



Walk Bike Columbia! Monthly Briefing

Purpose

Task 2.2 of the Walk Bike Columbia scope of services states that the Alta team will establish a schedule for monthly formal briefings with CMCOG. The purpose of the briefings is to provide CMCOG with an update of project activities, to schedule future activities, and to ensure that the project is on schedule and is meeting stated goals and objectives. The briefings occur as brief memorandums of work completed to date and immediate next steps of the planning process, in a format that City staff can share with City Council as a general project update

To that end, Alta provides a written progress report and schedules a conference call with the Project Management Team to occur during the first week of each month. Central Midlands Council of Governments (CMCOG) signed the contract with Alta Planning + Design (Alta) on April 3, 2014 and provided a Notice to Proceed on April 4, 2014. No work occurred prior to this date.

Briefing Date: January 7, 2015

Items for Discussion

1. Update on Draft Master Plan –
 - Schedule for sending comments
 - Review of draft by other city departments
2. Details for January Public Meeting –
 - Agenda for meeting/guest speakers
 - Format and posters (executive summary poster?)
3. Traffic Studies –
 - Confirm corridors for study by Sprague
4. Next deliverables:
 - Appendices
 - Bike Share Plan

Work to Occur in January

Task 3 Master Plan Document

Task 3.23: The Alta Team will prepare photo visualizations for up to ten (10) select proposed improvements of the Pedestrian & Bicycle Master Plan.

Task 3.24: The Alta Team will use graphics and photographic images developed during the master planning process to design a final summary poster board for the Master Plan study.

Task 4 Bike Share Plan

Task 4.4: This phase of the project will serve as an 'operational footprint analysis' and will define key system parameters including: service area, system size, and system phasing. (continues)

Task 4.5: The Alta team will develop a Business Plan that will outline what will be necessary to launch a bike share system in Columbia. (continues)

Task 4.6: This section will present an implementation schedule and timeline for taking the system from planning to launch.

Task 4.7: This task offers guidance for pre- and post-launch action plans to effectively promote the program to the local system's target audience and increase awareness among Columbia residents and visitors as to the purpose of bike share and how to use it.

Task 5 Draft Reports

Alta will combine the deliverables of Tasks 1 through 4 to prepare a draft City of Columbia Bicycle and Pedestrian Master Plan and Bike Share Plan. (document design completed; content is being added)

Task 6 Final Reports

Alta will receive consolidated comments from client to develop a final master plan. (continues)

Task 7 Publicize Findings/Results

Alta will make up to eight (8) presentations of the final Plans. (continues)

Work Completed to Date

Task 1 Project Announcement

Task 1.1: On April 15th, the Alta team met with the Project Management Team to review CMCOG, City, and partner goals, refine deliverables and working objectives, identify available data, and establish communication channels with other departments and agencies. Attendees at the meeting included:

- Reginald Simmons and Gregory Sprouse of the Central Midlands Council of Governments
- John Fellows (and a student shadowing him for the day), Stephen Zigmund, and Krista Hammond of the City of Columbia Planning Department
- Dana Higgins, City Engineer, was unable to attend

Alta provided a meeting agenda and handouts prior to the meeting and sent meeting notes on April 18th.

Task 2 Project Advisory Committee

Task 2.1: Alta worked with CMCOG and the City of Columbia to determine the membership of a Project Advisory Committee, which will guide the development of the Walk Bike Columbia plan. The Project Management Team also established protocol for notifying the PAC of meetings and communicating project information (Meetings held May 20th, July 31st).

Task 2.2: The Alta team established a schedule for monthly formal briefings with CMCOG (as well as weekly calls).

Task 2.3: The Alta team facilitated development of project vision, goals, and objectives as part of the first PAC meeting on May 20th. (draft sent July 28th; Revised in September based on PAC feedback)

Task 3 Master Plan Document

Task 3.1: Using data provided by the City and CMCOG, Alta developed a comprehensive base map of existing and proposed bikeways, walkways, and greenways and transit services. (draft sent May 5th). The Alta team reviewed available relevant plans, policies, standards, codes, and ordinances in the city as they relate to the bicycle, pedestrian, and transit environment (draft sent June 2nd).

Task 3.2: The Alta team worked with City and CMCOG to develop a comprehensive base map of existing and proposed bikeways, walkways, and greenways and transit services (drafts sent and revised May through end of July).

Task 3.3: Building upon existing base data, the Alta team examined existing Bicycle and Pedestrian Levels of Service (B/PLOS) on identified arterial and collector roadways within the study area. The B/PLOS is a GIS-based model that provides a systematic method of evaluating streets and roadways as they relate to the level of comfort for bicyclists and pedestrians. (draft sent June 2nd)

Task 3.4: Alta completed a Bicycle/Pedestrian Suitability Analysis (B/PSA) to establish a composite picture of where investment is needed most (such as areas with low supply of infrastructure, but high demand for bicycling and walking). (draft sent June 30th)

Task 3.5: The Alta team evaluated data related to transit routes and services to identify opportunities for integrating bikeway and pedestrian planning with existing and future transit operations. (draft sent

Nov.)

Task 3.6: The Alta team conducted a field review of key corridors facilities, including touring by bicycle, on foot, and on transit.

Task 3.7: Alta assessed Columbia's Walk- and Bicycle-Friendly Community readiness using a 'scorecard' based on the WFC and BFC application criteria.

Task 3.8: To date, the public involvement process has included:

- Consultant participation in a press conference on May 20th, coordinated by the City of Columbia and the Bicycle Pedestrian Advisory Committee
- A media strategy (draft sent May 5th)
- Copy for press release for project announcement (draft sent May 12th)
- Draft citizen survey in online and digital, print-ready versions (draft sent May 18th)
- Coordination among stakeholder focus groups (all focus groups occurred in June)
- Planning and preparation for the four public workshops (occurred in July)
- Planning and preparation for the four public workshops; including information posters

Task 3.8/3.9: During the month of August, the public involvement process included:

- Manual entry of all hard-copy surveys completed
- Manual entry of all "exit surveys" completed at the public workshops
- Summarizing and analyzing all input received during stakeholder focus groups, survey, online map, and public workshops

Task 3.9: Alta worked with the client to design and launch a web site and interactive online map that is devoted to the *Columbia Pedestrian and Bicycle Master Plan and Bike Share Plan*. (draft sent May 2nd)

Task 3.10: Alta established a methodology for conducting bicycle and pedestrian counts (draft sent July 25th); Alta finalized a count form and training webinar for conducting bicycle and pedestrian count; led the training webinar; and received bicycle and pedestrian count data for analysis.

Task 3.11 Alta evaluated bicycle and pedestrian safety through reviewing available bicycle/pedestrian crash data from the past three (3) years. (draft sent June 30th)

Task 3.12: The Alta team completed an analysis of demand for bicycling and pedestrian activity in the City of Columbia and estimate related community-wide benefits (draft sent June 30th)

Task 3.13: Alta recommended a network of walkway, bikeway, and greenway facilities for the City of Columbia. (first draft sent Sept 17th, final comments received by Nov 3rd)

Task 3.14: The Alta team will evaluate bicycle parking needs and develop a plan for addressing those needs. (draft sent Oct 31st)

Task 3.15: The Alta team will prepare a set of design guidelines and recommended standards for greenway, bicycle and pedestrian facilities to correspond with the recommended facility types in the



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Plan. (draft sent Dec 23rd)

Task 3.16: The plan will include an overview and evaluation of existing programs, and include a custom suite of new program recommendations for education and safety awareness, encouragement, enforcement, and evaluation based on the project goals and objectives and the capacity and interests of existing partners and programs. (draft sent Oct 1)

Task 3.17: Based on the review of existing plans and policies conducted in Task 3.1, the Alta team will recommend policy changes that affect the bicycle and pedestrian environment and their connectivity to transit. (draft sent Oct 8)

Task 3.18: Alta will conduct BikeSpace Analysis, a high-level analysis provides a corridor level view of how bikeways can best be accommodated along a corridor as well as increase accessibility to transit stops. (results included in prioritization)

Task 3.19: Alta team will develop a Capital Improvement Plan (CIP) for 1-10 years. Through the prioritization and phasing process, Alta will identify a minimum of three (3) pedestrian and three (3) bicycle projects which will be highly visible, can be implemented with zero to low financial cost, and can be completed within 3-6 months of adoption of the Plan. (draft sent Dec 16th)

Task 3.20: Alta will prepare Action Plans for achieving Walk Friendly Community (WFC) status and Silver level status as a Bicycle Friendly Community (BFC). (draft sent Nov 5th)

Task 3.21: Alta's national expert staff will provide up to one full day training on the NACTO Bikeway Design Guide. (occurred Oct 8th)

Task 3.22: Alta will identify potential funding sources to implement the CIP. (draft sent Dec 16th)

Task 4 Bike Share Plan

Task 4.1: Alta will lead a kick-off meeting with the bike share advisory group (Sept 19th).

Task 4.2: The Alta team completed a literature review of relevant research related to bike share in the United States and abroad. (draft sent Sept 16th)

Task 4.3: Building on information gained through development of the Bicycle and Pedestrian Master Plan, this task assessed local conditions to determine if the Columbia area is suitable for bike sharing. (draft sent Sept 16th)

Task 5 Draft Reports

Alta will combine the deliverables of Tasks 1 through 4 to prepare a draft City of Columbia Bicycle and Pedestrian Master Plan and Bike Share Plan. (document design completed; 90% of content added)