



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 County MPO Data and Demographics Sub-committee

Minutes of Thursday, June 23, 2011

Members attending:

Mary Ellen Gray, Kent County, CHAIR
David Edgell, Office of State Planning Coordination
Janelle Cornwell, City of Dover
Don Tinari, Town of Cheswold

Advisors attending:

Mike DuRoss, DelDOT

Members not attending:

Dave Hugg, Janet Vinc, Town of Smyrna
Gary Norris, City of Milford
City of Harrington

Non-members/Staff attending:

James Galvin, MPO Staff
Catherine Samardza, MPO Staff

Arthur Wicks, MPO Intern
Michael Tholstrup, MPO Intern

1. Introductions

2. Approval of Agenda

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

3. Approval of Minutes of 5-19-2011

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

4. Quorum recommendation of the TAC

Mr. Galvin reported that the TAC did not agree to the quorum of 3 recommended by the Subcommittee. They felt that it did not provide any incentive for members to attend. They recommended a quorum of four. After some discussion the Subcommittee members understood the TAC's reasoning, but felt that their initial recommendation was well-considered and should stand. Mr. Galvin said that he would present both options to Council in July.

5. Population distribution: Status of Action

Mr. Galvin reported that both the TAC and PAC recommended that Council adopt the population distribution figures. This item is will be on the Council agenda for July 6, 2011.



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6. ***ACTION ITEM*** - Employment Projections: Review of proposed projections

Mr. Galvin reported that Mr. Johnson (MPO Staff) took Mr. Blevins' (WILMAPCO Staff) statewide distribution of employment figures as a starting point. He then corrected areas with what is known to exist or what made sense. He then adjusted the totals and compared them to the control totals. Mr. Galvin asked the members to review this information and comment; comments would go back to Mr. Johnson for incorporation into the maps.

There was discussion concerning Mr. Ratledge's information and whether or not it was broken down into the ten employment categories used by Mr. DuRoss at DelDOT. Mr. DuRoss said it was, and added that Mr. Ratledge has point file information concerning employment and can get very detailed. The members briefly discussed the 10 categories.

At one point, the group's analysis functioned as pairs. Mr. Edgell and Ms. Cornwell reviewed the TAZ information; Mr. DuRoss and Mayor Tinari reviewed the figure tables; and Ms. Gray and Mr. Galvin were correlating information from the table into the map.

It was agreed that a map of the TAZ with the employment figures on it was necessary. The Subcommittee would then have the same kind of table exercise used in the household and population process. Mr. Galvin asked if an aerial photograph would be useful; all agreed that it would. Mr. Edgell asked if, for traffic modeling purposes, the side of the street where something was located would matter. Mr. DuRoss said that generally, the more accurate the better and would improve everyone's comfort level with the numbers.

There was discussion concerning building on previous information rather than starting from scratch every year. It was noted that this subcommittee was the MPO's first in depth look at Kent County information. Mr. Edgell felt it was important to get Milford and Smyrna representatives involved, even if staff had to go to them. Mr. Galvin agreed that going to them is probably what it would take. Mr. DuRoss said that with this effort, the MPO would not be starting from scratch every time in the future. The final product could be taken and adapted to new control totals in half hour or so. Mr. Edgell said it would be helpful to work with representatives from towns so they can say what is in the town (i.e., employment centers).

Mr. Galvin said that the MPO would create a map with the gross total number by TAZ, then distribute the numbers. He asked if putting the aerial photo up on screen and superimposing the TAZ map over it would help; the consensus was no, it would be too "noisy." Mr. DuRoss noted that employment numbers are harder to forecast, it doesn't work like population figures. He suggested doing what makes sense based on what is there and what could happen, and then asking "is it reasonable?"

There was further discussion concerning employment centers and how to find or determine employment numbers. There was further mention of Mr. Ratledge's point file, but it was not certain that the subcommittee would be able to access that information freely. Mr. DuRoss added that Mr. Ratledge has told him it is harder to get this kind of information due to security concerns. Ms. Gray asked where Mr. Ratledge is able to get information; Mr. DuRoss said he gets it from state, federal and insurance reporting, and the US Depts. of Labor and Commerce.



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Mr. Edgell stated that the subcommittee could take the information available and develop the best numbers possible now, and over time hope to get them more accurate.

7. TAZ/TAD Delineation: Status and Process

Mr. Galvin distributed copies of the TAZ/TAD delineation as defined by new Census requirements for the American Community Survey. The new Census TAZ's followed the traffic model TAZ's wherever possible. Some TAZ's did not meet the minimum population/employee numbers and were combined with adjacent TAZ's. Some were so large that they could be split. The naming protocol allowed identification of model TAZ's in the Census TAZ's. He explained that it was necessary to nest the census TAZs into the TADs and reach the 20,000 person minimum. He used the 2008 TAZ model map and the census TAZ map. He explained how they were combined and how it was noted on the map.

There was discussion concerning the fact that the City of Dover was split in two sections; Ms. Cornwell noted that Dover gets ACS information anyway, so splitting the population of 35,000 did not affect Dover. There was further discussion on splitting smaller municipalities: Mr. Edgell really felt that smaller municipalities should be included in an area in their entirety. He believed that it would make the ACS information more useful on both a state and local level. The group discussed several changes to the TAZ/TAD borders. Mr. Galvin said he would make these changes and e-mail them to the subcommittee members before submission to the Census Bureau. The members agreed that using the 20,000 minimum for all TADs would make it easier to compare the information obtained by ACS.

There was also discussion concerning the ACS, the minimum populations needed for various surveys, and the percentage of error.

8. Questions/Comments

Mr. DuRoss asked if the employment numbers would go to Council for adoption in September; Mr. Galvin said yes. Mr. DuRoss agreed that would be acceptable for DelDOT's modeling needs.

9. Next Steps/Next Meeting

The committee agreed that the next meeting would be only for the employment data and would comprise a map exercise to determine placement of employment centers. They also agreed that the meeting should be on Thursday, July 14th. The computer and screen and an additional laptop for calculating figures would be required.

10. Adjourn

MOTION By Mr. Edgell to adjourn the meeting. Seconded by Ms. Cornwell.