

**FISCAL YEAR 2009**  
**July 1, 2008 – June 30, 2009**

**UNIFIED PLANNING WORK PROGRAM**

**for the**

**WILMINGTON METROPOLITAN AREA**

Prepared by the staff of the  
Wilmington Area Planning Council

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## I INTRODUCTION

The Unified Planning Work Program (UPWP) is a document that includes all planning activities to be performed with funds provided under Title 23, U.S.C. and the Federal Transit Act. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires that metropolitan planning organizations (MPOs), such as the Wilmington Area Planning Council (WILMAPCO), in areas with over 200,000 population develop a UPWP in cooperation with the State and operators of publicly owned transit. Other sources of federal funds used for planning activities in the region should also be included in the UPWP.

The UPWP discusses the planning priorities facing the metropolitan planning area and should describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the next one- or two-year period, regardless of funding sources or agencies conducting activities, in sufficient detail to indicate who will perform the work, the schedule for completing the work and the products that will be produced.

The WILMAPCO region consists of two counties. The total area is 744 square miles (396 in New Castle County and 348 in Cecil County) with a 2006 population of 629,096. Although the square mileage of the two counties is fairly similar, their population figures are quite disparate: Cecil County had a 2006 population of 99,506, while New Castle County had 529,590. New Castle County is an urbanized county with a density of 1,294 persons per square mile while Cecil County has only 260 persons per square mile.

WILMAPCO's mission is to ensure the implementation of the best multi-modal transportation plan that meets all the requirements mandated by the Federal Clean Air Act and its Amendments (CAAA) and SAFETEA-LU and that promotes the attainment of the Goals for the Region. The Goals, Objectives and Actions arrived at by consensus through the several long-range plan updates are:

### ❖ **Support Economic Growth, Activity and Goods Movement**

#### ➤ *Objectives:*

- Ensure a Predictable and Adequate Public Investment Program to Guide Private Sector Investment Decisions
- Plan and Invest to Promote the Attractiveness of the Region

### ❖ **Efficiently Transport People**

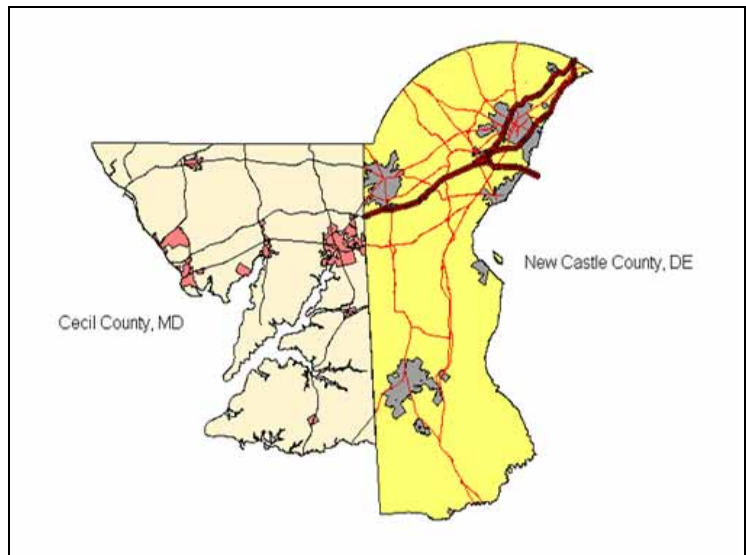
#### ➤ *Objectives:*

- Improve Transportation System Performance
- Promote Accessibility, Mobility, and Transportation Alternatives

### ❖ **Improve Quality of Life**

#### ➤ *Objectives:*

- Protect the Public Health, Safety, and Welfare
- Preserve our Natural, Historic, and Cultural Resources
- Support Existing Municipalities and Communities
- Provide Transportation Opportunity and Choice



WILMAPCO performs its mission by using the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. It serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues.

WILMAPCO is responsible to all the citizens of the region to ensure the implementation of the best transportation plan for the region. Therefore, the WILMAPCO Council is composed of elected officials from state, county and municipal jurisdictions. These elected officials are accountable to their respective citizens. The implementation of the transportation plan is carried out by WILMAPCO's member agencies.

WILMAPCO collects, analyzes and evaluates demographic, land use and transportation-related data and seeks public input to understand the transportation system requirements of the region. Understanding these requirements allows for the development of plans and programs and the implementation of a transportation system that provides for the efficient transport of people, goods and services.

WILMAPCO has developed and updated a long-range Regional Transportation Plan (RTP). The RTP is a regionally based plan encompassing a twenty-year planning horizon and includes all transportation modes. The Transportation Improvement Program (TIP) is a four-year program of capital investments that implements the long-range plan. The RTP is derived from the Vision Goals established for the region and supported by demographic and land use data to define the transportation system investments. These transportation system investments are periodically tested and updated, and the resulting paradigms are adopted as the twenty-year horizon transportation plan.

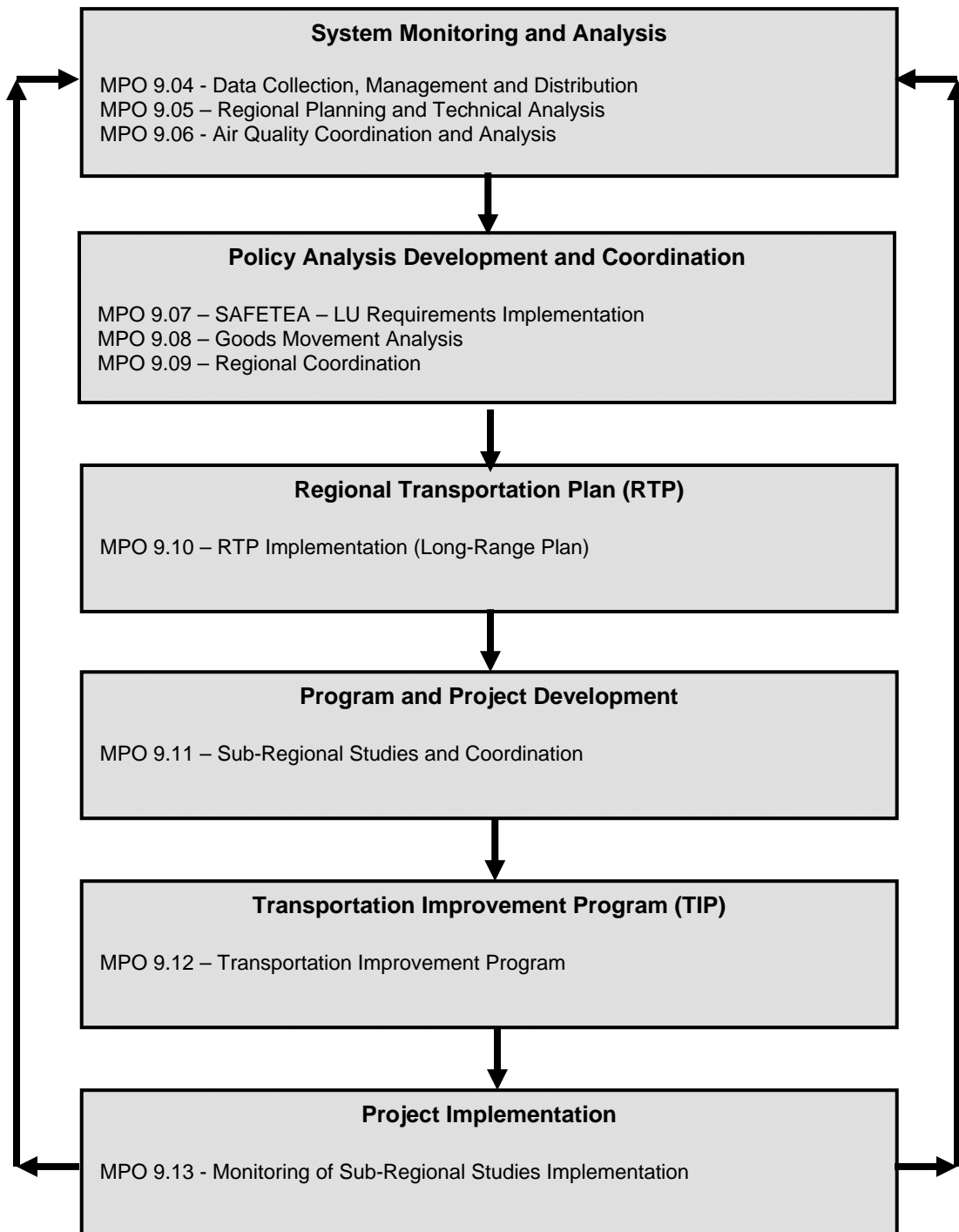
WILMAPCO evaluates the RTP within a four-year planning horizon, weighs and prioritizes elements, considers funding sources, and evaluates the potential near-term benefit to the citizens of the WILMAPCO region. The highest priority RTP projects are then incorporated into the TIP for implementation. WILMAPCO, in conjunction with its member agencies, implements these near-term elements of the RTP. In addition, WILMAPCO, as the region's metropolitan planning organization, must approve all federally funded transportation projects in the region and must select projects to be funded with Congestion Mitigation and Air Quality (CMAQ) funds and Urbanized Area Surface Transportation Project (STP) funds.

The work tasks in this UPWP are presented in a sequence that reflects the planning process used by WILMAPCO. The first three tasks describe activities that are overarching and permeate all aspects of the planning process. *Administration* provides the underpinnings of WILMAPCO's activities, the *Unified Planning Work Program (UPWP)* task provides for the development and administration of the work plan and budget that guide all of WILMAPCO's activities, and the *General Public Outreach and Education* task provides for public involvement and education throughout the planning process.

The actual planning work is reflected in the remaining work tasks. The following flow chart shows the general flow of the planning process as reflected in the Unified Planning Work Program (UPWP). Data is collected and analyzed and used to inform policy discussions. Policies are determined and incorporated into the long-range regional transportation plan (RTP). The Plan includes policies, actions, and projects that guide the development of studies and plans. The projects that are recommended for implementation in studies and plans are programmed for capital and operating funds in the TIP. Projects programmed for engineering in the TIP are followed by WILMAPCO to provide continuity from the planning process through the engineering process.

WILMAPCO FY 2009 UPWP

Planning Flow Chart



## II ORGANIZATION

### **WILMAPCO Council**

The policy making body of WILMAPCO is its Council that consists of nine voting members:

1. **Delaware Governor's appointee** – Lee Ann Walling, Office of the Secretary, Department of Natural and Environmental Control
2. **Delaware Department of Transportation, Secretary** – Carolann Wicks
3. **Delaware Department of Transportation, Delaware Transit Corporation, Director** – Stephen Kingsberry
4. **City of Wilmington, Mayor** - James M. Baker
5. **New Castle County, County Executive** – Christopher A. Coons
6. **New Castle County, Municipalities representative** – Vance A. Funk III, Mayor, City of Newark
7. **Maryland Governor's appointee** – Michael W. Nixon, Manager, Maryland Department of Transportation
8. **Cecil County Commissioners** – Brian Lockhart, Cecil County Commissioner
9. **Cecil County, Municipalities representative** – Joseph L. Fisona, Mayor, Town of Elkton

### **Technical Advisory Committee (TAC)**

The TAC consists of planners and engineers from all WILMAPCO participating agencies. It performs analyses and makes recommendations concerning transportation and land use issues to Council for their approval. The actual technical work is performed by WILMAPCO staff and the TAC member organizations. The TAC elects its own chairperson and vice-chair annually from among its members to serve for a one-year period from fiscal year to fiscal year, subject to approval by the Council. The following is a list of the TAC member agencies and the current representatives:

1. **Cecil County Office of Planning and Zoning** – Anthony J. Di Giacomo
2. **Delaware Department of Natural Resources and Environmental Control** – Philip A. Wheeler
3. **Delaware Department of Transportation** – Gregory Oliver
4. **Delaware River and Bay Authority** – Anna Marie Gonnella Rosato
5. **Delaware Economic Development Office** – Shannon Marchman
6. **Delaware Department of Transportation** – Catherine Smith
7. **Maryland Department of Transportation** – Ian Beam
8. **Maryland Transit Administration** – Leonard Howard
9. **Maryland Department of Planning** – Markus R. Gradecak
10. **Maryland State Highway Administration** – James E. Thompson
11. **Maryland Department of the Environment** – Diane Franks
12. **Newark Planning Department** – Michael Fortner
13. **New Castle County Department of Land Use** – John Janowski
14. **State Planning Coordination Office** – Herbert M. Inden
15. **Town of Elkton** – Jeanne D. Minner
16. **Transportation Management Association of DE** – William D. Osborne
17. **Wilmington Department of Planning** – Gwinneth Kaminsky Rivera
18. **Wilmington Department of Public Works** – David Blankenship



Ex-Officio Members:

19. **Federal Transit Administration** – Keith Lynch
20. **Federal Highway Administration** – Tashia Clemons
21. **Federal Environmental Protection Agency** –Martin Kotsch
22. **Amtrak** – Stan Slater
23. **Diamond State Port Corporation** – Randall Horne

Current subcommittees of the TAC are the **Air Quality Subcommittee (AQS)**, the **Congestion Management System (CMS) Subcommittee**, the **Demographic and Data Subcommittee**, the **Goods Movement Working Group**, and the **Non-motorized Transportation Working Group**.

### **Public Advisory Committee (PAC)**

The Public Advisory Committee (PAC) was organized to include citizen representatives from different geographic areas throughout the WILMAPCO region that have an interest in transportation policy and public involvement. PAC members are recruited from the following groups: civic umbrella groups, business groups, public interest groups, environmental groups, transportation interest groups and agencies that represent diverse populations, such as minorities, the elderly, disabled citizens, and transit-dependent populations.

The PAC assists Council with public outreach by recommending public outreach and involvement strategies; reviewing WILMAPCO publications for clarity, effectiveness and user friendliness; serving as a liaison between Council and the public for the distribution of WILMAPCO publications and information; advising Council on the needs for public education regarding WILMAPCO and regional transportation policies; and advising Council on the effectiveness of public outreach for Action Items.

Members of the PAC were recommended by the Executive Director and appointed by the Council to serve for a term of no more than three (3) years and may be reappointed by the Council for an additional term. The PAC elects its own chair and vice-chairperson annually from among its members for a term of one year from fiscal year to fiscal year, subject to approval by the Council.

### **The current membership of the PAC is as follows:**

1. 7-40 Alliance
2. AARP
3. American Automobile Association (AAA)
4. Bear Glasgow Council
5. Cecil County – three (3) representatives
6. Cecil County Board of Realtors
7. Cecil County Chamber of Commerce
8. Centreville Civic Association
9. City of Elkton
10. City of Middletown
11. City of New Castle
12. City of Newark
13. City of Wilmington – two (2) Representatives
14. Civic League for New Castle County
15. Claymont Community Coalition
16. Committee of 100
17. Council of Civic Organizations of Brandywine Hundred (CCOBH)
18. Delaware Greenways
19. Delaware State Chamber of Commerce
20. Delmarva Rail Passengers Association
21. Elderly & Disabled Transit Advisory Committee (EDTAC)
22. Fox Point Civic Association
23. Greater Hockessin Area Development Association
24. Latin American Community Center
25. League of Women Voters
26. Milltown-Limestone Civic Alliance
27. Neighborhood House, Inc.
28. New Castle County Chamber of Commerce

29. Pike Creek Civic League
30. Southern New Castle County Alliance
31. Urban Environmental Representative
32. White Clay Bike Club

### **WILMAPCO Staff**

The day-to-day operations of the agency are performed by the WILMAPCO staff, with technical expertise in transportation systems planning and other related areas. The staff, in conjunction with WILMAPCO's member agencies, collects, analyzes and evaluates demographic, land use, and transportation data to understand the transportation system requirements of the region. They also prepare materials for use at TAC, PAC and Council meetings as well as any existing sub-committee meetings.

The professional staff members participate in all WILMAPCO meetings and provide expertise as needed. In addition, they represent the agency at other meetings of importance to planning activities within the region.

The current staff members are:

- Tigist Zegeye, Executive Director
- Heather E. Dunigan, Principal Planner
- Daniel S. Blevins, Principal Planner
- Dave Gula, Senior Transportation Planner
- William Swiatek, Senior Transportation Planner
- Tamika Odrick, Transportation Planner
- Randi Novakoff, Transportation Planner
- Janet Butler, Executive Assistant
- Janet Jasinski, Administrative Secretary

III FY 2009 UPWP FINANCIAL INFORMATION

FY 2009 UPWP FUNDING ANALYSIS  
 TOTAL FUNDS AVAILABLE  
 and  
 TOTAL CASH COMMITMENT

SOURCE	COST SHARE	CASH SHARE	IN-KIND MATCH
<b>DELAWARE</b>			
<b>FHWA</b>	\$1,166,915	\$1,166,915	
<b>FTA</b>	\$275,277	\$275,277	
<b>STATE</b>	\$180,274	\$55,000	\$125,274
<b>NEW CASTLE COUNTY</b>	\$154,098	\$35,000	\$119,098
<b>CITY OF WILMINGTON</b>	\$26,175	\$6,796	\$19,380
<b>MARYLAND</b>			
<b>FHWA</b>	\$33,085	\$33,085	
<b>FTA</b>	\$10,179	\$10,179	
<b>STATE</b>	\$5,408	\$5,408	
<b>CECIL COUNTY</b>	\$5,408	\$2,200	\$3,208
<b>TOTAL</b>	<b>\$1,856,820</b>	<b>\$1,589,860</b>	<b>\$266,960</b>

**FY 2009 UPWP FUNDING OUTLINE**

WILMAPCO In-House Work Tasks				
Task #	Task Description	Cash Activity	In-Kind Activity	Total
MPO 9.01	Administration	\$239,534	\$51,772	\$291,305
MPO 9.02	Unified Planning Work Program (UPWP)	\$43,698	\$11,338	\$55,037
MPO 9.03	Public Outreach & Public Education	\$161,455	\$41,892	\$203,347
MPO 9.04	Data Collection, Management & Distribution	\$163,456	\$15,167	\$178,623
MPO 9.05	Regional Planning & Technical Analysis	\$125,765	\$20,956	\$146,721
MPO 9.06	Air Quality Analysis & Coordination	\$34,670	\$8,996	\$43,665
MPO 9.07	SAFETEA-LU requirements Implementation	\$40,192	\$10,428	\$50,620
MPO 9.08	Good Movement Analysis	\$41,269	\$10,708	\$51,977
MPO 9.09	Regional Coordination	\$90,805	\$23,561	\$114,365
MPO 9.10	RTP Implementation	\$133,736	\$18,395	\$152,131
MPO 9.11	Sub-Regional Studies and Coordination	\$260,384	\$22,154	\$282,538
MPO 9.12	Transportation Improvement Program (TIP)	\$63,922	\$16,585	\$80,507
MPO 9.13	Monitoring of Sub-Regional Study Implementation	\$57,846	\$15,009	\$72,855
<b>TOTAL</b>		<b>\$1,456,731</b>	<b>\$266,961</b>	<b>\$1,723,691</b>
Vacation and Holiday		\$133,129		\$133,129
<b>Grand Total</b>		<b>1,589,860</b>	<b>\$266,961</b>	<b>\$1,856,820</b>
WILMAPCO Consultant Costs (included in cash activity above)				
MPO 9.01	Administration - Bookkeeping	\$40,000		\$40,000
MPO 9.04	Data Collection - NCC (\$35,000) & CC (\$15,000) turning movement counts and NCC (\$2,500) and CC (\$12,500) roadway travel time runs	\$65,000		\$65,000
MPO 9.04	Data Updating & Management - GIS Assistance (\$15,000) and regional model development support (\$10,000)	\$25,000		\$25,000
MPO 9.04	Public Opinion Survey	\$15,000		\$15,000
MPO 9.05	University of Delaware	\$45,000		\$45,000
MPO 9.10	RTP Implementation	\$62,838		\$62,838
MPO 9.11	Town of Elkton TOD Study	\$45,000		\$45,000
MPO 9.11	Wilmington Subdivision Regulations	\$50,000		\$50,000

MPO 9.11	Town of Bellefonte Comp Plan Update	\$17,000		\$17,000
MPO 9.11	City of New Castle Comp Plan Update	\$15,000		\$15,000
MPO 9.11	Wilmington Initiatives Outreach	\$48,000		\$48,000
	TOTAL Consultant Costs	<b><u>\$427,838</u></b>		<b><u>\$427,838</u></b>

**FY 2009 UPWP IN-KIND ACTIVITIES**

Value of in-kind activities, by task, to be performed by member-agencies to fulfill matching share requirement (see charts on pages III-1 and III-2).

TASK #	TASK DESCRIPTION	STATE OF DELAWARE	NEW CASTLE COUNTY	CECIL COUNTY	CITY WILMINGTON OF	TOTAL
MPO 9.01	Administration	\$24,295	\$23,097	\$622	\$3,758	\$51,772
MPO 9.02	Unified Planning Work Program (UPWP)	\$5,321	\$5,058	\$136	\$823	\$11,338
MPO 9.03	Public Outreach & Public Education	\$19,658	\$18,689	\$503	\$3,041	\$41,892
MPO 9.04	Data Collection, Management & Distribution & Consultant (see below)	\$7,117	\$6,766	\$182	\$1,101	\$15,167
MPO 9.05	Regional Planning & Technical Analysis	\$9,834	\$9,349	\$252	\$1,521	\$20,956
MPO 9.06	Air Quality Analysis & Coordination	\$4,221	\$4,013	\$108	\$653	\$8,996
MPO 9.07	SAFETEA-LU Requirements Implementation	\$4,894	\$4,652	\$125	\$757	\$10,428
MPO 9.08	Good Movement Analysis & Consultant (see below)	\$5,025	\$4,777	\$129	\$777	\$10,708
MPO 9.09	Regional Coordination	\$11,056	\$10,511	\$283	\$1,710	\$23,561
MPO 9.10	RTP Implementation	\$8,632	\$8,207	\$221	\$1,335	\$18,395
MPO 9.11	Sub-Regional Study & Coordination	\$10,396	\$9,884	\$266	\$1,608	\$22,154
MPO 9.12	Transportation Improvement Program (TIP)	\$7,783	\$7,399	\$199	\$1,204	\$16,585
MPO 9.13	Monitoring of Sub-Regional Study Implementation	\$7,043	\$6,696	\$180	\$1,090	\$15,009
	<b>TOTAL</b>	<b>\$125,275</b>	<b>\$119,099</b>	<b>\$3,208</b>	<b>\$19,380</b>	<b>\$266,961</b>

## **IV FY 2009 WORK TASKS - WILMAPCO**

### **MPO 9.01 - ADMINISTRATION**

#### **9.01.01 – General Administration**

*ADMINISTRATOR: WILMAPCO Staff*

This task includes all office management functions including purchasing all supplies, office equipment and computer equipment, maintaining equipment and facilities and developing the most cost-effective and efficient methods of providing the necessary support for staff, member agencies and the public. This task also includes updating and maintaining WILMAPCO's database of interested citizens, consultants, state and local officials, and committee members. In addition, weekly staff meetings keep staff informed of WILMAPCO activities and provide direction and the exchange of ideas.

#### **9.01.02 – Financial Administration**

*ADMINISTRATOR: Janet Butler, Executive Assistant and Tigist Zegeye, Executive Director*

This task includes all financial and accounting functions including preparation of monthly Financial Status Reports and monthly billing reports. This task also provides for annual audits, annual budget development and monitoring, and coordination with federal fund administrators.

**\$40,000 Bookkeeping**

#### **9.01.03 – Personnel Administration**

*ADMINISTRATOR: Janet Butler, Executive Assistant and Tigist Zegeye, Executive Director*

This task includes all personnel functions including recruiting and hiring of new personnel, maintaining personnel records, coordinating employee evaluations, administering employee benefits programs, and performing all payroll functions including preparation of all tax returns, W-2s and 1099s.

#### **9.01.04 – Support for Council, Committees and Subcommittees**

**ADMINISTRATORS:**

**Council:** *Tigist Zegeye, Executive Director*

**Technical Advisory Committee:** *Heather Dunigan, Principal Planner*

**Public Advisory Committee:** *Dave Gula, Senior Planner*

**Air Quality Subcommittee:** *William Swiatek, Senior Transportation Planner*

**Congestion Management Process Subcommittee:** *Daniel Blevins, Principal Planner*

**Demographics and Data Subcommittee:** *Daniel Blevins, Principal Planner*

**Non-Motorized Transportation Working Group:** *Heather Dunigan, Principal Planner*

**Goods Movement Working Group:** *Daniel Blevins, Principal Planner*

The Council, with the support of the advisory committees, determines WILMAPCO policy, approves the expenditure of federal transportation funds in the WILMAPCO region, and oversees staff planning and agency coordination activities. Staff efforts ensure that the Council and the supporting advisory committees function effectively, that materials and information are developed on a timely basis to support council decisions, and that public meetings are regularly held. This task includes time and expenses for staff preparation and attendance at all WILMAPCO Council, committee and sub-committee meetings including development of materials (agendas, minutes, reports) as well as mailings.

#### **9.01.05 – Staff Training and Education**

*ADMINISTRATOR: WILMAPCO Staff*

Ongoing staff training includes attendance at conferences, seminars and training sessions. Employee training needs are also identified and appropriate classes and/or training programs are made available to employees to enhance their skills.

#### **9.01.06 – Other**

*ADMINISTRATOR: Janet Butler, Executive Assistant*

Other administrative tasks as identified.

**OUTCOME AND FINAL PRODUCT:** Efficient operation of the WILMAPCO Council and offices, accurate financial and budget information, efficient personnel administration, well-staffed committees provided with all necessary information to perform their functions, effective staff communications and knowledgeable, well-trained staff.

**SCHEDULE:** FY 2009

TASK TYPE: Recurring

PUBLIC PARTICIPATION: All WILMAPCO Council, committee and subcommittee meetings are open to the public and databases are maintained to ensure that as many people as possible are kept informed of WILMAPCO activities. All financial reports are made available to the public at TAC and Council meetings or by request.

BENEFIT: Optimal utilization of planning funds by ensuring that WILMAPCO is run efficiently, cost effectively and within budget and with well-trained and educated staff and informed committees.

PARTICIPANTS: WILMAPCO Staff

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$199,534
	IN-KIND SERVICES		\$51,772
	CONSULTANT		\$40,000
	<b>TOTAL</b>		\$291,305
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	175,811	0	175,811
FTA DE	41,474	0	41,474
FHWA MD	4,985	0	4,985
FTA MD	1,534	0	1,534
Delaware	8,286	24,294	32,581
Maryland	815	0	815
New Castle County	5,273	23,097	28,370
Cecil County	331	622	954
City of Wilmington	1,024	3,758	4,782
<b>TOTALS</b>	239,534	51,772	291,305



**MPO 9.02 - UNIFIED PLANNING WORK PROGRAM (UPWP)**

**9.02.01 – UPWP Preparation**

*ADMINISTRATOR: Janet Butler, Executive Assistant, STAFF*

WILMAPCO, in cooperation with the states of Delaware and Maryland and operators of publicly owned transit, develops a UPWP to meet the requirements of 23 CFR Part 420, sub-part A that states, "In urbanized areas with populations of 200,000 or more, the states' Metropolitan Planning Organization (MPO) shall develop a UPWP, which describes urban transportation and transportation-related air quality planning activities anticipated in the metropolitan area during the next one- or two-year period including all planning work to be performed regardless of funding source or the agencies conducting activities. The UPWP will also indicate who will perform the work, the schedule for completing it, and its products." This task provides for the development of the FY 2009 UPWP by the WILMAPCO staff.

**9.02.02 – UPWP Administration**

*ADMINISTRATOR: Janet Butler, Executive Assistant, Tigist Zegeye, Executive Director*

This task provides for the administration of the UPWP throughout the fiscal year including distribution of the document, preparation of funding agreements, contract administration, and preparation of proposed amendments and updating the document as required.

**9.02.03 – Other**

*ADMINISTRATOR: Janet Butler, Executive Assistant*

Other UPWP tasks as identified.

**OUTCOME AND FINAL PRODUCT:** The FY 2009 Unified Planning Work Program will contain documentation of all transportation planning activities in the WILMAPCO region.

**SCHEDULE:**

Project ideas for Staff to perform in FY 2009 due by	February 22, 2008
Draft Review by TAC and PAC	March 2008
Final Draft Approval by TAC and PAC	April 2008
Council Approval	May 2008
Submission to DeIDOT and MDOT	May 2008
Implementation	July 1, 2008

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** The public is invited to attend all TAC and PAC meetings during the development of the UPWP and the final draft will be available for public review from April until adoption by the Council in May. The public review period will be advertised in local newspapers.

**BENEFIT:** A document that guides planning activities in the Wilmington metropolitan region.

**PARTICIPANTS:** WILMAPCO Staff, TAC, PAC and Council

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$43,469
	IN-KIND SERVICES		\$11,338
	CONSULTANT		\$0
	<b>TOTAL</b>		\$55,037
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	32,073	0	32,703
FTA DE	7,566	0	7,566
FHWA MD	909	0	909
FTA MD	280	0	280
Delaware	1,512	5,321	6,832
Maryland	149	0	149
New Castle County	962	5,058	6,020
Cecil County	60	136	197
City of Wilmington	187	823	1,010
<b>TOTALS</b>	43,698	11,338	55,037

## **MPO 9.03 - PUBLIC OUTREACH AND PUBLIC EDUCATION**

**OBJECTIVE AND TASK DESCRIPTION:** Provides for public education and participation in transportation planning decisions in the WILMAPCO region. Federal and State transportation planning laws and regulations require public involvement in the process. These requirements reflect the fact that transportation decisions are more likely to be effective, add value to the surrounding communities, and be implemented in a timely manner when the public is involved in the process.

This task provides for the staff time for general public involvement in the transportation planning process at WILMAPCO. In addition to the specific sub-tasks described below this task also provides for staff time to make presentations and brief interested groups and elected officials; participate in public meetings and workshops; and general staff liaison and coordination work with other agencies and groups. Individual planning efforts and their public involvement activities are budgeted in those specific work tasks later in this document.

### **9.03.01 - Public Meetings and Outreach**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner, Janet Butler, Executive Assistant, Tigist Zegeye, Executive Director, Staff*

- A. General Public - Staff will plan and coordinate one or two seminars or special events in the coming year, including an "Our Town" workshop. The purpose of these events will be to educate planners, engineers, legislators, developers and citizens as to the cost of sprawl and the advantages of smart development. Staff will work with other interested agencies, in the region, to develop these events. Staff will participate in other festivals and events such as Community Days. Staff will have an information booth and brochures at events, and will participate in other events as they become scheduled.
- B. Targeted Audiences - Develop a program to improve education of legislators, municipal representatives, employers, schools, or other specific audiences to increase outreach and improve education on transportation issues. Efforts may include: presentations; brochures detailing our data services, freight education, or Complete Streets educational efforts; or meetings with key individuals.

### **9.03.02 - Development of Public Information Documents**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner, Janet Butler, Executive Assistant, Tigist Zegeye, Executive Director, Staff*

Brochures, booklets and pamphlets will be developed to promote general WILMAPCO efforts as well as individual tasks. Supplemental guides may also be created to provide more detailed information regarding topics such as: air quality, the TIP process and the RTP Update.

### **9.03.03 – Newsletter and E-News**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner, Janet Butler, Executive Assistant, Tigist Zegeye, Executive Director, Staff*

A quarterly newsletter on transportation issues, plans and projects will be produced and distributed to a database of interested parties to provide information on WILMAPCO and member agency activities. In addition, a monthly electronic newsletter will be sent out with current meeting information and brief stories of interest to our e-mail address list. A special effort will be made in our newsletters to include examples of the impact our public has had on our transportation planning progress.

### **9.03.04 - Development of Multimedia presentations**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner, Staff*

To expand the public's awareness of WILMAPCO, staff will develop various presentations to educate the public on the importance of their involvement in the transportation planning process. Various PowerPoint slide presentations will be created to show to civic and community groups, city, town and county council meetings, and other interested organizations. These presentations will focus on several topics, including the TIP development process, interregional coordination and possible freight studies.

### **9.03.05 - Webpage Management**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner, Janet Butler, Executive Assistant, Staff*

Maintain, update and continue to improve the WILMAPCO webpage, which provides basic information including meeting dates, times, locations, and agendas for upcoming Council, Committee, Subcommittee and other related meetings. The webpage also provides access to the UPWP, the TIP, the RTP and other planning documents, as well as planning data and maps. The WILMAPCO website provides another method of presenting information and receiving comments on transportation planning activities in the region.

### **9.03.06 - Maintaining the School Children Education Program**

*ADMINISTRATOR - Randi Novakoff, Transportation Planner*

A School Children's Transportation Program was developed in 2001 and adjustments have been made since to improve its effectiveness. Staff will continue to work with other local schools, to introduce the concept of multimodal transportation alternatives and the goals of WILMAPCO's RTP to children in elementary and middle schools, prior to them obtaining a drivers license. On-going maintenance will include monitoring the program's effectiveness, updating it following feedback from students and teachers, and expanding the program to schools throughout our region. Other school programs, such as Safe Routes to Schools and TMA's School Pool, can be promoted as an element of the existing program or as an additional feature.

### **9.03.07 - Media Relations Coordination**

*ADMINISTRATOR – Randi Novakoff, Transportation Planner, Janet Butler, Executive Assistant*

This task requires contacting various media outlets (radio, television, newspapers) to promote events, issues and staffing changes relevant to WILMAPCO. It includes writing press releases to support public involvement, submitting editorials to local papers, encouraging radio and TV interviews on talk shows to promote specific issues. Public involvement for individual technical products and tasks are referenced in each of the individual task descriptions throughout the UPWP. The work on public outreach and educational efforts under this task will be generally guided by the policy advice of the Public Advisory Committee.

### **9.03.08 - Coordination with Other Agencies on Public Outreach**

*ADMINISTRATOR – Randi Novakoff, Transportation Planner, Staff*

To assist in the creation of a consistent message to the public, we will meet with other public agencies and coordinate events and promotions. This will include attending meetings sponsored by TMA of Delaware, DVRPC, Air Quality Partnership and APA of Delaware. We will develop methods to distribute WILMAPCO documents to member agencies and government offices to increase public awareness and encourage them to display the documents at public offices or include them in local "welcome wagon" literature packets for new residents.

### **9.03.09 – Air Quality Public Outreach**

*ADMINISTRATOR – Randi Novakoff, Transportation Planner and William Swiatek, Senior Transportation Planner*

This task provides for the oversight of the outreach efforts to the public and our legislators to educate them on the seriousness of our air quality situation. This will include managing an outreach program, designed to raise the public's awareness of the health risks and what can be done statewide in Delaware, and across New Castle and Cecil counties to improve the air quality. Staff will also look to develop new outlets to circulate our message including exploring new partnerships with neighboring air quality organizations such as the Clean Air Partners in the Baltimore metropolitan area. Participation will include PowerPoint presentations, brochures, newsletters, and possible multi-media strategies promoting the Air Quality Partnerships of Delaware and Pennsylvania. Federal and local grants will be solicited to fund outreach efforts approved by the Air Quality Partnership.

### **9.03.10 – Environmental Justice Outreach**

*ADMINISTRATOR – Randi Novakoff, Transportation Planner and William Swiatek, Senior Transportation Planner*

With the PAC, strategies will be developed for engaging minority, low-income, elderly, disabled, and households without an automobile in the transportation decision-making process. Strategies will also be developed to reduce the participation barriers these Environmental Justice and Transportation Justice Communities often experience. Staff will attend and help organize expos, exhibits, and conferences to better engage and understand the evolving needs of these constrained populations.

**9.03.11 – Public Participation Plan Update**

ADMINISTRATOR: *Randi Novakoff, Transportation Planner*

WILMAPCO's Public Participation Process document will be updated and formatted into a comprehensive Public Participation Plan. The plan will include goals, objectives, and actions that not only meet requirements set forth by federal legislation but exceed them. Guidance from the PAC and the general public will be sought at all stages of this process. This may include web-based surveys, public workshops, creation of public outreach documents and brochures, and other efforts designed to engage the public.

**9.03.12 – Other**

ADMINISTRATOR: *Randi Novakoff, Transportation Planner*

Other Public Outreach tasks as identified.

OUTCOME AND FINAL PRODUCT: A process and products that educate the public regarding transportation plans/processes in the region and that encourage citizen initiative, involvement, and comment. Educational programs and events designed to educate the citizens in New Castle County and Cecil County regarding transportation planning and programming.

SCHEDULE: FY 2009

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and media relations work with local newspapers and radio and television stations. A Calendar of Events will be published quarterly and will include dates, times and locations of all regular WILMAPCO Council, TAC, PAC and subcommittee meetings, as well as special project meetings.

BENEFIT: A better-informed public who will be more equipped to make intelligent and responsible transportation decisions and a transportation system that better serves the needs of the public.

PARTICIPANTS: General Public, WILMAPCO, PAC

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$161,455
	IN-KIND SERVICES		\$41,892
	CONSULTANT		\$0
	<b>TOTAL</b>		<b>\$203,347</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	118,504	0	118,504
FTA DE	27,955	0	27,955
FHWA MD	3,360	0	3,360
FTA MD	1,034	0	1,034
Delaware	5,585	19,658	25,244
Maryland	549	0	549
New Castle County	3,554	18,689	22,243
Cecil County	223	503	727
City of Wilmington	690	3,041	3,731
<b>TOTALS</b>	<b>161,455</b>	<b>41,892</b>	<b>203,347</b>

## **MPO 9.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION**

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytical reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP).

Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

### **9.04.01 - Data Collection**

ADMINISTRATOR: *Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Traffic data collection in Cecil County and New Castle County. This task will include turning movement counts (vehicle volumes at identified intersections during peak morning and evening periods to ascertain overall intersection level of service ratings) and other traffic data collection, as needs are identified. The data collected will serve as input into the WILMAPCO Congestion Management System (CMS) and other analyses. **\$15,000 is budgeted for consultant support in traffic data collection in Cecil County and \$35,000 is budgeted for New Castle County.**
- Roadway Travel Time runs will continue in New Castle County (funded through DelDOT) and in Cecil County. The travel time runs will collect travel speed and delay data on major roadways in our region and will serve as a primary input into the WILMAPCO Congestion Management System (CMS). **\$12,500 is budgeted for consultant support in roadway travel time data collection in Cecil County and \$2,500 has been budgeted for New Castle County.**
- Additional traffic counts will be done in Cecil County, to help analyze both current and future transportation needs. Specific locations will be determined as part of this task in cooperation with MDOT and Cecil County.
- Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained.
- Information on pedestrian travel will be collected for use in planning and project analysis and other uses as needed.

**Total = \$65,000 consultant**

### **9.04.02 - Data Updating, Management and Acquisition**

ADMINISTRATORS: *Daniel Blevins, Principal Planner and Staff*

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

- **Population and Employment Estimates**  
To provide location-specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP).
  - **Geographic Information Systems**  
A regional Geographic Information Systems (GIS) database will be coordinated by staff to better organize and maintain the vast amounts of spatially related data developed by member agencies. The database will make the management and tracking of transportation project status, development patterns, and demographic data, among others, much easier to comprehend. The following contains a listing and abbreviated description of some of the components of the regional GIS development:
    - Annual Travel Time and Delay data for all major arterials/freeways in New Castle and Cecil Counties
    - Annual Park and Ride Usage
1. Staff will maintain, update, and map a project database so that projects can be listed, tracked and utilized by WILMAPCO's (GIS). The database will include projects from the Transportation Improvement Program (TIP) and projects contained in the Regional Transportation Plan (RTP) constrained projects.

2. Staff will work with New Castle County, Cecil County, DeIDOT, and MDOT to compile GIS road coverages including classification, AADT, capacity and other transportation-related data elements, including land use and zoning data for planning purposes. **\$15,000** is budgeted for various work preformed by John Laznik, University of Delaware, i.e. crash analysis, geocoding, GIS help, etc... to supplement WILMAPCO staff time.

- **Data Acquisition**

In order for WILMAPCO to continue producing its regional performance-based documents, large amounts of data are required for their development. As a result, WILMAPCO relies on its member agencies to provide several data items delivered in a timely manner to allow for staff to produce the desired outcomes. In order to better serve the needs of our planning activities, a list of the needed data from member agencies is provided below:

<b>Data</b>	<b>Description</b>	<b>County</b>	<b>Responsible Agency</b>	<b>Delivery Date</b>
<b>2007 Traffic Count Data</b>	GIS file of 2007 Average Annual Daily Traffic Volumes (AADT) and associated roadway characteristics (i.e. speed limit, lane width, shoulder width, etc.)	New Castle	DeIDOT	May 2008
<b>Raw Traffic Collection Data</b>	Tabular/GIS file of all traffic data collected during calendar year 2007. This includes all Permanent count locations, counts collected from individual studies and classification counts collected at various individual locations	New Castle	DeIDOT	May 2008
<b>Pavement Conditions</b>	Tabular data file of roadway conditions during FY 2008. Includes: <ul style="list-style-type: none"> <li>- NCC: Total centerline miles and quality rated either Good, Fair or Poor</li> <li>- Cecil: Total centerline miles and quality rated either Very Good, Good, Fair, Mediocre or Poor</li> </ul>	New Castle/ Cecil	DeIDOT/ MDSHA	August 2008
<b>Bridge Inventory and Conditions</b>	Tabular/GIS file of all Bridges with each county in the region and their status (Structurally Deficient and Functionally Obsolete) for FY 2008	New Castle/ Cecil	DeIDOT/ MDSHA	August 2008
<b>Annual Crash Statistics</b>	GIS file of all reported crashes and associated attribute data for calendar year 2007	New Castle	DeIDOT	March 2008

Data	Description	County	Responsible Agency	Delivery Date
Annual Transit Ridership	Tabular data consisting of transit operations statistics (Monthly and Annual): - Total Transit Ridership by service type and route - On-Time performance for paratransit and fixed route services - Transit costs per trip for paratransit and fixed route services - Total Annual Route Mileage for paratransit and fixed route services	New Castle	DTC	August 2008
Completed Projects- FY 2008	GIS file of all projects completed during the fiscal year	New Castle	DeIDOT	August 2008
EZ Pass/MTag Usage	Tabular file of Monthly/Annual totals at all toll collection facilities including: - SR 1 & Dover, Smyrna, Denney Rd. Biddles Corner and Boyd's Corner Rd. - I-95 @ DE/MD Line - I-95 @ Kent/Cecil Border	New Castle/ Cecil	DeIDOT/ MDSHA	August 2008
Transit Data	Updated GIS files for DTC bus stops, transit routes and headways	New Castle	DTC	August 2008
Air Quality Data	Tabular speed vs. emission data for ozone and PM2.5. In addition, GIS shapefiles of each benchmark year (including base year), containing Model AADT, VMT, VHT, emissions and truck volumes	New Castle	DeIDOT	With each model run
Parcel Data	Updated GIS file for parcels in New Castle County, with descriptive attribute data, including the number of units per parcel	New Castle	NCC-LU	October 2008

#### Regional Model Development and Support

ADMINISTRATOR: Daniel Blevins, Senior Planner

- Funding for additional Model Development and Calibration. Effort needed to continue to incorporate relevant truck/rail traffic data into their travel demand model to help facilitate better investment decisions. Funding allows for periodic reviews that should be performed to ensure all base year model inputs are based on the most recent data collection activities. Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained. **\$10,000 is budgeted for consultant support for modeled data collection efforts on the regional highway system.**

**Total = \$25,000 consultant**

**9.04.03 - Data Distribution and Local Planning Support**



*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner, Dave Gula, Senior Planner*

Staff will provide technical data to WILMAPCO member agencies, local municipalities and other entities. The data provided typically includes traffic counts, accident data, demographic projections, and data developed for the RTP. Staff will work with member agencies to improve data collection activities. The following are some anticipated data management and distribution projects:

- Maintain a WILMAPCO Data Clearinghouse for regional data provided by member agencies and other sources that will be accessible via the WILMAPCO website and by request. The clearinghouse will function as a common site for data to be shared/exchanged between various groups to improve data gathering for various activities. Data such as population/employment projections, roadway network coverages, municipal boundaries, annual transit ridership figures, and other data sets will be listed on the site. The data will be accessible by direct downloading from the website, links to other websites containing the listed data, or by submitting a request to WILMAPCO staff for the data. This format also allows for accommodating individual public data requests.
- Produce a series of WILMAPCO Data Reports containing data, maps and other information pertaining to the region. The document will be accessible by direct downloading from the website and hardcopy by request.
- Develop a summary of travel time data and analyze its impact on various parts of our region. Utilizing existing data, the project will illustrate short-term and long-term shifts in travel times and the possible implications for transportation planning activities.
- Support planning exercises for local municipalities and civic groups through the provision of specialized planning information and data products.
- Accommodate individual requests from the public, providing data in a variety of formats.

#### **9.04.04 - Public Opinion Survey**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner*

The Public Opinion Survey asks questions about the effectiveness of actions from the RTP and provides data on the public perception of transportation facilities and services. The results are used to monitor public concerns and opinions on RTP strategies, and awareness of WILMAPCO. It also serves as a performance measure in the Annual Progress Report. A separate survey has been designed for Cecil County to provide annual transportation mode data. This will be used in conjunction with the data we currently receive from DelDOT and other Delaware transportation agencies. The Cecil County public opinion survey will be conducted annually during the month of June with results available in July. The New Castle County survey is conducted in concurrence with the RTP updates, once every four years. Both surveys allow WILMAPCO to track the opinions of our residents over time, to identify trends, and provide direction for our policies. The surveys also provides comparison data regarding topics such as: which alternative modes of transportation are most favored; what are the most effective methods to improve our transportation system; should land use, growth and development be controlled; and how much does the public know about WILMAPCO. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. **\$15,000 is budgeted for the consultant.**  
**\$15,000 consultant**

#### **9.04.05 – Other**

*ADMINISTRATOR: Daniel Blevins, Principal Planner*

Other data collection, management, and distribution tasks as identified.

#### **OUTCOME AND FINAL PRODUCT:**

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2009

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described

above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, the WILMAPCO website, and media relations work with local newspapers and radio and television stations.

**BENEFIT:** Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in planning process; and more accurate travel models that promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

**PARTICIPANTS:** WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		58,456
	IN-KIND SERVICES		15,167
	CONSULTANT		105,000
	<b>TOTAL</b>		<b>\$178,623</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	119,972	0	119,972
FTA DE	28,302	0	28,302
FHWA MD	3,402	0	3,402
FTA MD	1,047	0	1,047
Delaware	5,655	7,117	12,772
Maryland	556	0	556
New Castle County	3,598	6,766	10,365
Cecil County	226	182	408
City of Wilmington	699	1,101	1,800
<b>TOTALS</b>	<b>163,456</b>	<b>15,167</b>	<b>178,623</b>

## **MPO 9.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS**

### **9.05.01 - Congestion Management System Development**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

Staff and the CMS Subcommittee will collect and analyze data from a variety of sources including: traffic impact studies, cordon study counts, intersection turning movement counts, travel demand model output, and corridor travel time analyses (see MPO 8.04) in order to update the 2008 CMS Report. Based on this data, congested corridors or areas will be identified and a screening process will be applied to determine the most appropriate congestion mitigation strategies for each corridor or area. The effectiveness of strategies recommended in previous CMS reports will be assessed. A summary report of the 2008 CMS was issued by June 2008.

### **9.05.02 – Regional Progress Report**

*ADMINISTRATOR: William Swiatek, Transportation Planner*

In an effort to gauge how well the region is progressing towards its goals, as laid out in the Regional Transportation Plan (RTP 2030), staff will prepare the calendar year 2009 Regional Progress Report. The 2009 review will track the implementation of items such as: actions and suggested actions by implementing agencies; transportation projects, services and policies; land development activity; person-trips by mode; vehicle miles of travel; transit ridership; air quality; congestion management; and public opinions.

### **9.05.03 – Environmental and Transportation Justice Analysis**

*ADMINISTRATOR: William Swiatek, Senior Transportation Planner*

Measures will continually be developed to better assess the mobility constraints of our region's low income, minority, elderly, disabled, and zero-car household populations. Additionally, efforts will continue to ensure the fair and adequate participation of these communities in the transportation decision-making process. This analysis will help us to identify problems, improve our performance, and ensure the fulfillment of our obligations to environmental justice. In 2008, an updated Environmental Justice study will be completed.

### **9.05.04 – Data Analysis for Planning Partners**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

Assistance will be provided to our planning partners, when requested, in the form of data analysis in order to help enhance their planning tool capacity. Funding to the University of Delaware will provide a graduate research assistant to WILMAPCO during the school year 2008 through 2009, to assist staff with regional transportation planning work. The continuing partnership with Institute for Public Administration (IPA) will include: Conduct two surveys of the use and appearance of Park & Ride facilities in New Castle County and develop a report of its findings; examine the major issues and roles for Delaware in the NE Corridor in the movement of people and freight from the regional perspective; continue as partner in IPA's study of the feasibility of BRT in Delaware including co-sponsoring a forum on BRT in the fall; and assess the issues involved in expanding MARC service to Wilmington, including organizing a forum to discuss these issues in Spring 2009.

**\$45,000 University of Delaware**

### **9.05.05 – Other**

*ADMINISTRATOR: Daniel Blevins, Principal Planner*

Other technical development and analysis tasks as identified.

**OUTCOME AND FINAL PRODUCT:** Development of technical planning tools and analysis that meet the requirements of federal planning regulations and increased interagency coordination and mutual support in the areas of technical planning tools development and application.

**SCHEDULE:** FY 2009

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** Updates on interagency coordination in these areas will be presented as appropriate at TAC and Council meetings or by request.

**BENEFIT:** Increased interagency coordination and shared staff knowledge and resources in the development of technical tools. The task also allows WILMAPCO staff to ensure that federal regulations concerning transportation models are met.

**PARTICIPANTS:** WILMAPCO Staff, member agency staff

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$80,765
	IN-KIND SERVICES		\$20,956
	CONSULTANT		\$45,000
	<b>TOTAL</b>		\$146,721
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	92,308	0	92,308
FTA DE	21,776	0	21,776
FHWA MD	2,617	0	2,617
FTA MD	805	0	805
Delaware	4,351	9,834	14,184
Maryland	428	0	428
New Castle County	2,769	9,349	12,118
Cecil County	174	252	426
City of Wilmington	538	1,521	2,059
<b>TOTALS</b>	125,765	20,956	146,721

## **MPO 9.06 - AIR QUALITY COORDINATION AND ANALYSIS**

**OBJECTIVE AND TASK DESCRIPTION:** As the Federally designated Metropolitan Planning Organization (MPO) for New Castle County, Delaware and Cecil County, Maryland, WILMAPCO is charged with coordinating regional air quality issues with member agencies and in developing air quality conformity determinations on our Transportation Improvement Program (TIP) and Long Range Transportation Plan to ensure compliance with Federal air quality goals.

Staff will coordinate on regional air quality and transportation conformity issues with the assistance of the WILMAPCO Air Quality subcommittee. These coordination issues include, but are not limited to:

1. Reviewing the TIP, Long Range Plan and major amendments to the TIP and Plan for adherence to Federal guidelines and for conformity determination "triggers";
2. Reviewing any Federal regulations or guidance for applicability to the WILMAPCO region;
3. Reviewing all technical inputs to the air quality conformity modeling process;
4. Developing and/or reviewing any public outreach activities or materials related to air quality;
5. Serving as a forum for raising or discussing any regional or local air quality issues.

The WILMAPCO Air Quality Subcommittee includes members from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), the Delaware Department of Transportation (DeIDOT), the Delaware Transit Corporation (DTC), the Maryland Department of Transportation (MDOT), the Delaware Department of Natural Resources and Environmental Control (DNREC), the Maryland Department of the Environment (MDE), New Castle County, and Cecil County. This task also includes involvement in other regional air quality committees including the Delaware Statewide Air Quality Conformity Consultation Working Group, the Delaware Mobile Source Committee, and other related groups.

The WILMAPCO Air Quality Subcommittee will meet monthly to discuss and make recommendations to the WILMAPCO TAC on any amendments to the TIP or RTP that may trigger a conformity determination. This task also includes staff coordination on technical modeling issues related to air quality conformity determinations with the Delaware Department of Transportation (DeIDOT), Maryland Department of Transportation (MDOT), the Delaware Department of Natural Resources and Environmental Control (DNREC), and the Maryland Department of the Environment (MDE)

**OUTCOME AND FINAL PRODUCT:** WILMAPCO, DeIDOT, MDOT, DNREC, and MDE will undertake an interagency consultation process with local or regional offices of EPA, FHWA, and FTA on the development of the TIP, the RTP, any revisions to the preceding documents, and all required conformity determinations resulting in an air quality conforming TIP and RTP. A second result of this task will be agency coordination on other air quality issues, Federal guidance and regulations, and public outreach activities. WILMAPCO staff will produce air quality conformity determination reports for submission to USDOT and EPA when deemed appropriate by the WILMAPCO Air Quality Subcommittee and with the approval of the WILMAPCO Council.

**SCHEDULE:** FY 2009

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** There is a 30-day public comment period on all air quality conformity determinations developed as part of the TIP or Long Range Transportation Plan. The conformity determinations are presented to the Air Quality Subcommittee, TAC, and Council. The public is invited to attend all Air Quality Subcommittee, TAC and Council meetings during the development of the work products described above.

**BENEFIT:** Coordination between member agencies on air quality issues and transportation planning documents that conform to Federal clean air standards.

**ADMINISTRATOR:** *Tigist Zegeye, Executive Director and William Swiatek, Senior Transportation Planner*

**PARTICIPANTS:** WILMAPCO Staff, Air Quality Subcommittee, Member Agencies (including Municipalities), and the public.

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$34,670
	IN-KIND SERVICES		\$8,996
	CONSULTANT		\$0
	<b>TOTAL</b>		\$43,665
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	25,447	0	25,447
FTA DE	6,003	0	6,003
FHWA MD	721	0	721
FTA MD	222	0	222
Delaware	1,199	4,221	5,421
Maryland	118	0	118
New Castle County	763	4,013	4,776
Cecil County	48	108	156
City of Wilmington	148	653	801
<b>TOTALS</b>	34,670	8,996	43,665

## **MPO 9.07 – SAFETEA-LU REQUIREMENTS IMPLEMENTATION**

OBJECTIVE AND TASK DESCRIPTION: Under the provisions of the Federal Transportation Act, SAFETEA-LU, Metropolitan Planning Organizations (MPOs) are required to consider eight planning factors in the development of transportation plans and programs.

### FEDERALLY REQUIRED PLANNING FACTORS:

- Support Economic Activity
- Increase Accessibility and Mobility
- Protect the Environment (including promote consistency with planned growth and economic development patterns)
- Enhance Modal Integration
- Promote Efficient System Management
- Preserve the Existing System
- Increase Safety
- Increase Transportation Security

Under the provisions of the Federal Transportation Act, SAFETEA-LU, Metropolitan Planning Organizations (MPOs) are required to consider five areas in the development of transportation plans and programs.

### PLANNING EMPHASIS AREAS:

- Consideration of Safety and Security in the Transportation Process
- Linking the Planning and NEPA Processes
- Consideration of Management and Operations within Planning Processes
- Enhancing the Technical Capacity of Planning Processes
- Coordination of Human Service Transportation

Although SAFETEA-LU was signed into law on August 10, 2005, many of the provisions require additional rulemaking in order to implement the requirements of the law. The proposed rulemaking was published in the Federal Register on June 9, 2006, and includes the following requirements:

### SAFETEA-LU REQUIREMENTS:

- Plan Cycle – Plans shall be updated every four (4) years in air quality non-attainment and maintenance areas
- Fiscal Constraint
- Transportation System Security – SAFETEA-LU calls for the security of the transportation system to be a stand-alone planning factor
- Environmental Mitigation – Plans must include a discussion of the types of potential environmental mitigation activities to be developed in consultation with federal, state, and tribal wildlife, land management, and regulatory agencies
- Consultations – MPOs must consult “as appropriate” with “State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation” in developing long range transportation plans
- Consistency of Plan with Planned Growth and Development Plans – Revises the previous planning factor related to environmental factors to add promoting consistency between transportation improvements, and state and local planned growth and economic development patterns
- Operational and Management Strategies – Plans shall include operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
- Participation Plan – MPOs must develop and utilize a “Participation Plan” that provides reasonable opportunity for interested parties to comment on the content of the plan and TIP. Further, this “Participation Plan” must be developed “in consultation with all interested parties.” This consultation requirement is intended to afford parties, who participate in the metropolitan planning process, a specific opportunity to comment on the Participation Plan prior to its approval
- Visual Techniques in Plans and TIP Development – As part of the transportation plan and TIP development, MPOs shall employ visualization techniques
- Publication of Plans and TIP – MPOs shall publish or otherwise make available for public review the transportation plans and TIPs “including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web”

➤ Air Quality Conformity



SCHEDULE: FY 2009

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

BENEFIT: The task promotes increased interagency coordination and better integration of its planning efforts into the comprehensive MPO planning process.

ADMINISTRATOR: *Tigist Zegeye, Executive Director and Staff*

PARTICIPANTS: WILMAPCO Staff, Member Agency Staff and other Stakeholder Groups

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$40,192
	IN-KIND SERVICES		10,428
	CONSULTANT		\$0
	<b>TOTAL</b>		\$50,620
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	29,500	0	29,500
FTA DE	6,959	0	6,959
FHWA MD	836	0	836
FTA MD	257	0	257
Delaware	1,390	4,894	6,284
Maryland	137	0	137
New Castle County	885	4,652	5,537
Cecil County	56	125	181
City of Wilmington	172	757	929
<b>TOTALS</b>	40,192	10,428	50,620

**MPO 9.08 – GOODS MOVEMENT ANALYSIS**

**OBJECTIVE AND TASK DESCRIPTION:** As an MPO, WILMAPCO is bound by federal transportation legislation to be involved with the integration and connectivity of freight, across and between modes. The collection of data and its analysis will serve to broaden WILMAPCO’s understanding of the logistic, safety and economic issues that surround the movement of goods throughout the region. By engaging in this task, WILMAPCO hopes that staff will be able to more adequately address safety and congestion concerns about trucks traveling on regional roadways and economic questions regarding the mode and route choice of shippers.

**OUTCOME AND FINAL PRODUCT:** The WILMAPCO Goods Movement Initiative released a goods movement analysis in July 2008. This broad evaluation of freight transportation in the WILMAPCO region will provide insight into topics such as mode choice, route selection, safety and financial matters.

**SCHEDULE:** FY 2009

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** Meetings with freight transport companies, as well as public meetings, will be held throughout the goods movement planning process to ensure that the significant issues for both the private and public sectors are addressed. Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

**BENEFIT:** The examination of the economic and safety impacts of goods movement will allow WILMAPCO planners to better understand both the economic and safety impacts surrounding trucks that travel the region’s roadways, as well as freight rail, barge and pipeline. By evaluating mode and route choices, WILMAPCO can begin to formulate means of improving the efficiency and effectiveness of the overall goods movement system in the region.

**ADMINISTRATOR:** Dan Blevins, Principal Planner

**PARTICIPANTS:** WILMAPCO Staff, member agencies

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		41,2698
	IN-KIND SERVICES		\$10,708
	CONSULTANT		0
	<b>TOTAL</b>		<b>\$51,977</b>
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	30,290	0	30,290
FTA DE	7,146	0	7,146
FHWA MD	859	0	859
FTA MD	264	0	264
Delaware	1,428	5,025	6,452
Maryland	140	0	140
New Castle County	909	4,777	5,686
Cecil County	57	129	186
City of Wilmington	176	777	954
<b>TOTALS</b>	<b>41,269</b>	<b>10,708</b>	<b>51,977</b>

## **MPO 9.09 – REGIONAL COORDINATION**

**OBJECTIVE AND TASK DESCRIPTION:** To promote the coordination of government and agency planning and programming activities, and to address policy issues that are important to the efficient operation of the transportation system in the WILMAPCO region, WILMAPCO serves as a forum for discussion, policy development, and regional coordination on key issues. Staff acts to provide forums and facilitate discussion of regional issues that might not otherwise occur given different state, local, and agency jurisdictions in the region. To address transportation issues that are generated by transportation investments, growth patterns, and policy changes outside of the WILMAPCO region, WILMAPCO serves to promote coordination with bordering governments and regional planning agencies. Regular coordination promotes awareness and education on regional transportation system and growth issues, and encourages the development of multi-regional policies and solutions that are required to address significant regional issues.

### **9.09.01 – Intra-Regional Coordination**

*ADMINISTRATOR: Tigist Zegeye, Executive Director and Staff*

Transportation issues having impacts on both counties in the region may be raised from time to time. These issues will be identified and studied and recommendations will be developed to address the issues and/or an action plan will be recommended.

### **9.09.02 – Inter-Regional Agency Coordination**

*ADMINISTRATOR: Tigist Zegeye, Executive Director, Dan Blevins, Principal Planner, Tamika Odrick, Transportation Planner*

To promote ongoing coordination between planning agencies, municipalities, environmental agencies and transportation departments adjacent to and impacting the WILMAPCO region, WILMAPCO staff will regularly pursue coordination opportunities with appropriate agencies. This will include the sharing of information on work programs; coordination meetings on cross border studies and other issues, and the review and discussion of regional transportation planning issues. Information regarding the transportation plans and activities of adjacent MPOs and other transportation planning commissions or organizations will be gathered and reviewed in order to determine its impact, if any, relative to plans in place for the WILMAPCO region. In FY 2009, WILMAPCO will continue to partner with Baltimore Metropolitan Council and MDOT to identify transportation needs for linking Cecil and Harford Counties to serve BRAC and other inter-regional travel.

### **9.09.04 – Other**

*ADMINISTRATOR: Tigist Zegeye, Executive Director*

Other regional coordination tasks as identified.

**OUTCOME AND FINAL PRODUCT:** The development of a statement of issues, impacts, and conclusions, recommendations for further study, and an action plan to pursue resolution of identified issues, impacts and recommendations.

**SCHEDULE:** FY 2009

**TASK TYPE:** Recurring as issues are identified

**PUBLIC PARTICIPATION:** Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request. In addition, specialized public outreach may occur if deemed appropriate.

**BENEFIT:** The task allows WILMAPCO to address a bi-state and regional coordination issue affecting the transportation system and regional economic development and equity issues.

**PARTICIPANTS:** WILMAPCO Staff, member agencies, local officials

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$90,805
	IN-KIND SERVICES		\$23,561
	CONSULTANT		\$0
	<b>TOTAL</b>		<b>\$114,365</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	66,648	0	66,648
FTA DE	15,722	0	15,722
FHWA MD	1,890	0	1,890
FTA MD	581	0	581
Delaware	3,141	11,056	14,197
Maryland	309	0	309
New Castle County	1,999	10,511	12,510
Cecil County	126	283	409
City of Wilmington	388	1,710	2,099
<b>TOTALS</b>	<b>90,805</b>	<b>23,561</b>	<b>114,365</b>

## **MPO 9.10 – RTP IMPLEMENTATION**

The WILMAPCO 2030 Regional Transportation Plan (RTP), adopted on March 22, 2007, provides a broad vision and context for transportation issues. The Plan includes a revised Transportation Investment Area (TIA) map, which identifies areas within the region based on how the transportation should be performing and what type of investments should be made. It also represents which public transportation investments will be appropriate over the next 20-25 years. Another aspect of the RTP is the updated project prioritization process that uses quantifiable measures to select projects that are tied to the goals and vision of the RTP. This process ensures that areas with the greatest need receive the highest priority for funding. **\$62,838 is budgeted for consultant and member agency support**

The WILMAPCO 2030 RTP identified several priority planning actions to achieve the goals identified in the RTP. These actions include:

- Working to ensure affordable transportation choices for all
- Working harder to address the needs of the elderly, persons with disabilities and zero-car households
- Facilitating interagency and public discussions to refine and further identify activity centers in New Castle County
- Evaluating the current Transportation Investment Areas (TIA) designations in New Castle County and the resulting policy ramifications, and consideration of alternative TIA designations, which includes interagency coordination and public review.

Additional challenges were identified in the RTP that included the following:

- Managing growth, especially regional land use trends, which involves the increase in development in rural areas of the region, and requires an understanding of new land use policies that have emerged
- Finding solutions to anticipated transportation needs that far override the funds available to pay for them
- Accommodating demographic changes such as the aging population's transportation needs
- Sustaining economic development, including workforce changes, rising gas prices, and demands for alternative energy
- Addressing congestion and improving air quality, which includes finding alternatives to automobiles

**OUTCOME AND FINAL PRODUCT:** Implemented actions that will help to achieve the goals of WILMAPCO's 2030 RTP.

**SCHEDULE:** FY 2009

**TASK TYPE:** Non-Recurring

**PUBLIC PARTICIPATION:** The task involved outreach to the members of the general public, through regular occurring and additional public outreach forums.

**BENEFIT:** Implementation of these actions assisted WILMAPCO in evaluating policy required to fully implement the RTP and engaged key stakeholders in a necessary discussion of public policy and planning tools for the region.

**ADMINISTRATOR:** *Tigist Zegeye, Executive Director and Staff*

**PARTICIPANTS:** WILMAPCO Staff, member agencies, local officials, general public, other stakeholder groups

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$70,898
	IN-KIND SERVICES		\$18,395
	CONSULTANT		\$62,838
	<b>TOTAL</b>		\$152,131
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	98,159	0	98,159
FTA DE	23,156	0	23,156
FHWA MD	2,783	0	2,783
FTA MD	856	0	856
Delaware	4,626	8,632	13,259
Maryland	455	0	455
New Castle County	2,944	8,207	11,151
Cecil County	185	221	406
City of Wilmington	572	1,335	1,907
<b>TOTALS</b>	133,736	18,395	152,131

## **MPO 9.11 – SUBREGIONAL STUDIES AND COORDINATION**

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP. Studies we expect to administer during fiscal year 2009 include the following:

### **MPO 9.11.01 Safe Routes to Schools Planning Assistance**

**OBJECTIVE AND TASK DESCRIPTION:** This project will facilitate and promote the safe travel of children to school, particularly by foot and bicycle. WILMAPCO will work with DOTs to publicize the program to identify potential schools and will coordinate with schools and DOTs to examine existing and potential routes to school and identify deficiencies in the network that discourage safe walking and biking. Strategies to remedy these deficiencies (sidewalks, speed reduction, pedestrian and bicycle crossing improvements, bikeways, etc.) will be identified. WILMAPCO will work with the state DOTs, counties, municipalities, and school districts to design, program and implement public infrastructure improvements in tandem with locally-led marketing programs. This project satisfies a SAFETEA-LU emphasis area and there is federal funding for design and construction of identified strategies that will substantially improve the ability of students to walk and bike to school. Products will be tailored to assist sponsors in applying for federal and state implementation funds set aside for Safe Routes to School projects.

**OUTCOME AND FINAL PRODUCT:** Work will assist schools in developing needed plans to apply for Safe Routes to School implementation funding.

**SCHEDULE:** FY 2009

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** School children, parents, school districts and staff, state DOTs, municipalities, residents, transportation agencies and operators.

**BENEFIT:** To improve travel safety, reduce traffic congestion, improve air quality, reduce school transportation costs, and promote healthy, active living.

*ADMINISTRATOR: Heather Dunigan, Principal Planner, Randi Novakoff, Transportation Planner, Bill Swiatek, Senior Transportation Planner, Tamika Odrick, Transportation Planner*

### **MPO 9.11.02 –Scenic Byways Planning Assistance**

**OBJECTIVE AND TASK DESCRIPTION:** WILMAPCO, in partnership with DelDOT, New Castle County and the local scenic byway development committees, will assist with the Scenic Byway designation process by providing technical and public outreach assistance.

**OUTCOME AND FINAL PRODUCT:** The final products will be reports detailing resources in the corridors and characterizing the threats endangering the long-term viability of these important resources. This will include a review of zoning and land use plans for future growth, identification of current and future local and state planned infrastructure investments and transportation level of service.

**SCHEDULE:** FY 2009

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** These studies will require extensive public involvement. WILMAPCO and its partners will seek the input of residents, business owners, environmental and historic preservation organizations, and tourist attractions in the corridors as well as other interested stakeholders. WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others.

**BENEFIT:** These studies will help to implement the RTP strategies to preserve natural and historic resources, improve commerce, and link land use and transportation.

*ADMINISTRATOR: Heather Dunigan, Principal Planner and Randi Novakoff, Transportation Planner*

**PARTICIPANTS:** WILMAPCO staff, the Scenic Byway Designation Committee established for each targeted scenic byway, New Castle County, DelDOT

### **9.11.03 Walkable Community Workshop Program**

**OBJECTIVE AND TASK DESCRIPTION:** Walkable Community Workshops are interactive events that focus attention on making communities safer and easier to walk in. Workshops will provide information on how we can turn our communities into the kind of pedestrian-friendly places we all like to experience.

**OUTCOME AND FINAL PRODUCT:** During workshops, participants will learn about the elements of a walkable community and solutions to common issues. Instructors then lead a walking tour of the study area and emphasize seeing the community from the perspective of a pedestrian. Participants identify specific measures to improve conditions for pedestrians and priority actions they can take to create a more walkable community.

**SCHEDULE:** FY 2009

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** Any city, town, unincorporated community, or corridor where people want a safer, more attractive route for walking. Workshops bring together residents, elected officials, advocates, public agency staff, public health practitioners, educators, planners and engineers.

**BENEFIT:** Educate community leaders about the needed tools to advocate and plan for walkable communities

**ADMINISTRATOR:** *Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner, Randi Novakoff, Transportation Planner and Tamika Odrick, Transportation Planner*

### **9.11.04 - Coordination with the Delaware Department of Transportation (DeIDOT) and Delaware Transit Corporation (DTC)**

#### **1. Newark Transit Study**

**WILMAPCO STAFF PARTICIPANT:** *Dave Gula, Senior Transportation Planner, Heather Dunigan, Principal Planner and Dan Blevins, Principal Planner*

WILMAPCO staff will work with the Delaware Transit Corporation (DTC) on a comprehensive Newark Transit Study to evaluate the potential to coordinate transit services and providers within the City of Newark. New opportunities for service will be possible after the Newark Transit Hub implementation is complete, while land-use changes and anticipated employment changes will also be factors. This study will look for best practices nationally in coordinating small city and University transit systems and include analyses on types of fare systems, operational arrangements, passenger information and technology sharing. The final report will provide recommendations on cost sharing, fare integration and a reformulation of existing transit routes and services. Partnering with WILMAPCO will be City of Newark Planning Staff, Council and Mayor, and City Manager.

#### **2. Amtrak Northeast Corridor Feasibility Study**

**WILMAPCO STAFF PARTICIPANT:** *Dave Gula, Senior Transportation Planner, Daniel Blevins, Principal Planner and Heather Dunigan, Principal Planner*

WILMAPCO Staff will work with DeIDOT, Norfolk Southern Railroad, Amtrak, and Maryland DOT, to determine the feasibility and cost estimate to develop an infrastructure solution (additional track, switches, etc.) on the Amtrak Northeast Corridor that will allow 24/7 access for freight movements between Perryville, Maryland and Newark, Delaware. Amtrak's Planning and Engineering groups will carry out the study under a Memorandum of Understanding with project partners. WILMAPCO will be the project administrator. The Perryville-Newark Link has been identified in the Delaware and WILMAPCO freight plans, as well as by the NS Delmarva Business Unit, as the most important freight rail project for the State and region. The addition of additional track capacity between Perryville and Newark will facilitate the expansion of transit service (MARC) to areas north of Perryville, including possible new service to Delaware. The *MARC Growth & Investment Plan* cites the need for expanded transit to: 1) provide fast, reliable transportation in key corridors and serve BRAC-related travel markets; 2) reduce the need to expand highways; 3) offer efficient, environmentally sustainable transportation choices to commuters and regional travelers; 4) encourage efficient regional land use and transit-oriented development, and 5) support more efficient freight rail movement.

### **9.11.05 - Coordination with the Maryland Department of Transportation (MDOT)**

#### **1. Maryland I-95 Corridor Study**

**WILMAPCO STAFF PARTICIPANT:** *Tigist Zegeye, Executive Director*

Staff will participate in an analysis of transportation needs including roadway pricing/value pricing alternatives for I-95



in Cecil County. MDOT contact: Michael Nixon

#### **9.11.06 - Coordination with the Cecil County Office of Planning and Zoning**

##### 1. Cecil County Transit Coordination

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner*  
Analysis will be done to determine the needs of the increased population and employment anticipated in Cecil County. Staff will coordinate with MDOT and Cecil County to determine how staff can best support member agency planning, and what, if any, additional WILMAPCO analysis is needed. Additional assistance will be provided to provide analysis of needed bus stops and related pedestrian improvements.

##### 2. TMA Feasibility Study for Cecil County, Maryland

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Randi Novakoff, Transportation Planner*  
Increased residential growth and commuting in Cecil County Maryland may warrant TMA services in the region. The purpose of the Study is to determine the feasibility of expanding TMA Delaware's scope to include Cecil County, extend the Harford County Rideshare Service, or establish an independent transportation management association to serve Cecil County, Maryland. Through this study, WILMAPCO will analyze the need for a TMA and the extent of private and public support for a TMA in Cecil County. **\$35,000 is budgeted for consultant.**

#### **9.11.07– Coordination with Town of Chesapeake City**

Town of Chesapeake City Comprehensive Plan Update

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Bill Swiatek, Senior Transportation Planner*  
The Town of Chesapeake City is in the process of updating their Comprehensive Plan. The project will include a critical review of the existing Comprehensive Plan, and work to match the Towns' visions for the future with HB 1141, Smart Growth principles and policies and it will incorporate the basic requirements of the 1992 Planning Act. A consultant will be hired to coordinate and meet with the Town Mayor and Commissioners, Planning Commissioners, Sanitary Commission, Town Staff members and citizens in the preparation of the plan. The Town also wishes to update their transportation section to incorporate mobile friendly design standards. The Town requests assistance from WILMAPCO in the amount of \$35,000 to hire a consultant to work with the Town on completing these tasks. **\$35,000 is budgeted for consultant.**

#### **9.11.08 – Coordination with Town of Perryville**

Town of Perryville Master Trail Plan

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Randi Novakoff, Transportation Planner*  
The Town of Perryville is asking WILMAPCO for assistance to develop a master trail plan that will map existing trails, and show future trails and how they can be linked together. Because of the increased development over the last few years of a senior apartment complex, a new library and a shopping center on Route 40, this will be an important project for the town of Perryville. They are also looking toward the future for a way to connect residential and commercial development on Coudon Boulevard to the MARC train station, and eventually connect the existing trail to Port Deposit via a recent annexation and possible additional annexations, creating interconnectivity that is not dependent on the automobile. **\$7,000 is budgeted for consultant.**

#### **9.11.09 - Coordination with Town of Elkton Planning**

Town of Elkton TOD Feasibility Study

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner and Tamika Odrick, Transportation Planner*  
Staff will conduct a TOD feasibility study for an intermodal transportation center around the site of the Amtrak station on Bow Street. A transportation center will provide an ideal location in Elkton's Central Business District for future commercial and institutional development and will be accessible via all modes of transportation, including MARC and SEPTA. A TOD development will serve to enhance community character in downtown Elkton; enhance regional accessibility, connectivity, and mobility; support Smart Growth, and promote alternative transportation modes, including bicycling, walking, and bus transit. This project will build upon efforts to establish bus and commuter rail links between Elkton, Maryland and Newark, Delaware, and Elkton Maryland and Perryville, Maryland. Partnering with WILMAPCO will be Town of Elkton, Cecil County Planning & Zoning, MTA, and MDOT. **\$45,000 is budgeted for consultant.**

### 9.11.10 - Coordination with the City of Wilmington

#### 1. Wilmington Initiatives Public Outreach and Management Assistance

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director, WILMAPCO and Dave Gula, Senior Transportation Planner*

The City of Wilmington (City) plays a key role in the region to promote development of cost-effective and user-friendly transportation systems. Effective outreach and proper coordination are essential components in the process of developing workable solutions to transportation problems. Implementation of this work task will assist with achieving proper intergovernmental coordination and promoting meaningful public/private communication. In particular, this effort will focus on the budgetary status of various initiatives, as it relates to updating our long-range plans. A consultant will be retained to attend, coordinate, and provide timely follow-through in support of the various initiatives.

Also, up-to-date public information materials will be developed to clearly summarize the status of the various transportation projects in the City, in support of the WILMAPCO Public Outreach program and efforts to address important Environmental Justice concerns and Access to Jobs issues.

Effective coordination of public outreach activities, in concert with the design development process of the Wilmington Initiatives committees (Management, Technical, Steering, and Partners), is essential to achieving the RTP goal of linking land use and transportation activities. The Wilmington Initiatives support a variety of cultural and economic developments in an area where population and employment densities can support relatively cost-effective bus and rail transit. Inclusion of grass-roots public participation in the efforts to update the long-range plan will be critically needed to promote quality-of-life improvements, such as installing pedestrian-level Street lighting to enhance safety and security, while allowing growth of street trees to reinforce the aesthetic and environmental assets of the City.

This study coordinates Wilmington's development strategies and provides the specific information needed to make the concepts in the WILMAPCO RTP work in practice. This task is a continuation of work begun in FY 1996.

Objectives of this element of the task are:

1. To provide a balance between the requirements for local and regional access within the corridor for all modes including walking, bicycling, transit and private vehicles
2. To promote economic development related to community objectives
3. To improve the visual quality of the corridors for residents, workers and visitors in keeping with community character
4. To enhance safety for all modes of travel and environmental quality within the corridors
5. To support coherent and viable neighborhoods in sync with other community goals

Coordination with other ongoing planning studies and design projects, such as the Citywide Environmental Enhancement projects conducted by the City and the Christina Waterfront Projects being conducted by DeIDOT and RDC, will be an integral part of this task. DeIDOT contact: Ray Petrucci, City of Wilmington contact: David Blankenship

**\$48,000 is budgeted for consultant.**

#### 2. City of Wilmington updates to Subdivision Regulations

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner and Bill Swiatek, Senior Transportation Planner*

The City of Wilmington will update its Subdivision Regulations with the addition of comprehensive traffic standards, which will provide guidance in the assessment of the potential impacts of major development projects on the surrounding local and State maintained street networks with respect to traffic, circulation, parking and public safety issues, during the course of reviewing plans for approval. The traffic standards document will be developed by the consultant with direction and input from Wilmington Departments of Planning, Public Works, and Law, and through the research of existing traffic standards, regulations, review processes and procedures used by other communities. WILMAPCO will partner with City of Wilmington Department of Planning, who will act as project manager, and will take the lead role in creating and distributing a Request for Proposal (RFP) and retain a consultant team to conduct work. The Department of Planning, in conjunction with the consultant, will also take the lead role in outreach activities, including a minimum of two governmental meetings with City Department representatives and others; a public review and comment process; the presentation of the final draft of the traffic standards document at a public hearing before both the City Planning Commission for its review and recommendation, and the City Council for adoption as part of the Subdivision Regulations. **\$50,000 is budgeted for consultant.**

#### 3. Downtown Wilmington Circulation Study

*WILMAPCO STAFF: Dave Gula, Senior Transportation Planner and Bill Swiatek, Senior Transportation Planner and Tamika Odrick, Transportation Planner*

WILMAPCO, in coordination with DeIDOT, DTC and the City of Wilmington is developing a Wilmington Downtown Circulation Study. This will be a comprehensive study of land use assessment and multi-modal transportation

improvements. The study is designed to build on a similar study completed in August 1997. Ultimately, that study recommended a series of multi modal improvements to be implemented within the Downtown to better serve transportation needs, mitigate traffic congestion and facilitate transit-oriented growth. With significant residential and commercial developments occurring in both the Downtown and Riverfront areas, it is necessary to assess the effects on the transportation system. Unlike the 1997 study, this project will include the Christina Riverfront. The study boundaries are I-95 to the west, the Brandywine River to the north, Walnut Street to the east and the Christina River to the south. WILMAPCO will take the lead role for the Downtown Wilmington Circulation Study and work with the consultant to coordinate scheduling of the kick-off meeting, and subsequent public meetings. It is anticipated that three workshops will be held with the public. For each meeting attended, WILMAPCO will prepare a memorandum of meeting minutes and distribute these minutes to document and clarify any questions, resolutions, or other positive outcomes from the meetings. In order to update the Study and make recommendations, the consultant will also collect current data pertinent to the transportation system. WILMAPCO will facilitate this process by supplying existing datasets and coordinating with partner agencies. Data collected will include Turning Movement Counts, Transit Facilities, Land Use, Crash Data, and Pedestrian and Bicycle Facilities. Other tasks will include Traffic Modeling, Development of Improvement Alternatives, and Report Preparation. The Project Team will consist of WILMAPCO, Wilmington Initiatives Joint Partners and Technical and Steering Committees. **\$212,000 is budgeted for consultant.**

#### **9.11.11 – Coordination with New Castle County** Southern New Castle County Master Plan (SNCCMP)

*WILMAPCO STAFF PARTICIPANT: Tigist Zegeye, Executive Director and Dan Blevins, Principal Planner*

**OBJECTIVE AND TASK DESCRIPTION:** The purpose of the Memorandum of Agreement (MOA) and Scope of Work between DeIDOT, OSPC, DOA, the County, the School Districts, the Towns, and WILMAPCO is to establish a cooperative process for ascertaining, evaluating, coordinating, and implementing infrastructure improvements necessary to assure the responsible use of fiscal resources, encourage the development of more livable communities, and provide for sustainable economic development.

**OUTCOME AND FINAL PRODUCT:** The MOA and Scope of Services is intended to provide the framework by which DeIDOT, OSPC, DOA, the County, the School Districts, the Towns, and WILMAPCO with the participation of other appropriate agencies, will collectively develop a Master Plan to include future land use and infrastructure plan elements for Southern New Castle County. These agencies have agreed to work cooperatively through the planning process to produce a comprehensive regional master plan to include land use policies and the transportation, sewer and other community facilities plans needed in order to best accommodate future growth in SNCC. Additionally, they have agreed to individually and collectively incorporate the Plan recommendations into the Comprehensive Plans of the County and the Towns, the WILMAPCO Regional Transportation Plan, DeIDOT's Transportation Plan, School District Comprehensive Building Plans, the State Strategies for Policies and Spending, and additional State plans or programs as appropriate.

**PARTICIPANTS:** New Castle County, WILMAPCO, DeIDOT, Department of Agriculture, Office of State Planning Coordination, Appoquinimink School District, Smyrna School District, Colonial School District, Town of Middletown, Town of Odessa, and Town of Townsend

**ADMINISTRATOR:** *New Castle County, Department of Land Use*  
**\$100,000 Consultant- Carry over from FY 2007 UPWP**

#### **9.11.12 – Coordination with the City of New Castle** City of New Castle 2003 Comprehensive Plan Update

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Transportation Planner*

**OBJECTIVE AND TASK DESCRIPTION:** Update (2008) of the 2003 Comprehensive Plan and scope of work for the project will be an analysis of the current Plan and circumstances that have changed since the preparation of the 2003 Plan. The plan will be revised to include those strategies and a strategy for implementation, including meeting goals and objectives under the Livable Delaware agenda.

**OUTCOME AND FINAL PRODUCT:** Elements of the Comprehensive Plan update, including a Transportation Plan, a Land Use Plan, a Community Facilities Plan, and an Infrastructure Plan, directly impact regional transportation routes and transit systems, which either pass through or are adjacent to the City boundaries. In addition, existing or potential pedestrian and bicycle facilities in the City relate and connect to facilities in the adjacent sectors of New Castle County. The main goals of the WILMAPCO RTP coincides with how New Castle's Comprehensive Plan update, as a document geared to support economic growth, transports people using a variety of efficient modes and improves the

quality of life for New Castle's citizens. In addition, the more specific objectives of the RTP relate directly to the document, which includes to: 1) promote the attractiveness of the City and Region; 2) improve transportation system performance; and 3) preserve natural, historic and cultural resources.

**PARTICIPANTS:** WILMAPCO, the City of New Castle residents and business owners, elected and appointed officials, staff members, consultants, community groups, Municipal Services Commission, the Trustees of the New Castle Common, the Delaware State Office of State Planning Coordination. **\$15,000 is budgeted for the consultant.**

#### **9.11.13 – Coordination with Office of State Planning Coordination**

Update Town of Bellefonte's Zoning and Subdivision Ordinances

*WILMAPCO STAFF PARTICIPANT: William Swiatek, Transportation Planner and Randi Novakoff, Transportation Planner*

**OBJECTIVE AND TASK DESCRIPTION:** In order to implement Town of Bellefonte's first comprehensive plan, Town of Bellefonte's zoning and subdivision ordinances must be updated as part of their 2008 certified Comprehensive Plan. Located north of Wilmington and along Philadelphia Pike, the town needs to make sure that any code updates do not interfere with the transportation system.

**OUTCOME AND FINAL PRODUCT:** Located north of Wilmington and along Philadelphia Pike, the town wants to make sure that any code update does not interfere with the transportation system. Furthermore, the town is looking to possibly enhance its position with respect to the Philadelphia Pike similarly to what has been done in Claymont.

**PARTICIPANTS:** WILMAPCO, Office of State Planning Coordination, and the Institute for Public Administration (IPA). **\$21,000 is budgeted for the consultant**

*ADMINISTRATOR: Herb Inden, Office of State Planning Coordination*

#### **9.11.14 - Other**

*ADMINISTRATOR: Tigist Zegeye, Executive Director and Heather Dunigan, Principal Planner*  
Other sub-regional study coordination tasks as identified.

**OUTCOME AND FINAL PRODUCT:** Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

**SCHEDULE:** FY 2009

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and it is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

**BENEFITS:** Coordinated transportation and land use plans for our community's supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

**PARTICIPANTS:** Each major WILMAPCO study is directed in partnership by a Management Committee of Senior officials from WILMAPCO, DOT(s), County (ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers,

businesses, area elected officials, Transportation Management Association of New Castle County, and other interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$85,384
	IN-KIND SERVICES		\$22,154
	CONSULTANT		\$175,000
	<b>TOTAL</b>		<b>\$282,538</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	191,115	0	191,115
FTA DE	45,084	0	45,084
FHWA MD	5,419	0	5,419
FTA MD	1,667	0	1,667
Delaware	9,008	10,396	19,404
Maryland	886	0	886
New Castle County	5,732	9,884	15,616
Cecil County	360	266	627
City of Wilmington	1,113	1,608	2,721
<b>TOTALS</b>	<b>260,384</b>	<b>22,154</b>	<b>282,538</b>

## **MPO 9.12 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**OBJECTIVE AND TASK DESCRIPTION:** Provides for the development of a regional Transportation Improvement Program (TIP) for FY 2010-2013 as well as advanced preparation for FY 2011-2014. The TIP will be developed using public input and will be financially constrained and air quality conforming. This task will require an active support of all WILMAPCO committees and coordination with member agencies, and it will include the following elements:

1. Assistance with scoping of TIP project submissions, in conjunction with DeIDOT and MDOT planners and/or engineers.
2. Scoring submitted projects in accordance with the prioritization process.
3. Working with both DeIDOT and MDOT to develop a financial plan for the TIP.
4. Providing assistance to the Technical Advisory Committee (TAC) members in reviewing technical scores for projects.
5. Working with the Air Quality Subcommittee (AQS) to determine need for, and review of, air quality conformity analysis.
6. Holding public hearing on the Draft FY 2010-2013 TIP.
7. Preparing the document and coordinating with our member agencies to develop and produce a user friendly TIP.
  - Under the SAFETEA-LU requirement, WILMAPCO may include “for illustrative purposes, additional projects that would be included in the approved transportation improvement program if reasonable additional resources beyond those identified in the financial plan were available.”
  - We also publish listings of projects. “An annual listing of projects for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the metropolitan planning organization for public review.”
8. Making inventory of TIP projects and monitoring them for consistency to the RTP goals and objectives.
9. Reviewing current TIP with DeIDOT and MDOT.
10. Develop a TIP status report to examine current status of prior TIP projects.
11. Explore expanded use of Google Earth to provide interactive web mapping.

**OUTCOME AND FINAL PRODUCTS:** Implementation of projects in the Long Range Transportation Plan via the FY 2009-2012 and FY 2010-2013 TIPs. A TIP that is consistent with the 2030 RTP and reflects the transportation needs of the region.

**SCHEDULE:** The FY 2010-2013 TIP will be completed in March 2008 for approval by the WILMAPCO Council and forwarded to FHWA, FTA, EPA, DeIDOT and MDOT.

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** WILMAPCO will hold public meetings at different stages of the TIP development: (1) to present a candidate list of new projects, (2) to present rankings and a draft TIP, and (3) to present a final draft TIP. WILMAPCO will also advertise a 30-day public notice for the draft TIP and air quality conformity analysis. Special public meetings may be held to address issues or concerns from our committees and/or member agencies.

**BENEFIT:** A four-year document that provides the program for the implementation of the Long-Range Transportation Plan.

**ADMINISTRATOR:** *Tigist Zegeye, Executive Director, Heather Dunigan, Principal Planner, Tamika Odrick, Transportation Planner*

**PARTICIPANTS:** General Public, WILMAPCO, Member Agencies

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$63,922
	IN-KIND SERVICES		\$16,585
	CONSULTANT		\$0
	<b>TOTAL</b>		<b>\$80,507</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	46,917	0	46,917
FTA DE	11,068	0	11,068
FHWA MD	1,330	0	1,330
FTA MD	409	0	409
Delaware	2,211	7,783	9,994
Maryland	217	0	217
New Castle County	1,407	7,399	8,806
Cecil County	88	199	288
City of Wilmington	273	1,204	1,477
<b>TOTALS</b>	<b>63,922</b>	<b>16,585</b>	<b>80,507</b>

## **MPO 9.13 – MONITORING OF SUBREGIONAL STUDY IMPLEMENTATION**

OBJECTIVE AND TASK DESCRIPTION: To work with member agencies and the public to develop and coordinate the implementation of adopted transportation and comprehensive development plans that are significant to the region in the attainment of the goals of the 2030 Regional Transportation Plan. Under this task, WILMAPCO staff provides member agencies technical or coordination assistance. The implementing agency will take the lead role in the specific sub-tasks described below.

### **9.13.01 – City of New Castle Transportation Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner*

Staff will work with the City of New Castle and DelDOT to implement the recommendations. DelDOT contact: Bruce Allen

### **9.13.02 Wilmington Bicycle Plan**

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner*

Staff will work with the City of Wilmington to implement the recommendations.

### **9.13.03 – Mobility Friendly Design Standards Middletown**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dan Blevins, Principal Planner*

Mobility Friendly Design Standards have been completed in Middletown, Chesapeake City, Rising Sun, Perryville, Port Deposit, Cecilton and North East. Staff will work with these towns, community leaders, and member agencies to implement their mobility friendly design standards.

### **9.13.04 - Newark/Elkton Short- and Long-Term Recommendations**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dave Gula, Senior Transportation Planner*

Staff will continue work with involved member agencies to implement the short and long-term recommendations of the Newark/Elkton studies.

### **9.13.05 - Newark Traffic Calming**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dave Gula, Senior Transportation Planner*

Staff will work with Newark, community leaders, and DelDOT to implement plans for traffic calming and pedestrian upgrades in Newark according to the Old Newark Traffic Calming plan and Newark Ad Hoc Traffic Calming Committee plan. Assistance will be providing in developing plans for South College Avenue pilot project.

### **9.13.06 - City of Newark Bicycle Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner*

WILMAPCO will work with the City of Newark, Newark Bicycle Committee and DelDOT to implement the Newark Bicycle Plan.

### **9.13.07 - Centreville Village Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and William Swiatek, Senior Transportation Planner*

Staff will work with the Centreville Civic Association, DelDOT and New Castle County to assist with implementation of the Centreville Village Plan. Staff will also complete ongoing evaluation of the effectiveness of the Plan, as outlined in the TCSP grant.

### **9.13.08 - East Coast Greenway**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner*

Staff will work with the Non-Motorized Working Group to coordinate greenway planning efforts between Delaware and Maryland and assist with implementation of the East Coast Greenway route.

### **9.13.09 – New Castle County Greenway Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, and William Swiatek, Senior Transportation Planner*

WILMAPCO, in partnership with DelDOT, New Castle County, DE State Parks, and local government will coordinate to implement the New Castle County Greenway Plan for pedestrian and bicycle pathways throughout New Castle County. This plan will complement the DelDOT Bicycle Plan, which addresses on road connections, and the DelDOT Pedestrian Plan, which is in development. The Plan identified existing and potential multi-use connections, emphasizing a network of sidepaths and greenways with proposed actions and policies to promote their



implementation.

#### **9.13.10 – Delaware City Transportation Plan**

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, William Swiatek, Senior Transportation Planner*

The Plan identified and made recommendations to address the community's transportation concerns and recommended enhancements to the transportation system. WILMAPCO will continue to coordinate with DeIDOT, Delaware City and DTC to support its implementation.

#### **9.13.11 - Coordination with the Delaware Department of Transportation and Delaware Transit Corporation**

##### **1. Churchmans Crossing Implementation**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner and Dave Gula, Senior Transportation Planner*

The initial Churchmans Crossing Study was a joint effort by DeIDOT, New Castle County and WILMAPCO to develop a land use/transportation vision for this important area. The land use and transportation recommendations provide a planning guide for this growth area over the next 25 years, including process and design guidelines. The study and its recommendations were adopted by the WILMAPCO Council into the 2020 Metropolitan Transportation Plan on September 11, 1997 and subsequently into the 2030 RTP. To account for the uncertainty as to when development will actually occur, the study provides performance indicators that DeIDOT, New Castle County and WILMAPCO will monitor closely to determine when and which projects should be implemented. For example, if indicators predict an intersection will fall below LOS D, the improvement plan for that area will be triggered. Similar indicators are recommended to determine when various components of the transit, travel demand management, and new roadway connection recommendations should be implemented. The current phase of the Churchmans Crossing effort is referred to as "Implementation - Phase I". Early action items have been identified and have been, or are in the process of being, implemented. WILMAPCO staff is participating in the implementation of:

- a. Sidewalks/Bicycle Paths/Greenway Improvements
- b. Bus Stop Improvements
- c. Transit Service Enhancements
- d. Integrated Transportation Management System (ITMS)
- e. Intersection Improvements
- f. Roadway Improvements

DeIDOT contact: Mark Tudor, NCC contact: John Janowski

##### **2. Route 40 Corridor Improvements**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner and Dave Gula, Senior Planner*

The Route 40 Corridor Improvements Project was initiated by DeIDOT in partnership with New Castle County and WILMAPCO in September 1998. The Route 40 Corridor 20-Year Transportation Plan was completed on June 19, 2000 and adoption by the Steering Committee. Subsequently, the WILMAPCO Council had adopted the Route 40 Corridor 20-Year Transportation Plan as part of the Metropolitan Transportation Plan on September 7, 2000. The Plan addresses the conditions resulting from projected growth in housing, employment and traffic over the next 20 years. The Plan contains projects, separated into three phases, (Phase I 2000-2007, Phase II 2008-2013, Phase III 2014-2020) which address the projected transportation problems that would result without the Plan. The final step of the project, now underway, is the implementation of the Plan recommendations. As part of this step a Corridor Monitoring Committee was created in order to assure that all projects in the Plan are implemented as conditions dictate – neither prior to the anticipated need, nor subject to unnecessary delay after need is identified. Staff is participating as a member of the Committee and providing assistance to the effort. DeIDOT contact: Mark Tudor, NCC contact: John Janowski

##### **3. Tyler McConnell Bridge**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner*

This effort will support staff participation in the Tyler McConnell Bridge working group committee and provide technical and coordinating assistance as needed. DeIDOT contact: Carolann Wicks

##### **4. Route 301 MIS**

*WILMAPCO STAFF PARTICIPANT: Daniel Blevins, Principal Planner*

The initial Greater Route 301 MIS was a joint effort by DeIDOT, New Castle County and WILMAPCO to reach conclusion on a locally preferred alternative package of investments endorsed by New Castle County, municipalities and the State of Delaware through the WILMAPCO Council. The WILMAPCO Council had adopted the Greater Route 301 MIS recommendations as part of the Metropolitan Transportation Plan. DeIDOT will now advance projects for implementation through the Transportation Improvement Program. WILMAPCO staff is participating in the implementation of these projects including the draft EIS. DeIDOT contact: Mark Tudor, NCC contact: John Janowski

##### **5. DTC Business Plan / Long-Range Plan**

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner*

This effort will support staff participation in the DTC Business Plan / Long-Range Plan implementation and provide technical and coordinating assistance as needed. DTC contact: Stephen Kingsberry

#### 6. Commuter Rail Study

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dave Gula, Senior Transportation Planner*

Staff will work with DelDOT to provide technical assistance and public outreach as needed.

#### 7. Claymont Transportation Plan

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner and Randi Novakoff, Transportation Planner*

Staff will work with DelDOT, New Castle County and community groups to develop a transportation plan for the area and provide technical assistance as needed. DelDOT contact: Drew Boyce

### **9.13.12 - Coordination with MDOT, the Cecil County Office of Planning and Zoning and Parks and Recreation and the Cecil County Department of Aging**

#### 1. Cecil County Transit Study

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dave Gula, Senior Transportation Planner*

Staff will assist with and monitor the implementation of the recommendations from the transit study conducted by the Cecil County Department of Aging.

#### 2. Track A Feasibility Study Phase I and II

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner and Dave Gula, Senior Transportation Planner*

Staff will participate in future work toward implementing commuter rail as identified in the feasibility studies and provide technical assistance as needed. Phase I investigated rail improvements between Newark and Elkton; Phase II investigated rail improvements between Elkton and Perryville Cecil County contact: Tony Di Giacomo.

#### 3. Incorporate the Lower Susquehanna Heritage Greenways Management Plan into Cecil County Mobility Friendly Design Standards In Perryville and Port Deposit, Maryland

*WILMAPCO STAFF PARTICIPANT: Heather Dunigan, Principal Planner, Dave Gula, Senior Transportation Planner*  
Staff will participate in the Mobility and Transit Friendly Design Standards Studies and provide technical assistance as needed. Staff will provide assistance as requested to Cecil County and their consultant to support the work begun in FY 2002 with North East, to develop and adopt mobility friendly design standards.

#### 4. Transit Service Between Harford and Cecil Counties—*Filling the Gap*

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Planner and Heather Dunigan, Principal Planner*

Staff will work with the Maryland Department of Transportation and Maryland Transit Administration in collaboration with Harford and Cecil counties, BMC, and DTC in seeking short-term means to improve connections between existing transit services in Harford and Cecil Counties; thereby “filling the gap” for transit riders traversing the Harford and Cecil County lines. The objectives of this effort are to examine near-term improvements that: 1) link the existing local transit service offered in Harford and Cecil Counties, 2) serve longer regional transit needs to Baltimore and Wilmington through extension of commuter bus service or better interface with existing commuter bus and rail service, and 3) improve communication regarding availability of local and regional transit services and how such linkages between the services can be made. MDOT contact: Michael Nixon.

### **9.13.13 - Coordination with the City of Wilmington**

#### 1. Wilmington Initiatives Implementation

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, Tigist Zegeye, Executive Director*  
*The Wilmington Land Use and Development Capacity Assessment and The Downtown Circulation Study* were both adopted by the WILMAPCO Council on September 11, 1997. Results from these studies call for major improvements in the City of Wilmington encompassing several design project development efforts, such as:

- Market Street Retail Corridor Improvement
- Delaware Avenue/Washington Street Gateway Improvements
- King and Orange Streets Transit Corridor Improvements
- Transportation Center Phase III
- Downtown 4<sup>th</sup> Street Improvements Project
- Wilmington Signalization Project
- Northeast Boulevard Streetscape Improvements

Staff is working with the City of Wilmington, DelDOT, and DTC to design and implement the above projects. City of

Wilmington contact: David Blankenship, DelDOT contact: Ray Petrucci, DTC contact: Cathy Dennis

2. South Wilmington Special Area Management Plan (SAMP) Implementation

*WILMAPCO STAFF PARTICIPANT: Dave Gula, Senior Transportation Planner, William Swiatek, Senior Transportation Planner, Tamika Odrick, Transportation Planner*

WILMAPCO will continue to offer critical advice and guidance in the implementation of DNREC's South Wilmington SAMP. The Plan centers upon the redevelopment of Southbridge, a predominantly black, low-income Wilmington neighborhood. WILMAPCO support includes active attendance at core group meetings, data and mapping assistance, public outreach, and the development of a walkable community report.

3. Southbridge Circulation Study

*WILMAPCO STAFF PARTICIPANT: William Swiatek, Senior Transportation Planner, Dave Gula, Senior Transportation Planner, and Tamika Odrick, Transportation Planner*

WILMAPCO will manage a circulation study for the community of Southbridge in Wilmington. The study will identify potential traffic flow improvements for the South Wilmington neighborhood and analyze the feasibility of transportation recommendations found within the neighborhood's plan.

**9.13.14 - Other**

*ADMINISTRATOR: Tigist Zegeye, Executive Director and Heather Dunigan, Principal Planner*

Other sub-regional study implementation tasks as identified.

OUTCOME AND FINAL PRODUCTS: Implemented plans and projects that will help to achieve the goals of WILMAPCO's 2030 RTP

SCHEDULE: FY 2009

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Member agencies are responsible for implementing public participation strategies for their projects. WILMAPCO will assist when possible by placing notices in our newsletter, e-news and other mailings.

BENEFIT: Assurance that plans and projects are implemented in such a manner as to conform to the goals and strategies of WILMAPCO's 2030 RTP.

PARTICIPANTS: WILMAPCO Staff, Member Agencies, and the Public

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$57,846
	IN-KIND SERVICES		\$15,009
	CONSULTANT		\$0
	<b>TOTAL</b>		<b>\$72,855</b>
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	42,457	0	42,457
FTA DE	10,016	0	10,016
FHWA MD	1,204	0	1,204
FTA MD	370	0	370
Delaware	2,001	7,043	9,044
Maryland	197	0	197
New Castle County	1,273	6,696	7,969
Cecil County	80	180	260
City of Wilmington	247	1,090	1,337

<b>TOTALS</b>	57,846	15,009	72,855
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V **PRIOR YEARS' WORK TASKS CARRIED OVER**

This table shows the status of FY 2008 UPWP work tasks which were not completed by June 30, 2008 and have been amended into the FY 2009 UPWP.

TASK #	DESCRIPTION	BALANCE REMAINING 6/30/08
MPO 1.07A	Village Plan – TCSP Grant	\$1,687
MPO 3.04	Regional Modeling Support	\$4,976
MPO 3.04	Pedestrian Data - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$20,000
MPO 4.04	Allocation of Population and Employment – <b>Amended FY 08 UPWP to assist the Town of Cecilton with Comprehensive Plan Update (\$18,000)</b>	\$7,412
MPO 7.01	General Administration Kitchen Upgrade – <b>Amended FY 08 UPWP to assist the Town of Elkton with Comprehensive Plan Update (\$35,000). Amend FY 09 - Transfer to General Funds (\$15,000)</b>	\$50,000
MPO 7.04	CC Roadway Travel Time <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$363
MPO 7.04	Allocation of Population and Employment – <b>Amended FY 08 UPWP to assist the Town of Port Deposit with Comprehensive Plan Update (\$25,000)</b>	\$25,000
MPO 7.04	Public Opinion Survey - <b>Amended FY 08 UPWP to assist the Town of Port Deposit with Comprehensive Plan Update (\$14,622)</b>	\$6,547
MPO 7.11	Consultant Claymont	\$9,084
MPO 7.11	Consultant SNCC Master Plan	\$100,000
MPO 8.01	General Administration Bookkeeping - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$7,565
MPO 8.04	Data Collection	\$17,608
MPO 8.04	Public Opinion Survey	\$12,890
MPO 8.05	University of Delaware - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$2,830
MPO 8.08	Goods Movement Analysis	\$16,500
MPO 8.10	RTP Implementation - <b>Amended FY 09 UPWP - Transfer to General Funds</b>	\$129,387
MPO 8.11	Walkable Communities Support- <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$8,194
MPO 8.11	Wilmington Initiatives Coordination	\$11,623
MEM 2.01	Elkton Transit Oriented Development - <b>Amend FY 08 UPWP to assist the Town of North East with revisions to Comprehensive Plan, Zoning Ordinance and Subdivision Regulations</b>	\$15,053
	TOTAL	<b>\$446,718</b>

**MPO 1.07A - PROGRAM DEVELOPMENT AND COMMUNITY/AREA PLANS AND STUDIES**

**OBJECTIVE:** To coordinate transportation and land use planning activities in Centreville, DE by working with local and state government and community groups.

**TASK DESCRIPTION:** WILMAPCO was awarded a \$100,000 Federal Transportation and Community and System Preservation Program grant, of which \$5,000 remains. The grant is to link transportation and land use in an historic village in New Castle County. Centreville was included in the grant application. WILMAPCO will work with the Delaware Department of Transportation, Delaware Office of State Planning Coordination, New Castle County, and community groups to develop this project, which is an action in the 2030 RTP.

**OUTCOME AND FINAL PRODUCT:** Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

**SCHEDULE:** FY 2008

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

**BENEFITS:** Coordinated transportation and land use plans for our community's supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

*ADMINISTRATOR: Heather Dunigan, Principal Planner, WILMAPCO*

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		\$
	IN-KIND SERVICES		\$
	CONSULTANT		\$1,687
	<b>TOTAL</b>		<b>\$1,687</b>
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA TCSP GRANT	\$1,687		\$1,687
<b>TOTALS</b>	<b>\$1,687</b>		<b>\$1,687</b>

## **MPO 3.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION**

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytic reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program. Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

### **3.04.01 - Data Collection**

ADMINISTRATOR: *Daniel Blevins, Principal Planner*

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained. **\$30,000 is budgeted for consultant support for modeled data collection efforts on the regional highway system. \$4,976 remains in this task.**
- Information on pedestrian travel will be collected for use in plan and project analysis and other uses as needed. **\$20,000 is budgeted for consultant support in pedestrian data collection. [Amend FY 09 UPWP - Transfer to General Funds](#)**

### OUTCOME AND FINAL PRODUCT:

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2008

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, our website, and media relations work with local newspapers and radio and television stations.

BENEFIT: Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in planning process; and more accurate travel models which promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

PARTICIPANTS: WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$24,976
	<b>TOTAL</b>		\$24,976
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$18,671		\$18,671
FTA DE	\$3,926		\$3,926
FHWA MD	\$532		\$532
FTA MD	\$152		\$152
Delaware	\$894		\$894
Maryland	\$86		\$86
New Castle County	\$569		\$569
Cecil County	\$36		\$36
City of Wilmington	\$110		\$110
<b>TOTALS</b>	\$24,976		\$24,976



## **MPO 4.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION**

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytic reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program. Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

### **4.04.02 - Data Updating and Management**

*ADMINISTRATORS: Daniel Blevins, Principal Planner*

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

- Population and Employment Estimates  
To provide location specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP). **\$25,000 is budgeted for consultant support for allocation of population and employment data. Amended FY 08 UPWP to assist the Town of Cecilton with Comprehensive Plan Update (\$18,000 budgeted - \$7,412 remains in this task).**

### OUTCOME AND FINAL PRODUCT:

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2008

TASK TYPE: Recurring

PUBLIC PARTICIPATION: There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, our website, and media relations work with local newspapers and radio and television stations.

BENEFIT: Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in planning process; and more accurate travel models which promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

PARTICIPANTS: WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		\$
	IN-KIND SERVICES		\$
	CONSULTANT		\$7,412
	<b>TOTAL</b>		\$7,412
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$5,541		\$5,541
FTA DE	\$1,165		\$1,165
FHWA MD	\$158		\$158
FTA MD	\$45		\$45
Delaware	\$265		\$265
Maryland	\$25		\$25
New Castle County	\$169		\$169
Cecil County	\$11		\$11
City of Wilmington	\$33		\$33
<b>TOTALS</b>	\$7,412		\$7,412

**MPO 7.01 - ADMINISTRATION**

**7.01.01 – General Administration**

*ADMINISTRATOR: WILMAPCO Staff*

This task includes all office management functions including purchasing all supplies, office equipment and computer equipment, maintaining equipment and facilities and developing the most cost effective and efficient methods of providing the necessary support for staff, member agencies and the public. This task also includes updating and maintaining WILMAPCO's database of interested citizens, consultants, state and local officials, and committee members. In addition, weekly staff meetings keep staff informed of WILMAPCO activities and provide direction and the exchange of ideas.

**Sub-task cost - \$143,979 = \$50,000 office upgrades - Amended FY 08 UPWP to assist the Town of Elkton with Comprehensive Plan Update (\$35,000). Amend FY 09 UPWP - Transfer to General Funds (\$15,000)**

OUTCOME AND FINAL PRODUCT: Efficient operation of the WILMAPCO Council and offices, accurate financial and budget information, efficient personnel administration, well staffed committees provided with all necessary information to perform their functions, effective staff communications and knowledgeable, well-trained staff.

SCHEDULE: FY 2007

TASK TYPE: Recurring

PUBLIC PARTICIPATION: All WILMAPCO Council, committee and subcommittee meetings are open to the public and databases are maintained to ensure that as many people are kept informed of WILMAPCO activities as possible. All financial reports are made available to the public at TAC and Council meetings or by request.

BENEFIT: Optimal utilization of planning funds by ensuring that WILMAPCO is run efficiently, cost effectively and within budget and with well-trained and educated staff and informed committees.

PARTICIPANTS: WILMAPCO Staff

TOTAL COSTS:

Resource Allocation	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$50,000
	TOTAL		\$50,000
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$37,378		\$37,378
FTA DE	\$7,859		\$7,859
FHWA MD	\$1,065		\$1,065
FTA MD	\$306		\$306
Delaware	\$1,790		\$1,790
Maryland	\$171		\$171
New Castle County	\$1,139		\$1,139
Cecil County	\$72		\$72
City of Wilmington	\$221		\$221
<b>TOTALS</b>	<b>\$50,000</b>		<b>\$50,000</b>

## **MPO 7.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION**

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytic reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program. Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

### **7.04.01 - Data Collection**

ADMINISTRATOR: *Daniel Blevins, Senior Transportation Planner*

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Roadway Travel Time runs will continue in New Castle County (funded through DelDOT) and in Cecil County. The travel time runs will collect travel speed and delay data on major roadways in our region and will serve as a primary input into the WILMAPCO Congestion Management System (CMS). **\$10,000 is budgeted for consultant support in roadway travel time data collection in Cecil County. \$363.00 Remains in this task. Amend FY 09 UPWP - Transfer to General Funds**

### **7.04.02 - Data Updating and Management**

ADMINISTRATOR: *Daniel Blevins, Senior Transportation Planner*

This task includes recurring efforts such as the development of population and employment estimates and geographic information system management. This task also includes technical assistance to member agencies and reflects the needs that member agencies have identified during the Unified Planning Work Program development.

- Population and Employment Estimates  
To provide location specific, accurate population estimates, future population and employment projections, and housing and employment data by traffic analysis zones (TAZs) for use in the regional transportation planning process. Estimates and projections in this task will be based on the most current Delaware Population Consortium, Maryland Office of Planning, New Castle County and Cecil County data. Data derived from this task will be utilized in transportation network modeling, land use simulation models, analysis of sub-regional projects and studies, and the future updates of the WILMAPCO Regional Transportation Plan (RTP). **\$25,000 is budgeted for consultant support for allocation of population and employment data. – Amended FY 08 UPWP to assist the Town of Port Deposit with Comprehensive Plan Update (\$25,000)**

### **7.04.04 - Public Opinion Survey**

ADMINISTRATOR: *Heather Dunigan, Principal Planner*

As an update to previous Public Opinion Surveys, a consultant was hired to perform a random sample survey of the WILMAPCO region during FY 2006. The survey asks questions about the effectiveness of actions from the RTP and provides data on the public perception of transportation facilities and services. The results will be used to monitor public concerns, opinions on RTP strategies, and awareness of WILMAPCO and as performance measures in the Annual Progress Report. This survey will be conducted in June with results available in July 2006. It allows us to track the opinions of our residents, over time, to identify trends and provide direction for our policies. This survey will provide 8 years worth of comparison data regarding topics such as: which alternative modes of transportation are most favored; what are the most effective methods to improve our transportation system; should land use, growth and development be controlled; and how familiar is the public with WILMAPCO. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. A separate survey has been designed for Cecil County to provide annual transportation mode data. This will be used in conjunction with the data we currently receive from DelDOT and other Delaware transportation agencies. **\$15,000 is budgeted for the consultant. \$14,622 remains in this task. - Amended FY 08 UPWP to assist the Town of Port Deposit with Comprehensive Plan Update (\$6,547 remains in this task).**

### **OUTCOME AND FINAL PRODUCT:**

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to

resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2007

TASK TYPE: Recurring

**PUBLIC PARTICIPATION:** There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, our website, and media relations work with local newspapers and radio and television stations.

**BENEFIT:** Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in planning process; and more accurate travel models which promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

**PARTICIPANTS:** WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$31,910
	<b>TOTAL</b>		\$31, 910
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$23,854		\$23,854
FTA DE	\$5,016		\$5,016
FHWA MD	\$679		\$679
FTA MD	\$195		\$195
Delaware	\$1,142		\$1,142
Maryland	\$109		\$109
New Castle County	\$726		\$726
Cecil County	\$46		\$46
City of Wilmington	\$142		\$142
<b>TOTALS</b>	\$31,910		\$31,910

## **MPO 7.11 – SUBREGIONAL STUDIES AND COORDINATION**

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies which further the implementation of the RTP.

Studies we expect to administer during fiscal year 2007 include the following:

### **7.11.05 - Claymont Train Station Improvement Plan**

**OBJECTIVE AND TASK DESCRIPTION:** The objective of this project is to develop a proposal to upgrade the Claymont Train Station, from a basic refurbishment up to and including the possible relocation of the station. This will build upon the Claymont Transportation Plan and the Claymont Community Redevelopment Plan. The community is defined by the state line to the north, Delaware Avenue to the south, the Delaware River to the east and CSX railroad tracks to the west. The Claymont Train Station is located on the eastern edge of the community, along the Amtrak Northeast Corridor, connected to Philadelphia Pike by Myrtle Avenue. The train station project is intended to complement and coincide with other community revitalization efforts under way or planned (components including urban design, historic preservation and economic development). Claymont is composed of a close-knit, medium density variety of older single family and multi-family homes, businesses and industry. With this historic land use pattern, the Philadelphia Pike corridor and the rail transit facility, it is ideal for transportation improvements that will link them together. A feasibility study for the improvement of the Claymont Train Station will be undertaken. The study will include an evaluation of the current site and the adjacent area, and determine if there is the need and the opportunity to construct a station building and new platforms. The study will evaluate existing pedestrian access points, and consider the construction of new crossings for the Amtrak Northeast Corridor, both vehicular and pedestrian. Recommendations for the type and location of parking facilities and the potential size and location of a station building will be included. The existing internal patterns for bus movements will be analyzed and will be considered for any new layout. The study will supply a conceptual layout for an upgraded train station.

**OUTCOME AND FINAL PRODUCT:** The project will result in a proposal for an upgraded Claymont Train Station. This may include roadway improvements, upgraded pedestrian, bicycle and bus amenities, expanded automobile parking areas and new rail facilities. The plan will also consider the potential for Transit-Oriented development at the train station and the addition of station art. There will also be recommendations for implementation priorities, funding and phasing.

**SCHEDULE:** FY 2008

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** The Claymont Community Coalition civic group and the Claymont Renaissance Development Corporation meets monthly, so there will be ample opportunity to seek input, give presentations and provide information to interested parties. WILMAPCO holds monthly meetings of its Technical and Public Advisory Committees which will provide opportunities for periodic updates. The WILMAPCO website offers an additional effective means of keeping the community informed of the progress of the project.

**BENEFIT:** This project will contribute to the RTP by combining the revitalization of the traditional and historic community of Claymont with the improvement of the community's Train Station. Claymont's compact mix of good housing stock, local business and institutions offer a unique opportunity to bring together all the characteristics that comprise a Transit-Oriented community. Improved, convenient access from Claymont center to the commuter train station will encourage greater use of that facility, and will augment the existing bus connection. Sidewalk and bikeway improvements and linkages will encourage modes other than auto use for train users to access the station. This project could also tie into the Delaware Greenways system and Fox Point State Park. The East Coast Greenway is expected to pass through Claymont and could be incorporated into the station plan with the proposed crossing of Amtrak's Northeast Corridor. With Claymont's proximate mix of uses and promotion as an employment center, significant automobile trip reduction can result, assisting in air quality goals. Implementation of a train station improvement plan will strengthen Claymont's identity, focus attention to its function as a Transit-Oriented community and highlight its unique characteristics allied with accepted notions of quality of life.

**ADMINISTRATOR:** *Dave Gula, WILMAPCO Senior Transportation Planner* **\$20,000 consultant – \$9,084 remains in**

**this task.**

PARTICIPANTS: Claymont Community Coalition, Claymont Renaissance Development Corporation, Claymont Business Owners Association, Claymont Historic Society, New Castle County Department of Land Use, DTC, New Castle County Council, Delaware General Assembly, Delaware Greenways, the Commonwealth Group, Setting Properties, Torti Gallas and Partners, Archmere Academy, University of Delaware

**7.11.09 – Southern New Castle County Master Plan**

OBJECTIVE AND TASK DESCRIPTION: The purpose of the Memorandum of Agreement (MOA) and Scope Of Work between DelDOT, OSPC, DOA, the County, the School Districts, the Towns, and WILMAPCO is to establish a cooperative process for ascertaining, evaluating, coordinating, and implementing infrastructure improvements necessary to assure the responsible use of fiscal resources, encourage the development of more livable communities, and provide for sustainable economic development.

OUTCOME AND FINAL PRODUCT: The MOA and Scope of Services is intended to provide the framework by which DelDOT, OSPC, DOA, the County, the School Districts, the Towns, and WILMAPCO with the participation of other appropriate agencies, will collectively develop a Master Plan to include future land use and infrastructure plan elements for Southern New Castle County. These agencies have agreed to work cooperatively through the planning process to produce a comprehensive regional master plan to include land use policies and the transportation, sewer and other community facilities plans needed in order to best accommodate future growth in SNCC. Additionally, they have agreed to individually and collectively incorporate the Plan recommendations into the Comprehensive Plans of the County and the Towns, the WILMAPCO Regional Transportation Plan, DelDOT's Transportation Plan, School District Comprehensive Building Plans, the State Strategies for Policies and Spending, and additional State plans or programs as appropriate.

PARTICIPANTS: New Castle County, WILMAPCO, DelDOT, Department of Agriculture, Office of State Planning Coordination, Appoquinimink School District, Smyrna School District, Colonial School District, Town of Middletown, Town of Odessa, and Town of Townsend

*ADMINISTRATOR: New Castle County, Department of Land Use*  
**\$100,000 Consultant**

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2007

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

Other responsible member agencies, as noted above, will establish their own public participation process.

BENEFITS: Coordinated transportation and land use plans for our communities supports WILMAPCO's goals and implements the 2025 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

PARTICIPANTS: Each major WILMAPCO study is directed in partnership by a Management Committee of Senior

officials from WILMAPCO, DOT(s), County(ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers, businesses, area elected officials, Transportation Management Association of New Castle County, and other interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$109,084
	<b>TOTAL</b>		\$109,084
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$81,546		\$81,546
FTA DE	\$17,146		\$17,146
FHWA MD	\$2,322		\$2,322
FTA MD	\$668		\$668
Delaware	\$3,904		\$3,904
Maryland	\$374		\$374
New Castle County	\$2,485		\$2,485
Cecil County	\$156		\$156
City of Wilmington	\$482		\$482
<b>TOTALS</b>	\$109,084		\$109,084



**MPO 8.01 - ADMINISTRATION**

**8.01.02 – Financial Administration**

*ADMINISTRATOR: Janet Butler, Executive Assistant and Tigist Zegeye, Executive Director*

This task includes all financial and accounting functions including preparation of monthly Financial Status Reports and monthly billing reports. This task also provides for annual audits, annual budget development and monitoring, and coordination with federal fund administrators.

**\$40,000 Bookkeeping - \$7,565 remains in this task. Amend FY 09 UPWP to develop the Wilmington Circulation Study. Amend FY 09 UPWP - Transfer to General Funds**

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$7,565
	<b>TOTAL</b>		<b>\$7,565</b>
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$5,655		\$5,655
FTA DE	\$1,189		\$1,189
FHWA MD	\$161		\$161
FTA MD	\$46		\$46
Delaware	\$271		\$271
Maryland	\$26		\$26
New Castle County	\$172		\$172
Cecil County	\$11		\$11
City of Wilmington	\$33		\$33
<b>TOTALS</b>	<b>\$7,565</b>		<b>\$7,565</b>

## **MPO 8.04 – DATA COLLECTION, MANAGEMENT, AND DISTRIBUTION**

OBJECTIVE AND TASK DESCRIPTION: To develop, research, and analyze data that assists member agencies and the public with understanding the demographic, economic, and transportation planning issues confronting the WILMAPCO region. This task will result in a number of analytic reports on various issues, the analysis for different studies and plan implementation, and the development of projects for the Transportation Improvement Program (TIP).

Under this task, WILMAPCO staff will also provide technical assistance to member agencies, organizations, businesses and residents, as requested.

### **8.04.01 - Data Collection**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

In order to produce more useful analysis tools, specific data must be collected on a more frequent basis. Data collection activities will include:

- Traffic data collection in Cecil County and New Castle County. This task will include turning movement counts (vehicle volumes at identified intersections during peak morning and evening periods to ascertain overall intersection level of service ratings) and other traffic data collection, as needs are identified. The data collected will serve as input into the WILMAPCO Congestion Management System and other analyses. **\$15,000 is budgeted for consultant support in traffic data collection in Cecil County. This task has been completed.**
- Roadway Travel Time runs will continue in New Castle County (funded through DelDOT) and in Cecil County. The travel time runs will collect travel speed and delay data on major roadways in our region and will serve as a primary input into the WILMAPCO Congestion Management System (CMS). **\$12,500 is budgeted for consultant support in roadway travel time data collection in Cecil County.**
- Additional traffic counts will be done in Cecil County, to help analyze both current and future transportation needs. Specific locations will be determined as part of this task in cooperation with MDOT and Cecil County.
- Collect Park 'N' Ride lot usage data. **\$5,000 is budgeted for data collection consultant.**
- Travel demand data for use in planning activities such as the CMS and the long-range regional transportation plan (RTP) will be generated and maintained.
- Information on pedestrian travel will be collected for use in plan and project analysis and other uses as needed.

**\$32,500 consultant – \$17,608 remains in this task.**

### **8.04.04 - Public Opinion Survey**

*ADMINISTRATOR: Randi Novakoff, Transportation Planner, Heather Dunigan, Principal Planner*

The Public Opinion survey asks questions about the effectiveness of actions from the RTP and provides data on the public perception of transportation facilities and services. The results will be used to monitor public concerns and opinions on RTP strategies, and awareness of WILMAPCO. It will also serve as a performance measure in the Annual Progress Report. In New Castle County the survey will be conducted in concurrence with the RTP updates once every four years in the month of June with results available in July. The survey allows WILMAPCO to track the opinions of our residents, over time, to identify trends and provide direction for our policies. This survey will provide comparison data regarding topics such as: which alternative modes of transportation are most favored; what are the most effective methods to improve our transportation system; should land use, growth and development be controlled; and how much does the public know about WILMAPCO. Results are then used, in conjunction with other outreach efforts, to set policies for future planning efforts. A separate survey has been designed for Cecil County to provide annual transportation mode data. This will be used in conjunction with the data we currently receive from DelDOT and other Delaware transportation agencies. **\$18,000 is budgeted for the consultant. \$12,890 remains in this task.**

### **OUTCOME AND FINAL PRODUCT:**

Staff, with consultant assistance, will produce a series of annual population and employment estimates for the region that will serve as inputs for updates of the RTP, TIP, transportation network model, and subsequent sub-regional transportation plans. Additional products may include reports such as a project summary report that includes findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve them. Staff will produce a comprehensive GIS database containing, among other elements: upcoming TIP projects, intersection data, roadway geometry data, traffic volumes, population and employment data, proposed development listings, and travel demand forecasts. Staff will maintain the regional data clearinghouse, and produce spreadsheets and maps of available data as requested. Demographic data will also be produced to identify targeted populations for environmental justice analysis and outreach.

SCHEDULE: FY 2008

TASK TYPE: Recurring

**PUBLIC PARTICIPATION:** There is a 30-day public comment period on all population and employment numbers. The public is invited to attend all TAC and PAC meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases, the WILMAPCO website, and media relations work with local newspapers and radio and television stations.

**BENEFIT:** Knowledgeable member agencies and citizens better able to contribute to the planning process; increased use of sophisticated demographic data in planning process; and more accurate travel models that promote better plan development. Population and Employment estimates will provide a useful tool for updating and monitoring the WILMAPCO RTP, network model, and other regional and sub-regional transportation planning needs. This task will also provide reports and/or maps as requested for specific uses such as travel and demographic data analysis and area study GIS maps. Activities will be better coordinated between member agencies, local municipalities and other entities.

**PARTICIPANTS:** WILMAPCO Staff, Demographics Subcommittee, Congestion Management Subcommittee, Member Agencies and Municipalities

**TOTAL COSTS:**

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$30,498
	<b>TOTAL</b>		<b>\$30,498</b>
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$22,799		\$22,799
FTA DE	\$4,794		\$4,794
FHWA MD	\$649		\$649
FTA MD	\$187		\$187
Delaware	\$1,091		\$1,091
Maryland	\$104		\$104
New Castle County	\$695		\$695
Cecil County	\$43		\$43
City of Wilmington	\$135		\$135
<b>TOTALS</b>	<b>\$30,498</b>		<b>\$30,498</b>

**MPO 8.05 – REGIONAL PLANNING AND TECHNICAL ANALYSIS**

**8.05.04 – Data Analysis for Planning Partners**

*ADMINISTRATOR: Daniel Blevins, Principal Planner, William Swiatek, Senior Transportation Planner*

Assistance will be provided to our planning partners, when requested, in the form of data analysis in order to help enhance their planning tool capacity. Funding to the University of Delaware will be to hire interns from September 1, 2007 through June 30, 2008, to co-sponsor the Rail Symposium and other special events, and to assist with the development of mobility friendly design standards for New Castle County's municipalities.

**\$48,000 University of Delaware - \$2,830 remains in this task. [Amend FY 09 UPWP - Transfer to General Funds](#)**

**8.05.05 – Other**

*ADMINISTRATOR: Daniel Blevins, Principal Planner*

Other technical development and analysis tasks as identified.

**OUTCOME AND FINAL PRODUCT:** Development of technical planning tools and analysis that meet the requirements of federal planning regulations and increased interagency coordination and mutual support in the areas of technical planning tools development and application.

**SCHEDULE:** FY 2008

**TASK TYPE:** Recurring

**PUBLIC PARTICIPATION:** Updates on interagency coordination in these areas will be presented as appropriate at TAC and Council meetings or by request.

**BENEFIT:** Increased interagency coordination and shared staff knowledge and resources in the development of technical tools. The task also allows WILMAPCO staff to ensure that federal regulations concerning transportation models are met.

**PARTICIPANTS:** WILMAPCO Staff, member agency staff

**TOTAL COSTS:**

<b>Resource Allocation</b>	<b>WILMAPCO</b>		
	<b>IN-KIND SERVICES</b>		
	<b>CONSULTANT</b>		
	<b>TOTAL</b>		
			\$2,830
			\$2,830
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$2,116		\$2,116
FTA DE	\$445		\$445
FHWA MD	\$60		\$60
FTA MD	\$17		\$17
Delaware	\$101		\$101
Maryland	\$10		\$10
New Castle County	\$64		\$64
Cecil County	\$4		\$4
City of Wilmington	\$13		\$13
<b>TOTALS</b>	<b>\$2,830</b>		<b>\$2,830</b>

**MPO 8.08 – GOODS MOVEMENT ANALYSIS**

OBJECTIVE AND TASK DESCRIPTION: As an MPO, WILMAPCO is bound by federal transportation legislation to be involved with the integration and connectivity of freight, across and between modes. The collection of data and its analysis will serve to broaden WILMAPCO’s understanding of the logistic, safety and economic issues that surround the movement of goods throughout the region. By engaging in this task, WILMAPCO hopes that staff will be able to more adequately address safety and congestion concerns about trucks traveling on regional roadways and economic questions regarding the mode and route choice of shippers. **\$25,000 is budgeted for good movement network modeling. \$16,500 remains in this task.**

OUTCOME AND FINAL PRODUCT: The WILMAPCO Goods Movement Initiative is scheduled to release a goods movement analysis in July 2007. This broad evaluation of freight transportation in the WILMAPCO region will provide insight into topics such as mode choice, route selection, safety and financial matters.

SCHEDULE: FY 2008

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Meetings with freight transport companies, as well as public meetings, will be held throughout the goods movement planning process to ensure that the significant issues for both the private and public sectors are addressed. Updates and information on this task will be made available at the PAC, TAC, and WILMAPCO Council meetings, and upon request.

BENEFIT: The examination of the economic and safety impacts of goods movement will allow WILMAPCO planners to better understand both the economic and safety impacts surrounding trucks that travel the region’s roadways, as well as freight rail, barge and pipeline. By evaluating mode and route choices, WILMAPCO can begin to formulate means of improving the efficiency and effectiveness of the overall goods movement system in the region.

ADMINISTRATOR: Dan Blevins, Principal Planner

PARTICIPANTS: WILMAPCO Staff, member agencies

**Sub Task Costs: \$17,004**

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$16,500
	<b>TOTAL</b>		<b>\$16,500</b>
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$12,335		\$12,335
FTA DE	\$2,593		\$2,593
FHWA MD	\$351		\$351
FTA MD	\$101		\$101
Delaware	\$591		\$591
Maryland	\$57		\$57
New Castle County	\$376		\$376
Cecil County	\$24		\$24
City of Wilmington	\$73		\$73
<b>TOTALS</b>	<b>\$16,500</b>		<b>\$16,500</b>

## **MPO 8.10 – RTP IMPLEMENTATION**

The WILMAPCO 2030 Regional Transportation Plan (RTP), adopted on March 22, 2007, provides a broad vision and context for transportation issues. The Plan includes a revised Transportation Investment Area (TIA) map, which identifies areas within the region based on how the transportation should be performing and what type of investments should be made. It also represents which public transportation investments will be appropriate over the next 20-25 years. Another aspect of the RTP is the updated project prioritization process that uses quantifiable measures to select projects that are tied to the goals and vision of the RTP. This process ensures that areas with the greatest need receive the highest priority for funding. **\$132,776 is budgeted for consultant and member agency support. \$129,387 remains in this task - [Amended FY 09 UPWP – Transfer to General Funds.](#)**

The WILMAPCO 2030 RTP identified several priority planning actions to achieve the goals identified in the RTP. These actions include:

- Working to ensure affordable transportation choices for all
- Working harder to address the needs of the elderly, persons with disabilities and zero-car households
- Facilitating interagency and public discussions to refine and further identify activity centers in New Castle County
- Evaluating the current Transportation Investment Areas (TIA) designations in New Castle County and the resulting policy ramifications, and consideration of alternative TIA designations, which includes interagency coordination and public review

Additional challenges were identified in the RTP that included the following:

- Managing growth, especially regional land use trends, which involves the increase in development in rural areas of the region, and requires an understanding of new land use policies that have emerged
- Finding solutions to anticipated transportation needs that far override the funds available to pay for them
- Accommodating demographic changes such as the aging population's transportation needs
- Sustaining economic development, including workforce changes, rising gas prices, and demands for alternative energy
- Addressing congestion and improving air quality, which includes finding alternatives to automobiles

**OUTCOME AND FINAL PRODUCT:** Implemented actions that will help to achieve the goals of WILMAPCO's 2030 RTP.

**SCHEDULE:** FY 2008

**TASK TYPE:** Non-Recurring

**PUBLIC PARTICIPATION:** The task involved outreach to the members of the general public, through regular occurring and additional public outreach forums.

**BENEFIT:** Implementation of these actions assisted WILMAPCO in evaluating policy required to fully implement the RTP and engaged key stakeholders in a necessary discussion of public policy and planning tools for the region.

**ADMINISTRATOR:** *Tigist Zegeye, Executive Director and Staff*

**PARTICIPANTS:** WILMAPCO Staff, member agencies, local officials, general public, other stakeholder groups

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$129,387
	<b>TOTAL</b>		\$129,387
<b>Cost Allocation</b>			
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$96,724		\$96,724
FTA DE	\$20,337		\$20,337
FHWA MD	\$2,755		\$2,755
FTA MD	\$792		\$792
Delaware	\$4,631		\$4,631
Maryland	\$443		\$443
New Castle County	\$2,947		\$2,947
Cecil County	\$185		\$185
City of Wilmington	\$572		\$572
<b>TOTALS</b>	\$129,387		\$129,387

## **MPO 8.11 – SUBREGIONAL STUDIES AND COORDINATION**

This task allows for the coordination of transportation and land use planning activities by working with local and state governments and community groups. WILMAPCO either takes the lead or participates in the development and scoping of a variety of plans and studies that further the implementation of the RTP.

Studies we expect to administer during fiscal year 2008 include the following:

### **8.11.04 Walkable Community Workshop Program**

**OBJECTIVE AND TASK DESCRIPTION:** Walkable Community Workshops are interactive events that focus attention on making communities safer and easier to walk in. Workshops will provide information on how we can turn our communities into the kind of pedestrian-friendly places we all like to experience.

**OUTCOME AND FINAL PRODUCT:** During a four-hour workshop, participants will learn about the elements of a walkable community and solutions to common issues. Instructors then lead a walking tour of the study area and emphasize seeing the community from the perspective of a pedestrian. Participants identify specific measures to improve conditions for pedestrians and priority actions they can take to create a more walkable community.

**SCHEDULE:** FY 2008

**TASK TYPE:** Non-recurring

**PUBLIC PARTICIPATION:** Any city, town, unincorporated community, or corridor where people want a safer, more attractive route for walking. Workshops bring together residents, elected officials, advocates, public agency staff, public health practitioners, educators, planners and engineers.

**BENEFIT:** Educate community leaders about the needed tools to advocate and plan for walkable communities

**ADMINISTRATOR:** Heather Dunigan, Principal Planner and Randi Novakoff, Transportation Planner  
**\$15,000 consultant support - \$8,194 remains in this task. [Amend FY 09 UPWP - Transfer to General Funds](#)**

### **8.11-08 - Coordination with the City of Wilmington**

Wilmington Initiatives Public Outreach and Management Assistance

**WILMAPCO STAFF PARTICIPANT:** Tigist Zegeye, Executive Director, WILMAPCO and Dave Gula, Senior Transportation Planner

The City of Wilmington (City) plays a key role in the region to promote development of cost-effective and user-friendly transportation systems. Effective outreach and proper coordination are essential components in the process of developing workable solutions to transportation problems. Implementation of this work task will assist with achieving proper intergovernmental coordination and promoting meaningful public/private communication. In particular, this effort will focus on the budgetary status of various initiatives, as it relates to updating our long-range plans. A consultant will be retained to attend, coordinate, and provide timely follow-through in support of the various initiatives.

Also, up-to-date public information materials will be developed to clearly summarize the status of the various transportation projects in the City, in support of the WILMAPCO Public Outreach program and efforts to address important Environmental Justice concerns and Access to Jobs issues.

Effective coordination of public outreach activities, in concert with the design development process of the Wilmington Initiatives committees (Management, Technical, Steering, and Partners), is essential to achieving the RTP goal of linking land use and transportation activities. The Wilmington Initiatives support a variety of cultural and economic developments in an area where population and employment densities can support relatively cost-effective bus and rail transit. Inclusion of grass-roots public participation in the efforts to update the long-range plan will be critically needed to promote quality-of-life improvements, such as installing pedestrian-level Street lighting to enhance safety and security, while allowing growth of street trees to reinforce the aesthetic and environmental assets of the City.

This study coordinates Wilmington's development strategies and provides the specific information needed to make the concepts in the WILMAPCO RTP work in practice. This task is a continuation of work begun in FY 1996.

Objectives of this element of the task are:

1. To provide a balance between the requirements for local and regional access within the corridor for all modes including walking, bicycling, transit and private vehicles
2. To promote economic development related to community objectives



3. To improve the visual quality of the corridors for residents, workers and visitors in keeping with community character
4. To enhance safety for all modes of travel and environmental quality within the corridors
5. To support coherent and viable neighborhoods in sync with other community goals

Coordination with other ongoing planning studies and design projects, such as the Citywide Environmental Enhancement projects conducted by the City and the Christina Waterfront Projects being conducted by DelDOT and RDC, will be an integral part of this task. DelDOT contact: Ray Petrucci, City of Wilmington contact: David Blankenship.

**\$48,000 Consultant - \$11,623 remains in this task.**

OUTCOME AND FINAL PRODUCT: Recommendations for implementation and RTP, TIP and UPWP amendments, where appropriate.

SCHEDULE: FY 2008

TASK TYPE: Non-recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. Although the Steering Committees for various studies and planning efforts represent the public and is involved in the evaluation and recommended selection of strategies, we cannot understate the role of individual members of the public, particularly those most affected by the recommendations. We also conduct legislative briefings for area elected officials.

WILMAPCO seeks public involvement by publicizing workshops and meetings. The publicity includes notices in area newspapers, flyers posted at area libraries, and direct mailings to interested groups, civic associations, individuals, and others. The members of Steering Committees have also taken responsibility of informing those individuals they represent of upcoming opportunities for public comment.

BENEFITS: Coordinated transportation and land use plans for our community's supports WILMAPCO's goals and implements the 2030 RTP. Particularly, these studies and plans will link land use and transportation and seek to improve quality of life, strengthen our existing communities and improve intergovernmental relations between the state and local levels of government.

PARTICIPANTS: Each major WILMAPCO study is directed in partnership by a Management Committee of Senior officials from WILMAPCO, DOT(s), County (ies), and affected municipalities. The Management Committee responsibilities include overall direction and management of the work effort. A Technical Committee, made up of staff planners and engineers from the above agencies, provides technical review of all study data and products. The Technical Committee also provides input and carries out technical analysis as requested by the Management Committee. The Steering Committees include civic association representatives, residents, builders and developers, businesses, area elected officials, Transportation Management Association of New Castle County, and other interested groups. The steering committee provides input to the study process at periodic meetings and review materials for public workshops and meetings before such events. Smaller studies may include a smaller participating and management structure.

Other responsible member agencies, as noted above, will determine their own study process and participants.

TOTAL COSTS:

<b>Resource Allocation</b>	WILMAPCO		
	IN-KIND SERVICES		
	CONSULTANT		\$19,817
	<b>TOTAL</b>		<b>\$19,817</b>
<b>Cost Allocation</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$14,814		\$14,814
FTA DE	\$3,115		\$3,115
FHWA MD	\$421		\$421
FTA MD	\$121		\$121
Delaware	\$709		\$709
Maryland	\$68		\$68
New Castle County	\$452		\$452
Cecil County	\$29		\$29
City of Wilmington	\$87		\$87
<b>TOTALS</b>	<b>\$19,817</b>		<b>\$19,817</b>

**MEM 2.01 – ELKTON, MARYLAND TRANSIT ORIENTED DEVELOPMENT (TOD) FEASIBILITY STUDY (CECIL COUNTY/ELKTON INTERMODAL TRANSPORTATION CENTER)**

**Amend UPWP to assist with revisions to the North East Comprehensive Plan, North East Zoning Ordinance and the North East Subdivision Regulations. Total Request = \$18,765.00. \$15,053 remains in this task.**

OBJECTIVE AND TASK DESCRIPTION: To conduct TOD feasibility study that would examine potential demand for and the technical feasibility of an intermodal transportation center, around the site of the Amtrak station on Bow Street in the Elkton Central Business District (CBD). If developed, the Cecil County/Elkton Intermodal Transportation Center would serve as a civic, commercial and institutional activity center and be accessible via all modes of transportation, including the SEPTA R-2 regional rail service from Newark, Delaware. In promoting commuter rail - and other alternative transportation modes, including bicycling, walking, and bus transit - this TOD development would:

- Serve to enhance community character in downtown Elkton
- Serve to enhance regional accessibility, connectivity, and mobility
- Support Maryland Smart Growth
- Help ameliorate regional ambient air quality through the reduction of vehicle travel and traffic congestion in the CBD

This proposed task would implement several actions of the WILMAPCO Regional Transportation Plan (RTP), including action 6 under the strategy to link transportation and land use, and action 16 under the strategy to improve regional mobility.

This project will examine ways to better serve existing transit links between Elkton and Newark, Delaware. It will also support efforts to establish commuter rail links, as well as the vitalization efforts of the Elkton Alliance. A study is currently underway to investigate the feasibility of extending "Track A" from Newark given the current track configuration along Amtrak's Northeast Corridor. SEPTA's R-2 regional rail commuter trains connect nearby Newark to points north, including Churchmans Crossing, Wilmington, Philadelphia, and Trenton. When warranted by customer demand, MARC could also serve this intermodal transportation center.

This study will examine: 1) Whether the current inventory of infrastructure and land could support a TOD development project; 2) Whether the travel demand projections support using that location for a TOD development project; 3) An analysis of benefits and costs that would accrue to Cecil County and the Town of Elkton; and 4) Identification of the major components and funding sources.

OUTCOME AND FINAL PRODUCT: This study would produce a report that would answer four basic questions, as follows: 1) Is a Cecil County/Elkton Intermodal Transportation Center technically feasible in terms of infrastructure and land capacity? 2) Given the land use, demographic trends, and existing transit services, what is the current/projected demand for a Cecil County/Elkton Intermodal Transportation Center? 3) What benefits would accrue to the County and the Town of Elkton resulting from the development of a Cecil County/Elkton Intermodal Transportation Center? and 4) What would be the major design components and how would they be funded?

TASK TYPE: Non-recurring.

PUBLIC PARTICIPATION: This request is based upon substantial public discussion of the need for commuter rail extension. In part, such discussions took place during the development of the 2020 RTP and 2030 RTP update, the Regional Transit Service Needs Study, the Newark-Elkton Intermodal Transportation Plan, the Elkton Vitalization Study, and meetings of the Elkton Alliance.

SCHEDULE: FY 2008

MONTH	Technical/Engineering Tasks	Travel Demand Tasks
TBD	Review previous studies	Review previous studies
TBD	Initial public meeting and field survey work	Initial public meeting and travel demand analysis
TBD	Field survey work	Travel demand analysis
TBD	Field survey work	Travel demand analysis
TBD	2 <sup>nd</sup> public meeting and infrastructure analysis	2 <sup>nd</sup> public meeting and benefit/cost analysis
TBD	Infrastructure analysis	Benefit/cost analysis
TBD	Infrastructure analysis	Benefit/cost analysis
TBD	Infrastructure analysis	Benefit/cost analysis

TBD	3 <sup>rd</sup> public meeting and environmental analysis	3 <sup>rd</sup> public meeting and design/finance analysis
TBD	Environmental analysis	Design/finance analysis
TBD	Draft recommendations	Draft recommendations
TBD	Report findings	Report findings

BENEFIT: Planning and preparing for a TOD development project in Elkton will support Cecil County Comprehensive Plan, Smart Growth in policies in Maryland, and the WILMAPCO RTP. Traffic congestion, parking, accessibility, and air quality issues would be addressed in Elkton, an established center of commerce, the Cecil County Seat, and the third largest city in the WILMAPCO region. A Transportation Center would be a proactive policy initiative that lays out sustainable transportation infrastructure that will attract sustainable residential and economic development to precisely where the County and State want it.

ADMINISTRATOR: Eric Sennstrom, Director, Planning, Zoning, Parks and Recreation

PARTICIPANTS: Cecil County Planning and Zoning, the Town of Elkton, Elkton Alliance, MTA, MDOT, MDP, and WILMAPCO

TOTAL COSTS:

<b>Resource Allocation</b>	CECIL COUNTY		\$15,053
	IN-KIND SERVICES		
	CONSULTANT		
	<b>TOTAL</b>		\$15,053
<b>Cost Allocation</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
FHWA DE	\$11,253		\$11,253
FTA DE	\$2,366		\$2,366
FHWA MD	\$321		\$321
FTA MD	\$92		\$92
Delaware	\$539		\$539
Maryland	\$52		\$52
New Castle County	\$343		\$343
Cecil County	\$22		\$22
City of Wilmington	\$67		\$67
<b>TOTALS</b>	\$15,053		\$15,053

**Amend UPWP to assist with revisions to the North East Comprehensive Plan, North East Zoning Ordinance and the North East Subdivision Regulations. Total Request = \$18,765.00. \$15,053 remains in this task.**

**FY 2008 UPWP FINANCIAL INFORMATION**

<b>SOURCE</b>	<b>CASH SHARE</b>	<b>YEAR TO DATE EXPENDITURES</b>	<b>DOLLARS REMINING</b>
<b>DELAWARE</b>			
<b>FHWA</b>	\$1,148,655	\$999,417	\$149,238
<b>FTA</b>	\$241,517	\$209,569	\$31,948
<b>STATE</b>	\$55,000	\$47,696	\$7,304
<b>NEW CASTLE COUNTY</b>	\$35,000	\$30,352	\$4,648
<b>CITY OF WILMINGTON</b>	\$6,796	\$5,892	\$904
<b>MARYLAND</b>			
<b>FHWA</b>	\$32,718	\$28,364	\$4,354
<b>FTA</b>	\$9,401	\$8,146	\$1,255
<b>STATE</b>	\$5,265	\$4,567	\$698
<b>CECIL COUNTY</b>	\$2,200	\$2,125	\$75
<b>TOTAL</b>	<b>\$1,536,551</b>	<b>\$1,336,128</b>	<b>\$200,423</b>

**TASKS APPROVED TO BE TRANSFERRED TO GENERAL FUNDS**

TASK #	DESCRIPTION	BALANCE REMAINING 6/30/08
MPO 3.04	Pedestrian Data - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$20,000
MPO 7.01	General Administration Kitchen Upgrade – <b>Amended FY 08 UPWP to assist the Town of Elkton with Comprehensive Plan Update (\$35,000). Amend FY 09 - Transfer to General Funds (\$15,000)</b>	\$15,000
MPO 7.04	CC Roadway Travel Time <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$363
MPO 8.01	General Administration Bookkeeping - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$7,565
MPO 8.05	University of Delaware - <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$2,830
MPO 8.10	RTP Implementation - <b>Amended FY 09 UPWP - Transfer to General Funds</b>	\$129,387
MPO 8.11	Walkable Communities Support- <b>Amend FY 09 UPWP - Transfer to General Funds</b>	\$8,194
	<b>TOTAL</b>	<b>\$183,339</b>

**TOTAL AVILABLE FUNDS TO BE PROGRAMMED = \$200,423 + \$ 183,339 = \$383,762**

**PROPOSED PROJECTS\***

Town of Chesapeake City Comprehensive Plan Update	\$35,000
Downtown Wilmington Circulation Study	\$212,000
Town of Perryville Master Trail Plan	\$7,000
TMA Feasibility Study for Cecil County	\$35,000
Town of Bellefonte	\$4,000
<b>TOTAL REQUEST FROM MEMBERS</b>	<b>\$293,000</b>
<b>MD RESCISSION OF PL FUNDS</b>	<b>\$5,244</b>
<b>TOTAL REQUEST &amp; MD RESCISSION</b>	<b>\$298,244</b>
<b>TOTAL AVILABLE FUNDS TO BE PROGRAMMED</b>	<b>\$383,762</b>
<b>REMAINING FUNDS FOR FUTURE USE</b>	<b>\$85,518</b>

\* Descriptions for these projects can be found under MPO 9.11 Sub-regional studies and coordination

**VI FY 2009 UPWP COST ALLOCATION BY FUNDING SOURCE**

**FY 2009 WORK TASKS – WILMAPCO**

TASK#	FEDERAL				STATE 10%		LOCAL 10%			FY 2008 PROGRAM
	DELAWARE		MARYLAND		DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
<b>CASH ALLOCATION</b>										
Administration										
MPO 9.01	\$175,811	\$41,474	\$4,985	\$1,534	\$8,286	\$815	\$5,273	\$331	\$1,024	\$239,534
Unified Planning Work Program (UPWP)										
MPO 9.02	\$32,073	\$7,566	\$909	\$280	\$1,512	\$149	\$962	\$60	\$187	\$43,698
Public Outreach and Education										
MPO 9.03	\$118,504	\$27,955	\$3,360	\$1,034	\$5,585	\$549	\$3,554	\$223	\$690	\$161,455
Data Collection, Management & Distribution										
MPO 9.04	\$119,972	\$28,302	\$3,402	\$1,047	\$5,655	\$556	\$3,598	\$226	\$699	\$163,456
Regional Planning & Technical Analysis										
MPO 9.05	\$92,308	\$21,776	\$2,617	\$805	\$4,351	\$428	\$2,769	\$174	\$538	\$125,765
Air Quality Coordination and Analysis										
MPO 9.06	\$25,447	\$6,003	\$721	\$222	\$1,199	\$118	\$763	\$48	\$148	\$34,670
SAFETEA-LU Requirements Implementation										
MPO 9.07	\$29,500	\$6,959	\$836	\$257	\$1,390	\$137	\$885	\$56	\$172	\$40,192
Goods Movement Analysis										
MPO 9.08	\$30,290	\$7,146	\$859	\$264	\$1,428	\$140	\$909	\$57	\$176	\$41,269
Regional Coordination										
MPO 9.09	\$66,648	\$15,722	\$1,890	\$581	\$3,141	\$309	\$1,999	\$126	\$388	\$90,805
RTP Implementation										
MPO 9.10	\$98,159	\$23,156	\$2,783	\$856	\$4,626	\$455	\$2,944	\$185	\$572	\$133,736
Sub-Regional Studies and Coordination										
MPO 9.11	\$119,115	\$45,084	\$5,419	\$1,667	\$9,008	\$886	\$5,732	\$360	\$1,113	\$260,384
Transportation Improvement Program (TIP)										
MPO 9.12	\$46,917	\$11,068	\$1,330	\$409	\$2,211	\$217	\$1,407	\$88	\$273	\$63,922
Monitoring of Sub-Regional Studies Implementation										
MPO 9.13	\$42,457	\$10,016	\$1,204	\$370	\$2,001	\$197	\$1,273	\$80	\$247	\$57,846
Total FY 2009 New Tasks										
	\$1,069,202	\$252,226	\$30,315	\$9,327	\$50,394	\$4,955	\$32,069	\$2,016	\$6,227	<b>\$1,456,731</b>
TASK #	DELAWARE FEDERAL		MARYLAND FEDERAL		DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	FY 2009 PROGRAM
	FHWA	FTA	FHWA	FTA						
Vacation & Holiday	\$97,713	\$23,051	\$2,770	\$852	\$4,606	\$453	\$2,931	\$184	\$569	\$133,129
<b>WILMAPCO TOTALS</b>										
	<b>\$1,166,915</b>	<b>\$275,277</b>	<b>\$33,085</b>	<b>\$10,179</b>	<b>\$55,000</b>	<b>\$5,408</b>	<b>\$35,000</b>	<b>\$2,200</b>	<b>\$6,796</b>	<b>\$1,589,860</b>

**FY 2009 WORK TASKS – WILMAPCO**

TASK#	FEDERAL				STATE 10%		LOCAL 10%			FY 2008
	FHWA	FTA	FHWA	FTA			NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND		DELAWARE	MARYLAND				
<b>IN-KIND ALLOCATION</b>										
Administration										
MPO 9.01	\$0	\$0	\$0	\$0	\$24,294	\$0	\$23,097	\$622	\$3,758	\$51,772
Unified Planning Work Program (UPWP)										
MPO 9.02	\$0	\$0	\$0	\$0	\$5,321	\$0	\$5,058	\$136	\$823	\$11,338
Public Outreach and Education										
MPO 9.03	\$0	\$0	\$0	\$0	\$19,658	\$0	\$18,689	\$503	\$3,041	\$41,892
Data Collection, Management & Distribution										
MPO 9.04	\$0	\$0	\$0	\$0	\$7,117	\$0	\$6,766	\$182	\$1,101	\$15,167
Regional Planning & Technical Analysis										
MPO 9.05	\$0	\$0	\$0	\$0	\$9,834	\$0	\$9,349	\$252	\$1,521	\$20,956
Air Quality Coordination and Analysis										
MPO 9.06	\$0	\$0	\$0	\$0	\$4,221	\$0	\$4,013	\$108	\$653	\$8,996
SAFETEA-LU Requirements Implementation										
MPO 9.07	\$0	\$0	\$0	\$0	\$4,894	\$0	\$4,652	\$125	\$757	\$10,428
Goods Movement Analysis										
MPO 9.08	\$0	\$0	\$0	\$0	\$5,025	\$0	\$4,777	\$129	\$777	\$10,708
Regional Coordination										
MPO 9.09	\$0	\$0	\$0	\$0	\$11,056	\$0	\$10,511	\$283	\$1,710	\$23,561
RTP Implementation										
MPO 9.10	\$0	\$0	\$0	\$0	\$8,632	\$0	\$8,207	\$221	\$1,335	\$18,395
Sub-Regional Studies and Coordination										
MPO 9.11	\$0	\$0	\$0	\$0	\$10,396	\$0	\$9,884	\$266	\$1,608	\$22,154
Transportation Improvement Program (TIP)										
MPO 9.12	\$0	\$0	\$0	\$0	\$7,783	\$0	\$7,399	\$199	\$1,204	\$16,585
Monitoring of Sub-Regional Studies Implementation										
MPO 9.13	\$0	\$0	\$0	\$0	\$7,043	\$0	\$6,696	\$180	\$1,090	\$15,009
<b>TOTAL FY 2009 NEW TASKS</b>										
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,274</b>	<b>\$0</b>	<b>\$119,098</b>	<b>\$3,208</b>	<b>\$19,380</b>	<b>\$266,961</b>



**FY 2009 WORK TASKS – WILMAPCO**

TASK #	FEDERAL				STATE 10%		LOCAL 10%			FY 2008 PROGRAM
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
<b>TOTAL TASK COST</b>										
Administration										
MPO 9.01	\$175,811	\$41,474	\$4,985	\$1,534	\$32,581	\$815	\$28,370	\$954	\$4,782	\$291,305
Unified Planning Work Program (UPWP)										
MPO 9.02	\$32,073	\$7,566	\$909	\$280	\$6,832	\$149	\$6,020	\$197	\$1,010	\$55,037
Public Outreach and Education										
MPO 9.03	\$118,504	\$27,955	\$3,360	\$1,034	\$25,244	\$549	\$22,243	\$727	\$3,731	\$203,347
Data Collection, Management and Distribution										
MPO 9.04	\$119,972	\$28,302	\$3,402	\$1,047	\$12,772	\$556	\$10,365	\$408	\$1,800	\$178,623
Regional Planning and Technical Analysis										
MPO 9.05	\$92,308	\$21,776	\$2,617	\$805	\$14,184	\$428	\$12,118	\$426	\$2,059	\$146,721
Air Quality Analysis										
MPO 9.06	\$25,447	\$6,003	\$721	\$222	\$5,421	\$118	\$4,776	\$156	\$801	\$43,665
SAFETEA - LU Requirements Implementation										
MPO 9.07	\$29,500	\$6,959	\$836	\$257	\$6,284	\$137	\$5,537	\$181	\$929	\$50,620
Goods Movement Analysis										
MPO 9.08	\$30,290	\$7,146	\$859	\$264	\$6,452	\$140	\$5,686	\$186	\$954	\$51,977
Regional Coordination										
MPO 9.09	\$66,648	\$15,722	\$1,890	\$581	\$14,197	\$309	\$12,510	\$409	\$2,099	\$114,365
RTP Implementation										
MPO 9.10	\$98,159	\$23,156	\$2,783	\$856	\$13,259	\$455	\$11,151	\$406	\$1,907	\$152,131
Sub-Regional Studies and Coordination										
MPO 9.11	\$191,115	\$45,084	\$5,419	\$1,667	\$19,404	\$886	\$15,616	\$627	\$2,721	\$282,538
Transportation Improvement Program (TIP)										
MPO 9.12	\$46,917	\$11,068	\$1,330	\$409	\$9,994	\$217	\$8,806	\$288	\$1,477	\$80,507
Monitoring of Sub-Regional Studies Implementation										
MPO 9.13	\$42,457	\$10,016	\$1,204	\$370	\$9,044	\$197	\$7,969	\$260	\$1,337	\$72,855
Total FY 2009 New Tasks										
	\$1,069,202	\$252,226	\$30,315	\$9,327	\$175,669	\$4,955	\$151,167	\$5,224	\$25,607	\$1,723,691

TASK #	DELAWARE FEDERAL		MARYLAND FEDERAL		DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	FY 2009 PROGRAM
	FHWA	FTA	FHWA	FTA						
Vacation and Holiday	\$97,713	\$23,051	\$2,770	\$852	\$4,606	\$453	\$2,931	\$184	\$569	\$133,129
<b>WILMAPCO TOTALS</b>										
	<b>\$1,166,915</b>	<b>\$275,277</b>	<b>\$33,085</b>	<b>\$10,179</b>	<b>\$180,275</b>	<b>\$5,408</b>	<b>\$154,098</b>	<b>\$5,408</b>	<b>\$26,176</b>	<b>\$1,856,820</b>

<b>PRIOR YEARS' CARRY OVER TASKS – WILMAPCO</b>										
TASK #	FEDERAL				STATE 10%		LOCAL 10%			CARRY OVER TO FY 2009
	FHWA	FTA	FHWA	FTA	DELAWARE	MARYLAND	NEW CASTLE COUNTY	CECIL COUNTY	CITY OF WILMINGTON	
	DELAWARE		MARYLAND							
Village Plan - TCSP Grant										
MPO 1.07A	\$1,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,687.00
Regional Modeling Support										
MPO 3.04	\$3,720	\$782	\$106	\$30	\$178	\$17	\$113	\$7	\$22	\$4,976.00
Pedestrian Data										
MPO 3.04	\$14,951	\$3,144	\$426	\$122	\$716	\$69	\$456	\$29	\$88	\$20,000.00
Allocation of Population and Employment										
MPO 4.04	\$5,541	\$1,165	\$158	\$45	\$265	\$25	\$169	\$11	\$33	\$7,412.00
General Administration Kitchen Upgrade										
MPO 7.01	\$37,378	\$7,859	\$1,065	\$306	\$1,790	\$171	\$1,139	\$72	\$221	\$50,000.00
Cecil County Roadway Travel Time										
MPO 7.04	\$271	\$57	\$8	\$2	\$13	\$1	\$8	\$1	\$2	\$363.00
Allocation of Population and Employment										
MPO 7.04	\$18,689	\$3,930	\$532	\$153	\$895	\$86	\$569	\$36	\$111	\$25,000.00
Public Opinion Survey										
MPO 7.04	\$4,894	\$1,029	\$139	\$40	\$234	\$22	\$149	\$9	\$29	\$6,547.00
Consultant Claymont										
MPO 7.11	\$6,791	\$1,428	\$193	\$56	\$325	\$31	\$207	\$13	\$40	\$9,084.00
Consultant SNCC Master Plan										
MPO 7.04	\$74,755	\$15,718	\$2,129	\$612	\$3,579	\$343	\$2,278	\$143	\$442	\$100,000.00
General Administration Bookkeeping										
MPO 8.01	\$5,655	\$1,189	\$161	\$46	\$271	\$26	\$172	\$11	\$33	\$7,565.00
Data Collection										
MPO 8.04	\$13,163	2,768	\$375	\$108	\$630	\$60	\$401	\$25	\$78	\$17,608.00
Public Opinion Survey										
MPO 8.04	\$9,636	\$2,026	\$274	\$79	\$461	\$44	\$294	\$18	\$57	\$12,890.00
University of Delaware										
MPO 8.05	\$2,116	\$445	\$60	\$17	\$101	\$10	\$64	\$4	\$13	\$2,830.00

Goods Movement Analysis										
MPO 8.08	\$12,335	\$2,593	\$351	\$101	\$591	\$57	\$376	\$24	\$73	\$16,500.00
RTP Implementation										
MPO 8.10	\$96,724	\$20,337	\$2,755	\$792	\$4,631	\$443	\$2,947	\$185	\$572	\$129,387.00
Walkable Communities Support										
MPO 8.11	\$6,125	\$1,288	\$174	\$50	\$293	\$28	\$187	\$12	\$36	\$8,194.00
Wilmington Initiatives Coordination										
MPO 8.11	\$8,689	\$1,827	\$247	\$71	\$416	\$40	\$265	\$17	\$51	\$11,623.00
<b>TOTAL PRIOR YEARS' CARRY OVER TASKS – WILMAPCO</b>										
	\$323,119	\$67,585	\$9,156	\$2,631	\$15,391	\$1,473	\$9,794	\$616	\$1,902	\$431,666.00
<b>PRIOR YEARS' CARRY OVER TASKS - MEMBER AGENCIES</b>										
Elkton Transit Oriented Development										
MEM 2.01	\$11,253	\$2,366	\$321	\$92	\$539	\$52	\$343	\$22	\$67	\$15,053.00
<b>TOTAL PRIOR YEARS' CARRY OVER TASKS - MEMBER AGENCIES</b>										
	\$11,253	\$2,366	\$321	\$92	\$539	\$52	\$343	\$22	\$67	\$15,053.00
<b>TOTAL ALL PRIOR YEARS' CARRY OVER TASKS</b>										
	\$334,372	\$69,951	\$9,476	\$2,723	\$15,930	\$1,525	\$10,137	\$637	\$1,968	\$446,719
<b>GRAND TOTAL ALL TASKS</b>										
	\$1,501,287	\$345,228	\$42,561	\$12,901	\$196,204	\$6,933	\$164,236	\$6,045	\$28,143	\$2,303,538

VII COUNCIL RESOLUTIONS

## Wilmington Area Planning Council

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Programming*

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*Delaware Office of the Governor  
Policy Advisor for Environment  
and Quality of Life Policy*

**Carolann Wicks**  
*Delaware Dept. of Transportation  
Secretary*

**WILMAPCO Executive Director**  
*Tigris Zegeye*

### RESOLUTION

**BY THE WILMINGTON AREA PLANNING COUNCIL  
ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING  
WILMAPCO'S FEDERAL FUNDS FOR FY 2009  
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, \$55,000 from the State of Delaware, \$35,000 from New Castle County and \$6,796 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 2009 UPWP, as outlined above.

5/8/08

Date:



Stephen Kingsberry, Chairperson  
Wilmington Area Planning Council

**WILMAPCO**

*Partners with you in transportation planning*

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Delaware Dept. of Transportation  
Secretary

**WILMAPCO Executive Director**  
Tigist Zegeye

## RESOLUTION

### BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE STATE/LOCAL MATCHING RATIO FOR WILMAPCO'S FEDERAL FUNDS FOR FY 2009 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**, State/Local funds have to be broken down by fixed ratio; and,

**WHEREAS**, the State of Delaware shall match 10% of its federal planning funds apportioned to WILMAPCO and the State of Maryland shall match 10% of its federal planning funds apportioned to WILMAPCO, New Castle County and the City of Wilmington shall split the 10% local share of Delaware's federal planning funds based on population such that New Castle County shall pay 85.48% of the 10% and the City of Wilmington shall pay 14.52% of the 10%, and Cecil County shall match 10% of Maryland's federal planning funds; and,

**WHEREAS**, the actual dollar amount of the twenty percent (20%) State/Local funds will vary annually based on the actual federal funds WILMAPCO needs;

**NOW, THEREFORE, BE IT RESOLVED** that the WILMAPCO Council does hereby adopt the State/Local Matching Ratio for WILMAPCO's federal funding for fiscal year 2009 UPWP, as outlined above.

5/8/08  
\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Stephen Kingsberry, Chairperson  
Wilmington Area Planning Council

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Tigist Zegeye

## RESOLUTION

### BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE FY 2009 UNIFIED PLANNING WORK PROGRAM

**WHEREAS**, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

**WHEREAS**, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

**WHEREAS**, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

**WHEREAS**, the draft WILMAPCO FY 2009 Unified Planning Work Program has undergone appropriate technical and public review;

**NOW, THEREFORE, BE IT RESOLVED** that the WILMAPCO Council does hereby adopt the Unified Planning Work Program for fiscal year 2009.

5/8/08  
\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Stephen Kingsberry, Chairperson  
Wilmington Area Planning Council

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## RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2009 UNIFIED PLANNING WORK PROGRAM

**WHEREAS**, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

**WHEREAS**, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

**WHEREAS**, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

**WHEREAS**, the WILMAPCO FY 2009 Unified Planning Work Program was adopted by Council on May 8, 2008; and

**WHEREAS**, the UPWP may be amended from time to time by Council to add or modify work tasks; and

**WHEREAS**, the financial agreement with the Delaware Department of Transportation requires that incomplete prior years' UPWP work tasks be amended into the current UPWP for project tracking purposes;

**NOW, THEREFORE, BE IT RESOLVED**, that the WILMAPCO Council does hereby amend the FY 2009 UPWP by adding the incomplete work tasks (carry-over tasks) from prior years' UPWPs.

Date: 9/11/08

  
\_\_\_\_\_  
Stephen Kingsberry, Chairperson  
Wilmington Area Planning Council

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*Tigist Zegeye*

## RESOLUTION BY THE WILMINGTON AREA PLANNING COUNCIL AMENDING THE FY 2009 UNIFIED PLANNING WORK PROGRAM

**WHEREAS**, The Wilmington Area Planning Council (WILMAPCO), as designated by the Governors of the States of Delaware and Maryland, is the Metropolitan Planning Organization (MPO) for the Wilmington, Delaware Metropolitan Area; and,

**WHEREAS**, Federal regulations require the endorsement by the MPO of a Unified Planning Work Program (UPWP) which documents and describes metropolitan transportation planning and related metropolitan planning activities anticipated in the Metropolitan Area during the next fiscal year; and,

**WHEREAS**, such documentation serves to unify the various metropolitan transportation planning efforts within a comprehensive, continuing, and cooperative planning process; and,

**WHEREAS**, the WILMAPCO FY 2009 Unified Planning Work Program was adopted by Council on May 8, 2008; and

**WHEREAS**, the UPWP may be amended from time to time by Council to add or modify work tasks; and

**WHEREAS**, the \$183,339 funds from carry-over tasks are no longer required for those purposes and these funds are now available to be used for another work task; and

**WHEREAS**, the FY 2009 UPWP also contains \$200,423 funds available to be programmed; and

**WHEREAS**, project requests have been received for the Town of Chesapeake City Comprehensive Plan Update, Downtown Wilmington Circulation Study, Town of Perryville Master Trail Plan, TMA Feasibility Study for Cecil County, and the Town of Bellefonte;

**NOW, THEREFORE, BE IT RESOLVED**, that the WILMAPCO Council does hereby amend the FY 2009 UPWP by transferring funding from General Funds to these projects.

Date: 9-11-08

  
Stephen Kingsberry, Chairperson  
Wilmington Area Planning Council

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