



POB 383 / Dover, DE 19903 / <http://www.doverkentmpo.org> / (302) 387-6030 FAX: (302) 387-6032

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

21-01.01 Work Program Administration

Submitted the April monthly invoice to DelDOT within five working days. Continue to process invoices for billing and tracking purposes; submitted payroll documents; and bi-weekly time reports. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Continue to work on file sorting, cleaning and archiving. Working to update internal forms and processes. Working to discontinue outdated, redundant and expensive processes. Received proposals for outside auditing services. Some staff continue to work remotely, but most are working in the office on a regular basis.

21-01.02 Support Council and Committees

Prepared for and participated in Council meeting. Prepared PAC and TAC meeting agendas and materials. Executive Director met with Council chairman.

21-01.03 Continue the 3C Planning Process

Executive Director joined KEP Executive Director and Harrington officials for a windshield tour of current study project area. Various conversations and follow-up with MPO partners.

21-01.04 Program Support and Administration

Prepared purchase orders and coordinated check processing, reviewed timesheets and work reports. Staff continues to work on internal policies and procedures for various finance and HR functions. Completed the recruitment process and selected an intern. Regular staff meetings are being held. Staff evaluations are being conducted. Retirement plan review with staff. Continued work on new chart of account for FY22. HRCI webinar.

21-02.01 Prepare FY22 UPWP

Draft FY22 UPWP, operating budget and narrative were presented to and approved by Council. Document was forwarded to state and federal partners.

21-03 Public Outreach

Updated website and social media. Updated Council materials. Continued implementation of strategic media campaign for MAPITT app. Participated in AMPO meetings. Participating in Social Justice Training series. Prepared monthly newsletter. Working on parklet pilot project. Prepared piece for CDC. Worked on a new MPO video presentation.

21-05 Operate and maintain GIS

Ongoing research, development, support, updates and response for MAPITT app. Review and update Story Maps. Creating and research for creating printable layouts in ARCGIS PRO. Food desert mapping project. Updating Kent County maps. Ongoing monitoring of 2020 Census data.

21-06.01 Planner Training

Participated in APA and AMPO meetings and forums. WILMAPCO AQ subcommittee meeting. DNREC, DelDOT and DCQI meetings.

21-08.01 Technical Assistance to MPO Members

Administrative modifications received from DelDOT. Ongoing conversation and correspondence regarding current projects.

21-08.05 Other Planning Studies

Ongoing conversation and correspondence regarding current project status and potential projects.

21-08.05.a. Bicycle/Pedestrian Feasibility Studies

Final draft of the City of Dover Bike and Pedestrian Plan Update presented to Council.

21-08.05.c Transportation Corridor Studies

Ongoing conversation and correspondence with consultant regarding Banning/Clarence Street project. Ongoing conversation and correspondence with consultant regarding proposed Saulsbury/McKee Corridor study.



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21-08.05.d Transportation Improvement District Studies

Conversation and correspondence with consultant and partners regarding Cheswold TID.

21-08.05.e Transit Study

Conversation and correspondence with consultant and partners regarding Air Cargo Access study.

21-08.05.f Freight Planning Studies

Ongoing conversation and correspondence with consultants regarding the Harrington Transload Facility study and the East/West Freight Route Feasibility study.

Dover Kent County MPO
May 2021 FY 21
Expenses / Allocations

Record of Expenditures					80% Federal Funds			20% State	TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	21 FHWA 65%	21 FTA 15%	TOTAL FEDERAL		Total Fed Funds
21-01 Administration	6,816.15	3,177.90	5,225.32	15,219.37	9,892.59	2,282.91	12,175.50	3,043.87	15,219.37
21-02 UPWP	456.67	195.21	11.36	663.24	431.11	99.48	530.59	132.65	663.24
21-03 Public Outreach	4,149.33	1,341.00	670.64	6,160.97	4,004.63	924.15	4,928.78	1,232.19	6,160.97
21-04 TIP	69.05	131.02	15.73	215.80	140.27	32.37	172.64	43.16	215.80
21-05 Data Management	2,994.19	602.95	0.00	3,597.14	2,338.14	539.57	2,877.71	719.43	3,597.14
21-06 Training	704.86	342.48	0.00	1,047.34	680.77	157.10	837.87	209.47	1,047.34
21-07 Update MTP	124.29	137.97	0.00	262.26	170.47	39.34	209.81	52.45	262.26
21-08 Transp Studies	949.48	2,348.41	0.00	3,297.89	2,143.63	494.68	2,638.31	659.58	3,297.89
21-08.05 Other Plan Studies	2,294.88	303.17	82,473.30	85,071.35	55,296.38	12,760.70	68,057.08	17,014.27	85,071.35
Total FY 21 Monthly Exps	18,558.90	8,580.11	88,396.35	115,535.36	75,097.99	17,330.30	92,428.29	23,107.07	115,535.36

Non-Personnel Exps:	
Accounting	1,225.55
Bank Fees	0.00
Cleaning Service	100.00
Computers	557.54
Computer Hardware	0.00
Computer Software	0.00
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	62.72
Dues	0.00
Educational Assistance	0.00
Electric Service	200.00
Equipment Lease - Copier	153.65
Equipment Lease - Postage	0.00
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	148.72
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	0.00
Office Supplies - General	700.50
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Eng Consultants	82,473.30
Postage	0.00
Printing - In house	63.73
Professional Serv-Generc	0.00
Public Outreach	0.00
Registered Agent/Corp Tax	0.00
Rent	1,860.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	670.64
Teleconferences	0.00
Telephone	180.00
	0.00
Non-Personnel Exps:	88,396.35
Personnel Expenses:	27,139.01
TOTAL EXPENSES:	115,535.36

Projects	Local Match Ext of 21-08.05a 10% match (4000.00)	State Match Reimbursement 20% (minus Local match)	Remaining Balance	Total Fed Funds & State & Local Match
Beginning Balance	400.00		66,236.55	
October 2020		4,001.79	62,234.76	
December 2020		10,677.18	51,557.58	
January 2021		9,187.62	42,369.96	
February 2021	400.00	9,730.91	32,639.05	
March 2021		11,375.84	21,263.21	
Apr-21		13,184.05	8,079.16	
May-21		8,079.16	0.00	15,219.37
21-01 Administration				663.24
21-02 UPWP				6,160.97
21-03 Public Outreach				215.80
21-04 TIP				3,597.14
21-05 Data Management				1,047.34
21-06 Training				262.26
21-07 Update MTP				3,297.89
21-08 Transp Studies				85,071.35
21-08.05 Other Plan Studies		0.00	0.00	115,535.36
Totals				

Personnel Expenses:

Salaries	18,558.90
457 Contributions	1,060.62
Insurance Deductible	0.00
Hiring & Moving Exps	0.00
Dental	165.96
Vision	40.05
Insurance L/T	151.48
Insurance S/T	151.02
Health Insurance	5,191.18
Ins - AFLAC	476.58
Voluntary AD&D	-2.06
Voluntary Ins - Life	-66.86
Medicare Tax	267.68
Social Security Tax	1,144.46
Educational Assistance	0.00
Personnel Expenses:	27,139.01

**DOVER/KENT COUNTY MPO
FY2021 INVOICE SUMMARY**

starting balance	\$662,635.46				amended balance
		<u>Rollover</u>	<u>Amount</u>	<u>% Budget</u>	
<u>Month</u>	<u>Invoice</u>	<u>Received*</u>	<u>Remaining</u>	<u>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	\$29,032.85		\$523,129.31	78.9%	
November	\$60,501.50		\$462,627.81	69.8%	
December	\$53,385.88		\$409,241.93	61.8%	
		\$276,909.01	\$686,150.94		\$939,544.47
January	\$45,938.08		\$640,212.86	68.1%	
February	\$50,654.53		\$589,558.33	62.7%	
March	\$56,879.18		\$532,679.15	56.7%	
April	\$65,920.30		\$466,758.85	49.7%	
May	\$115,535.36		\$351,223.49	37.4%	
June A			\$351,223.49	37.4%	
June B			\$351,223.49	37.4%	

*The FY21 starting amount of \$662,635.46 is the FY21 funds shown by DeIDOT as having been obligated to DKMPO. In July 2020, \$276,909.01 of FY20 transportation study funds were approved to be rolled over into the FY21 UPWP budget, for a new FY21 total of \$939,544.45. In January 2021, the MPO received documentation from DeIDOT that those funds were obligated. The amended FY1 total \$939,544.45 is reflected in this report.