

**CITY OF GAUTIER
MEMORANDUM**

To: Mayor and Council
From: Paula Yancey, City Manager
Date: October 11, 2016
Subject: Authorization to appoint April Havens, Grants and Projects Administrator as a representative for the City of Gautier to serve on the Jackson County Bicycle and Pedestrian Plan Project Coordination Committee.

REQUEST:

The Executive Department requests authorization to appoint April Havens, Grants and Projects Administrator as a representative for the City of Gautier to serve on the Jackson County Bicycle and Pedestrian Plan Project Coordination Committee.

BACKGROUND:

Jackson County recently entered into a Memorandum of Understanding with the Mississippi Department of Transportation to develop a County-Wide Bicycle and Pedestrian Plan. Jackson County has requested that each municipality appoint a representative to serve on the committee to achieve a coast-wide collaborative effort. The primary objectives of the project includes, development of preliminary scope of work within the budget constraints, participation on the selection and procurement of a consultant, and be the primary point of contact for the City of Gautier throughout the project.

RECOMMENDATION:

The Executive Department recommends that City Council authorize the appointment of April Havens, Grants and Projects Administrator as a representative for the City of Gautier to serve on the Jackson County Bicycle and Pedestrian Plan Project Coordination Committee.

The City Council may:

1. Approve the appointment of April Havens, Grants and Projects Administrator as a representative for the City of Gautier to serve on the Jackson County Bicycle and Pedestrian Plan Project Coordination Committee.; or
2. Not approve the appointment of April Havens, Grants and Projects Administrator as a representative for the City of Gautier to serve on the Jackson County Bicycle and Pedestrian Plan Project Coordination Committee.

ATTACHMENT(S):

Jackson County Bicycle and Pedestrian Plan Correspondence



JACKSON COUNTY BOARD OF SUPERVISORS
OFFICE OF THE COUNTY ADMINISTRATOR

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September 22, 2016

The Honorable Gordon T. Gollott
Mayor, City of Gautier
3330 Highway 90
Gautier, MS 39553

Re: Project Coordination Committee Appointment
Jackson County Bicycle and Pedestrian Plan

Dear Mayor Gollott:

As you may know, Jackson County recently entered into a Memorandum of Understanding with the Mississippi Department of Transportation for the development of a County-wide Bicycle and Pedestrian Plan. To pursue a collaborative effort, the County requests that each City appoint a representative to serve on the project coordination committee. The primary objectives of the committee will be to:

- assist in developing a preliminary scope of work within the budget constraints,
- participate in the selection and procurement of a consultant, and
- be the primary point of contact for the City throughout the project.

Committee meetings will be held during regular business hours, and will include a representative of each City, the Gulf Regional Planning Commission, and representatives from Jackson County. Other opportunities for input and public involvement will be afforded during the project.

The County would like to schedule the first committee meeting during the month of October. Therefore, we request that the City appoint someone to serve on this committee as quickly as possible. If you have any questions regarding this request, please contact me.

Sincerely,

A handwritten signature in black ink that reads "W. Brian Fulton".

W. Brian Fulton
County Administrator

cc: Melton Harris, Jr., President, Jackson County Board of Supervisors
Paula Yancey, City Manager, City of Gautier ✓
Jeff Loftus, Senior Planner, Gulf Regional Planning Commission