



Bicycle/Pedestrian Mapping Manager

Onboarding Packet

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ABOUT TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND (TCCSMD)

The Tri-County Council for Southern Maryland (TCCSMD) serves as a forum for the discussion and resolution of issues affecting the Southern Maryland Region. The Tri-County Council was founded in 1964 as a cooperative planning and development agency to foster the social and economic development of the Southern Maryland region, composed of Calvert, Charles and St. Mary's Counties. Today, the Tri-County Council serves as a forum for the resolution of region-wide issues and the attainment of regional goals. TCCSMD also collaborates with Prince George's and Anne Arundel Counties.

The Council selects, advocates and advances the activities that best serve the interests of the people of Southern Maryland. These activities promote the social and economic development of the region, its environmental protection, and include research, information management and the preparation of regional plans. All the activities of the Tri-County Council are designed to assist federal, state and county governments in better performing their respective duties.

The Tri-County Council operates in 5 key areas or [pillars](#). These are Education & Workforce Development, Military and Veterans Affairs, Economic Development, Transportation, and Agriculture.

Not only are JobSource and The Southern Maryland Agricultural Development Commission (SMADC) parts of Tri-County Council, but we are also the fiduciary agent of Destination Southern Maryland, which was recently renamed the Southern Maryland Heritage Area.

The Tri-County Council was set up as a regional coordinating body, and our Board is made up of local officials. The Full Board meets quarterly, and our Executive Board meets monthly.

[View Organization Chart](#)

TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND
P.O. Box 745, 15045 Burnt Store Road, Hughesville, Maryland, 20637
(301) 274-1924 ▲ www.TCCSMD.org

ABOUT THE TRANSPORTATION DEPARTMENT OF TCCSMD

Though we are the smallest division in the Tri-County Council for Southern Maryland, you might say we do a lot of the driving.

The Transportation Department has a regional focus on infrastructure priorities. We also seek solutions for commuters and vulnerable populations in Southern Maryland.

We operate 3 committees, which are:

- The Regional Transportation Coordination Committee (RTCC)
- The Bicycle and Pedestrian Infrastructure Committee (BIAC)
- The Regional Infrastructure Advisory Committee (RIAC)

The Transportation Team also sits on many county and interagency committees as ex-officio members and advisory counsel.

Informally, Transportation Department initiatives could be divided into a few categories:

1. Regional Infrastructure Improvements
2. "Wants-Based" Transportation for Commuters
3. "Needs-Based" Transportation for Vulnerable Populations

ABOUT YOUR ROLE WITH US

You will work with us for an average of 26.5 hours per week over the next 8 weeks.

The purpose of the project we'd like you to manage is to develop comprehensive mapping of bicycle and pedestrian-friendly routes in the Southern Maryland counties of Calvert, Charles, and St. Mary's and to make recommendations of upgrades to the existing network.

Each of these counties has some documentation of existing facilities that include road shoulders, sidewalks, and multipurpose trails. You will, with mentoring support, work with staff in the three counties and the Tri-County Council to complete this mapping of existing facilities and map planned upgrades and expansions to the network.

Where necessary, you will make site visits to identify existing system gaps and locations where repairs and upgrades, or changes in road use are recommended. These site visits will further inform the mapping process, and notes will be made when a sidewalk or trail appears to be complete and clear on a map or by satellite but is in fact, unusable to some or all populations.

We'd also like you to use County and State mapping tools, property ownership tools and satellite imagery to spot potential neighborhood connectors. These connectors would make sidewalks and trails more usable by cutting the distance between two points, thus making walking or biking a more viable mode of transportation. Some of these connections may already exist informally, from humans walking the area and forming "Goat Paths". Mapping these existing and potential trail connections would not only improve recreational use, but would also improve economic outcomes for those without access to a personal vehicle.

At the end of your internship, we hope to have collected maps for each county highlighting current bicycle and pedestrian routes, as well as planned routes. This map should also have suggested improvements that were identified on site visits with a key. Each suggestion should include documentation on how the mapping was performed, any officials consulted, and an explanation. We will assist you with briefings and documents relating to standards for bicycle and pedestrian facilities to support these explanations.

During the process and after completion of the project, we will work together on a strategic communication plan to provide relevant information to the public and to our local officials.

Time permitting, you may also assist in finding grants to fund related studies.

ABOUT OUR ROLE WITH YOU

We aim to offer you relevant, real world experience which will enhance your bachelor's degree in Public Policy and Planning from Saint Mary's College of Maryland.

We hope that this project will help you learn about the interplay between infrastructure projects and government affairs. This should be an excellent opportunity to demonstrate principles of public administration in real-time.

We will introduce you to municipal, county, and state partners, as well as personal and business contacts who operate in your area of interest.

We will work with you on public speaking and communications best practices, as well as standard office practices and share observations on nuances within non-profits.

Your mentor will help you with your future aspirations, providing informal career mentorship within the Transportation Department. We will also connect you with our JobSource partners to provide more in-depth career coaching.

Your mentor will provide letter(s) of recommendation and may serve as a future employment reference at your request.

We will assist you in the creation of your internship artifacts.

TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND INTERN POLICIES

- Please call or email your mentor if you will be late or sick.

Your mentor is **Jessica Richards**, Regional Transit Coordinator. She can be reached at the office, at 301-274-1922 Extension 325, on her cell at 301-535-3045 or by email at jrichards@tccsmd.org.

In the event that your mentor cannot be reached, please contact their supervisor.

Your mentor's supervisor is **George Clark**, Transportation Director. He can be reached at the office, at 301-274-1922 extension 319, on his cell at 301-643-7257, or by email at gclark@tccsmd.org.

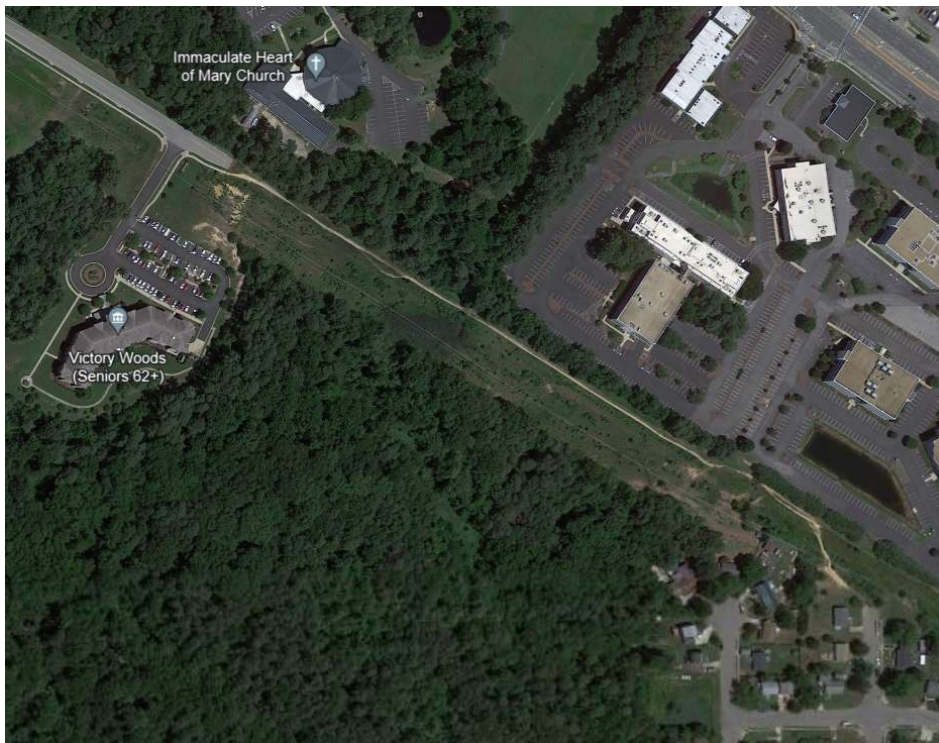
- Please dress in Business Casual or Business Formal for work at the office

ROLE-SPECIFIC BACKGROUND INFORMATION

For many, Active Transportation Initiatives could be the great equalizer. When people can live close to where they work and commute by foot or bicycle, they have more economic opportunities in general, and can forgo the expenses of private transportation.

We at the council would like to investigate and map existing active transportation paths, planned active transportation paths, and unplanned transportation paths (goat trails). We also intend to map obvious areas for repair, while creating the infrastructure to consider ADA regulations and sidewalk updates and improvements in the future.

Goat Paths:



Goat Path made by human movement, visible on Google Earth. This path is from Victory Woods to an adjacent Neighborhood.

Degraded Sidewalks:

Photo Credits to Frank & Christina Allen with Southern Maryland Active Transportation Alliance (SMARTA)



Collaborative Efforts:



[Presentation PDF](#)

[Youtube Presentation](#)

INTERN WEEKLY FOCUS

Week One, 07/10/2024 – 07/12/2024

Acclimation Period

Introductions to Tri-County Council for Southern Maryland Staff

Learn about the Transportation Department's role and take part in existing initiatives

Week Two, 07/15/2024 – 07/19/2024

Learning The Systems

Introductions to County Staff

Getting a feel for the different GIS systems used by the counties and states

Week Three, 07/22/2024 – 07/26/2024

Getting It Together

Gathering the information from each county

Learning the systems counties are using

Week Four, 07/29/2024 – 08/02/2024

Putting It Together

Begin the process of aggregating the information into the best system for our purposes

Midterm Evaluation

Week Five, 08/05/2024 – 08/09/2024

It's All About The System

Continue aggregating data points

Devise system for suggested updates and notations

Week Six, 08/12/2024 – 08/16/2024

Walk It Out, Now

Select a couple of small areas to walk and take notes on sidewalk conditions

Test your system with the notations from your walks

Confirm the system works with recreational trails as well by walking or cycling one or two

Improve system if necessary

Week Seven, 08/19/2024 – 08/23/2024

Make it Better

Consider how the system might be made more user friendly

Devise a continuity plan – how should we keep up with the data? Who should have access?

Week Eight, 08/26/2024 – 08/30/2024

Let's talk About It

Consider how the data can be presented to the community and to our representatives

Record a short presentation for each audience

Internship Artifact

Final Evaluation

Exit Interview