

**REGULAR COUNCIL MEETING  
MARCH 9, 2017**

The Council meeting was held at WILMAPCO, 850 Library Avenue, Suite 100, Newark, Delaware, on March 9, 2017.

1. **CALL TO ORDER:** Mr. John Sisson, Council Chair, opened the meeting at 6:30p.m.

2. **ROLL CALL:**

**Members present:**

Robert J. Alt, representing Cecil County Municipalities  
Drew Boyce, representing Jennifer L. Cohan, DeIDOT Secretary of Transportation  
Connie Holland, Delaware Governor's Appointee  
Herb Inden, representing City of Wilmington Mayor, Michael S. Purzycki  
D. Reed MacMillan, representing Rich Hall, representing New Castle County Executive,  
Matthew Meyer  
Heather Murphy, Maryland Governor's Appointee  
Eric Sennstrom, representing Cecil County Executive, Alan McCarthy  
John Sisson, Delaware Transit Corporation's Chief Executive Officer  
Michael Spencer, representing New Castle County Municipalities

**Members absent:**

None.

**Guests, Observers:**

Amy Bernknopf, DVRPC  
Greg Krykewycz, DVRPC  
Sarah Moran, DVRPC  
Mary Ridgeway, FHWA

**Staff members:**

Dan Blevins, Principal Planner  
Janet Butler, Administrative Assistant  
Heather Dunigan, Principal Planner  
Sharen T. Elcock, Executive Assistant  
Dave Gula, Principal Planner  
Randi Novakoff, Outreach Manager  
Bill Swiatek, Senior Planner  
Jacob Thompson, Transportation Planner  
Tigist Zegeye, Executive Director

Minutes prepared by Janet Butler

3. **MINUTES:**

The January 12, 2017 meeting minutes were approved.

**ACTION:** On motion by Mr. Sennstrom seconded by Mr. Spencer the Council approved the January 12, 2017 Council Meeting Minutes.

Mr. Inden abstained since he was not present at the last Council meeting.

Motion passed.

(3-9-17-01)

**4. PUBLIC COMMENT PERIOD:**

None.

**COUNCIL MEMBERS' AND DIRECTOR'S REPORT:**

**5. Chairperson's Report:**

**- Appointment of Nominating Committee for 2017-2018 Officers:**

Mr. Sisson appointed the following members to the Nominating Committee for the 2017-2018 WILMAPCO Officers: Ms. Heather Murphy; Mr. Drew Boyce; and Mr. Herb Inden.

Mr. Sisson also said the Delaware Transit Corporation (DTC) is about to approve the May Service Change proposal that was included in the DeIDOT Public Hearing. You will hear from Mr. Gula this evening about Wilmington Transit Moving Forward (WTMF) otherwise it has been pretty quiet.

**- Council Member's Reports:**

None.

**6. Executive Director's Report** – Ms. Zegeye shared the following events and information:

- The joint WILMAPCO and DeIDOT FY 2018-2021 Transportation Improvement Program (TIP) public workshop was held on February 1, 2017, at the Newark Library.
- Staff presented WILMAPCO's work in South Wilmington to a University of Delaware class.
- Staff presented a briefing of Wilmington Initiatives (WI) to the Mayor of Wilmington and his staff. Mr. Inden confirmed that WI is moving forward.
- Staff continues to work on the Ardentown Paths Plan, and presented the plan to the community on February 13, 2017.
- Staff presented a briefing to the New Castle County Land Use Department General Manager and his staff.
- WILMAPCO hosted a joint Metropolitan Planning Organization (MPO) staff meeting with DeIDOT Planning and Dover/Kent MPO to discuss coordinated efforts.
- The DART Public Hearing was held at WILMAPCO on February 28, 2017.
- Staff is part of a working group for the Delaware Statewide Bicycle Policy Plan and public workshops were held at Middletown High School and Wilmington Library.
- Staff continues to work on Safe Routes to School (SRTS) and Healthy Kids Delaware.
- Regarding the Transportation Alternatives Program (TAP), MDOT is accepting project applications for Cecil County from April 15 through May 15, 2017.
- A webinar regarding Maryland's TAP, SRTS, and Maryland Bike projects will be held on Tuesday, March 21, 2017.
- Staff is participating in the North Delaware Trails Coalition organized by the Delaware Greenways to promote trail planning coordination and implementation.
- The Newark Bike Committee is now "BikeNewark," and staff is assisting with planning a wayfinding and bicycle boulevard pilot project.

- Staff is assisting DNREC with an inventory of diesel equipment in and around the Port of Wilmington.
- Staff continues to work with the Town of Elkton and SHA on a Pedestrian Plan for the town.
- Staff has completed a draft of the Route 9 Master Plan, which is out for public comment, and staff expects Council adoption in May 2017.
- Staff will attend the Mid-Atlantic Sustainability Network Meeting in Washington, DC on March 22, 2017.
- On March 27, 2017, staff will attend the Baltimore Downtown Delivery Symposium at Baltimore Metropolitan Council (BMC).
- Staff will participate in the Congestion Management Process (CMP) peer exchange in St. Paul, Minnesota on May 22, 2017.
- Regarding the MPO Coordination Final Rule, the US Senate has passed legislation to repeal it, and it is being considered in the House of Representatives; therefore, there is a good chance the Rule will disappear.
- Regarding the WILMAPCO Financial Audit Report, a summary of the audit results indicates there were no findings in the financial statements or federal awards. There were also no reported or outstanding findings in the financial statement or in the costs, as part of the federal program. WILMAPCO was found to be a low risk auditee.

Ms. Holland commended WILMAPCO staff for having no findings in the financial audit.

#### **7. Public Advisory Committee (PAC) Report:**

Ms. Novakoff said the PAC met on February 13, 2017. Ms. Dunigan presented the public outreach portion of the FY2018 TIP, which PAC approved. Presentations included The Newark Bike Project Youth Empowerment Program by Melinda Bertling and Newark Bike Project, Build-a-Bike Program by Laura Wilburn. In addition, Mr. Swiatek presented the Route 9 Master Plan. PAC members liked the use of a road diet, slowing traffic, and making the pedestrian crossings safer.

A PAC member also suggested that individuals be considered for PAC membership, but, not just those who represent Civic groups. Staff explained there are more benefits to having PAC members that represent various groups. There was also a suggestion that PAC meeting summaries be brought back to the Civic Groups. In addition, there are four new members of the PAC, which include: 1) Alison Windel, Neighborhood House, Inc.; Mario Gangemi, Cecil County Chamber of Commerce; Bill Osborne, Delaware State Chamber of Commerce; and Robert Cameron, Claymont Redevelopment Corporation.

#### **8. Technical Advisory Committee (TAC) Report:**

Ms. Dunigan said the TAC met on January 19, 2017. There were no action items. Melinda Bertling presented the Newark Bike Project, Youth Empowerment Program and Laura Wilburn presented the Urban Bike Project, Build-a-Bike Project.

At the February 16, 2017 TAC meeting, action items included recommending amending the FY 2017-2020 TIP Interstate Maintenance and Christina River Bridge projects, and recommending adopting the FY 2018-2021 TIP. Amy Bernknopf and Sarah Moran, DVRPC, presented on the Concept Development for Southern Chester County – New Castle County Transit Service study.

**ACTION ITEMS:**

**9. To Amend the Draft FY 2017-2020 Transportation Improvement Program (TIP).**

Ms. Dunigan said that DeIDOT has requested the TIP be amended to increase funding for the Interstate Maintenance project, adding lighting enhancements for \$2.2 million and drainage improvements for \$3 million. The Air Quality Subcommittee determined that this amendment would not require a new air quality analysis.

**ACTION:** On motion by Mr. Alt seconded by Mr. Sennstrom the Council amended the FY 2017-2020 TIP, Interstate Maintenance Project, Lighting Enhancements, and Drainage Improvements.

Motion passed.

(3-9-17-02)

**10. To Amend the FY2017-2020 Transportation Improvement Program (TIP)**

Ms. Dunigan said DeIDOT has requested that the TIP be amended due to an increase in the cost for the Christiana River Bridge project to \$39 million. The Air Quality Subcommittee determined that this amendment would not require a new air quality analysis.

**ACTION:** On motion by Mr. Inden seconded by Mr. Alt the Council amended the FY 2017-2020 TIP, Christiana River Bridge Project.

Motion passed.

(3-9-17-03)

**11. To Approve the FY 2018-2021 Transportation Improvement Program (TIP)**

Ms. Dunigan discussed the draft FY 2018-2021 TIP, including public outreach and comments received. She said this action also includes WILMAPCO's FY 2018 Self-Certification resolution.

Ms. Dunigan reviewed public outreach for the draft TIP. WILMAPCO's TIP web page received 498 page views, and 184 were unique visitors. A sponsored Facebook event notice reached 2,719 people, and 138 clicked through to the details. WILMAPCO collaborated with the News Journal to get the TIP flyer emailed to 10,000 subscribers, and 1,382 people viewed the flyer, while 112 clicked through to the website. The joint WILMAPCO and DeIDOT public workshop attracted 13 attendees.

Ms. Dunigan discussed the TIP public comments found in the draft FY 2018-2021 TIP, Appendix G. Charles Weymouth commented the services offered by WILMAPCO are offered by other agencies. He also commented New Castle County does not fund road infrastructure costs, and the TIP should concentrate on port, rail, and cross river improvements; there is a lack of vision toward implementing a long range plan to accommodate industries; and there is a lack of concern toward alternate, rapid, mini-sized access with individual mobility to our urban incorporated recreational and living centers, which should be privately financed.

Comments on Facebook from Cheryl Ann Leonard included bus stops locations, and parking should be less expensive in the downtown area. She also commented that handicapped parking is too far from the work place. Michelle Greene expressed the need for high-speed magnetic levitation trains, and relief from train horn noise at night. Terry Pierse commented he and his wife support the Union Street Reconfiguration project. They attended the Workshop at Woodlawn Library, and were impressed with the

plan. Daniel Liszewski commented Samoset Drive near Christiana Hospital has several issues.

Frank Warnock commented BR 714 on N347 Chapman Road over I-95 needs narrow lanes from 12' lanes to 11' lanes and eliminate raised concrete sidewalks in favor of bike lanes; On SR2/Red Mill Road intersection, include bike lanes and add crosswalks across SR2 on the east side and across Red Mill Road on the south side, and include "Yield to Pedestrians" signs before crosswalks; On SR 273/Chapman Road intersection add bike lanes and a multi-use pathway along SR273 between Eagle Run and Browns Lane; On HEP NCC SR 72 and Old Baltimore Pike intersection include bike lanes and add a crosswalk across SR72, design island cuts to be level with the roadway, and include "Yield to Pedestrians" signs before crosswalks.

Mr. Warnock also commented on HSIP NCC, Old Baltimore Pike and Salem Church Road maintain clearly marked bike lanes; On HEP NCC, SR273 and Red Mill Road connector intersection, add crosswalk connections between Harmony Woods and Old Ogetown Road, design all island cuts to be level with the roadway, and include "Yield to Pedestrians" signs before crosswalks; and on SR 4, Harmony Road Intersection, maintain bike lanes and design a crosswalk on the south side to accommodate bicycle traffic and design all island cuts to be level with roadway. He added for all projects to design crosswalks and island cuts to maintain pathway alignment.

Dave Carter commented Route 299 needs work, crosswalks are needed at New Street; and Noxontown Road is very unsafe for students. Dave Carter also commented widening Elkton Road would affect pedestrian safety and cause additional toll evasion. Susan Wels suggested putting a red light camera at Route 896 and SR 4 for left turns. In addition, she suggested better signage for SR1, I-495, and I-295. Mike Zimansky commented speed limit signs are needed at I-95 southbound, at the southern end of the viaduct, and at I-95 northbound, where the flyover lanes bring in traffic from northbound Route 1.

Mike Logthetis commented he likes the Newark Train Station and Elkton Road projects. He would also like to see multipurpose trails access meaningful locations and interests. Additional projects could include Delmarva Power to allow DeIDOT to build trails in power line rights-of-way; correct trails to form a network; add trail signs to include where they are going and distance/time; and connect Glasgow Park to the community with multipurpose trails.

Stephen Ottinger commented he likes the continual improvements with suburban corridors, including sidewalk improvements and public transit friendly projects. New projects to consider are improvements in traffic congestion on U.S. 202, Delaware Route 92 at Naaman's Road, Old Baltimore Pike, and SR141 from Prices Corner through I-95.

Morte Fischer recommended to put more effort towards pedestrian safety and bike lanes that are protected from traffic, to help reduce cars and increase bike transport, and to look into removing dams on rivers that are not needed.

Pat and Edgar Folk suggested an assessment be done of the hundreds of stop signs in the Newark area to determine their efficiency and necessity. In general, the Newark area has too many stop lights and stops signs that impede the efficient flow of traffic. A stop sign could be replaced by a yield-sign, or have no sign at all.

**ACTION:** On motion by Mr. Spencer seconded by Mr. Sennstrom the Council approved the FY 2018-2021 TIP.

Motion passed.

(3-9-17-04)

**PRESENTATION/DISCUSSION ITEMS:**

**12. FY 2018 Unified Planning Work Program (UPWP)**

Ms. Zegeye distributed draft resolutions and information for the FY 2018 UPWP (**Attachment A**). Ms. Zegeye said that the state/local cash commitment to match federal dollars consist \$110,000 from DeIDOT, \$2,200 from Cecil County, \$31,500 from New Castle County; and \$11,796 from the City of Wilmington, which is split between the City's planning and public works departments.

For the state/local matching ratio, the State of Delaware matches 10% of its federal planning funds apportioned to WILMAPCO; and the State of Maryland matches 10% of the planning funds apportioned to WILMAPCO. New Castle County and the City of Wilmington splits the 10% local share of Delaware's federal planning funds based on population. New Castle County pays 85.48% of the 10%; the City of Wilmington pays 14.52% of the 10%; and Cecil County matches 10% of Maryland's federal planning funds.

On page 3, the Funding Outline indicates what WILMAPCO will get for FY 2018. It has been the same funding amount for the last four years. The next page shows the cash and in-kind activities, and page 5 indicates consultant funding. There will be no request for new project submissions at this time because WILMAPCO staff needs to complete projects already in the UPWP.

Ms. Zegeye referred to the February 2017 billing spreadsheet and explained MPO 14.10 supported the following projects: Freight, Walnut Street, Glasgow Avenue, SR 141, and Red Clay. MPO 15.10 supported North Claymont Area Master Plan (NCAMP), SR 9 Corridor Master Plan, and MARC Ridership. She added MPO 16.10 has approximately \$189,000 available for member agency and consultant support; but it is not enough money to solicit new projects from member agencies. Therefore, when WILMAPCO closes this fiscal year, there should be more money available in the September 2017 period, and then WILMAPCO will solicit new projects. In the meantime, WILMAPCO staff will be available to perform projects in-house, which may include studies, technical analysis and mapping.

The Draft FY2018 UPWP will be reviewed by TAC and PAC in March 2017 and during a 30-Day comment period from April 4 through May 5, 2017. Then, the final draft will be presented to the WILMAPCO Council for adoption on May 11, 2017.

Mr. Boyce announced there will be a two-day in-kind training with DeIDOT and WILMAPCO (April 26-27, 2017) because DeIDOT's staff time can't be used for in-kind purposes. Mr. Boyce also said we need a plan and that is why we are providing the in-kind training. Ms. Zegeye said DeIDOT has increased their cost share. She explained member agency staff, TAC, and PAC hours are kept in a lengthy report developed by WILMAPCO staff that counts toward in-kind. The in-kind training will provide a better way to use DeIDOT employees, while utilizing federal guidance.

### **13. Concept Development for Southern Chester County—New Castle County Transit Service**

Amy Bernknopf, Delaware Valley Regional Planning Commission (DVRPC), said the transit/pedestrian planning unit provides two types of services: 1) Individual Planning Studies including discrete transit/bicycle/pedestrian planning projects requested by partners and member governments and 2) Regional Analysis and Priority Setting that develops tools and performs analyses to understand and prioritize transit/bicycle/pedestrian issues and needs from a regional perspective.

Studies cover commuter patterns for Chester County, Delaware County, and New Castle County, which includes looking at typical commuter patterns for employees going from Chester County to New Castle County, for work, shopping, and appointments. In addition, they explore how access and mobility can be improved.

Sarah Moran, DVRPC, said during the Travel Pattern Analysis DVRPC researched specific questions such as “Who is there to serve?” “Where are they coming from?” and “Where are they going?” Studies included non-work trips for locals and tourists, and work trips for choice riders and non-choice riders. Non-choice riders ride the bus or train because they cannot, for financial, physical, or other reasons, drive or ride in a car. Choice riders can use a car, and often have one, but instead choose to use the bus or train.

The Tourist Analysis measured Longwood Gardens visitor distribution by day-of-the-week and by-month. The study area travel patterns indicated that the highest concentration of Longwood Gardens visitors come from nearby; non-choice riders make the longest trips; choice commuters and local riders stay closer to home; trips from Chester County to Wilmington are common in both commuter types; and reverse direction trips are less common. Passenger demographics were measured by age, household income, and by number of vehicles. The demographic analysis included non-choice origins, local origins, and choice origins.

The Travel Flow Analysis used the 2006-2010 Census Transportation Planning Products (CTPP) data. It included Journey to Work (JTW) by mode and demographics, but, only work trips were captured and the data was used in the analysis of non-choice and choice commuters.

The 2012-2013 Household Travel Survey data were used to measure non-work trips that did not include New Castle County. There was a small sample size and few sources were available for information about non-work trips. The data were used in the analysis of local riders.

Most commuters traveled from West Chester, and the map shows non-choice commuters tended to travel farther than the choice commuters; however, when the choice commuters traveled farther they went to the Wilmington area. In addition, local riders come from similar areas as non-choice riders; however, they made much shorter trips, and fewer trips came from New Castle County to Chester County.

The study area travel patterns had the highest concentration of Longwood Gardens visitors that came from nearby, non-choice riders made the longest trips, choice commuters and local riders stayed closer to home, and the trips from Chester County to

Wilmington are common in both commuter types; however, reversed direction trips were less common.

The context appropriate transportation alternatives include shuttles, limited stop bus services, vanpool services, privately and publicly administered services, and on-demand services. The findings indicated that the following elements make a successful service: 1) Identify transit demand locations; 2) Use direct marketing that is right for the community; 3) Education strategy; 4) New partnerships; 5) Communication between all partners; 6) Contract with participants; 7) Clear and desirable subsidies; and 8) Establish incentives that are sustainable.

Amy Bernknopf, DVRPC, said DVRPC's Limited Bus Stop Service coordinates with DART, the staffing agency, and the employer to identify transit demand employee shift times and trip origins for current and prospective employees; minimum fixed bus stops; flag stops throughout a portion of the route; and mid-size vehicles (36 people); and connections to DART bus routes.

Services include the regional version along US Route 202; limited stops, links with shuttles or other public transit services, coordinated schedules with employers, and they expect to have publicly coordinated and shared costs. DVRPC learned that they are able to serve limited locations and provide fixed route and frequent service.

DVRPC also learned that participation is needed up front for a van-pool service, coordination from participants is crucial; there is a need to determine interest from municipalities and employers, with more destinations and smaller vehicles; and costs can be shared. Therefore, DVRPC is more likely to provide higher mobility to a dispersed population.

Mr. MacMillan asked since at Painter's Crossing and Route 202, it is heavily traveled in both directions, is there an opportunity for ridership to go from the Commerce Center to West Chester and to New Castle County. Ms. Bernknopf replied yes. DVRPC had looked at ridership numbers there, and it was shown on the diagram that there are enough employees traveling there. However, Ms. Moran added we also found that having a limited number of stops would be more enticing for commuters.

Mr. Sisson agreed that something needs to be done with this transit/commuter area, and wondered where to go from here for next steps. Ms. Bernknopf said Delaware Valley Regional Planning Commission (DVRPC) participates in the coordinated effort, but, they are not the leader. She added Southeastern Pennsylvania Transit Authority (SEPTA) would probably be part of it too, because the project would not be done by just one agency.

#### **14. Wilmington Transit Moving Forward (WTMF)**

Mr. Gula said Wilmington Transit Moving Forward (WTMF) brought together agency staff and stakeholders in an Advisory Group to prepare a final report that will advise and assist in setting a vision for the future of transit in Wilmington, and identify transit recommendations with priorities for implementation.

The final report defines the vision with a series of 19 principles, opportunities, and examples, prioritized into four time-frames for implementation, short-term, mid-term, long-term, and future. The Project Management Committee (PMC) consists of DeIDOT,



DTC, City of Wilmington, Wilmington City Council, WILMAPCO, and RKK & WRA consultants. The Advisory Group includes PMC members and a list of related agencies in the Wilmington area.

Phase II projects include Rodney Square improvements, Operational Analysis, Fourth Street Transit Corridor, Bus Stop Improvements, Tatnall Street Site, Traffic Analysis, Orange Street conversions, and Wilmington Transit Center (Porter Site).

A Comprehensive Operations Analysis-Route Evaluation was completed using the Origin Destination Study with transfer data. Rodney Square was a key concern in this process, and during the study period, DART reduced the number of buses at Rodney Square. As a result, there has been a 33% reduction of Rodney Square transit trips between May 2014 and June 2016.

In addition, DART was planning improvements, including adding trees and modifying bus shelters throughout the Square. The shelter design has two sides instead of four, real-time information is displayed on a TV screen, and the interior lights up at night, which will help people in bus shelters be seen by the bus drivers. There will also be less signs and the route numbers on the shelters.

The PMC has also looked at the routes segments that perform best and worst, and those with lower ridership that can be combined with other routes. The team is looking at the Fourth Street Corridor because there are many bus stops, almost at every block, and high ridership. Some stops will be combined to increase the route efficiency, and the remaining stops will have shelters. In addition, bus bulbs will be created by extending sidewalk, as well as improvements to pedestrian crossings, improvements to bus travel times, and minimal parking impacts. There will also be areas for buses to stop in travel lanes, avoid conflicts with existing features, improve pedestrian accessibility and safety, and reduce crashes.

The segment of Tatnall Street between 11<sup>th</sup> and 12<sup>th</sup> Streets has been under-utilized for parking and could be adapted to serve as a transit hub and layover facility. This provides an opportunity to establish an on-street bus stop and lay-over site away from Rodney Square, on a quieter street with fewer impacts to neighboring uses. At the Wilmington Transit Center a new transfer hub and layover facility is planned for construction with parking deck(s) at the Wilmington Amtrak Station, located on the state-owned Porter Site. This would remove buses from an on-street layover site on MLK Jr Blvd between French and Market Streets.

The Two-Way Traffic Analysis included a Traffic Modeling Study, which indicated the main focus should be Orange Street, which would provide the best advantage for transit. The other potential street direction changes can be pursued by the City. Orange Street could be one lane in each direction and could provide a southbound bus lane from 9th to 4th Streets. Additional analysis showed King Street as the current main southbound street could be two-way, with one lane northbound. Walnut Street is currently a multi-lane northbound street, and could accommodate one lane going southbound.

Twelfth Street could be a two-way street between Delaware Avenue and Walnut Street. There could also be three lanes westbound and one lane eastbound between Delaware Avenue and Washington Street, and two lanes in each direction between Washington Street and Walnut Street.

The public outreach process has included notices and articles in WILMAPCO's E-News and Transporter newsletters, Wilmington Initiatives (WI) E-mail blasts; Wilmington Initiatives (WI) joint Technical/Steering Committee meetings, and TAC, PAC, and Mayor's Briefings, WI Public Workshop, Briefings to Wilmington City Council Public Works and Transportation Committees, and updates to state representatives and senators representing the City of Wilmington.

Next steps include implementation of the WTMF Final Report. Short- and mid-term recommendations will continue, and some mid-term recommendations will become separate projects for the next phase. DTC is pursuing Public Private Partnerships (P3) to fund the Transit Center, and the WTMF project oversight will transition to WI.

**13. INFORMATION ITEMS:** DeIDOT's Administrative Modification Request Letters.

**ADJOURNMENT:** Mr. Spencer made a motion to adjourn, Ms. Holland seconded the motion. The meeting adjourned at 8:00 p.m.

**ATTACHMENTS:**

(1)

# Wilmington Area Planning Council

850 Library Avenue, Suite 100  
Newark, Delaware 19711  
302-737-6205; Fax 302-737-9584  
From Cecil County: 888-808-7088  
e-mail: [wilmapco@wilmapco.org](mailto:wilmapco@wilmapco.org)  
web site: [www.wilmapco.org](http://www.wilmapco.org)

**WILMAPCO Council:**

**John Sisson, Chair**  
*Delaware Transit Corporation  
Chief Executive Officer*

**Robert J. Alt**  
*Mayor of Elkton*

**Jennifer Cohan**  
*Delaware Dept. of Transportation  
Secretary*

**Connie C. Holland**  
*Delaware Office of State Planning  
Coordination, Director*

**Alan McCarthy**  
*Cecil County Executive*

**Matthew Meyer**  
*New Castle County Executive*

**Heather Murphy**  
*Maryland Dept. of Transportation  
Director, Office of Planning and  
Capital Programming*

**Michael S. Purzycki**  
*Mayor of Wilmington*

**Michael Spencer**  
*Mayor of Newport*

**WILMAPCO Executive Director**  
*Tigist Zegeye*

**DRAFT**

**RESOLUTION**

**BY THE WILMINGTON AREA PLANNING COUNCIL  
ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING  
WILMAPCO'S FEDERAL FUNDS FOR FY 2018  
UNIFIED PLANNING WORK PROGRAM**

**WHEREAS**, WILMAPCO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to support transportation planning activities; and,

**WHEREAS**, all federal funds must be matched by twenty percent (20%) State/Local funds; and,

**WHEREAS**, federal regulations permit State/Local matching to be made either in cash or by way of "in-kind services", or soft match; and,

**WHEREAS**, WILMAPCO requires certain of the matched funds to be made in cash in order to ensure that WILMAPCO's cash obligations may be met; and

**WHEREAS**, the historically agreed upon cash commitment have been the full 10% match from the State of Maryland in cash with minimum cash matches of \$2,200 from Cecil County, \$110,000 from the State of Delaware, \$31,500 from New Castle County and \$11,796 from the City of Wilmington, with any remaining matching obligation made either in cash or by in-kind services;

**NOW, THEREFORE, BE IT RESOLVED** that the WILMAPCO Council does hereby adopt the State/Local Cash Commitment when matching WILMAPCO's federal funding for fiscal year 2018 UPWP, as outlined above.

Date:

John Sisson, Chairperson  
Wilmington Area Planning Council



*Partners with you in transportation planning*

**FY 2018 Unified Planning Work Program**

**III FY 2018 UPWP FINANCIAL INFORMATION**

**FY 2018 UPWP FUNDING ANALYSIS  
TOTAL FUNDS AVAILABLE  
and  
TOTAL CASH COMMITMENT**

<b>SOURCE</b>	<b>COST SHARE</b>	<b>CASH SHARE</b>	<b>IN-KIND MATCH</b>
<b>DELAWARE</b>			
<b>FHWA</b>	\$1,298,047	\$1,298,047	
<b>FTA</b>	\$319,872	\$319,872	
<b>STATE</b>	\$202,240	\$110,000	\$92,240
<b>NEW CASTLE COUNTY</b>	\$172,875	\$31,500	\$141,375
<b>CITY OF WILMINGTON</b>	\$29,365	\$11,796	\$17,569
<b>MARYLAND</b>			
<b>FHWA</b>	\$70,476	\$70,476	
<b>FTA</b>	\$24,444	\$24,444	
<b>STATE</b>	\$11,865	\$11,865	
<b>CECIL COUNTY</b>	\$11,865	\$2,200	\$9,665
<b>TOTAL</b>	<b>\$2,141,049</b>	<b>\$1,880,200</b>	<b>\$260,849</b>

## FY 2018 Unified Planning Work Program

### WILMAPCO Consultant Costs (included in cash activity above) 2018

MPO 18.01	BOOKKEEPING	\$10,000
MPO 18.03	MEDIA RELATIONS COORDINATION	\$24,000
MPO 18.03	URBAN BIKE PROJECT: EARN A BIKE & TRIP FOR KIDS PROGRAM	\$3,000
MPO 18.03	NEWARK BIKE PROJECT	\$2,500
MPO 18.04	INTERSECTIONS COUNTS - REGIONAL	\$25,000
MPO 18.04	CECIL COUNTY TRAVEL TIME RUNS	\$18,000
MPO 18.04	REGIONAL MODELING SUPPORT	\$48,000
MPO 18.05	CONGESTION MANAGEMENT SYSTEM CONSULTANT SUPPORT	\$35,000
MPO 18.05	UNIVERSITY OF DELAWARE PARK & RIDE	\$10,000
MPO 18.05	REGIONAL TRANSPORTATION PERFORMANCE MEASUREMENT DEVELOPMENT	\$30,000
MPO 18.11	WILMINGTON INITIATIVES PUBLIC OUTREACH AND MANAGEMENT	\$48,000
MPO 18.13	CHURCHMANS CROSSING PROGRAM DEVELOPMENT	\$48,000
MPO 18.13	NCC-ROUTE 40 PROGRAM DEVELOPMENT SUPPORT	\$48,000
		<b>\$349,500</b>

FY 2018 WORK TASKS - WILMAPCO										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2017 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
DELAWARE		MARYLAND								
<b>CASH ALLOCATION</b>										
Administration										
MPO 18.01	\$182,994	\$45,094	\$9,935	\$3,446	\$15,507	\$1,673	\$4,441	\$310	\$1,663	\$265,063
Unified Planning Work Program (UPWP)										
MPO 18.02	\$57,755	\$14,232	\$3,136	\$1,088	\$4,894	\$528	\$1,402	\$98	\$525	\$83,657
Public Outreach & Education										
MPO 18.03	\$147,177	\$36,268	\$7,991	\$2,772	\$12,472	\$1,345	\$3,572	\$249	\$1,337	\$213,183
Data Collection, Management & Distribution										
MPO 18.04	\$100,272	\$24,710	\$5,444	\$1,888	\$8,497	\$917	\$2,433	\$170	\$911	\$145,243
Regional Planning & Technical Analysis										
MPO 18.05	\$100,260	\$24,707	\$5,443	\$1,888	\$8,496	\$916	\$2,433	\$170	\$911	\$145,224
Air Quality Coordination and Analysis										
MPO 18.06	\$30,319	\$7,471	\$1,646	\$571	\$2,569	\$277	\$736	\$51	\$276	\$43,917
New Federal Regulation Compliance										
MPO 18.07	\$37,800	\$9,315	\$2,052	\$712	\$3,203	\$346	\$917	\$64	\$344	\$54,752
Goods Movement Plan Implementation										
MPO 18.08	\$34,408	\$8,479	\$1,868	\$648	\$2,916	\$315	\$835	\$58	\$313	\$49,839
Regional Coordination										
MPO 18.09	\$87,875	\$21,655	\$4,771	\$1,655	\$7,447	\$803	\$2,132	\$149	\$799	\$127,286
RTP Implementation										
MPO 18.10	\$57,286	\$14,117	\$3,110	\$1,079	\$4,855	\$524	\$1,390	\$97	\$521	\$82,977
Sub-regional Studies & Coordination										
MPO 18.11	\$162,048.97	\$39,933	\$8,798	\$3,052	\$13,732	\$1,481	\$3,932	\$275	\$1,473	\$234,725
Transportation Improvement Program										
MPO 18.12	\$48,678	\$11,996	\$2,643	\$917	\$4,125	\$445	\$1,181	\$83	\$442	\$70,509
Monitoring of Sub-regional Studies										
MPO 18.13	\$128,955.33	\$31,778	\$7,001	\$2,428	\$10,928	\$1,179	\$3,129	\$219	\$1,172	\$186,790
<b>TOTAL FY 2018 NEW TASKS</b>										
	\$1,175,827	\$289,754	\$63,840	\$22,142	\$99,643	\$10,748	\$28,534	\$1,993	\$10,685	\$1,703,166
Vacation & Holiday										
	\$122,220	\$30,118	\$6,636	\$2,302	\$10,357	\$1,117	\$2,966	\$207	\$1,111	\$177,034
<b>Grand Total</b>	<b>\$1,298,047</b>	<b>\$319,872</b>	<b>\$70,476</b>	<b>\$24,444</b>	<b>\$110,000</b>	<b>\$11,865</b>	<b>\$31,500</b>	<b>\$2,200</b>	<b>\$11,796</b>	<b>\$1,880,200</b>

**FY 2018 WORK TASKS - WILMAPCO**

TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY2017 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
<b>TOTAL TASK COST</b>										
Administration										
MPO 18.01	\$182,994	\$45,094	\$9,935	\$3,446	\$32,887	\$1,673	\$31,079	\$2,131	\$4,973	\$314,212
Unified Planning Work Program (UPWP)										
MPO 18.02	\$57,755	\$14,232	\$3,136	\$1,088	\$10,595	\$528	\$10,138	\$695	\$1,611	\$99,777
Public Outreach & Education										
MPO 18.03	\$147,177	\$36,268	\$7,991	\$2,772	\$24,988	\$1,345	\$22,755	\$1,561	\$3,721	\$248,578
Data Collection, Management & Distribution										
MPO 18.04	\$100,272	\$24,710	\$5,444	\$1,888	\$12,193	\$917	\$8,098	\$557	\$1,615	\$155,695
Regional Planning & Technical Analysis										
MPO 18.05	\$100,260	\$24,707	\$5,443	\$1,888	\$13,281	\$916	\$9,767	\$671	\$1,823	\$158,756
Air Quality Coordination and Analysis										
MPO 18.06	\$30,319	\$7,471	\$1,646	\$571	\$5,562	\$277	\$5,322	\$365	\$846	\$52,379
New Federal Regulation Compliance										
MPO 18.07	\$37,800	\$9,315	\$2,052	\$712	\$6,934	\$346	\$6,635	\$455	\$1,054	\$65,303
Goods Movement Plan Implementation										
MPO 18.08	\$34,408	\$8,479	\$1,868	\$648	\$6,312	\$315	\$6,040	\$414	\$960	\$59,443
Regional Coordination										
MPO 18.09	\$87,875	\$21,655	\$4,771	\$1,655	\$16,120	\$803	\$15,426	\$1,058	\$2,451	\$151,813
RTP Implementation										
MPO 18.10	\$57,286	\$14,117	\$3,110	\$1,079	\$10,509	\$524	\$10,056	\$690	\$1,598	\$98,966
Sub-regional Studies & Coordination										
MPO 18.11	\$162,049	\$39,933	\$8,798	\$3,052	\$26,456	\$1,481	\$23,433	\$1,608	\$3,896	\$270,706
Transportation Improvement Program										
MPO 18.12	\$48,678	\$11,996	\$2,643	\$917	\$8,930	\$445	\$8,545	\$586	\$1,357	\$84,096
Monitoring of Sub-regional Studies										
MPO 18.13	\$128,955	\$31,778	\$7,001	\$2,428	\$17,116	\$1,179	\$12,614	\$867	\$2,351	\$204,290
<b>TOTAL FY 2018 TASKS</b>										
	\$1,175,827	\$289,754	\$63,840	\$22,142	\$191,883	\$10,748	\$169,909	\$11,658	\$28,254	\$1,964,015
Vacation & Holiday	\$122,220	\$30,118	\$6,636	\$2,302	\$10,357	\$1,117	\$2,966	\$207	\$1,111	\$177,034
<b>Grand Total</b>	<b>\$1,298,047</b>	<b>\$319,872</b>	<b>\$70,476</b>	<b>\$24,444</b>	<b>\$202,240</b>	<b>\$11,865</b>	<b>\$172,875</b>	<b>\$11,865</b>	<b>\$29,365</b>	<b>\$2,141,049</b>