



Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization
Hattiesburg Train Depot Community Room * 308 Newman Street * Hattiesburg,
Mississippi

POLICY COMMITTEE MEETING
October 27, 2021 - 10:00 a.m.

POLICY AGENDA

1. Call to Order Warren Byrd, Chairperson
2. Introductions/Identification of the LPA's voting delegates
3. Approve Agenda of the October 27, 2021 Policy Committee Meeting
Approve, Deny or Amend the HPFL-MPO Policy Committee Meeting Agenda of October 27, 2021.
4. Approve Minutes of the July 28, 2021 Policy Committee Meeting
Approve, Deny or Amend the HPFL-MPO Policy Committee Meeting Minutes of July 28, 2021.
5. Approve the 2021-2022 MPO Meeting Calendar
Recommend to Approve, Deny or Amend the HPFL-MPO 2021-2022 Meeting Calendar
6. Approve the Proposed UPWP Amendment-Transportation Planner
Recommend to Approve, Deny or Amend the proposed amendment to the HPFL-MPO UPWP Task 1 for the addition of the position of Transportation Planner
7. Approve the Proposed Call for PL Projects
Approve, Deny or Amend a recommendation for the proposed call for Planning projects.
8. Approve the Proposed call for TIP amendments
Approve, Deny or Amend a recommendation for the proposed call for TIP Amendments.

ROUTINE AGENDA

1. Acknowledgement of the HPFL-MPO TIP 2021-2024 Modification
Modification of Project #505, Country Club Rd, LPA: Forrest County
Recommend to acknowledge the modification of Project #505, Country Club Rd.
Pedestrian Bridge. The project construction phase was moved from FY21 to FY22.

OTHER

1. Public Comment Opportunity
2. Other Business/Local Business
3. Announcements
4. Meeting Adjourned



Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

POLICY COMMITTEE MEETING October 27, 2021

The Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session on **October 27, 2021** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi and via the HPFL-MPO Virtual Meeting Room.

Policy Committee Members Present-Virtual Attendance:

Shundreka Givan, Project Development Team Leader FHWA (Non-voting)

Policy Committee Member Present-In Person Attendance:

Warren Byrd, Supervisor	Lamar County (Voting) Chairman
Mayor Toby Barker	City of Hattiesburg (Voting)
Chris Bowen, Supervisor	Forrest County (Voting)
John Weeks, City of Petal Engineer	City of Petal (Voting)
Kelly Castleberry, District 6 Engineer	MDOT (Voting)

MPO/HCT Staff

Andrew Ellard, Executive Director of HPFL-MPO	City of Hattiesburg (In-Person)
Armendia Esters, MPO Division Manager	City of Hattiesburg (In-Person)
Deanna Chapman, MPO Division Administrative Asst.	City of Hattiesburg (In-Person)

Visitors

Necole Baker, MDOT LPA Division	MDOT (Virtual Attendance)
Nick Connolly, County Engineer	Forrest County (In-Person)
Don Walker, County Engineer	Lamar County (Virtual Attendance)
Michael Hershman, Senior County Planner	Lamar County (In-Person)
Lamar Rutland, City of Hattiesburg Engineer	City of Hattiesburg (In-Person)
Taylor Marcantel	Neel-Schaffer (Virtual Attendance)
Perry Brown III, P.E.	MDOT (Virtual Attendance)
Lee Fredrick, State LPA Engineer	MDOT (Virtual Attendance)

Call to Order/Introductions:

Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee Meeting was called to order by the Chairman, Warren Byrd. Voting Delegates were identified.

AGENDA SESSION:

There came the matter of Item III, Approval of the HPFL-MPO Policy Committee meeting agenda of October 27, 2021. A motion was made by Toby Barker and seconded by Chris Bowen to approve the agenda. The motion was unanimously approved.

There came the matter of Item IV, Approval of the HPFL-MPO Policy Committee meeting minutes of July 28, 2021. A motion was made by Toby Barker and seconded by John Weeks to approve the agenda. The motion was unanimously approved.

There came the matter of Item V, Approval of the 2021-2022 MPO Meeting Calendar. A motion for approval was made by Toby Barker and seconded by John Weeks to approve the 2021-2022 MPO Meeting Calendar. The motion was unanimously approved.

There came the matter of Item VI, Approval of the proposed UPWP Amendment – Transportation Planner.

A motion for approval was made by Toby Barker and seconded by Chris Bowen to approve the UPWP Amendment – Transportation Planner. The motion was unanimously approved.

Discussion: Armendia Esters, MPO Division Manager

- Triennial Review-Transportation Planner involves transit-related work areas including: Disadvantaged Business Enterprise (DBE), Procurement Procedure, and other FTA reporting duties.
- Federal funded by FLEX Funds – funds coming out of Task 1-Administration Management.

There came the matter of Item VII, Approval of the proposed Call for PL Projects. A motion was made by Toby Barker and seconded by Chris Bowen to approve the Call for PL Projects. The motion was unanimously approved.

Discussion: Information on PL Projects requirements were discussed with the committee.

There came the matter of Item VIII, Approval of the proposed call for TIP Amendments. A motion for approval was made by Toby Barker and seconded by Chris Bowen to approve the call for TIP Amendments. The motion was unanimously approved.

Discussion:

- Projects Proposed will go to Public Notice before being voted into the TIP.

There came the matter of Item IX, Acknowledgement of the HPFL-MPO TIP 2021-2024 Modification – Modification of Project #505, Country Club Rd, LPA: Forrest County Recommend to acknowledge the modification of Project #505, Country Club Rd. Pedestrian Bridge. The project construction was moved from FY21 to FY22. A motion to acknowledge was made by Chris Bowen and seconded by John Weeks to acknowledge the Modification of Project #505, Country Club Rd, LPA: Forrest County.

There came the matter of Item X, Public Comment Opportunity

Chris Bowen, Forrest County Supervisor:

- An explanation for the Routine Agenda section and items that are placed in Routine Agenda.
- Requested that any reports coming from MPO in and out of Forrest County should be signed by the Forrest County Supervisors.

There came the matter of Item XI, Other Business/Local Business

Warren Byrd, Vice Chairman of HPFL-MPO facilitated discussions regarding:

Discussion:

- Hub City Transit: Transit Master Plan Update: Andrew Ellard, Executive Director of Urban Dev.
- Open Bids for Overpass took place October 28, 2021: Mayor Toby Barker, City of Hattiesburg

Discussion: MDOT Projects: Kelly Castleberry, District 6 Engineer

- Hwy 49 & I-59 towards Moselle: Scope of work: Complete pavement re-construction with e strips – will go begin in March.
- Hwy 49 South contract for repaving is underway.
- Lamar County contract 589 Project will begin soon.
- Study for Hwy 11 & I-59 Project underway.

Discussion:

- Chris Bowen, Forrest County Supervisor:
 - Request on ways to control litter problem on South 59 with concerns regarding labor and public education on litter.
 - Truck Traffic Control Strategy: Traffic Tickets to control traffic going through Classic Drive during the construction process on the I-59 project.
- Warren Byrd, Lamar County Supervisor:
 - Implement a Task Group to help control the littering problem in Lamar County Area.
 - Inquiry on improvement at the 4-Way Stop at 589 and Main Street.
- Mayor Toby Barker, City of Hattiesburg
 - Roundabout Construction underway at the intersection of 2nd Ave., Green Street and Adeline Street.

There came the matter of Item XII, Announcements

- Lee Fredrick, P.E., State LPA Engineer, MDOT
 - EFL Call for Projects will run from Nov. 1 to Feb. 1 FY22 – Not in announcement, but there are 3 additional requirements for consideration with applying.
 - Up-to-Date Audits
 - PDM Certification – LPA Certification: Last certification course is available on – Nov. 18 and Nov. 19, also includes Engineer Ethics
- Mayor Tony Ducker, City of Petal – FY22 Policy Committee Vice-Chairperson

There came the matter of Item XIII, Meeting Adjournment. The next scheduled Policy Committee meeting is on January 26, 2021. There being no further business, a motion was made by Chris Bowen to adjourn the meeting. The motion was seconded by Toby Barker. The meeting was adjourned.

Jennifer
Shows

Digitally signed by Jennifer
Shows
Date: 2022.02.09 10:05:52
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Jennifer Shows, Interim – Executive Director of HPFL-MPO

Date: _____

Attest:


Deanna Chapman, Recording Secretary

Date: 2/9/22



Minutes of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

POLICY COMMITTEE MEETING July 28, 2021

The Policy Committee of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization met in session on **July 28, 2021** at 10:00 a.m. in the Community Room of the Hattiesburg Intermodal Facility in Hattiesburg, Mississippi and via the HPFL-MPO Virtual Meeting Room.

Policy Committee Members Present-Virtual Attendance:

Perry Brown	MDOT (Voting)
Shundreka Givan, Project Development Team Leader	FHWA (Non-voting)

Policy Committee Member Present-In Person Attendance:

Warren Byrd, Supervisor	Lamar County (Voting) – Vice Chairman
Ginger Lowrey, Planner	City of Hattiesburg (Voting)
Chris Bowen, Supervisor	Forrest County (Voting)

MPO/HCT Staff

Armendia Esters, MPO Division Manager	City of Hattiesburg (In-Person)
Stephanie Hall Campos, Public Engagement Coordinator	City of Hattiesburg (Virtual Attendance)
Deanna Chapman, MPO Division Administrative Asst.	City of Hattiesburg (In-Person)

Visitors

Larry Byrd, District 104	House Representative (In-Person)
Nick Connolly, County Engineer	Forrest County (In-Person)
Don Walker, County Engineer	Lamar County (Virtual Attendance)
Michael Hershman, Senior County Planner	Lamar County (Virtual Attendance)

Call to Order/Introductions:

Hattiesburg-Petal-Forrest-Lamar MPO Policy Committee Meeting was called to order by the Vice Chairman, Warren Byrd. Voting Delegates were identified.

AGENDA SESSION:

There came the matter of Item III, Approval of the HPFL-MPO Policy Committee meeting agenda of July 28, 2021. A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the agenda. The motion was unanimously approved.

There came the matter of Item IV, Approval of the HPFL-MPO Policy Committee meeting minutes of April 28, 2021. A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the agenda. The motion was unanimously approved.

There came the matter of Item V, Approval of the proposed TIP Amendment-Safety Performance Targets Inclusion. A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the TIP Amendment-Safety Performance Targets. The motion was unanimously approved.

Discussion: Armendia Esters, MPO Division Manager

- Federal Government requires an Inclusion of Transit Safety Performance Targets documentation in all programs including the Transportation Improvement Plan (TIP) Program.
- The Transit Safety Performance Targets were adopted in January 2021 by HPFL-MPO Policy Committee

There came the matter of Item VI, Approval of the proposed UPWP Amendments.

A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the UPWP Amendments. The motion was unanimously approved.

Discussion: Armendia Esters, MPO Division Manager

- MPO Transit Specialist – New Position added within the MPO – added to Public Transportation Task 6 on FY2021-2022 Unified Planning Work Program Budget
- HPFL-MPO Organization Chart – adding: HPFL-MPO Administrative Assistant and HPFL-MPO Transit Specialist

There came the matter of Item VII, Approval of the proposed Public Participation Plan (PPP) Amendments. A motion was made by Chris Bowen and seconded by Ginger Lowrey to approve the Public Participation Plan (PPP) Amendments. The motion was unanimously approved.

Discussion: Armendia Esters, MPO Division Manager

- Updating the Metrics of outreach efficacy, Social Media sites, tracking public responses, MPO office contact information, and MPO staff changes.

There came the matter of Item VIII, Acknowledgement of the HPFL-MPO TIP 2021-2024

Modification-Bus Stop Improvement (BSI) Project, total cost increase. A motion for approval was made by Chris Bowen and seconded by Ginger Lowrey to approve the Acknowledgement of the HPFL-MPO TIP 2021-2024 Modification-Bus Stop Improvement (BSI) Project, total cost increase.

Discussion: Armendia Esters, MPO Division Manager

- City of Hattiesburg being awarded with a discretionary award of 1.8 million dollar for several sidewalk improvements and bus stops.
- Group Page for sidewalk improvements – FTA required more specific details on the improvements being made.
- An update to the BSI Group Page was made for construction phases and acknowledging future grants.

There came the matter of Item IX, Call for Project Amendments for FY 2022.

Discussion: Armendia Esters, MPO Division Manager

- The HPFL-MPO is committing to more accurate project management in TIP
- Cost of projects have increased, due to ROW costs and other factors
- TIP Amendments & Modifications may now be required due to these factors

There came the matter of Item X, Public Comment Opportunity

Larry Byrd, District 104 – House Representative, request information on the proposed I-59/US 49 project.

There came the matter of Item XI, Other Business/Local Business

Warren Byrd, Vice Chairman of HPFL-MPO facilitated discussions regarding:

- Discussion: Transit Master Plan Status
 - The full HPFL-MPO Area is impacted.
 - Surveys were conducted in the City of Petal and Forrest County.
 - Micro transit (On-Demand Transit)
 - Expanding and Improving HubCity Transit System
- Discussion: Project Updates – LPAs
- Lamar County – Don Walker, Engineer
 - Project: Old Hwy 11 widening and Multiuse pathway. Obtain all the ROW review. Ongoing now- working with Utility companies and utility relocation phase. Submission of office review plans to MDOT.
 - Project: Roundabout Project at the intersection of Oak Grove Rd. and Weathersby Rd. – talked and met with MDOT regarding proposed layout at the intersection. Reviewed and looked at Modeling Level Services. A final recommended layout was discussed with Lamar County Board of Supervisors begins preliminary engineering as suggested construction begins in FY22.
- Discussion: East Hardy/Hall Ave Overpass Corridor Study
 - Ginger Lowrey, Planning Division Manager
 - Goal of the Study: Growth in the area, Land Use and Design regulations as an overlay.

There came the matter of Item XII, New Fiscal Year Preparation

- New Chairman and Vice Chairman for Policy Committee
- New Proxy Forms to be submitted in to the MPO Staff
- 2021-2022 MPO Meeting Calendar

There came the matter of Item XIII, MSA Update

- Census Recommendation on MSA update
 - OMB's 2020 Standards will maintain the MSA Threshold of 50,000, for the next 10 years.
 - HPFL-MPO Boundaries will change in Spring or Summer of FY22.

There came the matter of Item XIII, Meeting Adjournment. The next scheduled Policy Committee meeting is on October 27, 2021. There being no further business, a motion was made by Chris Bowen to adjourn the meeting. The motion was seconded by Ginger Lowrey. The meeting was adjourned.

Andrew Ellard, Executive Director of HPFL-MPO

Date: _____

Attest:

Deanna Chapman, Recording Secretary

Date: _____



HPFL-MPO

Technical & Policy Committee

2021-2022 Calendar

MPO MEETINGS

With some exceptions, HPFL-MPO **Technical Committee** meetings are scheduled for the **2nd Wednesday** of each quarter, and HPFL-MPO **Policy Committee** meetings are scheduled for the **4th Wednesday** of each quarter. All meetings are held at the Hattiesburg Intermodal Facility located at 308 Newman Street, Hattiesburg MS at 10 a.m.

Public Participation

Public participation in the transportation process is encouraged. All meetings of the Policy and Technical committee meetings are open to the public. Members of the public may request time on the agenda of the HPFL-MPO committees to comment on specific subjects of interest to the representatives. A minimum of two weeks advance notice should be given for requested agenda time. Agendas for regular meetings also include time for general public comments. Virtual attendance by phone or computer may also be arranged by contacting the MPO office at 601.545.6259 at least one day in advance of the meeting.

MPO 2021-2022 MEETING DATES

OCTOBER 13, 2021	Technical Committee
OCTOBER 27, 2021	Policy Committee
JANUARY 12, 2022	Technical Committee
JANUARY 26, 2022	Policy Committee
APRIL 13, 2022	Technical Committee
APRIL 27, 2022	Policy Committee
JULY 13, 2022	Technical Committee
JULY 27, 2022	Policy Committee
OCTOBER 12, 2022	Technical Committee
OCTOBER 26, 2022	Policy Committee

FY 2021-2022 UNIFIED PLANNING WORK PROGRAM BUDGET

Work Task	Program/System	PL-Funds	MDOT 5305 Flex Funds	MDOT Match	LOCAL/in kind
Task 1.0	Administration/Management	\$ 340,515.00	\$ 201,100.00	\$ 50,275.00	\$ 85,129.00
1.1	Program Administration	\$ 253,900.00	\$ 201,100.00	\$ 50,275.00	\$ 63,475.00
1.2	Committee Support	\$ 37,121.00	\$ -	\$ -	\$ 9,280.00
1.3	Staff Travel and Training	\$ 19,797.00	\$ -	\$ -	\$ 4,949.00
1.4	Interagency Coordination	\$ 12,374.00	\$ -	\$ -	\$ 3,094.00
1.5	Public Participation	\$ 17,323.00	\$ -	\$ -	\$ 4,331.00
Task 2.0	Data Development	\$ 173,780.00	\$ 68,369.00	\$ 17,091.00	\$43,445.00
2.1	Transportation Data Collection	\$ 101,780.00	\$ 43,369.00	\$ 10,841.00	\$ 25,445.00
2.2	Technical Assistance	\$ 52,000.00	\$ 25,000.00	\$ 6,250.00	\$ 13,000.00
2.3	Training	\$ 20,000.00	\$ -		\$ 5,000.00
Task 3.0	Planning	\$ 157,853.00			\$39,464.00
3.1	Manage Program Documents	\$ 102,682.00	\$ -	\$ -	\$ 25,671.00
3.2	Coordination with Transit Service Providers	\$ 55,171.00	\$ -	\$ -	\$ 13,793.00
Task 4.0	Metropolitan Transportation Plan	\$ 27,575.00			\$ 6,894.00
4.1	(MTP) Management and Planning	\$ 27,575.00	\$ -	\$ -	\$ 6,894.00
Task 5.0	Special Studies	\$ 362,980.00			\$90,745.00
5.1	Major Corridor Studies	\$ 71,490.00	\$ -	\$ -	\$ 17,872.00
5.2	Drainage Study relative to potential future project	\$ 171,490.00	\$ -	\$ -	\$ 42,873.00
5.3	Pavement Management Planning	\$ 120,000.00	\$ -	\$ -	\$ 30,000.00
Task 6.0	Public Transportation		\$ 59,339.00	\$ 14,834.00	
6.0	MPO Transit Specialist	\$ -	\$ 34,339.00	\$ 8,584.00	\$ -
6.1	Regional Transit Planning Study	\$ -	\$ 25,000.00	\$ 6,250.00	\$ -

*FHWA AND FTA Planning funds are consolidated under the Consolidated Planning Grant (CPG)
 **The financial source for this item will be provided by the CARES Act, and will not include PL funds.



Financial Summary

The estimated funding available to the HPFL-MPO for 2021 and 2022, respectively, totals **\$1,739,388.00** in federal, state, and local funds. The Federal and Local funding will be available over the two year period. Please be aware that funding estimates are based upon prior years' authorizations; approvals are made contingent upon legislation for continued funding.

The Unified Planning Work Program currently addressed planning funds administered by the U.S. Department of Transportation under three programs.

- Federal Highway Administration Planning Funds (PL-Funds)
- Federal Transit Administration Flex Funding Program (5305 Funds)
- PL carryover funds have been reduced by paid invoices and pending invoices

The Mississippi Department of Transportation provides a share of the non-federal matched for the Flex Fund programs. The City of Hattiesburg provides local monies and in-kind services for PL-funds and transit funds.

ITEM	PL Funds	5305 FLEX Funds	MDOT Match	Local Match	TOTAL
Carryover	\$ 589,942.00	\$ 210,519.00	\$ 52,630.00	\$ 147,485.00	\$ 1,000,576.00
FY2021	\$ 234,040.00	\$ 58,559.00	\$ 14,640.00	\$ 58,510.00	\$ 365,749.00
FY 2022	\$ 238,721.00	\$ 59,730.00	\$ 14,932.00	\$ 59,680.00	\$ 373,063.00
Total	\$ 1,062,703.00	\$ 328,808.00	\$ 82,202.00	\$ 265,675.00	\$ 1,739,388.00
Task	PL	5305 FLEX	MDOT Match	Local Match	Total
1	\$ 340,515.00	\$ 201,100.00	\$ 50,275.00	\$ 85,129.00	\$ 677,019.00
2	\$ 173,780.00	\$ 68,369.00	\$ 17,091.00	\$ 43,445.00	\$ 302,685.00
3	\$ 157,853.00	\$ -	\$ -	\$ 39,464.00	\$ 197,317.00
4	\$ 27,575.00	\$ -	\$ -	\$ 6,894.00	\$ 34,469.00
5	\$ 362,980.00	\$ -	\$ -	\$ 90,745.00	\$ 453,725.00
6	\$ -	\$ 59,339.00	\$ 14,834.00	\$ -	\$ 74,173.00
TOTAL	\$ 1,062,703.00	\$ 328,808.00	\$ 82,200.00	\$ 265,677.00	\$ 1,739,388.00

*The financial source for this item will be provided by the CARES Act, and will not include PL funds.



Organization

Organization

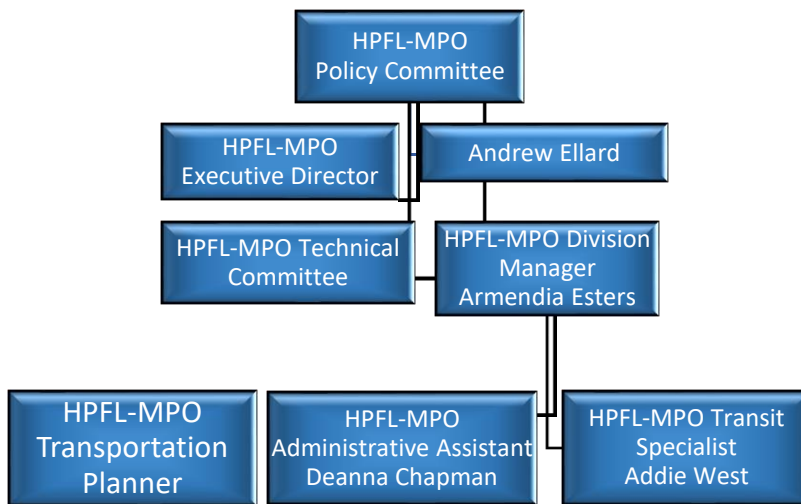
The HPFL-MPO Policy Committee is the governing and final decision-making body for the organization. It is comprised of the Mayors of the City of Hattiesburg and City of Petal, Presidents of the Forrest County and Lamar County Board of Supervisors or their designees, Executive Directors of the Mississippi Department of Transportation Federal Highway Administration and the Federal Transit Administration and the Executive Director of the MPO.

The HPFL-MPO Technical Committee (TC) is responsible for advising the Policy Committee on all urban transportation planning matters and to help guide the metropolitan transportation planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations on HPFL-MPO policy issues. The TC is comprised of engineers, planners, technicians, city/county full-time staff and consultants, and staff of state and federal transportation agencies. A current list of Policy Committee and Technical Committee members is provided in Figure 2. Individuals are typically members by virtue of their role with an agency, organization or jurisdiction, which may change as entities experience staff turnover.

The MPO Staff and the Technical Committee assist MPO board with planning and recommendations. The HPFL-MPO currently operates with the following staff positions: Executive Director, MPO Division Manager, MPO Administrative Assistant, MPO Transit Specialist and the **MPO Transportation Planner**.



Figure 2



As a small organization, the HPFL-MPO's effectiveness also depends on its ability to form collaborative partnerships with a variety of stakeholders, including community groups, health care professionals, school/college administrators, utility companies, the Chamber of Commerce, and economic development groups on programs, projects and initiatives.

Previous Work

- MPO Administration and Management
- Unified Planning Work Program (UPWP)
- Quarterly Transportation Policy Committee (TPC) and Technical Coordinating Committee (TCC) meetings
- MPO self-certification review
- Maintain interagency agreements
- MPO Planning and Technical Support
- Transportation Improvement Program (TIP)
- Professional Development for MPO Staff and MPO Members
- Functional Roadway Classifications
- Supervision of staff assigned to Transportation Planning and MPO tasks
- Participation and coordination of federal and state programs
- Memorandum of Understanding between HPFL-MPO and MDOT
- Invoice, Budget and Quarterly Reports
- Participate in federal and state meetings
- Annual Audit

TASK 1.0 - ADMINISTRATION/MANAGEMENT					
Task	PL	5305	MDOT Match	Local Match	Total
1	\$340,515.00	\$201,100.00	\$50,275.00	\$85,129.00	\$677,019.00

Department: Department of Urban Development/MPO Division

Job Title: Planner

Rate of Pay: \$36,000/year + Depending Upon Experience Non-exempt

Job Description:

- Develops and updates transportation planning projects and studies.
- Supports the planning and design of projects to enhance the City's multimodal network.
- Conducts or assists in the review/analysis of traffic issues, including traffic calming.
- Assists in marketing plan implementation and oversight for transit system changes
- Compiles information to create procurement files for the Transit Division.
- Ensures procurement documents, contracts, and supporting information comply with applicable laws, rules, or regulations.
- Plans, prepares and manages the procurement program in compliance with Federal Transit Administration, state, and city regulations.
- Recommends and implements policies and procedures to ensure a compliant program.
- Maintains a comprehensive list of FTA-assisted contracts, monitors contract deadlines, and coordinates with other divisions for renewals or rebids.
- Evaluates comparative information regarding prices, specifications, and delivery dates of supplies.
- Consults with other transit agencies in the procurement of services, researching scope, specifications, contract development and administration.
- Reviews requisitions.
- Prepares written solicitation documents including RFPs, ITBs, RFIs, and RFQs, quotes and contracts for approval by the City's General Counsel and by the Director of the Urban Development Department
- Schedules, coordinates, and facilitates meetings related to procurement. Creates formats for group discussion and evaluation. Prepares meeting materials and distributes.
- Ensures the bid process is conducted in accordance with specifications.
- Maintain accurate contract clauses and templates for inclusion in solicitations.

Preferred Qualifications

- Bachelor's Degree in Transportation or regional planning, Geography, Public Administration, or closely related field
- Master's degree with coursework in transportation planning, urban planning, public administration, geography, environmental science, or a related field
- Two (2) years of professional experience in transportation planning or a related field in a recognized planning agency
- Two (2) years of experience with procurement and/or record keeping related to compliance with regulations of outside agencies.
- Possession of or the ability to attain a valid Mississippi Driver's License is required

Job-Based Competencies

- Knowledge of applicable federal, state and local laws, City ordinances, and other regulations and requirements relating to municipal planning, zoning and related issues.
- Knowledge of municipal government, boards, councils, commissions and similar bodies and their functions related to municipal planning, zoning and other codes.
- Knowledge of modern office procedures, practices, systems, equipment and software, including Microsoft Word, Excel, Access and PowerPoint.
- Skill in the development, management and manipulation of databases.
- Ability to use a computer to access, interpret, and record information.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships with associates, other employees, volunteers, representatives of other organizations and the public.
- Ability to acquire and maintain a valid Mississippi driver's license.

UPWP TASK 1 COST DESCRIPTION OF THE NEW TRANSPORTATION PLANNER BUDGET ITEM

ITEM	PL Funds	5305 FLEX Funds	MDOT Match	Local Match	TOTAL
Carryover	\$ 589,942.00	\$ 210,519.00	\$ 52,630.00	\$ 147,485.00	\$ 1,000,576.00
FY2021	\$ 234,040.00	\$ 58,559.00	\$ 14,640.00	\$ 58,510.00	\$ 365,749.00
FY 2022	\$ 238,721.00	\$ 59,730.00	\$ 14,932.00	\$ 59,680.00	\$ 373,063.00
Total	\$ 1,062,703.00	\$ 328,808.00	\$ 82,202.00	\$ 265,675.00	\$ 1,739,388.00
Task	PL	5305 FLEX	MDOT Match	Local Match	Total
1	\$ 340,515.00	\$ 201,100.00	\$ 50,275.00	\$ 85,129.00	\$ 677,019.00
MPO	PL			Local Match	
Division					
Manager					
MPO Admin. Assistant	PL			Local Match	
FLEX funds available to Date		\$196,456.00	\$49,114.00		
MPO Transportation Planner FY22 total cost of new position		\$40,000.00	\$10,000.00		
FLEX funds available less new position cost		\$156,456.00	\$39,114.00		

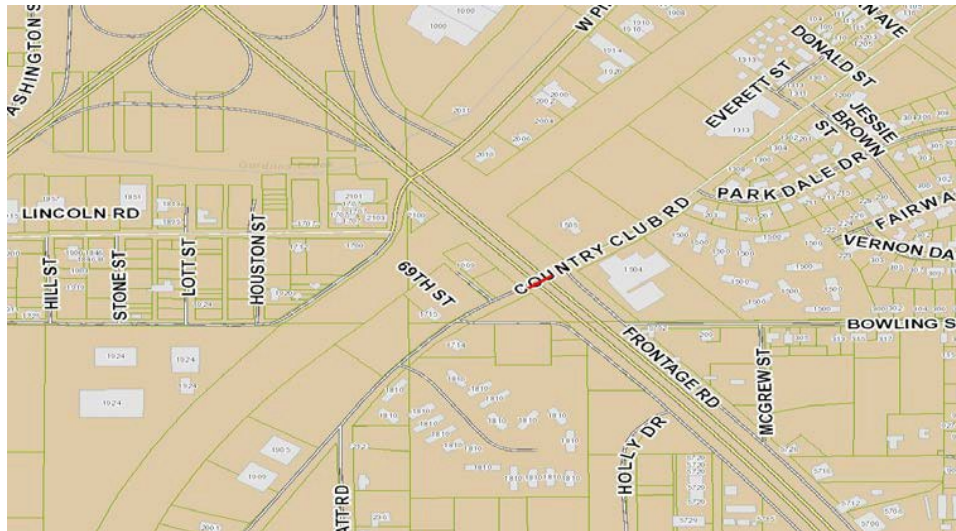


Need ID	505	Total Project Cost:	\$1,300,000.00
Route	Country Club Road	PD:	NPN
Termini	County Club Rd across US Hwy 49		
Improvement Type:	Pedestrian Bridge	Responsible Agency:	Forrest County
Project Length	0.1 miles	County:	Forrest
Project Description:	Add pedestrian crossing over US 49 at Country Club Rd. The crossing would be a pedestrian bridge and connect to the shared use path proposed for the Country Club Rd improvement project.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	Local	DESIGN/PE/ROW	\$0	\$0	\$0
2022	Federal/Local	CON	\$1,040,000.00	\$260,000.00	\$1,300,000.00

Action History	Amend/Adjust	Date	Remarks
Construction Phase Authorized for this project	TIP Page Modification	August 11, 2021	Notification of Authorization from MDOT

Country Club Road Pedestrian Bridge



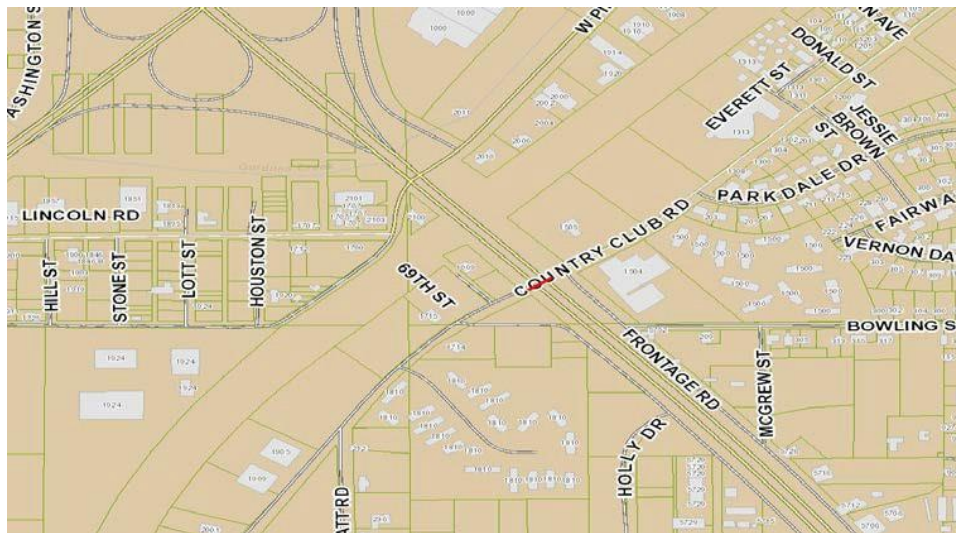


Need ID	505	Total Project Cost:	\$1,300,000.00
Route	Country Club Road	PD:	NPN
Termini	County Club Rd across US Hwy 49		
Improvement Type:	Pedestrian Bridge	Responsible Agency:	Forrest County
Project Length	0.1 miles	County:	Forrest
Project Description:	Add pedestrian crossing over US 49 at Country Club Rd. The crossing would be a pedestrian bridge and connect to the shared use path proposed for the Country Club Rd improvement project.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	Local	DESIGN/PE/ROW	\$0	\$0	\$0
2022	Federal/Local	CON	\$1,040,000.00	\$260,000.00	\$1,300,000.00

Action History	Amend/Adjust	Date	Remarks
Construction Phase Authorized for this project	TIP Page Modification	August 11, 2021	Notification of Authorization from MDOT

Country Club Road Pedestrian Bridge



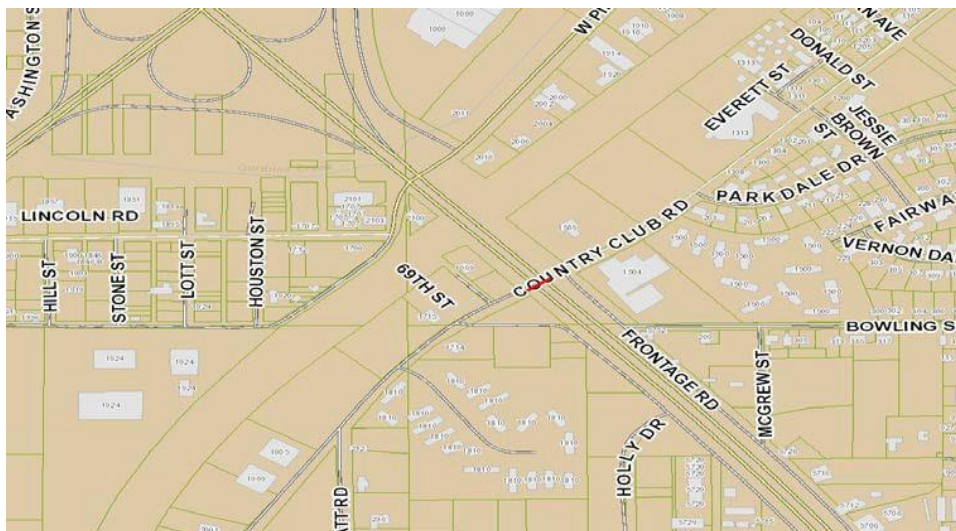


Need ID	505	Total Project Cost:	\$1,300,000.00
Route	Country Club Road	PD:	NPN
Termini	County Club Rd across US Hwy 49		
Improvement Type:	Pedestrian Bridge	Responsible Agency:	Forrest County
Project Length	0.1 miles	County:	Forrest
Project Description:	Add pedestrian crossing over US 49 at Country Club Rd. The crossing would be a pedestrian bridge and connect to the shared use path proposed for the Country Club Rd improvement project.		

Fiscal Year	Fund Source	Phase	Federal Funds	Local Funds	Total Funds
2021	Local	DESIGN/PE	\$0	\$0	\$0
2022	Federal/Local	CON	\$1,040,000.00	\$260,000.00	\$1,300,000.00
2023	Local	ROW	\$0	\$0	\$0
2024			\$0	\$0	\$0

Action History	Amend/Adjust	Date	Remarks

Country Club Road Pedestrian Bridge





Policy Committee Meeting – Wednesday, October 27, 2021

Sign In (Please Print)

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