



**CITY OF URBANA, ILLINOIS  
DEPARTMENT OF PUBLIC WORKS**

***ENGINEERING***

**MEMORANDUM**

**TO:** Mayor Prussing and Members of City Council

**FROM:** William R. Gray, Public Works Director  
Jennifer J. Selby, Civil Engineer

**DATE:** June 21, 2007

**RE:** An Ordinance Amending the Bicycle and Pedestrian Advisory Commission Ordinance

Background

On June 5, 2006, Ordinance No. 2006-06-072 Establishing a Bicycle and Pedestrian Advisory Commission for the City of Urbana was passed by City Council. The Mayor approved the ordinance on June 16, 2006. The first meeting of the Commission (BPAC) was held July 18, 2006. The primary purpose of the Commission is to advise City Council on how to make bicycling and walking viable modes of transportation in the City of Urbana.

Current Commission

BPAC was originally established as a 10 member commission. However, 11 members were appointed to the Commission. Due to the removal of one member and the resignation of another, the commission currently has 9 members. Of these 9 members, 6 were appointed on June 5, 2006; 1 on June 19, 2006; 1 on July 17, 2006; and 1 on September 18, 2006.

The original ordinance did not specify how long member's terms would be. It also did not specify how many consecutive terms a member may serve. The announcement seeking members for the Commission stated that initial terms would be one year in length. Therefore, 6 members appointments have now expired.

Ordinance Amendment

The Public Works Department worked with the Legal Department to develop an amendment to the original ordinance. The amended ordinance establishes and further clarifies procedures for organizing the business of the Commission in executing its duties and responsibilities.

The first amended item is in regards to the composition of the Commission. The Commission membership was reduced from 10 to 9. The odd number prevents tie votes. All members will be appointed by the Mayor, however four (4) members will be nominated for appointment by the Urbana School District, Urbana Park District, University of Illinois, and Urbana Public Works. All members will be voting members.

The second amended item is in regards to the terms of the members. The amended ordinance sets the terms at three (3) years. There is no limit to the number of terms a member may serve. All terms will expire on June 30<sup>th</sup> of the appropriate year. However, so there is not a complete turnover of the Commission every three years, the first 9 appointments made after adoption of this ordinance will be staggered with 3 members appointed for 1 year, 3 for 2 years, and 3 for 3 years. Subsequent appointments will be 3 years in length.

Finally, the original ordinance was amended to establish reasons for removal of appointed members from the Commission.

Council Action

The City Council is asked to approve the attached Ordinance Amending the Bicycle and Pedestrian Advisory Commission Ordinance.

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Jennifer J. Selby, P.E.  
Civil Engineer

William R. Gray, P.E.  
Public Works Director

ORDINANCE NO. 2007-06-063

**AN ORDINANCE AMENDING THE BICYCLE AND PEDESTRIAN ADVISORY  
COMMISSION ORDINANCE**

WHEREAS, in Ordinance No. 2006-06-072 passed by the Council on June 5, 2006, and signed by the Mayor on the 16<sup>th</sup> day of June, 2006, the Bicycle and Pedestrian Advisory Commission was established; and

WHEREAS, there is a need to clarify some matters contained therein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. The existing Section 23-147 entitled "Composition, appointment, quorum" as set forth in Ordinance No. 2006-06-072 is hereby repealed, and in its place is enacted the following:

"Section 23-147. Composition, appointment, terms, quorum.  
(a) the Bicycle and Pedestrian Advisory Commission shall consist of nine (9) members appointed by the Mayor, and approved by the Council, from constituencies which have an interest and expertise in bicycle and pedestrian issues. Four (4) members shall be representatives nominated by the following organizations:

- (1) Urbana School District No. 116;
- (2) the Urbana Park District;
- (3) the University of Illinois;
- (4) the City of Urbana Public Works Department.

All members shall be voting members.

(b) Five (5) members shall constitute a quorum.

(c) After the expiration of the initial appointments which were made prior to the effective date of this amendatory ordinance, members who are appointed shall serve for a 3-year term. Members appointed after the effective date of the amendatory ordinance shall be appointed in a manner to accomplish staggered membership, and thus, three (3) members shall be appointed for a one-year term, three (3) members for a two-year term and three (3) members for a three-year term, with all such terms to end on the 30<sup>th</sup> day of June as appropriate for the term for which they were appointed. Members shall continue to serve until their successors are appointed by the Mayor and approved by the city council."

Section 2. Section 23-148, Duties, as such exists in Ordinance No. 2006-06-072, is hereby amended to add (e) to read as follows:

"(e) The commission shall meet from time to time, at least once each quarter, on call of the chairperson or of any five (5) members."

Section 3. Section 23-149, entitled Meetings, absence of member, as such exists in Ordinance No. 2006-06-072, is hereby repealed upon the taking effect of this amendatory ordinance and the following shall be enacted in its place:

"Section 23-149. Removal of members. Appointed members may be removed by the Mayor for any of the following reasons:

(a) any member who was absent from three (3) duly noticed meetings;

(b) a member who violates the conflict of interest provisions of the commission's bylaws;

(c) for good cause as determined by the Mayor.

PASSED by the City Council this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

AYES:  
NAYS:  
ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor