

**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	\$ 48,337.37	\$ 476,180.42	41.0%	
April	\$ 122,115.10	\$ 354,065.32	30.5%	
May		\$ 354,065.32	30.5%	
June A		\$ 354,065.32	30.5%	
June B		\$ 354,065.32	30.5%	
	<b>\$808,434.68</b>			

\*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 April 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	\$ 11,559.43	\$ 705.48	\$ 883.19	\$ 13,148.10	\$ 7,362.94	\$ 3,155.54	\$ 10,518.48	\$ 1,840.73	\$ 788.89	\$ 2,629.62	\$ 13,148.10
25-02 UPWP	\$ 1,568.44	\$ 403.13	\$ 506.32	\$ 2,477.89	\$ 1,387.62	\$ 594.69	\$ 1,982.31	\$ 346.90	\$ 148.67	\$ 495.58	\$ 2,477.89
25-03 Public Outreach & Education	\$ 7,412.17	\$ 889.49	\$ 2,326.74	\$ 10,628.40	\$ 5,951.90	\$ 2,550.82	\$ 8,502.72	\$ 1,487.98	\$ 637.70	\$ 2,125.68	\$ 10,628.40
25-04 TIP	\$ -	\$ 302.34	\$ 379.76	\$ 682.10	\$ 381.98	\$ 163.70	\$ 545.68	\$ 95.49	\$ 40.93	\$ 136.42	\$ 682.10
25-05 Data Collection, Management & Distribution	\$ 1,932.78	\$ 382.01	\$ 506.32	\$ 2,821.11	\$ 1,579.82	\$ 677.07	\$ 2,256.89	\$ 394.96	\$ 169.27	\$ 564.22	\$ 2,821.11
25-06 Planning & Technical Analysis	\$ 1,059.51	\$ 302.34	\$ 408.46	\$ 1,770.31	\$ 991.37	\$ 424.87	\$ 1,416.25	\$ 247.84	\$ 106.22	\$ 354.06	\$ 1,770.31
25-07 Air Quality Analysis, Coord., & Outreach	\$ -	\$ 302.34	\$ 379.76	\$ 682.10	\$ 381.98	\$ 163.70	\$ 545.68	\$ 95.49	\$ 40.93	\$ 136.42	\$ 682.10
25-08 Amend MTP	\$ -	\$ 816.85	\$ 1,012.65	\$ 1,829.50	\$ 1,024.52	\$ 439.08	\$ 1,463.60	\$ 256.13	\$ 109.77	\$ 365.90	\$ 1,829.50
25-09 3C Planning Process, Reg. Project Implemt.	\$ 9,493.49	\$ 496.92	\$ 1,842.16	\$ 11,832.57	\$ 6,626.24	\$ 2,839.82	\$ 9,466.06	\$ 1,656.56	\$ 709.95	\$ 2,366.51	\$ 11,832.57
25-10 Transportation Planning Studies & Projects	\$ 5,724.54	\$ 4,980.89	\$ 63,929.77	\$ 74,635.20	\$ 41,795.71	\$ 17,912.45	\$ 59,708.16	\$ 10,448.93	\$ 4,478.11	\$ 14,927.04	\$ 74,635.20
25-11 Continuing Projects	\$ 1,262.84	\$ 496.92	\$ 808.06	\$ 2,567.82	\$ 1,437.98	\$ 616.28	\$ 2,054.26	\$ 359.49	\$ 154.07	\$ 513.56	\$ 2,567.82
Total FY 24 Monthly Exps	\$ 40,013.20	\$ 10,078.71	\$ 72,983.19	\$ 123,075.10	\$ 68,922.06	\$ 29,538.02	\$ 98,460.08	\$ 17,230.51	\$ 7,384.51	\$ 24,615.02	\$ 123,075.10

\$ 123,075.10

\$ 123,075.10

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			\$ 6,767.23	\$ 25,257.07	\$ 2,900.24	\$ 13,190.54
April 2025	\$ 16,072.70	\$ 6,888.30	\$ 1,157.81	\$ 24,099.26	\$ 496.21	\$ 12,694.33
May 2025				\$ 24,099.26		\$ 12,694.33
June 2025 (A)				\$ 24,099.26		\$ 12,694.33
June 2025 (B)				\$ 24,099.26		\$ 12,694.33
Projects					Total 20% State Match to Federal Funds	
25-01 Administration			\$ 1,840.73		\$ 788.89	\$ 2,629.62
25-02 UPWP			\$ 346.90		\$ 148.67	\$ 495.58
25-03 Public Outreach			\$ 1,487.98		\$ 637.70	\$ 2,125.68
25-04 TIP			\$ 95.49		\$ 40.93	\$ 136.42
25-05 Data Management			\$ 394.96		\$ 169.27	\$ 564.22
25-06 Planning & Technical Analysis			\$ 247.84		\$ 106.22	\$ 354.06
25-07 Air Quality			\$ 95.49		\$ 40.93	\$ 136.42
25-08 Amend MTP			\$ 256.13		\$ 109.77	\$ 365.90
25-09 3 C Planning Process			\$ 1,656.56		\$ 709.95	\$ 2,366.51
25-10 Transportation Planning Projects			\$ 10,448.93		\$ 4,478.11	\$ 14,927.04
25-11 Continuing Projects			\$ 359.49		\$ 154.07	\$ 513.56
Totals			\$ 17,230.51		\$ 7,384.51	\$ 24,615.02

Personnel Expenses:

Salaries	\$ 40,013.20
Basic Life	\$ 431.16
Insurance Reimbursement	\$ 955.11
457 Employer Contribution	\$ 1,388.14
Hiring & Moving Expenses	\$ -
Dental	\$ 133.57
Vision	\$ 34.15
Health Insurance	\$ 3,221.41
Insurance-AFLAC	\$ 212.07
Ins L/T	\$ 223.91
Ins S/T	\$ 216.58
Voluntary Ins -Life and AD&D	\$ (41.03)
Medicare Tax	\$ 626.17
Social Security Tax	\$ 2,677.47
Educational Assistance	
Personnel Expenses:	\$ 50,091.91

Non-Personnel Exps:

Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ 6,802.97
Computer - Software	\$ 1,445.94
Conf., Meetings & Training	\$ 397.78
Mileage Reimbursement	\$ 831.25
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	
Insurance - WC	\$ -
Internet Access	\$ 257.37
IT Services	\$ 416.00
Materials and Advertising	\$ 275.00
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 1,268.04
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 58,167.46
Postage	\$ 100.00
Printing	\$ 107.20
ADP Fees	\$ 145.10
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 53.32
Miscellaneous Income	\$ (2.89)

Non-Personnel Exps:	\$ 72,983.19
Personnel Expenses:	\$ 50,091.91

TOTAL EXPENSES:	\$ 123,075.10
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## **April 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, filing, post office, Project Files Maintenance, scheduling Microsoft applications.

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

Timesheets and work summaries, POs and checks, Check-ins with staff, Audit review, ADP update and payroll, bank rec, monthly reports, DelDOT Invoice and backup materials.

### **25-01.04 Support for Council and Committees**

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

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

Presentation of draft to PAC and TAC, draft PL agreement, consultation with DelDOT, develop narrative, budget, projects, update federal sections per new guidance, create documents and reports, review of potential UPWP Project (US113 Milford Bypass), UPWP on website, press release, reviewing FY26 UPWP draft.

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

Meetings with community stakeholders, prep for and attend Imagine RIT, including travel, Milford Chamber Nonprofit Forum, KSLA, respond to CDCC inquiry, CenDel Nonprofit Forum, DLLG Meeting, AMPO webinar, Coffee Coaching, State of Mind Ribbon Cutting, career fairs at Smyrna and Del Tech.

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

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

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

Met with the RIT team to prepare for Imagine RIT, worked on getting the Sidequest on a new computer, and updated the headset builds.

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

Creating a file for CTP candidates (10) from the MTP list and forwarding it to DelDOT, finalizing files of 81 projects of fiscally constrained projects throughout Kent County, includes all attributes contained in the Excel spreadsheet created and provided by MPO staff from the recently approved MTP, once completed was distributed to applicable parties at DelDOT.

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

Staff meeting, Outdoor rec webinar, LCD tasks, LCD day (Bayhealth) and follow-up CDCC bio.

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

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

MPO roundtable, Delmarva Freight working group, Develop ACEC presentation #1, Freight Working Group mtg, Freight Academy prep, webinar #1, respond to AMPO request slides, read/review, WILMAPCO Air Quality Documents, meeting with DelDOT & WILMAPCO RE: Roundtable Follow-Up - Land Use Group, Roundtable prep and attendance, Delaware planning meeting.

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

Review and develop comments regarding Creekside Reserve, Kent DAC Plan Review with MPO Staff, DAC Kent County QOL comments for May.

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

Research ownership of Dover High Drive in Dover RE: Crosswalks DAC meetings and comments.

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

CTP submissions for FY27-32, meetings and coordination, developed Phase I CTP proposal for US RT 13 Sidewalk Gaps, Dover PLUS Plan Review, PLUS comments, CTP submission draft (narrative, research).

### **25-09.05 Coordination with other agencies, including federal**

Meeting with FHWA staff and follow-up, building GIS files for MPO Staff and creating a layout for a map book for some study on various local schools, counting intersections, crosswalks in a ½ mile radius of existing school, creating a shape file for DelDOT for fiscally constrained projects. Total of 81 projects. Creating buffers of the project's areas from point locations and line files. Adding information to the attributes. Checking to validate that all projects are completed within the file, including attribute data.

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

Review materials, preparation for PAC and TAC presentation, study coordination.

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

Workshop, business owner meeting, post presentation to the website, prep for and conduct second public workshop, review of Wheatley's Pond project memo.

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



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

Study narrative and coordination.

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

Review materials, preparation for PAC and TAC presentation, review draft.

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

Review and preparation of technical memorandum.

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

Finalize plan documents, distribute and post, meeting with consultant, DelDOT, and NC County regarding Freight Ordinance development.

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

Respond to Bike DE inquiry, study coordination research.

***25-10.14 On-Call Consultant Planning Support Services***

Dover State Street at South Dover Elementary - Review materials and prepare for the PAC and TAC presentation.

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

Milford-Slaughter Beach workshop, correspondence with partners, status meeting with technical committee, review draft materials.

***25-11.05 School District Walk Zone Analysis***

DHS crosswalk, Staff Review/Discussion, Created GIS File of Schools. Also, a one-half mile radius around schools. The map series layout for MPO Staff to do field work relative to walkable areas for students, school walk zone fieldwork with DelDOT

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

SS4A meetings and coordination, stakeholder meeting, respond to AMPO inquiry, coordination with consultant, Data review, meeting with Federal program manager, meeting with GAP Team, meeting with DelDOT regarding NOFO, SS4A grant research.

Dover Kent County MPO FY25 March 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	\$ 9,102.20	\$ 738.76	\$ 471.24	\$ 10,312.20	\$ 5,774.83	\$ 2,474.93	\$ 8,249.76	\$ 1,443.71	\$ 618.73	\$ 2,062.44	\$ 10,312.20
25-02 UPWP	\$ 714.74	\$ 422.14	\$ 303.98	\$ 1,440.86	\$ 806.88	\$ 345.81	\$ 1,152.69	\$ 201.72	\$ 86.45	\$ 288.17	\$ 1,440.86
25-03 Public Outreach & Education	\$ 841.85	\$ 951.91	\$ 487.20	\$ 2,280.96	\$ 1,277.34	\$ 547.43	\$ 1,824.77	\$ 319.33	\$ 136.86	\$ 456.19	\$ 2,280.96
25-04 TIP	\$ 127.80	\$ 316.60	\$ 142.41	\$ 586.81	\$ 328.61	\$ 140.83	\$ 469.45	\$ 82.15	\$ 35.21	\$ 117.36	\$ 586.81
25-05 Data Collection, Management & Distribution	\$ 2,684.39	\$ 424.58	\$ 189.86	\$ 3,298.83	\$ 1,847.34	\$ 791.72	\$ 2,639.06	\$ 461.84	\$ 197.93	\$ 659.77	\$ 3,298.83
25-06 Planning & Technical Analysis	\$ 1,727.86	\$ 316.60	\$ 303.93	\$ 2,348.39	\$ 1,315.10	\$ 563.61	\$ 1,878.71	\$ 328.77	\$ 140.90	\$ 469.68	\$ 2,348.39
25-07 Air Quality Analysis, Coord., & Outreach	\$ 15.05	\$ 316.60	\$ 142.41	\$ 474.06	\$ 265.47	\$ 113.77	\$ 379.25	\$ 66.37	\$ 28.44	\$ 94.81	\$ 474.06
25-08 Amend MTP	\$ 85.55	\$ 843.13	\$ 379.73	\$ 1,308.41	\$ 732.71	\$ 314.02	\$ 1,046.73	\$ 183.18	\$ 78.50	\$ 261.68	\$ 1,308.41
25-09 3C Planning Process, Reg. Project Implemt.	\$ 4,460.28	\$ 528.55	\$ 908.34	\$ 5,897.17	\$ 3,302.42	\$ 1,415.32	\$ 4,717.74	\$ 825.60	\$ 353.83	\$ 1,179.43	\$ 5,897.17
25-10 Transportation Planning Studies & Projects	\$ 3,675.70	\$ 5,166.76	\$ 10,410.04	\$ 19,252.50	\$ 10,781.40	\$ 4,620.60	\$ 15,402.00	\$ 2,695.35	\$ 1,155.15	\$ 3,850.50	\$ 19,252.50
25-11 Continuing Projects	\$ 371.31	\$ 528.55	\$ 237.32	\$ 1,137.18	\$ 636.82	\$ 272.92	\$ 909.74	\$ 159.21	\$ 68.23	\$ 227.44	\$ 1,137.18
Total FY 24 Monthly Exps	\$ 23,806.73	\$ 10,554.18	\$ 13,976.46	\$ 48,337.37	\$ 27,068.93	\$ 11,600.97	\$ 38,669.90	\$ 6,767.23	\$ 2,900.24	\$ 9,667.47	\$ 48,337.37

Non-Personnel Exps:

Auditing Services	\$ -
Bank Fees	\$ 35.00
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 143.94
Conf., Meetings & Training	\$ 792.50
Mileage Reimbursement	\$ 185.64
Dues	\$ 148.22
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 307.30
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	
Insurance - WC	\$ -
Internet Access	\$ 257.49
IT Services	\$ 1,101.00
Materials and Advertising	\$ 114.12
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 191.91
Office Supplies - Furniturel	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 7,608.30
Postage	\$ 335.80
Printing	\$ 74.27
ADP Fees	\$ 141.28
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 43.00
Miscellaneous Income	\$ (3.31)

Personnel Expenses:

Salaries	\$ 23,806.73
Basic Life	\$ 431.16
Insurance Reimbursement	\$ 1,910.22
457 Employer Contribution	\$ 2,079.57
Hiring & Moving Expenses	\$ -
Dental	\$ 134.87
Vision	\$ 34.17
Health Insurance	\$ 3,221.41
Insurance-AFLAC	\$ 141.38
Ins L/T	\$ 223.91
Ins S/T	\$ 216.58
Voluntary Ins -Life and AD&D	\$ 8.21
Medicare Tax	\$ 408.02
Social Security Tax	\$ 1,744.68
Educational Assistance	
Personnel Expenses:	\$ 34,360.91

Non-Personnel Exps: \$ 13,976.46

Personnel Expenses: \$ 34,360.91

	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
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February 2025			\$ 10,567.03	\$ 32,024.30	\$ 4,528.73	\$ 16,090.78
March 2025			\$ 6,767.23	\$ 25,257.07	\$ 2,900.24	\$ 13,190.54
April 2025				\$ 25,257.07		\$ 13,190.54
May 2025				\$ 25,257.07		\$ 13,190.54
June 2025 (A)				\$ 25,257.07		\$ 13,190.54
June 2025 (B)				\$ 25,257.07		\$ 13,190.54
Projects					Total 20% State Match to Federal Funds	
25-01 Administration			\$ 1,443.71		\$ 618.73	\$ 2,062.44
25-02 UPWP			\$ 201.72		\$ 86.45	\$ 288.17
25-03 Public Outreach			\$ 319.33		\$ 136.86	\$ 456.19
25-04 TIP			\$ 82.15		\$ 35.21	\$ 117.36
25-05 Data Management			\$ 461.84		\$ 197.93	\$ 659.77
25-06 Planning & Technical Analysis			\$ 328.77		\$ 140.90	\$ 469.68
25-07 Air Quality			\$ 66.37		\$ 28.44	\$ 94.81
25-08 Amend MTP			\$ 183.18		\$ 78.50	\$ 261.68
25-09 3 C Planning Process			\$ 825.60		\$ 353.83	\$ 1,179.43
25-10 Transportation Planning Projects			\$ 2,695.35		\$ 1,155.15	\$ 3,850.50
25-11 Continuing Projects			\$ 159.21		\$ 68.23	\$ 227.44
Totals			\$ 6,767.23		\$ 2,900.24	\$ 9,667.47

TOTAL EXPENSES: \$ 48,337.37





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

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

Filing, Email, Mail, Post Office, Sorting emails and workspace.

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

Leave Accrual, POs and Checks, Audit Questions, Monthly Reports, Bank Rec, DelDOT Invoice, Mission Square, annual evaluation sheet, timesheets, weekly summary, Wyschock meeting, intern onboarding.

### **25-01.04 Support for Council and Committees**

PAC/TAC Council mtg prep and attendance.

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

Budget development, narrative update, proposal review.

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

Milford Chamber Communication Committee, DLLG dinner Chamber mixer, Public Outreach Milford Police, ACEC prep, Wild Game Dinner, Nonprofit Forum, WISE, WWW3, CDCC event.

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

Update the website, social media, and mailing list

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

Met with RIT, Tested new TLAP build, Recorded TLAP script, Prep for Imagine RIT.

### **Project 25-04 Transportation Improvement Program (TIP)**

Amendments presented to Council.

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

Create shape file for Fiscal Constraint projects; as requested by DelDOT. Ongoing currently. Prepare a map of schools and school districts for an intern; update the Heatmap in the Rehoboth, Lewes, and Longneck area for a visual aid to interested parties.

### **25-05.02 Data Collection, Acquisition, Analysis, Updating, Management**

Preparation of "White Paper" detailing MPO and MPO-like options for Transportation Planning in Sussex County, Research/Review AASHTO Road Design Manual RE: Urban Corridors.

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

Staff meeting, LCD day (public safety, LCD homework).

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

Save the date, Rebuild the mailing list, research possible themes, Roundtable prep, development site visits.

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

MPO white paper, RASCL summit, Freight Working Group, Sussex County Council DelDOT presentation meeting, white paper review, meeting with Sussex County Executive Planning Director, Wilmapco Council meeting, SEDAC meeting

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

Kent County QOL comments, Kent County Development Advisory Committee Review & Code Search.

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

DAC comments and coordination with team, Staff DAC, TID research, Milford Business Park Groundbreaking, Review/Study Smyrna CCM Ordinance.

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

Meeting with the Director of Planning, Integrating Operations and Planning Advisory Council Meeting, Freight/Truck Parking Working Group Meeting, Harrington TIFF meeting, CTP submissions prep.

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

Wheatley's Pond meeting, sending out post office mailing, status meeting with the consultant, contacting Town Manager to schedule Workshop #2 and line-up venue - Clayton Firehouse.

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

Status meeting with consultant, presentation to Council.

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

Little Creek/Port Mahon bus tour and group meeting, coordination with town, writing of narrative, school bus stops, alternatives.

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

Study area driving tour, status meeting with the consultant.

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

Review the technical memo, Field Works to Measure & Photograph Existing Conditions, Initiate Drafting of Technical Memorandum for the Town Manager to update the map from the completed fieldwork, and then make corrections based on a review of said maps. Updated the shape files and uploaded them to ArcGIS Online to update the mapping application.



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

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

Status meeting with the project sponsor and review recommendations.

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

Follow-up with consultant and project sponsor, presentation to Council.

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

Discussion with staff, Recreational trails committee, project discussion, and preliminary research.

***25-10.14 On-Call Consultant Planning Support Services***

Status meeting with the consultant, presentation to Council, review draft report and recommendations.

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

Press releases, Social media posts, recreational trails committee, project discussion, preparation for and conduct of public workshop, cohort call, and close-out prep.

***25-11.03 Expanded Rail Corridor Land Use***

Researched and found Comp Plan maps or Zoning maps for municipalities impacted by the expanded Rail study. Took map images and geo-referenced them into the project to better assist in property analysis.

***25-11.05 School District Walk Zone Analysis***

Project development.

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

Status meeting with the consultant, reviewing draft materials, prep, and conducting safety working group meetings.