

**DOVER/KENT COUNTY MPO  
FY2023 INVOICE SUMMARY**

starting  
balance      \$1,142,060.00

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$33,367.21	\$1,108,692.79	97.1%
August	\$63,083.53	\$1,045,609.26	91.6%
September	\$44,480.61	\$1,001,128.65	87.7%
October	\$38,067.54	\$963,061.11	84.3%
November	\$55,876.44	\$907,184.67	79.4%
December	\$55,511.52	\$851,673.15	74.6%
January	\$107,503.95	\$744,169.20	65.2%
February	\$125,703.54	\$618,465.66	54.2%
March	\$81,637.33	\$536,828.33	47.0%
April		\$536,828.33	47.0%
May		\$536,828.33	47.0%
June A		\$536,828.33	47.0%
June B		\$536,828.33	47.0%

\*The FY23 starting amount of \$1,142,060.00 is the FY23 funds shown by DelDOT as having been obligated to DKMPO.

**Dover Kent County MPO FY23 March 2023  
Expenses / Allocations**

Record of Expenditures	80% Federal Funds				20% State Match			TOTAL			
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
23-01 Program Support & Administration	\$ 5,940.52	\$ 2,511.35	\$ 853.74	\$ 9,305.61	\$ 6,048.65	\$ 1,395.84	\$ 7,444.49	\$ 1,512.16	\$ 348.96	\$ 1,861.12	\$ 9,305.61
23-02 UPWP	\$ 2,837.86	\$ 312.49	\$ 322.48	\$ 3,472.83	\$ 2,257.34	\$ 520.92	\$ 2,778.26	\$ 564.33	\$ 130.23	\$ 694.57	\$ 3,472.83
23-03 Public Outreach & Education	\$ 4,375.55	\$ 1,093.80	\$ 1,148.99	\$ 6,618.34	\$ 4,301.92	\$ 992.75	\$ 5,294.67	\$ 1,075.48	\$ 248.19	\$ 1,323.67	\$ 6,618.34
23-04 TIP	\$ 113.17	\$ 234.39	\$ 241.86	\$ 589.42	\$ 383.12	\$ 88.41	\$ 471.54	\$ 95.78	\$ 22.10	\$ 117.88	\$ 589.42
23-05 Data Collection, Management & Distribution	\$ 392.99	\$ 781.28	\$ 806.23	\$ 1,980.50	\$ 1,287.33	\$ 297.08	\$ 1,584.40	\$ 321.83	\$ 74.27	\$ 396.10	\$ 1,980.50
23-06 Planning & Technical Analysis	\$ 22.85	\$ 234.39	\$ 241.86	\$ 499.10	\$ 324.42	\$ 74.87	\$ 399.28	\$ 81.10	\$ 18.72	\$ 99.82	\$ 499.10
23-07 Air Quality Analysis, Coord., & Outreach	\$ 156.07	\$ 234.39	\$ 241.86	\$ 632.32	\$ 411.01	\$ 94.85	\$ 505.86	\$ 102.75	\$ 23.71	\$ 126.46	\$ 632.32
23-08 Amend MTP	\$ 81.78	\$ 234.39	\$ 241.86	\$ 558.03	\$ 362.72	\$ 83.70	\$ 446.42	\$ 90.68	\$ 20.93	\$ 111.61	\$ 558.03
23-09 3C Planning Process, Reg. Project Implemt.	\$ 1,215.28	\$ 546.90	\$ 564.36	\$ 2,326.54	\$ 1,512.25	\$ 348.98	\$ 1,861.23	\$ 378.06	\$ 87.25	\$ 465.31	\$ 2,326.54
23-10 Transportation Planning Studies & Projects	\$ 8,927.50	\$ 2,890.78	\$ 14,374.17	\$ 26,192.45	\$ 17,025.09	\$ 3,928.87	\$ 20,953.96	\$ 4,256.27	\$ 982.22	\$ 5,238.49	\$ 26,192.45
23-11 Continuing Projects	\$ 1,687.02	\$ 546.90	\$ 27,228.27	\$ 29,462.19	\$ 19,150.42	\$ 4,419.33	\$ 23,569.75	\$ 4,787.61	\$ 1,104.83	\$ 5,892.44	\$ 29,462.19
<b>Total FY 22 Monthly Exps</b>	<b>\$ 25,750.59</b>	<b>\$ 9,621.06</b>	<b>\$ 46,265.68</b>	<b>\$ 81,637.33</b>	<b>\$ 53,064.26</b>	<b>\$ 12,245.60</b>	<b>\$ 65,309.86</b>	<b>\$ 13,266.07</b>	<b>\$ 3,061.40</b>	<b>\$ 16,327.47</b>	<b>\$ 81,637.33</b>

\$ 81,637.33
\$ 65,309.86
\$ 16,327.47
\$ 81,637.33

	Local Match (when applicable)		20% State Match			
	FHWA 81.25	FTA 18.75	FHWA 16.25 %		FTA 3.75%	
	Subtract from State match	Subtract from State Match		Remaining Balance		Remaining Balance
<b>Beginning Balance</b>				\$ 93,676.77		\$ 21,277.83
July 2022				\$ 93,676.77		\$ 21,277.83
August 2022			\$ 10,251.07	\$ 83,425.70	\$ 2,365.63	\$ 18,912.20
September 2022			\$ 7,228.10	\$ 76,197.60	\$ 1,668.02	\$ 17,244.18
October 2022			\$ 6,185.98	\$ 70,011.62	\$ 1,427.53	\$ 15,816.65
November 2022			\$ 9,079.92	\$ 60,931.70	\$ 2,095.37	\$ 13,721.28
December 2022			\$ 8,945.44	\$ 51,986.26	\$ 2,064.34	\$ 11,656.94
January 2023			\$ 17,469.39	\$ 34,516.87	\$ 4,031.40	\$ 7,625.54
February 2023 KEP	\$ 3,656.25	\$ 843.75				
February 2023 Milford	\$ 10,548.24	\$ 2,434.21				
February 2023 20% State Match	\$ 6,222.34	\$ 1,435.92	<b>NOT Using Prepay</b>		<b>NOT Using Prepay</b>	
March 2023			\$ 13,266.07	\$ 21,250.80	\$ 3,061.40	\$ 4,564.14
April 2023						
May 2023						
June 2023 (A)						
June 2023 (B)						

**Total 20% State Match to Federal Funds**

Projects						
22-01 Administration			\$ 1,512.16		\$ 348.96	\$ 1,861.12
22-02 UPWP			\$ 564.33		\$ 130.23	\$ 694.57
22-03 Public Outreach			\$ 1,075.48		\$ 248.19	\$ 1,323.67
22-04 TIP			\$ 95.78		\$ 22.10	\$ 117.88
22-05 Data Management			\$ 321.83		\$ 74.27	\$ 396.10
22-06 Planning & Technical Analysis			\$ 81.10		\$ 18.72	\$ 99.82
22-07 Air Quality			\$ 102.75		\$ 23.71	\$ 126.46
22-08 Amend MTP			\$ 90.68		\$ 20.93	\$ 111.61
23-09 3 C Planning Process			\$ 378.06		\$ 87.25	\$ 465.31
23-10 Transportation Planning Projects			\$ 4,256.27		\$ 982.22	\$ 5,238.49
23-11 Continuing Projects			\$ 4,787.61		\$ 1,104.83	\$ 5,892.44
<b>Totals</b>			\$ 13,266.07		\$ 974.35	\$ 16,327.47

<b>Non-Personnel Exps:</b>	
Auditing Services	
Auditing Services	
Bank Fees	
Cleaning Service	\$ 140.00
Computer - Hardware	\$ 3,646.44
Computer - Software	\$ 157.94
Conf., Meetings & Training	\$ 275.00
Mileage Reimbursement	
Dues	
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ 65.82
Exhibition Fees	
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 178.35
IT Services	\$ 667.35
Materials and Advertising	\$ 20.29
MPO Committee Meetings	
Office Supplies - General	\$ 456.59
Office Supplies - Furniture	
PAC Workshop	
Plan/Eng Consultants	\$ 37,484.41
Postage	\$ 570.60
Printing	\$ 81.08
Prof. Services - Generic	\$ 128.16
Public Outreach General	
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	
Telephone	\$ 180.00
Travel	
<b>Non-Personnel Exps:</b>	<b>\$ 46,265.68</b>
<b>Personnel Expenses:</b>	<b>\$ 35,371.65</b>
<b>Personnel Expenses:</b>	<b>\$ 35,371.65</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 81,637.33</b>



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## March Progress Report Fiscal Year 2023 Unified Planning Work Program

### **23-01.01**

#### **General Administration**

Office cleaning, Correspondence, Snail mail, Desk reading, Post office, Email, News you can use, Filing, New Computer ordered for GIS Planner, Research Acrobat Digital workflow, Research Upgrade to Smart Search, Working on Accounting policy

### **23-01.02**

#### **Financial Administration**

Checks and POs, Review initial audit reports, Correspondence with Shore United Bank, bank deposit, Purchase Orders, QuickBooks, Audit questions to Auditor, Payroll through ADP, Mission Square ACH setup.

### **23-01.03**

#### **Personnel Administration**

Timesheets and work summary, recording, scanning, filing. FMLA webinar, Caregiving Webinar, Guardian Update of payroll, Update meetings with Executive Director for planning and outreach

### **22.01.04**

#### **Support for Council and Committees**

MPO Council meeting prep and attendance, Recommendation letter for council member

### **23-01.05**

#### **Staff Training**

Staff meeting, UD Advanced Land Use Law training, DNREC CC-P networking event, IPA training on EV codes, Young Professionals Social.

### **23-02.01**

#### **Prepare FY24 UPWP**

Project consideration, development and prioritization, Budget and content development, Notes for Executive Director on UPWP24 Operating budget spreadsheet, Setup new spreadsheet for FY24, Project proposal meeting, Update of UPWP and project selections, UPWP proofreading and editing.

### **23-02.02**

#### **FY23 UPWP Implementation**

Consider budget modifications, Contract administration, EOM Spreadsheet update.

### **23-03.01**

#### **Public Meetings & General Outreach**

CDCC Military Affaire, CDCC Sunset Mixer, DAFB Honorary Commander, Kent Sussex Leadership Alliance, WISE, Central DE Habitat for Humanity, Biggs Museum event, Consultation and

program development with Outreach Manager, Meeting with Professor Vaughn, Set up several outreach appts at Library, Answered a couple of constituent questions, Board of Elections – confirmed we can have a sandwich board.

### **23-03.02**

#### **Development of Public Information Materials**

Videos for studies, General safety material, Worked on UPWP stuff for outreach, Press release for public workshop.

### **23-03.03**

#### **Newsletter & E-news, Multimedia & Video Presentations, Website & Social Media**

March newsletter, Update website, Update social media, Filming study update videos for Public Outreach.

### **23-03.08**

#### **Parklet**

League of Local Governments dinner and MPO 101 presentation, Spoke with DDP and Parks and Rec to confirm Dover Days.

### **23-04.01**

#### **Transportation Improvement Program (TIP)**

TIP Amendment for Council presentation and TIP Amendment for Council Chair to sign.

### **22.05.01**

#### **Operate & Maintain GIS**

AMPO webinar, Download and install major update to ArcGIS Pro, Preparing for new PC and new install of ArcGIS Pro 3.1.

### **23-05.02**

#### **Data Collection, Acquisition, Analysis, Updating, Management**

AMPO data webinar, School surveys, Equity surveys.

### **23-06.01**

#### **Title VI and Transportation Justice**

Respond to request from FHWA regarding audit and compliance.

### **23-07.01**

#### **Air Quality Analysis, Coordination & Outreach**

WILMPACO AQ meeting, AQP management.

### **23-08.01**

#### **Amend MTP**

MTP timeline, providing additional information for DelDOT.



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## March Progress Report Fiscal Year 2023 Unified Planning Work Program

**23-09.01**

### ***Inter-Regional Coordination***

Census urban areas/Sussex County discussions, DNREC SCORP meeting, SWMPO consultation, AMPO webinar regarding PL funds.

**23-09.02**

### ***Coordination with Kent County***

Outreach to new county administrator.

**23-09.03**

### ***Coordination with municipalities***

Meeting with League of Local Governments Executive Director, Meeting with Town of Camden Manager, Technical assistance to City of Milford.

**23-09.04**

### ***Coordination with DelDOT/DTC***

Provide letter of support for grant application, Frederica/Little Heaven TID public workshop, Meeting with DelDOT Planning Director, Respond to request for information from DelDOT Planning.

**23-09.05**

### ***Coordination with other agencies***

Meeting with State Education Department, EDC7/STIC meeting.

**23-10.01**

### ***N. Walnut Street at 10th Street and Washington Street (Milford) Intersection Improvements***

Prep for public workshop, Received Invoice from Century.

**23-10.02**

### ***Smyrna-Clayton Blvd. at Wheatley's Pond Road Intersection***

Worked on website project page, Prep for public workshop, Received Invoice from Century.

**23-10.04**

### ***SR1 / Trap Shooters Interchange***

Consultation with consultant regarding public workshop, Worked on website project page, Prep for public workshop, Received Invoice from Century.

**23-10.05**

### ***US13 Sidewalk Construction Gap Identification***

Project status update, Reflecting current sidewalks; developed a list of missing sidewalks; Editing draft report, Reviewing sidewalks in this location. Adding to GIS file of existing and missing sidewalks and prepare layout for this project, proofreading.

**23-10.06**

### ***Sidewalks in the Walk Zone of Dover HS***

Updating maps Gathering data, Preparing student/parent survey, Map Creation: Create walkout zones; Create Feeder zones; Adjust layout to accommodate locations of schools and walk zones; Adjusting layered files for easier legibility. Writing and researching for narrative (existing conditions, consolidated schools, Senator Bikeway), Coordination with Capital School District, Addition of layer replication of the Feeder zones for Capital School District.

**23-10.07**

### ***Bay Road Pedestrian Path & Bay Road Walking Trail Connections***

Organize and prepare stakeholder project meeting materials, project meeting. Created concentric circles of 0.5 mi, 1 mi, 1.5 mi, and 2 mi. Clipped maps at various scales for PowerPoint presentation, Discussion and research, working on slides for upcoming meeting, Stakeholder meeting and follow-up, content development.

**23-10.08**

### ***US13 North Kent Corridor Plan***

Present final document to Council, Worked on meeting materials, update website, Stake holder meeting and reflected those areas that were of primary concern and a look at areas to be reviewed in this area in the future. Production and distribution of final report, Completed one small edit within the attribute file and reprinted and exported to .pdf, Finalized study.

**23-10.10**

### ***Kent County Airports Assessment***

Present final document to Council, Worked on meeting materials, update website, Airport study proofreading and formatting. Finalized study.

**23-10.11**

### ***Truck Parking Amenities Study***

Present final document to Council, Worked on meeting materials, update website, Production and distribution of final report, study Finalized study.

**23-11.01**

### ***McKee/Saulsbury Corridor Study***

Consultation with consultant regarding public workshop, McKee Mailing, Prep for and attend public workshop. Received Invoice from Century.

**23.11.02**

### ***TID Support***

Attended Frederica TID workshop.

**Dover Kent County MPO FY23 February 2023  
Expenses / Allocations**

Record of Expenditures	80% Federal Funds				20% State Match			TOTAL			
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
23-01 Program Support & Administration	\$ 6,168.63	\$ 2,485.68	\$ 1,337.11	\$ 9,991.42	\$ 6,494.42	\$ 1,498.71	\$ 7,993.14	\$ 1,623.61	\$ 374.68	\$ 1,998.28	\$ 9,991.42
23-02 UPWP	\$ 3,020.68	\$ 303.11	\$ 403.18	\$ 3,726.97	\$ 2,422.53	\$ 559.05	\$ 2,981.58	\$ 605.63	\$ 139.76	\$ 745.39	\$ 3,726.97
23-03 Public Outreach & Education	\$ 4,137.50	\$ 1,060.94	\$ 1,344.01	\$ 6,542.45	\$ 4,252.59	\$ 981.37	\$ 5,233.96	\$ 1,063.15	\$ 245.34	\$ 1,308.49	\$ 6,542.45
23-04 TIP	\$ 192.95	\$ 227.34	\$ 166.85	\$ 587.14	\$ 381.64	\$ 88.07	\$ 469.71	\$ 95.41	\$ 22.02	\$ 117.43	\$ 587.14
23-05 Data Collection, Management & Distribution	\$ 1,765.65	\$ 757.81	\$ 556.18	\$ 3,079.64	\$ 2,001.77	\$ 461.95	\$ 2,463.71	\$ 500.44	\$ 115.49	\$ 615.93	\$ 3,079.64
23-06 Planning & Technical Analysis	\$ 411.51	\$ 227.34	\$ 166.84	\$ 805.69	\$ 523.70	\$ 120.85	\$ 644.55	\$ 130.92	\$ 30.21	\$ 161.14	\$ 805.69
23-07 Air Quality Analysis, Coord., & Outreach	\$ 353.97	\$ 227.34	\$ 166.84	\$ 748.15	\$ 486.30	\$ 112.22	\$ 598.52	\$ 121.57	\$ 28.06	\$ 149.63	\$ 748.15
23-08 Amend MTP	\$	\$ 227.34	\$ 166.84	\$ 394.18	\$ 256.22	\$ 59.13	\$ 315.34	\$ 64.05	\$ 14.78	\$ 78.84	\$ 394.18
23-09 3C Planning Process, Reg. Project Implemt.	\$ 1,841.09	\$ 530.47	\$ 409.65	\$ 2,781.21	\$ 1,807.79	\$ 417.18	\$ 2,224.97	\$ 451.95	\$ 104.30	\$ 556.24	\$ 2,781.21
23-10 Transportation Planning Studies & Projects	\$ 7,435.25	\$ 2,803.93	\$ 68,599.25	\$ 78,838.43	\$ 51,244.98	\$ 11,825.76	\$ 63,070.74	\$ 12,811.24	\$ 2,956.44	\$ 15,767.69	\$ 78,838.43
23-11 Continuing Projects	\$ 334.48	\$ 530.47	\$ 17,343.31	\$ 18,208.26	\$ 11,835.37	\$ 2,731.24	\$ 14,566.61	\$ 2,958.84	\$ 682.81	\$ 3,641.65	\$ 18,208.26
<b>Total FY 22 Monthly Exps</b>	<b>\$ 25,661.71</b>	<b>\$ 9,381.77</b>	<b>\$ 90,660.06</b>	<b>\$ 125,703.54</b>	<b>\$ 81,707.30</b>	<b>\$ 18,855.53</b>	<b>\$ 100,562.83</b>	<b>\$ 20,426.83</b>	<b>\$ 4,713.88</b>	<b>\$ 25,140.71</b>	<b>\$ 125,703.54</b>

\$ 125,703.54
\$ 100,562.83
\$ 25,140.71
\$ 125,703.54

Local Match (when applicable)	20% State Match			
	FHWA 81.25	FTA 18.75	FHWA 16.25 %	FTA 3.75%
	Subtract from State match	Subtract from State Match	Remaining Balance	Remaining Balance
<b>Beginning Balance</b>			\$ 93,676.77	\$ 21,277.83
July 2022			\$ 93,676.77	\$ 21,277.83
August 2022			\$ 10,251.07	\$ 83,425.70
September 2022			\$ 7,228.10	\$ 76,197.60
October 2022			\$ 6,185.98	\$ 70,011.62
November 2022			\$ 9,079.92	\$ 60,931.70
December 2022			\$ 8,945.44	\$ 51,986.26
January 2023			\$ 17,469.39	\$ 34,516.87
February 2023 KEP	\$ 3,656.25	\$ 843.75		
February 2023 Milford	\$ 10,548.24	\$ 2,434.21		
February 2023 20% State Match	\$ 6,222.34	\$ 1,435.92	<b>NOT Using Prepay</b>	<b>NOT Using Prepay</b>
January 2022				
March 2023				
March 2022				
April 2023				
May 2023				
June 2023 (A)				
June 2023 (B)				
<b>Projects</b>				<b>Total 20% State Match to Federal Funds</b>
22-01 Administration			\$ 1,623.61	\$ 374.68
22-02 UPWP			\$ 605.63	\$ 139.76
22-03 Public Outreach			\$ 1,063.15	\$ 245.34
22-04 TIP			\$ 95.41	\$ 22.02
22-05 Data Management			\$ 500.44	\$ 115.49
22-06 Planning & Technical Analysis			\$ 130.92	\$ 30.21
22-07 Air Quality			\$ 121.57	\$ 28.06
22-08 Amend MTP			\$ 64.05	\$ 14.78
23-09 3 C Planning Process			\$ 451.95	\$ 104.30
23-10 Transportation Planning Projects			\$ 12,811.24	\$ 2,956.44
23-11 Continuing Projects			\$ 2,958.84	\$ 682.81
<b>Totals</b>			\$ 20,426.83	\$ 1,074.63

Non-Personnel Exps:	
Auditing Services	
Auditing Services	\$ 2,000.00
Bank Fees	
Cleaning Service	\$ 140.00
Computer - Hardware	\$ 75.00
Computer - Software	\$ 277.95
Conf., Meetings & Training	\$ 240.35
Mileage Reimbursement	
Dues	
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	
Exhibition Fees	
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 178.35
IT Services	\$ 392.35
Materials and Advertising	\$ 455.70
MPO Committee Meetings	
Office Supplies - General	\$ 222.46
Office Supplies - Furniture	\$ 109.00
PAC Workshop	
Plan/Eng Consultants	\$ 83,495.39
Postage	
Printing	\$ 47.75
Prof. Services - Generic	\$ 572.11
Public Outreach General	
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	\$ 60.00
Rent	\$ 1,860.00
Subscriptions	
Telephone	\$ 180.00
Travel	
<b>Non-Personnel Exps:</b>	<b>\$ 90,660.06</b>
<b>Personnel Expenses:</b>	<b>\$ 35,043.48</b>

Personnel Expenses:	
Salaries	\$ 25,661.71
Basic Life	\$ 451.22
Insurance Reimbursement	\$ 813.37
457 Employer Contribution	\$ 1,462.85
Hiring & Moving Expenses	
Dental	\$ 143.16
Vision	\$ 35.80
Health Insurance	\$ 3,933.72
Insurance-AFLAC	\$ 158.70
Ins L/T	\$ 192.35
Ins S/T	\$ 191.74
Voluntary Ins -Life & Ad&D	\$ 4.19
Medicare Tax	\$ 378.08
Social Security Tax	\$ 1,616.59
Educational Assistance	
<b>Personnel Expenses:</b>	<b>\$ 35,043.48</b>

**TOTAL EXPENSES: \$ 125,703.54**



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## February Progress Report Fiscal Year 2023 Unified Planning Work Program

### ***23-01.01 General Administration***

Office cleaning, Catching up on emails, correspondence, snail mail, desk reading, Post office, Office purge, News you can use, Filing, Mike Ward new workstation, reviewed server quote from Diamond

### ***23-01.02 Financial Administration***

POs, invoices, checks, Payroll, Journal Entry in Excel and QuickBooks, EOM Reports, Bank Rec, DelDOT Invoice, Prepare requested content for auditors, Bills, Reports: Spend by Project & Spend by Expenses

### ***23-01.03 Personnel Administration***

Timesheets and work summary, Staff performance evaluation, Prep for staff meeting and individual staff consultations, Payroll, Leave Accrual, Adjust for pay raise

### ***22.01.04 Support for Council and Committees***

Filling PAC vacancies, PAC and TAC meeting agendas and minutes, Sent new members the PAC video, Emailed Office of Highway Safety regarding safety ads, PAC Member list of complaints – sent to Nabeela, Prep and meeting with Council Chair, PAC & TAC meetings, Council Prep and mailings, Update new members

### ***23-01.05 Staff Training***

Staff Meeting, One-year evaluation (filling out form and meeting to discuss results), Office cleaning, FTA funding webinar, UD land use training

### ***23-02.01 Prepare FY24 UPWP***

Prep newspaper advertisement and website page for consultant proposals, Email potential consultants, Writing FY24 scopes, Rail study expansion discussion, Consultation with DelDOT regarding available budget, Initial budget preparation, Project consideration, RFP and Timestamp Proposals received, Decision Lens Prioritization

### ***23-02.02 FY23 UPWP Implementation***

Review project status, make adjustments as needed

### ***23-03.01 Public Meetings & General Outreach***

CDCC Economic Outlook, Greater Kent Committee, WISE, Consultation between staff, Honorary Commander, CDCC Coffee Coaching, Rotary Presentation

### ***23-03.02 Development of Public Information Materials***

Extract the MPO stuff from the DE winter freight meeting, Researched new kid's activities, Finished the biz card to hand out, Lots of memes for safety, Video for PAC and TAC, MAPITT information

### ***23-03.03 Newsletter & E-news, Multimedia & Video***

### ***Presentations, Website & Social Media***

Started newsletter, Safety ads for social media, promo for social media, Cultivated some new followers on insta, Newsletter Updated website, social media, etc

### ***23-03.04 Coordination with Other Agencies***

Bike council presentation prep and delivery, New RFP's online

### ***23-03.05 Transportation Justice Outreach***

Researched IJJA 2.5% emailed AMPO

### ***23-03.07 Planning Techniques Training***

Litton on parking APA CM

### ***23-03.08 Parklet***

STIC presentation for EDC-7 virtual conference, slide prep and dry-run

### ***23-04.01 Transportation Improvement Program (TIP)***

Virtual TIP Tour discussion, Virtual TIP tour, DelDOT TIP amendment for East Camden Bypass

### ***22.05.01 Operate & Maintain GIS***

Urban areas finally arrive and created map for all to review, which raised questions. Map for Marilyn, and map for Census relative to questionable areas and highlighted same. Created crash web map for Helen for one Bike Group. Area of interest confined to Dover and nearby vicinity. Map for Linda for parcels being combined for subdivision; reflecting parcel adjacent to rail.

### ***23-05.02 Data Collection, Acquisition, Analysis, Updating, Management***

Census urban areas discussion, research, map review, emails, Census webinar, census data research and discussion within team.

### ***23-05.03 Data Distribution & Local Planning Support***

Census information/data

### ***23-06.01 Title VI and Transportation Justice***

Belief, Belong, Include training, Smart Growth America Equity Training, Equity materials for staff

### ***23-06.04 Toward Zero Deaths***

Zero Deaths – Slow our Streets webinar, Researched Safety information



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## February Progress Report Fiscal Year 2023 Unified Planning Work Program

**23-07.01 Air Quality Analysis, Coordination & Outreach**  
EV research and education, WILMAPCO AQS meeting, Conformity update, AQP Partnership

### **23-09.01 Inter-Regional Coordination**

Passenger Rail working group meeting, draft scope of work, Rail Corridor Land Use Expansion draft scope of work, Census urban areas discussion, Freight Working Group meeting, WILMAPCO Events "Our Town" w/ training

### **23-09.02 Coordination with Kent County**

Meeting with Assistant County Administrator

### **23-09.03 Coordination with municipalities**

Meeting with League of Local Governments, Dover City Council presentation, TIS (Traffic Impact Studies), Milford planning meeting, Technical assistance to Town of Bowers, Technical assistance to Downtown Dover Partnership

### **23-09.04 Coordination with DelDOT/DTC**

Meeting with DelDOT Finance, Consultation with DelDOT Planning staff, Resiliency & Sustainability meeting

### **23-09.05 Coordination with other agencies**

Consultation with FHWA staff, DE SHIP Coalition, DNREC SCORP, APA Training/CM Event input

### **23-10.01 N. Walnut Street at 10th Street and Washington Street (Milford) Intersection Improvements**

Received Invoices, Improvements, Project status update, Staff Status

### **23-10.02 Smyrna-Clayton Blvd. at Wheatley's Pond Road Intersection**

Received Invoices, Created project page on website, In-person workshop, Project status update, Staff Status

### **23-10.04 SR1 / Trap Shooters Interchange**

project workshop, Project status update, Staff Status

### **23-10.05 US13 Sidewalk Construction Gap Identification**

Consultation with project sponsor, Review of maps, Map creation relative to Gaps locations, Staff Status, Editing Narrative, Calculations, Compiling Sidewalk information relative to study

### **23-10.06 Sidewalks in the Walk Zone of Dover HS**

Consultation with project sponsor, Meeting with Capital School District, Review of maps and scope of work, Contacted UD and School District for walking zone; Speed Limits for the 2 mile area, Created Level of Traffic Stress for this area as it pertains to bikes,

Dover HS study research, writing of narrative, Discussion with project sponsor, Project status update, Staff Status, Preparing map, create walk areas supplied by Capital School District Administrative Office. Redo map and layout to encompass entire school district, Sidewalks within the areas of schools, New GIS files created explicitly for this project, Meeting with project sponsor

### **23-10.07 Bay Road Pedestrian Path & Bay Road Walking Trail Connections**

Working to establish a stakeholder group and schedule a meeting, Met and created a TARGET map with 0.5 mile concentric circles out to two (2.0) miles, Staff Status, Compiling new map for this study and some new files.

### **23-10.08 US13 North Kent Corridor Plan**

Draft report review with project sponsor, Invoice project sponsor, Format Draft, Final draft online, Press release, Final map series for document, revisions, Draft report presentation to PAC and TAC, Added maps to draft, Sidewalks that are existing, need to compile those that are missing, study slides/preparing for presentation, Revision of document

### **23-10.10 Kent County Airports Assessment**

Draft report review with project sponsor, Invoice project sponsor, Final draft online, Press release, Finalize map, study revisions, Draft report presentation to PAC and TAC, study slides/preparing for presentation, Revision of document

### **23-10.11 Truck Parking Amenities Study**

Draft report review with project sponsor, Invoice project sponsor, Format draft, Final draft online, Press release, study revisions. KEP project update, Draft report presentation to PAC and TAC, study slides/preparing for the presentation, Revision of document

### **23-11.01 McKee/Saulsbury Corridor Study**

Project status review with consultant, Project status review with consultant, Meeting logistics

### **23.11.03 Delaware Freight Plan Update**

Document final approval communication

### **23.11.04 Project Close-out**

Final rail study online, East-West presentation for WBOC, Technical corrections to E/W Freight Routes report, East-West comment revisions, Finalize E/W report, deliver printed copy to project sponsor

**Dover Kent County MPO FY23 January 2023  
Expenses / Allocations**

Projects	Record of Expenditures				80% Federal Funds			20% State Match			TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
23-01 Program Support & Administration	\$ 12,262.87	\$ 2,471.33	\$ 1,708.95	\$ 16,443.15	\$ 10,688.05	\$ 2,466.47	\$ 13,154.52	\$ 2,672.01	\$ 616.62	\$ 3,288.63	\$ 16,443.15
23-02 UPWP	\$ 669.08	\$ 300.48	\$ 687.75	\$ 1,657.31	\$ 1,077.25	\$ 248.60	\$ 1,325.85	\$ 269.31	\$ 62.15	\$ 331.46	\$ 1,657.31
23-03 Public Outreach & Education	\$ 3,255.95	\$ 1,051.68	\$ 2,626.47	\$ 6,934.10	\$ 4,507.17	\$ 1,040.12	\$ 5,547.28	\$ 1,126.79	\$ 260.03	\$ 1,386.82	\$ 6,934.10
23-04 TIP	\$ 51.71	\$ 225.35	\$ 515.81	\$ 792.87	\$ 515.37	\$ 118.93	\$ 634.30	\$ 128.84	\$ 29.73	\$ 158.57	\$ 792.87
23-05 Data Collection, Management & Distribution	\$ 1,839.85	\$ 751.19	\$ 1,719.38	\$ 4,310.42	\$ 2,801.77	\$ 646.56	\$ 3,448.34	\$ 700.44	\$ 161.64	\$ 862.08	\$ 4,310.42
23-06 Planning & Technical Analysis	\$ 526.39	\$ 225.35	\$ 515.77	\$ 1,267.51	\$ 823.88	\$ 190.13	\$ 1,014.01	\$ 205.97	\$ 47.53	\$ 253.50	\$ 1,267.51
23-07 Air Quality Analysis, Coord., & Outreach	\$ 172.29	\$ 225.35	\$ 515.80	\$ 913.44	\$ 593.74	\$ 137.02	\$ 730.75	\$ 148.43	\$ 34.25	\$ 182.69	\$ 913.44
23-08 Amend MTP		\$ 225.35	\$ 515.80	\$ 741.15	\$ 481.75	\$ 111.17	\$ 592.92	\$ 120.44	\$ 27.79	\$ 148.23	\$ 741.15
23-09 3C Planning Process, Reg. Project Implemt.	\$ 597.62	\$ 525.85	\$ 1,208.82	\$ 2,332.29	\$ 1,515.99	\$ 349.84	\$ 1,865.83	\$ 379.00	\$ 87.46	\$ 466.46	\$ 2,332.29
23-10 Transportation Planning Studies & Projects	\$ 5,809.75	\$ 2,779.46	\$ 54,910.07	\$ 63,499.28	\$ 41,274.53	\$ 9,524.89	\$ 50,799.42	\$ 10,318.63	\$ 2,381.22	\$ 12,699.86	\$ 63,499.28
23-11 Continuing Projects	\$ 754.78	\$ 525.85	\$ 7,331.80	\$ 8,612.43	\$ 5,598.08	\$ 1,291.86	\$ 6,889.94	\$ 1,399.52	\$ 322.97	\$ 1,722.49	\$ 8,612.43
<b>Total FY 22 Monthly Exps</b>	<b>\$ 25,940.29</b>	<b>\$ 9,307.24</b>	<b>\$ 72,256.42</b>	<b>\$ 107,503.95</b>	<b>\$ 69,877.57</b>	<b>\$ 16,125.59</b>	<b>\$ 86,003.16</b>	<b>\$ 17,469.39</b>	<b>\$ 4,031.40</b>	<b>\$ 21,500.79</b>	<b>\$ 107,503.95</b>

\$ 107,503.95
\$ 86,003.16
\$ 21,500.79
\$ 107,503.95

	Local Match (when applicable)		20% State Match		Remaining Balance	Remaining Balance
	FHWA	FTA	FHWA 16.25 %	FTA 3.75%		
	Subtract from State match	Subtract from State Match				
<b>Beginning Balance</b>					\$ 93,676.77	\$ 21,277.83
July 2022					\$ 93,676.77	\$ 21,277.83
August 2022			\$ 10,251.07	\$ 83,425.70	\$ 2,365.63	\$ 18,912.20
September 2022			\$ 7,228.10	\$ 76,197.60	\$ 1,668.02	\$ 17,244.18
October 2022			\$ 6,185.98	\$ 70,011.62	\$ 1,427.53	\$ 15,816.65
November 2022			\$ 9,079.92	\$ 60,931.70	\$ 2,095.37	\$ 13,721.28
December 2022			\$ 8,945.44	\$ 51,986.26	\$ 2,064.34	\$ 11,656.94
January 2023			\$ 17,469.39	\$ 34,516.87	\$ 4,031.40	\$ 7,625.54
February 2023						
January 2022						
March 2023						
March 2022						
April 2023						
May 2023						
June 2023 (A)						
June 2023 (B)						
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
22-01 Administration			\$ 2,672.01		\$ 616.62	\$ 3,288.63
22-02 UPWP			\$ 269.31		\$ 62.15	\$ 331.46
22-03 Public Outreach			\$ 1,126.79		\$ 260.03	\$ 1,386.82
22-04 TIP			\$ 128.84		\$ 29.73	\$ 158.57
22-05 Data Management			\$ 700.44		\$ 161.64	\$ 862.08
22-06 Planning & Technical Analysis			\$ 205.97		\$ 47.53	\$ 253.50
22-07 Air Quality			\$ 148.43		\$ 34.25	\$ 182.69
22-08 Amend MTP			\$ 120.44		\$ 27.79	\$ 148.23
23-09 3 C Planning Process			\$ 379.00		\$ 87.46	\$ 466.46
23-10 Transportation Planning Projects			\$ 10,318.63		\$ 2,381.22	\$ 12,699.86
23-11 Continuing Projects			\$ 1,399.52		\$ 322.97	\$ 1,722.49
<b>Totals</b>			\$ 17,469.39		\$ 1,327.21	\$ 21,500.79

<b>Non-Personnel Exps:</b>	
Accounting	
Auditing Services	\$ 11,558.75
Bank Fees	
Cleaning Service	\$ 140.00
Computer - Hardware	
Computer - Software	\$ 115.94
Conf., Meetings & Training	\$ 87.00
Mileage Reimbursement	\$ 261.40
Dues	\$ 2,110.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	
Exhibition Fees	
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 178.35
IT Services	\$ 392.35
Materials and Advertising	
MPO Committee Meetings	
Office Supplies - General	\$ 22.52
Office Supplies - Furniture	
PAC Workshop	
Plan/Eng Consultants	\$ 54,650.29
Postage	
Printing	\$ 22.10
Prof. Services - Generic	\$ 64.08
Public Outreach General	
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	\$ 259.99
Telephone	\$ 180.00
Travel	
<b>Non-Personnel Exps:</b>	<b>\$ 72,256.42</b>
<b>Personnel Expenses:</b>	<b>\$ 35,247.53</b>

<b>Personnel Expenses:</b>	
Salaries	\$ 25,940.29
Basic Life	\$ 451.22
Insurance Reimbursement	\$ 752.14
457 Employer Contribution	\$ 1,457.93
Hiring & Moving Expenses	
Dental	\$ 143.16
Vision	\$ 35.80
Health Insurance	\$ 3,933.72
Insurance-AFLAC	\$ 158.70
Ins L/T	\$ 192.35
Ins S/T	\$ 191.74
Voluntary Ins -Life & Ad&D	\$ 4.19
Medicare Tax	\$ 376.49
Social Security Tax	\$ 1,609.80
Educational Assistance	
<b>Personnel Expenses:</b>	<b>\$ 35,247.53</b>

**Personnel Expenses:** \$35,247.53
**TOTAL EXPENSES:** \$ 107,503.95





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## January Progress Report Fiscal Year 2023 Unified Planning Work Program

### **23-01.01 General Administration**

IRS mileage rate adjustment, Newspapers, Email, Correspondence, Post Office, Office equipment replacement, snail mail, desk reading, News you can use, Monthly reports, Post Office, Self Eval, Office organizing and filing, met with Diamond Technology for Tech needs, Working on Control, policy and procedures.

### **23-01.02 Financial Administration**

Expense reimbursement, Bank transfer, POs and invoices, Completed December Invoice and sent to DelDOT, Credit card issues, Bank Rec, Prepare Transportation studies for approval, Payroll journal entry, Accounts receivable, W2 receipt.

### **23-01.03 Personnel Administration**

Timesheets and work summary, Time off Accrual, Staff annual performance evaluation, Run ADP.

### **23-01.04 Support for Council and Committees**

Meeting with Mayor Christiansen, Council membership changes, Masten message, PAC and TAC vacancies, Update PAC/TAC/Council members list and address book, New PAC member onboarding.

### **23-01.05 Staff Training**

Consultation with Malcolm, Staff meeting prep, Staff Training/Meeting, UD Planning 101 training, APA DE Lunch & Learn, DNREC CC-P training.

### **23-02.01 Prepare FY24 UPWP**

Researching potential regional projects, Revise timeline and deadlines, UPWP Project list compilation and determination.

### **23-03.01 Public Meetings & General Outreach**

Greater Kent Committee, AMPO coffee chat, Helen & Marilyn meeting, Researched Kiosks, KEP issue with email to Viola.

### **23-03.02 Development of Public Information Materials**

Census Info, Reviewed EW study, Started Press Release, Roundabout video, Speeding video, Name badges.

### **23-03.03 Newsletter & E-news, Multimedia & Video Presentations, Website & Social Media**

Update Website, Update Social Media, New Year Film, Started Newsletter, Edit newsletter, provide content, Updated mailing list

### **23-03.05 Transportation Justice Outreach**

DelDOT equity map, Equity roundtable.

### **23-03.07 Planning Techniques Training**

APA Executive Committee Retreat.

### **23-04 Transportation Improvement Program (TIP)**

Conformity response to Lindsay, TIP Amendment memo to DelDOT.

### **23-05.01 Operate & Maintain GIS**

Download and install ArcPro, Investigating Sussex County Rail to determine amount of tiles and adding attributes; Active; Appears Active; Inactive; Appears in Active, Create Crash map and web application for Dover and vicinity for Delaware Bike Riders as requested.

### **23-05.02 Data Collection, Acquisition, Analysis, Updating, Management**

Research Census urbanized areas, Guardian PTE submission, Census 2020 Urban Areas shape files review and creation of map for review with State officials.

### **23-06.01 Title VI and Transportation Justice**

Equity Roundtable discussion, Equity surveys (for roundtable), Equity training Univ. of VA.

### **23-06.04 Toward Zero Deaths**

Road Safety research, Winter driving infographic, Crash and speeding research.

### **23-07 Air Quality Analysis, Coordination & Outreach**

DNREC AQ Coordination meeting, WILMAPCO AQS Meeting, Conformity Analysis.

### **23-09.01 Inter-Regional Coordination**

MPO expansion discussions, Passenger Rail working group meeting, Rail Land Use Corridor statewide expansion.

### **23-09.03 Coordination with municipalities**

Applicant DAC Meeting, Dover Council meeting prep.

### **23-09.04 Coordination with DelDOT/DTC**

2021 HEP Documents review.

### **23-09.05 Coordination with other agencies**

Consultation with IPA, Calendar update and emails, Meeting with DE Division off Small Business, Freight Working Group meeting.

### **23-10.01 N. Walnut Street at 10th Street and Washington Street (Milford) Intersection Improvements**

Invoices Received.



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## January Progress Report Fiscal Year 2023 Unified Planning Work Program

### ***23-10.02 Smyrna-Clayton Blvd. at Wheatley's Pond Road Intersection***

Invoices Received, Drew Boyce outreach scheduling email.

### ***23-10.04 SR1 / Trap Shooters Interchange***

Invoices received, Outreach and prep for public workshop, Coordination with Consultant.

### ***23-10.05 US13 Sidewalk Construction Gap Identification***

Response to D Hugg on US13 sidewalk, Project status update, Consultation with project sponsor, finalize scope of work, Printed map for discussion, Identifying and measuring all the sidewalk gaps, Map preparations for review.

### ***23-10.06 Sidewalks in the Walk Zone of Dover HS***

Project status update, Outreach to Capital School District, Consultation with project sponsor, Jim & Malcolm Coordination, Printed map for discussion, researching "safe routes to school" initiatives in Delaware and across HS Sidewalks, Map preparation and review, writing narrative, reviewing of maps, researching the existing policy.

### ***23-10.07 Bay Road Pedestrian Path & Bay Road Walking Trail Connections***

Preliminary discussion of project, Consideration of stakeholder group participants, Jim & Malcolm Coordination, Consultation with project sponsor, Project meeting and discussion of plan for project, Created for targeted area(s).

### ***23-10.08 US13 North Kent Corridor Plan***

Review map tiles, Project status update, Finished writing the report, Malcolm & Jim Coordination, Adding information to attributes for vacant properties. Reviewing said properties to impact of wetlands. Some reformatting of map series pages to accommodate changes in information displayed in each tile. Photos are small to review on the Map Series pages and also on the Map. Need to determine what photos should be added, reviewing of narrative, proofreading, Prepare draft report, writing and revisions.

### ***23-10.10 Kent County Airports Assessment***

Project status update, Malcolm & Jim Coordination, Airport study reformatting, footnotes, adding images, writing narrative for helicopter landing zones, Prepare draft report, study writing and revisions, Added formatting.

### ***23-10.11 Truck Parking Amenities Study***

Review draft document, edits, additions, Malcolm coordination, Proof read draft, Truck Parking study reworking narrative (shift focus to amenities), editing language (travel plaza, etc.), footnotes. Prepare

draft report, writing, research, and revisions. Visit to Dot Foods, Added formatting.

### ***23-11.01 McKee/Saulsbury Corridor Study***

McKee/Saulsbury Corridor Study, Project status update, Email from Century, Invoices received.

### ***23-11.04 Project Close-out***

Rail Study - Prep for Levy Court presentation, Consultation regarding project Rail Study project expansion, Finalizing E/W study, East/West study wrap-up (proofreading, final edits), East West Corridor Cover, final PDF and creation of Web and Print edition, Press release for EW study, East/West study close-out.