

# City of Little Rock

## Active Transportation Advisory Committee Bylaws

### October 2021

#### ARTICLE I – Name

The name of the Committee is the City of Little Rock Active Transportation Advisory Committee (ATAC).

#### ARTICLE II – Formation and Mandate

On September 6, 2006, the City of Little Rock (City) Board of Directors adopted Resolution 12,339,<sup>1</sup> calling for the City to:

**“Establish a citywide, multi-disciplinary committee for non-motorized mobility to submit to the City a regular evaluation and action plan for completing the items in this resolution”** (Section 1J).

ATAC was established as a result of this Resolution and operates within the mandate therein. The ATAC is charged with creating an action plan to achieve the items below and evaluating the City’s progress toward these items. The items in this resolution are (emphasis ours):

1. “Adopt a **target level of bicycle use** (e.g. percent trips) **and safety** as goals to be achieved within a specific timeframe, and **improve data collection** necessary to monitor progress toward those goals.” (Section 1A)
2. “Provide safe and convenient bicycle access to all parts of the community through a **signed network of on-and-off-street facilities, low speed streets, and secure parking** by involving local cyclists to help identify needs for maintenance and needs for various improvements.” (Section 1B)
3. “Establish information programs to **promote bicycling for all purposes**, and to communicate the many benefits of bicycling to residents and businesses (e.g. with bicycle maps, public relations campaigns, neighborhood rides, a ride with the Mayor). (Section 1C)
4. “**Make the City a model employer by encouraging bicycle** use among its employees (e.g. by providing parking, showers and lockers and **establishing a city bicycle fleet**.” (Section 1D)
5. “Ensure **City policies, plans, codes, and programs are updated and implemented** to take advantage of every opportunity to create a more bicycle-friendly community and **offer staff in all departments training** to better enable them to complete this task.” (Section 1E)
6. “**Educate road users** to share the road and interact safely using a combination of **safe road design and education programs** that will to [sic] increase the confidence of bicyclists.” (Section 1F)
7. “**Enforce traffic laws** to improve the safety and comfort of all road users, with a particular focus on behaviors and attitudes that cause motor vehicle-bicycle collisions.”

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<sup>1</sup> <http://web.littlerock.state.ar.us/WebLink/DocView.aspx?id=26636&repo=CityofLittleRock>

(Section 1G)

8. “Develop **special programs** to encourage bicycle use in areas of the City **where** significant segments of **the population do not drive** (e.g. through Safe Routes to Schools programs) and where short trips are most common.” (Section 1H)
9. “**Promote inter-modal travel between public transport and bicycles** (e.g. by putting bike racks on buses, improving parking at transit stations, and improving access to rail and public transport vehicles).” (Section 1I)

### ARTICLE III – Subsequent City Guidance

Since September 2006, the City has articulated additional non-motorized mobility guidance. While not explicitly directed at ATAC, these objectives inform the City’s evolving intentions around active transportation and help inform ATAC’s efforts. These documents include:

1. **Complete Streets Resolution 13,675 (2013)**: Resolution that charged City staff to revise the Master Street Plan to conform to Complete Streets principles.<sup>2</sup>
2. **Road to 2020 (2014)**: Three of 17 goals relate to active transportation, Complete Streets, Arkansas River Trail, and Accessible Alternative Transportation.<sup>3</sup>
3. **Complete Streets Ordinance 21,029 (2015)**: This charged City staff to accommodate walking and biking in all new, rebuilt, and resurfaced street projects unless one of five Exceptions is met.<sup>4</sup>
4. **Mayor Scott’s Mobility Agenda (2018)**: In the section “Improving Little Rock’s Walkability and Bikeability and Supporting Alternative Modes of Transportation”, the agenda contains several active transportation goals, particularly regarding infrastructure.<sup>5</sup>
5. **City Mission (revised 2020)**: “The City of Little Rock is dedicated to improving our residents’ quality of life by providing exceptional service in an efficient and equitable manner.”
6. **City Vision (revised 2020)**: “The City of Little Rock is a leading southern city – vibrant, safe, and innovative – that provides an excellent and sustainable quality of life where all families, individuals, and businesses can thrive.”
7. **City Board of Directors “Must Do” Policy Statements**: Several statements relate to active transportation, including:<sup>6</sup>
  - a. “Maintaining and improving community livability through partnerships with diverse communities by proactively addressing public safety concerns, which enhance the quality of life for all”
  - b. “Striving to improve vehicular and pedestrian safety”
  - c. “Providing optimum service levels to the public as cost effectively as possible to maintain a safe, healthy community”

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2 [https://www.littlerock.gov/media/5652/completestreetsresolution\\_13675.pdf](https://www.littlerock.gov/media/5652/completestreetsresolution_13675.pdf)

3 <https://www.littlerock.gov/media/6652/2020-sustainability-roadmap-32819.pdf>

4 [https://www.littlerock.gov/media/1374/complete\\_streets\\_ordinance\\_21029.pdf](https://www.littlerock.gov/media/1374/complete_streets_ordinance_21029.pdf)

5 <https://www.frankscottjr.com/mobility-agenda>

6 <https://www.littlerock.gov/board-of-directors/board-policy-statements/>

- d. “Leveraging key resources and assets to attract and keep business interests that offer high-wage/high-skill opportunities to residents”
- e. “Creating an environment that is attractive to young people”
- f. “Providing a strong work force for new and existing business”
- g. “A comprehensive effort to ensure air quality”
- h. “...maintain and improve a comprehensive infrastructure system that meets the changing needs of the community”... regarding Streets and Traffic Signals

#### **ARTICLE IV - Mission, Vision, Purposes, and Duties**

ATAC has synthesized the guidance of Resolution 12,339 (Article II) and subsequent City guidance (Article III) to establish the following:

##### **Section 4.1 - Mission**

ATAC exists to assist the City meet its goals to increase opportunities to walk and bike for transportation and recreation, increase the perceived and actual safety of walking and biking, and make all Little Rock destinations accessible to people walking and biking.

##### **Section 4.2 – Vision**

To make biking and walking integral to the Little Rock experience for residents, workers, and visitors.

##### **Section 4.3 – Modes**

ATAC considers people walking, using mobility devices (e.g. wheelchairs), and biking (pedal-assist or traditional). Because of their similar weights, capabilities, and roadway/trail use, ATAC may consider e-scooters in some contexts.

##### **Section 4.4 - Purposes**

**1. Safety:** To make Little Rock safe for people riding a bicycle or walking by increasing the number, interconnectivity, and quality (especially degree of separation from automobiles) of active transportation infrastructure and encouraging walking and biking. Feedback from Smart Growth America (Dangerous by Design), the League of American Bicyclists (Bike Friendly Community), and People for Bikes (City Rankings) suggests energy put into increasing safety would have a high return on investment.

**2. Health:** To encourage regular physical movement and increase public health by making active recreation and transportation safe, convenient, and useful. According to the frequently cited WalletHub report, the Little Rock metro area is the most Overweight/Obese city in the country (an amalgamation of several CDC statistics).<sup>7</sup>

**3. Equity (Age and Ability):** To make Little Rock’s transportation system serve *all* Little Rock residents, workers, and visitors. A transportation system only designed to move motor vehicles does not serve residents that cannot drive because they are not yet old enough, do not drive in their old age, or cannot drive due to disability. This takes away mobility and independence from already underserved communities and makes mobility more dangerous

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<sup>7</sup> <https://wallethub.com/edu/fattest-cities-in-america/10532#main-findings>

for these communities.

**4. Equity (Income):** To make Little Rock’s transportation system serve *all* Little Rock residents, workers, and visitors. “Affordable transportation” is defined as 15% of household income (HUD). A car/truck costs between \$8K-\$11K to own and operate per year (AAA). Little Rock median household income is \$46.4K (US Census). For the *majority* of Little Rock residents, transportation is unaffordable even assuming a household needs only one car for mobility. When a personal automobile is a required prosthetic device for our transportation grid, and more than one person in the household works, goes to school, etc., transportation can be challenging. Unreliable transportation options can decrease job security, increase truancy, and perpetuate poverty.

**5. Equity (Race):** To make Little Rock’s transportation system serve *all* Little Rock residents, workers, and visitors. The risk of getting hit by a car while walking or biking is unacceptably high in Little Rock (see Section 2.3.1 Safety), but that risk is not equally shared. Black Central Arkansas residents are *three times* more likely to be hit by a car while walking or biking and *three times* more likely to be killed by a car while walking vs. white residents.<sup>8</sup> ATAC is interested in the determining and addressing the reasons for this disparity. Reasons may include high capacity roadways being preferentially built through Black neighborhoods,<sup>9</sup> clustering bike lanes and off-street trail investments in white neighborhoods, and income and wealth disparities between Black and white Little Rock communities.<sup>10</sup> We seek solutions to address these disparities. Note that while other communities also see higher risk for other POC groups, these groups are no more likely to be hit by a car while walking or biking vs. white residents in Central Arkansas.

**6. Utility:** To make active transportation more useful. This requires more than sidewalks and bike lanes; it requires dense, mixed use development so that origins are within walking/biking distance to destinations. The street grid must have high connectivity. To meaningfully engage with ATAC’s stated Vision and Mission, we must consider land use and development planning.

**7. Comfort:** To create an environment in which active transportation is not only safe and useful, but also encouraged. This requires streets with features on human scales, i.e. eliminating long stretches of surface parking, planting street trees, reducing or eliminating front parking, decreasing distances between sidewalk and building edges, being deliberate about building height to street width ratios, and limiting curb cuts/access. While not intuitively connected to ATAC’s Mission, this placemaking is an important to encouraging active transportation. These changes require zoning reform.

**8. Economic Development:** To offer the quality of life amenities and transportation choices that the young, creative class workforce seeks. To attract and retain a high quality workforce that businesses seek when considering where to locate.

**9. Sustainability:** To decrease regional vehicle miles traveled per capita (VMT). Transportation is the largest sector for carbon emissions in the U.S. and the Little Rock metro area has one of the highest VMT’s in the country; we have tremendous untapped potential to reduce carbon emissions by reducing local VMT. By planning land uses closer together, by building on-street and off-street connectivity for people walking and riding bikes, we can

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8 [https://www.littlerock.gov/media/1376/metroplan\\_2015ped-bikecrashanalysis.pdf](https://www.littlerock.gov/media/1376/metroplan_2015ped-bikecrashanalysis.pdf) (Figs. 8 and 9)

9 <https://www.arcgis.com/apps/Cascade/index.html?appid=4201e770c78a41c9ae993f4421f1fb26>

10 <https://statisticalatlas.com/place/Arkansas/Little-Rock/Household-Income>, Fig. 11

decrease the number of vehicular trips and their per trip distances.

**10. Community/Social Capital:** To facilitate stronger connections between neighbors and residents and more community engagement. Roads prioritizing vehicular movement (speeds and volumes), especially arterial streets and highways, disconnect communities and make them less safe. Promoting active mobility promotes community connection and safety.

**11. Tourism:** To create an environment that people want to visit, allow visitors transportation options once they arrive, and encourage tourists to spend money. Tourism is Arkansas's second largest revenue stream; Little Rock's Clinton Presidential Library and Central High National Historic Site are national tourist destinations. Translating tourist trips to these destinations to money spent in our community requires strong walking and biking options. Active mobility facilities such as our emerging regional trail network and mountain bike trails can themselves be tourist draws and economic drivers for Little Rock.

**12. Last Mile:** To increase the utility of Rock Region Metro by making walking and biking to and from transit stops more feasible. Car-optional transportation throughout Little Rock requires walking, biking, and transit. Short trips can be walked, intermediate trips can be biked, but long trips often require transit. Long transit trips can also require walking and biking infrastructure to get from an origin to the closest bus stop and from the destination bus stop to the destination itself. While transit is outside the scope of ATAC's advisory role, we must advise walking and biking routes with an eye for connecting to transit.

## Section 4.5 – Duties

In accordance with CLR Resolution 12,339, Section 1. J (see also ARTICLE II):

1. The City of Little Rock shall provide ATAC all available information to create an informed Action Plan and Evaluation, including but not limited to:
  - a. Plans for upcoming **new street projects** and **new development** for Complete Streets/active transportation considerations in a timeframe that would allow changes to projects based on ATAC feedback
    - i. For any ATAC recommendations, the City shall inform ATAC of whether or not recommendations were adopted, and if not, why not
  - b. A list of upcoming **resurfacing projects** so that ATAC can consider these corridors in the context of Complete Streets/active transportation
    - i. For any ATAC recommendations, the City shall inform ATAC of whether or not recommendations were adopted, and if not, why not
  - c. Projects that will temporarily or permanently affect existing bicycle or pedestrian facilities, such as utility work or street/highway construction.
  - d. Any available **motor vehicle, bicycle, and pedestrian counts**. Motor vehicle use information should include any available information (volume, peak volume, speed, etc.)
  - e. Any upcoming **Ordinances or Resolutions** related to active transportation in a timeframe that would allow ATAC comment and revision
  - f. Any upcoming **plans impacting active transportation**, including but not limited to Complete Streets Master Plan, Master Trail Plan, and Master Street Plan/Master Transportation Plan
  - g. For ATAC to advise on **trail prioritization**, City should inform ATAC of



website. ATAC can welcome a new Voting Member by a quorum majority ATAC vote.

2. **City of Little Rock Staff ATAC Members** - The City of Little Rock Staff Members of ATAC shall be 1) City of Little Rock Bicycle and Pedestrian Coordinator, 2) CLR Traffic Engineering Representative, 3) CLR Civil Engineering Representative, 4) CLR Parks and Recreation Representative and 5) CLR Planning Representative
3. **ATAC Advisory Members** - ATAC may also include up to five Advisory Members who shall serve one year terms.

### **Section 5.3 - Termination of Membership for Failure to Attend Meetings**

If an ATAC Voting Member fails to attend more than fifty percent of all regular meetings in one calendar year, the ATAC Chair shall immediately send written or e-mail notice to the member that he or she will be automatically removed from ATAC membership unless, no later than five calendar days prior to the next scheduled ATAC meeting, the member delivers to the chair written or e-mail notification of his or her desire to remain on ATAC. At the next ATAC meeting, ATAC shall vote to allow the member to continue to remain an ATAC Voting Member or not. City of Little Rock Staff Members and the ATAC Advisory Members shall not be subject to the meeting attendance requirements. For purposes of this Section 5.3, attendance at a regular meeting by a proxy designated in accordance with the provisions of Section 6.4 shall constitute attendance by the Public Member designating the proxy.

### **Section 5.4 - Record of Membership**

The ATAC Secretary shall maintain a record of ATAC membership. The record of membership shall include the name, street address, e-mail address, and telephone number(s) of each member.

## **ARTICLE VI - Meetings of Members**

### **Section 6.1 - Date, Time and Place of Meetings**

Regular ATAC meetings shall be held each month at a date, time, and location to be determined by the ATAC Chair. Special ATAC meetings may be called by the ATAC Chair pursuant to the same requirements applicable under these bylaws for regular meetings. The annual ATAC meeting shall be the first ATAC meeting of the calendar year.

### **Section 6.2 - Notice of Meetings**

The ATAC Secretary shall send notice of the meetings to be received by members at least five calendar days before the date of any meeting. Notice may be sent by e-mail or regular U.S. mail. The meeting notice shall include the meeting agenda prepared by the ATAC Chair.

### **Section 6.3 - Voting Rights**

ATAC Voting Members shall have the right to vote on all matters considered by ATAC and may serve on, chair, and vote on all matters considered by Subcommittees to which they have been appointed. ATAC Staff Members and Advisory Members shall not vote at ATAC meetings but may fully participate in meeting discussions and may serve on ATAC Subcommittees to which they have been appointed.

### **Section 6.4 - Methods of Meeting Attendance and Voting**

Members may attend, participate, and vote in ATAC meetings in person or, if arrangements have

been made and approved by the ATAC Chair, remotely. Except for the election of Voting Members and Officers, ATAC may conduct business by e-mail if the ATAC Chair determines that action on the business to be conducted must be taken prior to the next ATAC scheduled meeting. A Voting Member may designate a proxy to attend and vote for her at an ATAC meeting. To designate a proxy, prior to a meeting at which a proxy is to attend and vote the Voting Member must notify the ATAC Chair or the Bicycle Pedestrian Coordinator of the name of the person to serve as proxy.

### **Section 6.5 - Quorum**

Attendance of a majority of the Voting Members serving on ATAC shall constitute a quorum. Business may be conducted only in meetings in which a quorum is present or by e-mail vote as described in Section 6.4. A majority of the votes cast shall be sufficient to take or authorize action upon any matter which may properly be considered by ATAC. Voting by proxy is allowed only in accordance with the provisions of Section 6.4.

### **Section 6.6 - Rules of Order**

Unless otherwise stated or inconsistent with these bylaws, the current edition of Robert's Rules of Order shall be followed at all ATAC meetings.

### **Section 6.7 - Meetings Open to the Public**

Except when discussing personnel matters, all meetings shall be open to the public.

## **ARTICLE VII - Officers**

### **Section 7.1 - Officers**

ATAC Officers shall be a Chair, a Secretary, and Subcommittee/Task Force Chairs.

### **Section 7.2 - Duties and Powers of Officers**

The duties and powers of the Officers shall be as follows:

1. **Chair** - The Chair shall preside over ATAC meetings and shall provide general supervision over ATAC affairs. The Chair shall generally be responsible for the conduct of ATAC business and shall have such other duties as ATAC may from time to time prescribe. The Chair shall prepare an agenda for each ATAC meeting. The meeting agenda shall be distributed with the meeting notice as provided in Section 6.2.
2. **Secretary** - The Secretary shall attend and keep minutes of all ATAC meetings, issue proper notices of all such meetings, perform all other duties which are incident to the office of Secretary, and perform other such duties and have such other powers as ATAC may from time to time prescribe.

Meeting minutes shall include the date, time, and place of the meeting; the names of members present for the meeting; each action taken by ATAC, including the number of members voting for and against the action, and a short summary of discussions of significant matters. In the absence of the Secretary, the Chair shall designate a member to record the minutes. The Secretary shall provide written minutes for the previous meeting to ATAC members at least one (1) week prior to each regular meeting. The



approved minutes shall be signed by the Chair and retained by the Secretary. Whenever possible, the minutes shall be distributed electronically.

- 3. Sub-Committee Chair** - Each standing sub-committee, ad-hoc subcommittee, and task force shall have a Chair. The Chair shall preside over the sub-committee/task force meetings and be responsible for sub-committee/task force business. Standing sub-committee chairs shall be elected at the annual meeting (Section 7.3 below); ad-hoc and task force Chairs shall be elected at the time the sub-committee/task force is formed and serve for one year or through the duration of the existence of the sub-committee/task force, whichever comes first.

### **Section 7.3 - Election of Officers and Term of Office**

Officers shall be elected at the annual meeting. Nominations for Officers shall be made by ATAC members. The election shall be by ballot or voice vote at the discretion of the Chair or other person conducting the meeting. The term of office for officers shall be for one year. Officers may be re-elected.

## **ARTICLE VIII - Subcommittees**

### **Section 8.1 - Subcommittees**

Standing ATAC subcommittees shall be:

*Projects:* ATAC will provide citizen oversight to ongoing projects, especially grant projects with deadlines, new developments/streets, and street resurfacing. They will be in regular contact with City staff to ensure the City is on-track in grant administration and following ATAC and Complete Streets Master Plan recommendations and Complete Streets Ordinance language for street projects.

*Education and Outreach:* Now that ATAC includes walking, more explicitly considers transportation, and has articulated “Section 4.4 Purposes”, we can more naturally form coalitions with other local stakeholder groups. The Education and Outreach Subcommittee shall identify and create relationships with other stakeholder groups and work with them to identify and advance our shared goals. They will also be responsible for presenting the ATAC Action Plan, ATAC Evaluation, and other timely content to the CLR Board of Directors.

*Action Plan and Evaluation:* The City of Little Rock has no shortage of guidance about how to improve conditions for walking and biking, including League of American Bicyclists Bike Friendly Community feedback, People for Bikes feedback, the Road to 2020/2025 (Sustainability Commission), On the Right Track (2014), and Active Transportation in Little Rock (2021). The Action Plan and Evaluation Subcommittee will pull from these resources, and considering momentum from other stakeholder groups (Education and Outreach), and identify near-term opportunities for the City. This subcommittee will be responsible for generating the five year action plan and the annual evaluation, which will be presented to the City following revisions/approval by the full ATAC.

ATAC may also create ad hoc subcommittees and task forces within subcommittees. ATAC shall specify a purpose for each subcommittee and task force. The ATAC Chair shall appoint a Chairperson of each subcommittee who shall serve from the date of his or her appointment until

the next ATAC annual meeting and may be reappointed. All ATAC Voting Members shall serve on at least one subcommittee.

**Section 8.2 - Individual Projects**

The president may assign responsibility for special projects to an individual member.

**ARTICLE IX - Amendment of the Bylaws**

These bylaws may be amended or repealed, in whole or in part, and additional bylaws may be adopted by ATAC majority vote. Members shall be notified of all bylaw changes.

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Chair, Active Transportation Advisory Committee

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Secretary, Active Transportation Advisory Committee