



MTECC Executive Director Activities

April 2026

Board Activities:

- Prepared items for the Board Meeting Agenda.
 - Summaries of Approval Items
 - Reviewed and signed off on Meeting Agenda
- Participated in April 9, 2026, Board Meeting

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (April 28) to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
 - Working with outside CPA completed the financial statements for fiscal year ended September 30, 2025.
 - Worked with Audit Firm to complete the audit including the Management Representation Letter, final review of financial statements, review of audit team letter to Board and Executive Director and sign off on all final items.
 - Bill.com planned implementation ready with Wells Fargo in April and working with outside CPA to implement Bill.com in May.
 - Reviewed and recommended approval of invoices submitted for payments during the month of March and cleaned up items on older invoices to catch up all invoices to current.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during April.
 - Finalized rate updates for 2025 (for added staff) and rate updates for 2026. This delay invoices and the invoices will be caught up in early May.
- Policies/Procedures/Procurement Update:
 - Working with Program Manager to update Project Management procedures. Work will continue into May with a target to present to the Board in June..

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- CEI library will be procured in partnership with FDOT to ensure library is LAP ready. This will be triggered by upcoming letter from Pembroke Pines for two construction projects in partnership with City of Miramar.

Project Activities (official request for MTECC services):

- **Pembroke Pines – FTA/MPO Project 4334292 - Design Stage:**
 - PMC providing project management/design reviews.
 - CTS engineering under Work Order 1. Discussions to add work to update for FDOT approval of pedestrian signal across Pines Blvd. This will require a budget amendment presented to the Board for review in May.
 - Final Design now targeted for August 2026.
 - Updated project budget estimate and the cost are projected to exceed the grant funds and the City budget for the pedestrian signal. Initial discussions with the City of Pembroke Pines with a follow up scheduled for May 4, 2026 with the Asst. City Manager.
 - City of Pembroke Pines requested MTECC procure the construction for the project.
 - Participated in monthly status project meetings.
 - Reviewed and approved PMC and CTS invoices for processing for payment.
- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant – Design Stage**
 - MTECC PM providing project management/design reviews.
 - Design plans complete in November.
 - February had the following activities:
 - Light Poles/Luminaires delivered and inspected. On-site at the City of Coconut Creek secured facility.
 - Construction Contract Executed in April after Board approved budget amendment for the project. Kickoff/Pre-Construction meeting on April 29, 2026
 - Construction Engineering and Inspection for oversight of construction HBC Engineering. On board and managing the oversight of construction.

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- Project Budget – Budget Amendment approved by the Board in April to add City Advance of \$349,312 to support completion of the project.
 - Work Order Amendments in process to reduce the Program Manager Work Order by a savings of \$60,000 and over \$5,000 on the Design Services Work Order.
- Review and payment of PMC and Marlin invoices.
- Participation in project meetings to finalize key issues during the month on construction contract, budget amendment, letter from the City on City Advance and related activities.
- **City of Fort Lauderdale 17th Street HUB Project – Design Stage**
 - MTECC PMC providing project management/design reviews.
 - CHA Consulting design underway
 - Survey Complete
 - 30% plans delivered 3/31/26.
 - Public Meeting held with strong local participation and input to the project team.
 - Participated in project status meetings.
 - Review and payment of PMC invoices and CHA invoices.

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Potential Projects

- **Deerfield Beach** – The City has a new public works director. A discussion was held in March with the City public works director and we plan to have further discussions to see how MTECC can best integrate into the deliver of LAP projects for the City.
- Invoices submitted to Deerfield Beach on outstanding invoices at the request of the new public works director to clear out old items.
- There will be further discussion on the project that is currently in design with construction funded in fiscal year 2026-27
 - Project Number 4455291 - 2021 MPO CSLOP # 17 VARIOUS LOCATIONS: NW 45TH STREET FROM NW18TH TERRACE TO MILITARY TRAIL; CRYSTAL LAKE DR FROM NW 45TH STREET TO MILITARY TRAIL. - fiscal year 2026-27 **\$2,411,194**



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- **Pembroke Pines/Miramar** – A meeting was held on April 9 to discuss two projects that cover both cities. City of Pembroke Pines in taking the lead on both projects and plans to request MTECC assistance to support delivery of the projects.
 - Provided the City a draft request for MTECC support to assist in drafting the letter from the City.
 - The two projects include the construction phase:
 - 4369801 - PEMBROKE ROAD FROM DOUGLAS ROAD (SW 89 AV) TO SR-817/UNIVERSITY DRIVE – FDOT is providing the design and right-of-way acquisition for the project. In a prior meeting all parties agreed Pembroke Pines would be the lead with MTECC supporting delivery. fiscal year 2027-28 **\$14,227,663**
 - 4496901 - PEMBROKE RD FROM SW 145TH AVE TO FLAMINGO ROAD – Design is underway for a trail for bikes and pedestrians by the City and FDOT. Pembroke Pines has been asked to construct the project.. fiscal year 2027-28 **\$7,495,223**
 - City of Miramar must join MTECC for MTECC to support delivery of the projects since the projects are geographically in Pembroke Pines and Miramar. Discussions were held in April to respond to City of Miramar staff questions about timing to join MTECC and the process. A follow up meeting is scheduled for May 7, 2026.

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