

**DOVER/KENT COUNTY MPO  
FY2025 INVOICE SUMMARY**

Starting Balance    \$ 1,162,500.00

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$ 31,447.13	\$ 1,131,052.87	97.3%
August	\$ 58,048.07	\$ 1,073,004.80	92.3%
September	\$ 101,232.56	\$ 971,772.24	83.6%
October	\$ 121,225.05	\$ 850,547.19	73.2%
November	\$ 104,543.83	\$ 746,003.36	64.2%
December	\$ 75,972.57	\$ 670,030.79	57.6%
January		\$ 670,030.79	57.6%
February		\$ 670,030.79	57.6%
March		\$ 670,030.79	57.6%
April		\$ 670,030.79	57.6%
May		\$ 670,030.79	57.6%
June A		\$ 670,030.79	57.6%
June B		\$ 670,030.79	57.6%
	<b>\$492,469.21</b>		

\*The FY25 starting amount of \$946,433.00 is the FY25 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

## **December Progress Report Fiscal Year 2025 Unified Planning Work Program**

### **25-01.01 General Administration**

Catching up on emails, correspondence, snail mail, desk reading, office cleaning, year-end miscellaneous, post office, responding to various emails, and sorting papers.

### **25-01.02 Financial and Personnel Administration**

Staff annual review, timesheets and work summaries, POs, and checks, staff lunch, payroll, weekly accrual, DelDOT Invoice.

### **25-01.03 Support for Council and Committees**

PAC/TAC Council mtg prep and attendance, meeting with Council Chair.

### **25-02.01 Prepare FY26 UPWP**

Ongoing discussion with DelDOT, Wilmapco and FHWA regarding PL Formula Project solicitation letter out

### **25-02.02 FY25 UPWP Implementation**

Review and update timelines for project completion

### **25-03.01 Public Meetings & General Outreach**

CDCC Holiday Party, DAFB State the Base, Met with Daily State News Associate Publisher, Kent Sussex Leadership Alliance, CenDel Nonprofit Forum, WISE, Century Engineering Holiday gathering, meeting with Rossi & DelDOT RE: statewide public participation plan guidance, Dover Young Leaders presentation, Core Products Meeting AMPO, Presentation to STEM students for WTC

### **25-03.02 Newsletter/E-news/Multimedia/Video/Website Social Media**

Newsletter proofreading, Website updates, social media, and mailing list

### **25-03.05 Virtual MPO**

Rossi & DelDOT VR demo, Status meeting with RIT team.

### **25-05.01 Operate & Maintain GIS**

Reviewing Tutorials for ArcGIS Experience Builder. This is the container for holding and deploying a web map to the Web. This application replaces Web App builder for making the maps deployed interactive.

### **25-06.01 Staff Training**

Staff meeting and holiday luncheon, LCD tasks, LCD December trip, LCD follow-up.

### **25-06.02 Title VI and Transportation Justice, Justice40 Analysis and Outreach**

Review revisions to DelDOT Equity Mapping Tool, United Way Training during staff meeting to plan 2025 Equity Roundtable, Poverty simulation meeting.

### **25-06.03 Performance Measure Development & Implementation**

FHWA webinar

### **25-07.01 Air Quality Analysis, Coordination & Outreach**

AQP Luncheon

### **25-08.01 Metropolitan Transportation Plan (MTP)**

Editing and publishing MTP final draft, proofreading air quality report, PAC and TAC presentation, MTP document finalization (spreadsheet, formatting, uploading to website), prepare resolution, MTP air quality materials.

### **25-09.01 Inter-Regional Coordination**

Delaware Winter Freight meeting, Prep for Winter Freight Meeting, Freight Working Group Coalition meeting, AMPO survey, DE Population Consortium, PLUS comments and December meeting.

### **25-09.02 Coordination with Kent County**

Review, respond to requests from two Levy Court Commissioners.

### **25-09.03 Coordination with municipalities**

DDP discussion RE: upcoming Fire & Ice Festival, Dover Historic Commission meeting, updating status of projects on the Dover priority list, Staff DAC, Applicant DAC.

### **25-09.04 Coordination with State Agencies**

DelDOT Council on Transportation Planning Director meeting, meeting with DelDOT Finance.

### **25-10.01 Cheswold RR Crossing Upgrade (Main & Commerce Streets)**

Cheswold RR correspondence.

### **25-10.02 Wheatley's Pond Road & School Lane Intersections Improvements**

Outreach to coordinate with consultant and business owners.

### **25-10.03 Dover Corridor Improvements – SR 9 / SR 1**

Status meeting, coordinate with consultant.



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**December Progress Report  
Fiscal Year 2025  
Unified Planning Work Program**

***25-10.04 Little Creek Sidewalk & Crosswalk Improvement***

Review draft document, creating project and web application for this study. Make and apply shape files for existing sidewalks and missing sidewalks as study evolves and maps takes shape for illustration and findings. Reviewing and adding existing sidewalks to a GIS file from Little Creek. Current assessment is from aerial photography. Web application will follow once field assessment is complete. Little Creek study (narrative, existing conditions, other materials).correspondence.

***25-11.06 Safe Street for All (SS4A)***

Coordinate status meeting with consultant, prep for public workshop follow-up.

***25-10.05 Downtown Dover Pathways, Expanded Modes/Amenities & Loockerman Streetscape***

Follow-up with DDP and City staff regarding implementation timeline.

***25-10.06 South Central Kent County Circulation & Sufficiency***

Status update with consultant, review materials.

***25-10.07 Camden Sidewalk Gaps***

Consultation status update with staff, review materials, continue to update project and web application from review(s) of the field information and 2022 aerial photography and make changes as needed to reflect as accurately as possible the existing, missing and anticipated missing sidewalks from the construction of the Camden By-Pass. Also utilizing tutorials to create hosted shape files and to edit them offline from ArcGIS Online into ArcGIS Pro, which allow to create a temporary project in Arc Pro to edit hosted online files which reflect changes to the web app from Temp project to Online application. Temp project file could later be deleted upon the conclusion of the study. We will apply this same methodology to the Little Creek study Finishing the sidewalks existing throughout Camden. Create GIS file for town of Camden for missing sidewalks from Mike P.s field work and assessment of existing and missing sidewalks throughout the Town of Camden.

***25-10.08 East/West Freight Routes Phase 2***

Scheduling status update meeting with project sponsor, status review with a consultant, prep to present at Winter Freight meeting.

***25-10.09 Dover Municipal Freight Plan***

Coordinate Status updates with consultant and DelDOT, prep to present at Winter Freight meeting.

***25-10.17 Milford-Slaughter Beach Shared Use Path***

Submit quarterly report coordination with consultant and project sponsors regarding pop-ups, follow-up with State Police and Camden Police.

Dover Kent County MPO FY25 December 2024  
Expenses / Allocations

Record of Expenditures					80% Federal Funds			20% State Match			TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 56%	FTA 24%	TOTAL FEDERAL	FHWA 14%	FTA 6%	TOTAL STATE	Total Reimbursement
25-01 Program Support & Administration	\$ 11,765.54	\$ 611.91	\$ 2,728.17	\$ 15,105.62	\$ 8,459.15	\$ 3,625.35	\$ 12,084.50	\$ 2,114.79	\$ 906.34	\$ 3,021.12	\$ 15,105.62
25-02 UPWP	\$ 656.30	\$ 349.68	\$ 274.60	\$ 1,280.58	\$ 717.12	\$ 307.34	\$ 1,024.46	\$ 179.28	\$ 76.83	\$ 256.12	\$ 1,280.58
25-03 Public Outreach & Education	\$ 5,314.63	\$ 788.79	\$ 1,658.17	\$ 7,761.59	\$ 4,346.49	\$ 1,862.78	\$ 6,209.27	\$ 1,086.62	\$ 465.70	\$ 1,552.32	\$ 7,761.59
25-04 TIP	\$ 118.75	\$ 262.23	\$ 205.96	\$ 586.94	\$ 328.69	\$ 140.87	\$ 469.55	\$ 82.17	\$ 35.22	\$ 117.39	\$ 586.94
25-05 Data Collection, Management & Distribution	\$ 352.40	\$ 352.12	\$ 283.83	\$ 988.35	\$ 553.48	\$ 237.20	\$ 790.68	\$ 138.37	\$ 59.30	\$ 197.67	\$ 988.35
25-06 Planning & Technical Analysis	\$ 1,680.43	\$ 262.23	\$ 205.96	\$ 2,148.62	\$ 1,203.23	\$ 515.67	\$ 1,718.90	\$ 300.81	\$ 128.92	\$ 429.72	\$ 2,148.62
25-07 Air Quality Analysis, Coord., & Outreach	\$ 371.97	\$ 262.23	\$ 205.96	\$ 840.16	\$ 470.49	\$ 201.64	\$ 672.13	\$ 117.62	\$ 50.41	\$ 168.03	\$ 840.16
25-08 Amend MTP	\$ 3,048.51	\$ 698.08	\$ 544.59	\$ 4,291.18	\$ 2,403.06	\$ 1,029.88	\$ 3,432.94	\$ 600.77	\$ 257.47	\$ 858.24	\$ 4,291.18
25-09 3C Planning Process, Reg. Project Implemt.	\$ 2,056.32	\$ 437.90	\$ 346.31	\$ 2,840.53	\$ 1,590.70	\$ 681.73	\$ 2,272.42	\$ 397.67	\$ 170.43	\$ 568.11	\$ 2,840.53
25-10 Transportation Planning Studies & Projects	\$ 5,554.53	\$ 4,278.59	\$ 29,313.74	\$ 39,146.86	\$ 21,922.24	\$ 9,395.25	\$ 31,317.49	\$ 5,480.56	\$ 2,348.81	\$ 7,829.37	\$ 39,146.86
25-11 Continuing Projects	\$ 197.93	\$ 437.90	\$ 346.31	\$ 982.14	\$ 550.00	\$ 235.71	\$ 785.71	\$ 137.50	\$ 58.93	\$ 196.43	\$ 982.14
Total FY 24 Monthly Exps	\$ 31,117.31	\$ 8,741.66	\$ 36,113.60	\$ 75,972.57	\$ 42,544.64	\$ 18,233.42	\$ 60,778.06	\$ 10,636.16	\$ 4,558.35	\$ 15,194.51	\$ 75,972.57

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 233.94
Conf., Meetings & Training	\$ 45.00
Mileage Reimbursement	\$ -
Dues	\$ 2,454.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	
Insurance - WC	\$ -
Internet Access	\$ 243.85
IT Services	\$ 416.00
Materials and Advertising	\$ 199.00
MPO Committee Meetings	\$ 2,256.00
Office Supplies - General	\$ 1,140.54
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 25,968.34
Postage	\$ -
Printing	\$ 28.60
ADP Fees	\$ 345.05
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ 60.00
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 78.00
Miscellaneous Income	\$ (8.37)

Personnel Expenses:	
Salaries	\$ 31,117.31
Basic Life	\$ 431.16
Insurance Reimbursement	\$ 852.43
457 Employer Contribution	\$ 1,377.30
Hiring & Moving Expenses	\$ -
Dental	\$ 134.87
Vision	\$ 34.17
Health Insurance	\$ 2,891.42
Insurance-AFLAC	\$ 141.38
Ins L/T	\$ 223.91
Ins S/T	\$ 216.58
Voluntary Ins -Life and AD&D	\$ 8.21
Medicare Tax	\$ 460.62
Social Security Tax	\$ 1,969.61
Educational Assistance	
Personnel Expenses:	\$ 39,858.97

	Local Match (when applicable)				20% State Match	
	FHWA	FTA	FHWA 14%		FTA 6%	
	Subtract from State match	Subtract from State Match		Remaining Balance		Remaining Balance
Beginning Balance				\$ 103,612.50		\$ 47,700.00
July 2024				\$ 103,612.50		\$ 47,700.00
August 2024				\$ 103,612.50		\$ 47,700.00
September 2024	\$ 5,200.00	\$ 1,300.00	\$ 8,972.56	\$ 94,639.94	\$ 4,773.95	\$ 42,926.05
October 2024			\$ 16,971.51	\$ 77,668.43	\$ 7,273.50	\$ 35,652.55
November 2024			\$ 14,636.14	\$ 63,032.29	\$ 6,272.63	\$ 29,379.92
December 2024			\$ 10,636.16	\$ 52,396.13	\$ 4,558.35	\$ 24,821.57
January 2025				\$ 52,396.13		\$ 24,821.57
February 2025				\$ 52,396.13		\$ 24,821.57
March 2025				\$ 52,396.13		\$ 24,821.57
April 2025				\$ 52,396.13		\$ 24,821.57
May 2025				\$ 52,396.13		\$ 24,821.57
June 2025 (A)				\$ 52,396.13		\$ 24,821.57
June 2025 (B)				\$ 52,396.13		\$ 24,821.57
Projects					Total 20% State Match to Federal Funds	
25-01 Administration			\$ 2,114.79		\$ 906.34	\$ 3,021.12
25-02 UPWP			\$ 179.28		\$ 76.83	\$ 256.12
25-03 Public Outreach			\$ 1,086.62		\$ 465.70	\$ 1,552.32
25-04 TIP			\$ 82.17		\$ 35.22	\$ 117.39
25-05 Data Management			\$ 138.37		\$ 59.30	\$ 197.67
25-06 Planning & Technical Analysis			\$ 300.81		\$ 128.92	\$ 429.72
25-07 Air Quality			\$ 117.62		\$ 50.41	\$ 168.03
25-08 Amend MTP			\$ 600.77		\$ 257.47	\$ 858.24
25-09 3 C Planning Process			\$ 397.67		\$ 170.43	\$ 568.11
25-10 Transportation Planning Projects			\$ 5,480.56		\$ 2,348.81	\$ 7,829.37
25-11 Continuing Projects			\$ 137.50		\$ 58.93	\$ 196.43
Totals			\$ 10,636.16		\$ 4,558.35	\$ 15,194.51

TOTAL EXPENSES:	\$ 75,972.57
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