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**October Progress Report
Fiscal Year 2021
Unified Planning Work Program**

21-01 Work Program Administration

Staff worked on the September monthly invoices as they were sent to DelDOT within 5 working days. DelDOT responded to one within 15 days of receipt. Staff continued processing multiple invoices for billing and tracking purposes; submitted payroll documents; and bi-weekly time reports. All time sheets and summaries were reviewed and incorporated into the monthly MPO summary. Staff continues to comply with Governor Carney's Emergency action on Covid-19, by working remotely with daily electronic mail message contacts and weekly virtual staff meetings. Critical payroll and vendor payment continues as well as limited staff manning of the D/KC MPO office. Staff reviewed 21 applications for the Executive Director position of which 4 were found qualified for interviews but 1 of the 4 dropped out of competition. A 6 member interview panel conducted 3 interviews and the results will be briefed to the MPO Council on November 12, 2020.

21-01.02 Support Council and Committees

Staff conducted the October 8th PAC and October 13th TAC meetings. Staff prepared for the November 12th MPO Council meeting.

21-01.03 (Continue 3 C Process) Staff continued to contact DelDOT several times regarding close out reporting for the end of FY20 UPWP Budget and the transportation study fund roll over to keep contracts moving. Staff also coordinated with OSPC, DelDOT, DNREC, City of Dover, and WILMAPCO on interview panel.

21-02 Unified Planning Work Program

Staff continued working with DelDOT and closed out the FY20 UPWP and track tasks for FY21 UPWP.

21-03 Public Outreach Process

Staff continued working videos for the 2021 MTP Innovation 2045 MTP chapters. Staff monitored and updated all social media outlets and websites as well as updating our MPO Forum Site. Staff completed the October Journeys Newsletter.

21-04.01 Develop the 2021 TIP- Staff continued to track the projects on the FY2020-2023 TIP to align projects with DelDOT's FY2020-2024 CTP.

21-05.01 Operate and maintain GIS –Staff continues to emphasize the MTP maps and enhance the interactive mapping system developed for the MTP public workshop.

21-07 Metropolitan Transportation Plan- Staff collected comments from the MTP 30 day public comment period which ended on October 24th. Staff is reviewing the comments for appropriate responses.

21-08.05.a.1 Bicycle/Pedestrian Feasibility Studies

Staff continued monitoring the City of Dover Bike and Pedestrian Plan Update with the consultant (WRA) as comments were received.

21-08.05.f.1 – Freight Planning

Work continued on the Dover Freight Management/Air Cargo Ramp Study.

21-08.05.f.2 – Freight Planning

Work continued on the Harrington Intermodal Freight Terminal Feasibility Study.

21-08.05.f.3 – Freight Planning

Work continued on the East/West Freight Route Feasibility Study.

21-08.05.h.1 – Miscellaneous Transportation Studies.

There were no additional miscellaneous transportation studies worked in the month of October.

**Dover Kent County MPO
October 2020 FY 21
Expenses / Allocations**

Project	Record of Expenditures					80% Federal Funds			20% State	TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	21 FHWA 65%	21 FTA 15%	TOTAL FEDERAL	Fed/State Funds		
1-01 Administration	8,782.32	1,007.19	6,140.65	15,930.16	10,354.61	2,389.52	12,744.13	3,186.03	15,930.16	
1-02 UPWP	11.11	35.77	0.00	46.88	30.47	7.03	37.50	9.38	46.88	
1-03 Public Outreach	3,726.66	689.63	0.00	4,416.29	2,870.59	662.44	3,533.03	883.26	4,416.29	
1-04 TIP	123.03	50.19	0.00	173.22	112.59	25.99	138.58	34.64	173.22	
1-05 Data Management	2,984.53	372.09	0.00	3,356.62	2,181.80	503.50	2,685.30	671.32	3,356.62	
1-06 Training	820.20	172.44	0.00	992.64	645.22	148.90	794.12	198.52	992.64	
1-07 Update MTP	1,644.87	201.62	515.00	2,361.49	1,534.97	354.22	1,889.19	472.30	2,361.49	
1-08 Transp Studies	423.77	661.26	0.00	1,085.03	705.27	162.75	868.02	217.01	1,085.03	
1-08.05 Other Plan Studies	587.81	73.78	0.00	661.59	430.03	99.24	529.27	132.32	661.59	
Total FY 21 Monthly Exps	19,104.30	3,263.97	6,655.65	29,023.92	18,865.55	4,353.59	23,219.14	5,804.78	29,023.92	

Non-Personnel Exps:

Accounting	993.95
Bank Fees	0.00
Cleaning Service	100.00
Computers	317.94
Computer Hardware	0.00
Computer Software	0.00
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	58.87
Dues	494.00
Educational Assistance	0.00
Electric Service	200.00
Equipment Lease - Copier	0.00
Equipment Lease - Postage	0.00
Insurance - Liability	0.00
Insurance - WC	1,204.00
Internet Access	233.89
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	0.00
Office Supplies - General	0.00
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Eng Consultants	0.00
Postage	118.00
Printing - In house	0.00
Public Outreach	895.00
Registered Agent	0.00
Rent	1,860.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	0.00
Teleconferences	0.00
Telephone	180.00
	0.00
	0.00

Non-Personnel Exps: 6,655.65
Personnel Expenses: 22,368.27
TOTAL EXPENSES: 29,023.92

Personnel Expenses:

Salaries	19,104.30
457 Contributions	428.68
Insurance Deductible	0.00
Dental	81.46
Vision	11.80
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	1,021.85
Ins - (Disability, Life Etc)	258.72
Medicare Tax	277.00
Social Security Tax	1,184.46
Educational Assistance	0.00
Personnel Expenses:	22,368.27

DOVER/KENT COUNTY MPO
FY 2021 INVOICE SUMMARY

\$662,635.46

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$30,315.96	\$632,319.50	95.4%
August	\$30,223.37	\$602,096.13	90.9%
September	\$49,933.97	\$552,162.16	83.3%
October	\$29,023.92	\$523,138.24	78.9%
November		\$523,138.24	78.9%
December		\$523,138.24	78.9%
January		\$523,138.24	78.9%
February		\$523,138.24	78.9%
March		\$523,138.24	78.9%
April		\$523,138.24	78.9%
May		\$523,138.24	78.9%
June A		\$523,138.24	78.9%
June B			

NOTE: This is the total funds available as of Jan 2020; it does not include the FY20 Transportation Studies monies (\$276,909.01) that were approved for rollover in July 2020, pending final approval/obligation by FHWA and DeIDOT.