



Local Programs Procedures

LPP 98-03

Bicycle Lane Account (BLA) Revision and Interim Guidelines

Replace/Reference: *Local Assistance Program Guidelines*, Chapter 21, "Bicycle Lane Account (BLA)"

Effective Date: November 16, 1998

Approved: _____

Assistant Program Manager
Design and Local Programs

The purpose of this Local Program Procedure (LPP) is to revise the *Local Assistance Program Guidelines*, Chapter 21, "Bicycle Lane Account (BLA)," and to set interim deadlines for the 1998/99 BLA Program.

EXISTING PROCEDURES

The *Local Assistance Program Guidelines* was issued July 1, 1996. It included existing operating procedures and guidelines for the BLA program.

NEW PROCEDURES

Local Assistance Program Guidelines

Please refer to the attached revised BLA Program, Chapter 21 of the *Local Assistance Program Guidelines*. The revisions are necessary in order to accomplish the following objectives.

1. Correct the annual BLA funding level to reflect Chapter 644, Statutes of 1997 (AB 1020).
2. Provide information about BLA schedule changes to give local agencies more time to accomplish their projects.
3. Add a five year history of BLA funded projects.

Annual BLA Funding

On October 3, 1997 Governor Wilson signed Assembly Bill 1020 into law, effective January 1, 1998. This bill increases BLA funding from \$360,000 a year to \$5 million a year according to the following schedule:

| | |
|--|----------------|
| During 1998, one million dollars | (\$1,000,000)* |
| During 1999, one million dollars | (\$1,000,000)* |
| During 2000, one million dollars | (\$1,000,000) |
| During 2001, two million dollars | (\$2,000,000) |
| During 2002, two million dollars | (\$2,000,000) |
| During 2003, three million dollars | (\$3,000,000) |
| During 2004, and annually thereafter, five million dollars | (\$5,000,000) |

1998/99 Program Cycle Funding

In 1997/98, the Bicycle Facilities Unit (BFU) in the Office of Local Programs committed \$673,200 to BLA projects. The total includes \$460,000 from the 1997 BLA appropriation and \$213,200 from the 1998 BLA appropriation.

The 1998/99 BLA cycle will combine \$786,800, the balance of the 1998 appropriation with \$1,000,000 to be appropriated in the 1999 budget for a total of \$1,786,800.

The 1998/99 application cycle will combine Fiscal Year (FY) 1998/99 and FY 1999/00 funding. Prior programming commitments reduced the FY 1998/99 funding to \$786,800, and \$1 million is available in FY 1999/00. The total funding available in the 1998/99 program cycle is \$1,786,800. Projects funded with FY 1998/99 funds will be eligible for up to 25 percent of \$786,800, or \$196,700. Projects funded with FY 1999/00 funds will be eligible for up to 25 percent of \$1 million, or \$250,000. Local agencies are encouraged to apply for an amount that is commensurate with the estimated cost of their project.

Revised BLA Application Schedule

Bicycle Lane Account appropriations are available for three years, including one year to obligate the funds to a project and two years to complete the project and related expenditures. Through the 1997/98 BLA cycle, the BFU used most of the first year to review applications, select projects, and execute agreements.

In the 1998/99 BLA program cycle, projects funded from the 1998 appropriation will have approximately two years to complete their projects, while projects funded from the 1999 appropriation will have approximately three years to construct their projects. Project selections will match local agency project schedules with funding availability.

Subsequent BLA program cycles will complete the project selection process in time to provide the full three years for local agencies to construct their projects.

BLA Funding History

Exhibit D provides a five year history of BLA funding, showing applicants, project types, and amounts.

Attachments

CHAPTER 21 BICYCLE LANE ACCOUNT (BLA)

CONTENTS

| Section | Subject | Page Number |
|---------|---|-------------|
| 21.1 | INTRODUCTION | 21-1 |
| 21.2 | BICYCLE TRANSPORTATION PLAN REQUIREMENT | 21-1 |
| 21.3 | ANNUAL FUNDING LEVELS | 21-1 |
| 21.4 | ANNUAL PROGRAM CYCLE | 21-2 |

EXHIBITS

| Exhibit | Description | Page Number |
|---------|--|-------------|
| 21-A | BLA APPLICATION | 21-3 |
| 21-B | SAMPLE SCHEDULE FOR BLA ANNUAL CYCLE | 21-5 |
| 21-C | BICYCLE TRANSPORTATION ACT | 21-7 |
| 21-D | FIVE YEAR BLA HISTORY | 21-11 |

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CHAPTER 21 BICYCLE LANE ACCOUNT (BLA)

21.1 INTRODUCTION

The Bicycle Lane Account (BLA) provides State funding for projects that improve safety and convenience for bicycle commuters. Streets and Highways Code Section 893 describes the types of projects eligible for BLA funds. The attached Five Year Funding History summarizes BLA project funded in the 1993-94 through 1997-98 fiscal years.

The Bicycle Facilities Unit (BFU) in the Office of Local Programs administers the (BLA) Program in cooperation with the Office of Local Assistance in each Caltrans district.

APPLICANT ELIGIBILITY

Cities and counties are eligible to apply for BLA funds and may apply on behalf of an agency that is not a city or county but proposes construction of a bicycle project.

21.2 BICYCLE TRANSPORTATION PLAN REQUIREMENT

To be eligible for BLA funds, a local agency must have a current (as defined in the schedule for each annual application cycle) Bicycle Transportation Plan that addresses the elements described in Section 891.2 of the Streets and Highways Code and complies with the following:

- The local agency's governing board must adopt the plan and certify that it complies with Streets and Highways Code Section 891.2 and the regional transportation plan, and
- The appropriate transportation planning agency specified in Section 29532 of the Government Code must review the plan and certify that it complies with Streets and Highways Code Section 891.2 and the regional transportation plan, and
- The Caltrans Bicycle Facilities Unit (BFU) must review and approve the plan.

21.3 ANNUAL FUNDING LEVELS

On October 3, 1997 Governor Wilson signed Assembly Bill 1020 into law, effective January 1, 1998. This bill increases BLA funding from \$360,000 a year to \$5 million a year according to the following schedule:

| | |
|--|--------------|
| During 1998, one million dollars | \$1,000,000* |
| During 1999, one million dollars | \$1,000,000* |
| During 2000, one million dollars | \$1,000,000 |
| During 2001, two million dollars | \$2,000,000 |
| During 2002, two million dollars | \$2,000,000 |
| during 2003, three million dollars | \$3,000,000 |
| During 2004, and annually thereafter, five million dollars | \$5,000,000 |

*Prior programming commitments reduced Fiscal Year 1998/99 funding to \$786,800.

ANNUAL LIMIT

Section 893.6 specifies that no agency may receive more than 25 percent of the total funds transferred into the BLA in a single fiscal year.

MATCHING FUNDS

Section 891.4(b) requires local agencies to fund at least ten percent of the total project cost.

21.4 ANNUAL PROGRAM CYCLE

SCHEDULE

BLA applications and approved Bicycle Transportation Plans are due to the BFU by January 31 each year.

APPLICATIONS

Applications should be submitted only for projects where the right-of-way will be clear prior to award of contract and where cooperative agreements with other groups such as railroads, utility districts, flood control districts, coastal commissions, etc., will be completed prior to award of contract.

Applications must include a description of the project and an estimate of project costs including preliminary and construction engineering, right-of-way, and construction. The estimate should include only those items for which the local agency intends to claim reimbursement. For example, if the local agency does not want to be reimbursed for preliminary engineering and/or right-of-way, these items should be shown as zero costs. A detailed estimate is not necessary, but the BFU needs enough information to ensure that the proposed project is consistent with the program guidelines.

Under state law, BLA projects must conform to the minimum design standards for bikeways in Chapter 1000 of the *Highway Design Manual*.

Questions about the Bicycle Lane Account? Please contact:

**Rick Blunden, Chief
Caltrans Bicycle Facilities Unit
1120 N Street, MS #1
Sacramento, CA 95814
(916) 653-0036
or
Your Caltrans District Office of Local Assistance**

BLA APPLICATION
BICYCLE LANE ACCOUNT
PROJECT APPLICATION

Applicant Agency _____

Address _____

Contact Person _____ Phone _____

Project Title _____

Project Location (County or City/Cities) _____

Project Description/Purpose/Need - please include a map with north arrow and scale showing the project location, length, and project limits if appropriate.

PROJECT BUDGET

| Funding | Engineering / Design | Right-of-Way | Construction | Total |
|--------------------|-----------------------------|---------------------|---------------------|--------------|
| BLA Funds | | | | |
| Local Funds | | | | |
| Other | | | | |
| Total | \$ | \$ | \$ | \$ |

**BICYCLE LANE ACCOUNT GUIDELINES
PROJECT SCREENING CRITERIA**

The following items are minimum requirements for project eligibility and must be submitted with the application:

- 1) A Bicycle Transportation Plan that addresses Streets and Highways Code Section 891.2 (a-k) prepared and adopted by the applicant and approved by the applicant's regional transportation planning agency and the Caltrans Bicycle Facilities Unit. The plan should include copies of the local and regional resolutions adopting and approving the plan.
- 2) A resolution certifying the availability of the required ten percent local share of the total project cost
- 3) Documentation of completed environmental clearance

PROJECT EVALUATION CRITERIA

Has the applicant demonstrated that the project:

- 1) Will be used primarily by bicycle commuters? Yes___ No___
- 2) Has the potential to increase bicycle commuting? Yes___ No___
- 3) Is the best alternative for the situation? Yes___ No___
- 4) Will improve continuity with existing bikeways? Yes___ No___
- 5) Will provide a direct route to activity centers such as schools, employment centers, shopping, etc.? Yes___ No___
- 6) Is consistent with the Bicycle Transportation Plan? Yes___ No___

SAMPLE SCHEDULE FOR BLA ANNUAL CYCLE**BICYCLE TRANSPORTATION PLAN PROCESS**

| Responsible Unit | Action |
|-------------------------|---|
| DISTRICT | 1. Notifies local agency of the January 31, 1999 deadline for BLA applications. |
| LOCAL AGENCY | 2. Develops Bicycle Transportation Plan (BTP). Local governing board approves. 3. Submits BTP to the appropriate transportation planning agency for review and approval and then submits BTP to Bicycle Facilities Unit (BFU) by January 31, 1999. |
| BFU | 4. Logs in BTP, local agency approval, and regional transportation planning agency approval. 5. Reviews BTP. Approves or disapproves plan based on requirements in State law. |

**BICYCLE LANE ACCOUNT APPLICATION REVIEW
PROJECT SELECTION,
COOPERATIVE AGREEMENT, AND PAYMENT PROCESS**

| Responsible Unit | Action |
|-------------------------|--|
| BFU | 1. Develops and sends Bicycle Lane Account (BLA) information to districts by September 25, 1998. |
| DISTRICT | 2. Sends BLA application information to local agencies by October 15, 1998. |
| LOCAL AGENCY | 3. Completes BLA application and sends it to the Bicycle Facilities Unit (BFU) by January 31, 1999. |
| BFU | 4. Reviews applications/projects for bicycle commuter value and determines if projects comply with the California Bicycle Transportation Act. Evaluates applications and prepares the statewide priority list. 5. Consults with Accounting to determine how much funds are available for programming. 6. Determines by April 30, 1999 which projects will be funded. |

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- | | |
|--------------|---|
| | 7. Notifies applicants and districts which projects were funded, which were included on the stand-by list for possible future funding, and which were rejected. Assigns BLA numbers to selected projects. |
| | 8. Coordinates with Accounting and develops original cooperative agreements for each project. |
| ACCOUNTING | 9. Certifies that funds are available to finance the BLA share of the total project cost. |
| BFU | 10. Sends cooperative agreements to local agency for signature by July 1, 1999. |
| LOCAL AGENCY | 11. Signs agreements, develops resolutions, and sends agreements and resolutions to BFU. |
| BFU | 12. Signs agreements and sends one original copy to Accounting and the other to local agency. |
| LOCAL AGENCY | 13. Develops plans, specifications, and estimates and certifies that it complies with standards in the <i>Highway Design Manual</i> , Chapter 1000. Sends copy to BFU if requested. |
| | 14. Awards construction contract by December 31, 1999 or requests a time extension from BFU. |
| BFU | 15. Approves or denies request for time extension and notifies local agency. If the request is denied, the cooperative agreement is void, and the funds are programmed to a project on the standby list. |
| LOCAL AGENCY | 16. Monitors project construction, accepts completed project, and requests final payment from BFU. |
| BFU | 17. Notifies district and requests inspection of project. |
| DISTRICT | 18. Inspects project for completion. |
| | 19. Notifies BFU that local agency and district accept the project as complete, or |
| | 20. Rejects the project and notifies local agency. Coordinates final project inspection with local agency until project is accepted and notifies BFU. |
| BFU | 21. Reviews and approves submitted invoice and sends it to Accounting with request for payment to local agency. |
| ACCOUNTING | 22. Requests payment to local agency from the State Controller. |
| CONTROLLER | 23. Pays local agency. |
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STREETS AND HIGHWAYS CODE
California Bicycle Transportation Act
Sections 890-894.2

890. It is the intent of the Legislature, in enacting this article, to establish a bicycle transportation system. It is the further intent of the Legislature that this transportation system shall be designed and developed to achieve the functional commuting needs of the employee, student, business person, and shopper as the foremost consideration in route selection, to have the physical safety of the bicyclist and bicyclist's property as a major planning component, and to have the capacity to accommodate bicyclists of all ages and skills.

890.2. As used in this chapter, "bicycle" means a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having either two or three wheels in a tandem or tricycle arrangement.

890.3. As used in this article, "bicycle commuter" means 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 or recreation without such a destination.

890.4. As used in this article, "bikeway" means all facilities that provide primarily for bicycle travel. For purposes of this article, bikeways shall be categorized as follows:

(a) Class I bikeways, such as a "bike path," which provide a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.

(b) Class II bikeways, such as a "bike lane," which provide a restricted right-of-way designated for the exclusive or semi-exclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted.

(c) Class III bikeways, such as an onstreet or offstreet "bike route," which provide a right-of-way designated by signs or permanent markings and shared with pedestrians or motorists.

890.6. The department, in cooperation with county and city governments, shall establish minimum safety design criteria for the planning and construction of bikeways and roadways where bicycle travel is permitted. The criteria shall include, but not be limited to, the design speed of the facility, minimum widths and clearances, grade, radius of curvature, pavement surface, actuation of automatic traffic control devices, drainage, and general safety. The criteria shall be updated biennially, or more often, as needed.

890.8. The department shall establish uniform specifications and symbols for signs, markers, and traffic control devices to designate bikeways, regulate traffic, improve safety and convenience for bicyclists, and alert pedestrians and motorists of the presence of bicyclists on bikeways and on roadways where bicycle travel is permitted.

891. All city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted shall utilize all minimum safety design criteria and uniform specifications and symbols for signs, markers, and traffic control devices established pursuant to Sections 890.6 and 890.8.

891.2. A city or county may prepare a bicycle transportation plan, which shall include, but not be limited to, the following elements:

(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.

(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.

(c) A map and description of existing and proposed bikeways.

(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.

(e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.

(f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.

(g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.

(h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.

(i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.

(j) A description of the projects proposed in the plan and a listing of their priorities for implementation.

(k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.

891.4. (a) A city or county that has prepared a bicycle transportation plan pursuant to Section 891.2 may submit the plan to the county transportation commission or transportation planning agency for approval. The city or county may submit an approved plan to the department in connection with an application for funds for bikeways and related facilities which will implement the plan. If the bicycle transportation plan is prepared, and the facilities are proposed to be constructed, by a local agency other than a city or county, the city or county may submit the plan for approval and apply for funds on behalf of that local agency.

(b) The department may grant funds applied for pursuant to subdivision (a) on a matching basis which provides for the applicant's furnishing of funding for 10 percent of the total cost of constructing the proposed bikeways and related facilities. The funds may be used, where feasible, to apply for and match federal grants or loans.

891.8. The governing body of a city, county, or local agency may do all of the following:

(a) Establish bikeways.

(b) Acquire, by gift, purchase, or condemnation, land, real property, easements, or rights-of-way to establish bikeways.

(c) Establish bikeways pursuant to Section 21207 of the Vehicle Code.

892. (a) Rights-of-way established for other purposes by cities, counties, or local agencies shall not be abandoned unless the governing body determines that the rights-of-way or parts thereof are not useful as a nonmotorized transportation facility.

(b) No state highway right-of-way shall be abandoned until the department first consults with the local agencies having jurisdiction over the areas concerned to determine whether the right-of-way or part thereof could be developed as a nonmotorized transportation facility. If an affirmative determination is made, before abandoning the right-of-way, the department shall first make the property available to local agencies for development as nonmotorized transportation facilities in accordance with Sections 104.15 and 887.6 of this code and Section 14012 of the Government Code.

892.2. The Bicycle Lane Account is continued in existence in the State Transportation Fund, and, notwithstanding Section 13340 of the Government Code, the money in the account is continuously appropriated to the department for expenditure for the purposes specified in Section 892.4. Unexpended moneys shall be retained in the account for use in subsequent fiscal years.

892.4. The department shall allocate and disburse moneys from the Bicycle Lane Account according to the following priorities:

(a) To the department, the amounts necessary to administer this article, not to exceed 1 percent of the funds expended per year.

(b) To counties and cities, for bikeways and related facilities, planning, safety and education, in accordance with Section 891.4.

892.6. The Legislature finds and declares that the construction of bikeways pursuant to this article constitutes a highway purpose under Article XIX of the California Constitution and justifies the expenditure of highway funds therefor.

893. The department shall disburse the money from the Bicycle Lane Account pursuant to Section 891.4 for projects that improve the safety and convenience of bicycle commuters, including, but not limited to, any of the following:

(a) New bikeways serving major transportation corridors.

(b) New bikeways removing travel barriers to potential bicycle commuters.

(c) Secure bicycle parking at employment centers, park-and-ride lots, rail and transit terminals, and ferry docks and landings.

(d) Bicycle-carrying facilities on public transit vehicles.

(e) Installation of traffic control devices to improve the safety and efficiency of bicycle travel.

(f) Elimination of hazardous conditions on existing bikeways.

(g) Planning.

(h) Improvement and maintenance of bikeways.

In recommending projects to be funded, due consideration shall be given to the relative cost-effectiveness of proposed projects.

893.2. The department shall not finance projects with the money in accounts continued in existence pursuant to this article which could be financed appropriately pursuant to Article 2 (commencing with Section 887), or fully financed with federal financial assistance.

893.4. If available funds are insufficient to finance completely any project whose eligibility is established pursuant to Section 893, the project shall retain its priority for allocations in subsequent fiscal years.

893.6. The department shall make a reasonable effort to disburse funds in general proportion to population. However, no applicant shall receive more than 25 percent of the total amounts transferred to the Bicycle Lane Account in a single fiscal year.

894. The department may enter into an agreement with any city or county concerning the handling and accounting of the money disbursed pursuant to this article, including, but not limited to, procedures to permit prompt payment for the work accomplished.

894.2. The department, in cooperation with county and city governments, shall adopt the necessary guidelines for implementing this article.

FIVE YEAR HISTORY OF BLA GRANTS**1997/98 Bicycle Lane Account Grants**

| <u>Local Agency</u> | <u>BLA Grant</u> |
|--|------------------|
| 1. County of Mendocino - Class II Bikeway | \$145,000 |
| 2. San Francisco – Bike Station | 79,632 |
| 3. San Leandro – Class II Bikeway | 146,000 |
| 4. Lemoore – Class II and III Bikeways | 15,150 |
| 5. Mammoth Lakes - Class II and III Bikeways | 143,418 |
| 6. Solano County - Class II Bikeway | 144,000 |
| Total BLA Funds programmed 1997/98 | \$673,200 |

1996/97 Bicycle Lane Account Grants

| <u>Local Agency</u> | <u>BLA Grant</u> |
|---|------------------|
| 1. City of Shasta Lake - Class II Bikeway | \$63,554 |
| 2. City of Santa Rosa - Class I Bikeway Overlay | 90,000 |
| 3. County of Monterey - Class I Bikeway and Bridge | 32,000 |
| 4. County of San Luis Obispo - Tefft Street Bike Lanes | 85,500 |
| 5. County of Kings - Class III Bikeway and Parking Facilities | 9,000 |
| 6. City of Chowchilla - Class II and III Bikeways | 14,409 |
| 7. City of San Dimas - Class II and III Bikeways | 47,745 |
| 8. City of La Quinta - Class II Bikeway | 26,965 |
| 9. City of Solana Beach - Class I Bikeway | 90,000 |
| Total BLA Funds programmed 1996/97 | \$459,173 |

1995/96 Bicycle Lane Account Grants

| <u>Local Agency</u> | <u>BLA Grant</u> |
|--|-------------------------|
| 1. Arcata – Bikeway Improvements | \$72,400 |
| 2. Chico – Manzanita Avenue Bike Lane | 90,000 |
| 3. Brentwood – McClaren Road Bike Lane | 40,000 |
| 4. Salinas – Laurel Park Bike Path | 58,500 |
| 5. County of Santa Cruz – San Andreas Road Bike Lane | 90,000 |
| 6. City of Avenal – City Bikeway Improvements | 17,820 |
| 7. City of Lathrop – Bikeway Improvements | 90,000 |
| Total BLA Funds programmed 1995/96 | \$458,720 |

1994/95 Bicycle Lane Account Grants

| <u>Local Agency</u> | <u>BLA Grant</u> |
|--|-------------------------|
| 1. County of Lake – Konocti Road Class II Bikeway | \$90,000 |
| 2. City of Shasta Lake - Class II Bikeway on Ashby Road | 83,517 |
| 3. City of Galt - Class II Bikeway on Lincoln Road | 32,000 |
| 4. City of Santa Rosa – Loop Detectors | 85,500 |
| 5. City of El Paso de Robles - Class II Bikeway on Sherwood Road | 2,700 |
| 6. County of San Luis Obispo – Class II Bikeway on Tenth Street | 27,360 |
| 7. City of Lodi - Class II Bikeway on Hutchins Street | 30,600 |
| Total BLA Funds programmed 1994/95 | \$397,617 |

Standby Projects

| | |
|--|------------------|
| 8. Town of Mammoth Lakes - Class I Bikeway Undercrossing | 90,000 |
| 9. City of Lodi – Bicycle Parking Facilities | 22,500 |
| Grand Total 1994/95 | \$510,117 |

1993/94 Bicycle Lane Account Grants

| <u>Local Agency</u> | <u>BLA Grant</u> |
|---|------------------|
| 1. City of Arcata – Bike Racks | \$13,567 |
| 2. County of Del Norte – Class II: Northcrest, Lake Earl, Washington | 81,800 |
| 3. City of West Sacramento - Class II on West Capitol | 56,250 |
| 4. County of Yolo – Class II – 80 to Road 32A | 36,000 |
| 5. County of Monterey - Class I Bikeway and Bridge | 35,000 |
| 6. County of Monterey – Bike Racks | 10,000 |
| 7. City of Paso Robles - Class I along South River Road, Creston to Niblick | 36,000 |
| 8. City of Burbank - Class II on Riverside, Keystone to Bob Hope | 4,500 |
| 9. City of Burbank – Bike Lockers | 8,640 |
| 10. City of San Bernardino – Class II and III on University and Northpark | 67,600 |
| Total BLA Funds programmed 1993/94 | \$349,357 |

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