



AGENDA

Regular Meeting of the
SAN LUIS OBIPSO BICYCLE ADVISORY COMMITTEE
City Council Hearing Room, City Hall
990 Palm Street, San Luis Obispo

September 20, 2001

Thursday

7 p.m.

CALL TO ORDER:

Members: Mary Lou Johnson (Chairperson), Jean Anderson, Bruce Collier, Wes Conner, Mark Grayson, Tim Valentine, and Chris Overby.

Staff: Terry Sanville, Principal Transportation Planner

PUBLIC COMMENTS:

At this time, the public is invited to address the committee concerning items not on the agenda. Items raised are generally referred to the staff and, if action by the committee is necessary, may be scheduled for a future meeting.

APPROVAL OF MINUTES: June 21, 2001

ACTION ITEMS

1. Establishing Class II Bike Lanes Along Slack Street West of Grand Avenue.
2. Forming a BAC Subcommittee to Accelerate the Updating of the Bicycle Transportation Plan (continued from the June 21, 2001 meeting).
3. Recommendations from the *Education and Promotion Subcommittee* for Participating in Bike Week and Other Activities (Anderson, Johnson, Grayson).
4. Bicycle Parking at the Railroad Transportation Center on Santa Barbara Street (Collier/Anderson)
5. Hiring a Bicycle Coordinator to Support the City's Bicycle Program.
6. Agenda Procedures and Format (Anderson)

DISCUSSION ITEMS

7. Preparing Bicycle Parking Information for Distribution to Local Businesses (Anderson)
8. Posting BAC Agenda and Minutes on the City's Web Site.

9. City Bicycle Project Updates.

10. International Walk to School Day, October 2, 2001 (Johnson).

11. Report on the Quarterly Meeting With the Mayor and Advisory Body Chairpersons (Johnson).

NETWORKING

ADJOURN to the next meeting of the Bicycle Advisory Committee scheduled for November 15, 2001.

**SAN LUIS OBISPO
BICYCLE ADVISORY COMMITTEE
MEETING MINUTES
JUNE 21, 2001**

CALL TO ORDER:

The San Luis Obispo Bicycle Advisory Committee meeting was called to order at 7:01 p.m. on Thursday, June 21, 2001, in the Council Hearing Room at City Hall, 990 Palm Street, San Luis Obispo, California.

ROLL CALL:

Present: Mark Grayson, Keith Miller, Wes Conner, Vice Chairwoman Jean Anderson, and Chairwoman Mary Lou Johnson

Absent: Tim Valentine and Bruce Collier

Staff: Principal Transportation Planner Terry Sanville, Parks and Recreation Staff Member Linda Fitzgerald, and Recording Secretary Leaha Magee

Also present was John Donovan, SLO Rideshare Coordinator/Program Manager; Oxo Slayer, SLO Rideshare Bicycle Coordinator; and Robert Shuman, private citizen.

NON-AGENDA PUBLIC COMMENT:

There were no comments made.

APPROVAL OF MINUTES:

The Minutes of April 19, 2001, were accepted as presented and the Minutes of May 17, 2001, were accepted as corrected on page 1.

DISCUSSION ITEMS:

1. DISCUSSION OF BICYCLE PROMOTIONAL AND EDUCATIONAL EFFORTS UNDERTAKEN BY OTHER AGENCIES:

Mr. Sanville presented the staff report and recommended that the Bicycle Advisory Committee (1) support Bike-to-Work Week activities sponsored by the County Rideshare Office and provide both fiscal and physical assistance, (2) establish an ad hoc subcommittee to explore with the County Rideshare staff and other participating organization how the City can best contribute to Bike Week events and to Rideshare's Bicycle Safety Program, and (3) request that the ad hoc subcommittee return with a proposed program and budget for BAC consideration at the September 2001 meeting.

Mr. Donovan reviewed Rideshare's Bicycle Safety Programs that were designed after the City's Bicycle Rodeo and targeted towards county schools.

Mr. Slayer announced that the slobikelane.com website is up and he has applied for MOVER grant funds through SLO Rideshare to expand the site.

The Committee expressed its support for Rideshare's efforts.

Chairwoman Johnson recommended using Sinsheimer School's Safe Ride to School Program as a template that could be used by other schools.

Chairwoman Johnson moved to recommended that the Bicycle Advisory Committee (1) support Bike to Work Week activities sponsored by the County Rideshare Office and provide both fiscal and physical assistance, (2) establish an ad hoc subcommittee to explore with the County Rideshare staff, and other participating organization, how the City can best contribute to Bike Week events and to Rideshare's Bicycle Safety Program, and (3) request that the ad hoc subcommittee return with a proposed program and budget for BAC consideration at the September 2001 meeting. The motion was seconded by Mr. Connor and unanimously approved.

Mr. Grayson, Ms. Anderson, and Chairwoman Johnson volunteered to serve on an ad hoc subcommittee to address the items included in the motion.

2. HOLDING ADDITIONAL MEETINGS, CREATING AD HOC SUBCOMMITTEES AND STAFFING IMPACTS:

Mr. Sanville reviewed the Committee's Bylaws, staffing impacts associated with holding additional meetings, and recommended that the Bicycle Advisory Committee (1) maintain its quarterly calendar, (2) schedule up to two additional adjourned meetings during each calendar year, at the discretion of the Committee, to deal with situations when expeditious decision making is needed, and (3) appoint an ad hoc subcommittees of three or fewer members to work on major Committee-initiated projects with staff support and guidance provided on an as-needed basis.

Ms. Anderson felt the City is behind on bicycle-related activities and should also be considering pedestrian aspects in its decisions. She does not support the idea, as she has heard mentioned, of combining the Bicycle Advisory Committee with the Mass Transportation Commission.

Chairwoman Johnson recommended the Committee continue meeting quarterly with two adjourned meetings as needed.

Mr. Miller concurred. Four meetings per year are adequate to achieve the BAC's bicycle-related goals.

Mr. Grayson could support additional meetings if progress on bicycle-related activities were demonstrated.

Mr. Connor noting current bylaws (1) accommodate the formation of subcommittees to address special issues and (2) allow for the Committee to hold special meetings at its discretion. He suggested that if pedestrian aspects were to be considered by the Committee, the Committee's membership be increased to nine.

Ms. Anderson strongly suggested the Committee meet more frequently by increasing its regular meetings to six per year to allow the Committee to more aggressively address its goals.

Ms. Anderson moved to hold six regular meetings per year and to hold adjourned meetings at the discretion of the Committee. There was no second to the motion.

Mr. Conner moved to maintain the Committee's quarterly calendar and to schedule up to two additional adjourned meeting during each calendar year, at the discretion of the Committee, to deal with situations when expeditious decision-making is needed. The motion was seconded by Mr. Miller and approved 4-1, with Ms. Anderson opposing the motion.

3. CONTINUED DISCUSSION OF UPDATING THE 1993 BICYCLE TRANSPORTATION PLAN TO MEET STATE STANDARDS:

Mr. Sanville presented the staff report and recommended that if the Bicycle Advisory Committee decides to pursue a volunteer effort to update the Bicycle Transportation Plan, that it appoint a subcommittee to aid in accomplishing its goal.

Mr. Grayson supports implementing a thorough plan, utilizing other communities' plans as models.

Ms. Anderson added that the California Bicycle Coalition has many bicycle plans available as models. The Committee should not have to start from scratch in its efforts to update the plan.

Mr. Sanville noted not all cities' bicycle plan would be applicable to San Luis Obispo; each city is unique.

Mr. Conner suggested enlisting members of the general public for input/aid in updating the plan.

Chairwoman Johnson felt amending the current plan might provide a quick solution to the goal of becoming state compliant; this could be accomplished prior to attempting an extensive update.

Mr. Miller moved to (1) continue discussion on this item to its September hearing date, (2) request Mr. Sanville establish/distribute a detailed work plan for addressing an update prior to the September meeting date and (2) establish a subcommittee at its September meeting date to address the update. The motion was seconded by Ms. Anderson and unanimously approved.

4. DISCUSSION OF UPCOMING BICYCLE RODEO:

Ms. Fitzgerald with the City's Parks and Recreation Department reported that the upcoming Rodeo would be held on October 6th at the Madonna Plaza. All interested volunteers are encouraged to contact the Parks and Recreation Department or Mr. Sanville in the Public Works Department.

Mr. Slayer felt that another location should be pursued because the site is difficult for younger bicyclists to access.

The Committee discussed alternate locations, noting that Sinsheimer Park could be accessed by the Railroad Safety Trail.

Ms. Fitzgerald stated staff would review last year's Rodeo applications for applicants' origins/addresses to determine if another location would be more appropriate for the 2002 Rodeo.

5. PROGRESS REPORT ON CITY PROJECTS:

Mr. Sanville presented a progress report on ongoing and upcoming bicycle-related activities and the Committee discussed networking ideas to increase bicycling ridership and enthusiasm.

ADJOURNMENT:

With no further business before the Committee, the meeting adjourned at 9:06 p.m. to a special meeting scheduled for September 20, 2001, at 7:00 p.m. in the Council Hearing Room.

Respectfully submitted,

Leaha K. Magee **
Stenographer

** In July, Leaha Magee submitted her letter of resignation to the City and will no longer be taking BAC or other City advisory body minutes. Leaha expresses her appreciation for working with the BAC. She has accepted a new position as Executive Secretary for the *Local Agency Formation Commission* (LAFCo) here in San Luis Obispo.

The BAC's new minutes taker will be Nora O'Donnell from the City's Parks and Recreation Department.

Agenda Item 1

SLACK STREET BIKE LANES

BACKGROUND

In 1999, Doreen and Henry Case requested that the BAC evaluate the feasibility of installing bike lanes on Slack Street adjoining the Cal Poly campus. More recently, in February 2001, the Alta Vista Neighborhood Association has expressed a desire to pursue this issue. Staff told the neighborhood association that the issue would be addressed at either the June or September 2001 BAC meetings.

With direction from the BAC, in February 2000 the Public Works staff surveyed traffic, parking, and bicycling conditions on Slack Street with the idea of repeating this survey work after the Cal Poly parking garage was completed and occupied. Unfortunately, the staff person who was doing this work left City employment and replacement staff was only hired in the April 2001.

The Public Works Staff again surveyed traffic, parking and bicycling conditions on Slack Street in May 2001. This survey work was expanded to include parking vacancy rates in the new Cal Poly parking structure, review of traffic collision statistics for Slack Street, and a parking "turnover" study along Slack, Longview and Hathaway Streets. The results of work completed to date are presented in the body of this report.

SUMMARY STAFF RECOMMENDATION

The Bicycle Advisory Committee should not initiate an amendment to the Bicycle Transportation Plan to include bicycle lanes on Slack Street or adjoining local streets. Slack, Longview and Hathaway Streets should be retained as a "Class III Bicycle Route," as currently designated by the *Bicycle Transportation Plan*.

EVALUATION

1. **Use of Slack Street for Access to Cal Poly Campus.** The following data was collected for Slack Street between Grand Avenue and Longview Street adjoining the Cal Poly campus. Also presented is information about bicycle counts at various city locations. By comparing the Slack Street numbers with those for other locations we can get some idea of its use relative to other locations, most of which have bicycle lanes.

TABLE 1: SLACK STREET BICYCLE COUNTS 2001									
Wednesday, February 2, 2000					Tuesday, May 8, 2001				
	EB	WB	TOT	B/H*		EB	WB	TOT	B/H*
7:45- 9:00 AM			NA	NA	7:45- 9:00 AM	2	21	23	18
4:00-5:45 PM	26	11	37	21	4:00-5:45 PM	30	10	40	23
Thursday, February 3, 2000					Wednesday, May 9, 2001				
	EB	WB	TOT	B/H*		EB	WB	TOT	B/H*
7:45- 9:00 AM	4	24	28	22	7:45- 9:00 AM	2	25	27	22
4:00-5:45 PM			NA	NA	4:00-5:45 PM	21	10	31	18

* B/H stands for "bicycles per hour."

TABLE 2: CITY-WIDE BIKE COUNTS 2000 **						
#	Street Location	B/H	% Tot	#	Street Location	B/H
1	California n/o Foothill	92	39%	11	Santa Barbara e/o Broad	17
2	Foothill e/o California	48	20%	12	Johnson s/o San Luis	15
3	Highland e/o Santa Rosa	45	19%	13	Osos n/o Leff	14
4	Slack w/o Grand	20	8%	14	Broad n/o Orcutt	14
5	Grand n/o Slack	17	7%	15	Santa Rosa n/o Foothill	14
6	Hathaway w/o Via Carta	14	6%	16	Santa Rosa n/o Mill	11
	Totals	236	100%	17	Monterey e/o California	10
7	Higuera n/o Madonna	38		18	Marsh e/o Broad	8
8	Madonna w/o Higuera	29		19	Mill e/o Santa Rosa	6
9	Higuera s/o High	22				
10	Chorro n/o Lincoln	18				

** Counts taken between 3:45 and 5:45 pm.
B/H = bicyclists per hour

As shown in Table 2, of the 236 bicyclists using the six portals to the Cal Poly campus in 2000 (afternoon counts only), about 59% used Foothill-California Boulevard, 19% use Highland Drive, 15% use Grand-Slack Street, and 6% Use Hathaway Street. If the Grand and Slack counts are separated out, Grand would account for about 7% of total and Slack for about 8%.

Of the nineteen (19) locations where bicyclists were counted in the fall of 2000, Slack Street ranks seventh of these count locations. Of the twelve streets that had fewer bicycles than Slack Street, seven of them have bicycle lanes.

Conclusions:

- ☞ Compared to other access points to Cal Poly, Slack Street accounts for a minor amount of total bicycle traffic to and from the campus.
- ☞ Compared with other City streets where bicycle counts have been taken, Slack Street ranks in the upper one third, with some of the other streets with less volume having bike lanes.

2. Comparison of Slack Street With Other Class II Bicycle Corridors. On streets with high motor vehicle traffic volumes and speeds, Class II bike lanes are one way of improving safety for cyclists by separating slower-moving bicyclists from faster-moving motorists. The City's Circulation Element has classified these streets as "Arterials." The *Bicycle Transportation Plan* stipulates that:

"In the long term, all City arterial streets should safely accommodate bicyclists through the installation of bicycle lanes." (Reference Policy D.2, page 7.)

The Circulation Element classifies Slack, Longview and Hathaway as "local" residential streets. The following table shows vehicle traffic volumes on streets that contain Class II bike lanes. Where available a "range" of volumes is shown since traffic counts vary along long corridors. Where available, speed data is also presented.

**TABLE 3: TRAFFIC INFORMATION FOR CLASS II BIKEWAY
STREETS**

#	Street	Volume	Number of Travel Lanes	85 th Percentile Speed (MPH) (1)
1	California Blvd.	12,800 to 25,200	2	40
6	Chorro	7,800 to 8,200	2	26
2	Foothill	11,100 to 19,200	4	40
5	Grand	25,300	4	39
4	Highland	8,587	2	NA
7	Higuera	8,800 to 17,500	3-4	35-45
11	Johnson	7,500 to 22,100	4	36-45
10	Laurel	7,200 to 9,000	4	34-44
12	Los Osos Valley	17,600 to 24,400	4	49
13	Madonna	17,200 to 22,200	6	47
8	Marsh	4,100 to 13,300	2-3	34
15	Orcutt	2,600 to 15,400	2	41
14	Santa Barbara	14,800 to 15,500	2	38
3	Santa Rosa	8,900 32,000	2-4	30-40
9	South	13,000	4	48
16	Tank Farm	7,700 to 17,600	2-4	NA
17	Slack (2)	2,655	2	40

Notes:

1. The 85th Percentile Speed means that 85% of the motorists using a street are driving at that speed or slower.
2. Traffic volume and speed information collected May 2001.

Conclusion:

☞ Motor vehicle traffic volumes on Slack Street are significantly lower than other streets in San Luis Obispo where bike lanes have been installed. Vehicle speeds are similar to the low end of the range for arterial streets with bike lanes. Safety issues related to the mixing of motor vehicles and bicycles are not prevalent on Slack Street; traffic conditions, in themselves, do not warrant bicycle lanes.

3. Other Safety Indicators. In addition to traffic speed and volume (both which influence the potential for conflict), other factors to consider include collision history along the street, the turnover of curbside parking, and the amount of gap between cars traveling along the street.

A collision history that shows ongoing vehicle-bicycle conflicts is an indication that safety is of concern. The Public Works staff reviewed data provided by the Statewide Integrated Traffic Records System (SWITRS) for the years 1991 to present. During that time frame, no bicycle-vehicle collisions were reported along Slack Street.

Where there is frequent turnover of curbside parking, the *potential* for conflicts between motorists and passing bicyclists increases. The following vacancy and turnover rates apply to Slack Street and adjoining residential Streets. Data was collected on Tuesday, May 29 and Wednesday, May 30, 2001 between 9am and 5pm. The data presented on the following page shows that parking turnover is very low, between 1.2 and 2.1 vehicles per day.

Vacancy rates (the percentage of vacant spaces observed) are also low for spaces on the north side of Slack Street (0% vacancy) and other public parking segments. Only where the residential parking district has been established, is the vacancy rate significantly higher (45%).

Although not shown in the table below, staff also surveyed the parking vacancy rate in the new Cal Poly Parking Garage at the same time. Excluding disabled spaces, the vacancy rate in the garage approaches 0%.

TABLE 4: CURB PARKING UTILIZATION AND TURNOVER			
Sub Area	Total Spaces	Vacancy	Turnover (vehicles per day)
Slack Street from Grand to Hathaway (north curb)	87	0%	2.1
Slack Street Residential Permit Parking (south curb)	80	45%	1.2
Slack Street Two-hour Parking (south curb)	25	24%	2.3
Hathaway On-Street Parking	48	19%	1.4

Finally, there is potential for conflict between motorists and bicyclists when cyclists are trying to cross a street and there is insufficient “gap” between passing motorists to allow safe passage. Usually streets with high congestion levels during peak travel periods will experience limited gaps between vehicles. However, in Slack Street’s case, the minimum morning peak period gap is 15.79 seconds and the minimum afternoon gap is 18.37 seconds, ample time for bicycles to cross the street during the busiest periods of the day.

Conclusion:

☞ Traffic and parking conditions along Slack Street nor the street’s collision history do not suggest potential safety problems for bicyclists.

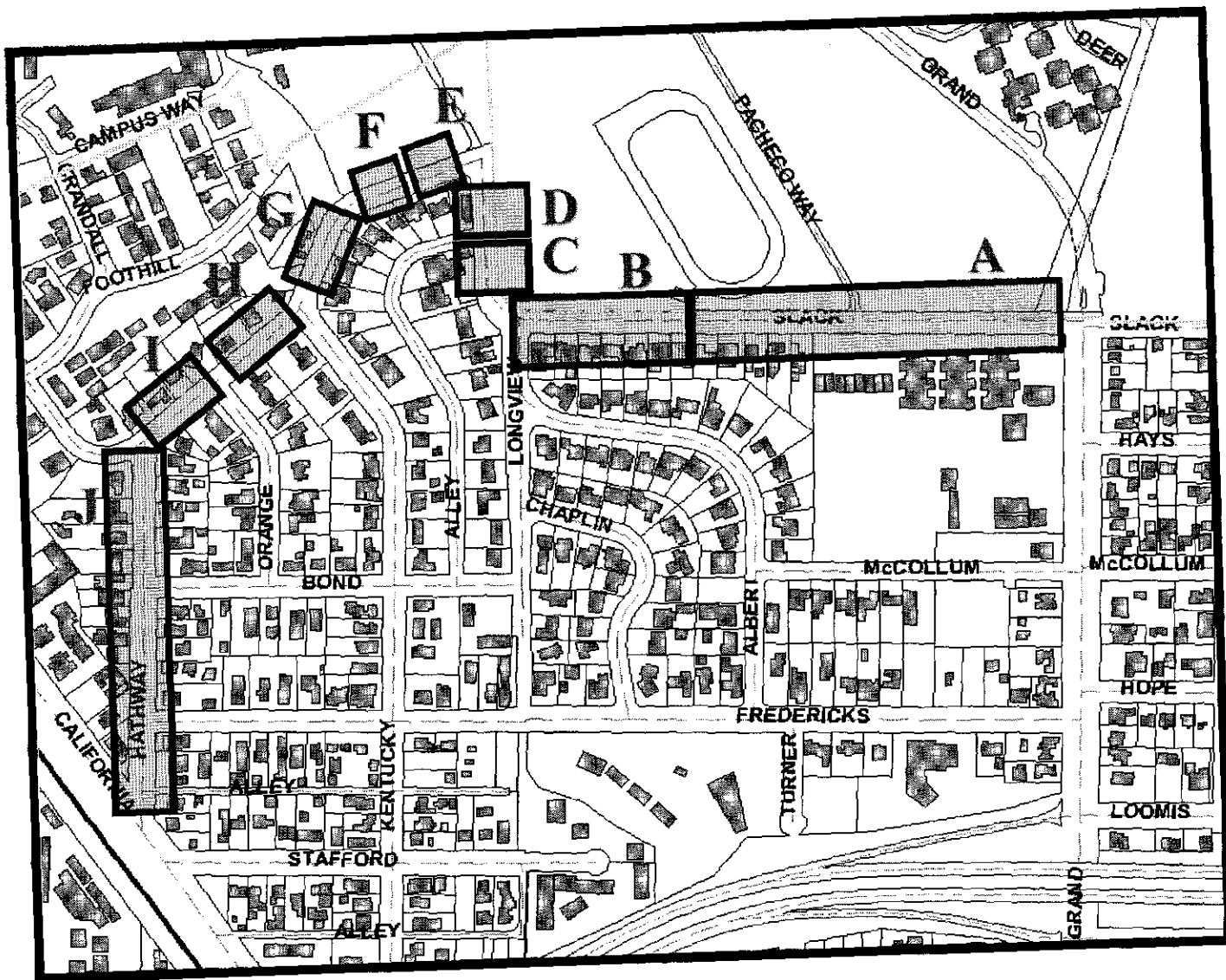
4. Physical Feasibility of Installing Bike Lanes. It is physically feasible to install bike lanes along Slack, Longview and Hathaway Streets without widening the roadway or the right-of-way. However, the current roadway is not wide enough in many sections to retain traffic lanes and vehicle parking bays and install bike lanes.

Staff evaluated the existing Class III bike route (from California Boulevard to Grand Avenue) to determine options for installing bike lanes. The map on the following page and accompanying cross sections identifies the various street segments that were evaluated. With a few noted exceptions, all options considered would require the removal of some curbside parking. The following paragraphs identify various physical options and their impacts.

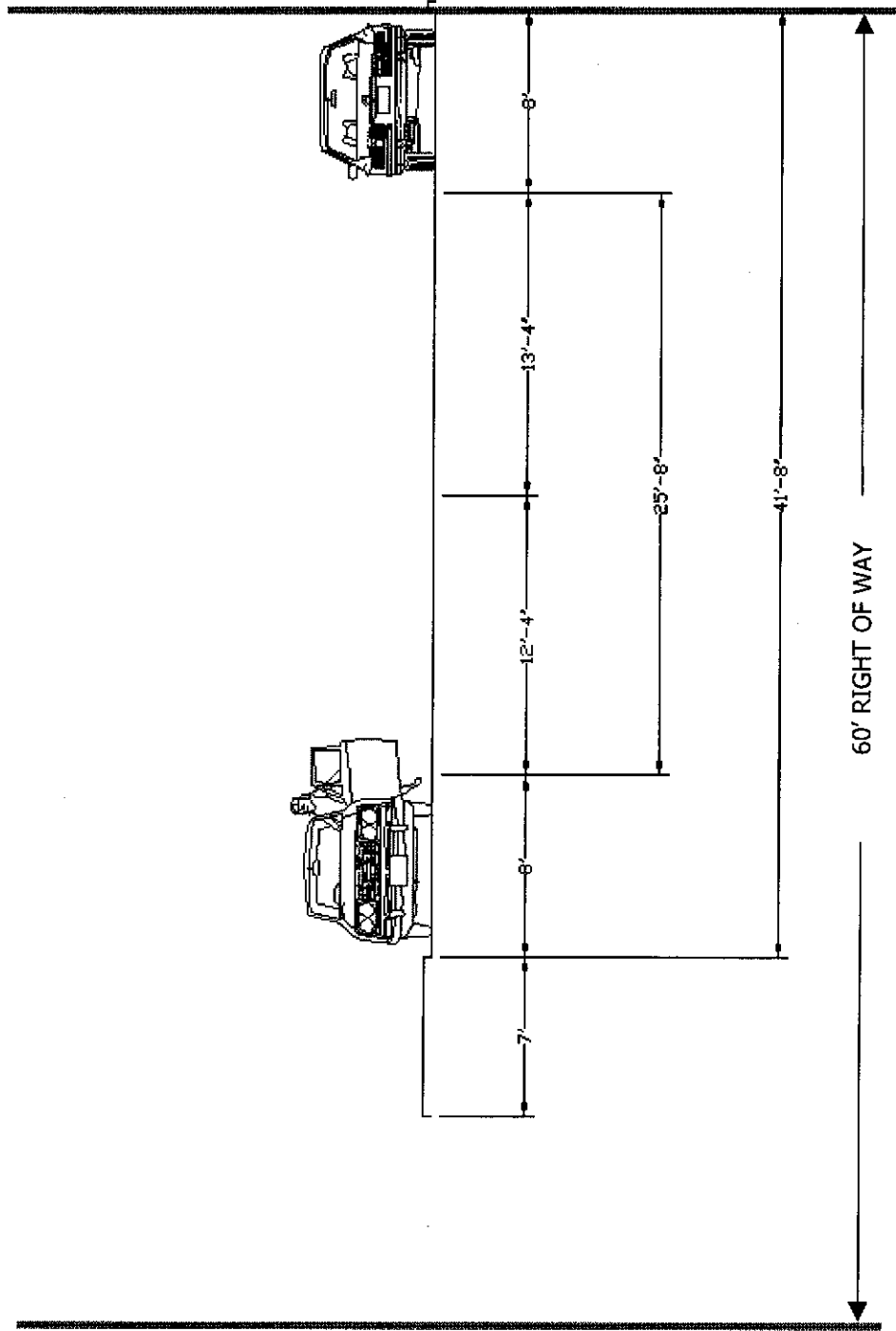
Option A: Establish bike lanes on both sides of Slack and Longview Street from Grand Avenue to the north end of Longview (segments A thru D). This alternative would require the removal of 43 curb parking along the northern side of Slack Street (Segments A). Parking would be retained along the south side of Segment A. Bike lanes, 4-5 feet wide would be striped on the outside of the parking bay along the south side of Slack and adjoining the curb along the north side of the street.

For Segments B, C, and D, parking need not be removed since the roadway appears wide enough to accommodate two traffic lanes (24 feet) and two 4-5 foot bike lanes on the outside of the parking bays.

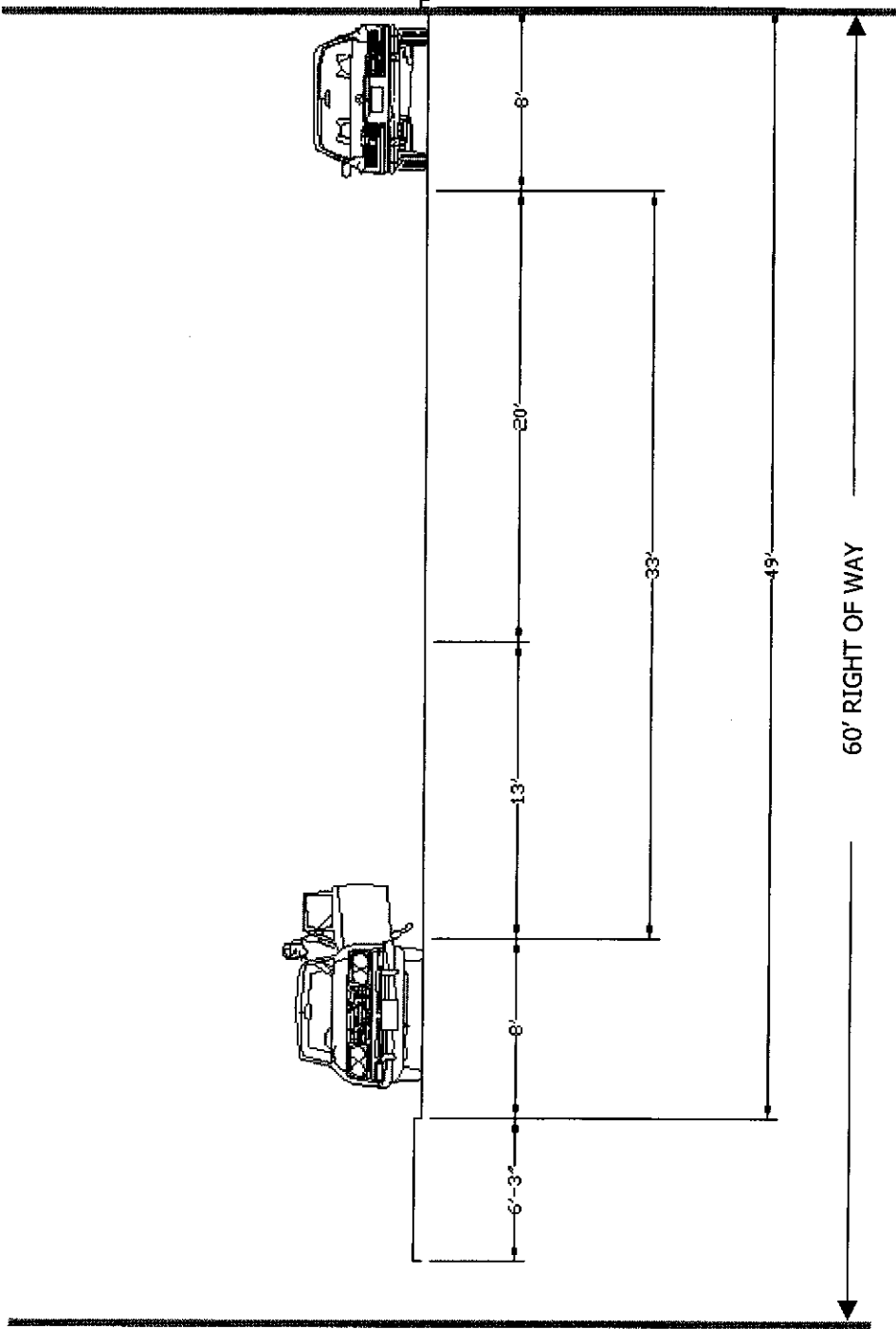
Map #1: SECTION REFERENCE MAP



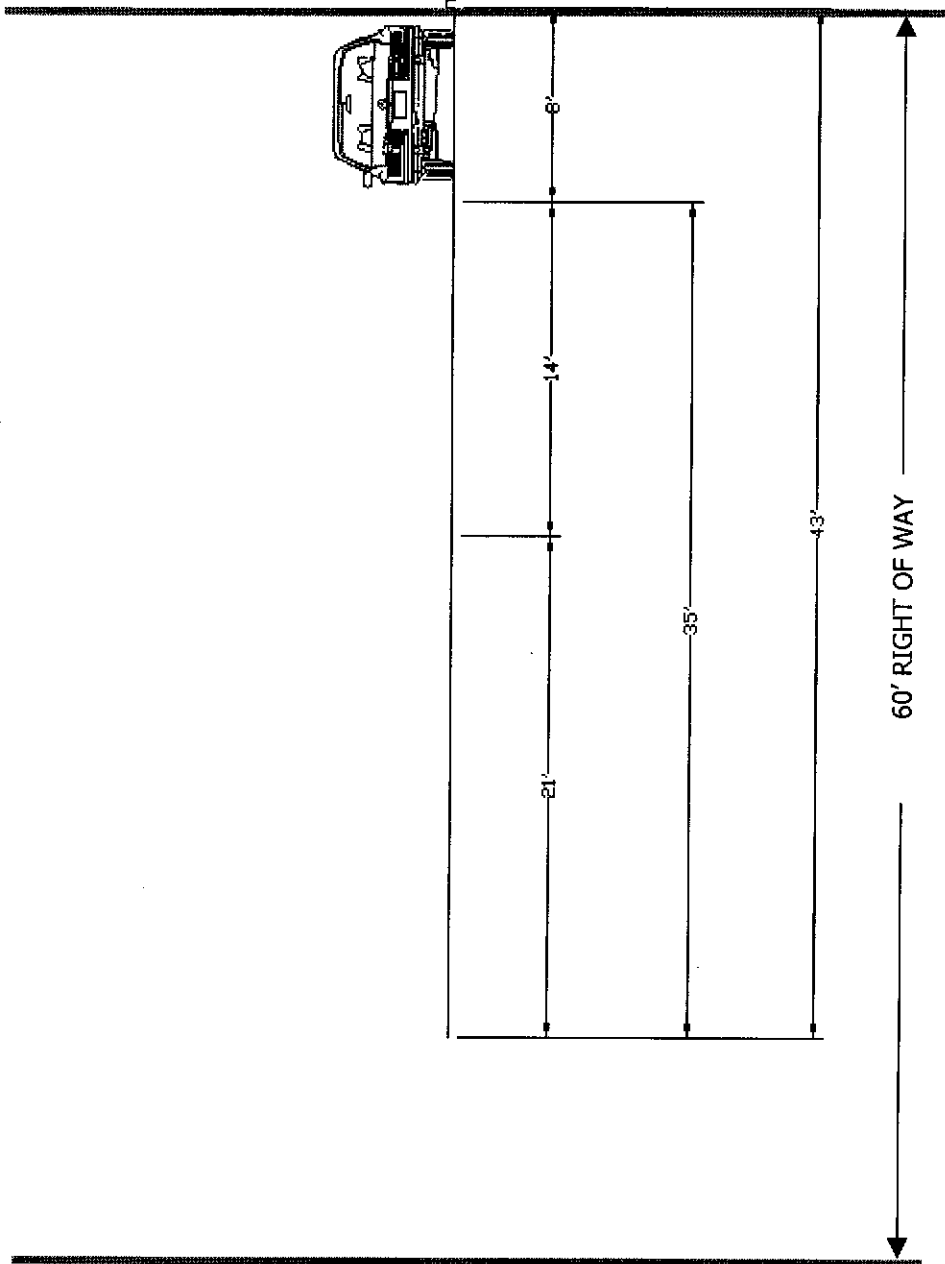
SECTION A



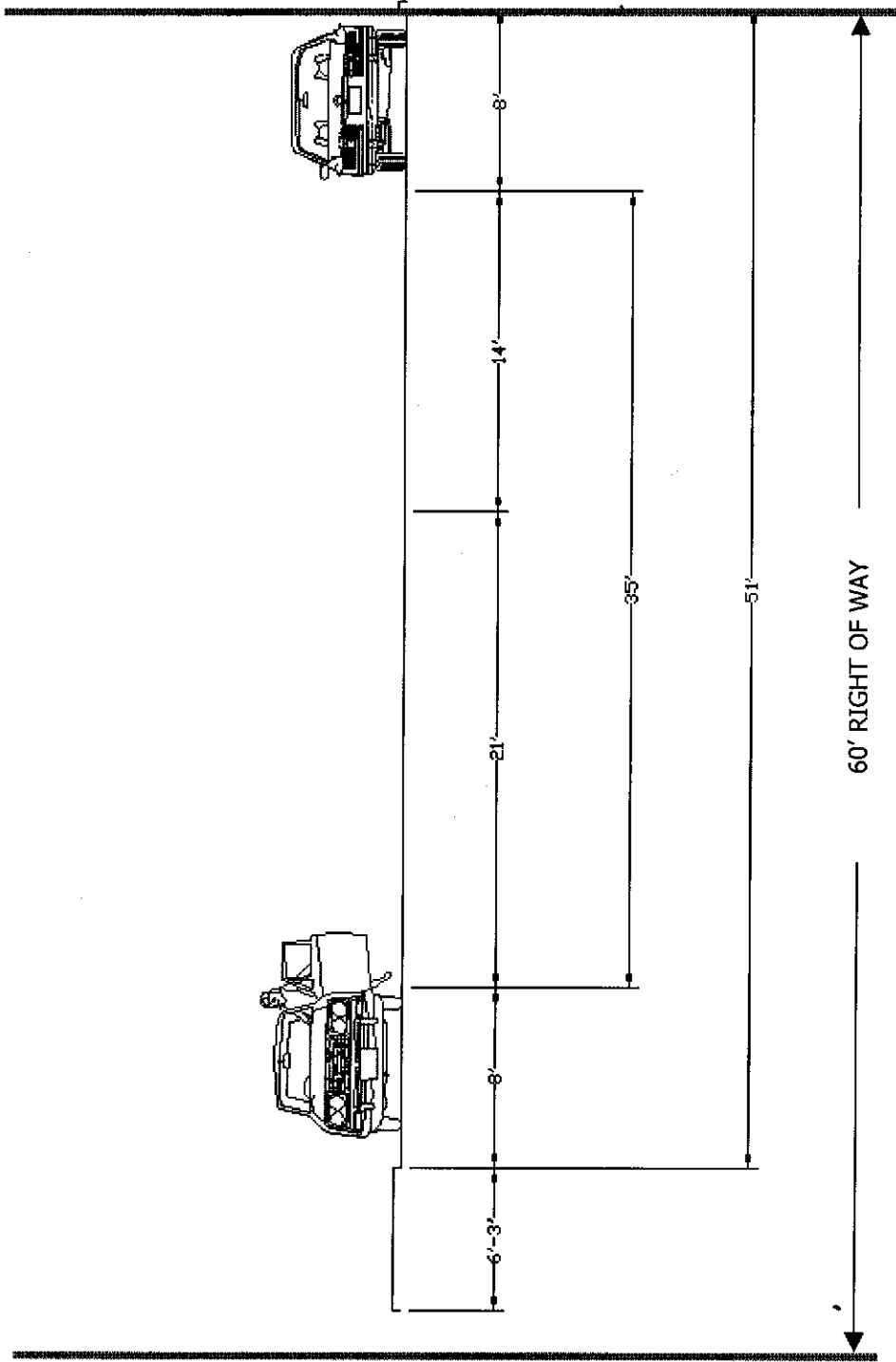
SECTION B



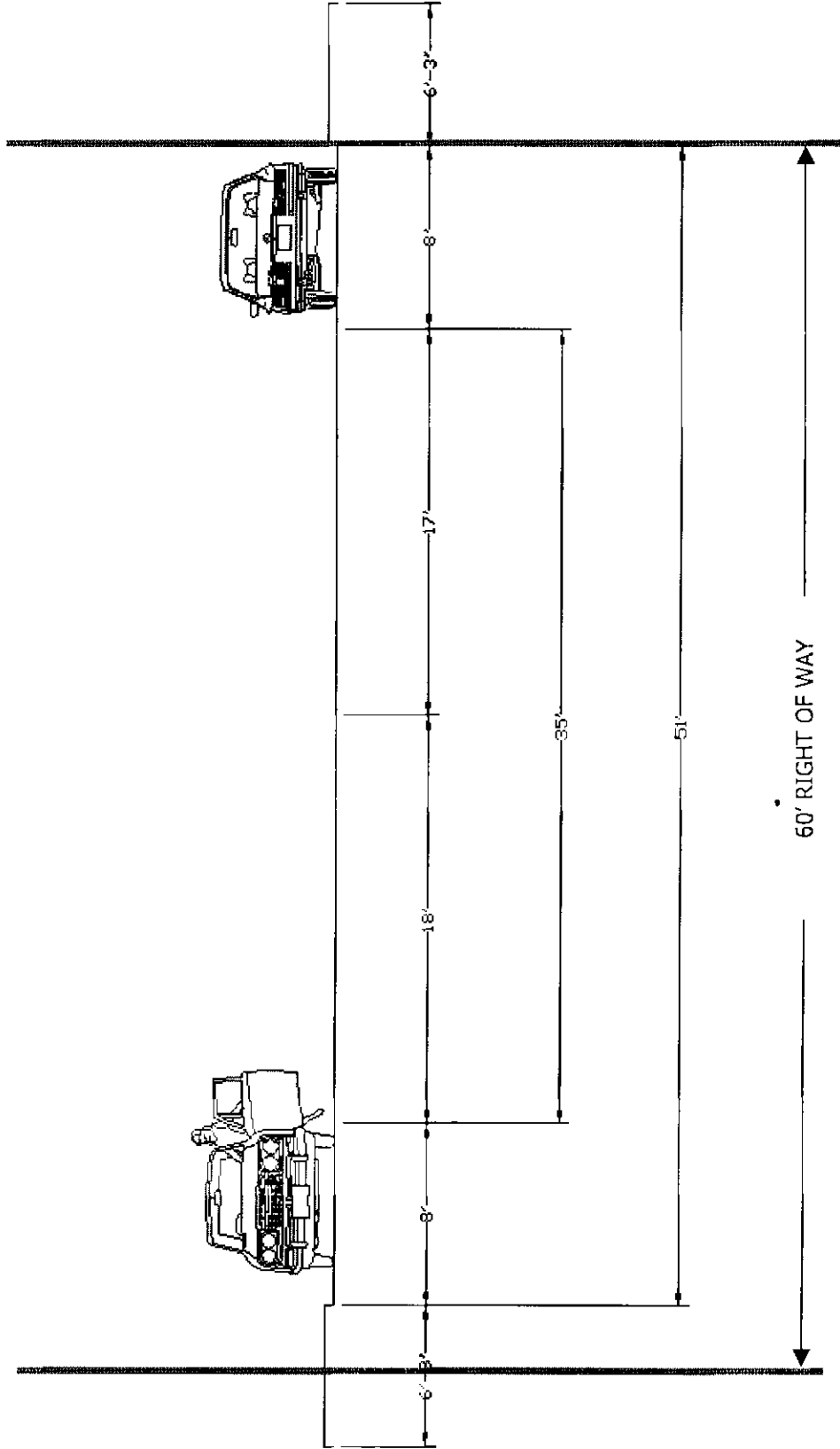
SECTION C



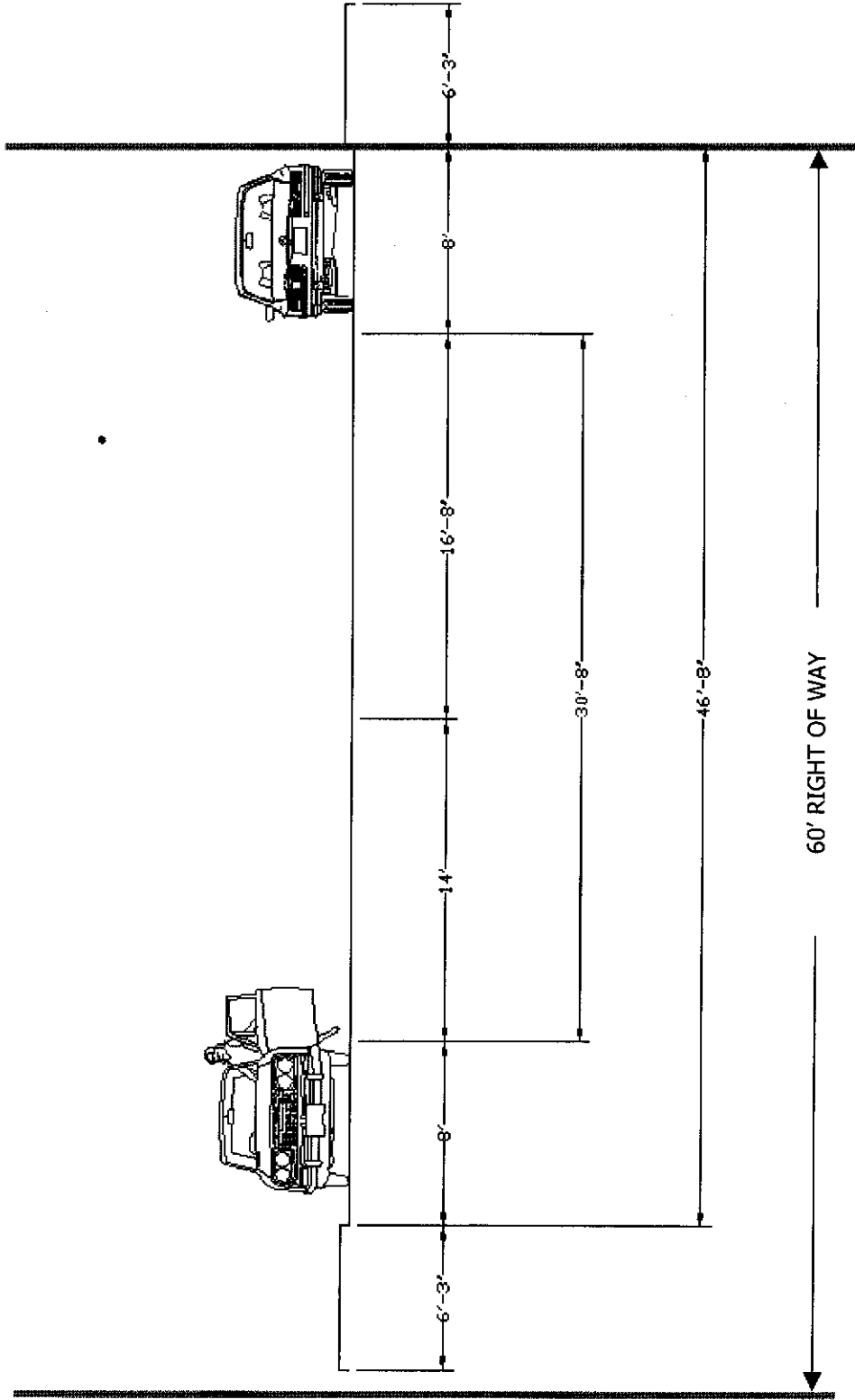
SECTION D



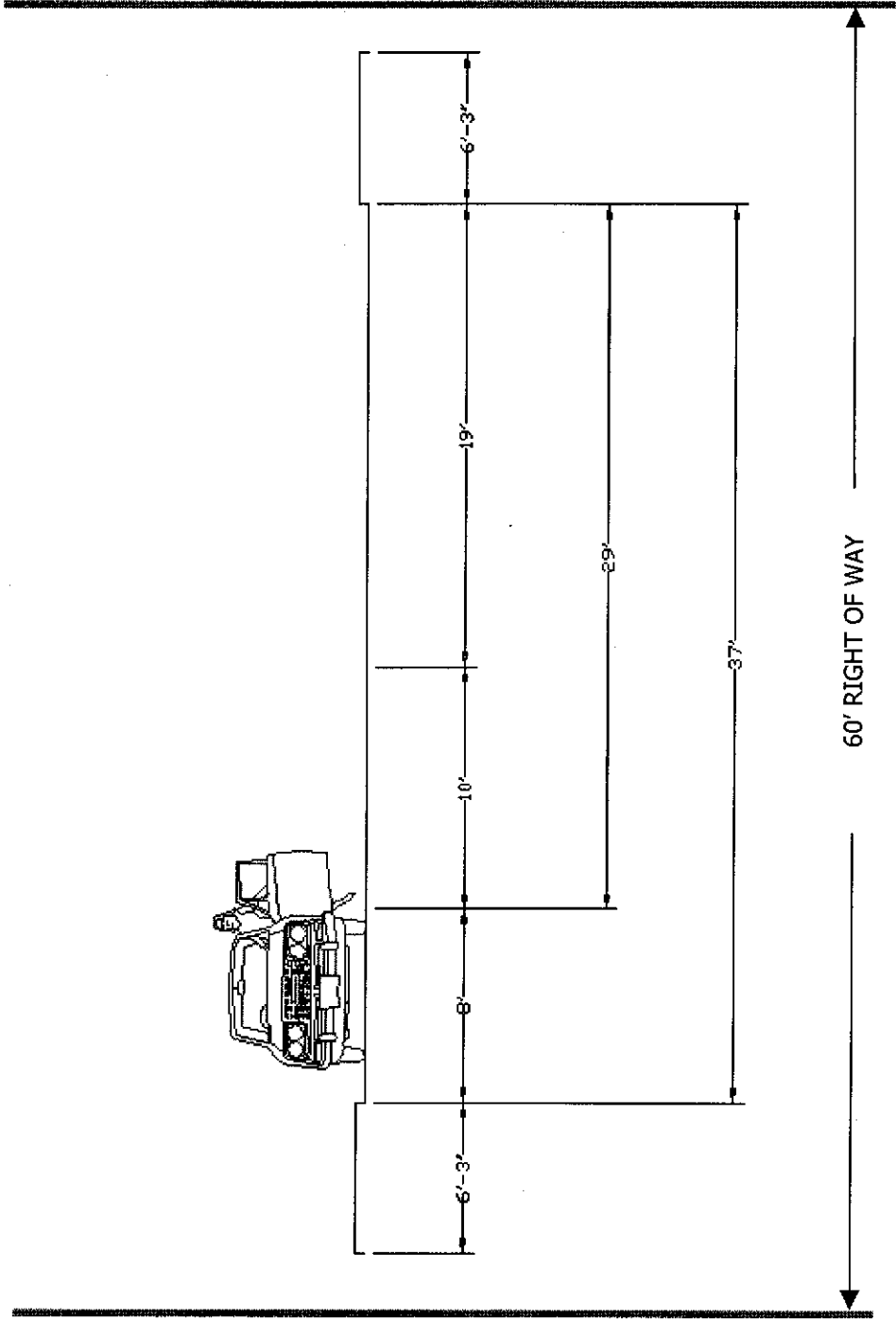
SECTION E



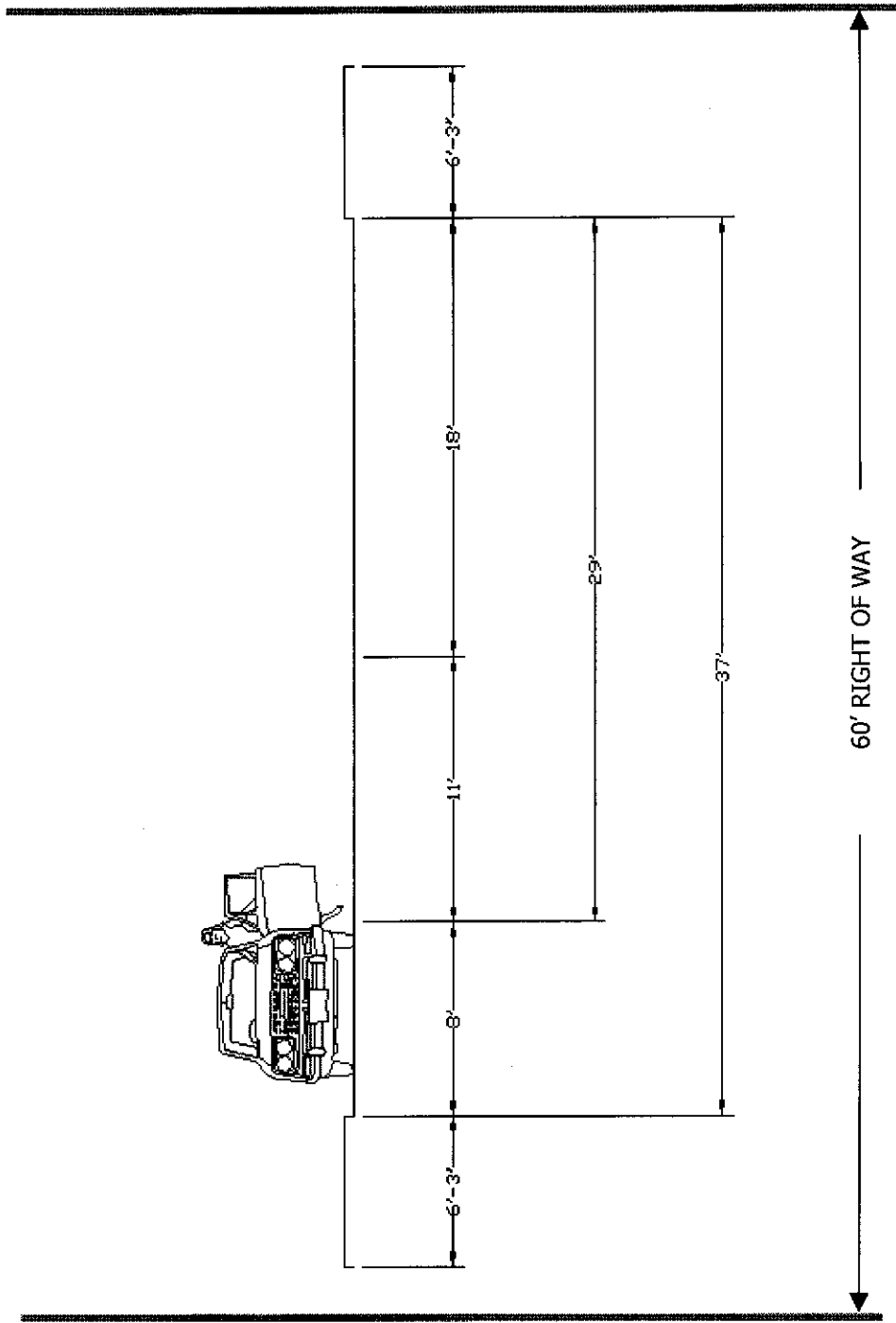
SECTION F



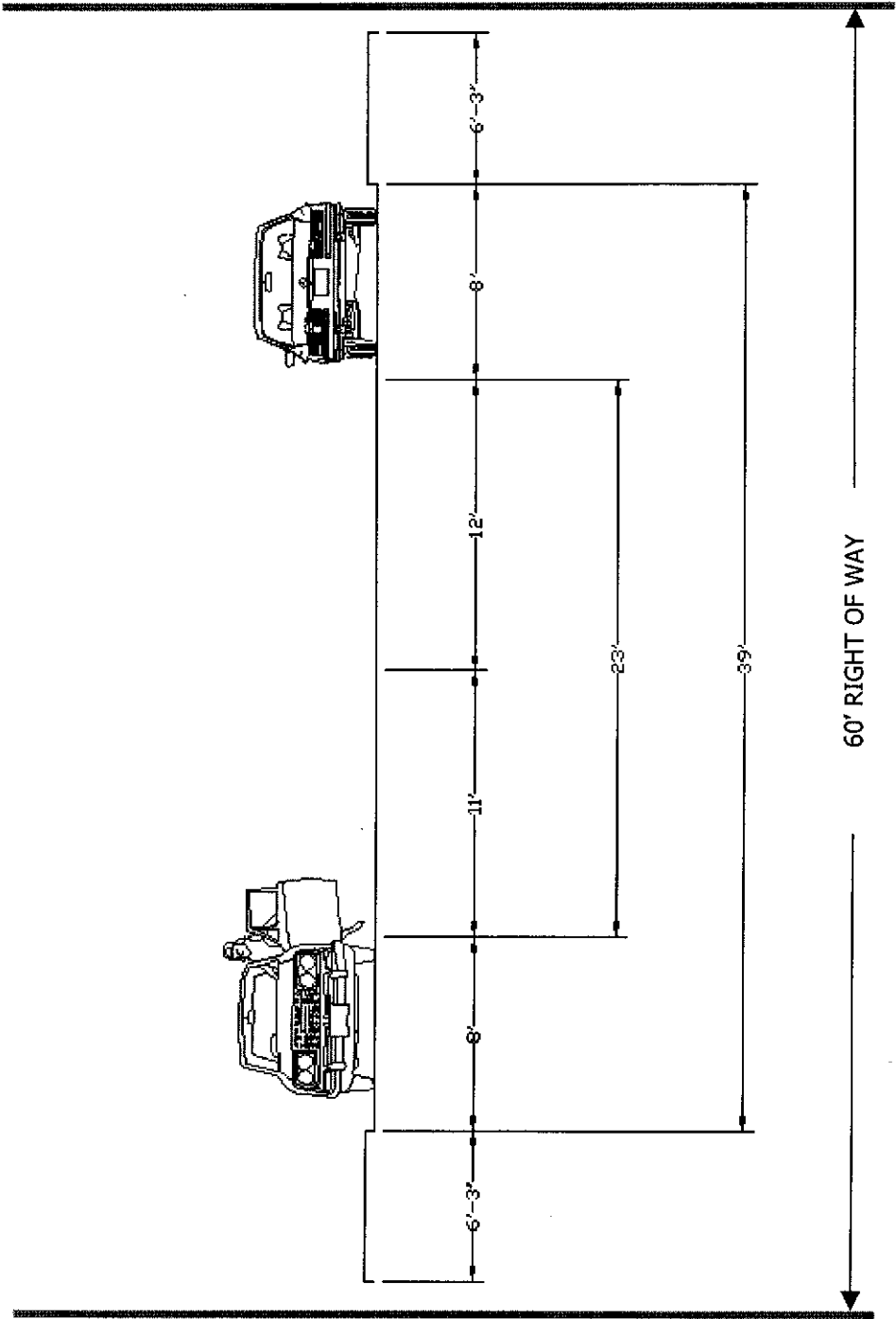
SECTION G



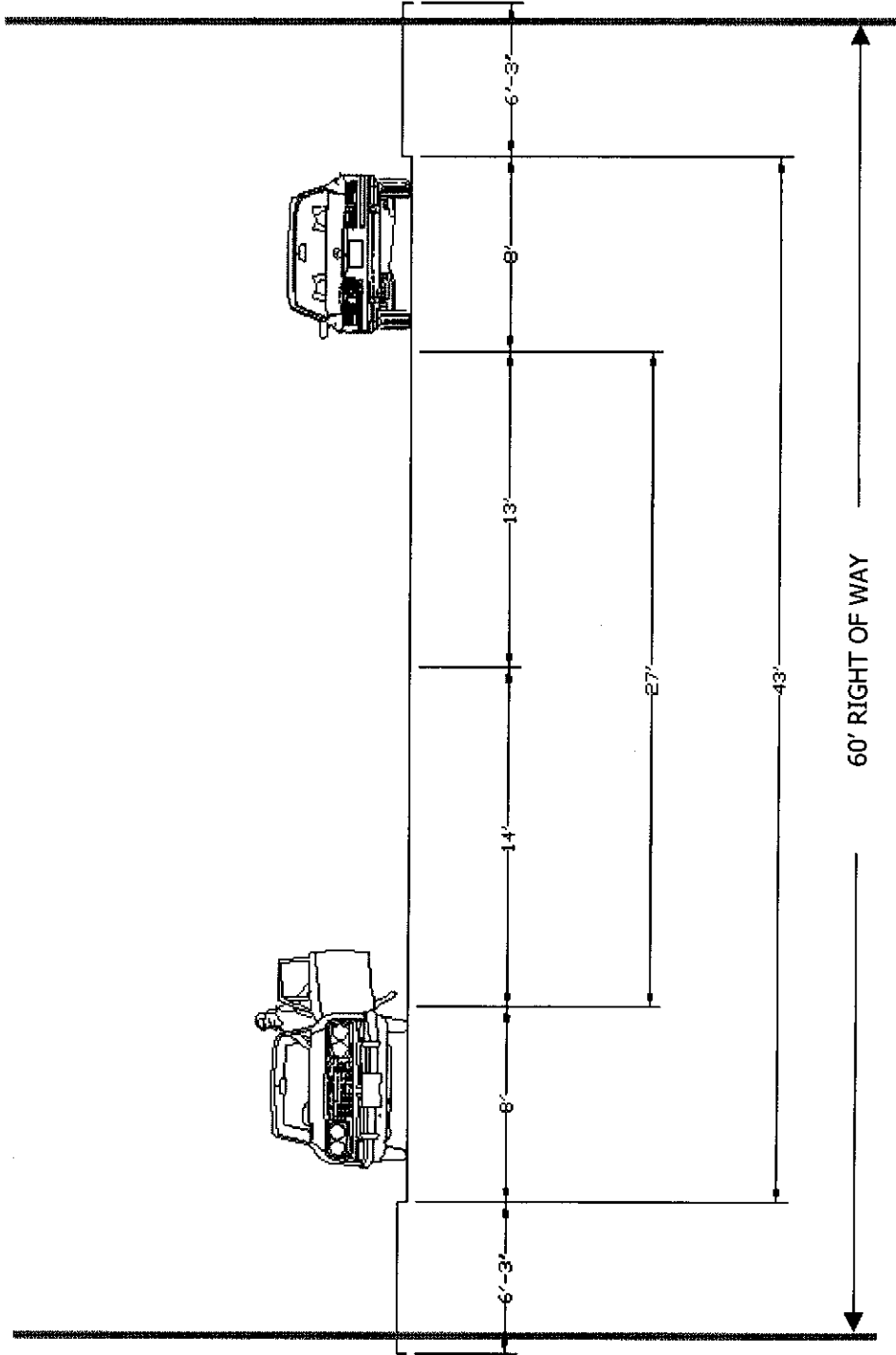
SECTION H



SECTION I

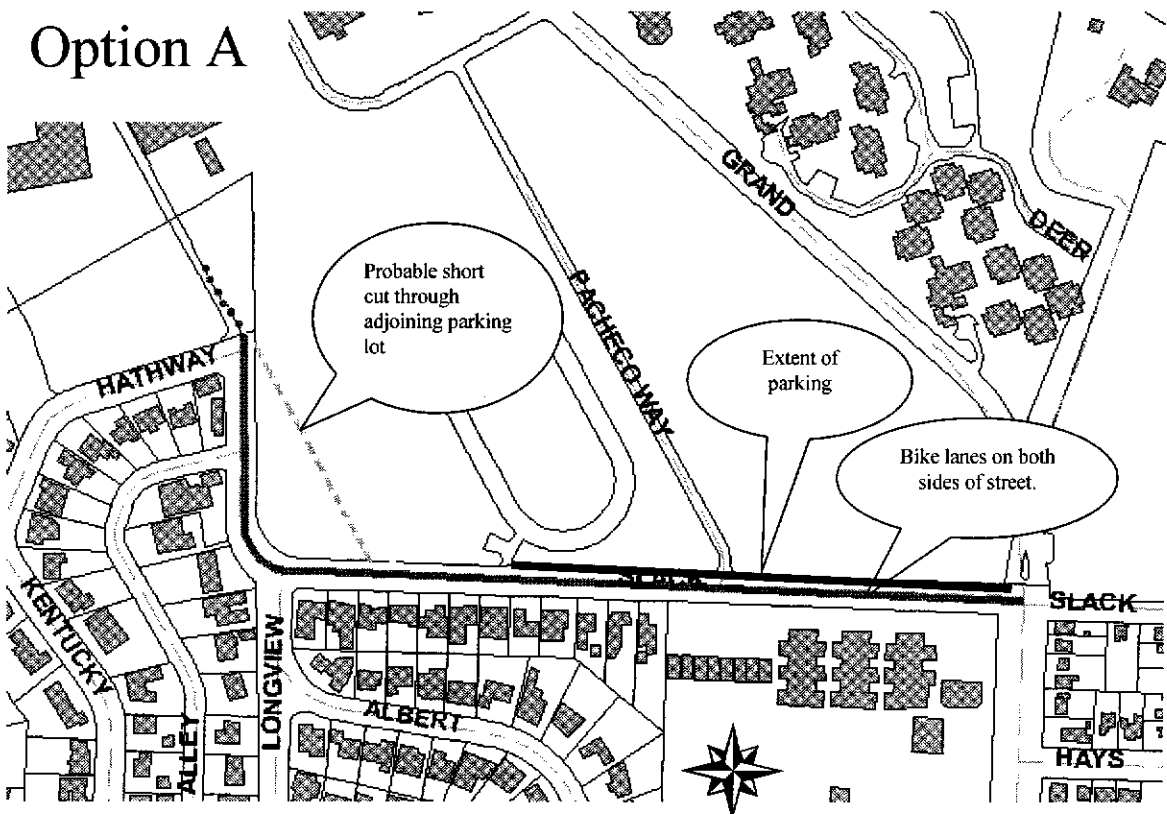


SECTION J



Comments on Option A: The parking spaces removed along Segment A are used by Cal Poly students that park there all day. Removal of this parking may divert these motorists to other adjoining residential areas (e.g. Fredericks, Stafford, Kentucky, and Carpenter Streets) where permit parking limitations do not apply and parking is free, or onto the Cal Poly campus where parking permits are required.

This option would provide a type of “cul-de-sac” bicycle linkage between Grand Avenue and the entrance to the Cal Poly campus near the tennis courts. Given the topography in the area, it’s likely that bicyclists would short cut through the parking lot to the east of Longview Street and would avoid using on-street bike lanes along Segments C and D.

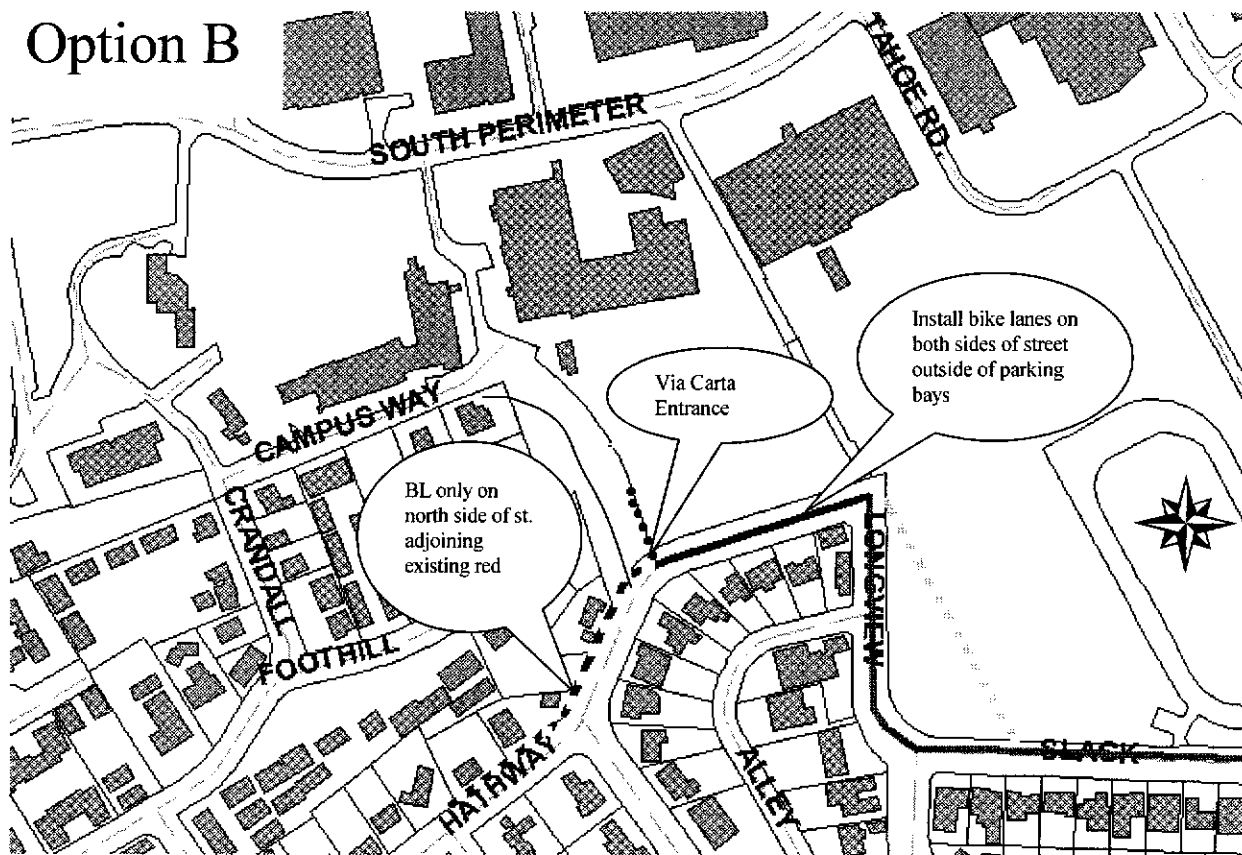


Option B: In addition to the bike lanes proposed as part of Option A (above), establish bike lanes along both sides of Hathaway on the outside of the parking bays from Longview, extending to Via Carta. Establish a bike lane along the north side of Hathaway from Via Carta westward approximately 140 meters to a point where the red curb currently ends (Sections E, F, and part of G).

The roadway width is not uniform throughout sections E and F. It may be necessary to reduce traffic lane widths to 11 or 10 feet to complete continuous bike lanes throughout these segments. More fieldwork is necessary to determine the extent of potential lane narrowing, if any.

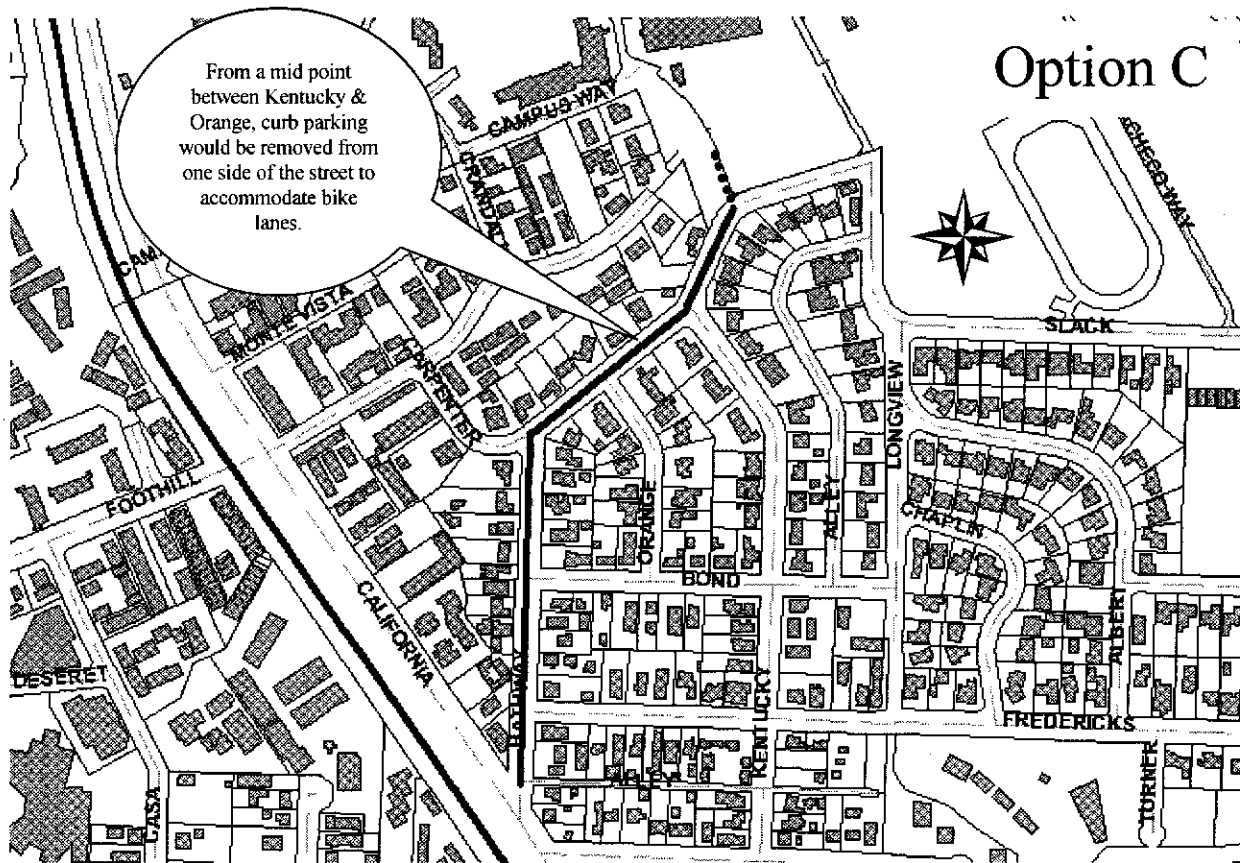
Comments on Option B: This option would enable bicyclists to continue on Hathaway westward to connect with Via Carta, which provides an alternative access point to the Cal Poly campus. However, Via Carta is generally accessed from the west via Hathaway – so Option 2 would provide limited benefit to westbound cyclists on Slack Street.

Option B



Option C: In addition to Option A and B, extend bicycle lanes on both sides of Hathaway Street from Via Carta to California Boulevard (Segments G thru J). Parking on both side of the street might be retained through Segments G and H if the traffic lanes are narrowed to 10 feet (the minimum needed for fire access) and minimum width bike lanes (about 4.5 feet) are installed along the outside of the parking bays.

Comments on Option C: This section of bike lanes could complete a Class II bikeway connection between California Boulevard and Grand Avenue. However, in Sections I and J, about 45 curb parking spaces would have to be removed along one side of the street to accommodate bike lanes. Part of this street section (the east side of Hathaway from Bond to Longview) is part of a residential parking district while the other side of the street is not. It has not been the City's practice to remove curb parking along residential local or collector streets to install bike lanes. This parking has a very low vacancy rate (8 to 18%) and a low turnover factor.



Conclusions:

- ⇒ Option A would provide a connection to an alternative campus access point from Grand Avenue. However, the Longview segment would not likely be used since there is a shorter and flatter route through the adjoining on-campus parking lot.
- ⇒ Option B can be implemented without removing parking but would have limited value since there are alternative routes to and from Cal Poly Campus for east- and westbound cyclists.
- ⇒ Option C would require removal of curb parking along one side of Hathaway Avenue from a point midway between Kentucky Avenue and Orange Street to California Boulevard. Neighborhood residents heavily use this parking.

5. Other Factors Not Related to Bicycling Safety and Access. The letter from Mr. and Mrs. Case and from the Alta Vista Neighborhood have indicated that removal of curb parking to make way for bicycle lanes might improve access and safety for cyclists. Staff believes that *some* of the underlying reasons for the interest in bike lanes may be a desire to reduce university student motorist use of the street. While these neighborhood issues may be of legitimate concern, installation of bike lanes will not likely resolve them, and in some way may raise other unanticipated concerns – e.g. traffic speeds.

Staff notes that if the 60 parking spaces along the north side of Slack Street were removed, given the low turnover rate of these spaces, the reduction in traffic would equal about 5% of the street's 24-hour traffic volumes (60 spaces x 2.1 vehicles per day ÷ by 2,655 vehicles per day = 4.7%). Furthermore, removal of parking and providing a wider unimpeded roadway might foster higher traffic speeds in the neighborhood. Staff also notes that traffic volumes in February 2000 were shown to be 3,412 vehicles per day. Counts taken in May 2001 showed an average daily volume to be 2,644 vehicles, a 23% reduction from 2000.

In 1998, the City initiated its *Neighborhood Traffic Management (NTM) Program* to address traffic volumes and speed within residential districts. The Alta Vista Neighborhood may avail itself of this process to address issues not directly related to bicycling.

SUMMARY AND CONCLUSIONS

Factors that Argue In Favor of Bike Lanes	Factors that Argue Against Bicycle Lanes
<ul style="list-style-type: none"> ☞ Compared with other streets where bicycle counts have been taken, Slack Street ranks in the upper one third, with some of the other streets with less volume having bike lanes. ☞ Bicycle lanes are physically feasible along Slack, Longview, and Hathaway Streets without widening these roads. ☞ Bike lanes could be installed between Grand Avenue and the north end of Longview with minimum impact on curb parking used by neighborhood residents. 	<ul style="list-style-type: none"> ☞ Compared to other access points to Cal Poly campus, Slack Street accounts for a minor amount of total bicycle traffic to and from the campus. ☞ Motor vehicle traffic volumes on Slack Street are significantly lower than other streets in San Luis Obispo where bike lanes have been installed. Vehicle speeds are similar to the low end of the range for arterial streets with bike lanes. Safety issues related to the mixing of motor vehicles and bicycles are not prevalent on Slack Street, and conditions do not warrant bicycle lanes. ☞ Traffic and parking conditions along Slack Street or the street's collision history do not suggest potential safety problems for bicyclists. ☞ To complete a Class II bikeway connection between Grand Avenue and California Boulevard would require the removal of heavily used curb parking along a local residential street. ☞ Policies in the Bicycle Transportation Plan generally do not call for installation of bike lanes along residential or local collector streets.

While it may be feasible to install bike lanes along some segments of the Slack, Longview, Hathaway corridor, in staff's view, there are no compelling access or safety reasons to do so. Staff concludes that this corridor should continue to be designated as a Class III bicycle Route at this time.

ACTION ALTERNATIVES

The Bicycle Advisory Committee may:

- a. Continue discussion of this item and request additional information or analysis from staff.
- b. Identify a desired bikeway alternative and initiate an amendment to the Bicycle Transportation Plan.

Comment: if the BAC decides to initiate such an amendment, staff will prepare the requisite environmental document (likely to be a *categorical exemption* or *negative declaration*), provide notification to adjoining property owners and tenants, and schedule a public hearing for the November 15th BAC meeting.

Agenda Item 2

ACCELERATED UPDATING OF THE BICYCLE TRANSPORTATION PLAN

BACKGROUND

At the BAC's June 21, 2001 meeting, the committee took the following action:

Mr. Miller moved to (1) continue discussion on this item to its September hearing date, (2) request Mr. Sanville establish/distribute a detailed work plan for addressing an update prior to the September meeting date and (2) establish a subcommittee at its September meeting date to address the update. The motion was seconded by Ms. Anderson and unanimously approved.

Under separate cover, staff has distributed to BAC members the work program as requested by item #2 above. This item has been discussed at two previous BAC meetings; therefore, no further staff evaluation is provided here.

SUMMARY STAFF RECOMMENDATION

The BAC should:

- a. Decide if it wants to accelerate the updating of the bike plan; and
- b. If yes, form a subcommittee of BAC members to work with staff and possibly other volunteers to help with the work needed to update the bike plan.
- c. Provide any feedback to staff concerning the scope of work for updating the bike plan.

(If the BAC forms a *Plan Update Subcommittee*, the subcommittee should schedule a "kick off" meeting to meet with staff to discuss the work program and volunteer for work tasks.)

Agenda Item 3

EDUCATION AND PROMOTION SUBCOMMITTEE RECOMMENDATIONS

BACKGROUND: At its June 21st meeting, the BAC formed a subcommittee to identify ways that the City can participate in Bike Week (both physically and fiscally), in the County Rideshare Coordinator's bicycle safety program, and in other activities.

The intent of this work is to identify promotion and education activities that can be funded using the City's annual TDA (Transportation Development Act) funds that are set aside for bicycle activities. Currently, this funding source amounts to \$17,500 for the 2001 fiscal year. Of that amount, \$4,000 has been reserved for the 2001 Bicycle Rodeo, leaving a balance of \$13,500 to cover other desired activities.

On August 21st and 28th the subcommittee met with City staff and County Rideshare Coordinator staff to discuss a range of ideas for bicycle promotion and education. The subcommittee recommends the following:

#	Promotion/Education Activity	Activity Budget
1	<p>Mini Bicycle Rodeos: Sponsor a minimum of two (2) safety rodeos in Spring 2002. Use existing props and materials from the Annual Bike Rodeo to conduct safety education programs at two school sites in San Luis Obispo. This activity would be a joint effort between City Parks and Recreation Department and Police Department staffs, with supervision provided by each school's physical education staff.</p> <p><i>Staff Comments:</i> City Parks and Recreation and Police Staffs will need to agree to provide this support along with School District staff and principals. A BAC member should volunteer to coordinate these activities for the first one or two cycles until the protocol has been set. County Rideshare Office personnel may also participate and expand the support pool for this activity – especially if it becomes an ongoing activity.</p>	\$2,500
2	<p>Bicycle Safety Brochure: Hire a graphic designer to produce one 8 1/2 x 11 tri-fold bike safety education brochure, printed on two sides in black ink. The style and content of the brochure would be based on the City of Ventura's <i>Suggested School Routes</i> brochure. The safety brochure would be distributed at all safety rodeos and as part of "Suggested School Routes" map packets for each school.</p> <p><i>Staff Comments:</i> This seems like a straightforward proposal, so long as publication rights for the materials have been secured. The Subcommittee should clarify if the budget for this covers the design cost only or both the design and initial publication. If this is produced for ongoing school use, the District should be willing to pay for its reproduction.</p>	\$1,000

3	<p>Bicycle Web Site Enhancements: Pay to develop a web site template to provide a unified calendar and resources listing for all bicycling events and programs countywide. Provide a link to the City site and maintain on quarterly basis. The County Rideshare Coordinator's Office would cooperate in the design and support.</p> <p><i>Staff Comments:</i> The City has established policies for linking its web site to others on the internet. The City supports connections to other governmental and non-profit organization sites where there is a clear relationship to City government purposes. Links to non-governmental sites requires approval from the City Administrative Officer who receives advice from the City's MIS Committee. The MIS Committee (an in-house staff group) meets monthly.</p> <p>If the BAC supports this item, it will need to identify the exterior site that the City's site would be linked to. Also, in order for the City to spend money on this item we would need a specific proposal from the targeted vendor that identifies work to be done, products, and budget for work. Also, the budget for this item does not include the cost of inputting updated data, which is an ongoing cost of any web site.</p>	\$2,500
4	<p>Bike Week Support: Support Bike Week Activities that are sponsored by the County Rideshare Coordinator's Office including a children's bicycle helmet giveaway. Qualified volunteers would be solicited to help with the fitting of the helmets.</p> <p><i>Staff Comments:</i> The subcommittee should clarify this proposal to indicate how much of the activity budget is intended for a bicycle helmet giveaway, and how much for general bike week support. The \$2,000 request was from Oxo Slayer (County Rideshare Office) did not include a bicycle helmet and purchasing component. Oxo's concept was to use the funds to support a downtown criterium or some other event, like bikefest in Meadow Park. He suggested that an additional \$1,000 be provided for a bicycle helmet giveaway.</p> <p>As with Item #1, someone will need to organize volunteers to fit bicycle helmets at bike week events, purchase the helmets and find suitable place to store any not given away.</p> <p>Staff Suggests that the BAC increase the funding of this item to \$3,000 with funds being given to County Rideshare Office for general support of bike week and a related helmet giveaway program. BAC may want to volunteer during bike week to assist the Rideshare Office with scheduled activities.</p>	\$2,000
Total Budgeted		\$8,000
TOTAL AVAILABLE		\$13,500

SUMMARY STAFF RECOMMENDATION

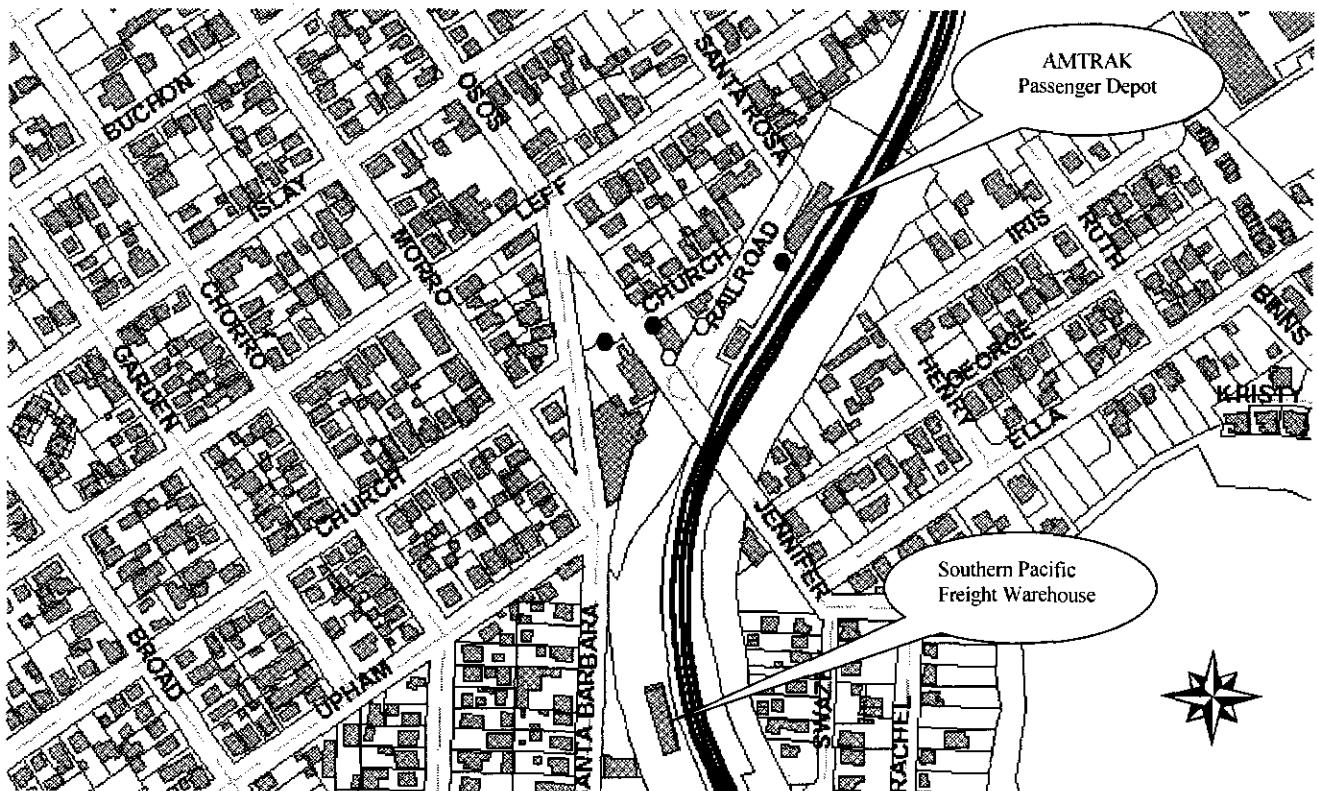
The BAC should review and consider the subcommittee's recommendations, make modifications to the proposal as appropriate, and approve a program for the use of TDA funds for fiscal year 2001-02. Most of these activities will require BAC member direct participation. The BAC needs to consider how these activities will be accomplished, since Public Works staff resources are not available for the more labor-intensive activities (e.g. items 1 and 4).

Agenda Item 4 BICYCLE PARKING AT THE RTC

BACKGROUND: On July 11th the City held its grand opening of the Railroad Transportation Center (RTC) on Santa Barbara Street. This parking facility serves the needs of AMTRAK patrons and provides space to park CCAT busses when they're not in use. At the grand opening ceremony BAC member Collier noted that the project did not include bicycle parking. What followed were several e-mail messages between staff and BAC members indicating concern for the lack of bicycle parking or the lack of a need for providing it.

Staff believes that installation of bicycle parking in the new parking lot is premature. For that reason, it was not installed as part of the RTC's construction. The reason for this decision is that the parking lot does not contain a destination (end of trip) for bicyclists. However, when the Southern Pacific Freight Warehouse is rehabilitated and opens as a public railroad museum, bicycle racks will be installed consistent with the location standards included in the Bicycle Transportation Plan – e.g. near the buildings public entrance, which has yet to be determined. Until this occurs, bicycle parking in the new lot would be too remote from existing destinations (e.g. the AMTRAK terminal), would not be used, and may have to be removed to make way for rehabilitation work on the warehouse structure itself. (Note: the walkways paralleling the railroad should be kept clear of obstacles since this facility was designed to function as a shared bicycle-pedestrian way.)

Existing destinations for bicyclists in the area include the AMTRAK passenger terminal and commercial outlets in the Railroad Square Area. Many of these include bicycle parking of various designs, age, and effectiveness. For example, in later years the inverted “U” and “wave” designs have been employed, but previous to that, “slotted racks” and angle tube locking racks (c.1984) were installed. A map and table below provides information about bike parking in RR Square.



Existing Railroad Square Parking					
#	Location (● = public) (○ = private)	Type Rack	Capacity	Condition	Recommendation
1	S/O Amtrak Terminal (city)	Angle Tube Lock	10 bikes	Poor	Replace with inverted "U"
2	Café Roma (private)	Wave	4 bikes	Excellent	Retain
3	Alano Club (private)	A-frame slotted	4 bikes (est.)	Poor	Property owner responsibility to replace
4	Coffee House (city)	Inverted "U"	2 bikes	Excellent	Retain
5	Triangular Park (city)	Slotted	8 bikes	Excellent	Retain

As new uses have been established (e.g. Café Roma) bicycle parking has been required as a condition of building permits or discretionary planning review. In August, staff inspected the City's racks just south of the railroad terminal and found them to be in poor condition.

ACTION ALTERNATIVES

The BAC may:

- a. Ask staff to install a bike rack within the RTC parking lot (location to be specified).
- b. Ask staff to replace the obsolete racks located south of the AMTRAK Passenger Terminal with inverted "U" racks or a wave rack.
- c. Take no action.

SUMMARY STAFF RECOMMENDATION

Support action alternative b.

Agenda Item 5

HIRING A BICYCLE COORDINATOR

BACKGROUND: When the BAC was discussing the update of the Bike Plan and the need for consultant services, this concept of hiring a bicycle coordinator was introduced. The concept would be for the City to hire a staff person whose time is fully dedicated to implementing the bicycle program. Other communities with very active bicycle programs have hired bicycle coordinators.

Locally, in 1991 the City hired a ½-time bicycle coordinator for a two-year period. The coordinator assisted City staff in (1) implementing high-priority on-street bike lane projects (Foothill Boulevard, Santa Rosa Street, Mid-Higuera, Santa Barbara Avenue, and Marsh Street); and (2) preparing and adopting of the Bicycle Transportation Plan. At the end of the coordinator's two year contract period, the bike plan had been adopted and the high priority projects were complete or in the works.

Since 1993, the Principal Transportation Planner has been staff to the BAC. The planner and other transportation and civil engineering staff have worked on a variety of projects including Phase I and II of the Railroad Recreation Trail, the Jennifer Street Bike-Pedestrian Bridge, the Morro Street Bicycle Boulevard (pending), the Railroad Transportation Center, and various bicycle lane projects.

For each bicycle capital project, the Public Works Staff appoints a department coordinator (typically the transportation planner) and a civil engineer. The Planner manages the project's design development and City approval process while the engineer coordinates the preparation of construction documents, the bid process, and construction engineering (inspection). During the just-started 2001-03 Financial Planning period, the planner and engineers will be working on the following projects that are part of the City's approved Capital Improvement Program (CIP):

- ☞ Phase III of the Railroad Safety Trail (AMTRAK Station to Marsh Street)
- ☞ Phase IV of the Railroad Safety Trail (Marsh Street to Foothill – land acquisition only)
- ☞ Phase IVa of the Railroad Safety Trail (Foothill to Hathaway – dependant on grant approval)
- ☞ Montalban Street Bicycle-Pedestrian Bridge over Stenner Creek
- ☞ Sinsheimer Community Park Bicycle-Pedestrian Bridge (Environmental studies only)
- ☞ South Street Widening (to include bike lanes and sidewalk, Higuera to Beebee Street – Caltrans is lead agency)
- ☞ Garden Street Makeover (including bicycle parking)

The BAC and the City's bicycle program have never had a very strong promotional or educational component. While the Bicycle Transportation Plan identifies a variety of activities to promote bicycling (reference Section V), these functions have not been supported with staffing. Therefore, if additional staff were to be hired, community education and promotional activities might be a legitimate area of focus, possibly on a half-time basis.

A synopsis of the 2001-03 Financial Plan is attached for BAC review. This synopsis describes its relationship to the budget "goals" established by the City Council. These goals did not include the hiring of a bicycle coordinator. Nor did the eight recommended goals transmitted by the BAC to the Council in December 2000 identify a desire to hire a coordinator.

One of the principles of the Financial Plan (reference page 2 of attached synopsis) is "Limiting operating cost increases." Operating cost increases almost exclusively relate to hiring additional staff. The reason for this conservative position is the "...uncertain future in the next two years due to downward trends in the economy, possible State budget takeaways and the energy crisis." This policy has lead to a very limited increase in staffing for the next two years:

- 1 Neighborhood Services Technician
- 1 Firefighter
- 1 CIP Engineer (field inspection)
- 1 Lab Technician (paid for by the utilities enterprise fund)
- 0.25 Utilities Secretarial Help (also from utilities enterprise fund)

The City Council reevaluates its budget every six months. Budget amendment requests must be submitted to the City Administrator no later than January 2002 for Council action in February.

ACTION ALTERNATIVES

The BAC may:

- a. Ask staff to submit a formal request to the City Administrative Officer for amending the City budget to include the hiring a full- or half-time Bicycle Coordinator at the next available amendment point.

Comment: if the BAC selects this alternative it should provide justification for its recommendation and identify desired service areas to be provided by a bicycle coordinator.

- b. Defer consideration of this issue until initial high priority BAC efforts are complete (e.g. Bike Plan update and initial promotional program implementation).
- c. Take no action at this time.

SUMMARY STAFF RECOMMENDATION

Support option b or c.

Agenda Item 6

Agenda Format and Procedures (Anderson)

BACKGROUND: Committee Member Anderson has suggested that the BAC's agendas be restructured as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Non-Agenda Public Comment
- (4) Approval of Minutes of Previous Meeting
- (5) Report/s of Subcommittee/s
- (6) Discussion Items
- (7) Action Items
- (8) Networking/Updates
- (9) Adjourn

DISCUSSION: Staff notes that the first four items are essentially the same as currently employed except that the Call to Order item now includes the roll call. Staff recommends that "Action Items" continue to be considered immediately after the approval of minutes (e.g. as Item #5). These items are often time sensitive, have others awaiting the decision, and are least desirable to continue to subsequent meetings for resolution. Issues that are being reported on by subcommittees that require *action* would be included under the "Action Item" category.

In contrast, discussion items are often less structured, are less time sensitive, are information based, and do not require resolution by the BAC at a particular meeting. Therefore, given the BAC's apparent desire to conclude meetings within two hours if possible, it should ensure that items that require *action* get done first.

Staff notes that the agenda for this particular meeting includes a greater number of items than those for past meetings and that agenda items have come from a variety of sources. If this experience becomes

the norm, then the BAC needs to set some basic procedures for establishing agendas. Staff recommends that the BAC consider the following:

Source of Agenda Items: City staff or BAC members, as communicated to the Chairperson. If members of the public wish to place items on the agenda they should contact the BAC Staff Liaison or the BAC Chairperson.

Close of Agenda: The agenda for a meeting will close three weeks (21 calendar days) before the established meeting date. This time frame will allow staff time to organize, analyze, produce, copy, distribute the agenda packets and post the agenda cover sheets. The Chairperson may agree to insert "urgency items" on the agenda so long as it occurs 72 hours before the meeting date (the required posting deadline), and that there is a demonstrated pressing need for immediate BAC action.

Overcrowded Agendas: If the number of items requested to be included on a particular agenda will likely exceed time available at a single meeting (3 hours max), the Staff Liaison will consult with the Chairperson and agree upon items that should be deferred to subsequent meetings.

Format of Requests: All proposed agenda items should be submitted in writing and include a title, brief description of its key features, the type of action requested of the BAC, if any.

SUMMARY STAFF RECOMMENDATION:

- a. As desired, discuss and approve an agenda format.
 - b. Discuss, modify as desired, and approve the agenda protocol described above.
-

DISCUSSION ITEMS

Agenda Item 7

Preparing Bicycle Parking Information for Distribution to Local Businesses (Anderson)

DISCUSSION: Committee member Anderson is interested in distributing information to local business that do not provide bicycle parking that spells out how and where bicycle parking and access to it should be provided. Ms. Anderson will present her ideas at the September 20th meeting.

The City's Bicycle Transportation Plan provides guidance for installing bicycle parking, the type of parking, and its location relative to entrances to businesses and other land uses. If the BAC wants to reevaluate these standards to include other features, staff suggests that the BAC do so as part of the Bike Plan's update. Once agreement is reached on the standards, then publication of a flyer that goes out to existing businesses could be considered. Staff notes that the City has no mechanism for *requiring* pre-existing uses to provide bicycle parking unless their owners or tenants apply for some type of discretionary planning approval; so the utility of distributing information to pre-existing uses is likely to be limited. Also, retrofitting bike racks into existing site plans typically needs to be done on a case-by-case basis, given the likely site constraints.

For new land uses, staff directly uses the standards provided in the Bike Plan to critique development plans. If these standards are updated, that's what staff will use.

Agenda Item 8

Posting BAC Information on the Web

DISCUSSION: At the June 21st meeting, staff indicated that it would look into placing the BAC Agenda on the City's slocity.org web page. This task has now been accomplished and both the current agenda and prior agenda are included on the page. Staff has also included the minutes for the previous meeting (although they are not yet approved and are only in draft form). We will continue to include this information on the City's web page.

Agenda Item 9

City Project Updates

- A. Morro Street Bicycle Boulevard: The City has chosen Fehr and Peers to prepare the conceptual bike blvd. design and their contract is being finalized. It is anticipated that the design charette for the bike blvd. will occur in late October or early November. Because Fehr and Peers bid for the traffic signal design portion of the contract exceeded the City's budget, the City is looking for another consultant to prepare the signal design.
- B. Railroad Transportation Center: The parking lot for AMTRAK patrons and for CCAT buses on Santa Barbara Street is complete. The facility includes a 3-meter wide platform for use by bicyclists and pedestrians adjoining the railroad. Bike lanes were retained along Santa Barbara Street. The City has hired RRM Design to undertake structural, architectural, historic, and hazardous material evaluations of the historic Southern Pacific Freight Warehouse that is in the center of the parking lot. This Phase I work will identify what it will take (physically and fiscally) to rehabilitate the building for use as a railroad museum. Look for the completion of these studies in Fall 2001. The City has made a commitment to a non-profit group to lease the building at no cost for the purposed of operating a public railroad museum.
- C. Phase II Railroad Recreational Trail (from Bushnell Street to the Jennifer Street Bridge): The City has hired Richard Simmons Construction to build the project. Work began in late August and is scheduled to be completed in early December 2001. This project was paid for using State Highway Account (SHA) funding approved by SLOCOG.
- D. Statewide Bike Path Grants: In June the City submitted a grant to Caltrans Sacramento requesting \$350,000 to build the Railroad Safety trail from Foothill Boulevard to Hathaway Street. Caltrans has determined that this project is "eligible" to receive State Transportation Enhancement funds. The next step will be for the California Transportation Commission (CTC) staff to evaluate all of the applications and to recommend funding of the top ranking projects. The City should be notified in October or November of the State's decision.
- E. Phase III Railroad Bicycle Path Grant Application: At its August 21st meeting, the City Council authorized staff to submit a grant application to SLOCOG requesting \$350,000 to help pay for the Railroad Bicycle Path from the AMTRAK passenger terminal to Marsh Street. If approved, these grant dollars would be use to pay for the acquisition of the requisite property, preparation of

environmental documents, and the design of the facilities. Funding to construction the project has been identified in the City's 2001-03 Financial Plan as possibly coming from City General Fund debt financing (selling of bonds).

- F. Sinsheimer School Access Trail Grant Application: At its August 21st meeting, the City Council authorized staff to submit a grant application to SLOCOG requesting \$350,000 to help pay for the a Class I path that would connect the Railroad Recreational Trail (RRT) with the north end of Southwood Drive (at the entrance to Sinsheimer Park). This path would be adjacent to the creek, would utilize land currently used by the School District's corporation yard, and would complete a Class I link between the RRT and Augusta Street just south of the school. If approved, these grant dollars would be use to design and construct the bike path.
- G. Parking and Access Advisory Body: When the City Council adopted the 2001-03 Financial Plan, it included a goal to establish a "Citywide parking and access advisory body" (see page 3 of attached budget synopsis). Sometime towards the end of this year, the Architectural Review Commission, Planning Commission, Bicycle Advisory Committee, and the Mass Transportation Committee will be asked to provide input to staff on the proposed duties of a Parking and Access advisory body. Look for this item to be on the BAC's November 15th meeting agenda.

Agenda Item 10

International Walk to School Day (Johnson)

See attached flyer provided by Chairperson Johnson and check out the programs web site at www.dhs.ca.gov/routes2school. Ms. Johnson will provide background on this item.

Agenda Item 11

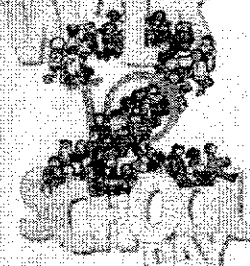
Report on the Quarterly Meeting With the Mayor and Advisory Body Chairpersons (Johnson).

ATTACHMENTS

- ☞ International Walk to School Day Flyer
- ☞ A synopsis of the 2001-03 Financial Plan

To: Terry Sanville
Re: BAC

International



October 2nd, 2001

Walk Locally,
Take Part
Globally

To get information or
to get involved, contact:

CALIFORNIA'S
WALK TO SCHOOL DAY
HEADQUARTERS

888-393-0353
(toll-free)

walkday@dhs.ca.gov

visit:

www.dhs.ca.gov/routes2school/

Some support is provided by
the California Dept. of Health Services,
the University of California, San
Francisco, and the Partnership for
a Walkable America.

WE PROMISE TO SUPPORT YOU!

To get started, contact us for the following **FREE** materials:

- ✓ Fact sheet overviewing project
- ✓ 18 x 24" color poster
- ✓ Pamphlet of critical steps to launch a "Walk Day" event
- ✓ An original copy of the **Walkability Checklist 2001** for duplication
(available in English, Spanish, Chinese, Hmong, Russian, Armenian and Vietnamese)

Once you receive the materials, please share them with elementary school staff and parent groups, school and city politicians, community and neighborhood groups. Use them as you begin organizing and getting community support for the event in October.

The following materials are available for you to download by visiting the web site:

WWW.DHS.CA.GOV/ROUTES2SCHOOL/

- ✓ "Walk Day" event pamphlet
- ✓ 8 1/2 x 11" mini poster
- ✓ Proclamation template
- ✓ Press release template
- ✓ Camera-ready logos (eps, pdf, and jpeg formats; color and black & white)
- ✓ Camera-ready newsletter display ads (available in Spanish)

**FAX THIS PAGE TO 916-323-3682 BY AUGUST 17TH
TO PROMISE TO PARTICIPATE & JOIN THE TEAM!**

[] I/We promise to introduce **WALK TO SCHOOL DAY** to our community!

Name: Mary Lou Johnson

Title: Chair Bike Advisory Committee Organization: City of San Luis Obispo

Address: 2275 Flora Street

City: San Luis Obispo, CA Zip: 93401

E-mail: mjohnson@wripstart.com Daytime Phone: 805 544-5278

My/Our efforts could involve about 1 elementary schools. (How many?)

I/We will be working within the following jurisdictions:

School District: San Luis Coastal Unified School District

City: San Luis Obispo, CA County: San Luis Obispo

REMEMBER:

- ☆ We can help you adapt materials so they suit your community needs.
- ☆ If October 2nd can't work for you, plan an alternate Walk To School Day and let us know about it. The most important thing is that you **JUST DO IT!**

Budget-In-Brief

2001-03 Financial Plan

Approved 2001-02 Budget

The purpose of this "budget-in-brief" is to summarize the City's 2001-03 Financial Plan by highlighting the City's budget process, key budget features, major City goals and basic "budget facts." If you have any questions about the City's budget or would like a complete copy of the 2001-03 Financial Plan, please call the Department of Finance at 781-7130.

Purpose of the City's Two-Year Financial Plan

The fundamental purpose of the City's Financial Plan is to link what we want to accomplish for the community with the resources necessary to do so. Our Financial Plan process does this by: clearly setting major City goals and other important objectives; establishing reasonable timeframes and organizational responsibility for achieving them; and then allocating resources for programs and projects.

This process results in a two-year budget document that emphasizes long range planning, budgeting for results, effective program management and fiscal accountability. While appropriations are still made annually under this process, the Financial Plan is the foundation for preparing the budget in the second year.

Major City Goals

Linking important objectives with necessary resources requires a process that identifies key

goals at the very beginning of budget preparation. Setting goals and priorities should drive the budget process, not follow it.

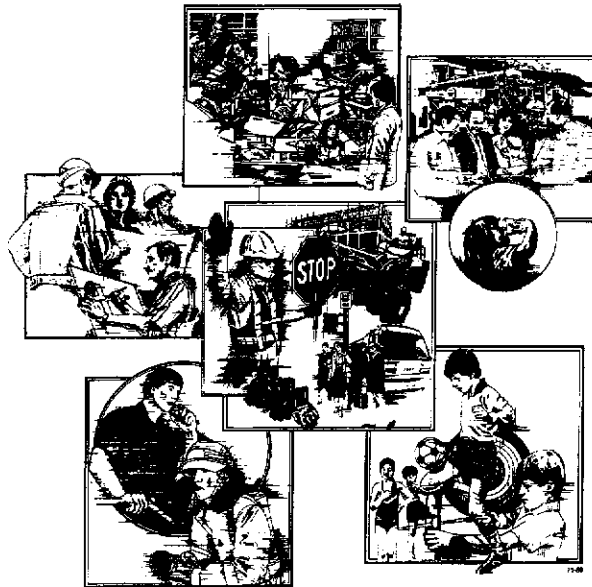
For this reason, the City began the 2001-03 Financial Plan process with a series of in-depth goal setting workshops where Council members considered candidate goals presented by community groups, Council advisory bodies and interested individuals; reviewed the City's fiscal outlook for the next five years and the status of current goals; presented their individual goals to fellow Council members; and then set and prioritized goals for the next two years.

City staff then prepared the Preliminary Financial Plan based on this policy guidance from the Council. A number of budget workshops and hearings followed resulting in final Council adoption of the 2001-03 Financial Plan on June 19, 2001.

Financial Plan Policies

Formally articulated budget and fiscal policies provide the fundamental foundation for preparing and implementing the

Financial Plan. Included in the Financial Plan itself, these policies cover a broad range of areas such as user fee cost recovery goals, enterprise fund rates, investments, capital improvement management, capital financing and debt management, minimum fund balance and reserve levels, human resource management, productivity and contracting for services.



city of san luis obispo

MAJOR CITY GOALS

The 2001-03 Financial Plan sets major City goals for the next two years and links them with the programs, projects and resources necessary to achieve them. Detailed work programs have been prepared for each of these goals, including the challenges we will face in achieving the goal, action plans and resource requirements.

PUBLIC UTILITIES

- **Water Supply.** Continue efforts to develop long-term water supplies, including: preserving present water rights and pursuing all options with the exception of State Water; using and protecting groundwater; pursuing acquisition of property for water supply development; completing the water reuse project; seeking water supply opportunities as part of any annexations; and confirming a Council water subcommittee to build relationship with the North County.

TRANSPORTATION

- **Street and Sidewalk Maintenance.** Continue implementing street paving and repair programs; and augment funding for sidewalk installations and repair, new street sign installations on arterials and tree plantings in all available tree wells.
- **Los Osos Valley Road Improvements.** Widen Los Osos Valley Road from Madonna Road to Highway 101; and prepare plans for widening the freeway overpass and fixing difficulties between freeway exits/entrances and Calle Joaquin, improving flood structures and providing bicycle and pedestrian lanes over the freeway.
- **Flood Protection.** Improve flood protection for residents and businesses, including alleviating impediments to carrying-off flood water and preserving flood plains.
- **Railroad Recreational Trail.** Continue planning and purchasing property to complete the Railroad Recreational Trail to Cal Poly; extend planning to the south connecting the Edna-Islay area into the master plan; establish the Morro Street "SLO Street" from the Railroad District to Downtown; and pursue grant funding options to complete these projects.

- **Downtown Transportation Center: North Area Regional Facility.** Work with other agencies to acquire land for a multi-modal transportation center and parking structure, northeast of Santa Rosa Street.
- **Parking and Access Advisory Body.** Establish a Citywide parking and access advisory body.

COMMUNITY DEVELOPMENT

- **Housing.** Continue implementing programs to achieve the City's housing goals.
- **Open Space Preservation.** Continue funding for open space and agriculture preservation, including management programs for open space lands and staffing for implementation of those plans.

LEISURE, CULTURAL & SOCIAL SERVICES

- **Athletic Fields.** Explore possibilities for additional athletic fields, including plans for two lighted softball fields.
- **Recreation Center Remodel: Community-Senior Center.** Complete remodel of the Recreation Center for community and senior uses.
- **Cultural Services.** Continue funding for arts and culture; and identify long-range funding sources to secure the future of the Performing Arts Center.

GENERAL GOVERNMENT

- **Civic Offices.** Purchase Copeland/French property and pursue construction of a multi-story office building with subterranean parking for City offices.
- **Maintenance of Basic Services.** Preserve current service levels and adequately maintain existing facilities and infrastructure.

BUDGET FACTS

Total Expenditures (In Millions)

	2001-02	% of Total
Operating Programs	\$42.8	59%
Capital Improvement Plan	24.6	33%
Debt Service	6.1	8%
TOTAL	\$73.5	100%

Funding Sources (In Millions)

	2001-02	% of Total
General Fund	\$35.8	48%
Other Governmental Funds	4.2	6%
Enterprise Funds	33.5	46%
TOTAL	\$73.5	100%

Operating Programs By Function: All Funds

	2001-02	% of Total
Public Safety	\$12.9	31%
Public Utilities	8.2	19%
Transportation	4.8	11%
Leisure, Cultural & Social Services	5.3	12%
Community Development	4.4	10%
General Government	7.2	17%
TOTAL	\$42.8	100%

Operating Programs By Function: General Fund

	2001-02	% of Total
Public Safety	\$12.9	46%
Public Utilities	--	--
Transportation	2.2	8%
Leisure, Cultural & Social Services	4.8	17%
Community Development	4.1	14%
General Government	4.2	15%
TOTAL	\$28.2	100%

Operating Programs By Type: All Funds

	2001-02	% of Total
Staffing	27.2	63%
Contract Services	8.1	19%
Supplies	7.2	17%
Minor Capital	0.3	1%
TOTAL	\$42.8	100%

Operating Programs By Type: General Fund

	2001-02	% of Total
Staffing	\$22.5	72%
Contract Services	3.7	12%
Supplies & Minor Capital	4.9	16%
Reimbursed Expenditures	(2.9)	--
TOTAL	\$28.2	100%

Major Capital Projects: All Funds

	2001-02	2002-03
Radio System Improvements	\$0.1	\$0.2
Fire Engine Replacement		0.4
Water Reuse	11.8	
Other Water System Improvements	1.9	2.0
Wastewater System Improvements	1.1	1.1
Pavement Sealing & Resurfacing	2.2	2.3
Foothill Blvd Culvert Repair	1.0	
Orcutt Road Improvements	0.2	0.9
Bikeway and Pedestrian Imprv	0.6	0.7
Downtown Transportation Center:		
North Area Regional Facility	0.2	1.1
Cooperative Use: Two-Lighted		
Softball Fields	0.5	
Damon-Garcia Sports Field Lighting	0.4	
Recreation Center Remodel:		
Community-Senior Center	0.6	
Park Improvements	0.5	0.8
Open Space Preservation	0.3	0.2

Top Ten General Fund Revenues

	2001-02	% of Total
Sales Tax	\$10.0	30%
Property Tax	5.0	15%
Transient Occupancy Tax	4.2	13%
Utility Users Tax	3.6	11%
Motor Vehicle In-Lieu (VLF)	2.4	7%
Business Tax	1.3	4%
Franchise Fees	1.2	4%
Development Review Fees	1.6	5%
Recreation Fees	0.9	3%
Other Service Charges	0.8	2%

These top ten revenues account for about 95% of total General Fund revenues. Other General Fund revenues include interest earnings, grants, fines and sale of surplus property.

Regular Positions By Function: All Funds

	2001-02	% of Total
Public Safety	144.5	41%
Public Utilities	57.8	16%
Transportation	24.5	7%
Leisure, Cultural & Social Services	31.0	9%
Community Development	39.6	11%
General Government	55.4	16%

Regular Positions By Function: General Fund

	2001-02	% of Total
Public Safety	144.5	53%
Public Utilities	--	--
Transportation	16.5	6%
Leisure, Cultural & Social Services	28.0	10%
Community Development	39.6	15%
General Government	42.1	16%

KEY BUDGET FEATURES

BUDGET OVERVIEW

Balanced Budget. The Financial Plan presents a balanced budget over the next two years for all of the City's funds. This means that adequate resources are available to fund the approved appropriations while assuring that operating revenues fully cover operating expenditures, and that fund balances are maintained at minimum policy levels (20% of operating expenditures).

Reflects Council Goal-Setting. All of the *Major City Goals* set by the Council early in the budget process are fully funded in the Financial Plan based on the detailed work programs approved by the Council in April 2001. At the same time, the budget adequately funds day-to-day services and basic infrastructure maintenance needs.

Budget Principles. The Financial Plan was prepared based on the following framework:

- Limiting operating cost increases.
- Developing a capital improvement plan (CIP) that adequately maintains our *existing* infrastructure and facilities.
- Considering new revenue opportunities as allowed under Proposition 218.
- Making strategic use of beginning fund balance currently above our minimum policy level.

The Financial Plan reflects all of these principles **except** for new revenues: for the first time in ten years, no new revenues are required in order to balance the budget.

FINANCIAL CONDITION SUMMARY

Short Term View: Precaution—not panic—in uncertain times. While the City is in good fiscal shape today, we are facing a very uncertain future in the next two years due to downward trends in the economy, possible State budget takeaways and the energy crisis. However, we do not want to over-react and unnecessarily retreat from important community needs and goals. For this reason, we have taken several precautions in preparing the Financial Plan. These include making conservative revenue assumptions, restraining growth in operating costs, limiting increases in staffing, taking care of what we already have and maintaining adequate reserves.

Longer Term View. Even with these precautions, we must not let our ability to prepare a balanced budget for 2001-03 lull us into a false sense of security about our fiscal future. Significant financial challenges remain ahead of us if we want to maintain current service levels and achieve our

longer-term CIP goals. Meeting these challenges will require continued efforts to strengthen our fiscal position.

BUDGET HIGHLIGHTS FOR 2001-03

Plans and Policies. We will undertake several important studies during 2001-03 that will set our course for many years to come. These include:

- Police station site master plan.
- Radio system upgrade plan.
- Groundwater development study.
- Flood management and storm drainage plans.
- Storm water enterprise fund formation.
- Parking and downtown access plan.
- North area regional facility.
- Commercial zoning regulations update.
- Architectural review guidelines update.
- Airport, Margarita and Orcutt area specific plans.
- Civic offices.

Major CIP Projects. While planning for the future will be a big part of our work program during the next two years, we will also undertake a number of major CIP projects, including:

- Building the water reuse distribution system.
- Continuing an aggressive program of pavement sealing, resurfacing and reconstruction.
- Acquiring and improving open space.
- Adding two-lighted softball fields through an innovative cooperative use agreement with the County.
- Adding three lighted fields to the planned Damon-Garcia athletic fields.
- Renovating athletic fields at Santa Rosa and Sinsheimer Parks.
- Remodeling the Recreation Center for an improved community/senior center, fully funded by a generous donation from the Ludwick family.

Service Improvements. The Financial Plan includes a number of focused improvements in our operating programs. The following General Fund regular staffing additions are especially notable, which are the lowest since the 1993-95 cutbacks:

Department	Position	2001-02	2002-03
Fire	Firefighter	1.0	
Public Works	Project Inspector	1.0	
Police	Neighborhood Serv Tech		1.0
General Fund Total		2.0	1.0

Other service improvements include expanding the Student neighborhood assistance program (SNAP), augmenting the fire hazard prevention program and preparing natural resource protection plans.