

SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION

Unified Planning Work Program

Fiscal Year 2012

**July 1, 2011 – June 30, 2012
REVISION #2**

Salisbury/Wicomico Metropolitan Planning Organization
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**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM FY 2012**

I. INTRODUCTION

As a result of the 2000 U.S. Census, the Salisbury area has been classified as an Urbanized area, and in accordance with the U.S. Department of Transportation requirements a Metropolitan Planning Organization was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004. The Salisbury/Wicomico Metropolitan Planning Organization (S/W MPO) includes the City of Salisbury, the City of Fruitland, the Town of Delmar (Md. & De.), and the adjacent unincorporated areas of Wicomico County, Md., and Sussex County, De. The planning area boundary is a larger area that includes the anticipated growth area for the next 20 years for the member jurisdictions.

The population of the new urbanized area as defined by the U.S. Census Bureau was 59,426 with 57,986 persons residing in Maryland (97.6%) and 1,440 persons residing in Delaware (2.4%), as of the 2000 Census. A population of 50,000 or greater is required for designation of an urbanized area.

Since the 1960's the federal government has established urban transportation planning requirements in all metropolitan areas, as a prerequisite to the approval of federal funding (23 CFR Part 450 and 49 CFR Part 613). The regulations require a continuing, comprehensive and cooperative (3-C) planning process in all urbanized areas. The S/W MPO is the planning agency responsible for transportation planning within the identified planning area in accordance with federal regulations.

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) was passed. This act revised some of the established regulations and procedures and placed a new emphasis on Metropolitan Planning Organizations. As part of this Act the MPO planning process has been more specifically defined and new planning requirements have been prescribed.

In 1998, the Transportation Equity Act for the 21st Century (TEA-21) was passed continuing the initiatives of the 1991 Act and adding several new provisions and programs.

In 2005 the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was passed, building on the foundation established by ISTEA and TEA-21 and representing the largest surface transportation investment in the Nation's history. Whereas previous legislation identified seven distinct areas which MPOs and the states should consider when developing plans, SAFETEA-LU added emphasis in two areas: security and the environment. Transportation security is now a separate planning factor,

indicating its importance in comparison to previous legislation, and the factor relating to the environment has been expanded, in order to promote consistency of the long-range transportation plan with planned growth and development. The SAFETEA-LU Mandated Planning Factors are as follows:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and nonmotorized users;
- (3) Increase the security of the transportation system for motorized and nonmotorized users;
- (4) Increase the accessibility and mobility of people and for freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation; and
- (8) Emphasize the preservation of the existing transportation system.

This Unified Planning Work Program (UPWP) is a cooperative planning effort by Federal, State and Local transportation agencies serving the Salisbury/Wicomico MPO Area, and serves as the annual work program for the MPO. The purpose of the UPWP is to describe and coordinate all transportation planning activities to be completed with federal, state and local resources during the next fiscal year, and is designed to make the transportation planning process consistent with the appropriate federal regulations, as listed above. Included in the UPWP is a budget detailing how each fund source will be utilized. The UPWP is reviewed, revised and adopted annually.

II. Organization and Management

A. Metropolitan Planning Organization

The S/W MPO was designated by Maryland Governor Robert L. Ehrlich on February 19, 2004, and is the primary agency responsible for transportation planning within the MPO's Planning Area.

The primary governing body of the S/W MPO is the Council, which consists of eleven (11) members, nine (9) of which are voting members and two are non-voting members. The voting members consist of representatives from the following governments and agencies:

Maryland Department of Transportation
Wicomico County (3 positions)

City of Salisbury (2 positions)
City of Fruitland
Town of Delmar, MD
Tri-County Council for the Lower Eastern Shore of MD

The non-voting membership of the S/W MPO consists of 2 members representing the Delaware Department of Transportation and the Town of Delmar, DE.

B. Technical Advisory Committee (TAC)

The S/W MPO Council has established a Technical Advisory Committee (TAC) comprised of technical representatives such as planners and engineers to provide technical expertise and develop recommendations to assist the Council by reviewing and recommending revisions to the planning process, data collection, forecasts, the Long-Range Transportation Plan, the Transportation Improvement Program and the UPWP. The current TAC voting membership includes representation from the various member jurisdictions, as well as from transportation organizations and relevant state agencies. The TAC includes representation from all modes of transportation in addition to various levels of government, and this provides the opportunity to achieve a unified transportation planning effort.

C. MPO Staff

The S/W MPO Staff consists of personnel from the Salisbury-Wicomico Department of Planning, Zoning and Community Development. At this time, Staff devotes a portion of its time to MPO activities and is not full-time. The Staff manages the operations of the MPO as directed by the Council and recommendations of the TAC, and coordinates all planning projects and activities identified by the Council. The Staff also acts as a local liaison to the State and Federal agencies involved in transportation planning within the MPO.

D. Organizational Procedures and Bylaws

The MPO operates under an adopted set of bylaws. Wicomico County provides support services to the MPO, including legal, financial and purchasing services, and staff performing these services operates under the rules and procedures of the County and the State of Maryland. The MPO's official records are maintained in the Salisbury-Wicomico Department of Planning, Zoning and Community Development's offices in Room 203 of the Government Office Building, North Division Street and U.S. Route 50, Salisbury, MD, 21803. The MPO records are available for public inspection during normal business hours, Monday through Friday, 8 a.m. to 5 p.m.

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM FY 2011**

A. Core Planning

1. TRANSPORTATION IMPROVEMENT PROGRAM

Objectives: To develop the Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program (TIP) for FY 2012 – FY 2015 as specified by the Federal urban transportation planning requirements.

Previous Work: FY 2011 – FY 2014; FY2010 – FY2013 TIP; FY 2009 – FY 2012 TIP; FY 2008 - FY 2011 TIP; FY 2007 - FY 2009 TIP.

Methodology: Compile a comprehensive list of federally funded and regionally significant transportation improvements recommended for implementation during the 4-year program period. The document will represent the region's transportation priorities and include realistic financially constrained cost estimates.

End Product: FY 2012 – FY 2015 Salisbury/Wicomico Metropolitan Planning Organization Transportation Improvement Program.

Staffing: Jointly by MDOT & MPO.

Funding: Funding for this task totals \$1,500, as listed below by source:

FHWA -	\$857
FTA -	343
MDOT -	150
<u>Local -</u>	<u>150</u>
TOTAL -	\$1,500

2. UNIFIED PLANNING WORK PROGRAM

Objectives: To develop and, if necessary, amend the Salisbury/Wicomico Metropolitan Planning Organization Unified Planning Work Program

(UPWP) for FY 2013 as specified by the Federal urban transportation planning requirements.

Previous Work: FY 2007, 2008, 2009, 2010, 2011, and 2012 UPWP.

Methodology: This sub-task will be performed by the MPO with assistance from MDOT. Specific tasks to be included in the FY 2013 UPWP will be based in part on organizational activities undertaken during previous years and also on recommendations contained in the Long-Range Transportation Plan, which will be adopted during FY 2011.

End Products: Approved FY 2013 UPWP.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$2,500, as listed below by source:

FHWA -	\$1,432
FTA -	568
MDOT -	250
<u>Local -</u>	<u>250</u>
TOTAL -	\$2,500

3. LONG RANGE TRANSPORTATION PLAN

Objective: The MPO adopted its Long Range Transportation Plan (LRTP) in May of 2011, and is required by federal regulations to update the Plan on a four-year cycle. To meet this schedule, the Plan will need to be reviewed, revised and adopted by October 1, 2015 (FY 2016). Most of the work will be completed during FY 2015 and FY 2016.

Previous Work: Adopted LRTP in FY 2007 and FY 2011.

Methodology: A consultant will be retained to lead the effort to update the Plan and to ensure that the Plan complies with federal regulations. The MPO Staff will also be heavily involved with the Plan's update including, but not limited to, providing background information, managing the project team, coordinating the Plan adoption process, and

coordinating data needs. The MPO's adopted Public Participation Plan will be followed to ensure that the public is included as well.

End Product: A federally-compliant Long Range Transportation Plan for the MPO, to be adopted by October 1, 2015.

Staffing: Jointly by MPO and MDOT, and consultants.

Funding: Funding for this task is \$1,500, which represents the MPO staff time allocated to compiling background information, as well as tracking development activity and the Capital Improvement Plans of the jurisdictions contained within the S/W MPO boundary. Funding is listed below by source:

FHWA -	\$863
FTA -	337
MDOT -	150
<u>Local -</u>	<u>150</u>
TOTAL -	\$1,500

Previous funding for the 2007 and the 2011 Long Range Transportation Plan (consultant's fee) have been provided by the MDOT Task Force.

4. TRANSPORTATION DEVELOPMENT PLAN

Objectives: To ensure that the Transportation Development Plan (TDP) prepared by the Tri-County Council (TCC) is in accordance with the MPO's Long-Range Transportation Plan (LRTP).

Previous Work: The TCC has prepared and adopted a Tri-County TDP. The MPO has an adopted LRTP that contains a Multimodal Transportation element that includes a discussion of transportation services provided by the TCC and included in its TDP.

Methodology: The MPO will periodically review the TDP as it relates to the MPO Area to ensure consistency with the MPO's LRTP. This will include, where necessary, discussions by MPO staff with those from MTA and the TCC.

End Products: A Long-Range Transportation Plan for the MPO

and a Transportation Development Plan that are consistent with each other.

Staffing: Jointly by MPO, MTA and TCC.

Funding: Funding for this task totals \$600, as listed below by source:

FHWA -	\$345
FTA -	135
MDOT -	60
<u>Local -</u>	<u>60</u>
TOTAL -	\$600

During FY 2012, the TCC will update their Transportation Development Plan. Funding for the actual update of the TDP (consultant's fee) is through the Maryland Transit Administration.

B. MPO Administration

Objectives: Significant organizational and MPO development activities have been completed over the last several years, since the establishment of the MPO in 2004. These activities include the establishment of a Council and Technical Committee, and the development and adoption of governing documents, including a Memorandum of Understanding and Master Agreement and the Prospectus and Bylaws, and the adoption of the MPO Planning Area boundary. This task also includes typical administrative duties associated with daily operations of staffing the MPO and its activities. In addition to these daily operations, during FY 2012 the following on-going activities are anticipated:

- Staff training – Wicomico County Department of Planning, Zoning and Community Development staff will continue to receive training on the federally prescribed Metropolitan Transportation Planning Process. This item is timely given the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. This training will include opportunities offered through membership and participation in activities of the Association of

Metropolitan Planning Organizations.

- Air Quality Conformity Coordination – MPO Staff will coordinate air quality conformity activities with the Delaware Department of Transportation to monitor the conformity status of Sussex County, Delaware.
- Review and Revision of Governing and Planning Documents – MPO Staff will conduct an ongoing review with recommended revisions, when necessary, to documents previously adopted by the MPO Council, with an emphasis on the Prospectus and Bylaws.
- Data Collection – MPO Staff will coordinate the collection and storage of traffic studies prepared by developers during the submission and review of various development projects proposed within the MPO Planning Area. Also, where applicable, the MPO will maintain data pertaining to traffic counts on roadways within the MPO Planning Area that are compiled by the various member jurisdictions.
- Manage The S/W MPO, which includes all of the activities that need to be performed to keep the MPO operation. These activities include, but are not limited to, the following:
 - Manage the daily operations of the MPO, including time allocated to various aspects of project management;
 - Administer all contracts between the MPO and other entities;
 - Process invoices;
 - Continued development of the MPO invoice tracking database;
 - Prepare quarterly reimbursement requests and all progress reports;
 - Support of the MPO Technical Advisory Committee and the MPO Council;
 - Represents the MPO at transportation related meetings and conferences; and
 - Attend training, conferences, and seminars to ensure the MPO Staff involved in these activities are knowledgeable about the federal and

state regulations that the MPO must follow.

Methodology: These sub-tasks will be performed by the MPO and MDOT. The developmental work will be based in some degree on Maryland's other small MPO's and will be consistent with Federal Metropolitan Planning Guidelines.

End Products:

- Training of MPO Staff.
- Input of MPO Staff and coordination with DeIDOT as to the MPO's air quality conformity status.
- Current adopted documents, to include the Prospectus and Bylaws, and the Public Participation Plan
- A tabulation of relevant traffic studies within the MPO and traffic count data.
- MPO Invoice tracking database to streamline internal efforts to prepare reimbursements, as well as to process invoices.

Staffing: Jointly by MPO and MDOT.

Funding: Funding for this task totals \$36,000, as listed below by source:

FHWA -	\$20,740
FTA -	8,060
MDOT -	3,600
<u>Local -</u>	<u>3,600</u>
TOTAL -	\$36,000

C. Public Participation Process

Objective: Activities will be undertaken to increase public participation in the MPO's transportation planning process.

Previous Work: Council meetings have been advertised in the local newspaper and the adopted LRTP was advertised and posted on the County's Website. A dedicated Website for the MPO was completed in FY 2008 that includes all documents prepared by the MPO. A Public Participation Plan was also adopted in FY 2008.

Methodology: Efforts will continue to maintain and update both the Public Participation Plan, when necessary, and the dedicated MPO Website through regular review and comparison with those developed for other MPOs.

End Product: A current and updated Public Participation Plan; a continuously-updated MPO Website with links to and from all MPO member jurisdictions with all meetings advertised and MPO-generated documents available. In addition, the MPO Website affords this organization the ability to effectively advertise Request For Proposals.

Staffing: MPO Staff.

Funding: Funding for this task totals ~~\$2,250~~ \$2,000 as listed below by source:

<u>FHWA -</u>	<u>\$1,305</u>	FHWA -	\$1,160
<u>FTA -</u>	<u>495</u>	FTA -	440
<u>MDOT -</u>	<u>225</u>	MDOT -	200
<u>Local -</u>	<u>225</u>	Local -	200
<u>TOTAL -</u>	<u>\$2,250</u>	TOTAL -	\$2,000

D. Special Studies & Work Program Items

1. GEOGRAPHICAL INFORMATION SYSTEMS – ONGOING ENHANCEMENTS

Objective: The County Planning Department has previously initiated work on the development of a Geographic Information System, which is an ongoing effort. This task will support this effort and develop and utilize data for transportation and land use planning.

Previous Work: Work on a countywide GIS has been initiated and was utilized extensively during the preparation of a majority of the special studies completed to date. Computer hardware and software have been obtained and data collection and network coding have been accomplished, with data updates ongoing. Major accomplishments of the GIS Enhancement efforts of the County include: the development of a vector-based parcel layer; creation

of geodatabases; and the acquisition of orthophotography. The aerial photography, dated April 2010, has been received and is currently being utilized in the continued enhancement of street centerline data.

Methodology: Work is continuing on the development and enhancement of comprehensive GIS. The GIS is being used to produce mapping and data that can be used for many purposes including: transportation/transit planning; macro-level demand and growth forecasting/modeling; Emergency 911 planning; project impact analysis; comprehensive road inventory and mapping; and ongoing update of land use files and development capacity analysis.

End Product: The database developed from this task will support many ongoing transportation planning functions related to mapping, and will also assist in the development and completion of the Long Range Transportation Plan as identified above, and with the development of the Corridor and Traffic Management Studies, both motorized and non-motorized.

Staffing: Jointly by MPO and MDOT, and consultants.

Funding: Funding for this task totals \$15,000 as listed below by source:

FHWA -	\$8,643
FTA -	3,357
MDOT -	1,500
<u>Local -</u>	<u>1,500</u>
TOTAL -	\$15,000

2. ***PEDESTRIAN & CYCLIST SAFETY AND CONNECTIVITY STUDY – U.S. ROUTE 50 BUSINESS (FROM WARD ST. TO ~~CIVIC AVE.~~ BEAGLIN PARK DR.)***

Objective: To prepare a Pedestrian Safety and Connectivity Study for a segment of U.S. Route 50 Business extending Ward Street to ~~Civic Avenue~~ Beaglin Park Drive. The purpose of this Plan will be to identify the following:

- Safety concerns of pedestrians crossing U.S. Route 50 Business;
- Identify measures to increase pedestrian safety along this stretch of U.S. Route 50; and
- Identify possible solutions to effectively coordinate pedestrian movements within the study area.

Previous Work: None.

Methodology: The exact scope of work will be prepared when a Request For Proposals is developed; however, the scope should be representative of the aforementioned information contained in the Objective section.

End Product: A Pedestrian & Cyclist Safety and Connectivity Study for a portion of U.S. Route 50 Business, which will contain recommendations and implementation strategies directed at increasing pedestrian safety, as well as to evaluate and identify alternatives to improve connectivity within the study area.

Staffing: Jointly by MPO and MDOT, and the consultants.

Funding: Funding for this task totals ~~\$39,484~~ \$35,378 as listed below by source:

<u>FHWA -</u>	<u>\$22,901</u>	FHWA -	\$20,519
<u>FTA -</u>	<u>8,687</u>	FTA -	7,783
<u>MDOT -</u>	<u>3,948</u>	MDOT -	3,538
<u>Local -</u>	<u>3,948</u>	Local -	3,538
<u>TOTAL -</u>	<u>\$39,484</u>	TOTAL -	\$35,378

3. *SHORE TRANSIT – STUDY TO INCREASE RIDERSHIP*

Objective: To evaluate current ridership information and any pertinent background materials necessary to prepare a report containing strategies that will be implemented by Shore Transit in an effort to increase ridership.

Previous Work: During the past year, the MPO has conducted several transportation related studies to assist Shore

Transit. Recently, the Shore Transit Traffic Impact Study was completed. The purpose of this Study was to assist in determining the impact(s) to the road network based on an upcoming relocation of the Shore Transit operations to a facility at the intersection of U.S. Route 50 Westbound and Walston Switch Road. As a result of the upcoming relocation, the MPO funded a Routing Analysis for the Shore Transit operation. This study is expected to be completed by Summer of 2011.

Methodology: The exact scope of work will be prepared when a Request For Proposals is developed.

End Product: The report for this task will include:

- Evaluates and analyzes existing ridership data and survey information;
- Strategies to increase ridership; and
- Background information related to the efforts being employed by various transit agencies to increase ridership, as well as a feasibility index of applicability to Shore Transit's operations.

Staffing: Jointly by MPO, MDOT, and the consultants.

Funding: Funding for this task totals \$23,500 as listed below by source:

FHWA -	\$13,480
FTA -	5,320
MDOT -	2,350
<u>Local -</u>	<u>2,350</u>
TOTAL -	\$23,500

~~4. ***SHORE TRANSIT STUDY TO DETERMINE COSTS ASSOCIATED WITH UPDATING EXISTING BUS SHELTERS TO MEET ADA REQUIREMENTS***~~

~~Objective: To prepare a report consisting of an evaluation of each existing bus shelter and the improvement(s) necessary to meet ADA requirements. Additionally, cost estimated of each shelter will be included as part of the report.~~

~~Previous Work: The MPO has funded several work program items~~

related to the operations of Shore Transit, which include the Traffic Impact Study, and a Routing Analysis.

Methodology: A consultant will be retained to conduct an ADA needs analysis for each individual bus shelter within the Tri County area (Wicomico, Worcester, and Somerset Counties).

End Product: A detailed report containing the results of the ADA analysis of each individual bus shelter within the Tri County region, as well as estimated pricing to meet ADA requirements.

Staffing: Jointly by MPO, MDOT, and the consultants.

Funding: Initiation, as well as completion of this task will be contingent upon final approved funds for the fiscal year. The estimated funding of this task totals \$8,500 as listed below by source:

FHWA	\$4,888
FTA	1,912
MDOT	850
Local	850
<u>TOTAL</u>	<u>\$8,500</u>

**SALISBURY/WICOMICO METROPOLITAN PLANNING ORGANIZATION
FY 2012
UNIFIED PLANNING WORK PROGRAM
REVISION #2**

Source of Funding by Task

	FHWA	FTA**	MDOT	LOCAL*	TOTAL
CORE PLANNING					
1. TIP	\$ 857	\$ 343	\$ 150	\$ 150	\$1,500
2. UPWP	1,432	568	250	250	2,500
3. Salisbury/Wicomico Area Long-Range Transportation Plan	863	337	150	150	1,500
4. Transportation Devel. Prog.	345	135	60	60	600
Subtotal Section A	\$3,497	\$1,383	\$610	\$610	6,100
MPO ADMINISTRATION	\$20,740	\$8,060	\$3,600	\$3,600	\$36,000
PUBLIC PARTICIPATION PROCESS	\$1,305 \$1,160	\$495 \$440	\$225 \$200	\$225 \$200	\$2,250 \$2,000
SPECIAL STUDIES					
1. GIS Enhancements	\$8,643	\$3,357	\$1,500	\$1,500	\$15,000
2. Pedestrian & Cyclist Safety and Connectivity Study (U.S. Route 50 Business from Ward St. to Civic Ave. Beaglin Park Drive)	\$22,901 \$20,519	\$8,687 \$7,783	\$3,948 \$3,538	\$3,948 \$3,538	\$39,484 \$35,378
3. Shore Transit – Study to increase ridership	\$13,480	\$5,320	\$2,350	\$2,350	\$23,500
4. Shore Transit – Study to evaluate costs to upgrade existing bus shelter to meet ADA requirements (Tri-County)	\$4,888	\$1,912	\$850	\$850	\$8,500
Subtotal Section D	\$45,024	\$17,364	\$7,798	\$7,798	\$77,984
Subtotal Section D	\$47,530	\$18,372	\$8,238	\$8,238	\$82,378
TOTAL	\$70,566	\$27,302	\$12,233	\$12,233	\$122,334
TOTAL	\$72,927	\$28,255	\$12,648	\$12,648	\$126,478

*In Kind Services for Salisbury/Wicomico MPO.

**All FTA funds are Section 5303.