

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/22/08		Item Number: A-5	
AGENDA ITEM: (1) Creation of the Ad-Hoc Public Advisory Committee on the Citywide Bicycle and Pedestrian Master Plan and (2) Authorization to Advertise for Applications for Positions Thereon.			
Contact Person/Dept.: John Rivera, Senior Management Analyst		Phone Number: (310) 253-5616	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Matt Benjamin and Adrian Leung, Alta Planning + Design and Jennifer Klausner Los Angeles County Bicycle Coalition by e-mail on December 17, 2008. Master E-Mail Notification List (12/17/08).			
Department Approval: Charles D. Herbertson (12/11/08)		City Attorney Approval: Carol Schwab (by H. Baker) (12/16/08)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball)(12/17/08)		City Manager Approval: Jerry B. Fulwood (12/17/08)	

RECOMMENDATION:

Staff recommends the City Council (1) create the Ad-Hoc Public Advisory Committee on the Citywide Bicycle and Pedestrian and (2) authorize the City Clerk to advertise and for applications for positions thereon. The Ad-Hoc Public Advisory Committee is intended to provide input on the preparation of a Citywide Bicycle and Pedestrian Master Plan, which is being prepared as a part of a Los Angeles County Department of Public Health Policies for Livable Active Communities and Environments (PLACE) Program Grant.

BACKGROUND:

In August 2005, the Los Angeles County Board of Supervisors created a new Division of Chronic Disease and Injury Prevention within the Department of Public Health and allocated funding for a new planning and policy development program within the Division, resulting in the creation of the "Policies for Livable Active Communities and Environments" (PLACE) Program. The PLACE Program recognizes that a community's environment affects public health. The design of cities, communities, neighborhoods, work sites, schools and streets can impact how much physical activity people get and how we choose to design or improve various aspects of the community plays an important role in preventing chronic health conditions.

In August 2007, the PLACE Program released a Request for Initiatives to address the influence of land use and community design on health. The grant program is intended to promote physical activity through the cooperative efforts of governmental agencies and advocacy groups. On October 22, 2007 the City Council authorized submittal of the PLACE Grant application for preparation of a Citywide Bicycle and

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Pedestrian Master Plan and related City code and policy amendments. On July 1, 2008 the Los Angeles County Board of Supervisors approved awarding of a PLACE Grant to the City. The City Council authorized acceptance of the grant on July 28, 2008.

DISCUSSION:

The approved grant is to prepare the City's first ever Citywide Bicycle and Pedestrian Master Plan (BPMP) and implement the BPMP through initiating grant funded programs, review and updating of City's related plans, codes, policies and standards, and the installation of physical bikeway improvements. The following is a basic listing of anticipated activities for each grant identified funding Term:

Term 1 – 1 year 7/1/08 – 6/30/09

- Begin preparation of a citywide BPMP.
- Begin reviewing City plans, codes, policies and standards and determining which need revising to implement the BPMP.
- Initiate design and planning of priority bikeway physical improvements.
- Participate in City's General Plan update process.
- Staff training.

Term 2 – 1 year 7/1/09 – 6/30/10

- Complete preparation of a citywide BPMP.
- Process amending City plans, codes, policies and standards to implement the BPMP.
- Complete design and planning of priority bikeway physical improvements – EXPO to Downtown Bikeway- Explore possibility of Bike Route along Wesley Street, Higuera Street, Lucerne Avenue and connection to various side streets to Downtown (Depending on funding, explore the possibility of continuing this bikeway to the schools via Duquesne and Farragut and modifying the Jackson/Jasmine pedestrian walkway).
- Participate in review of a proposed private-sector discretionary development project to educate City engineering and planning staffs on implementation of the BPMP.
- Participate in the General Plan Process.
- Prepare grant applications to implement other BPMP identified programs and physical improvements (as budget allows).
- Staff training.

Term 3 – 1 year 7/1/10 – 6/30/11

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- Perform review of BPMP and resulting plans, codes, policies and standards to implement the BPMP to determine if they are achieving stated goals, and if needed, identify and process amendment to those that are in need of revision.
- Prepare grant applications to implement other BPMP identified programs and physical improvements (as budget allows).
- Staff training.

The Public Works Department staff will supervise the grant implementation and work with Alta Planning + Design (Alta) who is responsible for the day to day implementation of the grant and with Los Angeles County Bicycle Coalition (LACBC) designated representatives who are providing outreach capabilities, knowledge and experience of cycling in the City and region, and educational capabilities.

PUBLIC ADVISORY COMMITTEE (PAC)

The development of citywide plans benefit from early and consistent participation by the community. In order to help ensure community participation in all steps of the BPMP development it is recommended that the City Council appoint a Public Advisory Committee (PAC). The PAC is intended to provide public input on the BPMP in coordination with the public participation process. It is recommended that the PAC consist of residents, representatives from homeowners groups, business owners or representatives, community groups, non-profit organizations, and other interested parties. Members of the PAC would be asked to provide input on policy issues, principles, prioritization, design guidelines and standards, within the overall content and format of the BPMP. PAC meetings are anticipated on an as-needed basis, approximately once a month, over the 12 to 18 month development of the BPMP. If the City Council authorizes formation of a PAC, staff proposes to advertise and solicit applications in the same manner as is done for the City's standing committees. The application period is proposed to occur during the month of January 2009. Appointment of the PAC members would be scheduled for the Council's February 9, 2009 meeting.

It is recommended that the PAC consist of 10 to 15 members at most. The PAC would be structured as other City committees and hold open noticed public meetings in accordance with the Brown Act. The meeting dates and times are anticipated to vary as needed to fit the process.

The following is a listing of the criteria that staff and Alta recommend that the Council use to eventually guide selection of members to the PAC. These criteria are categorized into three sets: Logistical, Knowledge-based, and Representative.

Logistical Criteria

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Logistical criteria are related to a PAC member's ability to make the time commitment to actively participate in the entire BPMP process. This primarily includes availability. Meetings will most likely take place after work hours on week days and possibly some weekends, at least once per month for a 12 to 18 month period. Members will also be expected to review draft documents and provide any written review comments.

Knowledge-based Criteria

Knowledge-based criteria are related to a member's relevant experiences and/or knowledge of the general issue, or their willingness to acquire the information required for effective problem solving. Examples of useful knowledge include a vocabulary of bicycle and pedestrian treatments; a knowledge of the City's road and/or flood channel network, location of major destinations and the surrounding area.

Representative Criteria

Representative criteria are related to a member's relevant support, confidence, and understanding from specific groups with significant input for the development of bicycle and pedestrian facilities. As stated above it is recommended that the PAC consist of approximately 10 to 15 members and that the membership represent at least one individual from each of the following groups. Staff believes and recommends that the optimum PAC consist of 10 members, with at least 1 member representing each group/subgroup listed below. If the applicant pool does not consist of potential candidates to represent all the below groups, it would be appropriate for the Council to select candidates from any already represented groups. The following are a list of suggested groups for PAC representation.

- *City Residents at-large* - This group is anticipated to provide a broad range of firsthand knowledge to the PAC.
- *Homeowners Associations* - Homeowners associations can represent the concerns and interests of homeowners in Culver City. Homeowners are an insightful constituency within the City because of their physical and financial investment in the City. Homeowners typically carefully monitor the physical environment of the city, and are heavily invested/interested in changes or improvement that may impact their investment.
- *Bicycling/Walking clubs + groups* - These groups will provide firsthand expertise to the PAC. Whether their knowledge derives from recreational or

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commuting purposes – these groups will be critical in providing feedback that represents active users of the roadway, bicycle and pedestrian infrastructure.

- *School Representatives* - Members from this group can be teachers, members of a Parent-Teacher Association, school administrators, or Culver High School students and familiar with the issues that pertain to accessing school. Of particular interest is anyone who has participated in a Safe Routes to School program or who has helped coordinate alternative transportation methods to schools. This group provides insight into commuting patterns as they pertain to schools, and can provide much needed expertise when it comes to increasing bicycle and pedestrian access to schools.
- *Public Health/Active Living* - Organizations that promote public health and active living will need representation. A primary component of the PLACE grant is to examine the interconnected nature between transportation and public health. Non-City resident representatives from this group should be allowed to serve on the PAC. These organizations will provide insightful expertise to the public's input on bicycle and pedestrian issues in Culver City.
- *Culver City Businesses* - Business owners/employees in Culver City are intimately aware with factors that improve their business and are typically aware of access issues. Because of its small town character, businesses play an integral role in the pedestrian and bicycle environment within Culver City. Non-City resident business representatives should be allowed to serve on the PAC. It would be desirable if business representation could be encouraged from the following groups:
 1. *General Local Businesses* - Business owners/employees of businesses not represented in the other business groups.
 2. *Major Trip Generating Locations e.g. Downtown, Fox Hills Mall, Sony, West LA College, Antioch, Costco* - PAC members representing major trip generators can voice the concerns and needs of the City's largest commuter groups and other non-recreational bicyclists and pedestrians.
 3. *Chamber of Commerce* - Representation from the chamber of commerce can ensure that bicycle and pedestrian plans support the broader needs of Culver City business, from providing convenient access for customers and also easy commuting alternatives for employees.
 4. *Culver City Developers* - Developer participation on the PAC can encourage a collective effort of improving bicycling and walking conditions for new

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construction/development within the city. It can also provide an opportunity for developers to share their insight into how key they envision the future of bicycling and walking.

FISCAL ANALYSIS:

The PLACE grant award is for one-year with two one-year renewals at the sole discretion of the Director of DPH and based on the demonstrated performance, continued availability of funds, and approval by DPH and the County Board of Supervisors. Funds available for each grantee are up to \$310,000 over the three year term of the grant. Per City Council approval, \$105,000 has been appropriated in FY 2008-09 (Account No. 42300917). The remainder of the grant will be appropriated during the budget process as follows: \$105,000 in FY 2009-10 and \$100,000 in FY 2010-11.

The grant funds will primarily be used to fund all the cost of Alta's professional services and LACBC outreach and initial educational efforts. No City matching funds are required. However, in addition to Public Works Department staff, staff support from the following City departments will be needed to implement the grant and participate in the PAC process: Police, Fire, Community Development, Transportation, Information Technology and Parks, Recreation & Community Services.

Any ongoing programs resulting from this effort are anticipated to be funded through future grant opportunities that would be available to the City once the proposed Citywide Bicycle and Pedestrian Master Plan were adopted.

MOTIONS:

That the City Council:

1. Create the Ad-Hoc Public Advisory Committee on the Citywide Bicycle and Pedestrian Master Plan; and
2. Determine the number of members and the membership criteria for those members on the Ad-Hoc Public Advisory Committee based on staff's recommendations as discussed above; and
3. Authorize the City Clerk to advertise for positions on the Ad-Hoc Public Advisory Committee.