



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

August Progress Report Fiscal Year 2022 Unified Planning Work Program

22-01.01 Manage/Maintain MPO Office

Submitted the July invoice to DeIDOT within five working days. Continue to process invoices for billing and tracking purposes; submitted payroll documents; created spreadsheet for tracking time reports. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Working to update internal forms and processes. Resolving issues with building maintenance and cleaning. Continue learning accounting fundamentals and developing QuickBooks processes.

22-01.02 Support Council and Committees

PAC meeting - prep, attend, follow-up. TAC meeting – prep, attend, follow-up. Council meeting prep. Working to fill PAC vacancies. Developed 2022 MPO Meeting Calendar.

22-01.04 Program Support and Administration

Prepared purchase orders and check processing, reviewed timesheets and work reports. Continued work on internal policies and procedures for various finance and HR functions. Bank reconciliation. Staff meeting. Working on year-end close, setting-up new fiscal year. Work with DeIDOT to facilitate transition i.e. Josh leaving. Working with auditors.

22-03 Public Outreach

Public Participation Plan update. Posts to website and all social media channels. Produced and distributed Newsletter. Updated mailing list. Attended Air Quality Committee. Spoke at Colonia Rotary. Met with Commuter Solutions. Prep for presentation and attend KEP Board meeting. Attended CenDel Foundation event. Working on MPO 101 presentation. Attended CDCC LCD event. Worked on Parklet How-to Guide. Prepped for Dover First Friday. Presentation at Viola Town council meeting. Working on mini-grant program guidance.

22-04 Develop 2022-2025 TIP

Coordination with DeIDOT for upcoming public meeting. Review of administrative modifications.

22-05 Operate and maintain GIS

Reviewing ARCGIS Collector through seminars focused on same. How it could be beneficial to both to WRA and MPO. Also going testing new Map View in ARCGIS Online recently out of Beta. Map of the Month. Review census data.

22-06.02 Air Quality Outreach

Participated in Wilmapco AQ/TAC meeting.

22-08.01 Provide Technical Assistance to MPO Members

Letter of support for Dover Bike Friendly Community application.

22-08.03 Delaware Population Consortium Projections

Respond to request from Office of State Planning.

22-08.05 Other Planning Studies

Review consultant invoices. Wrap-up with intern.

22-08.05.a.1 Bowers Beach Bike & Ped Improvements Study

Finalize consultant scope of work. Draft scope of work forwarded to Town for approval. Review field work completed by intern. Used Goggle maps to validate fire hydrant locations.

22-08.05.f.1 East-West Freight Route Feasibility Analysis

Progress status meeting with consultant.



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22-08.05.f.2 Rail Corridor Industrial Land Use

Finalize scope of work. Prepared draft list of properties along railroad, consists of land use acreage and general location.

22-08.05.f.4 Dover Air Cargo Facility Study

Work with consultant to finalize presentation slides.

22-08.05.f.5 Harrington Multimodal Freight Terminal Feasibility Study

Respond to media inquiries. Work with consultant to finalize presentation slides.

22-08.05.f.2 Rail Corridor Industrial Land Use Study

Developing scope of work. Project planning meeting with KEP. Updated rail line maps to include rail spurs. Began comparing building footprint with land areas.

**Dover Kent County MPO AUGUST 2022
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
22-01 Administration	\$9,773.93	\$3,488.44	\$2,407.82	\$15,670.19	\$10,185.62	\$2,350.53	\$12,536.15	\$3,134.04	\$15,670.19
22-02 UPWP		\$517.76	\$406.94	\$924.70	\$601.06	\$138.71	\$739.76	\$184.94	\$924.70
22-03 Public Outreach	\$4,003.35	\$1,466.90	\$3,212.21	\$8,682.46	\$5,643.60	\$1,302.37	\$6,945.97	\$1,736.49	\$8,682.46
22-04 TIP	\$75.34	\$299.40	\$274.66	\$649.40	\$422.11	\$97.41	\$519.52	\$129.88	\$649.40
22-05 Data Management	\$1,989.85	\$862.89	\$685.65	\$3,538.39	\$2,299.95	\$530.76	\$2,830.71	\$707.68	\$3,538.39
22-06 Training	\$75.34	\$345.16	\$376.66	\$797.16	\$518.15	\$119.57	\$637.73	\$159.43	\$797.16
22-07 Update MTP		\$517.77	\$403.49	\$921.26	\$598.82	\$138.19	\$737.01	\$184.25	\$921.26
22-08 Transp Studies	\$235.45	\$172.58	\$167.33	\$575.36	\$373.98	\$86.30	\$460.29	\$115.07	\$575.36
22-08.05 Other Plan Studies	\$3,256.93	\$2,243.50	\$26,286.92	\$31,787.35	\$20,661.78	\$4,768.10	\$25,429.88	\$6,357.47	\$31,787.35
Total FY 22 Monthly Exps	\$19,410.19	\$9,914.40	\$34,221.68	\$63,546.27	\$41,305.08	\$9,531.94	\$50,837.02	\$12,709.25	\$63,546.27

Non-Personnel Exps:

Accounting	
Auditing Services	\$1,087.50
Bank Fees	
Cleaning Service	\$175.00
Computer Hardware	
Computer Software	
Conferences, Meetings & Training	\$1,495.00
Dues	
Electric Service	\$400.00
Equip Lease - Copier	\$153.65
Equip Lease - Postage Machine	\$190.56
Exhibition Fees	
Insurance - Liability & WC	
Internet	\$250.04
IT Services	\$392.35
Mileage Reimbursement	\$108.87
MPO Committee Meetings	\$200.00
Office Supplies - Furniture	
Office Supplies - General	\$224.32
PAC Workshop	\$285.84
Plan/Eng Consultants	\$24,415.65
Postage	
Printing	
Professional Services - Generic	\$117.90
Public Outreach General	\$499.06
Public Workshops	\$40.04
Recruitment	\$151.48
Registered Agent/Corp Tax	\$151.02
Rent	\$3,720.00
Subscriptions	\$145.94
Telephone	\$360.00
Travel	

Projects	Local Match Ext of 22-08.05f2 10% match	State Match Reimbursement 20% (minus Local)	Remaining Balance	Total Local and State Match Reimbursement
Beginning Balance			\$38,533.17	
June 2021			\$27,095.92	
July 2021		\$(18,678.63)	\$8,417.29	
August 2021	\$3,900.00	\$(8,417.29)	\$-	\$12,317.29
22-01 Administration				\$3,134.04
22-02 UPWP				\$184.94
22-03 Public Outreach				\$1,736.49
22-04 TIP				\$129.88
22-05 Data Management				\$707.68
22-06 Training				\$159.43
22-07 Update MTP				\$184.25
22-08 Transp Studies				\$115.07
22-08.05 Other Plan Studies				\$6,357.47
State Match Total				\$12,709.25
Less Reimbursement				\$12,317.29
				\$391.96

Personnel Expenses:

Salaries	\$19,410.19
457 Contributions	\$2,227.89
Insurance Deductible	
Hiring & Moving Exps	
Basic Life	\$369.60
Dental	\$165.96
Vision	\$40.04
Insurance L/T	\$151.48
Insurance S/T	\$151.02
Health Insurance	\$5,099.66
Ins - AFLAC	\$133.86
Voluntary AD&D	-\$2.06
Voluntary Ins - Life	\$6.25
Medicare Tax	\$297.70
Social Security Tax	\$1,273.00
Educational Assistance	
Personnel Expenses:	\$29,324.59

Non-Personnel Exps:	\$34,221.68
Personnel Expenses:	\$29,324.59
TOTAL EXPENSES:	\$63,546.27

**DOVER/KENT COUNTY MPO
FY2022 INVOICE SUMMARY**

starting
balance \$844,844.68

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$57,610.99	\$787,233.69	93.2%
August	\$63,546.27	\$723,687.42	85.7%
September			
October			
November			
December			
January			
February			
March			
April			
May			
June A			
June B			

*The FY22 starting amount of \$844,844.68 is the FY22 funds shown by DelDOT as having been obligated to DKMPO.