



AGENDA

Broward Metropolitan Planning Organization
Executive Committee
Thursday, February 12, 2026, 8:30 a.m.
**100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181**

Chair: Yvette Colbourne | Vice Chair: Joy Cooper | Deputy Vice Chair: Byron Jaffe | Broward County Representative: Beam Furr | Small Municipalities Representative: Rich Walker | At-Large Representative: Thomas Good Jr. | At-Large Representative: Tim Fadgen

While Members should physically attend this meeting to satisfy quorum, to participate virtually, please click here to register and join the meeting:

https://us02web.zoom.us/webinar/register/WN_5E6jW9X0RnOKw3wzYuWq6A

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order and Roll Call
2. **Approval of Minutes - October 30, 2025**
3. Approval of Agenda
4. Public Comments
Please submit to info@browardmpo.org at least 24 hours prior to the start of the meeting.

ACTION ITEMS

1. **MOTION TO RECOMMEND BROWARD MPO APPROVE Amendments to the Rules of the Broward Metropolitan Planning Organization (BMPO)**
2. **MOTION TO:**
 - A. APPROVE a License and Use Agreement Between the Broward MPO and SMG for the Greater Fort Lauderdale/Broward County Convention Center for the 2026 Safe Roads Summit**
 - B. AUTHORIZE the Broward MPO Executive Director to Execute a Purchase**

Order Between the Broward MPO and SMG for Ancillary Services for the 2026 Safe Roads Summit in an Amount Not to Exceed \$67,685

C. AUTHORIZE the Broward MPO Executive Director to Execute a Purchase Order Between the Broward MPO and The Media Lab, Inc. for Audio/Visual Services for the 2026 Safe Roads Summit in an Amount Not to Exceed \$43,565

DISCUSSION ITEMS

1. Legislative Update
2. Discussion of **February 12, 2026** MPO Agenda Items
3. Discussion of future MPO Agenda Items
4. Non-Agenda

NEXT MEETING: MARCH 12, 2026

***MOTION TO ADJOURN**

* 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 (or via Florida Relay at 711) at least seven days prior to the meeting.



Regular Items 2.

Executive Committee

Meeting Date: 02/12/2026

SUMMARY:

Approval of Minutes - October 30, 2025

Attachments

Minutes - October 30, 2025

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

**Thursday, October 30, 2025, 8:30 a.m.
100 West Cypress Creek Road
Fort Lauderdale, Florida 33309**

Chair: Board Member Yvette Colbourne
Vice Chair: Board Member Joy Cooper (arr. 8:36)
Deputy Vice Chair: Board Member Byron Jaffe (arr. 8:58)
Committee Members: Board Member Beam Furr (via Zoom)
Board Member Tim Fadgen
Board Member Thomas Good, Jr.
Board Member Rich Walker

MPO Staff

Alan Gabriel, MPO General Counsel
Chris Bross, Bryan Caletka, Paul Calvaresi, Norma Corredor, William Cross, Renee Cross, Carl Ema, Paul Flavien, Peter Gies, Vilma Hurtado, Kerrie MacNeil, Miguel Perez, Paula Prusinski, Christopher Restrepo, Rebecca Schultz, Jennipher Tucz, Jose Vera

Also Present

Perry Adair, Becker Poliakoff
Lauren Jackson, TSE Consulting
Adam Talbot
Zach Talbot

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order and Roll Call

Chair Colbourne called the meeting to order at 8:33 a.m. Roll was called and it was noted a quorum was present.

2. Approval of Minutes – September 4, 2025

Motion made by Board Member Good, seconded by Board Member Fadgen, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

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

4. Public Comments

None.

ACTION ITEMS

1. MOTION TO APPROVE the 2026 Executive Committee Meeting Dates

Bryan Caletka of Broward MPO Staff advised that no meetings are scheduled in January or August 2026.

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

Vice Chair Cooper arrived at 8:36 a.m.

2. MOTION TO APPROVE a First Amendment to Agreement No. 21-01 Between the Broward Metropolitan Planning Organization and Goodman Public Relations, Inc for Website Services in a Total Amount Not to Exceed \$248,527

Paul Calvaresi of MPO Staff advised that this Amendment would allow the use of additional funds to modernize the MPO's website. Upgrades will allow for search optimization, as well as restructuring of the website to align with the 2050 Metropolitan Transportation Plan (MTP).

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

3. MOTION TO AUTHORIZE the Purchase of Office Furniture and Related Items for an Amount Not to Exceed \$75,000

Mr. Caletka stated that the MPO has purchased and phased in new furniture over time as funding was available. This has resulted in different types of office furniture. The proposed purchase would implement matching furniture.

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

4. MOTION TO AUTHORIZE the Broward MPO Executive Director to Execute a Purchase Order Between the Broward MPO and Broward County Convention Center for Food & Beverage Services for the 2026 Safe Roads Summit in an Amount Not to Exceed \$201,386.60

Kerrie MacNeil of MPO Staff explained that the Safe Roads Summit, formerly known as the Safe Streets Summit, is a collaborative effort between the Miami-Dade TPO, Palm Beach TPA, and the Broward MPO. The event rotates between each County.

The upcoming Summit is scheduled for February 25-26, 2026 at the Broward County Convention Center in Fort Lauderdale. The requested purchase order would secure food and beverage service, with the estimate based on service for 550 people over both days of the event. The quote may be adjusted as the event date grows closer. No federal funds will be used to pay for food or drink.

Vice Chair Cooper asked if the MPO and other agencies raise money through events such as the Safe Roads Summit. Mr. Caletka replied that events of this nature do not raise funds. He further clarified that the vendor in this case is a sole source provider, as the Convention Center requires the event to use its exclusive caterer. The Convention Center has waived its usual fee for use of the facility.

Motion made by Board Member Good, seconded by Board Member Fadgen, to approve. In a voice vote, the **motion** passed unanimously.

DISCUSSION ITEMS

1. Legislative Update

Lauren Jackson, representing state advocacy team TSE Consulting, reported that the Florida Legislature is currently holding Committee Weeks in advance of the January 2026 session. Bills are being filed, including property tax proposals from both the State House and State Senate. The Governor has indicated that the Florida Legislature should focus on one ballot proposal rather than multiple proposals.

An electric scooter/bicycle safety bill has been filed which would allow for local regulation of these devices. Other transportation bills are anticipated but have not yet been filed. There is some indication from both houses of the Legislature, as well as the Governor's Office, that there is interest in revisiting decisions made during the previous legislative session which impacted both Tri-Rail and FEC commuter rail funding. Ms. Jackson concluded that 2026 is expected to be a challenging budget year.

Chair Colbourne requested additional information on the electric scooter/bicycle safety bill. Ms. Jackson explained that the bill defines different types of motors and speeds, as well as licensure and minimum age requirements. It also allows more local regulation of the devices.

Perry Adair, representing federal advocacy team Becker Poliakoff, advised that the federal government shutdown continues, approaching 30 days. No continuing resolution (CR) has been passed to extend the availability of funds. Members of the House of

Representatives are considering a return to Washington, D.C. to pass a new CR which would extend the deadline to early January or March 2026, or possibly through the end of next year.

November 1, 2025 is the beginning of open enrollment for the Affordable Care Act (ACA), and also marks the end of Supplemental Nutrition Assistance Program (SNAP) funds. There is ongoing discussion of whether or not the U.S. Department of Agriculture (USDA) may extend contingency funds for SNAP.

The shutdown has resulted in stoppages at some major U.S. airports, with more expected as the shutdown continues. Both air traffic controllers and Federal Aviation Administration (FAA) workers are currently going unpaid. While the House of Representatives remains technically in session, Speaker of the House Mike Johnson has not convened the House. Members of the Senate are expected to return to Washington the first week in November.

2. Discussion of October 30, 2025 MPO Agenda Items

None.

3. Non-Agenda

Mr. Caletka introduced the MPO's real estate brokers, Adam and Zach Talbot, who have completed a search for a new office location. Five prospective locations were originally identified, including the current facility. Mr. Caletka and MPO Executive Director Greg Stuart plan to recommend to the MPO Board that the MPO remain in its current location, which represents the lowest cost of the five options. The team was able to secure a number of enhancements to accompany the signing of a new 10-year lease. With the Executive Committee's approval, the MPO can place the renewal of the lease on the February 12, 2026 MPO Board Agenda.

Deputy Vice Chair Jaffe joined the meeting at 8:58 a.m.

The process of seeking alternative office opportunities throughout Broward County was briefly reviewed, including negotiations with the MPO's current landlord, who ultimately made the best offer. Some of the concessions secured by the real estate team included:

- Lowering the annual base rent escalation
- Over \$400,000 in free rent over a five-year period
- \$600,000 in space improvements, received as a turnkey build-out, which means all risk and responsibility are borne by the landlord
- Nominal increase in rental rate in acknowledgement of market status; however, this will result in a net increase of only \$3,300/month over the current rate

Board Member Good requested additional information on the costs associated with improving the current space, recalling that technological improvements were implemented when the MPO first moved into its current location. Mr. Caletka confirmed that these costs, as well as the potential costs of moving, were part of the deliberations.

Board Member Good asked if the current building will need to undergo inspection in the near term. It was clarified that there was no knowledge of pending 40- or other year recertification, although this could be looked into as part of the process going forward. The current building is in the same age range as the other options considered, and the cost of recertification would be borne by the landlord. Additional information could be provided in the future.

The Committee indicated unanimous consensus to proceed with placing lease approval on the February 12, 2026 Agenda.

There being no further business to come before the Committee at this time, the meeting was adjourned at 9:05 a.m.

NEXT MEETING: February 12, 2026



Action Items 1.

Executive Committee

Meeting Date: 02/12/2026

REQUESTED ACTION:

MOTION TO RECOMMEND BROWARD MPO APPROVE Amendments to the Rules of the Broward Metropolitan Planning Organization (BMPO)

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will recommend that the Broward MPO Board amend the Rules of the Broward MPO in order to allow non-statutory Board Members (alternates) to appoint a voting representative to the MPO's Citizens' Advisory Committee (CAC) as well as sunset the MPO's Roads for Families Advisory Committee (RFAC), formerly known as the Complete Streets Advisory Committee (CSAC).

SUMMARY EXPLANATION/BACKGROUND:

MPO staff is requesting Amendments to the Rules of the MPO that would allow non-statutory Board Members (alternates) to appoint representatives to the CAC. Doing so will align the CAC with the Technical Advisory Committee, which currently allows for all 32 municipalities to be represented. This would allow for more involvement from the smaller municipalities and assist with fulfilling quorum requirements. All Members of the CAC have voting privileges. For the proposed Amendments related to this change in the Rules of the Broward MPO, please see section 6.01.1 in the Attachment.

In addition to the change proposed above, MPO staff would also like to take this opportunity to amend the Rules to sunset the MPO's RFAC. Doing so would allow the MPO to explore opportunities for existing members of the RFAC to participate as part of the Broward Safety Action Plan (BSAP) Oversight Committee and make impactful decisions that can affect the safety of bicyclists and pedestrians in Broward. For more information on the BSAP, please visit

<https://broward-safety-action-plan-browardmpo.hub.arcgis.com/pages/the-action-plan>.

For the proposed Amendments related to this change in the Rules of the Broward MPO, please see section 8.0 in the Attachment.

All proposed Amendments to the Rules are shown using the "~~strike through~~ and underline method." To approve an amendment to the Rules, pursuant to Rule 12.0 of the Broward MPO, the Board is required to approve any such amendment by a 2/3 vote of those Board Members who are present and authorized to vote at the Board meeting. Staff will be present at the upcoming meeting to address any questions or comments.

MPO STAFF RECOMMENDATION(S):

MPO staff recommends approval of the proposed Amendments to the Rules of the MPO.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Alan Gabriel at (954) 763-4242 or agabriel@wsh-law.com.

Attachments

Rules of the Broward Metropolitan Planning Organization (BMPO) (With Proposed Amendments)

**RULES
OF THE
BROWARD METROPOLITAN PLANNING ORGANIZATION (BMPO)**

1.0 General

1.01 Preamble.

The Broward Metropolitan Planning Organization (BMPO) for Broward County, Florida is a federally mandated independent planning body responsible for transportation planning in the Broward County urbanized area.

Established in 1977 by the Florida Legislature, the BMPO was created to direct urban transportation planning and the expenditure of federal and state funds. It is the lead agency responsible for developing and administering plans and programs to maintain eligibility and receive federal funds for the transportation planning and funding allocation in Broward County, Florida. The BMPO works collaboratively with the public, planning organizations, government agencies, elected officials and community groups to develop transportation plans.

The twenty-five (25) members of the BMPO include representatives from the municipalities within the County, the South Florida Regional Transportation Authority (SFRTA)/Tri-Rail, the Broward County School Board, and the Broward County Board of County Commissioners. There are thirteen (13) alternate members who are eligible to vote when a member(s) is absent. The BMPO is divided into five separate districts. The regular and alternate voting membership in each district varies. Each of these members are now parties to the Interlocal Agreement for the Creation of the Broward Metropolitan Planning Organization (Interlocal Agreement) which was effective on August 3, 1977 and amended thereafter, in part, to provide for the current membership of the Organization¹.

These Rules shall serve to guide the proper functioning of the urban transportation planning process by the BMPO. These Rules provide general procedures and

¹ Pursuant to Florida law, to be effective, an Interlocal Agreement, and any amendments thereto, must be filed and recorded in the public records in the County where a party to the agreement is located. The Interlocal Agreement was amended and recorded as follows: December 18, 1979; September 11, 1986; February 18, 1994; April 24, 2000; September 30, 2002; September 13, 2005; September 18, 2006; February 10, 2016 and February 18, 2016.

policies for the BMPO, the BMPO Technical Advisory Committee (TAC), the Citizens' Advisory Committee (CAC), the Transportation Disadvantaged (TD) Local Coordinating Board (LCB), ~~the Complete Streets Advisory Committee (CSAC)~~, the Freight Transportation Advisory Committee (FTAC) and the BMPO staff for fulfilling the requirements of the Interlocal Agreement; the applicable provisions of federal law; and the applicable provisions of Chapter 339, Florida Statutes (FS).

1.02 Interpretation.

If any provision of these Rules conflicts with the Interlocal Agreement, the Interlocal Agreement, as it may be amended from time to time, shall control. Furthermore, all provisions contained in these Rules shall be interpreted to be consistent with applicable state and federal law.

1.03 Mission.

To Collaboratively plan, prioritize and fund the delivery of diverse transportation options.

1.04 Vision.

Our work will have measurable positive impact by ensuring transportation projects are well selected, funded and delivered.

1.05 Goals & Objectives.

1.05.1 Mission Achievement.

- (a) Assist owners / operators in project development;
- (b) Identify projects with the greatest expected positive impacts;
- (c) Fund projects that deliver diverse transportation options;
- (d) Fund projects that maximize eligible funding sources;
- (e) Identify owner / operators who consistently deliver projects on-time and on-budget; and

- (f) Verify that actual outcomes match those expected for delivered projects.

1.05.2 Efficient Decision-making.

- (a) Strengthen Board training program;
- (b) Improve Board meetings and informational materials; and
- (c) Expand Board involvement beyond meetings.

1.05.3 Effective Administration.

- (a) Expand staff technical skills and support services;
- (b) Expand MPO presence and community outreach; and
- (c) Reorganize MPO to achieve its mission.

1.06 Values.

We provide responsibility and the authority to deliver.

We deliver what we commit to.

We are aware of our own limitations and support each other on our path of continuous improvement.

We champion the organization and our colleagues over self.

1.07 Acronyms/Definitions.

BCT – Broward County Transit

BMPO – Broward Metropolitan Planning Organization

BMPO Staff – BMPO Staff, including, but not limited to the BMPO’s Executive Director, Chief of Staff, General Counsel, etc.

Board – Broward MPO Board of Directors

CAC – Citizens’ Advisory Committee

~~CSAC – Complete Streets Advisory Committee~~

CTC – Community Transportation Coordinator

CTD – Florida Commission for the Transportation Disadvantaged

Executive Director – The BMPO Executive Director, or his/her designee.

FAC – Florida Administrative Code

FDOT – Florida Department of Transportation

FS – Florida Statutes

FTAC – Freight Transportation Advisory Committee

LCB – Local Coordinating Board

MOA – Memorandum of Agreement

MPOAC – Florida Metropolitan Planning Organization Advisory Council

MTP – Metropolitan Transportation Plan

PPP – Public Participation Plan

RTP – Regional Transportation Plan

SEFTC – Southeast Florida Transportation Council

SFRTA – South Florida Regional Transportation Authority

TAC – Technical Advisory Committee

TD – Transportation Disadvantaged

TDSP – Transportation Disadvantaged Service Plan

TIP – Transportation Improvement Program

UPWP – Unified Planning Work Program

2.0 BMPO Board of Directors

2.01 Membership

2.01.1 There shall be twenty-five (25) members and thirteen (13) alternate members of the BMPO Board of Directors (Board). The membership of the Board shall be consistent with the Interlocal Agreement.

2.01.2 The municipal membership of the Board is predicated upon a district concept with members and alternates representing the district’s overall interests. It is expected that the members and alternates shall keep officials of their respective district advised about matters that may affect transportation concerns.

2.01.3 Newly appointed members of the Board shall attend an orientation meeting within three (3) months of the member’s appointment date.

2.02 Appointment, Qualification, and Terms of Office.

The governing body of a governing entity and signatory to the Interlocal Agreement shall, as the appointing authority and designated for membership on the Board, select a member(s) to represent them and serve on the Board. The elected official appointed to the Board shall serve on the Board until that official’s term of elected office expires. The appointing authority authorized to appoint a member(s) to the Board may, in its sole discretion and by majority vote, remove its member(s) as a Board representative(s) and, in its sole discretion and by majority vote, appoint a replacement.

2.03 Officers and Duties.

2.03.1 The Board shall hold an annual organizational meeting for the purpose of electing Board officers and Executive Committee members (as further

specified below) at the Board's regularly scheduled June meeting, the term to commence at the next scheduled monthly Board meeting. The minimum officers shall include a Chair, Vice Chair and Deputy Vice Chair. The officers shall be elected by a majority of those present and voting. No officer shall serve more than four (4) consecutive terms (4 years) per officer position. No Board Member shall serve more than twelve (12) terms (12 years) as an elected Board officer.

- 2.03.2 The Chair shall preside at all meetings and shall sign official documents of the BMPO, unless the Chair or Board authorizes in writing that the Executive Director may sign utilizing the Chair's electronic signature; or the authority is otherwise delegated to the Executive Director pursuant to these Rules or the adopted BMPO Procurement Rules. However, in the temporary absence of the Chair, the Vice Chair, or the Deputy Vice Chair may fulfill all of the duties set forth in these regulations as being duties of the Chair. If the Chair is unable to serve the remainder of the Chair's term, the Vice Chair shall automatically become the Chair and assume all the responsibilities of the Chair; the Deputy Vice Chair shall automatically become the Vice Chair and assume all the responsibilities of the Vice Chair and the Board shall elect a new Deputy Vice Chair.
- 2.03.3 In the absence of the Chair, Vice Chair, and Deputy Vice Chair those present shall elect a Chair pro tem.
- 2.03.4 The Chair shall serve as the Board's appointment to the MPOAC. At the Chair's discretion, the Vice Chair or Deputy Vice Chair shall serve as the Chair's alternate to the MPOAC. If the Chair, Vice Chair or the Deputy Vice Chair is not able to serve, the Chair shall make an appointment to the MPOAC from the Board membership.
- 2.03.5 The Chair shall serve as the BMPO's appointment to the Southeast Florida Transportation Council (SEFTC). An alternate, who is a member of the Board, may be designated by the Chair.
- 2.03.6 The Chair shall be responsible for working with and directing the General Counsel and the Executive Director on the day-to-day operational concerns of the BMPO.

2.04 Meetings.

2.04.1 Unless otherwise determined by the Board, the regular meeting of the Board shall be held on the second Thursday of each month at 9:30 a.m. in the MPO Board Room. Regular meeting dates and times may be changed by action of the Board to accommodate desirable changes because of holidays or other reasons.

2.04.2 It shall be the obligation of the members to provide at least three days' advance notice to the Executive Director when they will not be attending a meeting.

2.04.3 Quorum.

The presence of fourteen (14) members of the Board who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the Board shall be necessary in order to adopt any measures.

2.04.4 Special meetings of the Board may be called by the Chair, or in the absence of the Chair, by the Vice Chair or Deputy Vice Chair. Special meetings may also be called on the initiative of one-third ($\frac{1}{3}$) of the voting membership petitioning the Chair.

2.04.5 The Board may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the Board.

2.04.6 All BMPO meetings shall be open to the public. Members of the public are allowed to speak on any items not on the agenda during the public comment period, with established time limits, and by providing a speaker card to the Executive Director, or designee, prior to the commencement of the meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO's most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).

2.04.7 Reconsideration.

Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting. Any member who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

2.04.8 Except as otherwise provided in these Rules, the most recent edition of Roberts – Rules of Order shall be used to conduct all meetings of the Board.

2.04.9 Virtual Meetings.

In some emergency situations, and/or when permitted by an order of the governor of Florida or other ranking official/agency, it may be necessary to conduct meetings virtually. When this occurs, the MPO shall utilize the most current technology available to provide its board/committee members and the public with maximum opportunities for participation in meetings. Virtual meetings held by the MPO shall be conducted according to its most recent virtual meeting procedures, found here:

<http://browardmpo.org/index.php/about-the-mpo/rules>.

2.04.10 Use of Communications Media Technology

A. Board Members may attend and participate at Regular, Special meetings and Workshops through the use of communications media technology. When this occurs, the MPO shall utilize the most current technology available to provide its Members with maximum reasonable opportunities for participation in its meetings.

B. A Board Member no more than three times in a calendar year may request the Chair, or in the Chair's absence, the Vice Chair, permission to participate in Regular, Special meetings or Workshops, via communications media technology only as long as a quorum of Board Members are physically present at the meeting. A Board Member appearing at a meeting utilizing this technology pursuant to this section shall be required to be readily recognized by the Executive Director, or his designee, and be able

to clearly announce and record each of his/her votes either orally or by use of available technology.

C. Each Board Member is expected to demonstrate interest in the MPO's activities through attendance in person at the regularly scheduled meetings except for reasons of an unavoidable nature. To avoid unnecessary meeting disruptions, no more than 10 virtual Board Members may participate via communications technology during any single meeting, approval shall be based upon first come first serve, as determined by the Chair and the Executive Director.

2.05 Alternate Voting Members.

2.05.1 At any given meeting, if a municipal district's member(s) is absent, the district's alternate(s), in order of population, may vote in place of the absent member(s). Any other alternates present, in order of population, may vote in place of any other absent municipal member(s) whose alternate(s) are also not present or in place of any absent non-municipal member.

2.05.2 It shall be the obligation of the members within the same district to provide reasonable notice to the alternates when they will not be attending a Board meeting.

2.05.3 Alternate Members who are present at a meeting of the Board but are not eligible to vote in the place of an absent member, shall participate in the discussions of the Board and shall be seated with the Members.

2.06 Board Committees and Subcommittees.

As necessary, committees and subcommittees shall be designated by the Chair to investigate and report on specific subject areas of interest to the Board. ~~Current committees, such as the Governance Committee, is an example of this.~~ The Board may veto a designation of a committee or subcommittee by an affirmative vote of a majority of those present. A committee or subcommittee shall consist of at least three (3) members. A majority of the members must be present for the committee or subcommittee to take formal action. The committee or subcommittee shall meet and determine the Chair and Vice Chair. The Chair or Vice Chair shall report to the Board at its next available meeting on the committee's or subcommittee's activities.

2.06.1 An Executive Committee has been established by the Board to (i) discuss BMPO agenda items, legislative issues, etc., for recommendation(s) to the Board; (ii) as well as to take action on certain administrative items, including BMPO procurements up to a certain amount as authorized by the BMPO Procurement Rules in Chapter 3 (1), or; (iii) consider and provide direction to the Executive Director or General Counsel regarding such other matters that may come before the BMPO from time to time. Executive Committee procurement approval shall be made by the Executive Committee upon two-thirds ($\frac{2}{3}$) vote of those Executive Committee members present and voting.

2.06.1.1 The Executive Committee shall be comprised of seven (7) members: (i) three elected BMPO officers (Chair, Vice Chair, and Deputy Vice Chair); and (ii) one elected BMPO member representing Broward County government, one elected BMPO member representing the small municipalities, and one elected at-large BMPO member. In addition, the immediate past elected Chair shall serve as Chair Emeritus unless for any reason the past elected Chair is unable or unwilling to serve, whereupon the Board shall elect one additional at-large member.

2.06.1.2 Four (4) Executive Committee members shall constitute a quorum.

2.06.1.3 Each Executive Committee member is expected to have completed the required MPOAC training within the first year of election or appointment, unless otherwise extended by vote of the remaining Executive Committee members.

2.07 General Policies Applicable to All Committees and Subcommittees of the BMPO.

2.07.1 All committees and subcommittees shall make recommendations regarding actions, such as motions to adopt, support, and enact, to its creating authority, unless a state or federal law or regulation specifically requires a more formal document or grant procedure.

2.07.2 Except as otherwise provided in these Rules, the most recent edition of Roberts – Rules of Order shall be used to conduct all committee and subcommittee meetings of the BMPO.

2.07.3 A. Committee and Subcommittee members may attend and participate at Regular, Special meetings and Workshops through the use of communications media technology. When this occurs, the MPO shall utilize the most current technology available to provide its Committee and Subcommittee members with maximum reasonable opportunities for participation in its meetings.

B. A Committee or Subcommittee member may request the Chair, or in the Chair's absence, the Vice Chair, permission to participate in Regular, Special meetings or Workshops, via communications media technology only as long as a quorum of Committee or Subcommittee members are physically present at the meeting. A Committee or Subcommittee member appearing at a meeting utilizing this technology pursuant to this section shall be required to be readily recognized by the Executive Director, or his designee, and be able to clearly announce and record each of his/her votes either orally or by use of the available technology.

C. Each Committee and Subcommittee member is expected to demonstrate interest in the MPO's activities through attendance in person at the regularly scheduled meetings except for reasons of an unavoidable nature. To avoid unnecessary meeting disruptions, participation via communications media technology during any single meeting approval shall be based upon first come first serve, as determined by the Chair and the Executive Director.

2.08 Procurement of Services and Goods.

2.08.1 Whenever the BMPO, as the contracting party, wishes to obtain goods or services from any individual or entity other than a government agency, the BMPO shall utilize the provisions set forth in the Procurement Rules adopted by the Board.

2.08.2 Whenever compliance with the requirements of the Procurement Rules is impractical or impossible and not in the public interest, the Board may by motion adopt an alternate procedure for obtaining specific goods or services.

2.09 Local Contributions.

The BMPO is authorized and may accept contributions from its member or other interested parties. Currently, the BMPO has a voluntary per capita fee which may be revisited from time to time. Any contributions received shall be maintained and expended in accordance with the BMPO Procurement Rules and as directed by the Board.

2.10 Requests for Items to be Placed on Agendas.

Requests for items to be considered for placement on an MPO agenda or advisory committee agenda require that an agenda request form must be completed by the requestor. This form is then evaluated by MPO staff for appropriateness to include on a future agenda. This request form along with an MPO staff recommendation is presented to the Executive Committee for discussion and action as appropriate.

3.0 Public Involvement Process

3.01 Federal and State Law Public Involvement Requirement.

Federal and state law requires the metropolitan transportation planning process to include proactive public involvement that provides complete information, timely public notice, full public access to key decisions, and compliance with Title VI, Limited English Proficiency (LEP) Plan and Disadvantaged Business Enterprise (DBE) requirements.

3.02 Public Participation Plan.

The Board shall adopt and amend as needed a Public Participation Plan (PPP) in conjunction with federal certification site visits for the purpose of establishing and communicating its public involvement techniques, performance measures, and methods for including the public in decisions related to plans and programs of the Board.

4.0 Metropolitan Transportation Plan (MTP), Regional Transportation Plan (RTP), Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP) Update Procedures and Policies

4.01 The Board shall adopt an MTP (formerly known as the Long Range Transportation Plan [LRTP]), RTP (formerly known as the Regional Long Range Transportation Plan [RLRTP]), UPWP and TIP, as prescribed by the most current transportation

authorization bill, and drafts shall be reviewed by the TAC and CAC with a recommendation for action to the Board.

4.02 Amendments to MTP, RTP, UPWP or TIP.

The Board shall initiate procedures for considering a change to an adopted UPWP, MTP, RTP, or TIP at its discretion when a request is received in writing from (a) a local governing body of a member government; (b) a transportation operating agency providing service in Broward County; (c) the Board or the TAC may recommend a change on its own initiative; and (d) the Executive Director can recommend a change for consideration. Requests for MTP amendments may be submitted by November 10. Requests for RTP amendments may be submitted through the Board for ultimate approval by SEFTC and must be focused on a regional corridor. Requests for TIP amendments and related documentation must be submitted to the BMPO in accordance with the annual schedule of due dates to be reviewed by the TAC and CAC prior to Board action.

4.03 Requests for Amendment.

A request to the Board for consideration of an amendment to an adopted MTP or TIP shall include:

4.03.1 Location and description of the link(s) and/or facilities in the transportation network.

4.03.2 Kind of change requested (i.e., capacity, location or classification).

4.03.3 Statement of reason and technical justification for requested change.

4.03.4 A financial analysis demonstrating the financial feasibility of the MTP and/or the TIP is not negatively impacted.

4.03.5 A request for an amendment to the MTP or TIP must be submitted to the BMPO by the date(s) established by the Board, amended annually or as needed. MTP amendments can only be submitted by November 10 or as deemed necessary by the Executive Director.

4.04 Amendment Procedure.

The procedure for amending an adopted MTP, RTP, or TIP shall be as follows:

- 4.04.1 The Board shall follow the guidelines set forth in its PPP to notify interested parties that an amendment to the MTP, RTP, and/or the TIP is being contemplated.
- 4.04.2 Interested parties shall be notified where the technical and policy information regarding the amendment is located.
- 4.04.3 Proposed amendments and the comments received from all interested persons shall be forwarded to the appropriate committees or subcommittees for their review and comment.
- 4.04.4 The TAC and CAC will review each requested amendment based on any possible impact on the total transportation network, the comments received from interested persons, and other pertinent considerations.
- 4.04.5 The TAC and CAC will review each requested amendment to consider the comments received from interested persons and may make a recommendation for additional public involvement if they conclude such additional public involvement is warranted.
- 4.04.6 When appropriate, the LCB and/or; FTAC ~~and/or CSAC~~ will review each requested amendment to consider the comments relating to its respective area of expertise on issues received from interested persons.
- 4.04.7 When the LCB and/or; FTAC ~~and/or CSAC~~ reviews are completed, the requesting authority and the Board shall be notified of the resulting recommendations and the reasons for or against its recommendation. In cases where the TAC, CAC, LCB, or FTAC ~~or CSAC~~ defer action or fail to act on an amendment, the Board may take whatever action it deems appropriate.
- 4.04.8 If the proposed amendment differs significantly, including but not limited to capacity, operation or impact, from the original amendment made available for public comment or if it raises new material issues that interested persons could not reasonably have foreseen, an additional opportunity for public comment shall be made available.
- 4.04.9 The Board may take action at a public meeting on the TAC, CAC, LCB, and FTAC ~~and CSAC~~ recommendations. The Board shall make available all

significant written and oral comments received as a result of the public involvement process.

4.04.9.1 If a requested amendment is approved, the Board will then submit, as needed, the modified amendment to the Florida Department of Transportation (FDOT) for their review, comment and forwarding to the appropriate federal agencies.

4.04.9.2 If the MTP and RTP are amended, the BMPO shall make available updated maps and lists, including the date and nature of the amendment to member agencies and interested parties.

4.05 Board Action.

4.05.1 In situations where an immediate decision is required for input to be effective, the Board may act without recommendations from the TAC, CAC, LCB, or the FTAC ~~or the CSAC~~ unless precluded by federal or state law or regulation. Even in those circumstances, the Board will make every effort to ensure opportunity for public comment. In those instances, the BMPO shall notify the TAC, CAC, LCB, and/or the FTAC ~~and/or the CSAC~~ of the action taken and reason for acting without a recommendation.

4.05.2 In situations where an immediate decision is required for input to be effective, is administrative in nature, and occurs while the Board is on break, the Executive Director may act without recommendations from the Board, TAC, CAC, LCB, and FTAC ~~and CSAC~~ unless precluded by federal or state law or regulation. In those instances, the Executive Director shall notify the Board, TAC, CAC, LCB, and/or the FTAC ~~and/or the CSAC~~ of the action taken and reason for acting without a recommendation at their next regular meeting.

4.05.3 In the event the Federal government or the Governor declares a “State of Emergency,” the Chair, Vice Chair, Deputy Vice Chair, or Executive Director may authorize the purchase of, or contract for, goods or services required in contemplation of, preparation for, or during an emergency without utilizing the competitive bidding or competitive proposal procedures set forth in the BMPO’s Procurement Rules. During a “State of Emergency,” the Executive Director shall be authorized to provide for the distribution of federal or state aid for repairs, replacements, or the distribution of aid. Notwithstanding the foregoing, at least two signatures,

one by a Board Officer (use of an electronic signature may be authorized for this purpose) and one by either the Executive Director or the General Counsel, shall be required to effectuate an emergency expenditure. Emergency purchases of goods or services where the expenditure by the BMPO is estimated to be equivalent or greater than the Executive Director's approval authority as established by the BMPO Procurement Rules in Chapter 3 (1) shall be subject to ratification by the Executive Committee or Board as soon as practicable. The Chair, Vice Chair, Deputy Vice Chair, Executive Director or General Counsel will inform the Board, TAC, and CAC of any such emergency actions at the next available meeting.

5.0 The Technical Advisory Committee (TAC)

5.01 Membership.

5.01.1 The membership of the TAC shall include forty-five (45) voting members. Thirty-two (32) members shall be individual appointees of the municipalities represented on the Board. Thirteen (13) members, with expertise in matters related to transportation, tribal interests, land use and environmental planning, shall be from the agencies set forth below in 5.01.2 and 5.01.3.

5.01.2 Countywide regional members shall include the following:

- (a) The FDOT, District 4 Office may appoint nonvoting advisory member(s);
- (b) The SFRTA may appoint one member;
- (c) The Broward County School Board may appoint one member;
- (d) The Seminole Tribe of Florida may appoint one member; and
- (e) The South Florida Regional Council may appoint one member; and
- (f) The Broward County Sheriff's Office may appoint one member.

5.01.3 The Broward County members shall include the following:

- (a) The Broward County Traffic Engineering Division may appoint one member;
- (b) The Broward County Aviation Department may appoint one member;
- (c) The Broward County Port Everglades Department may appoint one member;
- (d) The Broward County Environmental Protection & Growth Management Department may appoint one member;
- (e) The Broward County Transit Division (BCT) may appoint one member;
- (f) The Broward County Highway Construction & Engineering Division may appoint one member; and
- (g) The Broward County Planning Council may appoint one member.

5.01.4 Municipal Membership.

Each municipality represented on the Board shall appoint a member to the TAC. The municipality with the highest population may appoint two (2) members as consistent with the Interlocal Agreement.

5.01.5 Alternate Membership.

To preserve continuity and assure consistency in communication between appointed members, respective Board representative and MPO staff, alternate member appointment is not permitted. However, alternates to the appointed member may attend and participate at meetings but with no voting privileges.

5.02 Appointment, Qualification and Terms of Office of TAC Members.

Each governmental unit and agency, in selecting its representative to the TAC, shall name technically qualified persons of director level, or a designee with the authority to make decisions and communicate with the elected body, who are employed by governmental units or agencies for the purpose of planning transit,

pedestrian and bicycle facilities, land use, traffic engineering, or civil engineering with a responsibility to that governmental unit or agency for some aspect of the control, planning, development, or improvement of the transportation system. Appointments to the TAC shall be made in writing by either a city manager or Board member.

5.03 Officers and Duties.

5.03.1 The TAC shall hold an annual organizational meeting as part of its regular scheduled June meeting for the purpose of electing a Chair and Vice Chair, the term to commence at the next scheduled TAC meeting.

5.03.2 Officers shall be elected by a majority of the members of the TAC present and authorized to vote. Officers shall serve a term of one (1) year but may be elected for consecutive terms.

5.03.3 The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

5.04 Meetings.

5.04.1 Regular meetings of the TAC shall normally be held on the fourth Wednesday of each month at a time and place to be designated by the Board or Executive Director. Regular meeting dates and times may be changed by the Board or Executive Director and affirmed by action of the TAC to accommodate desirable changes because of holidays or other reasons.

5.04.2 The presence of ten (10) TAC members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the TAC shall be necessary in order to adopt any measures.

5.04.3 The TAC may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the TAC.

5.04.4 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four

(4) or more voting members of the TAC petitioning the Chair or Executive Director.

5.04.5 The Executive Director, or designee, is responsible for the TAC meeting minutes and all notices and agendas for future meetings.

5.04.6 TAC meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the agenda during the public comment period, with established time limits, and by providing a speaker card prior to the commencement of the TAC meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO's most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).

5.04.7 Should an emergency situation occur that requires meetings to be conducted virtually, the TAC shall follow the virtual meeting procedures outlined in section 2.04.9 of this document.

5.05 Responsibilities and Functions.

5.05.1 The TAC serves in an advisory capacity to the Board on matters related to coordinating transportation planning and programming including but not limited to, review of Board-related transportation studies, reports, plans and programs such as the BMPO's Roads for Families Initiative. The TAC shall assist the Board by providing technical resources and recommendations as requested.

5.05.2 In all cases, when the TAC has voted affirmatively for recommended issues for action or consideration by the Board, the following process shall be followed:

5.05.2.1 The Executive Director, or designee, shall communicate the request of the TAC to the Board through the Board's agenda.

5.05.2.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the TAC agenda, shall inform the TAC.

5.05.3 TAC recommendations to the Board shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and programs and in accordance with the Board's mission, vision, and policy statements.

5.05.4 The TAC may serve as an advisory committee to any duly constituted area-wide transportation authorities and boards, as well as area-wide planning boards or councils for physical development or comprehensive planning upon direct request of such authorities, boards, or councils and with the concurrence of the Board.

5.05.5 Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature. TAC members are expected to maintain a constant, direct line of communication with their respective Board member and provide them with feedback on proposed plans, programs, and projects. Board members shall be provided with regular updates on TAC members' attendance records, and BMPO staff shall reconfirm appointments to the TAC from time to time.

5.06 TAC Subcommittees.

As necessary, subcommittees shall be designated by the TAC Chair to investigate and report on specific subject areas of interest to the TAC. The TAC may veto a designation of a subcommittee, by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three (3) members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action. The subcommittee shall select a chair and a vice chair. The subcommittee is required to report its actions back to the TAC at its next available meeting.

6.0 The Citizens' Advisory Committee (CAC)

6.01 Membership.

6.01.1 The membership of the CAC shall include fifty-two (52) ~~forty-five (45)~~ voting members. Thirty-two (32) ~~Twenty-five (25)~~ members shall be individual appointees of the municipalities represented on ~~regular members~~ of the Board. Seventeen (17) members shall be appointed by service, civic or other organizations or groups authorized by the Board to appoint a member to the CAC. Three (3) members shall be nominated by the CAC.

6.01.2 CAC members are expected to demonstrate interest in CAC activities through participation in scheduled meetings. A majority of the CAC or Executive Director may recommend the removal of any member who fails to attend, three (3) or more meetings in a one (1)-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the Executive Director.

6.02 Term of Office.

CAC members are appointed and serve at the pleasure of the appointing member or entity. If the appointing member is no longer on the Board, then the new Board member may choose to keep or replace the appointment. Members appointed by a designated entity (service, civic or other organizations or groups) authorized by the Board shall serve at the pleasure of the appointing entity. The Board may remove any member on the CAC at its sole discretion.

6.03 Officers and Duties.

6.03.1 The CAC shall hold an annual organizational meeting as part of its regularly scheduled June meeting for the purpose of electing a Chair and Vice Chair, the term to commence at the next scheduled CAC meeting.

6.03.2 Officers shall be elected by a majority of the members of the CAC present and authorized to vote. Officers shall serve a term of one (1) year, but may be elected for consecutive terms.

6.03.3 The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

6.04 Meetings.

6.04.1 Regular meetings of the CAC shall normally be held on the fourth Wednesday of each month at a time and place to be designated by the Board, Executive Director, or Executive Director's designee. Regular meeting dates and times may be changed by the Board, Executive Director, or Executive Director's designee and affirmed by action of the CAC to accommodate desirable changes because of holidays or other reasons.

- 6.04.2 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more voting members of the CAC petitioning the Chair, Executive Director, or Executive Director's designee.
- 6.04.3 The CAC, in addition to its regular and special meetings, may hold public meetings to elicit public input and to determine the degree of acceptance that a plan may have on all segments of the population.
- 6.04.4 The presence of ten (10) voting members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the CAC shall be necessary in order to make recommendations to the Board for their adoption.
- 6.04.5 The CAC may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the CAC.
- 6.04.6 The Executive Director shall furnish a recording secretary for regularly scheduled CAC meetings. The Executive Director is responsible for the CAC meeting minutes and all notices and agendas for future meetings.
- 6.04.7 CAC meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the agenda during the public comment period, with established time limits, and by providing a speaker card prior to the commencement of the CAC meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO's most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).
- 6.04.8 Should an emergency situation occur that requires meetings to be conducted virtually, the CAC shall follow the virtual meeting procedures outlined in section 2.04.9 of this document.

6.05 Responsibilities and Functions.

The community at large shall be represented in the transportation planning process by the CAC. The CAC serves in an advisory capacity to the Board for the purpose of seeking reaction to planning proposals and providing comment with respect to the concerns of various segments of the population regarding their transportation needs. It shall be the function of the CAC to:

6.05.1 Provide a citizen's review of the preliminary findings and make recommendations to the Board.

6.05.2 Assist in other functions as deemed desirable by the Board or TAC.

6.05.3 Based on its findings, the CAC shall note the proposals that appear to be harmful or detrimental to the community and shall note those proposals that fail to benefit or that tend to create a disincentive to the interests of the various segments of the community. These recommendations and findings shall be transmitted to the Board for consideration through the Executive Director.

6.05.4 In all cases, when the CAC has voted affirmatively for recommended issues for action or consideration by the Board, the following process shall be followed:

6.05.4.1 The Executive Director, or designee, shall communicate the request of the CAC to the Board through the Board's agenda.

6.05.4.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the CAC agenda, shall inform the CAC.

6.05.5 Each member of the CAC is expected to demonstrate interest in the CAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature. CAC members are expected to maintain a constant, direct line of communication with their respective appointing Board member or entity and provide them with feedback on proposed plans, programs, and projects. Board members shall be provided with regular updates on CAC members' attendance records, and BMPO staff shall reconfirm appointments to the CAC from time to time.

6.06 CAC Subcommittees.

As necessary, subcommittees shall be designated by the CAC Chair to investigate and report on specific subject areas of interest to the CAC. The subcommittee will determine a chair and vice chair. The CAC may veto a designation of a subcommittee by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three (3) members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action.

7.0 Transportation Disadvantaged (TD) Local Coordinating Board (LCB)

7.01 Membership.

7.01.1 The membership of the LCB shall include seventeen (17) voting members as prescribed by Chapter 41-2 of the Florida Administrative Code (FAC), as amended.

7.01.2 The LCB Chair shall be appointed by the Board. The appointed Chair shall be an elected official in Broward County.

7.01.3 The LCB shall hold an annual organizational meeting as a part of its first regularly scheduled meeting of the year for the purpose of electing a Vice Chair, the term to commence at the next scheduled LCB meeting. The Vice Chair shall be elected by a majority vote of a quorum of the members of the LCB present and voting at the organizational meeting.

7.01.4 The Board shall review the recommendation by the LCB and consider rescinding the appointment of any member who fails to attend, or arrange for an alternate to attend, three (3) consecutive meetings. The LCB shall notify the Florida Commission for the Transportation Disadvantaged (CTD) if any state agency member or alternate fails to attend three (3) consecutive meetings.

7.02 Term of Office.

Except for the Chair, the non-agency members of the LCB shall be appointed for three (3)-year staggered terms. The Chair shall serve until elected term of office has expired or is otherwise replaced by the Board.

7.03 LCB Meetings.

- 7.03.1 The LCB shall meet at least quarterly. The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.
- 7.03.2 The Executive Director shall furnish a recording secretary for regularly scheduled LCB meetings. The Executive Director, or designee, is responsible for the LCB meeting minutes and all notices and agendas for future meetings. A copy of official meeting minutes, including an attendance roster, reflecting official LCB actions shall be provided to the CTD.
- 7.03.3 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more voting members of the LCB petitioning the Chair.
- 7.03.4 The presence of a majority of appointed LCB members who are authorized to vote shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the LCB shall be necessary in order to adopt any measures.
- 7.03.5 LCB meetings shall be open to the public. Members of the public are allowed to speak on any issues not on the agenda during the public comment period, with established time limits, and by providing a speaker card prior to the commencement of the LCB meeting. Members of the public are allowed to comment on items on the agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO's most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).
- 7.03.6 The LCB, in addition to its regular and special meetings, shall hold an annual public workshop to elicit public input regarding the provision and delivery of TD services.
- 7.03.7 Should an emergency situation occur that requires meetings to be conducted virtually, the LCB shall follow the virtual meeting procedures outlined in section 2.04.9 of this document.

7.04 LCB Duties.

7.04.1 The LCB shall review and approve the Memorandum of Agreement (MOA) between the CTD and the CTC, and the Transportation Disadvantaged Service Plan (TDSP) prior to submittal to the CTD.

7.04.2 Annually, provide the Board with an evaluation of the CTC's performance in general and using criteria developed by the CTD and local standards as referenced in Rule 41-2.006, FAC, as amended, and the performance results of the most recent TDSP. This evaluation will be submitted to the CTD upon approval by the LCB.

7.04.3 Appoint a Grievance Subcommittee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system and the CTC in the Broward County service area, and make recommendations to the LCB, CTC, or the CTD when local resolution cannot be found for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such subcommittee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the CTD's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format upon request by the citizen. Members appointed to the committee shall be voting members of the LCB.

7.04.4 All LCB members should be trained on and comply with the requirements of Section 112.3143, FS, concerning voting conflicts of interest.

7.05 Responsibilities and Functions.

7.05.1 The LCB is responsible for identifying local service needs and providing information, advice, and direction to the CTC on the services to be provided to the transportation disadvantaged.

7.05.2 The LCB shall recommend to the CTD a single CTC to continue annually and be redesigned every five (5) years as required.

7.05.3 The TIP shall include a TD element. Such element shall include a project and program description, the planned costs and anticipated revenues for the

services, identification of the year the project or services are to be undertaken and implemented, and assurances that there has been coordination with local public transit and local government comprehensive planning bodies, including input into the mass transit or other elements of local and regional comprehensive planning activities. Areas not required to develop a federally-required TIP shall report equivalent information in the TDSP.

7.05.4 In collaboration with the CTC and LCB, the Board shall approve the TDSP annual update. The TDSP shall be developed consistent with the MTP/LRTP and other local, regional, and state transportation plans. The TDSP shall be reviewed for approval by the LCB and CTD.

7.05.5 The Executive Director, or designee, shall communicate the requests of the LCB to the Board through the Board's agenda.

7.05.6 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the LCB agenda, shall inform the LCB.

7.06 Subcommittees.

As necessary, subcommittees shall be designated by the LCB Chair to investigate and report on specific subject areas of interest to the LCB. The LCB may veto a designation of a subcommittee by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three (3) members. A majority of the subcommittee members must be present for the subcommittee to take formal action. The subcommittee shall meet and determine the chair of the subcommittee. In the absence of the chair, those present shall elect a chair pro tem. The subcommittee chair is required to report back to the LCB at its next available meeting on the subcommittee's activities.

~~8.0 The Complete Streets Advisory Committee (CSAC)~~

~~8.01 Membership:~~

~~8.01.1 The CSAC shall consist of representatives with expertise in matters related to multimodal transportation (with emphasis on bicycle, pedestrian and transit), land use, and planning including, but not limited to, the agencies set forth below:~~

~~8.01.2 Countywide regional members may include:~~

- ~~(a) The FDOT, District 4 Office may appoint one member;~~
- ~~(b) The SFRTA may appoint one member;~~
- ~~(c) The Broward County Planning Council may appoint one member; and~~
- ~~(d) The Broward County School Board may appoint one member.~~

~~8.01.3 The Broward County members may include the following:~~

- ~~(a) The Broward County Traffic Engineering Division may appoint one member;~~
- ~~(b) The Broward County Aviation Department may appoint one member;~~
- ~~(c) The Broward County Port Everglades Department may appoint one member;~~
- ~~(d) BCT may appoint one member; and~~
- ~~(e) The Broward County Highway Construction & Engineering Division may appoint one member.~~

~~8.01.4 Municipal Membership~~

~~Each municipality in the Broward region may appoint one member.~~

~~8.01.5 Other Members~~

- ~~(a) The Broward Regional Health Planning Council may appoint one member;~~

~~(b) — The Florida Department of Health may appoint one member;~~

~~(c) — The Broward YMCA may appoint one member; and~~

~~(d) — Other agencies and non-profit organizations may appoint representatives at the discretion of the Complete Streets Program Manager.~~

~~8.02 Appointment, Qualification and Terms of Office of CSAC Members.~~

~~8.02.1 — Each governmental unit and agency, in selecting its representative to the CSAC, shall name technically qualified persons employed by governmental units or agencies for the purpose of planning transit, pedestrian and bicycle facilities, land use, traffic engineering, or civil engineering with a responsibility to that governmental unit or agency for some aspect of the control, planning, development, or improvement of the transportation system.~~

~~8.02.2 — Each member of the CSAC is expected to demonstrate interest in the CSAC's activities through attendance at the regularly scheduled meeting every other month except for reasons of an unavoidable nature. A majority of the CSAC and/or the Complete Streets Project Manager may recommend the removal of any member who fails to attend, or arrange for an alternate to attend, three (3) or more meetings in a one-year period. Such recommendations shall be forwarded to the appointing agency or governmental unit through the Complete Streets Project Manager.~~

~~8.03 — Meetings.~~

~~8.03.1 — Regular meetings of the CSAC shall normally be held quarterly at a time and place to be designated by the CSAC, Executive Director, or Executive Director's designee. Regular meeting dates and times may be changed by the CSAC or Complete Streets Program Manager to accommodate desirable changes because of holidays or other reasons.~~

~~8.03.2 — The CSAC may choose to hold workshops from time to time. All workshops shall be noticed in the same manner as regular meetings of the CSAC.~~

~~8.03.3 — Special meetings may be called by the CSAC, Executive Director, or Executive Director's designee.~~

~~8.03.4 — The Executive Director, or designee, is responsible for the CSAC meeting minutes and all notices and agendas for future meetings.~~

~~8.03.5—CSAC meetings shall be open to the public. Members of the public are allowed to speak on any issues with established time limits. Members of the public are allowed to comment on items on the agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO’s most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).~~

~~8.03.6—Should an emergency situation occur that requires meetings to be conducted virtually, the CSAC shall follow the virtual meeting procedures outlined in section 2.04.9 of this document.~~

~~8.04—CSAC Responsibilities and Functions.~~

~~8.04.1—The CSAC serves in advisory capacity to BMPO staff and guides the BMPO’s Complete Streets Initiative. As an advisory committee, it assists BMPO staff in coordinating transportation planning and programming including, but not limited to, the review of Board-related transportation studies, reports, plans and programs. The CSAC engages both traditional and “nontraditional” groups such as AARP, the Florida Department of Health, and other nonprofit agencies. The CSAC shall assist BMPO staff and the Board by providing technical resources and recommendations as requested.~~

~~8.04.2—In all cases, when the CSAC recommends issues for action or consideration by the Board, the following process shall be followed:~~

~~8.04.2.1—The Executive Director, or designee, shall communicate the request of the CSAC to the Board through the Board’s agenda.~~

~~8.04.2.2—The Board may choose to take action and if action is taken, the Executive Director, or designee, through the CSAC agenda, shall inform the CSAC.~~

~~8.04.2.3—The Board may choose to take action and if action is taken, the Complete Streets Project Manager shall inform the CSAC at the next available meeting.~~

~~8.04.3—CSAC recommendations to BMPO staff shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and programs and in accordance with the Board’s mission, vision, and policy statements.~~

~~8.04.4—The CSAC may serve as an advisory committee to any duly constituted area-wide transportation authorities and boards, as well as area-wide planning boards or councils for physical development or comprehensive planning upon direct request of such authorities, boards, or councils and with the concurrence of the Board.~~

~~8.05 CSAC Subcommittees.~~

~~As necessary, subcommittees shall be designated by the CSAC or the Complete Streets Program Manager to investigate and report on specific subject areas of interest to the CSAC. A subcommittee shall consist of at least three (3) members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action. The subcommittee is required to report its actions back to the CSAC at its next available meeting.~~

89.0 Freight Transportation Advisory Committee (FTAC)

89.01 Membership and Qualifications.

89.01.1 The membership of the FTAC shall consist of representatives with expertise in matters related to the various aspects of the freight industry including, but not limited to, shipping, warehousing, trucking, airport or seaport operations, freight forwarding, truck parking, rail, industrial real estate, and wholesale activity.

89.02 Appointment and Terms of Office of FTAC Members.

89.02.1 FTAC members and BMPO staff may recommend new members up to the total number of members. Nominated members are to be approved by voice vote of the existing committee. There is no term of office for FTAC members. They may serve until such time that they resign their membership or are removed for non-participation.

89.02.2 FTAC may choose to remove members for non-attendance of three (3) consecutive meetings or four (4) meetings in any two (2)-year time period. MPO staff shall inform the committee when any member is in the position to be removed. A vote of the committee is required to remove a member.

89.03 Officers and Duties.

89.03.1 The FTAC shall hold an organizational meeting every two (2) years as part of its regular scheduled January meeting for the purpose of electing a Chair and Vice Chair, the term to commence at the next scheduled FTAC meeting.

89.03.2 Officers shall be elected by a majority of the FTAC members who are present and authorized to vote. Officers shall serve a term of two (2) years and may be elected for consecutive terms.

89.03.3 The Chair shall preside at all meetings. In the event of the absence of the Chair, or at the Chair's direction, the Vice Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice Chair, those present shall elect a Chair pro tem.

89.04 Meetings.

89.04.1 Regular meetings of the FTAC shall normally be held quarterly in January, April, July, and October at a time and place to be designated by the FTAC Chair. Regular meeting dates and times may be changed by action of the FTAC to accommodate desirable changes because of holidays or other reasons.

89.04.2 The presence of 50% of the FTAC members shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the voting members present and voting at any meeting of the FTAC shall be necessary in order to adopt any measures.

89.04.3 The FTAC may choose to hold workshops from time to time. A quorum shall not be necessary for conducting a workshop; however, all workshops shall be noticed in the same manner as regular meetings of the FTAC.

89.04.4 Special meetings may be called by the Chair or in the absence of the Chair, the Vice Chair. Special meetings may also be called on the initiative of four (4) or more members of the FTAC petitioning the Chair or Executive Director.

89.04.5 The Executive Director, or designee, is responsible for the FTAC meeting minutes and all notices and agendas for future meetings.

89.04.6 FTAC meetings shall be open to the public. Members of the public are allowed to speak on any issues relevant to committee business but not on the agenda during the public comment period, with established time limits, and by providing a speaker card prior to the commencement of the FTAC meeting. Members of the public are allowed to comment on items on the

agenda at the appropriate time. When emergency situations require meetings to be held virtually, members of the public may refer to the MPO's most recent virtual meeting procedures document for assistance (found here: <http://browardmpo.org/index.php/about-the-mpo/rules>).

89.04.7 Should an emergency situation occur that requires meetings to be conducted virtually, the FTAC shall follow the virtual meeting procedures outlined in section 2.04.9 of this document.

89.05 Responsibilities and Functions.

89.05.1 The FTAC serves in an advisory capacity to the Board on matters related to coordinating freight transportation planning and programming including, but not limited to, review of Board-related transportation studies, reports, plans and programs. The FTAC shall assist the Board by providing technical resources and recommendations as requested.

89.05.1.1 The FTAC shall provide input and review the freight section of the MTP.

89.05.1.2 The FTAC shall provide input and review the TIP.

89.05.1.3 The FTAC shall provide input and review the UPWP.

89.05.2 In all cases, when the FTAC has voted affirmatively for recommended issues for action or consideration by the Board, the following process shall be followed:

89.05.2.1 The Executive Director, or designee, shall communicate the request of the FTAC to the Board through the Board's agenda.

89.05.2.2 The Board may choose to take action and if action is taken, the Executive Director, or designee, through the FTAC agenda, shall inform the FTAC.

89.05.3 FTAC recommendations to the Board shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and programs and in accordance with the Board's mission, vision, and policy statements.

89.05.4 The FTAC may serve as an advisory committee to any duly constituted area-wide transportation authorities and boards, as well as area-wide planning boards or councils for physical development or comprehensive planning upon direct request of such authorities, boards, or councils and with the concurrence of the Board.

89.05.5 Each member of the FTAC is expected to demonstrate interest in the FTAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature.

98.06 FTAC Subcommittees.

89.06.1 As necessary, subcommittees shall be designated by the FTAC Chair to investigate and report on specific subject areas of interest to the FTAC. The FTAC may veto a designation of a subcommittee, by an affirmative vote of a majority of those present. A subcommittee shall consist of at least three (3) members. A majority of the appointed subcommittee members must be present for the subcommittee to take formal action. The subcommittee shall select a chair and a vice chair. The subcommittee is required to report its actions back to the FTAC at its next available meeting.

910.0 Executive Director

109.01 The Executive Director shall be the chief executive officer and the chief administrative officer of the BMPO. The Board shall appoint and hire the Executive Director. The compensation of the Executive Director shall be fixed by the Board. The Executive Director shall be responsible for carrying out the policies of the BMPO membership.

109.02 In addition to those powers provided by law or resolution of the Board, the Executive Director may hire deputy director(s) and other staff as needed. The Executive Director shall have general supervision over the staff and work program of the BMPO.

109.03 The Executive Director, or designee, shall maintain an administrative/personnel manual that includes the administrative policies governing the administrative procedures of the BMPO staff. The Executive Director shall be responsible for disseminating and enforcing the administrative polices within the manual.

~~109~~.04 The Executive Director, or designee, is responsible for the Board meeting minutes and all notices and agendas for future meetings.

~~109~~.05 The Executive Director, or designee, shall be authorized to expend funds and acquire services in accordance with the Procurement Rules adopted by the Board. The Executive Director shall execute all formal service contracts on behalf of the Board. Such contracts shall be reviewed and approved by the BMPO General Counsel.

~~109~~.06 The Executive Director, or designee, shall maintain and keep current an administrative code for the purpose of implementing the Rules and administrative procedures and policies of the Board.

~~109~~.07 The Executive Director, or designee, shall perform such other and additional duties as are necessary to carry out the objectives and functions of the BMPO and the directives from the Board.

~~109~~.08 The Executive Director shall be evaluated annually by the Executive Committee. The results of this evaluation, along with recommendations from the Executive Committee, will be presented to the Board at the next scheduled Board meeting for review and approval.

~~101~~.0 General Counsel

~~101~~.01 The General Counsel shall serve as chief legal advisor to the BMPO, the Executive Director and BMPO Staff.

~~101~~.02 The Board shall appoint and hire the General Counsel. The compensation of the General Counsel shall be fixed by the Board.

~~101~~.03 The General Counsel shall represent the BMPO in all legal proceedings and perform such other related duties as the Board may deem necessary.

~~101~~.04 The General Counsel shall be evaluated annually by the Executive Committee. The results of this evaluation, along with recommendations from the Executive Committee, will be presented to the Board at the next scheduled Board meeting for review and approval.

| 121.0 Amendments to Rules of BMPO

Changes in the provisions of these Rules may be made only by the Board upon two-thirds ($\frac{2}{3}$) vote of those members present and authorized to vote.



Action Items 2.

Executive Committee

Meeting Date: 02/12/2026

REQUESTED ACTION:

MOTION TO:

A. APPROVE a License and Use Agreement Between the Broward MPO and SMG for the Greater Fort Lauderdale/Broward County Convention Center for the 2026 Safe Roads Summit

B. AUTHORIZE the Broward MPO Executive Director to Execute a Purchase Order Between the Broward MPO and SMG for Ancillary Services for the 2026 Safe Roads Summit in an Amount Not to Exceed \$67,685

C. AUTHORIZE the Broward MPO Executive Director to Execute a Purchase Order Between the Broward MPO and The Media Lab, Inc. for Audio/Visual Services for the 2026 Safe Roads Summit in an Amount Not to Exceed \$43,565

WHAT THIS ACTION ACCOMPLISHES:

Approval of this item will secure the Greater Fort Lauderdale/Broward County Convention Center venue for the 2026 Safe Roads Summit, authorize the MPO Executive Director to execute a purchase order for ancillary venue services with SMG (operator of the Convention Center and agent for the owner, Broward County), and execute a purchase order with The Media Lab, Inc. to provide audio/visual services at the Summit held on February 25 - 26, 2026.

SUMMARY EXPLANATION/BACKGROUND:

The Safe Roads Summit, formerly known as the Safe Streets Summit, is a collaborative effort between the Broward MPO, Miami-Dade Transportation Planning Organization, and the Palm Beach MPO rotating from county to county each year. This upcoming Summit will be hosted by the Broward MPO at the Greater Fort Lauderdale/Broward County Convention Center on February 25 and 26, 2026. The Summit is an event that brings together policymakers, technical experts, and community advocates to promote safer roads that support vibrant communities, fuel economic development, and shape the future of transportation through innovation and technology. For over a decade, the Summit has been a hub for sharing strategies, skills, and partnerships to turn community-focused projects from concept to reality.

A. License and Use Agreement for the Greater Fort Lauderdale/Broward County Convention Center

On June 18, 2025, the Broward MPO Executive Director entered into an Agreement with SMG, the operator of the Greater Fort Lauderdale/Broward County Convention Center and agent for Broward County, to reserve meeting space for the 2026 Safe Roads Summit (for the Agreement, please see Attachment 1). At the time of execution, the license fees and anticipated ancillary expenses were within the Executive Director's signature authority of \$35,000.

As planning for the Safe Roads Summit has progressed, the total fees have exceeded the Executive Director's approval authority (see Item B below for details). Therefore, the original Agreement is being presented to the Executive Committee for retroactive approval. This approval will allow the Broward MPO to continue Summit planning activities and authorize payment for ancillary expenses outlined in Section 4.2 of the License and Use Agreement.

B. Greater Fort Lauderdale/Broward County Convention Center Ancillary Services

Section 4.2 of the License and Use Agreement in Item A above specifies that, in addition to the License Fees, the Broward MPO is responsible for all "Event Related Fees." These include ancillary expenses such as tables and chairs, specialized equipment, utility hookups, internet and data services, skilled and unskilled labor, security personnel, decorators, equipment rentals, and any other services, goods, or support personnel provided by the operator (SMG) or its affiliates for the event.

MPO staff have been coordinating with SMG and their required vendors to finalize the scope of these services. A cost estimate of the ancillary services (including 25% contingency) and the supporting quotes detailing the related ancillary costs can be found in Attachment 2. The total not-to-exceed amount for these services is \$67,685.

C. Audio/Visual Services

As part of the 2026 Safe Roads Summit, audio/visual equipment and related services are required to support the event, including video projectors, screens, microphones, speakers, and lighting for both the main ballroom and breakout rooms. After soliciting and reviewing three quotes for these services, MPO staff selected The Media Lab, Inc. as the preferred vendor.

The Media Lab, Inc. submitted two quotes totaling \$39,605 for the necessary audio/visual equipment and services for the main ballroom and additional breakout rooms (for the quote, please see Attachment 3). MPO staff will continue to refine the event's audio/visual requirements over the next two weeks and is requesting a 10% contingency to accommodate any additional needs that may arise. With the contingency included, the total not-to-exceed amount for The Media Lab, Inc. is \$43,565.

MPO staff will be available to address any questions or comments on this item at the meeting.

MPO STAFF RECOMMENDATION(S):

MPO staff recommends ***approval*** of the License and Use Agreement for the Greater Fort Lauderdale/Broward County Convention Center and the authorization for the Broward MPO Executive Director to execute purchase orders with SMG for ancillary services in an amount not to exceed \$67,685 and with The Media Lab, Inc. for audio/visual services in an amount not to exceed \$43,565 for the 2026 Safe Roads Summit.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Kerrie MacNeil at (954) 876-0772 or macneilk@browardmpo.org.

Attachments

1. License and Use Agreement for the Greater Fort Lauderdale/Broward County Convention Center
 2. 2026 Safe Roads Summit Ancillary Cost Estimates
 3. The Media Lab, Inc. Audio/Visual Quote
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4.2. **Other Fees and Charges.** In addition to the License Fees, Licensee shall pay Event Related Fees to Operator. "Event Related Fees" shall be the total fees for food and beverages, plus ancillary expenses such as tables and chairs, special equipment, utility hookups, Internet and data connections, skilled and unskilled labor, security personnel, decorators, equipment rental, labor, and any other services, goods, and support personnel provided by Operator or its affiliates for the Event. Event Related Fees are described in Exhibit B or in an "Event Order." At least thirty (30) days prior to the commencement of the License Period, the Parties shall complete an event estimate form identifying all catering, equipment rental, labor costs, or other services, and any other ancillary services required for the Event, and itemizing the total estimated fees for food and beverages and other Event Related Fees (the "Event Order"). The final Event Order approved in writing by Licensee shall automatically become a part of this Agreement, and Licensee agrees to pay all Event Related Fees set forth in the Event Order. Any use by Licensee of the following services shall be included in Event Related Fees at the then-prevailing rates and must be obtained through vendors identified by Operator: security, utilities (other than as provided in Section 5.1 below), emergency medical technicians (EMTs), communications, mechanical rigging, technical services personnel, box office services, catering, and concessions. The estimated ancillary payment is due before the first day of move-in.

4.3. **Sales, Use, and Other Taxes.** Unless Licensee is tax-exempt, Licensee shall remit to Operator all required sales and use taxes on all amounts payable to Operator associated with this Agreement. The current sales tax rate is seven percent (7%). Any amounts due to other vendors associated with the Event are also subject to applicable sales/use taxes. If Licensee is tax-exempt, Licensee shall provide Operator with a current Florida Consumer's Certificate of Exemption prior to any use of the Facility. Licensee further acknowledges that Operator has no duty or responsibility whatsoever to Licensee or its Invitee(s)/Patron(s) relating to registering exhibitors, enforcing compliance with tax laws, or notifying Licensee or any Invitee(s)/Patron(s) of any changes in laws, regulations, or ordinances concerning the payment of taxes and fees.

4.4. **Method of Payment.** All amounts due by Licensee to Operator under this Agreement shall be made by wire transfer ACH, certified check, credit card or cashier's check, payable to "Broward County Convention Center," in lawful United States currency, or other approved methods of payment accepted by Operator. Payment shall be delivered to Operator's Director of Finance or General Manager for the Facility. No monies or compensation of any form should be paid to any other employee of Operator at any time. **Credit card payments are subject to a service charge fee.**

4.5. **Deposits/Time of Payment.** Licensee shall pay Operator in accordance with the schedule below. All deposits are nonrefundable, and no interest shall be due from Operator to Licensee on such deposits. Time is of the essence for all of Licensee's payment obligations to Operator.

DEPOSIT SCHEDULE	DUE DATE	AMOUNT
License Fees Initial Deposit	June 27, 2025	\$5,000.00

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overhead lighting; restroom facilities; and normal janitorial services. Failure to furnish any of the foregoing due to circumstances beyond the control of Operator shall not be a breach of Agreement. Licensee acknowledges that these services will be provided only to the extent of availability and subject to use by other users of the Facility during the Event.

5.2. Services Not Included in License Fees. All services, equipment, and personnel not provided by Operator pursuant to Section 5.1 are not included in the Licensee Fees and shall be paid for by Licensee. These additional costs include, but are not limited to:

- (a) Guest Services (such as security, crowd, and traffic personnel);
- (b) Nursing or medical personnel;
- (c) Seating arrangements other than standard seating;
- (d) Stagehand and stage lighting and operation;
- (e) Sound set-up and operations, including technicians (other than normal house public address system);
- (f) Insurance;
- (g) Equipment as outlined on equipment rental list;
- (h) Bulk trash removal;
- (i) Food and beverage;
- (j) Exhibit aisle and booth cleaning services;
- (k) Box office services;
- (l) Move-in and move-out air conditioning and/or heat; and
- (m) Parking.

Operator has the right to determine the number of personnel required to perform any of the services described in this Agreement, whether any or all such functions are provided at Licensee's expense or by Licensee. For all Sporting/Competitive events with more than 300 attendees, Licensee is required to hire a designated medical & safety technician/trainer, to administer emergency first aid treatment, in addition to any EMT(s) provided by Operator.

The full Ancillary Estimate must be collected BEFORE the first contracted day (Move-in) as outlined in ARTICLE 3 (3.2).

5.3. Security. Operator has the right to review, in advance of the Event, proposed security staffing levels. If Operator requests Licensee increase or change its security arrangements, Licensee shall promptly comply with such request at Licensee's sole cost.

5.4. Utilities. Operator has the exclusive right to provide, directly or through independent contractors, all utility services in the Facility (e.g., electric, telecommunications, plumbing, and compressed air). Except as provided in Section 5.1 of this Agreement, Licensee is responsible for all utilities costs.

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8.2. Licensee shall, throughout the License Period, maintain the following policies of insurance:

(a) *Comprehensive General Liability* - Coverage shall have limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverages for personal injury, contractual liability, operation of mobile equipment, products/completed operations, and liquor law liability. The contractual liability coverage shall be specifically endorsed to cover this Agreement and specifically mention coverage for Licensee’s indemnification obligations contained in this Agreement.

(b) *Workers’ Compensation* - Coverage shall comply with all State and federal requirements and will be in the statutory required limits. All employees of Licensee must be covered by Workers’ Compensation.

(c) *Employers Liability* - Coverage shall be placed with limits not less than \$1,000,000 per incident.

(d) *Automobile Liability* - Coverage shall be acquired for all owned, non-owned, hired, and leased vehicles of Licensee, including the loading, and unloading thereof. Limits of not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage shall be maintained.

8.3. Licensee shall ensure that both “Broward County” and Operator are listed and endorsed as additional insureds on all policies required under this Agreement, and that each required policy provides coverage for County’s and Operator’s respective past, present, and future officers, directors, agents, and employees.

8.4. Licensee shall furnish to Operator at least thirty (30) days prior to commencement of use of the Facility certificate(s) of insurance as evidence that the required coverage shall be in effect on or before the start of the License Period. Should Licensee fail to provide such certificate(s) as required by this Agreement, Operator may, but shall not be obligated to, obtain said policies of insurance at Licensee’s expense, or Operator may cancel the Event(s) without penalty to Operator.

8.5. Licensee shall ensure that all insurance coverages required by this article shall remain in full force and effect throughout the License Period and only end after all performance required by Licensee has been completed, as determined by Operator. Licensee or its insurer shall provide written notice to Operator of any cancellation or modification of any required policy at least thirty (30) days prior to the effective date of cancellation or modification, and at least ten (10) days prior to the effective date of any cancellation due to nonpayment, and shall concurrently provide Operator with a copy of its updated Certificates of Insurance evidencing continuation of the required coverage(s). Licensee shall ensure that there is no lapse of coverage at any time during the time period for which coverage is required by this article.

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paid under this Agreement as its sole remedy and releases any and all claims it may have against Operator and Broward County.

9.2. Force Majeure. Operator may terminate or suspend its obligations under this Agreement if such obligations are delayed, prevented, or rendered impractical by any event beyond the reasonable control of Operator, including, without limitation: fire, flood, riot, earthquake, civil commotion, insurrection, labor disputes, strikes, wars, shortage of or inability to obtain materials, supplies or utilities, or any law, ordinance, rule, or regulation. In any such event, neither Operator or County shall not be liable to Licensee for Operator’s delay or failure to perform its obligations. However, if such cancellation occurs prior to the License Period, Operator shall refund any part of the License Fee already paid by Licensee, less all costs and expenses already incurred by Operator in connection with the Event, with Licensee responsible for all other costs associated with the Event. If such cancellation occurs after the License Period begins, the License Fee shall be reduced in the same proportion which the elapsed License Period bears to the total License Period, less any fees for services rendered, or personnel or equipment provided to the date of termination, with Licensee remaining liable for all other costs of the Event. The foregoing refund shall be Licensee’s sole remedy, and Operator shall not be liable for any other damages, compensation, or otherwise, by reason of such termination.

9.3. Termination of Operator’s Agreement with County. If County’s agreement with Operator is terminated for any reason, neither Operator nor County shall be responsible or liable to Licensee for any delay, inconvenience, or damages of whatever nature suffered by Licensee under this Agreement.

9.4. Notice of Termination. Notice of termination shall be provided in accordance with the “Notices” section of this Agreement except that notice of termination by the County Administrator to protect the public health, safety, or welfare may be oral notice that shall be promptly confirmed in writing.

9.5. Damages Due to Termination. Operator and County shall not be responsible to Licensee for any special, incidental, indirect, or consequential damages related to or arising from termination of this Agreement as permitted under this Agreement.

ARTICLE 10. MISCELLANEOUS

10.1. Time of the Essence. Time is of the essence for Licensee to perform each and every one of the duties, obligations, and responsibilities required of Licensee by this Agreement.

10.2. General Use Requirements. Licensee shall not knowingly use the Facility, or knowingly permit it to be used by any employee, agent, or Invitee(s)/Patron(s):

- (a) For any illegal purpose;

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10.5. Copyrights, Royalties, and Trademarks. Licensee represents, warrants, and agrees that no music, literary or artistic work, or other property protected by copyright will be performed, reproduced, or used, nor will the name or logo of any entity protected by trademark be reproduced, during Licensee’s use of the Facility unless Licensee has obtained written permission from the copyright or trademark holder. Licensee covenants to comply strictly with all laws respecting copyright, royalties, and trademarks.

(a) Novelty Fee: Applies to any merchandise commemorating the event sold. Operator shall retain 30% of gross receipts or may determine a buy-out option, based on the number of attendees. All vending must be approved by Operator prior to being displayed. Operator reserves the right to approve or deny all vending based on the nature of the merchandise.

10.6. Operator’s Right of Entry. Operator does not relinquish and retains the right to enforce all rules for the management and operation of the Facility, including removal of any person who, in the sole judgment of Operator, is disrupting or obstructing the proper operation and management of the Facility. Representatives of Operator and the County have the right to enter Authorized Areas without providing notice to Licensee. Notwithstanding the license of the Authorized Areas, the Facility shall at all times be subject to Operator’s right to control.

10.7. Nonexclusive Use. Unless expressly stated in this Agreement, Licensee’s use of the Facility is nonexclusive, and Operator may license other sections of the Facility to other parties for use during the Event. In such circumstances, Operator shall have the right to use or permit the use of any portion of the Facility not licensed to Licensee under this Agreement to any person, firm, or entity, regardless of the nature of the use of such other space. Operator’s General Manager shall have full and final authority as to the use of such space. Licensee agrees to cooperate in good faith with Operator and personnel of the Facility and with those persons using other portions and areas of the Facility, especially during periods of ingress and egress, in order to make mutual use of the Facility harmonious and agreeable.

10.8. ADA. The Facility is owned by a public entity subject to the Americans with Disabilities Act (the “ADA”) and is accessible to persons with disabilities as required by the ADA. Licensee is responsible for making its activities accessible to individuals with disabilities attending the Event, including providing any auxiliary aids or services needed by Invitee(s)/Patron(s) and Guests in order for them to effectively participate in the Event. If Licensee fails to do so, Operator shall have the right, but not the obligation, to arrange for such accommodation and Licensee shall reimburse Operator for such accommodation. If Licensee claims that the Facility does not comply with the ADA, or Licensee receives a complaint that the Facility does not comply with the ADA, Licensee shall give prompt written notice to Operator of such alleged noncompliance. Operator shall not be required to remove any architectural or communications barrier that is structural in nature prior to or in connection with the Event, except to the extent Operator is otherwise required to do so by the ADA.

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10.9. HVAC. Failure of Operator to maintain a satisfactory temperature level within the Facility shall not constitute a breach of this Agreement or give rise to any claim whatsoever by Licensee against Operator. In the event of an HVAC breakdown, Operator will exercise all due diligence and handle such an occurrence as an emergency repair.

10.10. Emergency Powers. Operator may extinguish all lights in the Authorized Areas, cease operation of the air conditioning system, terminate service of any other utilities within the Facility, order evacuation of all or any portion of the Authorized Areas, or cause to be removed therefrom any person, materials, equipment, or other items if, in Operator’s judgment, circumstances of a dangerous or unusual nature are occurring or have occurred, or Operator reasonably believes, in its sole judgment, are about to occur, or such action is necessary to secure the safety and welfare of persons or property. Licensee waives and releases any rights or claims for damages against Operator, County, and their agents arising from or in connection with such action by Operator.

10.11. No Authority. Nothing in this Agreement shall constitute or create a partnership, joint venture, or any other relationship between the Parties, and Licensee shall not have authority to act as officer, employee, or agent of Operator. Licensee shall not have the right to bind Operator to any obligation not expressly undertaken by Operator under this Agreement.

10.12. Representation of Authority. Licensee represents and warrants that this Agreement constitutes the legal, valid, binding, and enforceable obligation of Licensee, and that neither the execution nor performance of this Agreement constitutes a breach of any agreement that Licensee has with any third party or violates any law, rule, regulation, or duty arising in law or equity applicable to Licensee. Licensee further represents and warrants that execution of this Agreement is within Licensee’s legal powers, and each individual executing this Agreement on behalf of Licensee is duly authorized by all necessary and appropriate action to do so on behalf of Licensee and does so with full legal authority.

10.13. Regulatory Capacity. Notwithstanding the fact that County is a political subdivision of the State of Florida with certain regulatory authority, any action taken by County relating to this Agreement or the operation of the Facility is purely as an intended third-party beneficiary of this Agreement and not in its regulatory capacity. If County exercises its regulatory authority, the exercise of such authority and the enforcement of any rules, regulation, laws, and ordinances shall have occurred pursuant to County’s regulatory authority as a governmental body separate and apart from this Agreement and shall not be attributable in any manner to County as an intended third-party beneficiary to this Agreement.

10.14. Governmental Immunity. Except to the extent sovereign immunity may be deemed waived by entering into this Agreement, nothing herein is intended to serve as a waiver of sovereign immunity by either Party nor shall anything included herein be construed as consent by either Party to be sued by third parties in any matter arising out of this Agreement. Each Party is a state agency or political subdivision as defined in Section 768.28, Florida Statutes, and shall

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be responsible for the acts and omissions of its agents or employees to the extent required by applicable law.

10.15. Advertising Displays. Except for within the Authorized Areas, Licensee shall not display any advertising matter of any description inside, on the front of, or on any part of the Facility except upon regular billboards provided by Operator to Licensee for such purpose. Any advertising displayed on such billboards must be approved in writing in advance by Operator’s General Manager. Unauthorized advertising matter may be removed by Operator and any costs associated with such removal will be charged to Licensee. Licensee agrees that all advertising of the Event will be honest and true and will include accurate information regarding Event times and ticket prices. Licensee agrees that all printed materials and electronic mediums including, but not limited to, advertising, literature, and handouts, promoting the Event or the Facility shall utilize the Facility logo and colors only as approved in writing by Operator. Operator shall furnish Licensee the Facility logo in camera-ready format. Additionally, Licensee shall always refer to the Facility as the “Greater Fort Lauderdale/Broward County Convention Center” in all print and electronic mediums

NOTE: Operator reserves the right to display the event name and date, as specified in Article 3 (3.2), on the Center’s calendar of events, unless Licensee requests otherwise.

10.16. Third-Party Beneficiaries.

- (a) County is hereby expressly made a third-party beneficiary of this Agreement, with full power and authority to enforce this Agreement to the same effect as if it had expressly been made a party hereto. Notwithstanding the foregoing, County is not a party to this Agreement and shall have no obligations whatsoever under this Agreement, it being acknowledged and agreed that Licensee is solely contracting with Operator and not with County. No provision of this Agreement shall be construed so as to negate or modify any provisions of the Amended and Restated Operating Agreement between Operator and County, nor shall anything in this Agreement be construed as adversely affecting any rights, claims, or remedies the County may have under the Amended and Restated Operating Agreement. Neither Licensee nor Operator shall have any right or claim against County based on any provision contained in this Agreement. If County’s agreement with Operator is terminated for any reason, this Agreement shall remain in full force and effect, with County (or another operator of the Facility designated in writing by County) substituted for Operator as a party to this Agreement, and County (or the successor operator of the Facility) entitled to receive the benefits of the same.
- (b) Other than County, which is an express third-party beneficiary of this Agreement, Operator, Licensee, and County do not intend to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that other than

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a default by Licensee, and permits Operator to immediately terminate this Agreement in addition to any other remedies available under this Agreement for default, whether at law or in equity.

10.21. Materiality and Waiver of Breach. Each requirement, duty, and obligation set forth in this Agreement was bargained for at arm’s-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth in this Agreement is substantial and important to the formation of this Agreement, and each is, therefore, a material term of this Agreement. Operator’s or County’s failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement. To be effective, any waiver must be in writing signed by an authorized signatory of the Party granting the waiver.

10.22. Compliance with Laws. Licensee’s use of the Facility and conduct under this Agreement must comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations, including, without limitation, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations.

10.23. Nondiscrimination. Licensee agrees not to discriminate against any employee, applicant for employment, or Invitee(s)/Patron(s) because of race, creed, ancestry, sexual orientation, disability, color, sex, marital status, age, religion, or national origin, and further agrees not to discriminate for the aforementioned reasons against any person or persons in connection with admission, services, or privileges offered to or enjoyed by the general public.

10.24. Severability. If any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

10.25. Joint Preparation. This Agreement has been jointly prepared by the Parties and shall not be construed more strictly against any Party.

10.26. Interpretation. The titles and headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as “herein,” “hereof,” “hereunder,” and “hereinafter” refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this Agreement, such reference is to the section or article as a whole, including all of the subsections of such section, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to “days” means calendar days, unless otherwise expressly stated.

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10.27. Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated in this Agreement and any provision of the articles contained in this Agreement, the provisions contained in the articles of this Agreement, shall prevail and be given effect.

10.28. Law, Jurisdiction, Venue, Waiver of Jury Trial. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, LICENSEE AND OPERATOR EACH HEREBY EXPRESSLY WAIVE ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.**

10.29. Amendments. No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of Operator and Licensee.

10.30. Prior Agreements. This Agreement, the exhibits attached hereto, and any documents referenced and incorporated herein (including, without limitation, Operator’s General Rules and Regulations) represent the final and complete understanding of the Parties regarding the subject matter and supersede all prior and contemporaneous negotiations and discussions regarding that subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

10.31. Payable Interest.

10.31.1. Payment of Interest. Operator shall not be liable to pay any interest to Licensee for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Licensee waives, rejects, disclaims, and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim arising from, related to, or in connection with this Agreement. This subsection shall not apply to any claim for interest, including for post-judgment interest, if such application would be contrary to applicable law.

10.31.2. Rate of Interest. If the preceding subsection is inapplicable or is determined to be invalid or unenforceable by a court of competent jurisdiction, the annual rate of interest payable by Operator under this Agreement, whether as prejudgment interest or for any other purpose, shall be, to the full extent permissible under applicable law, one quarter of one percent (0.25%) simple interest (uncompounded).

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by Licensee through the date of termination, which refund is Licensee’s sole and complete remedy for any claims arising out of the cancellation of the Event.

Except as expressly stated in this section, in no event shall Operator or County be responsible or have any liability for damages of any type or nature resulting from Interference resulting from the Construction Project or the unavailability of the Facility or the Authorized Areas because of the Construction Project.

10.36. Public Health Guidelines. If there is a public health emergency declared by the federal government, the State of Florida, or Broward County after the Effective Date of this Agreement through the end of the License Period, there may be certain local, state, and federal laws, rules, regulations, and guidelines applicable to the Event (collectively, the “Public Health Guidelines”). Fourteen (14) days prior to the Event, Operator shall provide Licensee any then-current Public Health Guidelines and information regarding the maximum capacity limitations for the Facility, together with any additional precautions required by Operator, including, but not limited to facial covering requirements and capacity restrictions.

During the Event, Licensee agrees to strictly, and without exception, follow all Public Health Guidelines. Furthermore, Licensee agrees to ensure that the Public Health Guidelines are followed by all persons admitted to the Facility by Licensee. Should Licensee fail to follow and enforce the Public Health Guidelines as provided herein, Operator may, without penalty, bar or remove the noncompliant person from the Facility, terminate the Event immediately, and/or remove and prohibit the reentry of all the persons admitted to the Facility by Licensee. Should Operator terminate the Event pursuant to this section, Operator may retain all amounts previously paid by Licensee for the Event and Operator shall not be responsible for any damages, including special, incidental, or consequential damages.

If Licensee becomes aware that a person admitted to the Facility during the Event by Licensee tests positive for any illness or disease that is associated with the declared public health emergency as described in the then-current Public Health Guidelines, Licensee agrees to notify Operator of such positive test and any other information that may lawfully be released that relates to such exposure as soon as possible following Licensee’s receipt of notice of the same.

Should Operator determine, in its sole discretion, at any time before or during the Event that either (i) Licensee’s Event is in violation of the then-current Public Health Guidelines, or (ii) Licensee’s proposed use of the Facility for the Event poses an unacceptable risk for the transmission of an illness or disease that has been declared a public health emergency, Operator may terminate the Agreement in accordance with the terms of Section 9.2, and such a determination shall be deemed a force majeure event. Licensee shall defend, indemnify, and hold and save each Indemnified Party (as defined in Section 7) harmless from liability from any loss, damage, liability, or expense that may arise in whole or in part from any declared public health emergency-related injury, illness, or death of persons admitted to the Facility by Licensee.

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(Remainder of page intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: ASM GLOBAL, signing by and through its General Manager or Assistant General Manager and Licensee, signing by and through its **EXECUTIVE DIRECTOR** duly authorized to execute same.

ASM GLOBAL

By: Lisa Manda
 Authorized Signer

Lisa Manda

Print Name

AGM/DIRECTOR OF FINANCE


Title

18 June 2025 | 12:22 PM EDT

Date

LICENSEE

Broward Metropolitan Planning Organization

By: 
 Authorized Signer

Greg Stuart

Print Name

Executive Director


Title

06/18/2025

Date

REVIEWED AND APPROVED BY MPO ATTORNEY

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, P.L.

SMG License Agreement
SW 4/26/23

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BCCC License and Use Agreement

Licensee Initials Jstuart
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EXHIBIT A

Description of Authorized Area and Detailed Event Description

EVENT TITLE:	Broward MPO Safe Streets Summit
---------------------	---------------------------------

DATE(S)	AUTHORIZED AREA	ACTIVITY GENERAL DESCRIPTION	HOURS (APPROX.)
February 24,2026	Floridian Ballroom ABCD Floridian Pre-function 301AB,302AB, 303AB 3 RD Floor Concourse	Move In	6AM-8PM
February 25-27,2026	Floridian Ballroom ABCD	General Session	6AM-6PM
February 25-27,2026	Floridian Pre-function	(Vendor Tables)	
February 25-27,2026	301AB,302AB, 303AB 3 rd Floor Concourse	Meeting Sessions Networking Reception	
February 27,2026	Floridian Ballroom ABCD Floridian Pre-function 301AB,302AB, 303AB 3 RD Floor Concourse	Move Out	6PM-10PM

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Broward County Agreement

Final Audit Report

2025-06-18

Created:	2025-06-18
By:	Vilma Hurtado (hurtadov@browardmpo.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAbOjL17pwdEj7gFLAHz0mo-PSW-2lh_iU

"Broward County Agreement" History

-  Document created by Vilma Hurtado (hurtadov@browardmpo.org)
2025-06-18 - 7:35:59 PM GMT
-  Document emailed to Greg Stuart (stuartg@browardmpo.org) for signature
2025-06-18 - 7:36:06 PM GMT
-  Email viewed by Greg Stuart (stuartg@browardmpo.org)
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-  Document e-signed by Greg Stuart (stuartg@browardmpo.org)
Signature Date: 2025-06-18 - 7:39:32 PM GMT - Time Source: server
-  Document emailed to agabriel@wsh-law.com for signature
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-  Email viewed by agabriel@wsh-law.com
2025-06-18 - 7:43:05 PM GMT
-  Signer agabriel@wsh-law.com entered name at signing as Alan L. Gabriel
2025-06-18 - 7:50:54 PM GMT
-  Document e-signed by Alan L. Gabriel (agabriel@wsh-law.com)
Signature Date: 2025-06-18 - 7:50:56 PM GMT - Time Source: server
-  Agreement completed.
2025-06-18 - 7:50:56 PM GMT

2026 Safe Roads Summit Ancillary Cost Estimates	
Equipment	Cost
Central Security	\$50.00
Event Staffing & Security	\$1,000.00
Set Up	\$540.00
Housekeeping	\$450.00
Edlen (Power)	\$2,757.00
BCCC Tech Services	\$32,170.96
Wifi	\$14,420.00
Parking	\$2,760.00
Subtotal	\$54,147.96
25% Contingency	\$13,536.99
Total + 25% Contingency	\$67,684.95



QUOTE

Issue Date: 5/28/2025
Event(s): Broward MPO Safe Streets Summit
Event Date(s): 2/24/2026 - 2/27/2026
Event Unique ID: 1347-65-65-72072
Event Manager:

Client: BROWARD METROPOLITAN PLANNING ORGANIZATION	Client Contact: Kerrie MacNeil Phone: 954-876-0072 Email: MacNeilk@browardmpo.org
--	---

ESTIMATED DEPARTMENT CHARGE TOTALS

	Subtotal	Total
Central Security	\$50.00	\$50.00
Event Staffing & Security	\$1,000.00	\$1,000.00
Set Up	\$540.00	\$540.00
Housekeeping	\$450.00	\$450.00

EVENT SUMMARY

SUBTOTAL		\$2,040.00
	Service Charges	
	Tax	
TOTAL		\$2,040.00

Central Security

Date	Time	Item	Qty	Price	Subtotal	Total
2/24/2026		Recore <i>Per Room. Allocated up to 4 keys per room. \$50 per lost key</i>	1 Each	\$50.00 / Each	\$50.00	\$50.00

Event Staffing & Security

Date	Time	Item	Qty	Price	Subtotal	Total
2/26/2026	8:00A-6:00P	Event Security <i>Minimums due to over 300ppl.</i>	2 Each x 10 Hours	\$30.00 / Hour	\$600.00	\$600.00
2/26/2026	8:00A-6:00P	Event Security Supervisor	1 Each x 10 Hours	\$40.00 / Hour	\$400.00	\$400.00

Set Up

Date	Time	Item	Qty	Price	Subtotal	Total
2/24/2026		8'x30" Dressed Table <i>Registration</i>	2 Each	\$35.00 / Each	\$70.00	\$70.00
2/24/2026		6'x30" Dressed Table <i>Vendor- Floridian Prefunction</i>	10 Each	\$35.00 / Each	\$350.00	\$350.00
2/24/2026		6'x8' Riser <i>TBD: add-on to standard set</i>	4 Each	\$30.00 / Each	\$120.00	\$120.00

Housekeeping

Date	Time	Item	Qty	Price	Subtotal	Total
2/24/2026		Trash Hauling- Half Dumpster <i>Per / Half Dumpster</i>	1 Each	\$450.00 / Each	\$450.00	\$450.00

Signature:

BROWARD METROPOLITAN PLANNING
ORGANIZATION



INTERNET TECHNOLOGY QUOTE

Issue Date: 8/27/2025
Event(s): Safe Roads Summit
Event Date(s): 2/24/2026 - 2/27/2026
Event Unique ID: 1347-65-65-72072
Event Manager: Gloriana Y. Garcia- Duprey

Client: BROWARD METROPOLITAN PLANNING ORGANIZATION	Client Contact: Kerrie MacNeil Phone: 954-876-0072 Email: MacNeilk@browardmpo.org
--	---

ESTIMATED DEPARTMENT CHARGE TOTALS

	Subtotal	Svc Charge	Total
Information Technology	\$14,000.00	\$420.00	\$14,420.00

EVENT SUMMARY

SUBTOTAL		\$14,000.00
	Service Charges	\$420.00
	Tax	
TOTAL		\$14,420.00

Information Technology

Item	Qty	Price	Subtotal	Total
Wi-Fi Buyout	1 Event	\$14,000.00 / Event	\$14,000.00	\$14,420.00

Wi-Fi up to 500 users with 10 Mbps

Please provide custom SSID name:

Custom password:

I acknowledge this is only an estimate and actual charges will be included in the Final Invoice once the event is completed.

Please sign and return:

Client Signature

Date



Estimate Summary Overview

Event Name **Safe Roads Summit OF1**
 Event Facility **Greater Ft. Lauderdale, Broward County Convention**
 Facility Ref ID

Event ID **026015MIOF1**
 Event Dates **2/24/2026-2/27/2026**

Pricila Clawges

BROWARD METROPOLITAN PLANNING ORGANIZATION
 100 WEST CYPRESS CREEK ROAD Suite 650
 Fort lauderdale,FL 33309
 Phone: (305) 333-3850
 Email: pclawges@mrgmiami.com

Remit Payment to:

Edlen Electrical Exhibition Services Miami
 16110 NW 13th Avenue
 Miami , FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 Email: exhibitorservices-miami@edlen.com

Work Area	PO#	Total	Balance
1	Floridian Ballroom- AV Media Lab	\$ 2,757.00	\$ 2,757.00
Totals		\$ 2,757.00	
			Subtotal
			\$ 2,757.00
			Sales Tax
			-
			Balance Due
			\$ 2,757.00

DRAFT

Estimate Summary Details

Work Area: 1 Floridian Ballroom- AV Media Lab

PO#: PurchaseOrder

<i>Date</i>	<i>Qty</i>	<i>Item Description</i>	<i>Price</i>	<i>Total</i>	<i>Balance</i>
07/16/2025		Electrical Order-MI-2/24@8a MO-2/26@6pm			
	1.00	100 AMP 208 Three Phase	\$ 1,495.00	\$ 1,495.00	\$ 1,495.00
07/16/2025		Power Distribution			
	4.00	Install Labor Straight Time	\$ 99.00	\$ 396.00	\$ 396.00
	1.00	100 Amp Disconnect Switch	\$ 272.00	\$ 272.00	\$ 272.00
	3.00	Disconnect Labor Over Time	\$ 198.00	\$ 594.00	\$ 594.00
Order Total					\$ 2,757.00
Total Tax					-
Total					\$ 2,757.00

GRAND TOTALS	
Order Total	\$ 2,757.00
Discounts	-
Total Tax	-
Total Orders	\$ 2,757.00
Amount Paid	-
Balance Due	\$ 2,757.00

Remarks:

This is not considered an order until paid in full.

This is a utility estimate for budgeting purposes only. Actual charges are dependent upon event requirements. There may be additional items including utility outlets, material and labor applied at the conclusion of the event. To confirm receipt of this estimate, sign and return for processing.

Authorized Signature _____

Print Name _____

Date _____

From: Gloriana Y. Garcia-Duprey

Sent: Thursday, January 15, 2026 2:07 PM

To: 'Kerrie MacNeil' <MacNeilk@browardmpo.org>; Suzette Taylor <staylor@mrgmiami.com>

Cc: Priscila Clawges <pclawges@mrgmiami.com>

Subject: RE: BCCC parking

Hi Kerrie,

Thank you so much for confirming. As kindly noted below, a projected amount will need to be included and pre-collected as part of the ancillary pre-event estimate; however, please note that only actual usage will be reflected in the final settlement.

- The QR code applies a flat daily rate of \$20 per entry, and only the actual usage will be billed to the event's master account.
- We will be happy to provide a QR code for distribution to selected staff, vendors, or guests.

See you soon! 🍌



PROUDLY MANAGED BY LEGENDS GLOBAL

Gloriana Y. Garcia-Duprey | Event Manager

T: 954.302.8843 | E: gduprey@ftlauderdalecc.com

1950 Eisenhower Blvd | Fort Lauderdale, Florida, 33316, United States

EQUIPMENT	DESCRIPTION	PRICING	UNIT
Seating			
Riser Seating	7 Rows High - Estimated 50 chairs <i>Minimum of two required</i>	\$500.00	per section
	15 Rows High - Estimated 100 chairs <i>Minimum of two required</i>	\$800.00	per section
Chairs	Padded chairs	\$4.50	each
Tables & Skirting			
Tables	18" x 72" 6 ft classroom (plastic top) <i>*Does not include linen. See linen rental price below.</i>	\$15.00	each - bare
	30" x 72" 6 ft table	\$15.00 or \$35.00	bare or dressed
	30" x 96" 8 ft table	\$15.00 or \$35.00	bare or dressed
	72" round	\$15.00 or \$35.00	bare or dressed
Cocktail Tables	30" round cocktail tables (standing) <i>*Does not include linen. See linen rental price below.</i>	\$15.00 or \$35.00	bare or dressed
	30" square cocktail tables (sitting) <i>*Does not include linen. See linen rental price below.</i>	\$15.00 or \$35.00	bare or dressed
Linen/Skirting	Linen tabletop (white or black)	\$18.00	each
	Table skirting (blue)	\$5.00	each
<i>Additional tables and linens available upon request.</i>			
Equipment / Other			
Dance Floor	4' x 4' section	\$10.00	per 4' x 4' section
Risers (carpeted)	6' x 8' section, 16" & 24" high	\$30.00	per 6' x 8' section
Staging/Riser: 12' x 24'	4' x 8' section, 36" - 54" high	\$40.00	per 4' x 8' section
<i>*free with standard set in Ballroom only</i>	4' x 4' section, 36" - 54" high	\$35.00	per section
Podium (standing)	One complimentary per meeting & ballroom	\$30.00	each
Stools	Minimal Inventory	\$30.00	each
Rope & Stanchion	Black retractable	\$20.00	per unit
Coat Rack		\$20.00	each
Easel	One complimentary per meeting & ballroom	\$10.00	each
Bike Barricades	8' sections	\$35.00	each
Flag with Pole	US & Florida	no charge	
Box Office	Holds (2) attendants	\$100.00	per booth
Magnetometer Detectors	Includes (2) handheld devices <i>*does not include labor</i>	\$75.00	each
Portable Magnetometer Detectors	Hand Helds	\$30.00	each
Radios (Motorola XPR 7550)	Includes charger, batteries, earpiece or speaker mic.	varies	each
SERVICES			
DESCRIPTION			
PRICE			
UNIT			
Event Services / Miscellaneous			
AutoCad Drawings	One complimentary, includes 1 revision. <i>*not provided for exhibit space or large production sets</i>	\$100.00	per hour (1 hr minimum)
Ballroom House Sound System		\$125.00	per day
Meeting Room Sound System		\$125.00	per day
Emergency Medical Technician	Required for over 800 attendees or sporting event.	\$50.00	per hour (4 hr minimum)
EMS with Ambulance	(2) EMS required, 4 hr minimum	\$100.00	per hour (4 hr minimum)
Fire Marshall	4 hour minimum	\$145.00	per hour
Insurance	Minimum of 100 people	\$2.50	per person/day
Re-Core Locks		\$50.00	per room
Lost Keys		\$50.00	per key
Sponsorship	See marketing form	varies	per location
Setup Services			
Additional / Turnover*	Ballroom (over 15,000 sq ft)	\$1,000.00	each
	Jr. ballroom (5,000 - 15,000 sq ft)	\$500.00	each
	Meeting room (up to 5,000 sq ft)	\$250.00	each

Porter Service	4 hour minimum	\$35.00	per hour
<i>*Turnover is a room set change once the room has been set. This may include up to 5 days prior to the show depending on the complexity of the event set.</i>			
Housekeeping Services			
Pre-Show Labor	4 hour minimum	\$35.00	per hour
Post-Show Labor	4 hour minimum	\$35.00	per hour
Special Janitorial Service	Includes: spills/breakage, confetti, balloon drops * minimum \$1,000 for confetti	\$35.00	per hour (4hr minimum)
Trash	Full Dumpster	\$750.00	each
	Half Dumpster	\$450.00	each
Engineering Services			
A/C	Exhibit Halls, Ballrooms, Palm Room, non-event hours	\$300.00	per hr/area
Lighting "Show Lights"	Exhibit Hall, non-event hours	\$75.00	per hr/area
Door Removal / Installation	Hall B doors only	\$600.00	each
Security Services			
Law Enforcement / Armed Security	(2) officers required, 4 hr minimum : Reference the EPG for additional resources.	starting at \$85.00	per hour (4hr minimum)
K9 Sweep		\$140.00	per hour
Event Supervisor	4 hour minimum	\$40.00	per hour
Event Staff	4 hour minimum	\$30.00	per hour
Technical Services			
Steward		\$79.00	per hour
Department Head / Video Utility		\$60.25	per hour
Certified Head Rigger/ Rigger		\$78.00/ \$65.00	per hour
Stagehand		\$56.00	per hour
Equipment Operator		\$78.00	per hour
Camera		\$92.00	per hour
Internet Technology			
Consult your Event Manager for separate rate sheet, as there are additional rates not listed			
Marketing/ Branding			
Consult your Event Manager for separate rate sheet, as there are additional rates not listed			

Terms and Conditions:

1. Prices subject to change
2. All equipment rental charges subject to 7% Florida State Tax.
3. All equipment is to be set up by the Centers personnel and remains the property of the Center.
4. One (1) Standard set per Meeting Room / Ballroom: Theater, Classroom (no linen), or Banquet Rounds (no linen).
Includes: head table for 2, podium, easel, and 8' table.
5. Riser: 12' x 24' @16"H/24"H included with standard set in Ballrooms over 5,000 sq. ft. only.
6. Labor may adjust due to Holiday pay.
7. See complete Event Planning Guide for exclusivity rules & regulations



4500 N. Hiatus Road, Suite 213
Sunrise, Florida 33351
www.medialab.tv

QUOTE-V8 To: Broward MPO-Safe Streets Summit Event January 22, 2026
Suzette Taylor Email: staylor@mrgmiami.com Ph: 407-625-3194
Priscila Clawges Email: pclawges@mrgmiami.com Ph: 305-333-3850

Event: Broward MPO-Safe Roads Summit Event **500 People**
Location: Broward County Convention Center

Event Setup: February 24, 2026 - 9am
Setup: General Session- February 24, 2026
Setup: Breakout Rooms- February 24, 2026
Event: February 25, 2026 8:30am General Session & Breakout Rooms – Call time 7am
Event: February 26, 2026 8:30am General Session & Breakout Rooms – Call time 7am
Strike: February 26, 2026 After event

February 25, 2026 – Day One

General Session–Floridian Ballroom A,B,C,D–500 people

Equipment: Video

- (2) 10K Video Projectors
- (2) 9' x 16' Front Screens
- (2) 9' x 16' Black Dress Kits
- (1) 55" LED Confidence Monitor
- (1) SDI DA
- (1) Blackmagic ATEM 8 input video switcher
- (1) 10" Monitor-Preview/Program
- (1) D'San Wireless Remote System-Powerpoint
- (1) Camera Package/Tripod-Record Iso & Switched
- (1) Clock Timer
- (2) 3200K Projectors-roll cart-Logo on wall
- (1) Laptop Computer
- (1) LEX 100amp Power Distro Package
- (1) 60 Feet Black Drape
- Cable Package-Video, Audio & Breakouts

Equipment: Audio

- (1) Audio Mixer -Yamaha LS9
- (1) Hardwire Microphone for podium
- (4) QSC-12 Powered Speakers with Stands
- (4) QSC-10 Powered Speakers with Stands
- (6) Wireless Microphone Combo Kits
- (2) Sub-Woofers Speakers

Equipment: Lighting

- (1) Lighting Controller
- (4) LED Leko lights
- (12) LED Up-lights
- (2) 12ft Pipe with Base & Sand bags

Total General Session-Equipment

\$ 10,655.00

February 25, 2026 – Day One

Breakout Rooms- February 25, 2026 – Day One

Option for Breakout Rooms – Less than 40 people in the room

You can go with an 8Ft Tripod Screen & a 3200K projector

303A - Breakout Room

- (1) Audio Mixer-Mackie
- (2) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floorstand
- Patch into house audio speakers
- (2) 3200k Projector
- (2) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (2) Small Rollcart

\$1,755.00

303B - Breakout Room

- (1) Audio Mixer-Yamaha LS9
- (2) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
- Patch into house audio speakers
- (1) Laptop Computer
- (1) Wireless Remote
- (2) Small Rollcart

\$ 955.00

302A&B – Breakout Room

- (1) Audio Mixer-Mackie
- (1) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
- Patch into house audio speakers
- (1) 3200k Projector
- (1) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (1) Small Rollcart

\$1,165.00

301A&B – Breakout Room

- (1) Audio Mixer-Mackie
- (1) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
- Patch into house audio speakers
- (1) 3200k Projector
- (1) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (1) Small Rollcart

\$1,165.00

February 25, 2026 – Day One

Pre-function area - Sound System Setup-Background music & microphone for announcements

- (1) Hardwire Handheld Microphone
- (1) Audio Mixer-Mackie
- (1) Rollcart & Audio cable Package

Total Pre Function Area-Equipment

\$ 125.00

February 26, 2026 – Day Two

General Session–Floridian Ballroom A,B,C,D–500 people

Equipment: Video

- (2) 10K Video Projectors
- (2) 9' x 16' Front Screens
- (2) 9' x 16' Black Dress Kits
- (1) 55" LED Confidence Monitor
- (1) SDI DA
- (1) Blackmagic ATEM 8 input video switcher
- (1) 10" Monitor-Preview/Program
- (1) D'San Wireless Remote System-Powerpoint
- (1) Camera Package/Tripod-Record Iso & Switched
- (1) Clock Timer
- (2) 3200K Projectors-roll cart-Logo on wall
- (1) LEX 100amp Power Distro Package
- (1) 60 Feet Black Drape
- Cable Package-Video, Audio & Breakouts

Equipment: Audio

- (1) Audio Mixer -Yamaha LS9
- (1) Hardwire Microphone for podium
- (4) QSC-12 Powered Speakers with Stands
- (4) QSC-10 Powered Speakers with Stands
- (6) Wireless Microphone Combo Kits
- (2) Sub-Woofers Speakers

Equipment: Lighting

- (1) Lighting Controller
- (4) LED Leko lights
- (12) LED Up-lights
- (2) 12ft Pipe with Base & Sand bags

Total General Session-Equipment

\$ 10,655.00

Breakout Rooms- February 26, 2026 – Day Two
Option for Breakout Rooms – Less than 40 people in the room
You can go with an 8Ft Tripod Screen & a 3200K projector

303A - Breakout Room

- (1) Audio Mixer-Mackie
- (2) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floorstand
Patch into house audio speakers
- (2) 3200k Projector
- (2) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (2) Small Rollcart

\$1,755.00

303B - Breakout Room

- (1) Audio Mixer-Yamaha LS9
- (2) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
Patch into house audio speakers
- (1) Laptop Computer
- (1) Wireless Remote
- (2) Small Rollcart

\$ 955.00

302A&B – Breakout Room

- (1) Audio Mixer-Mackie
- (1) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
Patch into house audio speakers
- (1) 3200k Projector
- (1) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (1) Small Rollcart

\$1,165.00

301A&B – Breakout Room

- (1) Audio Mixer-Mackie
- (1) Wireless Combo Kit
- (1) Podium Microphone-Wireless
- (1) Microphone-Wireless-Floor stand
- Patch into house audio speakers
- (1) 3200k Projector
- (1) 8Ft Tripod Screen/Skirt
- (1) Laptop Computer
- (1) Wireless Remote
- (1) Small Rollcart

\$1,165.00

February 26, 2026 – Day Two

Pre-function area - Sound System Setup-Background music & microphone for announcements

- (1) Hardwire Handheld Microphone
- (1) Audio Mixer-Mackie
- (1) Rollcart & Audio cable Package

Total Pre Function Area-Equipment

\$ 125.00

Labor:

- (2) Project Managers-Technicians–Setup Day
- (2) Project Managers-Technicians–Event Day
- (2) Project Managers-Technicians–Event Day
- (1) Camera Operator-Event Day 1
- (1) Camera Operator-Event Day 2
- 1) Trucking-Delivery Charge

Total Labor

\$ 7,950.00

General Session - Equipment Total

\$21,310.00

Breakout Rooms-Equipment Total

\$10,080.00

Pre Function Area-Sound

\$ 250.00

Labor- Project Managers-Technicians

\$ 7,950.00

Equipment Sub Total

\$31,640.00

Discount

- \$ 4,595.00

Total After Discount

\$27,045.00

Labor Total

\$ 7,950.00

Total Equipment & Labor Price

\$34,995.00

Payment Terms – \$9,500 Deposit / Balance due on receipt of invoice. Any additional expenses, ie. parking, will be added to the final invoice.

Broward MPO can add or remove items up to 30 days prior to the event.

Thank you,

Mark Gompertz

The Media Lab

Vice President, Operations

mark@medialab.tv

office 954-966-0260

cell 954-303-5414

GENERAL TERMS and CONDITIONS

1. **ACCEPTANCE.** This Proposal will be valid for a period of thirty (30) days from the Proposal Date ("Acceptance Period"). In the event this proposal is not accepted, signed and returned to The Media Lab, Inc. within the Acceptance Period, it will be void. All prices are subject to change without notice following the Acceptance Period.

2. **ESTIMATE.** This proposal was developed based upon information provided by the undersigned customer ("Customer"). This proposal is only an estimate of equipment and services to be provided in connection with the applicable event ("Event"). In the case where the actual amount of equipment, services and labor provided in connection with the Event is greater than the amount specified in this proposal, Customer shall be charged for such additional equipment, services and/or labor (including rental fees and freight) at prevailing standard rates. Unless otherwise itemized on the proposal, all pricing excludes sales tax, freight, shipping/handling and electrical charges (if applicable to the Event) which will be charged and due upon final invoice. Sales tax exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. In the event tax exemption certificates are not received prior to the billing of the Event, sales tax will be due and payable at the time of final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates and per diems apply and are based upon prevailing rates and practices at the venue where the Event is being held and the business division providing the equipment and services. Labor estimates were developed based on information provided by the Customer. All Labor calls are subject to a minimum charge period based on local venue rules, servicing division policies, and or Union rules, as they may apply. In the event that the employee works more hours than estimated in the proposal, the Customer will be billed the appropriate prevailing or premium rate for the additional hours worked.

4. **EQUIPMENT RATES.** Unless otherwise noted, all rates are based upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00am and continuing through 11:59pm. Customer agrees to pay the rental fees described in this proposal for the stipulated period. Any equipment that is used and/or retained by Customer for a longer period shall be subject to The Media Lab, Inc.'s prevailing rates until the equipment is returned.

5. **EQUIPMENT HANDLING.** All equipment must be handled by The Media Lab, Inc. personnel only. Equipment may not be moved, stored, or serviced by Customer or any other party. Customer may not operate the equipment unless authorized by The Media Lab, Inc. Customer will incur additional charges if equipment is moved or relocated by Customer or any other party. Customer agrees that The Media Lab, Inc. shall be permitted free access to the equipment at any time before, during and/or after the Event for purposes of set/strike, maintenance and routine checks. The Media Lab, Inc. retains all title and rights in and to the equipment and all related accessories.

6. **DAMAGE & SECURITY.** Customer shall be responsible for all equipment that is damaged, lost or stolen (whether by use, misuse, accident or neglect), unless caused by The Media Lab, Inc.'s negligence. In addition to amounts due to The Media Lab, Inc. in connection with this proposal, Customer agrees to pay The Media Lab, Inc. upon demand for all amounts incurred by The Media Lab, Inc. on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer shall be responsible for rental fees while equipment is being repaired and/or replaced, as the case may be. If security is required by Customer or deemed necessary by The Media Lab, Inc. to protect the equipment during the Event, Customer shall be responsible for all costs in connection with the provision of security.

7. **EQUIPMENT FAILURE.** The Media Lab, Inc. maintains and services its equipment in accordance with the manufacturer's specifications and industry practice. The Media Lab, Inc. does not, however, warrant or guarantee that the equipment or services being provided will be free of defect, malfunction or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Customer agrees to immediately notify a The Media Lab, Inc. representative. The Media Lab, Inc. will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Customer agrees and acknowledges that The Media Lab, Inc. assumes no responsibility or liability for any loss, cost, damage or injury to persons or property in connection with the Event as a result of inoperable equipment or otherwise.

8. **PAYMENT.** Terms - Client must pay deposit of 50% of contract cost upon signing of contract. The balance is due on the terms shown on proposal a 5% late fee is added on the 10th day past the due date.

9. **EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment and services by The Media Lab, Inc. more than 30days prior to the first day of the Event, no cancellation charges shall apply except for any expenses actually incurred by The Media Lab, Inc. Cancellations received at least 15 days prior to the first day of the Event, shall be subject to a cancellation charge equal to 50% of the entire estimate of charges contained in the most recent version of this proposal. Cancellations received 72 hours or less before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to 100% of the total estimate of charges described on the most recent version of this proposal. Customer agrees and

acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by The Media Lab, Inc. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY TML'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF APPLICABLE - IF ANY CUSTOM SETS, GOBOS OR OTHER CUSTOM MATERIALS ARE REQUIRED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO TML REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY TML OR ITS AFFILIATES IN SECURING AND/OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

10. **CHANGES TO CUSTOMER PROPOSAL.** Customer may make changes to equipment or services specified in the proposal and the above cancellation charges shall not apply if Customer requests changes to equipment or services within 72 hours of the Event so long as the overall charges in the revised proposal are within 10% of the original agreed proposal.

11. **INDEMNIFICATION.** Customer and The Media Lab, Inc. each hereby forever agree to indemnify, defend and hold harmless the other for any and all claims, losses, costs (including reasonable attorney's fees and costs), damages and/or injury to property and persons (including death) as a result of the negligent acts, errors or omissions of each party and their respective employees, agents, representatives and contractors. Customer also agrees to indemnify, defend and hold harmless The Media Lab, Inc. against all claims for copyright, patent or other intellectual property infringement including claims for licenses and royalties, as a result of The Media Lab, Inc.'s use of any and all, without limitation, Customer provided materials, recordings, transmissions, videos, software, hardware etc., in connection with the Event.

12. **LIMITATION OF LIABILITY.** Under no circumstances will The Media Lab, Inc. be responsible for any indirect, special or consequential damages (including, but not limited to, loss of profits, interest, earnings or use) whether arising in contract, tort or otherwise in connection with the Event.

13. **FORCE MAJEURE.** Performance under this Agreement may be delayed due to unforeseeable and unavoidable delays caused by federal, state or municipal actions, statutes, ordinances or regulations; acts of god, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; or other unforeseeable incidents outside of any responsible party's control which shall make such performance impossible and/or impractical. The party whose performance is so delayed shall give notice of the delay and its cause to the other party to whom performance is owed within five (5) days of the commencement of such delay.

14. **LOSS DAMAGE WAIVER (LDW).** If LDW applies and is quoted in the Event order and Customer does not elect to decline LDW for the Event, Customer understands that charges for loss or damage to The Media Lab, Inc. owned equipment will be waived by The Media Lab, Inc. Customer further acknowledges and understands that if any loss or damage occurs, Customer will be required to participate in any investigation by The Media Lab, Inc., facility security and/or other authorities. If it is determined that the loss or damage was intentionally caused by Customer or its representatives, this LDW shall not apply and Customer will be fully responsible for all such loss or damage.

15. **MISCELLANEOUS.** This proposal shall be governed and interpreted in accordance with the laws of the state where the Event is located. Time is of the essence with respect to each party's obligation hereunder. The individuals signing this proposal each represent and warrant to the other that they have the proper authority to bind their respective parties to the provisions of this proposal. The provisions of this proposal may only be modified by written agreement signed between the parties.

16. **ADDITIONAL TERMS AND CONDITIONS.** From time to time, additional Event-specific terms may also be included throughout the proposal. Customer understands and agrees to any additional provisions contained within the Event Proposal.

Acknowledged, Agreed and Accepted:

Approved By: _____

Name: _____

Title: _____

Date: _____

These T&C's must be acknowledged and signed prior to the set-up and delivery of equipment for the Event.



4500 N. Hiatus Road, Suite 213
Sunrise, Florida 33351
www.medialab.tv

QUOTE- V8 - Breakout-303B-Add on Equipment

To: Broward MPO-Safe Streets Summit Event January 22, 2026
Suzette Taylor Email: staylor@mrgmiami.com Ph: 407-625-3194
Priscila Clawges Email: pclawges@mrgmiami.com Ph: 305-333-3850

Event: Broward MPO-Safe Roads Summit Event **500 People**
Location: Broward County Convention Center

Event Setup: February 24, 2026 - 9am
Setup: General Session- February 24, 2026
Setup: Breakout Rooms- February 24, 2026
Event: February 25, 2026 8:30am General Session & Breakout Rooms – Call time 7am
Event: February 26, 2026 8:30am General Session & Breakout Rooms – Call time 7am
Strike: February 26, 2026 After event

Breakout-303B-Add On Equipment

- (2) 4000K Projectors/short throw lens
- (2) Roll carts-for projectors
- (1) Wireless Handheld Microphone
- (2) 11' x 6' Screens & Skirt
- (1) 3200K Projector/Roll cart/skirt-Logo
- (1) 55" Confidence Monitor
- (16) LED Up Lights-Drape-Around Room

Total Add on Equipment **\$4,610.00**

Thank you,
Mark Gompertz
The Media Lab
mark@medialab.tv
Office: 954-966-0260 Cell: 954-303-5414

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Approved By: _____

Name: _____

Title: _____

Date: _____

These T&C's must be acknowledged and signed prior to the set-up and delivery of equipment for the Event.