "A."

**Section 3. Authorization of Execution.** The Board authorizes the Chair of the Board and/or the Executive Director to execute Amendment 1 of the Agreement and any other necessary documents required to complete the extension.

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

**PASSED AND ADOPTED** this \_\_\_ day of September 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)**  
**Meeting Date: 09/04/2025**

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**1.**

**SUMMARY:**

MTECC Project Status Update

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**Attachments**

Project Status Update September 2025

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**LYONS ROAD PEDESTRIAN SAFETY PROJECT (B23-CP-FL0383), City of Coconut Creek**

- **Project Summary:** Pedestrian Lighting along west side of Lyons Road, Atlantic Blvd. to Sawgrass Expressway
- **Design Schedule:** NTP issued 1/16/2025, currently working towards 100% plan on 9/8/2025, final plans expected 10/31/2025.
- **Key Activities since May 2025:** Design progressing towards 100% submittal on 9/8/2025. 60% Design Plans reviewed by City and MTECC staff received by consultant on 6/17/25. Broward County Permitting provided comments received in August 2025. Right-of-way investigation with City development services department completed. Power service point from Florida Power and Light (FPL) received in July 2025. On July 10, 2025, consultant and city project managers presented project to City Commission and answered questions from Commission members and public with no change to project direction. Grant reporting information provided to BMPO staff for quarterly report in June 2025. Utility investigations to be completed in August 2025.
- **Upcoming Major Milestone:** 100% Plans on 9/8/2025
- **Project Critical Path:** Broward County Permit approval by 10/31/25. Pole assembly order (14 weeks) prior to construction start.
- **Anticipated Construction Start:** February 2026
- **Project Budget:** \$3,510,000

**PEMBROKE MOBILITY HUB (#4334293), City of Pembroke Pines**

- **Project Summary:** Mobility Hub improvements within Pembroke Pines City Center to include transit bus bays, new shared use path, new bike lanes, path lighting, and crosswalks.
- **Design Schedule:** NTP issued 4/18/25, currently working towards 30% submittal 10/2/2025, final plans due 3/10/2026
- **Key Activities since May 2025:** Project advancing to first plan submittal on 10/2/2025 of 30% Design. Ground survey completed 7/24/25. Pedestrian signal warrant transmittal to City on 8/14/25 and sent to FDOT. A public project meeting is scheduled for 11/5/2025 at City Hall to present the 30% plans for public review.
- **Upcoming Major Milestone:** 30% plans on 10/2/2025
- **Project Critical Path:** FDOT Signal Warrant Approval in September 2025
- **Anticipated Construction Start:** June 2026
- **Project Budget:** \$2,361,000

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

- **Project Summary:** 1-mile of complete streets improvements, SE 9<sup>th</sup> Avenue to US1/Federal Highway to support pedestrian, bike, and transit connectivity to future commuter rail station at FEC Tracks/SE 17<sup>th</sup> Street.
- **Design Schedule:** (Being finalized)
- **Key Activities since May 2025:** Consultant negotiations finalized in June 2025. Design NTP issued in August 2025. Design kick-off meeting scheduled for 9/9/2025.
- **Upcoming Major Milestone:** Kick-off meeting on 9/9/25
- **Project Critical Path:** Final FEC Railroad Design – February 2026
- **Anticipated Construction Start:** Spring 2027
- **Project Budget:** \$6,804,000



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**  
**Meeting Date: 09/04/2025**

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**2.**

**SUMMARY:**

Executive Director's Reports

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**Attachments**

June 2025 Report  
July 2025 Report  
August 2025 Report

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## MTECC Executive Director Activities

### June 2025

#### Board Activities:

- Finalized preparation of items for June 12 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.
- Participated in June 12 Board Meeting.
- Discussion with Board Chair and set meeting with FDOT District 4 leadership (meeting set for July 9.)

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (June 10 and 24) 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.
  - Approved amendment to CPA Work Order to support through June 30, 2025 (finish out prior work order issued by Broward MPO).
  - Discussed CPA finance and accounting services for upcoming period July 1 through the end of MTECC fiscal year 2025-26.
  - Reviewed and recommended approval of invoices submitted for payments during the month of June.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during June.
  - Negotiated work order amendment for City of Fort Lauderdale SE 17<sup>th</sup> Street Mobility Hub.

#### 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



- 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. Meeting set for July 9 with FDOT District 4 leadership team to discuss the future approach for LAP projects.

### 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). Task Order will be closed out after PMC invoices for the final work in July.
- **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.
    - Participated in monthly status project update meeting.
    - Reviewed PMC and CTS invoices for payment. Requested more details on the CTS invoice to match to the detail in the proposal.

### MTECC Board Members

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#### Councilmember

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Plantation, FL

#### Mayor

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Pompano Beach, FL

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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**
  - Design Services underway.
    - PMC providing project management and design reviews.
    - Design underway with Marlin Engineering.
    - Participated in monthly status project update meeting in June on the project.
    - Project is moving forward on an advanced schedule with plans at 60%.
- **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.
    - Negotiations finalized in early June.
    - Budget amendment approved by the Board in June meeting to provide adequate funds for PMC and design services for the project.
    - Invoice submitted to City of Fort Lauderdale for the advance of funds to support project payments prior to grant reimbursements.
    - Design firm work order developed and reviewed during June.

**MTECC Board Members**

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**Councilmember**

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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

### 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.

#### 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

- 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 17<sup>th</sup> 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.

### MTECC Board Members

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#### Councilmember

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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



## 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 17<sup>th</sup> 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.

## 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

### August 2025

**Board Activities:**

- No August Board Meeting.

**Administrative Activities:**

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (August 5 and 19) 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 is moving or get their fee paid for fiscal year 2024-25.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Further discussion with CPA finance and accounting services for Work Order 2 that began August 1, through the end of MTECC fiscal year 2025-26.
  - Integrated BILL.COM into Work Order 2. This will be implemented in September and will generate changes to the method for review, approval and sign off on invoices prior to payment.
  - Reviewed and recommended approval of invoices submitted for payments during the month of August.
  - Submitted grant reimbursement invoice for Coconut Creek Lyons Road Project. Preparing grant reimbursement invoice for Pembroke Pines Mobility Hub project in August and early September.

### 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

- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during August.
  - Reviewed WSP update the work order amendment for City of Fort Lauderdale SE 17<sup>th</sup> Street Mobility Hub. Submitted to MTECC Contracting Officer for further processing.
  
- Design Engineering Services (DES) LAP Library:
  - Submitted a comprehensive package in early August 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.

### 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 September.

### 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 3 of 3**

- **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 meetings during August. Survey complete and moving into design in August.
  - Reviewed PMC and CTS invoices for payment.
- **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 August on the project. – Plans at 60%, headed to 100% by September 2025. Received comments from Broward County on permit application in August. Meeting to discuss purchase of light poles and fixtures and stockpile ahead of construction.
  - Review and payment of PMC and Marlin invoices during August.
- **City of Fort Lauderdale 17<sup>th</sup> 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 late July. Kickoff meeting being scheduled for early September. Notified consultant to begin survey process.
  - Routine project meetings being scheduled.

**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**General Counsel****Matthew J. Pearl****Executive Director****Lowell Clary**



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**  
**Meeting Date: 09/04/2025**

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**3.**

**SUMMARY:**  
PMC Report

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**Attachments**

PMC Report June - August 2025

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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:** June- August 2025  
**DATE:** August 27, 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
- Submit PMC Design Oversight Amendment for approval- SE 17<sup>th</sup> Street
- Submit reclassification memo for TWO #1
- Preparation of monthly invoicing/progress reports

### Task 2: MEMBER CITY/LAP COORDINATION

- Attend June MTECC Board Meeting
- On-going support/coordination of active projects
- Prepare Independent Design Fee Estimate for Pembroke Pines- Pembroke Road Complete Streets Project

### Task 3: WEBSITE DEVELOPMENT

- No work this period.

### Task 4: PROCUREMENT SUPPORT

- SE 17<sup>th</sup> Street- Attend final negotiations meeting
- SE 17<sup>th</sup> Street- Prepare Negotiations Summary documentation for approvals
- Pembroke Pines HUB- Develop and finalize Design Negotiations Summary Report

### Task 5: TECHNICAL PROJECT SUPPORT

- SE 17<sup>th</sup> Street-
  - Initial project coordination to schedule design survey and design kick-off meeting in September
- Pembroke Pines HUB-
  - Led bi-weekly project meetings June through August
  - Developed Pedestrian Warrant Analysis Memorandum and submitted to City 8/14/25
  - Coordinated public meeting for 11/5/25
- Lyons Road Lighting-
  - Led project bi-weekly project meetings June through August
  - Coordinated Broward County Permit Fees waiver for project with County staff
  - Provided 60% technical review comments to consultant
  - Attended public project presentation at City Commission- 7/10/25
  - Coordinate City Construction Phase Discussion for 8/27/25



**Metro Trans Engineering & Construction  
Cooperative (MTECC)**  
**Meeting Date: 09/04/2025**

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**4.**

**SUMMARY:**

General Counsel's Report

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**Attachments**

June 2025 Report

July 2025 Report

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## MEMORANDUM

To: MTECC  
From: Matthew Pearl  
Date: July 30, 2025  
**Re: Attorney Activity Report - June**

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### **Project Related:**

- Attend To Matters Re Structure Of Project Agreements For the Delivery Of LAP Funded Projects.
- Attend To Matters Re Coconut Creek Tri Party Agreement; Procurements for CEI and Construction Services.

### **Administrative:**

- Prepare for and attend bi-weekly staff meetings regarding ongoing MTECC administrative matters and status of FDOT approval of agreement structures.
- Prepare Meeting Agenda Items For Meeting of the Board.



## MEMORANDUM

To: MTECC  
From: Matthew Pearl  
Date: August 29, 2025  
**Re: Attorney Activity Report - July**

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### **Project Related:**

- Attend To Matters Re Structure Of Project Agreements For the Delivery Of LAP Funded Projects.
- Attend To Matters Re Coconut Creek Tri Party Agreement; Procurements for CEI and Construction Services.
- Examine Issues Re Procurement of Street Light Equipment For Coconut Creek Project; Insurance And Indemnification Issues.

### **Administrative:**

- Prepare for and attend bi-weekly staff meetings regarding ongoing MTECC administrative matters and status of FDOT approval of agreement structures.