

**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	\$ 70,034.25	\$ 599,996.54	51.6%
February	\$ 75,478.75	\$ 524,517.79	45.1%
March		\$ 524,517.79	45.1%
April		\$ 524,517.79	45.1%
May		\$ 524,517.79	45.1%
June A		\$ 524,517.79	45.1%
June B		\$ 524,517.79	45.1%
	\$637,982.21		

*The FY25 starting amount of \$946,433.00 is the FY25 funds shown by DelDOT as having been obligated to DKMPO.

Dover Kent County MPO FY25 January 2025
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	\$ 15,481.60	\$ 639.77	\$ 718.52	\$ 16,839.89	\$ 9,430.34	\$ 4,041.57	\$ 13,471.91	\$ 2,357.58	\$ 1,010.39	\$ 3,367.98	\$ 16,839.89
25-02 UPWP	\$ 752.60	\$ 365.59	\$ 357.80	\$ 1,475.99	\$ 826.55	\$ 354.24	\$ 1,180.79	\$ 206.64	\$ 88.56	\$ 295.20	\$ 1,475.99
25-03 Public Outreach & Education	\$ 2,845.48	\$ 824.60	\$ 1,144.31	\$ 4,814.39	\$ 2,696.06	\$ 1,155.45	\$ 3,851.51	\$ 674.01	\$ 288.86	\$ 962.88	\$ 4,814.39
25-04 TIP	\$ 102.85	\$ 274.17	\$ 268.36	\$ 645.38	\$ 361.41	\$ 154.89	\$ 516.30	\$ 90.35	\$ 38.72	\$ 129.08	\$ 645.38
25-05 Data Collection, Management & Distribution	\$ 439.50	\$ 368.03	\$ 367.03	\$ 1,174.56	\$ 657.75	\$ 281.89	\$ 939.65	\$ 164.44	\$ 70.47	\$ 234.91	\$ 1,174.56
25-06 Planning & Technical Analysis	\$ 533.36	\$ 274.17	\$ 684.35	\$ 1,491.88	\$ 835.45	\$ 358.05	\$ 1,193.50	\$ 208.86	\$ 89.51	\$ 298.38	\$ 1,491.88
25-07 Air Quality Analysis, Coord., & Outreach	\$ 38.57	\$ 274.17	\$ 290.63	\$ 603.37	\$ 337.89	\$ 144.81	\$ 482.70	\$ 84.47	\$ 36.20	\$ 120.67	\$ 603.37
25-08 Amend MTP	\$ 727.14	\$ 729.92	\$ 726.71	\$ 2,183.77	\$ 1,222.91	\$ 524.10	\$ 1,747.02	\$ 305.73	\$ 131.03	\$ 436.75	\$ 2,183.77
25-09 3C Planning Process, Reg. Project Implemt.	\$ 2,850.69	\$ 457.79	\$ 574.14	\$ 3,882.62	\$ 2,174.27	\$ 931.83	\$ 3,106.10	\$ 543.57	\$ 232.96	\$ 776.52	\$ 3,882.62
25-10 Transportation Planning Studies & Projects	\$ 1,548.05	\$ 4,473.63	\$ 29,131.98	\$ 35,153.66	\$ 19,686.05	\$ 8,436.88	\$ 28,122.93	\$ 4,921.51	\$ 2,109.22	\$ 7,030.73	\$ 35,153.66
25-11 Continuing Projects	\$ 860.63	\$ 457.79	\$ 450.32	\$ 1,768.74	\$ 990.49	\$ 424.50	\$ 1,414.99	\$ 247.62	\$ 106.12	\$ 353.75	\$ 1,768.74
Total FY 24 Monthly Exps	\$ 26,180.47	\$ 9,139.63	\$ 34,714.15	\$ 70,034.25	\$ 39,219.18	\$ 16,808.22	\$ 56,027.40	\$ 9,804.80	\$ 4,202.06	\$ 14,006.85	\$ 70,034.25

	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			\$ 9,804.80	\$ 42,591.33	\$ 4,202.06	\$ 20,619.51
February 2025				\$ 42,591.33		\$ 20,619.51
March 2025				\$ 42,591.33		\$ 20,619.51
April 2025				\$ 42,591.33		\$ 20,619.51
May 2025				\$ 42,591.33		\$ 20,619.51
June 2025 (A)				\$ 42,591.33		\$ 20,619.51
June 2025 (B)				\$ 42,591.33		\$ 20,619.51
Projects						
25-01 Administration			\$ 2,357.58		\$ 1,010.39	\$ 3,367.98
25-02 UPWP			\$ 206.64		\$ 88.56	\$ 295.20
25-03 Public Outreach			\$ 674.01		\$ 288.86	\$ 962.88
25-04 TIP			\$ 90.35		\$ 38.72	\$ 129.08
25-05 Data Management			\$ 164.44		\$ 70.47	\$ 234.91
25-06 Planning & Technical Analysis			\$ 208.86		\$ 89.51	\$ 298.38
25-07 Air Quality			\$ 84.47		\$ 36.20	\$ 120.67
25-08 Amend MTP			\$ 305.73		\$ 131.03	\$ 436.75
25-09 3 C Planning Process			\$ 543.57		\$ 232.96	\$ 776.52
25-10 Transportation Planning Projects			\$ 4,921.51		\$ 2,109.22	\$ 7,030.73
25-11 Continuing Projects			\$ 247.62		\$ 106.12	\$ 353.75
Totals			\$ 9,804.80		\$ 4,202.06	\$ 14,006.85

Non-Personnel Exps:		
Auditing Services	\$	5,000.00
Bank Fees	\$	-
Cleaning Service	\$	260.00
Computer - Hardware	\$	-
Computer - Software	\$	263.94
Conf., Meetings & Training	\$	67.00
Mileage Reimbursement	\$	1,045.27
Dues	\$	110.00
Electric Service	\$	200.00
Equip Lease - Copier	\$	153.65
Equip Lease - Postage Mach	\$	-
Exhibition Fees	\$	-
Insurance - Liability		
Insurance - WC	\$	-
Internet Access	\$	257.49
IT Services	\$	416.00
Materials and Advertising	\$	-
MPO Committee Meetings	\$	-
Office Supplies - General	\$	45.41
Office Supplies - Furniture	\$	-
PAC Workshop	\$	-
Plan/Eng Consultants	\$	24,545.34
Postage	\$	-
Printing	\$	74.62
ADP Fees	\$	243.93
Public Outreach General	\$	-
Public Workshops	\$	-
Recruitment	\$	-
Registered Agent/Corp Tax	\$	-
Rent	\$	1,860.00
Subscriptions	\$	-
Telephone	\$	180.00
Travel	\$	-
Miscellaneous Income	\$	(8.50)
Non-Personnel Exps:	\$	34,714.15
Personnel Expenses:	\$	35,320.10

TOTAL EXPENSES:	\$ 70,034.25
-----------------	--------------



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

January 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

25-01.02 Financial and Personnel Administration

Timesheets and work summaries, POs and checks, staff evaluation, Audit, payroll, DelDOT: invoice, narrative, spreadsheets..

25.01.04 Support for Council and Committees

PAC/TAC Council mtg prep and attendance, Filling PAC vacancy, Council Meeting.

25-02.01 Prepare FY26 UPWP

Ongoing discussion with DelDOT regarding PL Formula and apportionment balance, DDP/City of Dover project submissions, Receive and respond to public feedback, Develop timeline, staff discussions.

25-03.01 Public Meetings & General Outreach

KSLA, Economic Outlook forum, Spur Impact meeting, Dover Fire & Ice Festival parklet support, Nonprofit Forum, WISE, Clean Cities meeting, Delaware Youth meeting, Met with CAMPO re: AMPO speaker, Milford Chamber communications committee.

25-03.02 Newsletter/E-news/Multimedia/Video/Website

Social Media

Update the website, social media, and mailing list, cleaned up emails, worked on various scripts/projects, reviewed mailing lists.

25.03.05 Virtual MPO

Virtual MPO at Dover Fire & Ice, met with RIT.

25-04.01 Transportation Improvement Program (TIP)

Developing TIP amendment to coordinate with DelDOT STIP, discussion and planning for required TIP update.

25.05.01 Operate & Maintain GIS

Creating a diary of the projects that have been created thus far for other users to understand what lies at the heart of each created project and maps that may have been created therein.

25-06.01 Staff Training

Staff meeting, LCD day (remote due to snow).

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

Discussions re: Equity Roundtable, DEI in Transportation webinar.

25-07.01 Air Quality Analysis, Coordination & Outreach

DNREC Air Quality meeting.

25-08.01 Metropolitan Transportation Plan (MTP)

MTP final proofreading, final adoption, preparation and distribution of final document.

25-09.01 Inter-Regional Coordination

Goods Movement Task Force meeting, Delmarva Freight working group.

25-09.02 Coordination with Kent County

Kent County QOL application comments.

25-09.03 Coordination with municipalities

DDP event coordination, respond to Dover Council member questions, DDP discussion RE: upcoming Fire & Ice Festival, DAC discussion, Applicant DAC meeting, DAC comments and comment submission.

25-09.04 Coordination with State Agencies

Downtown Dover walking tour, DelDOT TAP coordination, meeting coordination with DelDOT Planning Director, PLUS coordination, DelDOT Sustainability & Resiliency meeting, OSPC meet and greet.

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

Project update with consultant, coordination with town.

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

Project update with consultant.

25-10.04 Little Creek Sidewalk & Crosswalk Improvement

Coordination and development of public workshop, public workshop poster and postcard, reviewing and modifying & creating files that address existing conditions on the ground and proposed recommendations, writing narrative, Streetmix concepts, coordination with town.

25-10.06 South Central Kent County Circulation & Sufficiency

Project update meeting with consultant.

25-10.08 East/West Freight Routes Phase 2

Project update with Consultant.

25-10.09 Dover Municipal Freight Plan

Project update meeting with consultant, review of draft report,



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

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

coordination with DelDOT.

25-10.11 Clayton to Marydel Rails-to-Trails Feasibility

Coordination with MDOT.

25-10.14 On-Call Consultant Planning Support Services

South Dover Elem/State Street study coordination with consultant.

25-11.03 Expanded Rail Corridor Land Use

Editing and file(s) related to this study as Sussex County has areas of multi zoned properties and trying to reflect accurately those parcels when map is created. Best efforts are taking place as not to confuse individuals who view the mapping product with limited questions.

25-11.06 Safe Street for All (SS4A)

Public workshop prep and attendance, coordination with consultant, data review, prep and attendance for Safety Working Group meeting, prep and submitting invoice in Delphi system.

Dover Kent County MPO FY25 January 2025
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	\$ 9,516.22	\$ 551.12	\$ 1,063.50	\$ 11,130.84	\$ 6,233.27	\$ 2,671.40	\$ 8,904.67	\$ 1,558.32	\$ 667.85	\$ 2,226.17	\$ 11,130.84
25-02 UPWP	\$ 1,076.96	\$ 314.92	\$ 608.18	\$ 2,000.06	\$ 1,120.03	\$ 480.01	\$ 1,600.05	\$ 280.01	\$ 120.00	\$ 400.01	\$ 2,000.06
25-03 Public Outreach & Education	\$ 3,670.00	\$ 710.65	\$ 1,483.05	\$ 5,863.70	\$ 3,283.67	\$ 1,407.29	\$ 4,690.96	\$ 820.92	\$ 351.82	\$ 1,172.74	\$ 5,863.70
25-04 TIP	\$ 687.09	\$ 236.19	\$ 456.12	\$ 1,379.40	\$ 772.46	\$ 331.06	\$ 1,103.52	\$ 193.12	\$ 82.76	\$ 275.88	\$ 1,379.40
25-05 Data Collection, Management & Distribution	\$ 1,501.35	\$ 317.36	\$ 617.42	\$ 2,436.13	\$ 1,364.23	\$ 584.67	\$ 1,948.90	\$ 341.06	\$ 146.17	\$ 487.23	\$ 2,436.13
25-06 Planning & Technical Analysis	\$ 1,076.53	\$ 236.19	\$ 513.97	\$ 1,826.69	\$ 1,022.95	\$ 438.41	\$ 1,461.35	\$ 255.74	\$ 109.60	\$ 365.34	\$ 1,826.69
25-07 Air Quality Analysis, Coord., & Outreach	\$ 154.73	\$ 236.19	\$ 456.12	\$ 847.04	\$ 474.34	\$ 203.29	\$ 677.63	\$ 118.59	\$ 50.82	\$ 169.41	\$ 847.04
25-08 Amend MTP	\$ 25.71	\$ 628.65	\$ 1,211.73	\$ 1,866.09	\$ 1,045.01	\$ 447.86	\$ 1,492.87	\$ 261.25	\$ 111.97	\$ 373.22	\$ 1,866.09
25-09 3C Planning Process, Reg. Project Implemt.	\$ 2,761.25	\$ 394.51	\$ 763.28	\$ 3,919.04	\$ 2,194.66	\$ 940.57	\$ 3,135.23	\$ 548.67	\$ 235.14	\$ 783.81	\$ 3,919.04
25-10 Transportation Planning Studies & Projects	\$ 5,089.06	\$ 3,853.21	\$ 33,050.43	\$ 41,992.70	\$ 23,515.91	\$ 10,078.25	\$ 33,594.16	\$ 5,878.98	\$ 2,519.56	\$ 8,398.54	\$ 41,992.70
25-11 Continuing Projects	\$ 1,059.27	\$ 394.51	\$ 763.28	\$ 2,217.06	\$ 1,241.55	\$ 532.09	\$ 1,773.65	\$ 310.39	\$ 133.02	\$ 443.41	\$ 2,217.06
Total FY 24 Monthly Exps	\$ 26,618.17	\$ 7,873.50	\$ 40,987.08	\$ 75,478.75	\$ 42,268.10	\$ 18,114.90	\$ 60,383.00	\$ 10,567.03	\$ 4,528.73	\$ 15,095.75	\$ 75,478.75

\$ 75,478.75

\$ 75,478.75

	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			\$ 9,804.80	\$ 42,591.33	\$ 4,202.06	\$ 20,619.51	
February 2025			\$ 10,567.03	\$ 32,024.30	\$ 4,528.73	\$ 16,090.78	
March 2025				\$ 32,024.30		\$ 16,090.78	
April 2025				\$ 32,024.30		\$ 16,090.78	
May 2025				\$ 32,024.30		\$ 16,090.78	
June 2025 (A)				\$ 32,024.30		\$ 16,090.78	
June 2025 (B)				\$ 32,024.30		\$ 16,090.78	
Projects							Total 20% State Match to Federal Funds
25-01 Administration			\$ 1,558.32		\$ 667.85	\$ 2,226.17	
25-02 UPWP			\$ 280.01		\$ 120.00	\$ 400.01	
25-03 Public Outreach			\$ 820.92		\$ 351.82	\$ 1,172.74	
25-04 TIP			\$ 193.12		\$ 82.76	\$ 275.88	
25-05 Data Management			\$ 341.06		\$ 146.17	\$ 487.23	
25-06 Planning & Technical Analysis			\$ 255.74		\$ 109.60	\$ 365.34	
25-07 Air Quality			\$ 118.59		\$ 50.82	\$ 169.41	
25-08 Amend MTP			\$ 261.25		\$ 111.97	\$ 373.22	
25-09 3 C Planning Process			\$ 548.67		\$ 235.14	\$ 783.81	
25-10 Transportation Planning Projects			\$ 5,878.98		\$ 2,519.56	\$ 8,398.54	
25-11 Continuing Projects			\$ 310.39		\$ 133.02	\$ 443.41	
Totals			\$ 10,567.03		\$ 4,528.73	\$ 15,095.75	

Personnel Expenses:

Salaries	\$ 26,618.17
Basic Life	\$ 431.16
Insurance Reimbursement	\$ 955.11
457 Employer Contribution	\$ 694.07
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	\$ 406.12
Social Security Tax	\$ 1,736.50
Educational Assistance	
Personnel Expenses:	\$ 34,491.67

Non-Personnel Exps:

Auditing Services	\$ 10,125.97
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ -
Computer - Software	\$ 143.94
Conf., Meetings & Training	\$ 164.85
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	\$ 257.49
IT Services	\$ 416.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 934.76
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 25,618.81
Postage	\$ -
Printing	\$ 50.31
ADP Fees	\$ 491.28
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ 6.75
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ -
Miscellaneous Income	\$ (7.55)

Non-Personnel Exps:	\$ 40,987.08
Personnel Expenses:	\$ 34,491.67

TOTAL EXPENSES:	\$ 75,478.75
-----------------	--------------



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

February 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, post office.

25-01.02 Financial and Personnel Administration

Timesheets and work summaries, POs and checks, Staff evaluations, payroll, Mission Square, Auditors questions, monthly reports.

25.01.04 Support for Council and Committees

Preparing for the PAC/TA meeting and attending, preparing for the Council meeting, emailing Mike Gumrot, and preparing for the presentation at the Council for the Emeritus proclamation and plaque.

25-02.01 Prepare FY26 UPWP

Review project submissions, receive and respond to public feedback, solicit project proposals from consultants, newspapers, and websites, modify timeline, coordinate with staff, and score projects and scopes.

25-03.01 Public Meetings & General Outreach

KSLA, Central DE Chamber Mixer, WISE, Nonprofit Forum, Weller interview, AMPO webinar, Milford Chamber mixer, Youth meeting.

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

Edit newsletter, update the website, social media, and mailing list.

25.03.05 Virtual MPO

Central DE Chamber Mixer VR demonstration, meet with RIT team update contract, staff evaluation, update headsets with new builds Test new builds, record new script.

25-04.01 Transportation Improvement Program (TIP)

Developing TIP amendment to coordinate with DelDOT STIP

25.05.01 Operate & Maintain GIS

Creation of files relative to Urbanized areas and Forecast. The current and ongoing file is a point file representing dwellings on the ground before 2008.

25-06.01 Staff Training

Staff meeting, UD IPA training, federal funding webinar, LCD government and politics day, LDC follow-up.

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

Meeting with United Way, planning for Equity Roundtable.

25-07.01 Air Quality Analysis, Coordination & Outreach

CMAQ project review, Air Quality Partnership prep and meeting.

25-08.01 Metropolitan Transportation Plan (MTP)

Final distribution follow-up.

25-09.01 Inter-Regional Coordination

Meeting with the Rehoboth Beach Planning director.

25-09.02 Coordination with Kent County

Review Kent County TIDs, Kent County QOL comments.

25-09.03 Coordination with municipalities

Respond to requests from the Town of Clayton, League of Local Governments dinner, DAC comments, and Staff DAC meeting.

25-09.04 Coordination with State Agencies

DelDOT TAP meeting, working on Kent County TIDs, meeting with DelDOT Planning director, DelDOT Winter Workshop, roundtable prep, Gubernatorial Inauguration, TAP workshop, Fair Board.

25-09.05 Coordination with other agencies, including federal

Federal funding freeze coordination.

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

Cheswold RR check-in, public outreach coordination meeting for workshop, Planning Commission meeting and workshop planning.

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

Coordinate with consultants, staff, and project sponsors.

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

Consultation, coordination with consultants, PAC/TAC presentations, review draft report, and public outreach coordination.

25-10.04 Little Creek Sidewalk & Crosswalk Improvement

Little Creek workshop: Coordinate with staff, project sponsor, meeting poster, sandwich boards, workshop prep, write press release, distribute press release, narrative, project coordination, boards for workshop follow, and put up flyers.

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

Follow-up with project sponsor

25-10.06 South Central Kent County Circulation &



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

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

Sufficiency

Coordinate with consultants, review draft materials.

25-10.08 East/West Freight Routes Phase 2

Status meeting with project sponsor and consultant.

25-10.09 Dover Municipal Freight Plan

Dover Freight check-in, coordinate with consultant and project sponsor, review final, draft, and Dover report, and prep for City Council meeting presentation.

25-10.11 Clayton to Marydel Rails-to-Trails Feasibility

Provide information and review slides, background materials for presentation.

25-10.14 On-Call Consultant Planning Support Services

South Dover Elem/State Street study coordination with consultants, meeting with stakeholder group, and the City of Dover.

25-10.16 Other Planning Studies

Port Mahon meeting prep.

25-10.17 Milford-Slaughter Beach Shared Use Path

Correspond with partners, hold status meetings with the technical committee, and review draft materials.

25-11.03 Expanded Rail Corridor Land Use

Continue creating GIS shape files for properties adjacent to rail. The primary focus is on those with split zoning and how best to represent those split zones. At this point, this consists of polygon files and point files.

25-11.04 Bike/Ped Project Candidate Preparation for DelDOT Pool Submission

Dover TAP application support

25-11.06 Safe Street for All (SS4A)

Coordination with consultants, data review, meeting with Federal program manager, federal reporting, submit invoice.