



Unified Planning Work Program

Federal Fiscal
Year 2022

October 1, 2021 - September 30, 2022



Cheyenne Area Metropolitan Planning Organization

Unified Planning Work Program and Consolidated Planning Grant

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Prepared by the
Cheyenne Metropolitan Planning Organization
in cooperation with the
Wyoming Department of Transportation
and the
U. S. Department of Transportation
Federal Highway Administration
and Federal Transit Administration

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INTRODUCTION

Purpose

The Unified Planning Work Program (UPWP) is prepared annually and describes the work activities, which will be undertaken by the Cheyenne Metropolitan Planning Organization (MPO). The MPO staff is devoted to intermodal transportation planning activities that continually strive to create a more effective, efficient, and safer transportation system.

The purpose of the UPWP is to provide local officials and participating agencies with a method to ensure the local and federal transportation planning resources are allocated in accordance with established governmental policies. It also provides a tool for the financial management of the programs. The UPWP gives a general overview of the planning process and a description of the planned work program for the coming fiscal year.

The Cheyenne MPO continues to successfully utilize the Consolidated Planning Grant (CPG). The CPG combines the Federal Highway Administration's Planning Funds (PL) and the Federal Transit Administration's 5303 Planning Funds into one budget and at the 90.49/9.51 federal matching ratios. The CPG allows the Policy Committee to access Transit 5303 Planning Funds and use those funds for any transportation planning needs. The MPO bills Wyoming Department of Transportation (WYDOT) for the monthly activities. WYDOT in turn receives federal reimbursement from FHWA. The transit planning activities are combined with the MPO activities. The Cheyenne Transit Program's Administration and Operations Grant is still approved directly by the FTA and is not a part of this document.

Coordination and Management

Coordination of the overall transportation planning process for the Cheyenne Urban Area is provided by the Policy Committee of the Cheyenne Metropolitan Planning Organization. The membership of the Policy Committee includes the Wyoming Department of Transportation and elected representatives of the City of Cheyenne and Laramie County. The FHWA representatives are non-voting members of the Transportation Committees.

The Policy Committee reviews and approves the overall work program and the Transportation Improvement Program (TIP). The Policy Committee also makes policy determinations concerning the long- and short-range elements of transportation planning. The Policy Committee acts as the approval authority for the federally financed surface transportation projects in the urban area. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

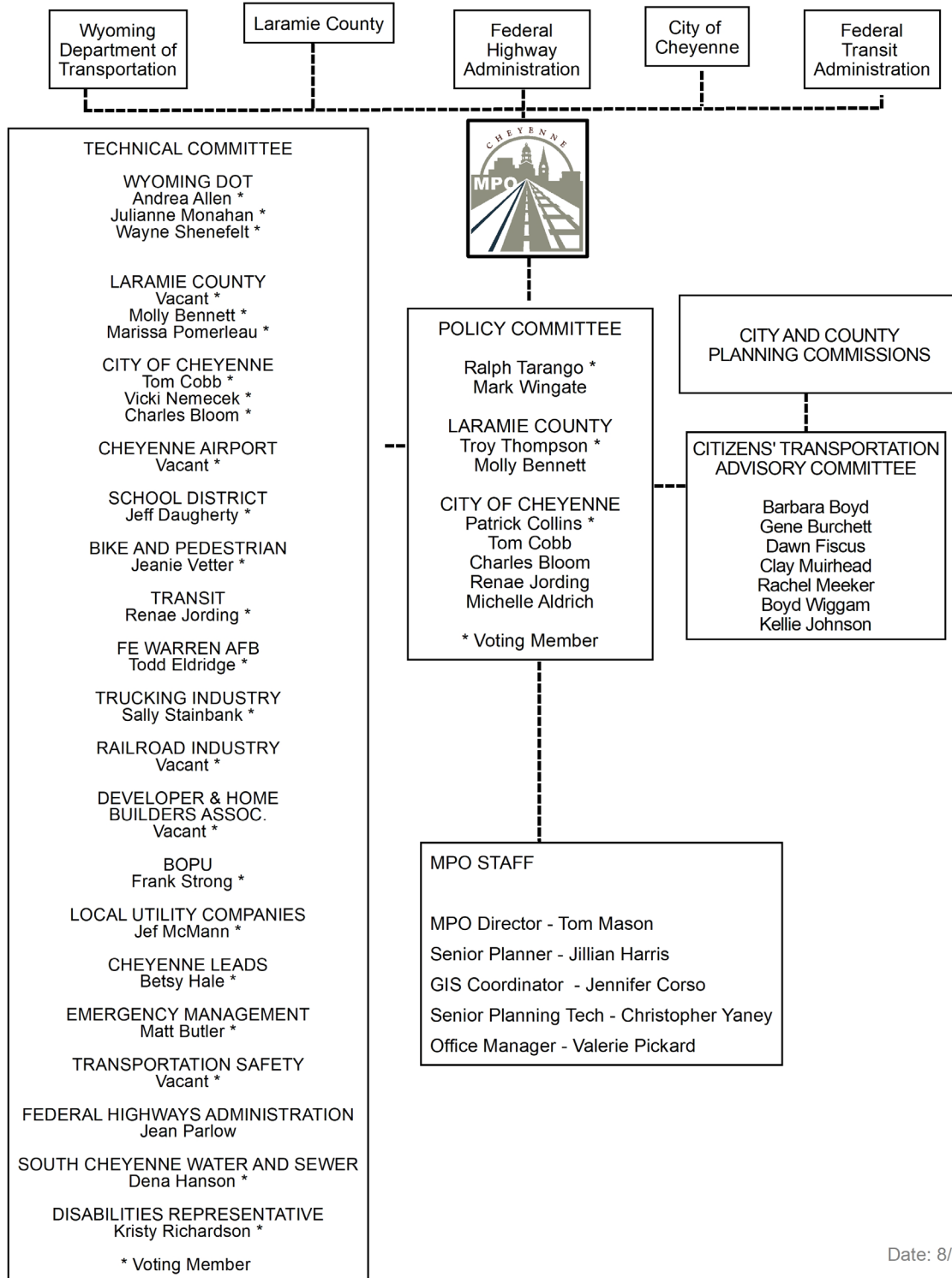
Coordination and expertise at the technical level is provided by a variety of

professional engineers, planners, and other technically oriented employees from participating agencies. Also represented in this technical process are Laramie County School District #1, Cheyenne Regional Airport, Cheyenne Transit Program, non-motorized transportation (Greenway), F.E. Warren Air Force Base, members from the trucking and railroad industries, local utility companies, Emergency Management, Cheyenne LEADS, and other groups such as local builders and developers. The Technical Committee provides a forum for discussion on issues as they relate to plans, programs, and individual projects and effectively establishes communication and coordination on a technical level.

Citizens' input is obtained through the Citizens' Advisory Committee. When necessary the City and/or County Planning Commissions are utilized for public meetings or hearings. A significant amount of public access to the planning process is through the MPO's web site and Facebook. The MPO's public activity is also advertised through e-mail and standard media advertising.

To further facilitate coordination at the local level, all transportation planning activities are coordinated with the City Planning and Development Department as well as the County Planning Office and Public Works. This assures coordination and interrelation of transportation projects with the overall comprehensive planning process for the area. The major types of projects requiring necessary and effective coordination are the developments of master plans, economic development, housing programs, recreational plans, and other plans for the city, county, urban (area-wide), and state jurisdiction concerns.

Organization Chart for the Cheyenne Metropolitan Planning Organization



Date: 8/30/2021

Planning Priorities

This year's proposed work and the completion of projects that were started in FY '21 are the high priority transportation planning projects recommended by the Cheyenne MPO's Policy Committee. The completion of *Connect 2045, PlanCheyenne's* Master Transportation Plan, in FY '21 serves as a guiding document for the FY '22 UPWP and will continue to influence and direct many of the MPO's planning priorities moving forward. The top priority for FY '22 is to manage and complete the Transit Development Plan, as well as improve regional transit connectivity, in coordination with Colorado DOT (CDOT) and the North Front Range MPO (NFRMPO).

As the regional transportation planning agency for the City of Cheyenne, Laramie County and WYDOT, the Cheyenne MPO coordinates with numerous local, state, and federal agencies in all matters of multi-modal transportation. This coordination is not limited to Wyoming but also includes strengthening the relationship with agency partners across the state line into Northern Colorado. The Cheyenne MPO maintains its active involvement in the development of planning programs and projects, which are helping to shape the urban area of Cheyenne and accommodate the region's continuing growth.

Cheyenne and Laramie County has continued to experience a modest increase in population growth. City population increased from 59,466 to 65,132 between 2010 and 2020; a nearly 1.0% growth rate per year. In the same period, the county population increased from 91,738 to 100,512; a 0.956% growth rate per year. Though these are not high rates of growth, growth continues to be consistent. In 2020, the MPO Planning Boundary population estimate was 95,000. With the expected percent growth of 1.28% a year for the next 25 years, the population of the MPO region would be approximately 127,000.

Housing sales and rental rates during 2020/2021 continue at an all-time high and appear to be accelerating. Lower-to-moderately priced houses sell very quickly, and new houses are sold almost immediately. The small to medium-sized residential subdivisions in the Cheyenne area are rapidly sold. In 2015, the Wyoming Business Council – Wyoming Rural Development Council prepared the *Cheyenne & Laramie County Housing Assessment*, demonstrating concerns that housing for purchase and rent were in limited supply. As a result of this study and ongoing demand, the housing marketplace continues to respond with additional residential plats and annexations to the City limits.

In calendar year 2020, the city processed 65 site plans and site plan adjustments (up from 54 in 2019), 14 zone changes, and 46 plats (8 final plats, 16 preliminary/expedited, 22 administrative). Additionally, 12 variance requests and 13 conditional use requests were processed by the Board of Adjustment. The number of permit applications increased from 3,252 in 2019 to 5,279 in 2020.

Several large-scale developments around Cheyenne are continuing their planning and expansion plans. There are two major drivers of our projected and realized growth that are significantly influencing and impacting the land use and transportation network in the Greater Cheyenne area. Predominantly is the Department of Defense's investment in the modernization of all the nuclear missile sites associated with F.E. Warren Air Force Base, known as the "Ground Based Strategic Deterrent Modernization" Program. This total investment has been estimated at \$90 billion, allocated across three Intercontinental Ballistic Missile (ICBM) bases located in Wyoming, Montana, and North Dakota, and will have significant economic impacts

for the Mountain West region over the next 10 years. With Warren AFB as the first recipient of these upgraded military assets of approximately \$35.0 billion, additional housing units in the vicinity of the military base is critical to accommodate those working on the project. The effort to develop the land off I-25 and Happy Jack Road south of the military base for an approximate 100 acres commercial and housing subdivision is moving forward with the funding and infrastructure necessary to develop this area. The development could include up to 400 dwelling units.

Another driver of our growth is an influx of Northern Coloradoans moving to Cheyenne to live, finding more affordable homes than in Northern Colorado. Lots are sold for home construction as fast as the plats are approved. Several developments throughout Cheyenne continue to expand to address the housing demand, including Sweetgrass, Saddle Ridge, and Whitney Ranch, along with many infill projects.

The Sweetgrass Development, located on the southside of Cheyenne and across from Laramie County Community College (LCCC), includes 2,270 acres of residential and commercial development. The first three phases of this development have been completed with others underway. At complete build-out, this development will add about 5,000 new dwelling units and will have an immense impact on the City's infrastructure including road, water, storm water and sanitary sewer systems and recreational areas. There will also be significant impact to WYDOT and local roads in the area. WYDOT has begun the preliminary planning for the reconstruction of College Drive in this area and a pedestrian underpass between LCCC and the subdivision will be completed by October 2022.

On Cheyenne's rapidly growing east side, Saddle Ridge continues its expansion between Gunsmoke Road, Pershing, Christensen, and U.S. 30. This popular subdivision is nearing full build out. The subdivision has built more Greenway trails to connect into the Greater Cheyenne Greenway Trail network.

The Whitney Ranch is on the northeast side of town between Dell Range, Whitney, Storey and abuts the city limits on the west side of the subdivision. The first five phases have been annexed and platted. Ultimately, approximately 2,200 new dwellings and new commercial development with schools are planned within the entire area.

Along with continued positive business development, there are many signs that Cheyenne will continue to grow in the future. The Microsoft Data Center continues to expand and has become the largest user of power in the community. Other large data centers are under construction including one at the East LEADS Business Park along Campstool Road, west of Christensen, following the completion of the Christensen Railroad Overpass in November 2020 and one south of Sweetgrass east of U.S. 85.

Prior to the onset of the coronavirus pandemic in Spring 2020, the Cheyenne area was growing aggressively. Oil activity was strong prior to the pandemic but has slowed as a result. Despite these pandemic-related economic setbacks, the Cheyenne Business Parkway (belonging to Cheyenne LEADS) and the Campstool Business Development is poised to grow further in response to the population growth in the Cheyenne area.

Located at the northern edge of the Rocky Mountain Front Range, Cheyenne is affected by the economies of the Denver, Colorado metropolitan areas. The MPO staff will continue to participate and represent the Cheyenne area in regional transportation issues. The most important regional project underway by the Colorado Department of Transportation is the *Front Range Passenger Rail Study*. The Cheyenne MPO has been regularly attending their

meetings to stay up to date with the planning for this big project. With Cheyenne as the northern anchor of the Colorado Front Range, any impacts on the transportation system due to Colorado's growth will vastly impact transportation and economic growth in Cheyenne. We wish to be included and partner with all planning efforts underway in Colorado to support good transportation solutions, whether it be passenger rail, transit or widening I-25. We need to proactively address transportation needs and issues so that the Denver International Airport (DIA) and access to Denver doesn't become "further" away and inaccessible. The new Cheyenne Regional Airport Terminal opened in November 2018, though it has been closed for the duration of 2020 and 2021 for the reconstruction of the main runway, in hopes of enticing more airlines to operate here. The boardings from the new Cheyenne terminal to Dallas-Fort Worth International Airport exceeded projections until COVID hit and flights stopped. Flights to Denver on SkyWest started in November 2020.

The need for non-motorized transportation networks such as greenways, safer sidewalks (including Safe Routes to School), on-street bike infrastructure, and safer intersection crossings for pedestrians continues to be a priority as traffic increases and the region grows. While this is an indication of increasing interest in bicycling and walking, it also means that the safety of non-motorized users' needs to be addressed and prioritized through multi-modal planning efforts in coordination with our agency partners. The Greater Cheyenne Greenway celebrated its 30th Anniversary in 2021. An outstanding 45 miles of greenway have been built in those 30 years. We look for many more miles to be added as the community has embraced the program and developers add to the system with the construction of their larger housing subdivisions. The growth of the Greenway system also highlights the challenges around maintenance, specifically funding. While the MPO is not in the business of funding maintenance projects, identifying and applying for federal grant monies will be critical, and it must be pursued in coordination with the City and the County.

The introduction of e-scooters to our community in FY '21 will be a catalyst for pursuing local policies and ordinances to ensure that development and agency partners consider and prioritize upgraded infrastructure for bicyclists, pedestrians, and shared mobility users. Policies focused on "smart growth", such as Complete Streets and changes to parking requirements, will need to be considered for new infrastructure to be possible.

In addition to the development and completion of an updated Transit Development Plan, the Cheyenne Transit Program (CTP) will be replacing some of the larger Para-Transit vehicles with smaller Ford Transit vans, as a cost-savings for fuel and maintenance. Transit has partnered with Spare Labs to provide ride scheduling software to meet the needs and the demand of ridership for service changes due to COVID-19. With the addition of the ride scheduling software and the Transit Development Plan, the system will become more efficient and likely more attractive to the entire community, therefore increasing ridership.

TRANSPORTATION PLANNING FUNDS

The Cheyenne MPO, Casper MPO, and WYDOT, are working under a Consolidated Planning Grant (CPG) agreement. Transit Program 5303 Planning funds are added to the formula. Cheyenne received **53%** of Wyoming's 5303 funds. The most recent MPO Agreements were completed during FY '14.

On December 4, 2015, the President signed the **Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law.** *FAST* - the first federal law in over a decade provides long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorized \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains focus on safety, keeps intact the established structure of the various highway-related programs, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments moved forward with critical transportation projects with the confidence that they will have a federal partner over the long term. Funding levels for planning are remaining constant. The FAST Act however, expired September 30, 2020 and Congress has yet to approve a new Transportation Authorization Act. Since the 2020 election Congress has been working on new transportation and infrastructure legislation.

The Cheyenne MPO work priorities are presented within this document for the consideration of the Policy Committee. If additional work items or a redistribution of work is desired by the Policy Committee during the year, then the UPWP would be amended.

The CPG Federal Planning Funds are matched at a 90.49/9.51 ratio. The local match is divided equally between the City and County; therefore, each agency will contribute approximately **\$40,824** in FY '22.

Unencumbered funds from FY '21 are being carried over in the FY '22 work program. Once the final unencumbered carry-over funds from FY '21 are known, this UPWP will be amended. The proposed budget is broken down in the following manner:

FY '22 UPWP	
\$528,951.00	PL Funds
<u>247,940.00</u>	5303 @ 53%
\$776,891.00	Total Federal (90.49%)
<u>81,647.00</u>	Local Match (9.51%)
\$858,538.00	Sub-Total FY '22 UPWP
<u>9,995.00</u>	Estimated Carry-over from FY '21
\$868,533.00	TOTAL UPWP/CPG

WORK PROGRAM

A. ADMINISTRATION AND COORDINATION

Objective

This category includes all administrative and management functions of the Cheyenne Metropolitan Planning Organization. Coordination of all programs is also part of this activity.

Anticipated Products

- Consolidated Planning Grant Administration and Unified Planning Work Program Preparation and Oversight
- Regular meetings and minutes of the Policy and Technical Committees
- GIS Executive Committee Work and Coordination
- Annual Performance Report
- Quarterly Progress Reports
- Monthly Financial Reports
- Interoffice Administration and Coordination
- City and County Coordination
- Updated MPO agreements as necessary between the City, County, and State
- Transit and MPO Coordination
- Airport Board and MPO Coordination
- Downtown Development Authority and MPO Coordination
- Cheyenne LEADS and MPO Coordination
- Greenway and MPO Coordination
- Office Manager Work

Work Statement

Work under this item contains, in a broad sense, all administration, management and coordination efforts. The planning program is designed to ensure full coordination with affected state, local, and federal agencies. The agencies involved include the Wyoming Department of Transportation, City of Cheyenne, Laramie County, the Federal Highway Administration, the Federal Transit Administration, and other public and private agencies with transportation interests.

Specific committee activities include preparation of agendas and minutes for committee meetings, and the education of committee members on an individual basis.

The MPO Master and Financial Agreements are out of date and should be updated.

Work by the GIS Executive Committee continues. The MPO was instrumental in organizing and planning the GIS program in its early years. Now that the GIS program is self-sufficient, the MPO contributes through software licensing and cooperative plan updates. The MPO Director serves as one of the six voting members of the GIS Cooperative. All GIS program coordination is accounted for in this line item.

The staff will submit the required reports such as the UPWP/CPG, Annual Performance, Quarterly, and Monthly Finances. These are prepared so that the MPO staff can track accomplishments and unfinished work and can ensure that the regulatory agencies are able to oversee the program to determine that approved tasks are being accomplished. MPO's staff vacation and sick time is accounted for in this line item.

Starting October 1, the City Planning and Development Department and MPO will equally share an Office Manager position. Work by this position processes all financial actions along with the preparation of minutes and other administrative duties.

Transportation Planning is an activity that involves coordination with current ongoing activities from other local government departments and community operations. Coordination with Transit, Airport, Downtown Development Authority (DDA), Cheyenne LEADS, Freight, Greenway, and others fit into this activity.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	163,952	17,231	181,183

B. LONG RANGE PLAN

Objective

The purpose of this work item is to identify major transportation and land use needs which will arise within the next 25 years in the Cheyenne Urban Area.

Anticipated Products

- In-house Long-Range Planning
- Work on Contracts and Agreements for Long-Range Plans
- In-house implementation of *Connect 2045, the PlanCheyenne Master Transportation* and the *Cheyenne Area Comprehensive Land Use Plan*
- Work Developing and Implementing Performance Measures
- Forecasting Socioeconomic Data and incorporation into the Travel Demand Forecasting Model
- US Census Bureau Work
- Coordination work with Colorado Department of Transportation (CDOT) and MPO's on Regional Front Range Rail and Highway Transportation Plans

Work Statement

The most recent update to the Long-Range Transportation Plan *PlanCheyenne / Cheyenne Area Master Transportation Plan* was adopted last December 2020 and was called *Connect 2045*. The next update should start by October 2024 so that it is completed by December 2025.

Performance measures review will continue during the year to assure that our set targets are being met.

In 2020 the MPO updated our regions socioeconomic forecasts and land-use data for the maintenance and calibration of the Travel Demand Forecasting Model which was used for *Connect 2045*. The model is utilized by the City, County, developers, and professional consultants to help provide answers to future development questions. MPO staff will continue to work and utilize the model appropriately. The MPO has an ongoing contract with Kimley Horn for them to prepare "what-if" scenarios as they arise.

The year 2020 was a U.S. Census. When any data is made available by the Federal or State data centers MPO staff will work with it as the MPO is the clearinghouse of Census data for the city and county.

The Colorado Department of Transportation and Front Range MPO's have been

working on the development of Passenger Rail studies and plans along the Front Range. The Cheyenne MPO has kept actively involved in this work including possibly managing a study for Wyoming's involvement in the passenger rail equation and with other regional transportation plans. Colorado has now moved to the next step with legislation that will allow funding to be collected and an Approval Districts to be created. Given this advancement CDOT and WYDOT have encouraged a transit feasibility study to be prepared. Plans have been put in motion to fund this study jointly between CDOT/WYDOT and the Cheyenne and North Front Range MPOs. Work on this project will be accounted in this line-item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	30,627	3,219	33,846

C. SHORT RANGE PLAN

Objective

All in-office activities dealing with the development and monitoring of Short-Range Project Development Studies are handled under this work item. These short-range plans address immediate transportation problems and emphasize optimization of existing facilities.

Anticipated Products

- In-house Short-Range planning for miscellaneous projects
- Miscellaneous in-house planning to supplement and support studies being conducted by consultants
- Work on Contracts and Agreements for Short-Range Plans
- Work on Neighborhood Traffic Management Plans
- Identify access to essential services

Work Statement

This line-item accounts for any transportation related problems and issues that arise and that the MPO staff works on. In-house planning will continue to increase as many unexpected planning issues arise during the year which must be addressed. If time permits, staff will work on *Neighborhood Traffic Management Plan* applications if they come in.

This line item includes work by staff to assist consultants hired by MPO or CTP who are conducting Project Development Studies. MPO provides assistance whenever possible to keep the consultants' charges potentially lower.

As safety, enhancement or other grants become available from WYDOT or other agencies, the MPO applies for the grants as needed or assist others who are.

Access to essential services is a priority project identified by the USDOT. As part of the transportation planning process, the MPO will identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	45,705	4,803	50,508

D. TRANSPORTATION IMPROVEMENT PROGRAM

Objective

The Transportation Improvement Program (TIP) is a specialized capital improvement program document prepared to cover the broad range of transportation improvements in the Cheyenne Area. Because of the cooperative nature of the urban transportation planning process, the TIP aids in coordinating funding resources among all agencies. It also allows elected officials, public officials, and the public a medium by which they may review upcoming construction projects.

Anticipated Products

- An annual and four-year Transportation Improvement Program containing highway, street, non-motorized, transit, transportation enhancement activities, and safety projects planned for the Cheyenne Area
- Listing of the Program of Projects (POP)
- Interactive TIP
- Project Sequence List for available federal funds including those from the Surface Transportation Program (STP), National Highway System (NHS), and other sources such as local 1% Optional Sales Tax funds
- Miscellaneous work called for by WYDOT, FTA, and FHWA to meet FAST or the next transportation bill requirements

Work Statement

By contacting each local jurisdiction, and WYDOT, the MPO will compile all transportation improvement projects planned for the region into a comprehensive Transportation Improvement Program. All federal projects programmed for construction must come from an approved Master Transportation Plan (*Connect 2045*). Federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare it every two years. Year 2022 is a year for amendments as needed.

Through the GIS we have been working on developing a Web Based Interactive transportation project and past planning project map. This work was started in FY `18 and it will continue as past MPO plans are found and scanned.

The listing of Program of Projects can be found on the MPO web site <http://www.plancheyenne.org/transportation/transportation-improvement-program/>. The POP list identifies federally funded transportation projects which were completed during the last fiscal year.

All other federally mandated or required reports and work by FAST is accounted for in this line item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	4,971	522	5,493

E. SURVEILLANCE

Objective

To provide up-to-date and accurate information as it pertains to transportation planning, time must be spent collecting, entering, and manipulating the necessary socioeconomic, traffic, and transportation data.

Anticipated Activities

- In-house collection of traffic volumes, turning movements, and vehicle classification counts for the City, County and MPO
- Managing the collection of traffic volumes by staff for the Federal Highway Administration's Highway Performance Monitoring System Program (HPMS)
- Collection of traffic data for traffic engineering analysis
- Collection of data by the Global Positioning System Equipment
- Collection of data for the Transportation Performance Management Systems
Pavement Condition
Safety Data
- Environmental data collection
- Miscellaneous data collection and entry to put the "Information" in GIS

Work Statement

As necessary, the staff or hired consultants will collect data to drive the City, County, and MPO's transportation planning process. This includes traffic volumes, turning movements, vehicle classification volumes, street inventory and crash data to name a few.

For WYDOT, the MPO also collects HPMS sample section traffic volumes each spring or fall. For most of the counts, a consultant is hired, but staff may collect some.

Our Planning Technician, Christopher Yaney specializes in many transportation and traffic subjects including traffic engineering and pavement management. He has assisted in the redevelopment of the City's Pavement Management Program in FY '21. He will continue his involvement and he will also provide assistance to the County as they require in FY '22. This line-item tracks the data collection part of traffic engineering and the management systems, whereas the Product Development line-item deals with the analysis and the production of the results.

The Global Positioning System is utilized when appropriate to help collect a

variety of transportation and street related data such as physical features, a sign inventory, sight distance problem area, and travel time studies. This data is imported into the GIS when appropriate.

When necessary, environmental resources will be identified, collected, and entered into the GIS. This data will allow up-front environmental analysis for consideration by transportation and management systems planning.

Time spent monitoring and updating socioeconomic data is accounted for in this item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	22,044	2,317	24,361

F. PUBLIC INFORMATION

Objective

The transportation planning process can only be effective if information about this process is broadly disseminated and if the public at large has ample opportunity to express their views and opinions about transportation problems, the planning process, and its activities.

Anticipated Product

- Transit Marketing and Advertising
- Citizens' Advisory Committee meetings
- Community meetings
- Work with the public on the Neighborhood Traffic Management Program
- Safety Education for SafeStreetsCheyenne.com web page
- Public Meetings and Hearings
- Annual Crash Report
- Multimedia presentations
- Media releases, legal ads, and publicity
- Miscellaneous reports and maps
- Internal Upkeep of the MPO Web Page
- Upkeep of the MPO Facebook Page
- Title VI Work
- Telephone and personal requests for various information

Work Statement

Cheyenne Transit Program continues marketing activities. By utilizing social and local media, CTP will continue to inform residents and visitors of the opportunities available to them for utilizing the City's bus system. The CTP will expand the utilization of social media to advertise the system and increase ridership.

The MPO Citizens' Advisory Committee functions as the "official" citizen input and recommendation board to the Policy Committee. In addition, the MPO

utilizes the City and/or County Planning Commissions as a forum to hold formal public meetings or hearings for the adoption of plans.

The MPO Staff attends meetings of the different community groups and agencies to share information, work out issues and problems, and receive input.

Periodically, the MPO and/or City receive requests from citizens under the Neighborhood Traffic Management Program. Staff reviews the request and follows through by appropriate procedures.

The Cheyenne MPO web page is www.PlanCheyenne.org. The MPO has hired West Edge Collective, a professional public relations specialist to increase the social media options for public involvement. WEC keeps the MPO website and Facebook page current and relevant.

Chris Yaney is back on track preparing annual crash reports. This is beneficial for the local law enforcement agencies and the MPO for Performance Management tracking.

For all larger planning projects, the MPO will hold public meetings or hearings to increase the public's awareness of the intricacies of a given project, to receive their opinions, and to address concerns. Public meetings are also necessary for input on the *Transportation Improvement Program*. There are costs associated with public meetings, including media ads, legal ads, meeting room rentals, posters, variable message boards and individual notifications through the mail, etc.

Providing information to the public is a major task and an extremely important one. This continues to be a priority to keep the public well informed and involved. On-going dissemination of information is accomplished by articles in the newspaper, radio, television interviews and social media. Legal and other miscellaneous advertisements will be charged to this item. The MPO e-mail address is tmason@cheyennempower.org.

The MPO is designated as the Title VI agent for the Cheyenne Transit Program. Title VI Plans and complaints will be managed.

PowerPoint® multimedia presentations will be prepared whenever possible to educate the public, facilitate transportation activities, and present information about the planning projects done by the MPO.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	29,068	3,055	32,123

G. PRODUCT DEVELOPMENT

Objective

Maintenance of travel models and networks capable of analyzing the full range of transportation options. To continue work on the in-house GIS so that socioeconomic data for the travel models and other City and County needs can be provided. Calibration, development, and maintenance of the Cheyenne MPO Travel Demand Forecasting Model. To provide Transportation Management Systems Work.

Anticipated Products

- Travel Demand Forecasting Model for Cheyenne
- Products developed by ArcGIS Desktop® software
- Products produced by the Traffic and Transportation Data Collection
- Products and recommendations for the Regional Pavement and Safety Management Systems

Work Statement

Last year Kimley-Horn and MPO staff recalibrated the model for the new *PlanCheyenne-Connect 2045* Update. The capability of the model is very important to the long-range planning of the MPO. The model will be used for developing scenarios and future traffic runs. The MPO purchased and maintains *TransCAD* software and pays for its annual maintenance.

GIS requires an extensive amount of time to prepare new data for analytic use and as graphic displays. The time accrued in this work item is used for the development of the various products.

Reports and other projects may be produced from the other data collected including, but not limited, to sight distance, travel time studies, traffic signs conditions, other safety management work, etc.

Staff will work with the data and Paver software to develop Pavement Management recommendations for the City and County. Traffic crash data will be worked with to develop safety improvement recommendations.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	88,722	9,324	98,046

H. TECHNICAL ASSISTANCE, SERVICE, RESEARCH, AND TRAINING

Objective

Member agencies, transportation, and engineering professionals, and/or other City and County departments may request technical assistance in the form of data, training, and/or methodologies developed in the planning process.

Researching the latest technical advancements and regulations and receiving technical training to keep current with the latest solutions for problems is also necessary to keep the program up to date and effective.

Anticipated Products

-Technical assistance, instruction, and data as requested

-Training and out-of-town travel

-Vehicle and Mileage Reimbursement Expenses

Work Statement

Since the MPO is the transportation planning agency for the City, County and WYDOT within the Cheyenne MPO Planning Boundary; all development plats, zone changes, annexations and variances are reviewed with the intent of assuring that the development actions meet the *City Unified Development Code*, the *Laramie County Land Use Regulations*, and complements *PlanCheyenne -Connect 2045*.

MPO staff provides GIS software training to other City and County employees. Other local government staff comes to the MPO often to do GIS work such as map making. The MPO also provides GIS mapping and data products to other local agencies such as Cheyenne LEADS.

Based on tradition, the MPO will continue to aid local staff during the FY '22 work program. In addition, the MPO staff will continue to take an active part in special studies, projects, and programs and other efforts which link the plans being produced with the projects, policies, programs, and controls being implemented. The practice of providing service will be done as time permits and will require the setting of priorities.

Training is very important in this field of work. It allows the staff to keep up with their counterparts around the country and with the latest technology and best planning practices. It helps the employees to keep an interest in their job while at the same time bringing new ideas and solutions to new transportation problems. Training may also give employees a better understanding of the total program in which they are working and improve the skills necessary to do the job effectively. Keeping active in national organizations is very important. Training after March 1, 2020 through mid-2021 was not done at all due to the COVID-19 shutdown.

For the Transit Program, travel and training is a priority not only for the administrative staff but also the drivers, dispatchers, and mechanics. Continued

emphasis will be placed on not only new-driver training, but also refresher training, in the interest of safety and customer relations. Participation in FTA-sponsored regional and national training events and seminars is necessary to stay current on the latest technologies and trends. The Cheyenne CTA staff trains others in the State of Wyoming also.

Vehicle and mileage reimbursement expenses for non-MPO vehicle (City Car) use and personal vehicle use will be tracked here. City Fleet maintenance and city gas is tracked in overhead expenses.

Time is also spent reading federal regulations, and technical and policy literature to keep up with the events that have a direct and indirect effect on the planning efforts of the office. Dues for professional and local organizations plus subscriptions to professional magazines and journals are accounted for in this line item.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO-	108,452	11,398	119,850

I. PROJECT DEVELOPMENT STUDIES

Objective

To contract out detailed professional services, transportation planning studies, and conceptual plans which address specific problem areas or needs.

Anticipated Products

1. General Public Engagement Assistance
2. HPMS Traffic Counts
3. Van Buren Corridor Plan
4. Cheyenne to Northern Colorado Transit Feasibility Study
5. Laramie County Road Maintenance and Impact Fee Study

Work Statement

- 1. General Public Engagement Assistance** – The MPO will continue our contract with West Edge Collective for Public Engagement. WEC will assist us with public input, advertisements and engagement for our normal work and other planning projects which are programmed. Our contract with WEC will be for 12 months starting January 1, 2022.
- 2. HPMS Traffic Counts** - Every year the MPO collects traffic counts all around the Cheyenne Urban Area on behalf of WYDOT for the federally required *Highway Performance Monitoring System*. Approximately 300 counts can be collected in the fall. A traffic count collection company is hired to do this work. In addition, we send off to Spack Solutions, data from our video traffic counters for the processing of turning movement counts.
- 3. Van Buren Plan** – This plan will study Van Buren Avenue between U.S. 30, East Lincolnway north to Dell Range Boulevard. In October 2014 neighbors along the street requested a *Neighborhood Traffic Management Program* review as they felt the street had excessive speeds near the Dildine Elementary School. Data was collected and a report prepared by the MPO and City in February 2015 suggested solutions ranging from low to high cost. Some of the solutions were implemented as best as they could be at the time. The idea of preparing a full corridor plan was one the recommendations. Since the NTMP, a very large subdivision called Whitney Ranch is now under development north of Dell Range. This development will bring new traffic down Van Buren. The major collector is both a rural and urban section even though it is fully annexed. The plan will make recommendations for a fully built out urban section to handle existing and future traffic.
- 4. Wyoming/Colorado Transit Feasibility Study** – Colorado is actively working to fund and build a passenger rail system up and down the Front Range. While Cheyenne has always been included in the rail planning concept, the northern

terminus of the passenger rail will be focused on Ft. Collins. In the meantime, the Directors of CDOT and WYDOT suggested that transit between the Cheyenne area and the North Front Range (NFR) area be considered and studied. After further meetings it was determined that since the North Front Range MPO was already in a contract to prepare a Regional Transit Plan, that the Cheyenne to NFR Transit Feasibility Plan could be added to their work. A separate contract between the Cheyenne MPO and the NFRMPO would be developed. CDOT, WYDOT and the Cheyenne MPO would share the cost of the \$160,000 project. CDOT will pay a half and both WYDOT and the Cheyenne MPO would each pay a quarter, or \$40,000 each.

5. **Laramie County Road Maintenance and Impact Fee Study** -In 2006 the Cheyenne MPO prepared for Laramie County a study entitled “Paving Decisions for Laramie County Roads”. The study helped determine when it became cost efficient for new and existing county graveled road to be paved instead of gravel. This project will reanalyze the paving recommendations plus look into the options for developing transportation impact fees.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>Federal</u>	<u>Local</u>	<u>Total</u>
1. Public Engagement Assist.	28,233	2,967	31,200
2. HPMS Traffic Counts	22,623	2,377	25,000
3. Van Buren Plan	81,441	8,559	90,000
4. WY/CO Transit Feasibility Study	36,196	3,804	40,000
5. Laramie County Road Maintenance	54,993	5,780	60,773
SUB TOTAL	\$223,486	\$23,487	\$246,973

Note: Given the current funding allocation and whereas 71.56% of our budget is made up of overhead, only 28.44% of the budget is available for planning projects. There is a chance that some of the proposed projects are under budgeted. Also based on our growing needs there are three other projects we would contemplate if our budget was larger. They are Powderhouse Road between Dell Range and U.S. 85, the Henderson Greenway Connector between Rock Springs and the UPRR Tracks and East Allison between U.S. 85 (South Greeley Highway) and College Drive.

FY '21 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered from FY '21. Work on them by staff and/or consultant will continue into FY '22. The amounts stated are the encumbered amounts remaining at the end of August 2021.

1. ***East Park Greenway and Drainage Plan*** – The contract with Summit Engineering was approved at the beginning of the FY '21 year. Work continued all year and will extend into FY '22. There were delays working on the project as this project crosses the UPRR right-of-way and communication and coordination with the railroad is always difficult. The contract cost is \$68,030 with a \$20,040 amendment to extend the planning area south of the UPRR track into the Cheyenne LEADS property. The remaining amount in the original contract is \$30,885 and \$20,040 in the amendment.
2. ***Public Relations Assistance*** – The current contract with West Edge Collective continues through December 31, 2021. The amount remaining on the FY '21 contract was \$9,800.
3. ***Traffic Counts*** – The bid to collect traffic counts during September and October 2021 was prepared and bids were received. We intend to collect approximately 397 – 24-hour counts. We have budgeted \$17,904 for the project.
4. ***Converse Avenue Plan*** – This project's contract was signed in November 2020 for a total of \$120,175 with Ayres Associates. Most of the work and budget is completed and there is \$29,982 remaining to be billed. Final document preparation is underway and plan adoption will begin in October 2021. It is anticipated that the Plan will be fully completed and adopted by the end of December 2021.
5. ***Walterscheid Avenue Plan*** – The contract with Benchmark Engineers was approved in February 2021. Work continued all year and will extend into FY '22. The project has been delayed as we wait for an amendment to be finalized and approved. The amendment will be adding work for the Fox Farm Road and Walterscheid intersection. The city paused work on a signal design at this intersection so that the entire design ideas can be reexamined. The contract cost is \$97,794 with a budget amendment expected to be around \$9,035. The remaining amount on the original contract is \$72,064.
6. ***Transit Development Plan*** – Our contract with LSC was approved on August 23, 2021 for \$99,711. Therefore, the project will continue through 2022.
7. ***East Pershing Plan*** – This contract started July 12, 2021 for an amount of \$94,036. The consultant, Y2 kicked off the project in early August. Work on the project will continue through 2022.
8. ***Travel Demand Forecast Modeling Assistance*** – After Connect 2045 was adopted in December 2020 the MPO asked for a small \$10,000 contract with Kimley-Horn to provide us with TDF Model assistance. We expect the need to run “what-if” model runs and training for staff to become more proficient learning the software.

J. EQUIPMENT

Objective

To conduct the work items of the Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program as outlined in the Unified Planning Work Program. The following software, tools and equipment will assist with that work.

Anticipated Products

- Miscellaneous Office Parts, Supplies and Stationery
- Traffic Counter Parts and Supply
- Transit Routing and Ride Scheduling Software
- Software Annual Maintenance Support
- Office Copier Lease and Supplies
- Miscellaneous Hardware including Computers, Devices, Traffic Counters and Geographic Information System Hardware for MPO and Transit

Work Statement

As an on-going expense, miscellaneous office supplies, parts, GPS, PC and GIS software are necessary to keep all operations productive, current, and on-line for both the MPO and Transit Program. Software licensing includes: ESRI Enterprise, TransCAD and the MPO's share of the City's AutoCAD 3D. The CTP requests annual software licensing of \$10,000 in the Software line to purchase ReMix Route Planning Software. It is being used to grow, expand, and plan for new transit routes. A new software call Transit Spare will be purchased to schedule rides for CTP users.

The MPO and GIS program has many hardware and software, which require licensing and hardware support. This is an ongoing expense.

The MPO and Transit program require miscellaneous hardware items including funds for general traffic counter repair, replacement, or small parts. Computer and computer parts are kept up to date.

The Transit and MPO office printer/copier/scanner are leased.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
Software & Software Maintenance	\$48,412	\$5,088	\$53,500
Parts, Supplies, and Small Maintenance	10,542	1,108	11,650
Hardware & Equipment	9,954	1,046	11,000
TOTAL	\$68,908	\$7,242	\$76,150

2022 FINANCIAL TABLE

MPO 2022 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	\$163,952	\$17,231	\$181,183
Long Range Plan	\$30,627	\$3,219	\$33,846
Short Range Plan	\$45,705	\$4,803	\$50,508
Transportation Improvement Plan	\$4,971	\$522	\$5,493
Surveillance	\$22,044	\$2,317	\$24,361
Public Information	\$29,068	\$3,055	\$32,123
Product Development	\$88,722	\$9,324	\$98,046
Technical Assistance, Service, Research, and Training	\$108,452	\$11,398	\$119,850
PROJECT DEVELOPMENT STUDIES			
Public Engagement Assistance	\$28,233	\$2,967	\$31,200
HPMS Traffic Counts	\$22,623	\$2,377	\$25,000
Van Buren Plan	\$81,441	\$8,559	\$90,000
WY/CO Transit Feasibility	\$36,196	\$3,804	\$40,000
Laramie County Road Maintenance	\$54,993	\$5,780	\$60,773
EQUIPMENT			
Software & Software Maintenance	\$48,412	\$5,088	\$53,500
Parts, Supplies & Maintenance	\$10,542	\$1,108	\$11,650
Hardware & Equipment	\$9,954	\$1,046	\$11,000
TOTAL FY `22 UPWP	\$785,935	\$82,598	\$868,533

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `22
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		\$19,866	\$161,317	\$181,183
Long Range Plan		\$3,711	\$30,135	\$33,846
Short Range Plan		\$5,538	\$44,970	\$50,508
TIP		\$602	\$4,891	\$5,493
Surveillance		\$2,671	\$21,690	\$24,361
Public Information	\$9,800	\$2,448	\$19,875	\$32,123
Product Development		\$10,750	\$87,295	\$98,045
Technical Assistance, Service, Research, and Training	\$18,400	\$11,124	\$90,327	\$119,851
TOTALS	\$28,200	\$56,710	\$460,500	\$545,410

Overhead includes: City Cost Allocation, Postage, Telephone, Fleet Maintenance and Fuel, Rent, Office Cleaning and Car upkeep. Salaries, benefits and overhead represents 62.80% of the \$868,533 budget.

Other expenses adding to the entire MPO Operations include:

Computer Software and Software Maintenance -	\$53,500.00
Parts, Supplies and Small Maintenance -	\$11,650.00
Hardware & Equipment -	<u>\$11,000.00</u>
Total -	\$76,150.00

Adding these additional overhead expenses plus other expenses brings the total overhead cost to \$621,560 or 71.56% of the \$868,533 budget. This leaves 28.44% or \$246,973 of this year's budget for planning projects.

APENDIX B

Metropolitan Planning Factors

The Federal Transportation Bill, the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2005, A Legacy for Users* (SAFETEA-LU) created the planning factors that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs (§ 450.306(b)). The *Moving Ahead for Progress in the 21st Century Act* (MAP-21) and The *Fixing America's Surface Transportation Act* (FAST) maintained these planning factors plus added the last two involving resilience and travel. The ten metropolitan planning factors from FAST include:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

Metropolitan Planning Factors Considered in the FY '22 UPWP

UPWP Elements	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
Administration and Coordination	x	x	x	x	x	x	x	x	x	x
Long Range Plan	x	x	x	x	x	x	x	x	x	x
Short Range Plan	x	x		x	x	x	x	x		
Transportation Improvement Program	x	x	x	x	x	x	x	x	x	x
Surveillance	x	x	x	x	x	x	x	x	x	
Public Information	x	x	x	x		x	x			x
Product Development	x	x	x	x	x	x	x	x	x	
Technical Assistance, Service, R & T	x	x	x	x	x	x	x	x	x	x
Studies										
Public Engagement Assistance	x	x	x	x	x	x	x		x	
HPMS Traffic Counts	x	x			x	x	x			
Van Buren Plan		x		x	x	x	x		x	
WY/CO Transit Feasibility	x	x		x	x	x	x			x
Laramie County Road Maintenance	x	x		x	x	x	x	x	x	



U.S. Department
of Transportation

Federal Highway Administration
[Wyoming Division](#)

2617 E Lincolnway, Ste D
Cheyenne, WY 82001
307.772.2101 – Phone

Federal Transit Administration
[Region 8](#)

1961 Stout St, Ste 13-301
Denver, CO 80294
303.362.2400 – Phone

September 30, 2021

Mr. Luke Reiner, Director
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009

Subject: Approval of Cheyenne and Casper FY 2022 Unified Planning Work Programs

Dear Mr. Reiner:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly reviewed the FY 2022 Unified Work Programs (UPWPs) for the Casper Area and Cheyenne Area Metropolitan Planning Organizations (MPOs) submitted by your office. The FY 2022 UPWP planning documents identify the transportation planning activities to be undertaken in the metropolitan areas during the fiscal year from October 1, 2021 through September 30, 2022 funded with federal and local funds. The Cheyenne Area MPO Policy Committee approved its UPWP on September 15, 2021. The Casper Area MPO Policy Committee approved its UPWP on June 17, 2021.

WYDOT planning staff reviewed the documents and confirmed the documents are substantially in compliance with the applicable Federal directives. After reviewing the documents, FHWA and FTA concur with the finding of WYDOT staff that the UPWPs meet the requirements of 23 Code of Federal Regulations (CFR) 450.308 and FTA Circular 8100.1D (as applicable).

This authorization is subject to the availability of funds. FHWA Planning and Research funds shall be administered in accordance with the provisions of 49 CFR and 23 CFR Part 420. All work program activities must be eligible under 23 U.S.C. 134, 135, 505 or 49 U.S.C. 5303-5305, 5313(b) and the provision of 23 CFR 420 and 23 CFR 450. Annual progress and financial summaries shall be submitted within 90 days after the end of the report period, in accordance with 23 CFR 420.117(c).

Approval of the UPWPs is not a Federal aid eligibility determination, nor does it constitute an obligation of Federal funds. Each project must satisfy the specific requirements of the program from which federal funds are to be derived, as well as the other federal requirements appropriate before the use of those federal funds can be authorized. Additionally, the approval of the UPWPs will expire on September 30, 2022.

Upon receipt of this approval letter, we request that you inform both the Casper Area and Cheyenne MPOs that their UPWPs have been approved. We appreciate the efforts and cooperation of your staff in reviewing and coordinating the UPWPs with the MPOs. If you have any questions concerning this joint approval action, please contact Ms. Jean Parlow of FHWA at (307) 771-2952 or Kristin Kenyon of FTA at (303) 362-2391.

Sincerely,

**MONICA
GOURDINE** Digitally signed by
MONICA GOURDINE
Date: 2021.09.30
09:08:41 -07'00'

Monica Gourdine
Acting Division Administrator
FHWA Wyoming Division

Sincerely,

**CINDY ELISE
TERWILLIGER** Digitally signed by CINDY ELISE
TERWILLIGER
Date: 2021.09.29 16:51:59 -06'00'

Cindy Terwilliger
Regional Administrator
FTA Region 8

cc: Mr. Tom Mason, Cheyenne MPO
Mr. Jeremy Yates, Casper MPO
Mr. Mark Gillett, P.E., Chief Engineer, WYDOT
Mr. Mark Wingate, P.E., State Planning Engineer, WYDOT
Ms. Julianne Monahan, WYDOT Planning
Ms. Sara Janes-Ellis, Local Government Coordinator, WYDOT
Mr. Brenden Schaefer, P.E., State Systems Engineer, WYDOT