



**CITY OF MORRO BAY  
PUBLIC WORKS ADVISORY BOARD  
A G E N D A**

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*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.  
The City shall be committed to this purpose and will provide a level of municipal service and  
safety consistent with and responsive to the needs of the public.*

Veteran's Memorial Building  
Regular Meeting, 6:00 p.m.

209 Surf Street, Morro Bay  
Wednesday, April 21, 2010

Matt Makowetski, Chair  
Bill Olson  
Jenny Brantlee

June Krystoff-Jones, Vice Chair  
Susan Shaw  
Richard Rutherford  
John Zweemer

- I. CALL TO ORDER AND ROLL CALL**
- II. PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- III. ACCEPTANCE OF AGENDA**
- IV. ANNOUNCEMENTS**
- V. WRITTEN COMMUNICATIONS**
- VI. PUBLIC COMMENTS/PRESENTATIONS**
- VII. CONSENT CALENDAR**
  - A. Approval of Minutes of March 17, 2010
- VIII. DIRECTOR'S REPORT/INFORMATION ITEMS – No action required**
- IX. NEW BUSINESS**
  - A. Consideration of Replacing Morro Bay Dial-A-Ride Service with Flex Fixed Route Service – (Burlingame)
  - B. Bicycle Transportation Plan (Livick)
  - C. Administrative Procedure for Utility Billing Disputes (Wade)
- X. OLD BUSINESS**
  - A. None
- XI. FUTURE AGENDA ITEMS**

Main and San Jacinto Intersection (Brantlee)	Stormwater Management Plan Status Report (Livick)
City Facility Tour (Staff)	Water Conservation (Wade)
Pavement Management Plan (Livick)	Collection System Repairs (Randall)
- XII. ADJOURNMENT – Next Regular Meeting: 6:00 p.m., Wednesday, May 19, 2010**

THIS AGENDA IS SUBJECT TO AMENDMENT UP TO 72 HOURS PRIOR TO THE DATE AND TIME SET FOR THE MEETING. PLEASE REFER TO THE AGENDA POSTED AT THE DEPARTMENT OF PUBLIC SERVICES, 955 SHASTA AVENUE, FOR ANY REVISIONS OR CALL THE DEPARTMENT AT 772-6261 FOR FURTHER INFORMATION.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE PUBLIC WORKS ADVISORY BOARD AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION AT; PUBLIC SERVICES OFFICE AT 955 SHASTA AVENUE, MORRO BAY, CA 93442; MORRO BAY LIBRARY AT 625 HARBOR STREET, MORRO BAY, CA 93442; MILLS/ASAP REPROGRAPHICS AT 495 MORRO BAY BOULEVARD, MORRO BAY, CA 93442 DURING NORMAL BUSINESS HOURS. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DEPARTMENT OF PUBLIC SERVICES AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

CITY OF MORRO BAY  
PUBLIC WORKS ADVISORY BOARD  
SYNOPSIS MINUTES

(Complete audio- and videotapes of this meeting are available from the City upon request)

Veterans Memorial Hall  
Regular Meeting, 6:00 p.m.

209 Surf Street, Morro Bay  
Wednesday, March 17, 2010

Matt Makowetski, Chair

June Krystoff-Jones, Vice Chair  
Bill Olson  
Susan Shaw

Jenny Brantlee  
Richard Rutherford  
John Zweemer

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:02 p.m.

Members Present: Matt Makowetski, June Krystoff-Jones, Jenny Brantlee, and John Zweemer

Members Absent: Bill Olson, Susan Shaw, and Richard Rutherford

Staff Present: Rob Livick, Janeen Burlingame and Cathy Weaver

II. MOMENT OF SILENCE

Makowetski called for a moment of silence.

III. ACCEPTANCE OF AGENDA: Accepted as presented

IV. ANNOUNCEMENTS: Brantlee announced the upcoming Spring Cleanup starting with Morro Bay Beautiful's Yard Sale on April 10<sup>th</sup> and 11<sup>th</sup>, followed by Clean Up Week from April 12<sup>th</sup> through the 16<sup>th</sup>.

V. WRITTEN COMMUNICATIONS: None

VI. PUBLIC COMMENTS/PRESENTATIONS: Council Person Noah Smukler gave a presentation on a Downtown Enhancement Project being done jointly with Cal Poly's City and Regional Planning Graduate Class and the City. He explained the Council's appointed subcommittee had been looking at different visioning documents that were put together over the last 30 years, and they would compile that information into one document. A number of meetings are planned: A stakeholders meeting will be held March 18<sup>th</sup>, 2010, 6:pm at the Yacht Club; on April 5<sup>th</sup> the Cal Poly Class will be doing an inventory; April 14 – will be a Community Workshop, 5 pm at the Community Center; April 28<sup>th</sup> – will be a Community Workshop, 6 pm at the Community Center; and the June 7<sup>th</sup>, 2010, Planning Commission Meeting, the Cal Poly Students will attend. Noah said he could be reached at 772-7668 for more information.

Presentation by the Citizens Tree Committee regarding Landmark Trees and the Master Street Tree List. Tree Committee Chair Noah Smukler gave some background information on the Tree Committee. Noah introduced two other Tree Committee Members who would add to the presentation. Taylor Newton, a landscape professional, defined what a Landmark or Heritage Tree could be. Questions raised included: Of those 20 types of trees is the Committee looking at adding more or deleting some; Brantlee noted she was on the Historical Society and would love adding Landmark trees to their Historic Walking Tours; Krystoff-Jones suggested the City at least provide consulting for designation of private trees or some kind of outreach; what is meant by specimen tree; Brantlee suggested a Calendar of Historic Trees.

MOTION: Makowetski to forward recommendation from the Community Tree Committee to the Planning Commission (Brantlee 2<sup>nd</sup>). Krystoff-Jones suggested it be cleaned up first, take out the inconsistencies, make it more concise; and just move the concept forward; keep the Public Works Advisory Board in the loop so we see the changes they take to the Planning Commission.

MOTION: Makowetski revised his motion to approve the Community Tree Committee's concept with the following addendums: make the report more concise; provide staff consulting support for private tree designations; educate private owners on how to take care of Landmark trees; and add the definition of a specimen tree. (Brantlee 2<sup>nd</sup>).

Vote: 4-0

Noah Smukler gave a report on the City's Master Tree List for City Trees. He also introduced Wally McCray who gave some background information on how the City's Master Tree List came about.

MOTION: Makowetski to approve The Tree Committee's recommended Master Tree List as a concept plan; with the Committee making the list more concise as needed and specifying reasons why trees are on the list (Zweemer 2<sup>nd</sup>). Brantlee noted there was a list on page one that needed to go with the tree list. It was determined that the Community Tree Board would do more work on the list and then bring it back.

#### VII. CONSENT CALENDAR:

A. Approval of Minutes from the February 17, 2010, Meeting – MOVED AFTER FUTURE AGENDA ITEMS.

VIII. DIRECTOR'S REPORT/INFORMATION ITEMS: Makowetski asked about the State Water Delivery numbers, water conservation measures, and the new historical water information and ability to pay water bills online. Brantlee asked if new home owners could access the past water usage information? The Morro/Chorro water/nitrate issue? Krystoff -Jones asked how many property owners are we talking about? Makowetski thanked Livick for street repairs done on Bonita.

#### IX. NEW BUSINESS:

A. Consideration of Proposed Transit Service Changes. Burlingame gave her staff report presentation. Her recommendation was that the Public Works Advisory Board recommend the City Council approve changes to Morro Bay Dial-A-Ride and trolley services as outlined in Exhibits A, B and C.

The three options being considered are:

- Reduce MBDAR service hours (not recommended);
- Establish year round fixed route trolley service and reduce MBDAR service hours (\$24,000 of general accumulation funds);
- Establish year round fixed route trolley service and eliminate MBDAR service. Start on May 3<sup>rd</sup> (\$5,600 of general accumulation funds).

Burlingame introduced Susan Brown from the Transit Service office, and Eliane Guillot from SLO Council of Governments. Questions raised included: Is there a taxi service that serves Morro Bay? Could the City provide help getting seniors qualified for the ADA Transit Service? Where would the stop on Piney Way be? Would there be flagged stops in addition to regular stops? What does fare box recovery ratio mean? How do people pay for their ride? Why are we using trolleys instead of Dial-A-Ride vehicles? Will any jobs be lost? Will Run-A-Bout pick up the slack in our ridership?

MOTION: Makowetski for the Public Works Advisory Board to recommend the City Council approve changes to Morro Bay Dial-A-Ride and trolley services as outlined in Exhibit A, B and C (Krystoff-Jones 2<sup>nd</sup>). Vote: 4-0

MOTION: Krystoff-Jones for the Public Works Advisory Board to recommend the City Council approve Option 2 (Zweemer 2<sup>nd</sup>). Vote: 3-1

Makowetski opened public comment for Barbara Dour, who spoke in favor of the Dial-A-Ride Service. Burlingame explained the public noticing process for this issue.

X. OLD BUSINESS: None

XI. FUTURE AGENDA ITEMS: Main and San Jacinto Intersection (Brantlee), Bike Plan Update (Livick), Lost Water and how we rebate those costs (Wade), South Bay and Quintana Intersection Update (Livick). Fairs for Transit Services (Burlingame). City Facility Tour (Staff), Storm Water Management Plan Status Report (Livick), Water Conservation (Wade), Collection System Repairs (Randall). Pavement Management Plan (Livick)

VII. CONSENT CALENDAR:

A. Approval of Minutes from the February 17, 2010, Meeting

MOTION: Brantlee to approve minutes as presented (Makowetski 2nd)

Vote: 4-0

XII. ADJOURNMENT

The meeting was adjourned at 8:15 p.m. to the next regularly scheduled meeting at the Veteran's Hall on Wednesday, April 21, 2010, at 6:00 pm.

PUBLIC WORKS ADVISORY BOARD  
 City of Morro Bay, Department of Public Services  
**Director's Report / Information Items**  
 04/14/2010

AGENDA NO.: **VIII**

DATE: **04/21/2010**

Category	Information Item	Staff Contact	Status
Transit	Dial-A-Ride	Janeen Burlingame	At the March 22 meeting, the City Council did not take action regarding the proposed transit service changes the Public Works Advisory Board considered at its March 17 meeting and directed staff to come back to the Council in April after investigating alternative dial-a-ride program delivery models, including public private partnerships and volunteer based concepts, such as the Cambria Community Bus.
Wastewater	Joint Powers Agreement	Bruce Keogh	- <u>Morro Bay – Cayucos WWTP</u> : The Board meet on February 16 <sup>th</sup> and awarded a contract to MWH with a 10% contingency. The design phase of the project is starting now several months ahead of schedule and will enable the design and permitting consultant to better coordinate their work. The next steps include preparing a revision to the facility's master plan and preparing the public review copy of the Environmental Impact Report.
Other Capital Projects	Fire Station 53 Admin/Living Quarters Project	Dylan Wade	The project has been awarded a 1.6 million dollar FEMA grant. The project team is awaiting completion of the NEPA process by the grant agency. Once the grant requirements have been met the project will be prepared to go out to bid.
Water	Resource Management, Operations	Dylan Wade	- <u>Mandatory Water Conservation Measures</u> : Mandatory Water Conservation Measures are in effect. The community is currently at a Moderately Restricted Water Supply condition in accordance with section 13 of the municipal code. - <u>State Water Project</u> : The delivery allocation and statewide deliveries have been increased to 20% for 2010. Under this delivery scenario the community will have sufficient quantities of water during the summer peak this year due to the unallocated County's allocation. The City is currently receiving and delivering State Water. - <u>Potable Water Production</u> : Total potable annual water production for 2009 was 1429 acre feet with 235 acre feet of groundwater, 64 acre feet of desalinated water, and 1069 acre feet of State Water. Total March Water production was 88.7 af with 52.9 af of brackish treated water, 0 af of State water, and 35.8 af of groundwater. - <u>Chorro Valley</u> : The City has met with several customers on the Chorro Valley pumping line to discuss removal from the system. The City also met with both the County Planning Department and the Regional Water Quality Control Board to determine their requirements for water supply at these residences. With both the groundwater nitrate contamination and the requirements of the Groundwater Rule continuing to provide water to customers outside of the City limits as was done in the past has become untenable. - <u>Desal Plant Brackish Treatment System</u> : The newly installed BWRO treatment trains are being used to augment the State Water Supply.

Category	Information Item	Staff Contact	Status
Collection System	Collection System	Dylan Wade, Jim Hayes	<p><u>Lift Station 3 (Quintana Road)</u>: The 50% design submittal package has been received from the consultant and is pending division review. The adjacent property Owner has agreed to grant the City an easement for utilities, the City's consultant is preparing the easement documents for use in this process.</p> <p><u>Lift Station 2 (Front Street)</u>: Design work is complete on the Lift Station #2 Replacement Project. The preparation of bid documents including the Front end specification are the last remaining work item. The lift station has continued to experience problems with reliability.</p> <p>- <u>Collection System</u>: The collections crews are working on reviewing Section # 1 for necessary repairs. We will be collecting a number of repairs and will likely let several contracts for this work during this year. In addition we will be letting a series of minor contracts to explore new techniques and technologies for implementing system repairs and rehabilitation. In this process we are hoping to develop some standard methods for dealing with these repair tasks.</p>
Streets/Sidewalks	Local Street Maintenance Projects  ARRA (Stimulus \$)	Rob Livick	<p>The City's Street crew is continuing to work on routine street maintenance activities.</p> <p>If you have a street maintenance issue please call the Public Services office at 772-6261 so that we can add it to the list of work.</p> <p>Authorized to enter into the finance agreement at the March 22, 2010 Council meeting.</p>
Trees		Rob Livick	Routine trimming and removal of Street Trees is on hold until July 1, 2010. The only tree work in the right of way will be for emergency and safety concerns.
Storm Water	Storm Water Plan	Rob Livick	Working with the regional Board regarding the final modifications to the plan. First year of the permit is complete and the annual report is due the end of June.
Bike Paths	City-wide Bike Lanes	Rob Livick	The Plan will be presented and reviewed at the April PWAB meeting.
Misc			Sign up for Notify Me on the City's Website for notification of Council, Boards and Commissions information.

**\* Please contact individual staff members prior to the meeting if possible for more detailed information.**



AGENDA NO: IX-A  
Meeting Date: April 21, 2010  
Action: \_\_\_\_\_

# Staff Report

**TO:** PUBLIC WORKS ADVISORY BOARD  
**DATE:** APRIL 14, 2010  
**SUBJECT:** CONSIDERATION OF REPLACING MORRO BAY DIAL-A-RIDE SERVICE WITH A FLEX FIXED ROUTE SERVICE

## **STAFF RECOMMENDATION**

Staff recommends the PWAB review and provide comment as necessary on the proposed changes in transit service for Morro Bay Dial-A-Ride (MBDAR), as outlined in the staff report, to be effective FY 2010/2011 and recommend the City Council approve said changes.

**Motion:** I move that the Public Works Advisory Board recommend the City Council approve replace Morro Bay Dial-A-Ride service with a flex fixed route service as outlined in Exhibits A and B.

In addition, staff recommends the PWAB recommend the City Council allocate funds from Measure Q to fund a pilot community bus project to determine whether such a program could be viable and sustainable beyond FY 2010/2011.

**Motion:** I move that the Public Works Advisory Board recommend the City Council approve \$15,000 be allocated from FY 2010/2011 Measure Q to fund a pilot community bus project to determine the viability and sustainability of such a program.

## **FISCAL IMPACT**

Due to the recession and changes in the State budget regarding transit funding, MBDAR has lost more than \$171,000 in Transportation Development Act (TDA) funds with which to operate local transit service since April 2008. The anticipated funding shortfall for existing MBDAR services for FY 2010/2011 is estimated at more than \$143,000. Approval of the proposed change to replace MBDAR service with a flex fixed route service is anticipated to result in no funding shortage for FY 2010/2011 and would result in the achievement of a Management Partners' recommendation regarding making the Transit enterprise fund self sufficient as no general funds would be used to operate the transit service.

## **DISCUSSION**

As the City begins the budget development process for FY 2010/2011, it must look at what transit funding will be allocated from the State to determine whether or not existing MBDAR services can be provided beyond the current fiscal year, and if not, what type of transit services can be provided with the available funding. In March, the City Council held a budget goals setting workshop and stated that City reserves would not be used to balance the budget.

The City receives from the State of California Transportation Development Act (TDA) funds that come from two sources for transportation programs: Local Transportation Funds (LTF) and State Transit Assistance (STA). The City currently uses all of these funds to operate MBDAR service. While there are two other potential funding sources that could be used for transit service if the City Council were to choose to allocate additional funds to transit, general fund and general accumulation (City reserves), these are not viable fund sources.

At this time there are no general funds available to allocate to transit without having to take it from other general fund activities or services. In addition, the City Council held budget goal setting workshops in March and stated that general accumulation funds were not to be used to balance the budget. As such, the only funding available for transit operations is the TDA funds received from the State.

Transit funding from the State has been cut repeatedly over the past three fiscal years; in April 2008 for FY 2007/2008 (12.3% LTF cut), during the middle of FY 2008/2009 (10% LTF cut and 50% STA cut) and for FY 2009/2010 (12.3% LTF cut in December 2009, 10% cut in March 2010 and STA eliminated for the fiscal year). As LTF is derived from sales tax, these cuts are the result of the economic recession.

Since FY 2007/2008, MBDAR has lost more than \$171,000 in LTF and STA funds with which to operate service. The City has been able to make adjustments during the fiscal year in which these cuts occurred to ameliorate the funding losses without having to sacrifice transit service. The LTF funding available for FY 2010/2011 for transit services is estimated to be a levels below that which the City received more than ten years ago. The STA funding, which had been eliminated from this fiscal year due to actions by the Governor to take these funds to for the State's general fund shortages, has been somewhat restored with the passage of ABX 6 8 and ABX 6 9; however, the City only received approximately \$15,000 per year in STA when it was fully allocated prior to the Governor's take of STA and it is not known how much will be allocated to the City next fiscal year.

With a current fiscal year MBDAR operating budget of \$379,154, \$204,009 anticipated LTF for FY 2010/2011 and \$38,000 estimated fares, MBDAR would be short more than \$137,000 to operate existing service levels before additional increases to the operating budget are contemplated for the annual Consumers Price Index increase per the contract for services and fuel as the price per gallon is higher now than when the budget was prepared for this fiscal year. As such, the current MBDAR service levels cannot be maintained for FY 2010/2011. The question becomes how much, if any, dial-a-ride type service can be provided with the State funding allocated to the City for transit service.

Dial-A-Ride type transit services are the most expensive because there are fixed costs associated with their operations that are not associated with other types of transit services. For example, dispatching is required for dial-a-ride service, but not for fixed route service, as the dispatcher answers calls from customers requesting service, schedules the ride time with the rider and dispatches that information to the drivers throughout the day, whereas with fixed route service, no reservations are taken that require a separate individual for dispatching activities.

Staff evaluated several transit service options to determine which would be in line with the amount of State transit funding the City would receive, resulting in no budgetary shortfall, and achieving a 10% farebox ratio that is required by the State in order to continue receiving transit funding. In March, staff presented for consideration to the PWAB and City Council proposed changes to transit service to replace the MBDAR service with a fixed route service as there was no viable option available to retain some type of dial-a-ride type service that did not result in a funding shortfall to operate or achieve a farebox ratio well below the State required 10% in order to continue receiving funding.

The City Council did not take action at its March 22 meeting regarding the proposed transit service changes the Public Works Advisory Board considered at its March 17 meeting and directed staff to come back to the Council in April after investigating alternative dial-a-ride program delivery models, including public private partnerships and volunteer based concepts, such as the Cambria Community Bus.

Staff evaluated additional options for local transit service to consider implementing July 1, 2010:

- Reduce MBDAR service hours and restrict to one vehicle only
- Establish year round flex fixed route service
- Establish community volunteer bus service

### **Reduce MBDAR Service Hours and Restrict to One Vehicle**

Under this option, MBDAR service hours and/or days would be reduced in order to retain a demand response type transit service with the funding available from the State. The following parameters provide for a dial-a-ride type service to operate with the anticipated funding allocated from the State:

- One DAR vehicle in operation
- Monday - Friday service
- Hours of Operation: 5 hours/day
- Advance reservations taken 2 hours/day for next day (project manager dispatches)
- Estimated Vehicle Service Hours: 1,250 (72% reduction in Vehicle Service Hours)
- Estimated Farebox Ratio: 6.6% (State requirement is 10%)

With this option, however, approximately 75% of current passengers would not be provided local transit service. In addition, the farebox ratio is estimated to be 6.6%, well below the Transportation Development Act required 10%. If the farebox ratio falls below 10%, transit funding can be withheld until changes are made to bring the ratio back to 10%. This option is not viable and is not recommended.

### **Establish Year Round Flex Fixed Route Service**

Under this option, the MBDAR service would be replaced with a year round weekday flex fixed route service. A flex fixed route, also known as deviated fixed route, is a hybrid transit system combining fixed route service with limited dial-a-ride service. The flex route operates with a fixed route structure (specified transit stops) but can also “flex” (or “deviate”) off route to pick up/drop off passengers who have called the day before to schedule a trip that is within a half mile of the fixed route. The following parameters provide for a flex route service to operate with the anticipated funding allocated from the State:

- One vehicle in operation (use small DAR size vehicle)
- Monday - Friday service
- Advance reservations taken 2 hours/day for next day (project manager dispatches)
- General public for fixed route; senior and disabled for flex trip
- Estimated VSH: 2707.5
- Estimated Farebox Ratio: 13.6% (State requirement is 10%)
- Flex Fixed Route Fare Structure: \$1.25 Regular and \$0.60 Discount
- Call-A-Ride (flex trip) Fare Structure: \$2.50
- ADA complementary service provided by Runabout\*
- Additional transit service: Ride-On senior shuttle (dial-a-ride shuttle in Morro Bay area on Monday and Wednesday); staff to request funds from Measure Q for pilot community volunteer bus project in FY 2010/2011 (modeled after the Cambria Community Bus)

\* ADA stands for the Americans with Disabilities Act. Signed into law in 1990, the ADA is a federal civil right law prohibiting discrimination against individuals with disabilities in a range of categories, including transportation. The ADA law mandates that public fixed route transit systems provide ADA paratransit service for those persons whose disabilities prevent them from using accessible fixed route bus services. This does not include disabilities that make use of fixed route bus service difficult or inconvenient. The specific criteria for determining who is eligible for ADA paratransit are defined by ADA law and only riders who meet the criteria specified by the ADA and who have been certified as eligible will have a guaranteed ride. Runabout is the ADA paratransit service for San Luis Obispo County. Runabout provides door-to-door transportation service and is

operated by the San Luis Obispo Regional Transit Authority under a Joint Powers Agreement of the seven cities and the County.

Exhibits A and B provide a summary of the flex fixed route service proposed, including the proposed route. When considering the route, staff looked at destination data to determine where passengers were traveling to and from in order to design a route to best serve the established needs of existing riders. The top three destinations were North Main, Downtown/Embarcadero and Quintana (36%, 33% and 14% of trips analyzed respectively). Trips to North Main are primarily to pick up/drop off passengers at their homes with additional trips to Spencer's Market while trips in the Downtown/Embarcadero area to the Library, City Hall, Senior Center, post office, and work related trips. Trips to Quintana are to the Cookie Crock and Albertson's shopping centers.

While the flex fixed route service provides for less dial-a-ride type service than is currently provided, it does provide limited dial-a-ride type service for those senior or disabled individuals who might not be eligible to become ADA certified to use Runabout paratransit service and would address the Council's concern to provide those individuals with some dial-a-ride type service until they can become ADA certified. In addition, seniors also can use the Ride-On senior shuttle that operates two days a week in the north coast area.

Regular fare MBDAR riders make up 52% of passengers carried per year while 48% are discount fare riders (senior or disabled). For those discount riders, a high percentage can go through the process to become ADA certified to use the Runabout while those who would not qualify to use Runabout can use the Call-A-Ride flex trip service available for the proposed flex fixed route in addition to the Ride-On Senior Shuttle that is in the Morro Bay area two days a week (Monday and Wednesday). Also, if the City Council authorizes Measure Q funding for a pilot community bus project, there would be additional dial-a-ride type service to these individuals as well.

With this option, there would be no funding shortage after fares and advertising revenues are factored in. In addition, the flex fixed route farebox ratio would be estimated at 13.6%, well above the TDA required 10%. This option is viable and is recommended for implementation July 1, 2010.

### **Establish Community Volunteer Bus**

During the March 22 City Council meeting, there was discussion of looking into the community bus service that is offered in Cambria as a way to provide dial-a-ride type trips to seniors. The Cambria Community Bus is a volunteer dial-a-ride type service provided to seniors and disabled individuals and is operated by the Cambria Community Council. The service originated from the community wanting to fill a need to get to doctor appointments as there was no public transit in Cambria and has expanded over time to include one day a week trip to San Luis Obispo. Currently, service is provided five days a week from 8 a.m. - 5 p.m.

The Community Council and the County have an agreement whereby the County provides some funding towards the community bus program, but does not operate or manage the service. The Community Council is responsible for all additional funding necessary to operate the service, provides insurance for the vans/drivers, is responsible for acquiring vehicles for the service and is responsible for recruiting enough volunteer drivers to cover the service hours. No fare is charged as the Community Council gets donations from the public to cover the 10% farebox requirement.

The Community Council operates passenger vans that hold no more than 9 people so drivers would only need a Class C license and does not require additional special licensing. Individuals of any age are eligible to volunteer to drive so long as he or she has a Class C license and good driving record.

Everyone is a volunteer with the exception of the dispatcher who is a half time paid employee, under a separate contract with the Community Council, who takes reservations two hours a day for the next day, develops/distributes the driver trip sheet for the next day and develops/distributes the volunteer

driver schedule for each month to ensure coverage for the month. There are approximately 35 active volunteers who drive each month and if the dispatcher cannot get coverage for a particular day, the van does not operate that day. The operating cost for Cambria's community bus service is approximately \$38,000.

The concept of a volunteer community bus service as structured how the service is operated in Cambria is appealing as it is a way to provide specialized dial-a-ride type service at a much reduced operating cost because of the almost exclusively volunteer framework as the only operating costs are the half time dispatcher, insurance, fuel, maintenance, utilities and promotion.

In addition, the service could be a good complement to the proposed changes to replace the MBDAR service with a flex fixed route service as it could provide for additional transit service opportunities for senior and disabled individuals in addition to the flex fixed route, Call-A-Ride flex trip, Ride-On Senior Shuttle and Runabout paratransit.

As the City would not be the one to implement, operate and manage the program, but be a contributor of monies to fund part of the service, the difficulty lay in securing an interested outside organization to organize, manage and operate the program by July 1, including all the appurtenant tasks that would need to be completed to start such a service: execution of agreement to establish program and funding commitment, acquisition of a vehicle, raising the additional funding necessary for operations, recruitment of volunteer drivers, recruitment of dispatcher, obtaining insurance, and outreach to promote new service.

There is also an uncertainty as to whether or not enough volunteer drivers can be recruited to operate a community bus service long term. As such, staff recommends establishing a community bus pilot project to identify an interested outside organization to operate the service and to determine whether such a program could be viable and sustainable beyond FY 2010/2011. Staff will be submitting a Measure Q request for \$15,000 to fund such a pilot community bus project for one year.

## **CONCLUSION**

Due to the recession and changes in the State budget regarding transit funding, MBDAR has lost more than \$171,000 in Transportation Development Act (TDA) funds with which to operate service since April 2008. The anticipated funding shortfall for existing MBDAR services for FY 2010/2011 is estimated at more than \$143,000.

As such, the existing MBDAR service levels cannot be maintained in FY 2010/2011 and after evaluating different transit service options based upon the level of State transit funding that is anticipated to be allocated to the City, staff recommends establishing a year round flex fixed route to replace MBDAR service as outlined in Exhibits A and B. In addition, staff recommends funding a pilot volunteer community bus project in FY 2010/2011 to determine the long term viability of such service to provide an additional transit service option for senior and disabled individuals.

Approval of the staff recommendation would result in the achievement of the Management Partners' recommendation regarding making the Transit enterprise fund self sufficient as no general funds would be used to operate the transit service.

Exhibit A  
Proposed Morro Bay Flex Fixed Route Service

**Flex Fixed Route<sup>1</sup>**

- Establish year round general public flex fixed route (see Exhibit B for proposed route)
- 1 vehicle only; use smaller DAR size vehicle
- Tentative service hours 6:40 a.m. - 5:30 p.m., Monday through Friday
- Flex trip (Call-A-Ride) scheduling for senior and disabled individuals only (vehicle deviates off route to pick up/drop off individual then returns on route for next stop)
- Advance scheduling for flex trips (dispatching 2 hours per day for next day service)
- ADA Complementary (comparable) service provided by Runabout<sup>2</sup>
- Additional transit options: Ride-On senior shuttle (dial-a-ride shuttle in Morro Bay area on Monday and Wednesday); staff request in FY 2010/2011 budget for Measure Q funds for pilot community volunteer bus project (modeled after the Cambria Community Bus)
- Fare Structure: \$1.25 flex route, \$0.60 discount flex route; \$2.50 Call-A-Ride flex trip

**MBDAR**

- Dial-A-Ride service would be replaced with year round weekday general public flex fixed route service

**Proposed Start Date:** July 1, 2010

<sup>1</sup> Flex fixed route, also known as deviated fixed route, is a hybrid transit system combining fixed route service with limited dial-a-ride service. The flex route operates with a fixed route structure (specified transit stops) but can also “flex” (or “deviate”) off route to pick up/drop off passengers who have called the day before to schedule a trip that is within a half mile of the fixed route.

<sup>2</sup> ADA stands for the Americans with Disabilities Act. Signed into law in 1990, the ADA is a federal civil right law prohibiting discrimination against individuals with disabilities in a range of categories, including transportation

The ADA law mandated that improvements such as insuring that all new buses used for fixed route bus service must have a lift or ramp to allow boarding by those passengers who cannot, or have difficulty boarding the bus using steps be made to public transit systems to make them accessible to persons with disabilities.

The ADA law also mandated that public transit systems provide ADA paratransit service for those persons whose disabilities prevent them from using accessible fixed route bus services. This does not include disabilities that make use of fixed route bus service difficult or inconvenient. The specific criteria for determining who is eligible for ADA paratransit are defined by ADA law.

Runabout is the ADA paratransit service for San Luis Obispo County. Runabout provides door-to-door transportation service and is sponsored by the San Luis Obispo Regional Transit Authority, local governments, and the other local fixed route bus systems in the County. Only riders who meet the criteria specified by the ADA and who have been certified as eligible will have a guaranteed ride.

# Exhibit B Proposed Flex Fixed Route



## **Flex Route Stops**

1. Main at Bonita
2. Main at Spencer's Market
3. Elena at Senior Complex
4. Greenwood at San Jacinto
5. Main at Sequoia
6. Main at Jamaica
7. Main at Tahiti
8. Beachcomber at Mindoro (stairs to campground)
9. Sandalwood at San Jacinto (beach access)
10. Atascadero Road at Teen Center (high school)
11. Quintana at Cookie Crock
12. Quintana at Albertson's
13. City Park at Harbor
14. Piney Way at Pacific
15. Piney Way at Anchor
16. Market at Morro Bay Blvd.
17. City Park at Harbor
18. Main at Errol

It is recommended catching the bus at designated bus stops; however, riders may board or leave the bus at any point along the route where the driver can make a safe stop.

## **Call-A-Ride**

Call-A-Ride curb-to-curb service is available to senior and disabled individuals. The flex route bus will deviate off route to pick up/drop off rider, then return on route before the next scheduled stop.

## **Fare Information**

- Flex Route - \$1.25 per ride
- Discount Flex Route\* - \$0.60 per ride
- Flex Route Child under 5 - Free (one child per fare paying adult)
- Call-A-Ride - \$2.50 per ride

\*Seniors (65 & over) and disabled individuals are eligible for the discount fare.

## **Pass Information**

Day Pass:

- Flex Route - \$4
- Discount Flex Route - \$2

Punch Pass: 11 rides

- Flex Route - \$12.50
- Discount Flex Route - \$6
- Call-A-Ride - \$25



**AGENDA NO:** IX-B  
**Meeting Date:** April 21, 2010  
**Action:**

## Memorandum

**TO:** PUBLIC WORKS ADVISORY BOARD **DATE:** April 14, 2010  
**FROM:** Rob Livick, PE/PLS – Interim Director/City Engineer  
**SUBJECT:** BICYCLE TRANSPORTATION PLAN

---

### **RECOMMENDATION**

Staff recommends the Public Works Advisory Board review the Morro Bay Bicycle Transportation Plan, provide recommendations to staff and forward the plan on to the Planning Commission for review and comment.

### **FISCAL IMPACT**

The plan in itself has no financial impact. Each of the projects recommended in the plan will have an impact and will require subsequent evaluation and approval.

### **BACKGROUND**

The purpose of the Morro Bay 2010 Bicycle Plan is to provide guidance for improving bicycling conditions within the City of Morro Bay. Residents and visitors of all ages and bicycling abilities should be provided with a safe, attractive, easy, and convenient form of transportation and recreation. Accordingly, this document describes the City's existing policies, facilities, and prioritizes proposed projects intended to improve the future viability of bicycling in Morro Bay. Bikeway costs, building priorities, and funding sources in the Bike Plan can help City Staff, the City Council, and the community of Morro Bay to determine whether to focus and implement the range of recommended bicycle projects.

The plan under review complies with the requirements and guidelines of Section 891.2 of the California Streets and Highways Code. Through this compliance, the plan satisfies the requirements of the Bicycle Transportation Account (BTA), a California Department of Transportation (Caltrans) funding source for bicycle improvement projects. BTA funds are only available to jurisdictions that have adopted a bicycle plan containing all of the required elements.

Attachments: Draft Bike Plan

# 2010

## Morro Bay Bicycle Transportation Plan



Department of Public Works  
City of Morro Bay  
3/1/10

## **ACKNOWLEDGEMENTS**

Special thanks go out to those who participated in writing, documentation, reviewing, and plan adoption.

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## Table of Contents

Purpose.....	1
Setting .....	1
Introduction .....	2
Compliance .....	3
Related Plans.....	3
Glossary.....	4
Bicycling Program Goals and Objectives .....	6
Goals .....	6
Objectives.....	6
General Bikeway Policies .....	7
Class I Bikeways.....	7
Class II Bikeways.....	8
Class III Bikeways.....	9
Other Related Activities .....	10
Maintenance, Monitoring and Construction .....	10
Implementation Priorities .....	11
Special Design Provisions .....	11
Bicycle Parking and Storage .....	11
Short-Term Bicycle Parking Standards .....	12
Long Term Bicycle Parking Standards .....	13
Other Support Facilities .....	13
Maps and Signs .....	13
Lighting.....	13
Education and Promotion .....	13
Funding for Bicycle Programs .....	14
Federal Funding Programs: .....	14
State Programs:.....	15
Potential Funding Sources for Morro Bay:.....	15

Appendix A – Morro Bay Bicycle Commuters & Impact of Plan Implementation.....	17
EXISTING BICYCLE USE .....	17
PROJECTED FUTURE BICYCLE USE .....	17
Appendix B – Existing and Proposed Land Use Development Patterns.....	18
Appendix C – Description of Existing and Proposed Bikeways.....	25
Appendix D – Existing and Proposed End-of-Trip Bicycle Parking Facilities.....	27
Appendix E – Existing and Proposed Bicycle Parking at Transportation Hubs .....	29
Appendix F – Existing and Proposed Changing and Storage Facilities.....	30
Appendix G – Bicycle Safety and Educational Programs .....	32
Effects of Current Programs on Accidents Involving Bicyclists .....	32
Appendix H – Citizen and Community Involvement in Plan Development.....	33
Appendix I – Relationship to Other Adopted Plans.....	34
Appendix J – Proposed Bikeway Projects .....	35
Appendix K – Past Expenditures for Bicycle Facilities.....	36
References.....	37

**Table of Figures and Tables:**

Figure 1: Existing Land Use Map ..... 23

Figure 2: Proposed Land Use Map ..... 24

Figure 3: Existing and Proposed Bikeways ..... 26

Figure 4: Existing and Proposed Bike Racks..... 28

Figure 5: Existing and Proposed Bike Parking at Transportation Hub..... 29

Figure 6: Existing Shower Facilities..... 31

Table 1: Recommended Bike and Parking Lane Widths ..... 9

Table 2: Estimate of potential bicycle commuters in Morro Bay ..... 17

Table 3: Proposed Bikeway Projects ..... 35

Table 4: Past Expenditures for Bicycle Facilities ..... 36

## Purpose

The purpose of the Morro Bay 2010 Bicycle Plan is to provide guidance for improving bicycling conditions within the City of Morro Bay. Residents and visitors of all ages and bicycling abilities should be provided with a safe, attractive, easy, and convenient form of transportation and recreation. Accordingly, this document describes the City's existing policies, facilities, and prioritizes proposed projects intended to improve the future viability of bicycling in Morro Bay. Bikeway costs, building priorities, and funding sources in the Bike Plan can help City Staff, the City Council, and the community of Morro Bay to determine whether to focus and implement the range of recommended bicycle projects.

The plan complies with the requirements and guidelines of Section 891.2 of the California Streets and Highways Code. Through this compliance, the plan satisfies the requirements of the Bicycle Transportation Account (BTA), a California Department of Transportation (Caltrans) funding source for bicycle improvement projects. BTA funds are only available to jurisdictions that have adopted a bicycle plan containing all of the required elements. Appendices A through K address the specific requirements of Section 891.2(a) through 891.2(k).

The plan is not intended to serve as a replacement for existing Caltrans mandatory or advisory standards for design and construction of bicycle paths or facilities. In addition, engineering judgment should always be exercised by the licensed professional in charge.

## Setting

The City of Morro Bay is located on the coast of San Luis Obispo County, approximately halfway between Los Angeles and San Francisco. It is one of seven incorporated cities in the county. As of July 2008 the current population was approximately 10,333, which is a population change of -0.2% from the 2000 Census.

Temperatures are mild year around. Warm sunny winter days and cool summer fog are both common. The rainy season is from October through April, and the majority of annual rainfall comes during this time. Tourist attractions can be found along the shoreline and Embarcadero Street. Morro Bay is an attractive waterfront city due to its wide range of restaurants, shops, parks, harbor, and the towering presence of Morro Rock.

## Introduction

There are many benefits of realizing the full potential of integrating bicycle travel into Morro Bay. The City of Morro Bay has good potential for a comprehensive bikeway system that serves the needs of bicycle commuters, shoppers and recreational users of all ages. Such a system will also serve non-riders, by helping to reduce the traffic congestion, air pollution and noise associated with private motor vehicle travel.

Bicycling roadway facilities and funding decisions are often an afterthought in the transportation planning process. However, this Bike Plan intends to put bicycling on the same level of consideration as other modes of transportation and to also provide safe and convenient travel routes around Morro Bay.

The California Air Resources Board estimates that statewide, bicycle travel spares the air from about seven tons of smog-forming gases and almost a ton of inhalable particles per day. Bicycling is almost more space efficient, requiring less space and infrastructure when compared to automobile facilities. For example, 10 to 12 bicycles can fit into a single automobile parking space.

Also, bicycling can also help to create “livable communities” by making neighborhoods safer and friendlier; reducing transportation-related environmental impacts, mobile emissions, and noise; and preserving land for open space, agriculture, and wildlife habitat. In addition, bicycling allows people to get outside and interact with one another. There are more opportunities to speak to neighbors and more “eyes on the street” to discourage crime and violence. It is no accident that communities with low crime rates and high levels of bicycling are generally attractive and friendly places to live.

One study found that households in automobile-dependent communities devote more than 20% of household expenditures to surface transportation (more than \$8,500 annually), while those in communities with more accessible land use and more multi-modal transportation systems spend less than 17% (less than \$5,500 annually), representing a savings of thousands of dollars a year. Bicycling is one of the most inexpensive ways to travel, costing as little as \$0.07 per mile. This includes the costs of acquiring a bicycle and basic safety equipment, as well as the maintenance and repair costs. The cost for automobile can be as much as \$0.32 per mile including fuel, repairs, routine maintenance, parking fees, toll, insurance and registration fees.

Morro Bay is currently ranked 11<sup>th</sup> out of 27 bicycling demand locations throughout San Luis Obispo County. However, the City of Morro Bay could ascend up that ranking by providing a comprehensive, interconnected network of bike travel-ways. The relatively small size of Morro Bay and mild year-round weather make the City an attractive location for cycling. However, since bicyclists have a wide range of skill levels, experience and tolerances for riding in traffic, providing facilities that serve the needs of both experienced and novice bicyclists is important for increasing overall adoption of bicycling as an alternative mode of transportation.

This Bike Plan also provides monetary benefits to the city by allowing it to access significant grant funding. BTA funds are only available to jurisdiction with an adopted Bicycle Plan that addresses the required elements. Each of the required elements are included in the Appendices A-K. In addition, any bicycle-related grant application will be strengthened if the project is contained in an adopted Bicycle Plan.

## **Compliance**

This plan meets the requirements of Section 891.2 of the California Streets and Highways Code. Bikeway standards included in this plan meet or exceed those from Chapter 1000 of the Caltrans Highway Design Manual (5<sup>th</sup> edition).

## **Related Plans**

The City of Morro Bay adopted its General Plan Circulation Element in 1988. The plan recognizes Morro Bay's potential to have a comprehensive bikeway system, identifies current bicycle infrastructure shortcomings, and identifies and prioritizes possible bikeway projects. The provisions contained in this plan are consistent with those priorities.

This plan is also supportive of the goals and objectives of the San Luis Obispo County Clean Air Plan, adopted by the County Board of Supervisors in 1998. Private motor vehicles are a major source of air pollution in California, and encouraging alternatives such as bicycling furthers the goals of the Clean Air Plan.

In addition, the City of Morro Bay's Bicycle Transportation Plan supports the Non Motorized Transportation Program (2005 update) to pursue the following:

- Create and maintain a comprehensive interconnected, intercounty bikeway system.
- Promote development of a coordinated and connected regional bikeway system with emphasis on linking gaps of the regional system where appropriate bikeways do not exist.
- Develop multi use and Class I bikeways along appropriate coastal frontages, and other major recreational areas

## Glossary

As used in this document, these terms are defined as follows:

**Bicycle Boulevard** – A roadway shared by bicycles and motor vehicles, without marked bike lanes, where the through movement of bicycles is given priority over motor vehicle travel.

**Bicycle Commuter** – A person making a trip by bicycle primarily for transportation purposes, including, but not limited to, travel to work, school, shopping, or other destination that is a center of activity, and does not include a trip by bicycle primarily for physical exercise of recreation with such a destination.

**Bicycle Facilities** – Any physical infrastructure serving the needs of bicycle riders, such as bicycle lanes, bicycle paths, bicycle parking and storage facilities, signs, traffic controls, pavement markings and lighting.

**Channelization** – The separation or regulation of conflicting traffic movements into definite paths of travel by use of pavement markings, raised islands, or other suitable means, in order to facilitate the safe and orderly movement of motorists, bicyclists, and pedestrians.

**Bikeways** – Bike lanes, paths, streets or routes that provide for bicycle travel.

**Class I Bikeway (Bike Path)** – Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with crossflow by motorists minimized.

**Class II Bikeway (Bike Lane)** – Provides a striped lane for one-way bike travel on a street or highway.

**Class III Bikeway (Bike Route)** – Provides for shared use with pedestrian or motor vehicle traffic.

**Shared-Lane Markings** – Also known as ‘Sharrows,’ these are pavement symbols designed to improve the positioning of bicyclists on roadways with regular bicycle use and a curb lane width too narrow for motorists and cyclists to safely travel side by side within the lane.

## Bicycling Program Goals and Objectives

### Goals

- Integrate bicycle travel into the City's planning activities and capital improvement projects
- Coordinate with other agencies to improve bicycle facilities connecting to other waypoints adjacent to the City.
- Increase the overall percentage of trips made by bicycle to, from and within the City of Morro Bay. Accomplish this through public outreach that promotes awareness of the benefits of bicycle riding and the availability of bicycle facilities and programs.
- Establish and maintain a safe, convenient, integrated and comprehensive system of bike lanes, bike paths, and bike routes, as well as support facilities (such as parking, storage, and showers) that encourage their use.
- Improve bicyclists' safety through education and enforcement.

### Objectives

- By 2030, complete a city-wide network of Class I, Class II and Class III bikeways and related improvements to bicycle infrastructure to meet bicyclist's needs.
- Establish programs that incentivize the provision of bicycle parking for existing uses where it is lacking.
- Require bicycle parking facilities be provided as a condition of new development, as appropriate.
- Work with organizations such as the Morro Bay Citizens Bike Committee (MB CBC) and County Bike Coalition to encourage bicycle ridership, and provide education and outreach programs that promote safety.
- Establish and provide technical guidelines and assistance to developers, property owners and others on the design and location of safe, convenient and effective bicycle facilities.
- Work with other governments and agencies including Caltrans, the California Department of Parks and Recreation, and the County of San Luis Obispo to encourage and facilitate regional bicycle connections.

- Secure the funds required to implement this plan, and actively seek funding from grant sources.
- Continually monitor bicycle circulation, and changes implemented according to this plan, to identify successful approaches and remaining barriers to bicycling.

### General Bikeway Policies

- All public streets and highways shall be designed and maintained to accommodate bicyclists.
- Bikeways shall be established at locations in accordance with Figure 3: Existing and Proposed Bikeways. If a bikeway is located within a specific planning area, its location shall be shown on the appropriate specific plan. The location and/or designation of a bikeway may be modified by the City, and with appropriate consideration of public input, in order to reduce environmental impacts, enhance services to bicyclists, or provide connections to new developments.
- All bikeways in Morro Bay shall meet or exceed the minimum standards identified in the California Highway Design Manual from Caltrans (5<sup>th</sup> edition).
- All new developments and subdivisions shall provide bikeways as prescribed by this plan, and shall be designed in a manner treating bicycle use as an equal and viable option for transportation to, from and within the development.

### Class I Bikeways

Class I Bike Paths carrying heavier volumes of users and a variety of user types will require a combination of greater width and higher level of management as design manuals now acknowledge that paths are “shared use” facilities and that they must be designed to accommodate bi-directional mixed use.

In all cases, unpaved 2-4 feet wide shoulders should be provided wherever possible for pedestrians. All bike paths should provide clear signage indicating:

- Hours of operation (if limited)
- Maximum speed
- Protocols for passing

- Direction of flow of traffic.

Generally, people and bikes on a Class I bike path should operate in a similar manner as motor vehicles on a roadway. All people should stay to the right of the center, with slower moving traffic staying as far right as possible and any stopped traffic moving off the path entirely. If an unpaved adjacent walkway at least four feet wide is available, pedestrians may be encouraged to use this surface rather than the bike path.

## Class II Bikeways

Parked vehicles can pose a serious hazard to bicyclists as moving vehicles, both by being hit by an opening door, and by the parking maneuver itself. On streets with parked vehicles, experienced bicyclists will ride 3 or 4 ft away from parked vehicles even if it means riding in a travel lane. Several techniques are available to help maximize separation between bicyclist and parked vehicle:

- Minimize the parking lane width. This technique may be used in conjunction with widening the bike lane. Some research suggests that the narrower the parking lane, the closer vehicles park to the curb. The traditional 8 ft wide parking lane can be reduced to 7 ft and in some cases to 6.5 ft to achieve this result.
- Space markings. Marked parking spaces with cross hatches indicating the parking lane limits may help guide drivers close to the curb.
- Stencils. Bike route stencils help educate drivers on narrow roadways with on-street parking to expect bicyclists in the travel lane.
- Angled parking should be avoided in areas of high traffic. If angled parking is used on a street, one approach that is being tried in some locations is to require vehicles to use reverse angle parking so that drivers back into spaces. This allows for greater visibility of bicyclists both entering and leaving the space.
- The recommended widths for the following park lane and bike lane widths are the following:

Total Available (ft)	Parking Lane (ft)	Bike Lane (ft)
12	7	5
13	8	5
14	9	5

Notes: These recommended widths are from the City of San Francisco

**Table 1: Recommended Bike and Parking Lane Widths**

- In the long term, all arterial streets and State highways should include Class II Bikeways.
  
- The preferred location of Class II Bikeways is at the edge of the road, adjacent to a curb. However, if motor vehicle parking occupies the curb area bike lanes should be located along the outside of parking bays.

### Class III Bikeways

- Class III Bikeways should be located along streets that meet the following criteria:
  - Motor vehicle traffic is less than 10,000 vehicles per day
  - The 85<sup>th</sup> percentile speed of traffic is less than 35 mph
  - Travel lanes are a minimum of 12 ft. wide
  - The route provides a connection between Class II Bikeways, or is a low-volume motor vehicle route, parallel to a Class II Bikeway
  
- Class III Bikeways shall include “Bike Route” signage when the route provides a connection between Class II Bikeways or a connection to a Class I Bikeway.
  
- Along Class III Bikeways traffic lanes may be narrowed to 10 ft. and edge stripes installed to reduce vehicle speed.
  
- The use of sidewalks as Class III bikeways is strongly discouraged.

## Other Related Activities

- City and regional transit vehicles shall continue to provide racks for the transport of bicycles and increase capacity as demand increases and rack design improves.
- Where cul-de-sacs are used in subdivisions, pedestrian/bikeway connections shall be provided to through streets. Where perimeter walls are employed, breaks shall be provided at safe locations to enable pedestrian and bicycle circulation to adjoining areas or public streets.
- When installing new drainage inlets or replacing old ones, grates should be kept out of Class II Bikeways.
- Laws against motorists illegally occupying Class II Bikeways shall be strictly enforced.

## Maintenance, Monitoring and Construction

- The pavement surface of bikeways shall be smooth and free of potholes, and shall be maintained consistent with Section 1003.6 (2) and Table 1003.6 of the Caltrans Highway Design Manual.
- Transportation staff should inspect bikeways annually. As problems are discovered, they will be prioritized for repair by City crews. Candidate problems include, but are not limited to
  - Potholes
  - “Alligator” cracks
  - Longitudinal and transverse cracks
  - Drop-offs or steps in the pavement surface
  - Hazardous drainage grates
  - Sunken or raised utility trenches or covers
  - Encroaching vegetation
  - Faded or missing bike lane striping, pavement symbols or signs

- Poor street repairs (uneven surfaces)
- Class II Bikeways along arterial streets and highways shall be swept on a routine basis to remove road debris and litter.
- When a street with Class II Bikeways is repaved, smooth surfaced asphalt must be used. The asphalt pavement within a bike lane must be installed without seams or creases.
- Traffic control plans prepared for work within the street right-of-way shall address bicycles during construction.

### Implementation Priorities

- All bikeway projects shall be prioritized pursuant to Appendix J of this plan.
- The city may accelerate the implementation of lower priority projects when opportunities to establish funding partnerships, participation by property owners, or other special circumstances are present.

### Special Design Provisions

- On streets where bike lanes are not provided and where curb lanes are too narrow for motorists and cyclists to safely travel side by side within the lane, the City with input from the Bicycle Advisory Committee, may install shared lane markings (also known as “Sharrows”) to improve the position of bicyclists on roadways with regular bicycle use.

### Bicycle Parking and Storage

Sufficient and conveniently located bicycle parking facilities can benefit everyone. The City of Morro Bay lacks adequate, secure bicycle parking and therefore, bicyclists chain their bikes to street signs, lampposts, and trees. However, this creates an unsightly scene that interferes with pedestrian movement and may cause cost the City of Morro Bay due to future or tree damage.

In general, locating bike racks and other bicycle parking shall be approached in light of the following principles:

- The quantity of parking must be appropriate for the type of land use and proximity to bicycle routes.
- Location of bicycle parking shall be at least as convenient as most convenient motor vehicle parking.
- Ensure that bicycle parking facilities are illuminated at night.
- Avoid placing bicycle parking facilities where they are exposed to the weather whenever possible.
- Bicycle parking facilities shall be inspected annually, and maintained and repaired as necessary, by the City.
- The City shall explore requiring and/or incentivizing bicycle parking facilities for new projects.

### **Short-Term Bicycle Parking Standards**

- Bicycle racks shall be conducive to use with “u-locks,” the most common type of locking device. They shall allow bicycle and both wheels (with one wheel removed from frame) to be secured to the rack with a standard-sized u-lock.
- Bicycle racks shall stand at least 30 inches from ground level and support bicycles in a stable position by providing at least two vertical contact points for the bicycle frame.
- Bicycle racks shall be located where parked bicycles will not obstruct sidewalks or pedestrian paths, and where racks do not pose a tripping hazard to pedestrians.
- Bike racks should be separated from motor vehicle parking to avoid damage to bicycles, and to potentially deter some thieves that might utilize vans or similar vehicles while stealing bicycles.
- Locate racks where they are visible, so that bicyclists can spot them easily and so that bikes are parked in locations that are not hidden in such a way as to encourage theft (bicycle security is

enhanced when bicycles are parked in view of active sidewalks, office windows, and storefronts).

### **Long Term Bicycle Parking Standards**

- Long-term bicycle parking needs shall be met by bicycle lockers, or by lockable rooms reserved for bicycle storage and accessible only to bicyclists.
- Long-term bicycle parking facilities shall be provided in public parking lots.

### **Other Support Facilities**

#### **Maps and Signs**

- The City shall maintain and make available a Bike Map for the City.
- The City shall install signs and pavement markings along Class I and II Bikeways consistent with Caltrans standards.
- Directional signs should be installed where bikeways intersect, turn or terminate.

#### **Lighting**

- Lighting should illuminate the edge of pavement along all Class II Bikeways and Class I bikeways.
- Lighting for Class I Bikeways along creeks shall be designed to shine away from the creek corridor or not installed at locations where potential environmental impacts cannot be mitigated.

### **Education and Promotion**

It's a sad fact that many bicyclists in the United States lack basic knowledge or skill to use a bicycle safely in traffic. Bicycling on the streets surrounded by other automobiles can be a very intimidating experience and most people would rather avoid the risk of collision. Bicycle education programs should be designed to help bikers safely ride alongside with automobile traffic as well as increase motorist awareness of bicyclists. Implementation of a successful bicycle program is very difficult because it

should encompass the skill development and knowledge for children, adults, motorists, and law enforcement.

Bicycle education should also begin at a young age where children are taught the basic rules of the road in conjunction with hands-on bicycling instruction. Programs aimed at adults generally reach those interested in learning how to safely share the road with motor vehicle traffic as well as the benefits and methods of bicycle commuting. Motorist oriented programs may be the most difficult to implement because these programs only reach their intended audience during driver education courses. Although bike education and safety courses may lessen the pressure to hire more law enforcement, the Morro Bay Police Department must enforce traffic regulations for both children and adult bicyclists.

In order to successfully install a bicycle education program Morro Bay must attempt to involve as many City organizations as possible. These include Planning, Public Works, Police, local businesses, employers, local cycling clubs, and community organizations. According to the Berkeley Bicycle Plan, the most successful programs are a collective group of public agencies and private groups striving for a common goal.

## **Funding for Bicycle Programs**

Funding opportunities are identified in the [Caltrans Transportation Funding Opportunities Guidebook](#). Morro Bay Bicycle projects can potentially acquire state and federal funds. Funding available for bicycle projects are listed as follows:

### **Federal Funding Programs:**

- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Transportation and Community and System Preservation
- Highway Safety Improvement Program (HSIP)
- Railway-Highway Crossings (Section 130) Program

- Regional Surface Transportation Program (RSTP)
- Safe Routes to School Program (SRTS)
- Transportation Enhancements (TE)

#### **State Programs:**

- Bicycle Transportation Account (BTA) Program
- Environmental Enhancement and Mitigation Program (EEM)
- Safe Routes to School Program (SR2S)
- State Transportation Improvement Program (STIP)
- Transportation Development Act (TDA)

#### **Potential Funding Sources for Morro Bay:**

Six funding opportunities have been identified by RRM Design Group in its State Coastal Trail Vision Plan for Morro Bay. The funding opportunities are listed as follows:

- City of Morro Bay
- State of California
- Recreational Trails Program
- Transportation Enhancement Fund

- Coastal Conservancy
- Safe Routes to School

## Appendix A – Morro Bay Bicycle Commuters & Impact of Plan Implementation

### EXISTING BICYCLE USE

According to the 2000 Census 1.1% of Morro Bay residents commute to work by bicycle, just under the San Luis Obispo County average of 1.3%. This does not include commuters who ride a bike to or from a bus stop to begin or end their commute (they are currently classified as transit commuters in the census data).

Because only 38.2% employed Morro Bay residents work in the City of Morro Bay, it can be safely assumed that the rate of bicycle commuting for commutes wholly within Morro Bay is somewhat higher. The census does not measure bicycle use for non-work trips such as errands, shopping and social visits. It also does not measure recreational bicycling.

Morro Bay’s climate and scenic beauty make the city a great place for recreational cycling, and many people who begin bicycling by riding recreationally become regular bicycle commuters.

### PROJECTED FUTURE BICYCLE USE

Morro Bay is relatively compact; approximately four miles from north to south and rarely more than a mile wide. Given this relatively small geographic area, and the fact that 96.6% of people who both live and work in the city do not currently commute via bicycle, it is reasonable to expect that Morro Bay could see significant increases in bicycle commuting with the right infrastructure improvements and outreach programs.

No studies aimed at quantifying these potential increases or identifying barriers to bicycle commuting have been conducted in Morro Bay. The City of San Luis Obispo, however, conducted a transportation survey in 2001. In this study, San Luis Obispo found that 27.2% of adults ride bicycles, 49.9% of non-riders respond to inducements to ride bicycles, and 63% of bike riders also commute via bicycle. Although the population of San Luis Obispo is different from that of Morro Bay, this study remains the most current study completed in the region and may be illustrative for Morro Bay as well. The results of applying San Luis Obispo’s methodology to Morro Bay are summarized in Table 2 below.

Total adult population of Morro Bay	8,784
Estimated number of adults who are bicycle riders (27.2% of total adult population)	2,389
Estimated number of commuters who are non-riders (72.8% of total adult population)	6,395
Estimated number of non-riders responsive to inducements to ride (49.9% of above)	3,191
Estimated number of potential bicycle commuters (63% of above)	2,010

**Table 2: Estimate of potential bicycle commuters in Morro Bay**

## Appendix B – Existing and Proposed Land Use Development Patterns

### Existing Land Use:

To provide for the wide range of existing land uses and to guide future development, the City of Morro Bay has established a series of land use classifications or categories. These classifications describe the kinds and intensities of various land uses that make up the City's fabric and are the basis for the zoning districts established in the Municipal Code. The land use classifications and plan maps show in this section represent the integration of the Land Use Element of the General Plan adopted in 1977, and the Local Coastal Program Land Use Plan, adopted in 1982. Together with the Land Use Plan map and related mixed-use area maps, which illustrate the locations of the various classifications, the physical plan of the city is complete.

a. Residential Land Uses: Five residential land use categories are established to provide for a wide range of densities. The purpose is to ensure that residential land is developed to a density suitable to its location and physical characteristics.

Density Ranges are as follows:

Limited Density –	up to 2 dwelling units per acre
Low Density	- up to 4 dwelling units per acre
Low-Medium Density	- up to 4 to 7 dwelling units per acre
Medium Density	– 7 to 15 dwelling units per acre
High Density	- 15 to 27 dwelling units per acre

b. Commercial Land Uses: Five commercial land use categories are established to meet the varieties of commercial needs within the City.

- (1) Neighborhood Commercial: This land use designation is intended to provide for those commercial users, which cater to the daily needs of residents within a one-to-two mile radius. Typical land uses are grocery and convenience food stores, laundries, hardware and drug stores.
- (2) District Commercials: This land use designation is intended to provide for commercial uses, which cater to the needs of more than one neighborhood. It would provide for suitable land area, primarily in the Central Morro Bay Planning Area, for commercial businesses offering major household and personal goods and service.

- (3) Service Commercial: Many commercial uses must be located carefully with respect to residential neighborhoods. This land use category is intended to accommodate some forms of light industrial/manufacturing uses particularly relating to commercial fishing needs. Specifically, it is intended to encourage the continuation of boat building land uses and fish processing which does not require canning or extensive cooking facilities.
- (4) Visitor serving: The visitor-serving land use category is especially important to the City since tourism is a significant contributor to the local economy. This category encourages concentration of tourist-intensive uses at major destination points in the City or at locations easily accessible to travelers along State Highway One. Visitor serving uses that develop in those areas designated as such are hotels/motels, overnight RV facilities, restaurants, gift shops, goods and supply stores, commercial recreation and other uses typically found to accommodate tourist needs and activities.

#### c. Industrial Uses:

- (1) General Industry: Light industry land uses which do not require materials or equipment which would emit excessive air, audio, water or land pollutants, or would require considerable outdoor storage, are allowable in this designation. The City encourages the location of light industries that would specifically cater to commercial fishing and regional needs, such as machine shops, auto mechanic shops, blacksmithing, cold storage, warehousing and food processing, light manufacturing, component assembling and small parts processing.
- (2) Coastal-Dependent Industrial Land Use: This land use specifically relates to those industrial land uses, which are given priority by the Coastal Act of 1976 for locations adjacent to the coastline. Examples of uses in this designation are thermal power plants, seawater intake structures, discharge structures, tanker support facilities, and other similar uses which must be located on or adjacent to the sea in order to function. The Morro Bay wastewater treatment facilities are protected in their present location since an important operational element, the outfall line, is coastal-dependent.

#### d. Other Land Uses

- (1) Mariculture and Marine Research This designation applies to areas within the City

that, because of their location adjacent to sources of seawater, and their relationship to adjacent land uses, have been determined to be suitable for the propagation and rearing of ocean fish and shellfish. Uses allowed in these areas are coastal dependent mariculture activities that must be served by seawater intake and discharge pipelines in order to function and includes other directly related uses. Mariculture facilities including buildings, tanks, raceways and pipelines used for breeding, hatching, grow-out, and related research, and administrative offices and educational facilities. Processing of mariculture products such as cleaning, shelling, canning or packaging is expressly prohibited in such areas.

- (2) Golf Course This designation provides for golf courses and related facilities such a club houses, pro-shops, maintenance buildings parking area, and irrigation systems, and also provides for passive recreation activities including walking and bicycle paths, picnic areas, play areas and similar quiet recreational activities.
- (3) Harbor/Navigational Ways The City established the Harbor and Navigational Ways land use classification to protect the fishing, boating and other land uses which depend up on the harbor for their existence. This land use designation specifically addresses that area of the City covered by seawater and includes the mouth of the bay to the southern City limits. Uses allowed in the harbor are those which must be located on the water in order to function, including intake and discharge structures, mariculture, commercial and recreational boating and support facilities, visitor-serving uses where public access is enhanced or facilitates coastal-dependent use, open space for navigation, habitat preservation and viewshed.
- (4) Open Space/Recreation This land use designation includes that open space which is not defined environmentally sensitive habitat and is intended to accommodate more intensive recreational activities. Allowable uses include golf courses, boating clubs, athletic fields, stables, campgrounds and other commercial recreation uses.
- (5) Mixed Commercial/Harbor Dependent Uses This land use designation allows a mixture of visitor serving commercial uses, and harbor dependent land uses. It si intended to preserve the working harbor existing along the Embarcadero while facilitating visitor needs, since the Embarcadero is a major tourist destination. Examples of land uses that would be accommodated in this category are sport fishing facilities, fish stores, dockage for commercial fishing boats, restaurants, gift shops, visitor access and facilities, some fish processing facilities requiring the use of ocean water,

recreational boat dockage and other similar activities.

- (6) Environmentally Sensitive Habitat This land use designation is intended to protect those areas in which plan to r animal life because of their special nature or role in an ecosystem and which could be easily disturbed or degraded by human activities and developments. Resource-dependent activities such as fishing, clamming, hiking, viewshed enjoyment, etc., are allowable within this designation.
- (7) Agriculture This land use designation is intended to identify and preserve agricultural land for the cultivation of plant crops and raising of animals. Lands eligible for this designation shall include lands with prime soils, prime agricultural land, land in existing agricultural use, land with agricultural potential and lands under Williamson Act contracts.

#### e. Overlay Designations

- (1) Planned Development: This overlay requires that any development must occur in accordance with a precise development plan, which has received discretionary City approval. If the overlay involves residential uses, they shall be developed in accordance with the density established under the residential land use designation.
- (2) Restricted Areas: This overlay identifies those sensitive habitats within the City which have resources so environmentally sensitive that even passive recreational uses must be prohibited. Such areas include the Morro Rock Peregrine Falcon area and the heron rookery near the Stocking site and the wetlands portion of the bay.
- (3) Park This overlay identifies where public parks exist or are proposed.
- (4) School: This overlay identifies the location of public schools.
- (5) Public-Institutional: This overlay identifies the location of facilities which serve the public such as government buildings, power plant and transmission substations, and the City wastewater treatment facility; and quasi-public institutions such as hospital or facilities of a civic, cultural or religious nature.

- (6) Interim/Open Space Uses in Industrial Categories: This designation allows interim or temporary land uses in both industrial categories until such time as the area is needed for its primary use. These uses must have relocatable (not permanent) structures, which are subordinate to the character of the visual setting and are limited to visitor related, recreational or commercial fishing temporary uses.

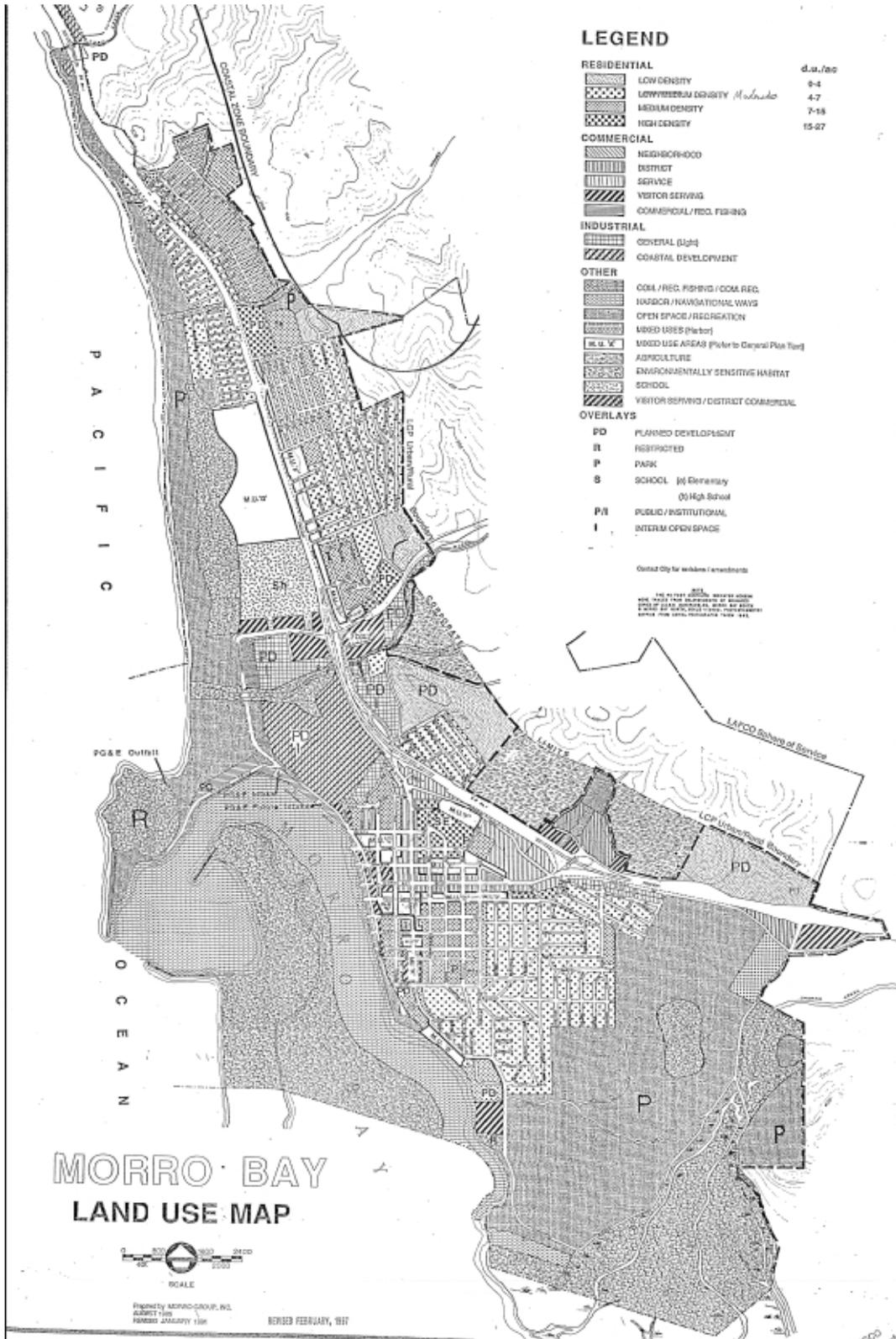


Figure 1: Existing Land Use Map

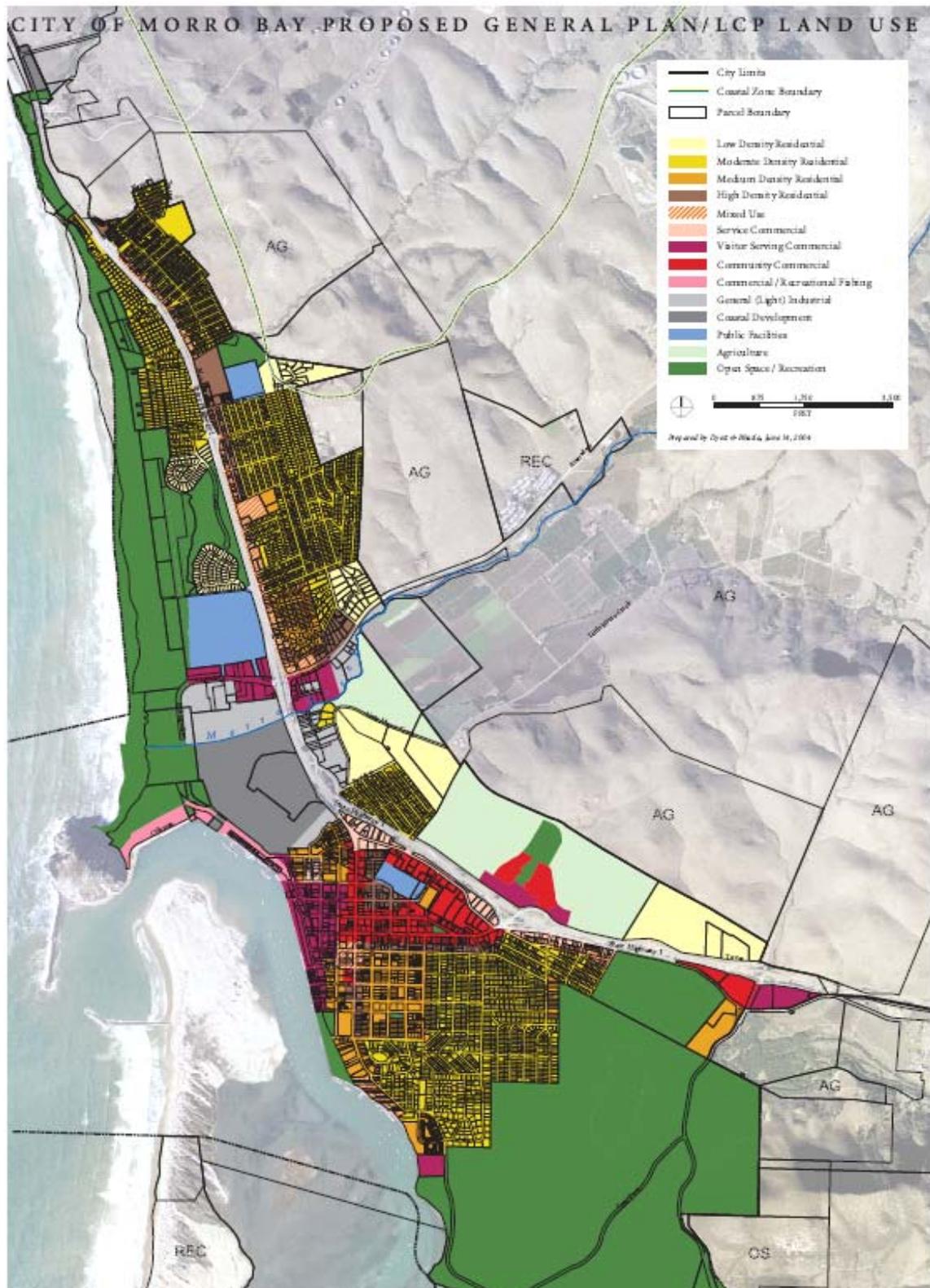


Figure 2: Proposed Land Use Map

## Appendix C – Description of Existing and Proposed Bikeways

**Class 1 Bike Paths (Street Separated):** There are two existing Class I bike paths in Morro Bay. The first begins in North Morro Bay just southeast of the intersection of Indigo Circle and Coral Avenue. Almost immediately, it branches into two routes and both routes extend southward while running parallel to Highway 1. One of the branches joins with the second bike lane that originates where Azure St. ends and a parking lot begins. The second bike path offers a constant view of the Pacific Ocean and eventually ends at Morro Bay High School. The first bike path ends 150 feet west of the intersection of Highway 1 and Highway 41. The path continues parallel to Highway 1 until Quintana Road ends at Main St.

The longest proposed Class I bike path begins in North Morro Bay and extends southwards uninterrupted until Highway 1 intersects with South Bay Boulevard. Two smaller segments of Class I bike paths will also be constructed. The first bike path will connect the planned Class II bike lane from the Morro Bay wastewater treatment plant to the Duke Energy power plant. In addition, this path will extend past Coleman Drive and connect again with a Class II bike lane along Embarcadero Road. The second proposed Class I bike path stretches for 1 mile from the end of a proposed Class III bike route along State Park Road to the intersection of State Park road and South Bay Boulevard.

**Class II Bike Lanes (Lanes Along Streets):** Morro Bay's Class II bike lanes are located at the edge of the roadway bordering raised concrete curbs or along the outside of parking bays where parallel vehicle parking is provided. Two of the Class II bike lanes begin where the Class I Bike path ends at Quintana Road and Main St. In locations such as downtown where there is inadequate roadway width for a bike lane, an alternate route on an adjacent street is created to facilitate riders.

Morro Bay's bike lanes are designed to comply with standards presented in Chapter 1000 of the Highway Design Manual published by Caltrans. The following map on the next page displays the location of existing Class I and II bike lanes in Morro Bay. Ultimately, the plan is to construct a network of Class I, II, and III bike paths along major routes to provide safe, convenient, and enjoyable bicycling for all ages.

**Class III Bike Routes:** There are currently no constructed class III bike routes in Morro Bay. However, a proposed Class III biker route begins where Main Street becomes State Park Road and extends until it connects with a Class I bike path along State Park Road.

# Morro Bay Bikeways

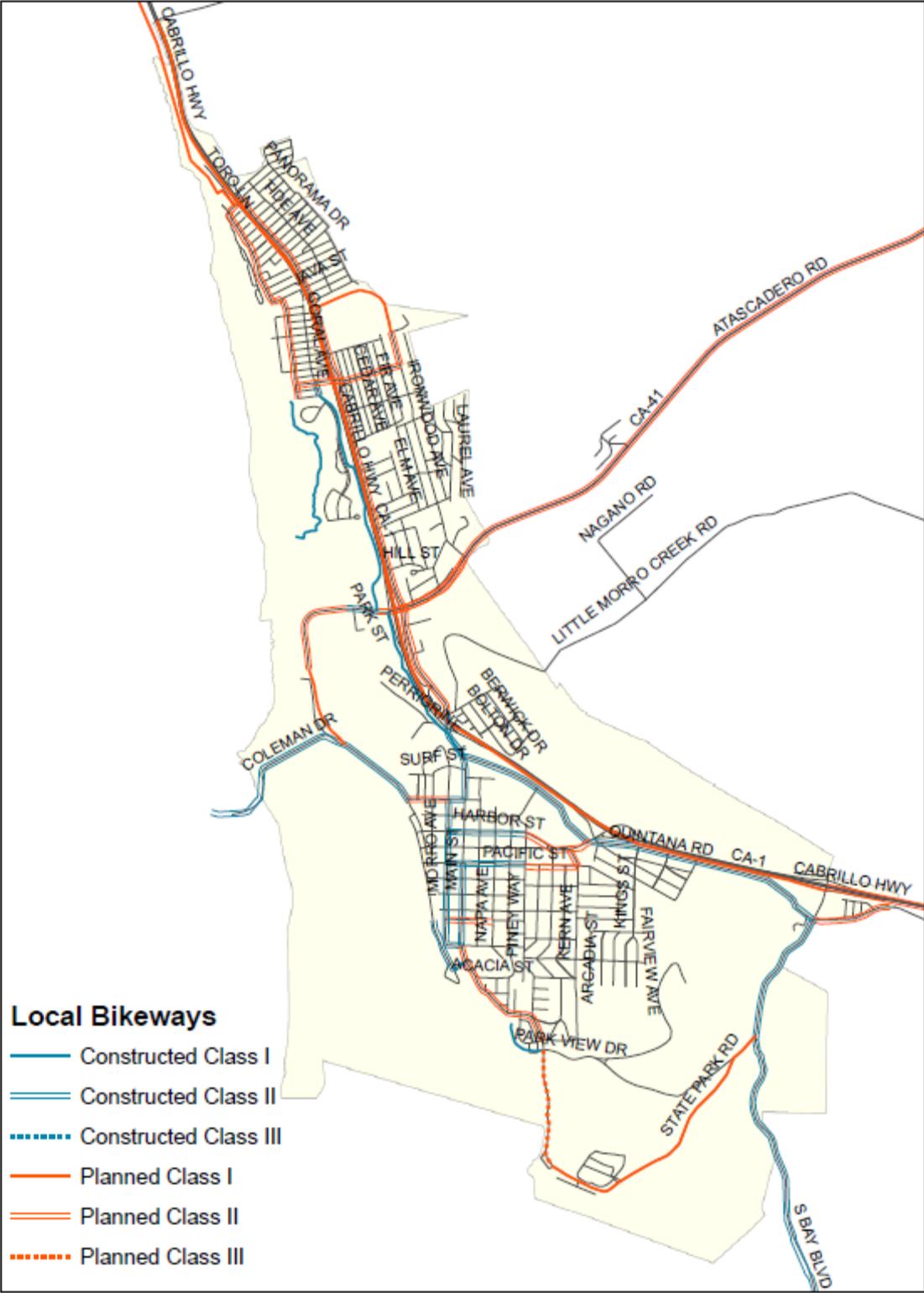


Figure 3: Existing and Proposed Bikeways

## Appendix D – Existing and Proposed End-of-Trip Bicycle Parking Facilities

In 1988 the City of Morro Bay adopted a new *General Plan Circulation Element*, which contains a provision addressing end-of-trip bicycle parking facilities. The *Circulation Element* acknowledges the general lack of adequate bicycle parking facilities in Morro Bay, and the resulting tendency of bicyclists to chain their bicycles to trees, buildings and posts, often in landscaped areas or obstructing public sidewalks. To address this issue, the plan provides that “new developments and public facilities which are anticipated to attract bicyclists should provide adequate bike parking in close proximity to the use.”

Current end-of-trip bicycle parking facilities in Morro Bay are limited. A handful of popular destinations, such as the Albertson’s shopping center on Quintana Road, the library (in the rear), the community center, Cloisters Park and Morro Bay Park contain bicycle racks. However, many public facilities and other destinations popular among residents and visitors alike are in need of bike parking. These locations include, but are not limited to, the following:

Fire Station

City Hall / Public Works

Post Office

Police Department

Veterans Hall

Beach-access parking lot at the end of Azure St.

State Parks Museum

Along Morro Bay Blvd in the vicinity of Napa Ave.

Along Main St. in the vicinity of Morro Bay Blvd.

Quintana Rd. in vicinity of Morro Bay Coffee (XXXX – business owner?)

Cookie Crock shopping center

Along the Embarcadero

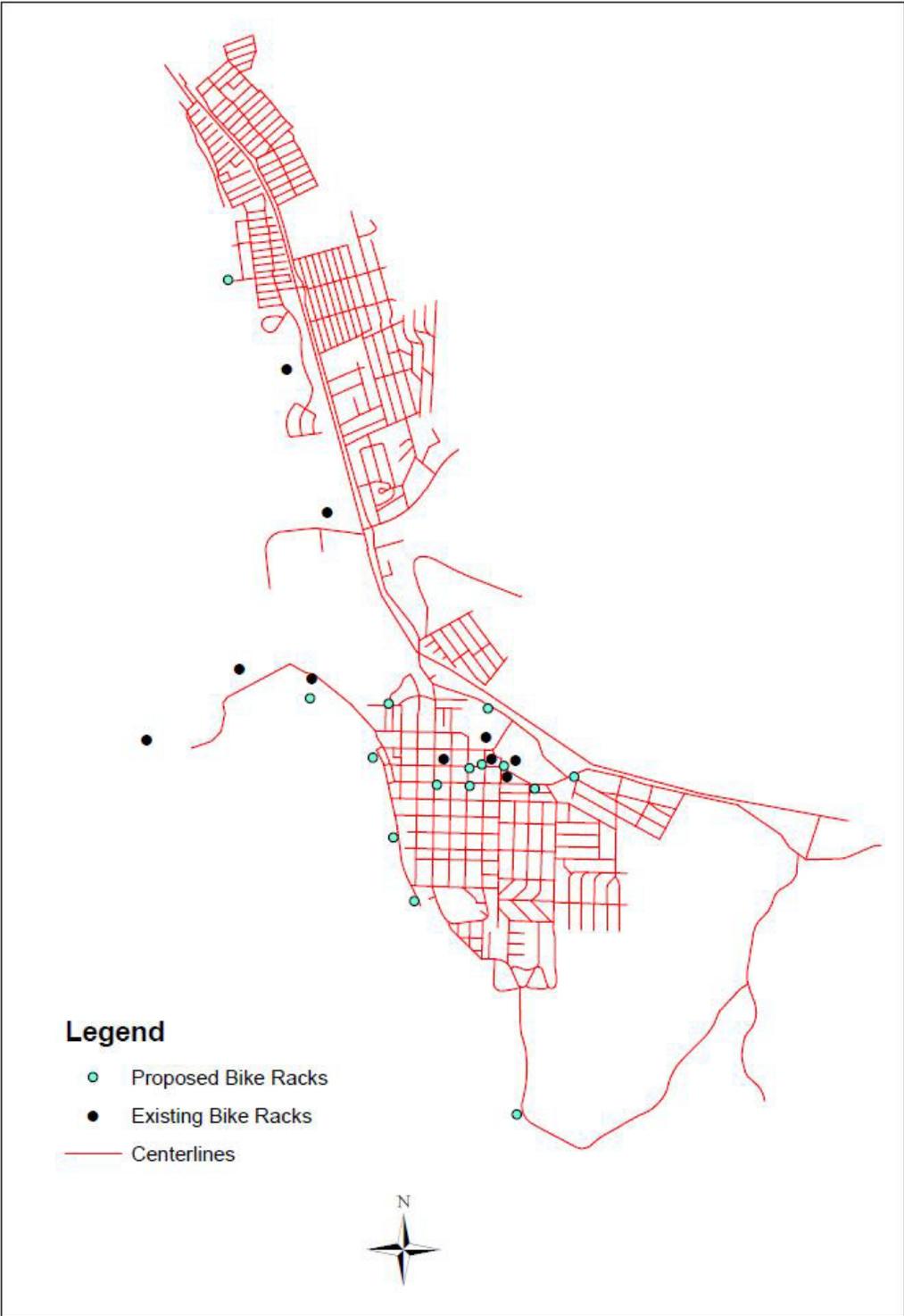


Figure 4: Existing and Proposed Bike Racks

## Appendix E – Existing and Proposed Bicycle Parking at Transportation Hubs

The San Luis Obispo Regional Transit Authority (SLORTA) operates daily fixed route transit service from Morro Bay to San Simeon, Cambria, Cayucos, Los Osos, Baywood Park, Cuesta College, California Polytechnic State University (Cal Poly), and San Luis Obispo. From San Luis Obispo and Cal Poly, connections are available to Santa Margarita, Atascadero, Templeton, Paso Robles, San Miguel, Shell Beach, Grover Beach, Arroyo Grande, Pismo Beach, Nipomo and Santa Maria. All SLORTA buses are equipped with front and rear bicycle racks that can carry three bicycles each.

SLORTA's main pickup point in Morro Bay is at Morro Bay Park (an additional stop is located on South Bay Blvd at Quintana Rd). Morro Bay Park currently has a small bicycle rack with space to park three bicycles. This rack is behind the wall of the bus shelter and near the street, and does not satisfy the security principles articulated in Appendix D. Transit commuters originating at this stop whose ultimate destination is near their destination stop may find it convenient to park their bicycle at this location, but are currently deterred from doing so by the scarcity of space and unsecured location. Expanding and relocating the bike rack to another location in the park would address this concern and better facilitate regional bicycle commuting. A map Morro Bay Park with the circled location of the bike parking is included below.

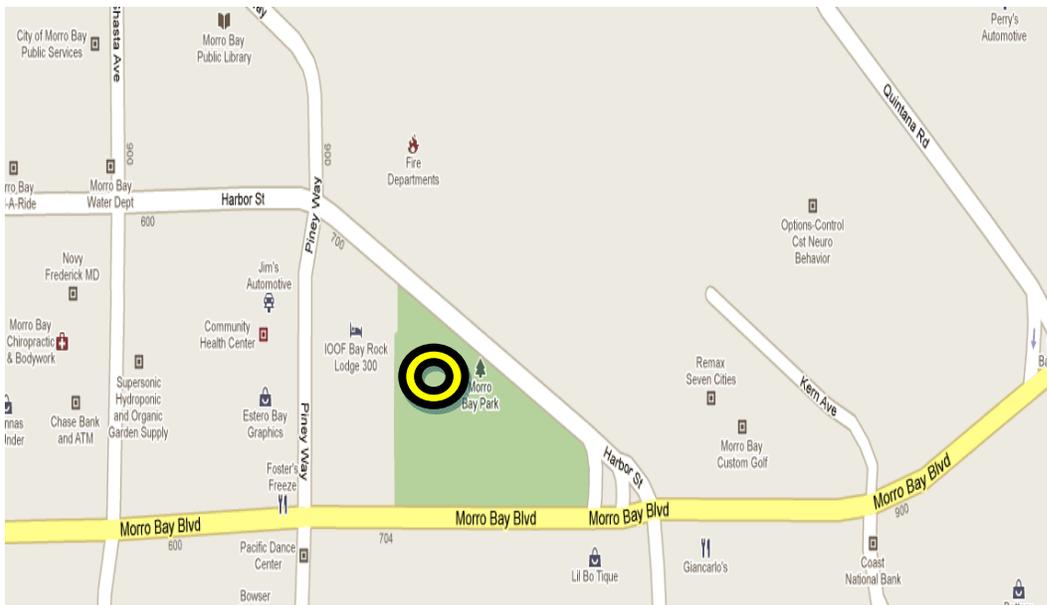


Figure 5: Existing and Proposed Bike Parking at Transportation Hub

## Appendix F – Existing and Proposed Changing and Storage Facilities

The City of Morro Bay will explore the feasibility of constructing changing and storage facilities where commuting and touring bicyclists can shower, change, and store their bicycles at attractive trip destinations. The Streets and Highways Code Section 891.2(f) requires this bike plan to describe existing and proposed facilities for changing and storing clothes and equipment. No facilities currently exist in Morro Bay that are designed specifically to provide bicyclists with changing rooms, clothing or equipment storage locations, or showers facilities. There are also no ordinances requiring the installation of shower and locker facilities for new offices over 12,500 s.f. and retail buildings over 25,000 s.f.

The City of Morro Bay maintains public restroom and shower facilities in a handful of locations, which are open during daylight hours. In addition to public restrooms at city parks and other facilities, public showers currently exist at the Tidelands Park and the Harbor Office that bicyclists may utilize may utilize City employees also have access to shower facilities at the Parks and Recreation office. In addition the Morro Bay Community Center has showers for employees and there is also an open-air shower near the Morro Rock restroom. While public restrooms such as these may provide bicyclists with changing locations, and some bicyclists may take advantage of the public shower facilities, none of these facilities provide for long-term storage of clothing or equipment.

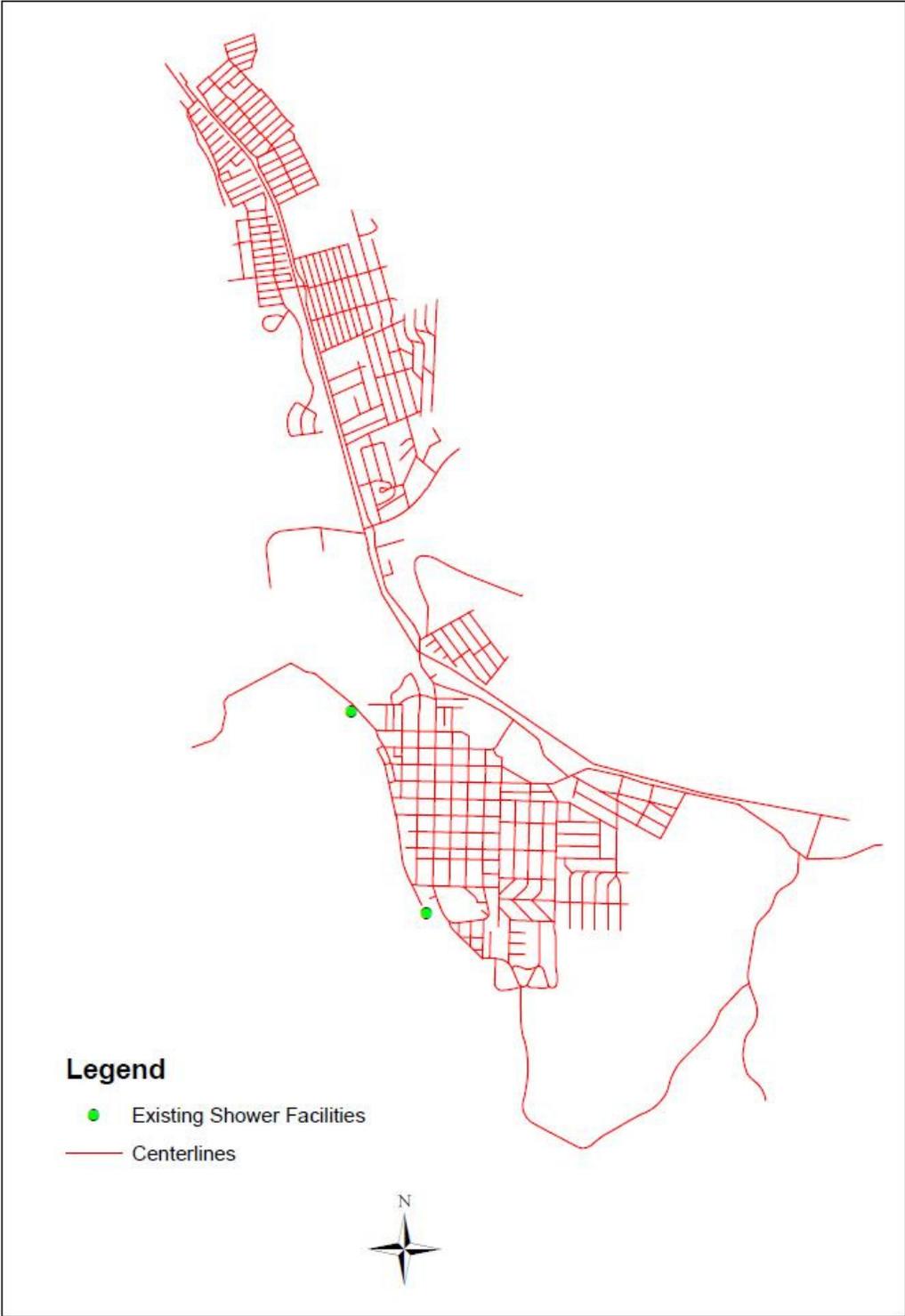


Figure 6: Existing Shower Facilities

## Appendix G – Bicycle Safety and Educational Programs

### Current Programs provided by the City of Morro Bay or other agencies:

- **Safety Rodeo:** In 2009 the Police Department conducted a bicycle and bicycle helmet safety inspection and safety rodeo for younger children at the Kid’s Club summer camp. The program began in 2008 and the Police Department hopes to make this an annual event.
- **Bike Helmets for Kids:** The Police Department keeps bicycle helmets on hand to provide free to minor children when they are observed riding without one and there is an apparent need (e.g. the child does not already own a helmet that they simply don’t like to wear).
- **Bike Helmet Promotion and Awareness:** The Police Department gives stickers to children observed wearing bicycle helmets in order to encourage and reward safe bicycle behavior.
- **Street Smarts and Bike Education classes:** The County Bike Coalition and City of San Luis Obispo sponsor these bicycle education classes.

### Effects of Current Programs on Accidents Involving Bicyclists

Existing bicycle safety programs have been implemented relatively recently, and the City therefore lacks sufficient data to establish a correlation between these programs and the number of accidents involving bicyclists.

## **Appendix H – Citizen and Community Involvement in Plan Development**

The Morro Bay Citizens Bike Committee (MBCBC) has been actively contributing to the development of this bicycle plan—in a number of ways—for several years. Feedback from MBCBC has been received at City Council meetings, through email, telephone and face-to-face conversations with city staff, and through staff’s review of MBCBC meeting notes and minutes. This feedback includes MBCBC recommendations on where bikeways are needed in Morro Bay, recommendations as to the type of bikeway best suited for different applications, recommendations on signage, and feedback on important safety issues. Feedback received from MBCBC also includes suggested locations for installation of bicycle parking and other bicycle infrastructure, identification of hazardous bikeway vegetation and other maintenance issues, discussions on how to best integrate a Morro Bay bicycle network with regional bicycle infrastructure, and feedback on how to encourage and facilitate such regional connections.

The Morro Bay Citizens Bike Committee reviewed an administrative draft of this plan in 2010, and additional feedback from MB CBC was received at this time.

## Appendix I – Relationship to Other Adopted Plans

The **State Coastal Trail Vision Plan** has a detailed map of existing and proposed bike routes throughout Morro Bay. The plan also proposes constructing several parks along with staging areas for pedestrians and bicyclists. In addition, it includes a proposed pedestrian/bicycle bridge along Embarcadero Road linking the wastewater treatment plant to the Duke Energy power plant and proposed scenic overlooks. Lastly, the plan includes key funding sources for each part of the proposed project

When this bicycle transportation plan was completed, this project had not been adopted and is subject to public review and City Council consideration.

### **County Bikeways Plan**

In September 1994, the County of San Luis Obispo adopted a County Bikeways Plan; this plan was updated in 1996 and again in 2005. This plan recommends placing Class I and class II bicycle routes throughout the County including Class II bikeways from San Luis Obispo to Cayucos. This particular route would stretch along Route 1 and run through Morro Bay. Morro Bay has already proposed constructing a Class I bike path along Route 1.

**Regional Transportation Plan (RTP):** The 2005 San Luis Obispo County Regional Transportation Plan adopted by the San Luis Obispo Council of Governments includes provisions in Chapter 5 for nonmotorized transportation. The San Luis Obispo Council of Government's (SLOCOG) Non-Motorized Transportation program is designed to support and build upon the planning efforts of local jurisdictions.<sup>8</sup> For example, the RTP identifies projects that have been constructed such as the Morro Bay High School Bike path as well as future projects including constructing a Class II bike lanes on North Main Street.

This plan and the 2005 RTP consistently display the same goals of developing and maintaining a safe and efficient regional bikeway system. These plans both aim to promote bicycling as a means of decreasing auto-dependency and pollution. In addition, Class II bike lanes have been the focus of earlier RTPs and many of these bike lanes have been completed in Morro Bay. The emerging emphasis for both Morro Bay and the RTP is to fill critical gaps in order to create a connected community.

## Appendix J – Proposed Bikeway Projects

Projects listed in the Morro Bay Bicycle Transportation Plan have been established from the 2005 San Luis Obispo County Regional Transportation Plan by SLOCOG. Public input from 15 advisory board meetings, 5 SLOCOG board meetings, 2 formal public hearings, 2 formal public workshops, and various other information sources were used to encompass a wide range views for the proposed plan. Other information sources include The 1997 Bikeways Planning Study was prepared by Morro Bay by North Coast Engineering Inc.

<b>MPO ID# (Sponsor)</b>	<b>Project title (Short Description)</b>	<b><sup>c</sup>Project Cost Estimate</b>	<b><sup>a</sup>Planning Horizon</b>	<b><sup>b</sup>Committed funding (partial/all)</b>
[SLO0349-01] Morro Bay	South St. Class I Bike path (In Morro Bay, Class I bikeway along unimproved portion of South St.)	\$9,000	Short	Partial
[SLO0353-01] Morro Bay	Downtown Class II Bikeway Imps. (In Morro Bay, Construct 7,070 ft. of Class II improvements in downtown area)	\$208,000	Mid	Partial
[SLO0882-01] Morro Bay	Morro Creek Multi-Use Path (In Morro Bay, Construct Class I facility over Morro Creek)	\$185,000	Mid	Partial
[SLO0352-01] Morro Bay	North Embarcadero, Class II Bikeway (In Morro Bay, Atascadero Road to North Embarcadero, Class II Bikeway)	\$215,000	Mid	Partial
[SLO0287-01] SLO County-G.S.	Morro-Bay Cayucos Bike Connector (In Cayucos, construct class I bike path from North Morro Bay to South Cayucos)	\$1,830,000	Mid	Partial
[SLO0891-01] State Parks and Rec.	State Park Multi use Path	\$1,200,000	Mid	Partial
N/A	Del Mark Park, Class I (Recreational path)	\$64,000	Mid	N/A
N/A	North Embarcadero, Atascadero Road to Morro Creek	\$67,000	Mid	N/A
Notes: a. Planning horizon [Short = (2005-2009), Mid = (2010-2014)] b. Committed Funding (Partial/All) represents projects that have some level of local or regional funding invested in project development (environmental/engineering) or, future funding has been committed by the COG Board or by the local agency. c. Cost estimates are unescalated.				

**Table 3: Proposed Bikeway Projects**

## Appendix K – Past Expenditures for Bicycle Facilities

City of Morro Bay expenditures for bicycle facilities from (2000-2009) are shown below.

Project title (Short Description)	Project Cost Estimate
Main Street Waterborne Re-stripe (Arrows, traffic control signage and striping for the Class II bike lane were constructed along Main Street)	\$3,355
Embarcadero Thermoplastic Bike Lane Striping from Beach to X walk (Class II bike lanes were striped as thermoplastic with reflective beads)	\$4,895
Morro Bay Harborwalk (Class I bike path along with separate pedestrian facilities constructed along Embarcadero Drive and Coleman Drive to Morro Rock.)	\$2,310,000
Roundabout (A Class II bike lane ends right before the roundabout and bicyclists are given an option to go on to the sidewalk or travel alongside other vehicles.)	\$2,729,000
High School, Class I (This 2070 ft. bike path is a continuation of Coral St. Class 1. The project was completed in October 2001 and a box culvert was built over an existing swale.)	\$177,000
Main Street, Class 1 (This 2970 ft bike path extends from Atascadero Road to Quintana Road with \$317,000 in approved funds for the project.)	\$277,000
Embarcadero, Class 1 (This scenic route extends for 1,620 ft. to Morro rock and Embarcadero. It also required a bridge over Morro Creek).	\$119,000
North Main St., Class II (This bike lane eliminated parking for some stretches along North Main St. The project extends for a total of 4,450 ft.)	\$36,000
Quintana Road, Class II (This project was completed in June 2002 and consists of a total of 8,810 ft. of bike lanes along Quintana Road. Parking was reduced to one side of the road only.)	\$167,000
Highway 1 to Park St. (There was 2,210 ft of Class II bike lanes built without any changes to parking).	\$135,000
Downtown Morro Bay (Construct of Class II bike lanes from South to Olive and from Morro to Main were completed. This was a section of 900 ft that reduced parking to one side only.)	\$52,000

**Table 4: Past Expenditures for Bicycle Facilities**

## References

1. California Department of Transportation, Highway Design Manual (5<sup>th</sup> edition), Chapter 1000.
2. California Streets and Highways Code, Section 890.3
3. U.S. Census Bureau (2000). "Census 2000 Summary File 3 (SF3) – Sample Data, Table P30 Means of Transportation to Work for Workers 16 Years and Over." Retrieved 25 August 2009 from U.S. Census <http://factfinder.census.gov>
4. City of Berkeley (1998). *Berkeley Bicycle Plan*. pg. 1-3
5. City of San Luis Obispo (2007). *Bicycle Transportation Plan*. pg.25
6. City Of Morro Bay (1997). *Bikeway Planning Study*.
7. Bicycle Advisory Committee (2005) County Bikeways Plan pg. 7
8. San Luis Obispo Council of Governments. (2005). *Regional Transportation Plan – Non Motorized Transportation* . pg. 5-81, 5-83
9. Pedestrian and Bicycle Facilities in California (2005). Alta Planning and Design. *A Technical Reference and Technology Transfer Synthesis for Caltrans Planners and Engineers*.
10. Bicycle Advisory Committee and Department of Public Works (2005). *County Bikeways Plan*.



AGENDA NO: IX-C  
Meeting Date: April 21, 2010  
Action:

## Memorandum

**TO:** PUBLIC WORKS ADVISORY BOARD **DATE:** April 2, 2010  
**FROM:** MICHAEL RANDALL, ASSISTANT ENGINEER  
**SUBJECT:** ADMINISTRATIVE PROCEDURE FOR UTILITY BILLING DISPUTES

---

### **RECOMMENDATION**

Staff recommends the Public Works Advisory Board review and approve the amended Utility Billing Review Committee Administrative Procedures.

### **FISCAL IMPACT:**

**Utility Billing Review Committee Administrative Procedures Modifications:** The proposed modifications add clarity to the existing procedure and have no fiscal impact.

### **SUMMARY:**

#### **Proposed Utility Billing Review Committee Administrative Procedures Modifications**

The proposed modifications to the Utility Billing Review Committee Administrative Procedures clarify the 2 time utility bill review limit. The new language states that 2 reviews are afforded to each address in a five year period. The new procedure will aid the Utility Billing Review Committee in determining eligibility for review requests. The other minor change requires that there be documented proof of an outside water leak so that the committee can adjust the sewer charge for the incident. Staff is presenting to PWAB the proposed modified procedure for approval.

#### Attachments

1. Administrative Procedure for Resolving Utility Billing Disputes

City of Morro Bay  
Administrative Procedure for Resolving Utility Billing Disputes

Utility Billing Review Committee

- Section 2.12.160 of the Municipal Code states that it shall be the duty of the City Administrator, “to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city,…” Section 2.12.060 provides the general authority for the City Administrator to administer the operations of the city in an efficient manner and to take such actions as are necessary to carry out the affairs of the city.
- On the basis of the authority granted he/she in the Municipal Code, the City Administrator hereby creates the Utility Billing Review Committee, composed of the Public Works Director or designee, the Finance Director or designee, and a citizen member of the Public Works Advisory Committee, or designee<sup>1</sup>.
- Each member of the Committee shall also have a designated alternate who shall take his/her place in the event that he/she is unable to attend a scheduled meeting.
- The purpose of the Utility Billing Review Committee is to resolve utility customer concerns regarding water and sewer utility bills in a fair and timely manner.
- The Committee will only act on written requests received from utility customers with regard to water and/or sewer billing matters.
- Once a written receipt is received, the Committee shall meet as soon as practical to hear the customer’s concerns.
- A customer is limited to **2 reviews in a 5-year period that may be** presented to the Committee on a single address.
- The Committee shall have the authority to make a billing adjustment, in the interest of fairness and based upon reasonable arguments presented by the customer and the City’s utility operations representative.
- If an adjustment is made, the following formula is used:
  - Average usage is determined for that customer, but not less than 8 units of water.
  - That average is the base rate; an additional \$2.00 is charged for each additional unit.
  - If the leak is ~~determined~~ documented to be an outside leak, the sewer is also adjusted based on the same average usage.
- Decisions of the Committee shall be rendered to the customer in writing within ten (10) working days from the Committee meeting date.
- Decisions of the Committee shall constitute the final administrative review of the matter.
- When a customer requests that his/her billing concern be addressed by the committee, no further collection actions (i.e. posting of notices, discontinuation of service, etc) shall be taken until the concern is reviewed, and a decision is rendered. The customer will be required to pay that portion of the bill that reasonably would be due and payable, aside from the contested portion.

<sup>1</sup> Amended by the Public Works Advisory Board (PWAB) 42/17/20084/14/2010.