

**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	\$144,647.55	\$392,180.78	34.3%
May		\$392,180.78	34.3%
June A		\$392,180.78	34.3%
June B		\$392,180.78	34.3%

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



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

April 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, the narrative for DelDOT invoice, listened to Census seminar, sent PO for Esri License

23-01.02 Financial Administration

Expense report, expenses/allocations spreadsheet, invoice, timesheets for DelDOT invoice, payroll, pay bills, QB journal entries

23-01.03 Personnel Administration

Timesheets and work summaries, leave accrual spreadsheet, Principal planner, assessing final vacation time and retirement, Guardian FMLA webinar

22.01.04 Support for Council and Committees

Call with Council Chair, PAC vacancies, PAC & TAC agenda and minutes, mailing, begin council minutes, attend PAC meeting

23-01.05 Staff Training

Staff meeting prep, staff meeting, Mission Square Medicare Webinar, CDCC legislative luncheon

23-02.01 Prepare FY24 UPWP

Project consideration, development, and prioritization, budget and content development, CTP 2025 Project Nominations, read and made comments on UPWP, Review notifications, Emails requesting information, UPWP meeting with Century, Presentation to PAC

23-03.01 Public Meetings & General Outreach

LCD luncheon, DAFB Honorary Commander events, Legislative luncheon, Met with Prof. Hopkins, Library outreach, Downtown Dover Plan, Dover Public Library, Kent County Public Library, spoke with a constituent regarding Wyoming parking, survey for DART, survey for Dover Farmers Market

23-03.02 Development of Public Information Materials

Confirmed ad for resource guide, motorcycle safety video, Video for public outreach, UPWP online and press release, survey for library

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

Updated website, updated social media, Newsletter review, Newsletter, Social media – distracted driving, easter, work zone safety

23-03.05 Transportation Justice Outreach

Made the final list for the equity roundtable

23-03.07 Planning Techniques Training

CM Webinar

23-03.08 Parklet

Dover mini-grant coordination

23-04.01 Transportation Improvement Program (TIP)

TIP explanation and training for staff

22.05.01 Operate & Maintain GIS

Update ArcGIS Pro to the most current version, Create crash data files for the Rehoboth Corridor study and create other files that may benefit current and future projects

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

Decision Lens Training, Replica data acquisition webinar, provide/share GIS data requested by DelDOT, draft inventory of transportation documents.

23-05.03 Data Distribution & Local Planning Support

Compatible Use Plan draft review, UPWP shapefile to DelDOT

23-06.01 Title VI and Transportation Justice

Equity emails and messages, Equity survey

23-07.01 Air Quality Analysis, Coordination & Outreach

EV Infrastructure webinar, DOT carbon reduction webinar, AQP Meeting, AQS Meeting schedule/agenda, Conformity

23-08.01 Amend MTP

Project list review and update

23-09.01 Inter-Regional Coordination

Delmarva Freight working group meeting, FHWA coordination, CDCC Legislative Luncheon

23-09.03 Coordination with municipalities

League of Local Governments meeting, Meeting with City of Milford, Dover DAC meeting, Milford update workshop on S. Walnut street study, City of Dover meeting

23-09.04 Coordination with DelDOT/DTC

DART Reimagined TAC meeting, Milford Bike Projects, CTP 2025 Projects, MPO/DelDOT CTP meeting, Internal CTP discussion.

23-09.05 Coordination with other agencies

DE Department of Public Health meeting and project coordination, APA Exec Committee mtg, APA Advocacy Committee meeting



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

April Progress Report Fiscal Year 2023 Unified Planning Work Program

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

Approved invoice, created web page, Milford study in-person workshop

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

Approved invoice, updated web page, Smyrna-Clayton Blvd in-person workshop

23-10.04 SR1 / Trap Shooters Interchange

Trap Shooters workshop prep and workshop at elementary school, approved invoice, created web page

23-10.05 US13 Sidewalk Construction Gap Identification

US13 sidewalk study narrative, proofreading and formatting, slides for PAC/TAC/Council, Created Cover, Review of edits, sent invoice to Dover, created page on website, GIS files for content, Prepare layout as a work sheet.

23-10.06 Sidewalks in the Walk Zone of Dover HS

Review preliminary content and materials for PAC/TAC/Council, Coordinate with Capital School District for surveys, photos, public workshop, review of approach, workshop planning, updated surveys, DHS sidewalk study narrative, discussion of alternatives, completed paperwork, insurance and booking for public workshop, press release for workshop, started design for sandwich board, created page on website, preparing layout(s) for upcoming work shops that will be scheduled in near future, with a few alterations to reflected GIS information, DHS walk zone study (research, writing of narrative, fieldwork).

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

Review preliminary slides content and materials for PAC/TAC/Council, Coordinate with Chesapeake Utilities for public workshop, Created Cover, parks and rec research for signage, staff coordination, alternatives, created page on website press release workshop, prepare maps for of the walking trail connection with focus on the half mile radius and then each concentric ring around the target area.

23-10.08 US13 North Kent Corridor Plan

Consultation with project sponsor, Distribute final copies of report

23-10.10 Kent County Airports Assessment

Consultation with project sponsor, Distribute final copies of report

23-10.11 Truck Parking Amenities Study

Consultation with project sponsor, Distribute final copies of report

23-11.01 McKee/Saulsbury Corridor Study

Public workshop follow-up, Consultation with consultant, Preparation for PAC/TAC/Council meetings, Preparation for final public workshop, Signed off on Invoice, Need and time for business workshop

**Dover Kent County MPO FY23 April 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	\$ 9,262.59	\$ 2,494.67	\$ 1,068.53	\$ 12,825.79	\$ 8,336.76	\$ 1,923.87	\$ 10,260.63	\$ 2,084.19	\$ 480.97	\$ 2,565.16	\$ 12,825.79
23-02 UPWP	\$ 1,555.01	\$ 312.49	\$ 320.42	\$ 2,187.92	\$ 1,422.15	\$ 328.19	\$ 1,750.34	\$ 355.54	\$ 82.05	\$ 437.58	\$ 2,187.92
23-03 Public Outreach & Education	\$ 3,767.53	\$ 1,093.80	\$ 1,805.68	\$ 6,667.01	\$ 4,333.56	\$ 1,000.05	\$ 5,333.61	\$ 1,083.39	\$ 250.01	\$ 1,333.40	\$ 6,667.01
23-04 TIP	\$ 113.41	\$ 234.38	\$ 240.31	\$ 588.10	\$ 382.27	\$ 88.22	\$ 470.48	\$ 95.57	\$ 22.05	\$ 117.62	\$ 588.10
23-05 Data Collection, Management & Distribution	\$ 2,112.89	\$ 781.27	\$ 808.89	\$ 3,703.05	\$ 2,406.98	\$ 555.46	\$ 2,962.44	\$ 601.75	\$ 138.86	\$ 740.61	\$ 3,703.05
23-06 Planning & Technical Analysis	\$ 148.10	\$ 234.38	\$ 240.30	\$ 622.78	\$ 404.81	\$ 93.42	\$ 498.22	\$ 101.20	\$ 23.35	\$ 124.56	\$ 622.78
23-07 Air Quality Analysis, Coord., & Outreach	\$ 317.02	\$ 234.38	\$ 240.30	\$ 791.70	\$ 514.61	\$ 118.76	\$ 633.36	\$ 128.65	\$ 29.69	\$ 158.34	\$ 791.70
23-08 Amend MTP		\$ 234.38	\$ 240.30	\$ 474.68	\$ 308.54	\$ 71.20	\$ 379.74	\$ 77.14	\$ 17.80	\$ 94.94	\$ 474.68
23-09 3C Planning Process, Reg. Project Implemt.	\$ 2,333.24	\$ 546.90	\$ 604.60	\$ 3,484.74	\$ 2,265.08	\$ 522.71	\$ 2,787.79	\$ 566.27	\$ 130.68	\$ 696.95	\$ 3,484.74
23-10 Transportation Planning Studies & Projects	\$ 6,038.98	\$ 2,890.78	\$ 95,941.15	\$ 104,870.91	\$ 68,166.09	\$ 15,730.64	\$ 83,896.73	\$ 17,041.52	\$ 3,932.66	\$ 20,974.18	\$ 104,870.91
23-11 Continuing Projects	\$ 396.37	\$ 546.90	\$ 7,551.68	\$ 8,494.95	\$ 5,521.72	\$ 1,274.24	\$ 6,795.96	\$ 1,380.43	\$ 318.56	\$ 1,698.99	\$ 8,494.95
Total FY 22 Monthly Exps	\$ 26,045.14	\$ 9,604.33	\$ 109,062.16	\$ 144,711.63	\$ 94,062.56	\$ 21,706.74	\$ 115,769.30	\$ 23,515.64	\$ 5,426.69	\$ 28,942.33	\$ 144,711.63

\$ 144,711.63 \$ 115,769.30 \$ 28,942.33 \$ 144,711.63

Non-Personnel Exps:

Auditing Services	
Bank Fees	
Cleaning Service	\$ 325.00
Computer - Hardware	\$ 3,250.42
Computer - Software	\$ 927.95
Conf., Meetings & Training	\$ 20.00
Mileage Reimbursement	\$ 425.10
Dues	
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	
Exhibition Fees	
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 178.31
IT Services	\$ 467.35
Materials and Advertising	\$ 622.01
MPO Committee Meetings	
Office Supplies - General	\$ 24.90
Office Supplies - Furniture	\$ 177.73
PAC Workshop	
Plan/Eng Consultants	\$ 99,714.15
Postage	\$ 201.00
Printing	\$ 68.93
Prof. Services - Generic	\$ 128.16
Public Outreach General	
Public Workshops	\$ 137.50
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	
Telephone	\$ 180.00
Travel	
Non-Personnel Exps:	\$ 109,062.16

	Local Match (when applicable)		20% State Match				Total 20% State Match to Federal Funds
	FHWA 81.25	FTA 18.75	FHWA 16.25 %		FTA 3.75%		
	Subtract from State match	Subtract from State Match		Remaining Balance		Remaining Balance	
Beginning Balance				\$ 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	NOT Using Prepay	NOT Using Prepay			
March 2023			\$ 13,266.07	\$ 21,250.80	\$ 3,061.40	\$ 4,564.14	
City Of Dover	\$ 2,437.50	\$ 562.50					
April 2023			NOT Using Prepay	NOT Using Prepay			
May 2023							
June 2023 (A)							
June 2023 (B)							
Projects							
22-01 Administration			\$ 2,084.19		\$ 480.97	\$ 2,565.16	
22-02 UPWP			\$ 355.54		\$ 82.05	\$ 437.58	
22-03 Public Outreach			\$ 1,083.39		\$ 250.01	\$ 1,333.40	
22-04 TIP			\$ 95.57		\$ 22.05	\$ 117.62	
22-05 Data Management			\$ 601.75		\$ 138.86	\$ 740.61	
22-06 Planning & Technical Analysis			\$ 101.20		\$ 23.35	\$ 124.56	
22-07 Air Quality			\$ 128.65		\$ 29.69	\$ 158.34	
22-08 Amend MTP			\$ 77.14		\$ 17.80	\$ 94.94	
23-09 3 C Planning Process			\$ 566.27		\$ 130.68	\$ 696.95	
23-10 Transportation Planning Projects			\$ 17,041.52		\$ 3,932.66	\$ 20,974.18	
23-11 Continuing Projects			\$ 1,380.43		\$ 318.56	\$ 1,698.99	
Totals			\$ 23,515.64		\$ 1,175.47	\$ 28,942.33	

Personnel Expenses:

Salaries	\$ 26,045.14
Basic Life	\$ 451.22
Insurance Reimbursement	\$ 813.37
457 Employer Contribution	\$ 1,465.24
Hiring & Moving Expenses	
Dental	\$ 156.08
Vision	\$ 37.16
Health Insurance	\$ 4,132.22
Insurance-AFLAC	\$ 158.70
Ins L/T	\$ 192.35
Ins S/T	\$ 191.74
Voluntary Ins -Life & Ad&D	\$ 7.09
Medicare Tax	\$ 378.94
Social Security Tax	\$ 1,620.22
Educational Assistance	
Personnel Expenses:	\$ 35,649.47

Personnel Expenses: \$35,649.47 **TOTAL EXPENSES:** \$ 144,711.63