



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
<http://www.doverkentmpo.org>

(302) 387-6030 FAX: (302) 387-6032

**Dover/Kent MPO
Data and Demographics Sub-committee
Kent County Administrative Complex
555 Bay Road / Dover, DE
Room 220**

Minutes of Thursday, May 19, 2011

Members and Advisors attending:

Mary Ellen Gray, Kent County, CHAIR
Janelle Cornwell, City of Dover

David Edgell, Office of State Plng Coordination
Michael DuRoss, DelDOT, Advisor

Members and Advisors not attending:

Sam Callender/Don Tinari, Town of Cheswold
Gary Norris, City of Milford
Dan Blevins, WILMAPCO, Advisor

Dave Hugg, Janet Vinc, Town of Smyrna
City of Harrington

MPO Staff attending

James Galvin
Catherine Samardza

Ben Johnson

1. Introductions

2. Approval of Agenda

MOTION By Mr. Edgell to approve the agenda. Seconded by Ms. Cornwell. Motion carried.

3. Approval of Minutes of 4-21-2011

MOTION By Mr. Edgell to approve the minutes of 4-21-2011. Seconded by Ms. Cornwell.
Motion carried.

4. Sub-committee Organization Alternatives discussion

- a. Membership**
- b. Quorum**
- c. Others**

Mr. Galvin reviewed the history of the committee as a subcommittee of the TAC. As an official body of the MPO, the committee must establish operating rules and a quorum.

The committee discussed the invited membership of the committee:

Kent County
Office of State Planning Coordination
City of Dover



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
<http://www.doverkentmpo.org>

(302) 387-6030 FAX: (302) 387-6032

City of Milford
Town of Cheswold
Town of Smyrna
Town of Harrington

In addition, two advisors were invited; Mr. DuRoss from DelDOT and Mr. Blevins from WILMAPCO.

It was noted that Cheswold had sent a volunteer representative to the first meetings, but due to town issues was now unable to send anyone. Gary Norris of Milford did provide Mr. Galvin with information when contacted. Consensus was that although four of the invited municipalities do not attend, the towns/cities should stay on the committee as members. The D&D Committee members also recommended a quorum of three. Based on the members that do attend meetings, the State, Kent County and Dover, balanced representation could be met with three attendees. In addition, staff was asked to take extra effort to reach out to the non-attending members.

Mr. Galvin said that he would take this information through the approval process with the committees and council.

Further discussion noted that it was important to have a record of the changes made, and how those decisions were reached. Mr. Edgell added that it was a process of vigorous discussion, and new information could be added to the process. Mr. Galvin agreed, saying that there would be a period for submission of new information in October of every year.

1. ACTION ITEM - Population distribution: Implementation of the Milford Corrections

Mr. Galvin reported that he contacted Mr. Norris in Milford and incorporated his comments into the map and spreadsheet that was distributed to the committee for this meeting. Mr. Norris thought the numbers were good, but moved them around a little. The Sussex County portion of Milford has no control numbers, so adjusting that area is not as tightly determined as in Kent County.

Mr. Edgell noted that there is no MPO going through this same process for Sussex County and he asked Mr. DuRoss to take that into consideration when he models Milford. Mr. DuRoss said that he would. He also said that Mr. Blevins updated the entire state in July 2010 when he worked on the WILMAPCO plan. Those numbers update Kent County and part of Sussex. He felt that further questions on Sussex were best left for the "next level up" of decision makers, such as Bobbie Geier or Mike Strange at DelDOT. Mr. DuRoss also reported that when this was last done in 2003 in Sussex, it did not go well because elected officials and administrators were involved with technical data. Ms. Gray commented that this was a technical matter and not policy. Mr. Edgell reported that OSPC is trying to get all three counties on the same schedule, particularly for use in school projections. He also felt the work being done by the committee was good and should play into Sussex County's control totals. Mr. DuRoss assured him that it would.

Further discussion concerning Sussex County concerned the fact that the Population Consortium works with year-round totals, but 80-90% of the population is seasonal. (The population of Sussex County according to the 2010 Census was 197,145 persons. DelDOT projections forecast a nearly 50% increase with seasonal residents. Communities such as Rehoboth Beach may experience a nine-fold increase in



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
<http://www.doverkentmpo.org>

(302) 387-6030 FAX: (302) 387-6032

population, but not the county as a whole. JG) The seasonal numbers are used for transportation planning, annual for conformity. It was also thought that a stronger input process was needed for Sussex County. Mr. Galvin said he would send a copy of the committee's work product to Bruce Allen at DelDOT.

Mr. Galvin also said that if everyone was satisfied with the household and population projections, the employment projections could be worked on at the next meeting. The population projections would move through the adoption/approval process beginning with the TAC on June 8, 2011 and ending with the Council on July 6, 2011. Mr. DuRoss said that getting the approved projections to him in July would work well with his schedule.

There was some review of the numbers for Ms. Gray, who missed the April meeting. It was noted that while the projected number of households increased, the household size decreases, leaving the population totals relatively the same.

MOTION By Ms.Cornwell to present the projections to the TAC and recommend forwarding them to the Council for approval. Seconded by Mr. Edgell. Motion carried.

2. Employment Projections: First Attempt

Mr. Johnson reported that he found a file containing 2005 data and 2007 projections. He said the employment information was not clear. There were four categories: manufacturing, industrial, commercial and state. Transportation jobs seemed to be listed as industrial. Mr. DuRoss said that those are not the categories used in the model; the model uses 10 categories. He also said that in July 2010 Mr. Blevins incorporated the October 2009 Consortium control totals for jobs and allocated them to jobs in all three counties. Mr. DuRoss further explained that the four categories of jobs were based on SIC codes. The categories are now based on job activity rather than employment function. He recommended the committee use Mr. Blevins work as a starting point. Mr. Galvin noted that Mr. Blevins had performed a rigorous scrutiny of the New Castle County numbers, and Kent County should do the same kind of analysis. Mr.DuRoss said that in some ways this was easier than population projections, because employment centers tend to be concentrated rather than all over the county.

There was a discussion of various projects in the MPO area that would provide jobs. Mr. Galvin asked that if anyone heard of additional projects, they contact him before the next meeting. Mr. Edgell asked if Mr. Galvin would be sending out a first draft, and Mr. Galvin said yes.

Mr. Johnson said that the DPC control totals are a rolling five year total of people in the work force; this was tricky, because restaurants close, medical sites open and WalMart moves. There is no way to tell from a rolling total which year changes the totals. There was discussion concerning certain projects in Dover that had been expected to bring in jobs that then sat idle or were converted to a different kind of project – i.e., chip plant to solar farm. Mr. Galvin reported that Mr. Norris informed him that if the medical campus planned in Milford is actually built, he expects it will be 10 years before the jobs are in place. Mr. Galvin said he would start the process with the state-wide numbers developed by Mr. Blevins.



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
<http://www.doverkentmpo.org>

(302) 387-6030 FAX: (302) 387-6032

3. TAZ/TAD Delineation: First Attempt

(See minutes of 4/21/11 for full explanation of this project)

Mr. Galvin reported that he loaded in the Mapinfo based software and then imported the ESRI TAZ files. Next he will take the TAZ files and add them to make up the Census TAD files. Ms. Gray had several questions concerning this project as she missed the 4/21/11 meeting.

After recapping the details of the project, there was discussion concerning the margin of error in the process. Mr. DuRoss said that he did not plan on using the ACS because of this margin of error. DelDOT does its own survey. He also noted that people no longer want to give out this type of information. Surveys used to get responses from one out of four contacts; it is now about one in ten.

4. Questions/Comments - NONE

5. Next Steps/Next Meeting

The next meeting will be held on June 23 @ 10 AM. Ms. Gray said that she would reserve Room 220 for the meeting. Mr. Johnson said that he would be unable to attend that meeting. It was noted that the three phases of the project were describing the Process, Input, and Community Input.

6. Adjourn

The meeting was adjourned informally.