



## CITY OF LAUREL, MARYLAND

### RESOLUTION NO. 1-2023

#### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF LAUREL, MARYLAND TO ESTABLISH A BICYCLE AND PEDESTRIAN CITIZENS ADVISORY COMMITTEE (BPCAC)

*Sponsored by the President at the request of the Administration*

**WHEREAS**, the City of Laurel is committed to providing a safe and pleasant environment for walking and cycling for transportation and recreation; and

**WHEREAS**, the Administration is recommending that the City Council support and establish a Bicycle and Pedestrian Citizens Advisory Committee to advise the City government on issues specific to cycling and walking in the City; and

**WHEREAS**, the advice of a Bicycle and Pedestrian Advisory Committee may help the City obtain grant funding and recognition for community improvements directed towards facilitating cycling and walking in the City in a safe and orderly manner; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of Laurel, Maryland, that a Bicycle and Pedestrian Advisory Committee is hereby established to advise City officials and staff on the sound development and management and safe use of the City of Laurel's bicycle and pedestrian systems in relation to infrastructure, accessibility, safety enhancements, and promoting the benefits of these systems and shall have the following attributes:

**Purpose** – The purpose of the Bicycle and Pedestrian Citizens Advisory Committee (BPCAC) is to recommend bicycle and pedestrian infrastructure improvements, recommend updates to the Mayor and City Council, and provide a venue for public input on matters related to bicycle and pedestrian facilities and programs. The BPACC is an advisory committee to the Mayor and City Council and City staff with no decision or policy-making authority.

**Membership – The following shall be the makeup of the committee:**

1. The Committee shall be comprised of members reflecting knowledge in the area of bicycle and pedestrian patterns.
2. Members must be a resident, work, own property, or own a business in the City.
3. The Committee shall consist of 7 voting members.
4. The members of the committee shall serve for 3-year terms.
5. Members are to be appointed by the Mayor and confirmed by the City Council.
6. Members shall serve without compensation.

7. If any member fails to attend 75% of all meetings held during any calendar year, the Mayor may remove the member and fill it with another citizen.
8. The Chief of the Laurel Police Department or his/her designee shall serve on the Committee as an ex-officio, non-voting member.
9. The Director of the Department of Public Works or his/her designee shall serve on the Committee as an ex-officio, non-voting member.

**Leadership** – The Committee shall elect a Chairperson and Vice-Chairperson annually, and each shall serve at the pleasure of the Committee. If either position becomes vacant an election to fill the position shall be held at the Committee's next meeting, provided that all committee members have been informed of the vacancy at least one (1) week prior to such meeting.

The Chairperson and Vice-Chairperson may serve as many terms as Chairperson or Vice-Chairperson as nominated and elected.

The Committee may establish rules of procedures for the order of the Committee, have the authority to establish sub-committees, and plan events.

**Meetings** – The Committee shall meet at least Bi-monthly, at times and places that are determined by the Committee Chairperson and shall hold additional meetings as necessary to perform its functions. All meetings shall follow the Maryland Open Meetings Act, as amended from time to time.

Meetings may be virtual or in-person. This decision will be left up to the Chairperson of the Committee, or in the absence of the Chairperson, the Vice-Chairperson.

The Committee Chairperson or in the absence of the Chairperson, the Vice-Chairperson shall preside over all meetings of the committee. When both are absent the Secretary of the Committee shall preside.

**Quorum** – A majority of the current members of the Committee shall constitute a quorum, and the committee shall not take any official business in the absence of a quorum.

**Duties** – The duties of the BPCAC shall include, but not be limited to the following:

1. Periodically, or at the request of the Mayor or City Council, provide advice on the development of regulations or policies that benefit or pertain to cyclists and pedestrians;
2. Provide input to the Mayor regarding the annual Capital Improvement Plan and provide recommendations regarding funding for projects relating to cycling and walking in the City;
3. Prepare an annual report outlining the current effectiveness of and plans for cycling and pedestrian project and activities;

4. The Committee shall not have the authority to enter into any contract or spend any City funds;
5. Advise and assist the Mayor and City Council, and City staff members at the request of the Mayor or City Administrator, in applying for grant funding for projects related to cycling and walking;
6. Engage in community outreach and education on cycling and pedestrian initiatives and events;
7. Other such duties and responsibilities granted by the Mayor and City Council consistent with the bicycle and pedestrian needs of the city.
8. Review and revise the City of Laurel Bicycle Master Plan.

**Staff Support** – The Director of the Department of Public Works shall designate a member of the departments staff to serve as Secretary of the Committee and shall be responsible for providing administrative support to the Committee, which shall include ensuring that agendas for the Committee's meetings are distributed before the meetings are held and that minutes of the Committee's meetings are kept. The Secretary shall not be a voting member of the Committee.

**Recommendations** – The Committee shall make all of its recommendations in writing and direct them to the Mayor and City Administrator. The Committee shall not have the authority to direct the City staff to take any action or spend any funds.

**AND, BE IT FURTHER RESOLVED**, that this Resolution shall take effect on the date of its adoption.

ADOPTED this 23<sup>rd</sup> day of January, 2023

ATTEST:

  
\_\_\_\_\_  
**Sara A. Green, CMC**  
Clerk to the City Council

  
\_\_\_\_\_  
**Francis D. Smith**  
Council President

APPROVED this 23<sup>rd</sup> day of January, 2023

  
\_\_\_\_\_  
**Craig A. Moe**  
Mayor