



Unified Planning Work Program

Federal Fiscal
Year 2017

October 1, 2016 - September 30, 2017



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 and efficient 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 FTA. 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.

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.

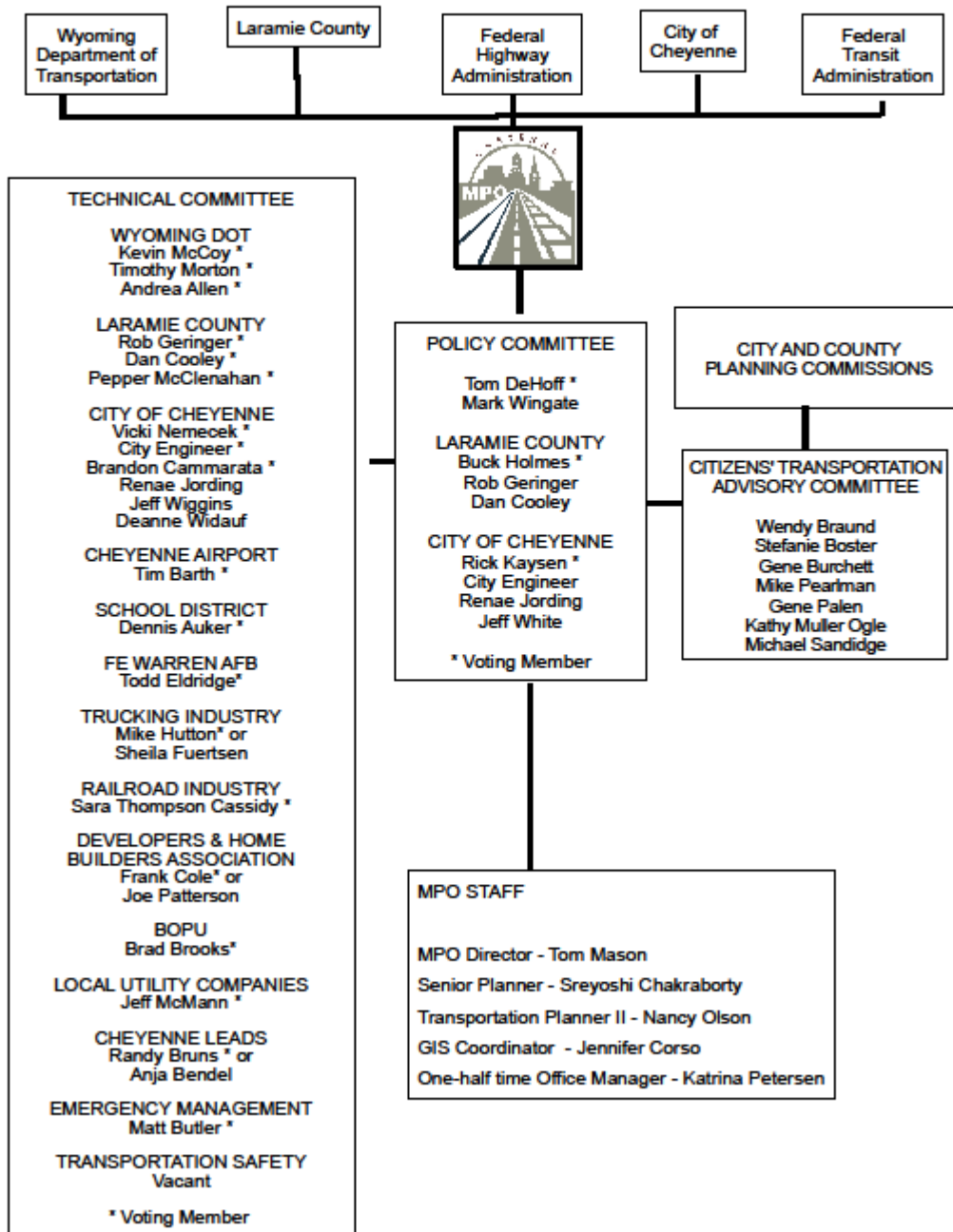
The UPWP and the TIP are submitted to the State of Wyoming Planning Coordinator and the Air Quality Division of the Wyoming Environmental Quality Department. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

Coordination and expertise at the technical level is provided by a variety of professional engineers, planners, and other technically oriented people 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. The significant amount of the MPO's public access to the planning process is through the MPO's web site. The MPO's public activity is advertised through e-mail, the website, social media and media advertising.

To further facilitate coordination at the local level, all transportation planning activities are coordinated through the City Planning Services Department as well as the County Planning Office and County Public Works. This assures coordination and inter-relation 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 areas.

**Organization Chart
for the
Cheyenne Metropolitan Planning Organization**



Date: 9/12/2016

Planning Priorities

The Cheyenne MPO continues to be actively involved in the development of planning programs and projects which are helping to shape the urban area of Cheyenne. Located at the northern edge of the Front Range, Cheyenne is affected by the economy of the Colorado metropolitan areas. As the transportation-planning agency for the City, County and WYDOT; the MPO coordinates with numerous local agencies in all matters of multi-modal transportation. Regional transportation issues continue to be an issue for the MPO staff.

Cheyenne and Laramie County has continued to have positive growth. Population change from 2011 to 2015 for the city was 60,219 to 63,335. The county population change from 2011 to 2015 was 92,447 to 97,121. Along with continued positive business development there are signs that Cheyenne is continuing to grow. All of the approved large residential subdivisions in Cheyenne are expected to be filled up within 2 years. There are concerns that housing for purchase and renting in Cheyenne is in very short supply. Because of this, the Wyoming Business Council – Wyoming Rural Development Council prepared a *Cheyenne & Laramie County Housing Assessment*.

In 2015 the city processed, 30 site plans, 7 zone changes, and 7 final plats. Additionally, 7 variance requests and 10 conditional uses were approved by the Board of Adjustment. In 2015 numerous new housing subdivisions were processed including Woods Landing with 30 new residential parcels and Summit Park with 60 units in a 15 4-plex multi-family building. There continues a boom in housing for Cheyenne and Laramie County and is helping to meet the needs addressed in the known housing and rental shortage in the area.

On the commercial side things keep moving along. The Microsoft Data center continues to expand and the BOPU's last phase of the 42" waterline around the southern side of the city was completed this year. The new Walmart at College Drive and I-80 was completed and is fully operational now. More hotels are planned or are under construction. Staybridge Suites at Prairie and Frontier Mall just opened up. South of town the Niobrara Energy Park is filling up and so is the Cheyenne Business Park.

Development in the Swan Ranch Rail Logistics Park continues in spite of a slowdown in new oil exploration in the Niobrara Oil Formation. The Sweetgrass Development has is moving forward with plans to annex and is working with the City for a phased buildout. This development will add about 5,000 new dwelling units and will have a tremendous impact on the City's infrastructure including road, water, storm water and sanitary sewer systems and recreational areas.

The needs for non-motorized transportation systems like Greenways, safer sidewalks including safe routes to school and intersection crossings for pedestrians continue to increase as are conflicts with motor vehicles. Bicycle crashes doubled over last year. While this is an indication of increasing interest in bicycling, it also means that the safety of non-motorized users needs to be addressed through multi-modal planning which the MPO will continue addressing. The Cheyenne Transit Program total ridership generally continues to grow. (256,821 in 2011; 284,409 in 2012; 287,018 in 2013, 290,051 in 2014, and 268,913 in 2015). Ridership decreased due to many documented reasons. These include reduction in Stride buses, reduction of some funding sources and changes to the routes.

This coming year's work by the MPO staff and the proposed work in the UPWP will go towards the completion of projects that were started in FY `16 and will continue to address the other high priority transportation planning needs in the Cheyenne urban area as recommended by the Policy Committee. During FY `16, the Policy Committee discussed the needs of the area and helped prioritize and approve the potential projects to include in this UPWP. In the Project Development Studies section, the Policy Committee's high priority transportation planning projects are listed.

TRANSPORTATION PLANNING FUNDS

The Cheyenne MPO, CATPP (Casper Area Transportation Planning Process) 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. The new agreements change the funding distribution and amounts between the Casper and Cheyenne MPO's.

On December 4, 2015, President Obama 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 authorizes \$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 are now moving 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 fairly constant. 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 **\$39,688** in FY `17. The PL funds for FY `17 are an estimate based on the congressional authorization for FY `16 and may be adjusted accordingly once actual authorization is determined for FY `17.

Unencumbered funds from FY `16 are being carried-over in the FY `17 work program. The proposed budget is broken down in the following manner:

FY `17 UPWP

\$528,111.00	PL Funds
<u>228,114.00</u>	5303 @ 53%
\$755,294.00	Total Federal (90.49%)
<u>79,377.00</u>	Local Match (9.51%)
\$834,671.00	Sub-Total FY `17 UPWP
<u>46,279.00</u>	Carry-over from FY `16
\$880,950.00	TOTAL UPWP/CPG

(Due to rounding, there might be some slight number differences throughout this document)

WORK PROGRAM

A. ADMINISTRATION AND COORDINATION

Objective

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

Anticipated Products

- Consolidated Planning Grant Administration and Unified Planning Work Program Preparation
- Regular meetings and minutes of the Policy and Technical Committees
- GIS Executive Committee Work and Coordination
- Annual Obligation 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 Statement

Work under this item contains, in a broad sense, all administration costs of MPO's 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.

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 small hardware and 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 Obligation, 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.

The MPO is paying for half the salary and benefits of the City/MPO Planning Office Manager. The Office Manager takes care of the financial matters of the MPO functions. The MPO Office Manager also prepares minutes and assist in 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 -	151,982	15,972	167,954

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 management and implementation of *PlanCheyenne*, the Cheyenne Area Comprehensive Land Use, Transportation Plan, and Parks and Open Space Plan
- Work Developing and Implementing Performance Measures
- Forecast Socioeconomic Data
- US Census Bureau Work
- Coordination work with Colorado Department of Transportation (CDOT) and MPO's on Regional Front Range Regional Transportation Plans

Work Statement

The update to the Long-Range Transportation Plan *PlanCheyenne/Cheyenne Area Master Transportation Plan* was adopted during the spring of 2014. Many performance measures were identified in the *PlanCheyenne* Update. During FY `16 the USDOT has been developing DOT and MPO Performance Measures requirements and this effort will be completed soon. WYDOT and the Wyoming MPO's have been working together to develop our local Performance Measures and once the USDOT has finalized the guidelines, WYDOT and the MPO's will also complete our own and begin the implementation.

To assist in the work of the Laramie County and Cheyenne Planning Offices, MPO will continue to provide socioeconomic forecasts and land-use data as needs arise. This data is used for the maintenance and calibration of the Travel Demand Forecasting Model. The model is utilized by the City, County, developers, and professional consultants to help provide answers to future development questions.

We are 3 years away from the next Census and any work with the Federal or State data centers is accounted for with this line item. The MPO is the clearing-house of Census data for the city and county.

The CDOT and Colorado MPO's have reached out to the Cheyenne MPO/WYDOT to help be involved with regional transportation plans. New efforts

include the implementation of a van pooling program.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	2,931	308	3,239

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
 - Transportation Safety Plan Implementation
 - Continued Enhancement Coordination
- Miscellaneous in-house planning to supplement and support studies being conducted by consultants
- Work on Contracts and Agreements for Short-Range Plans
- Identify access to essential services
- Update the MPO's Safe Routes to School Plan and Pedestrian Plans

Work Statement

There are many transportation related problems and issues that the MPO staff is working on. In-house planning is increasing as many unexpected planning issues arise during the year which must be addressed. With time permitting, staff will work with projects when *Neighborhood Traffic Management Plan* applications come in. Other projects will include the safety and enhancement implementation.

This line item includes further study and planning activities, which will be handled in-house, to assist consultants hired by MPO or CTP who are conducting Project Development Studies. MPO provides assistance whenever possible so the consultants' charges can be kept to a minimum.

As safety, enhancement or other grants become available from WYDOT, the MPO apply for necessary projects as needed.

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.

An in-house project will be to update the *Safe Routes to School Plan* and *Pedestrian Plans*.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	83,884	8,816	92,700

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 general public a medium by which they may review upcoming construction projects.

Anticipated Products

- An annual and four-year Transportation Improvement Program containing highway, street, airport, non-motorized, transit, transportation enhancement activities, safety projects, and utility work planned for the Cheyenne Area
- Listing of the Program of Projects
- 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 requirements

Work Statement

By contacting each local jurisdiction, WYDOT, utility companies, and the Airport Board, 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 (*PlanCheyenne*). Federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare it at least every two years. Year 2017 is a year for a full update.

The listing of Program of Projects can be found on the MPO web site <http://www.plancheyenne.org/transportation/transportation-improvement-program/>.

Through the GIS we have been working on developing a Web Based Interactive transportation project and past planning project map. This work is progressing and will continue.

All other federally mandated or required reports and work by FAST is accounted for in this line item, which can include making improvements to the MPO based on the FHWA Program Review, 2013 and updated Project Sequence Lists.

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 -	4,596	483	5,079

E. SURVEILLANCE

Objective

In order 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

- Collection of traffic volumes, turning movements, and vehicle classification counts for the City and County
- Managing the collection of traffic volumes by staff for the Federal Highway Administration's Highway Performance Monitoring System Program
- Collection of traffic data for traffic engineering analysis
- Collection of data by the Global Positioning System Equipment
- Collection of data for the Transportation Safety Management System to include but not limited to traffic sign condition, sight distance triangle, crash numbers and locations, street geometrics, pedestrian safety issues, etc.
- Environmental data collection
- Miscellaneous data collection and entry to put the "Information" in GIS

Work Statement

The MPO's Planning Tech moved over to the City Engineer's Office in July, 2016. Therefore, the work for this line item will be greatly reduced.

As necessary the staff or hired consultants will collect data necessary 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 Highway Performance Monitoring System sample section traffic volumes each spring/fall. For most of the counts, a consultant is hired, but staff may collect some.

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.

Staff will assist in the *Transportation Safety Management Plan Update* and

will be available for data collection and analysis based on the recently approved plan update.

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 -	2,569	270	2,839

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

- Citizens' Advisory Committee meetings
- Community meetings
- Work with the public on the Neighborhood Traffic Management Program
- Bicycle Riding Education
- Roundabout Education
- Public Meetings and Hearings
- mySidewalk (MindMixer) for increased public involvement
- 3D Modeling for simulation planning
- Annual Crash Report
- Multi-media presentations
- Media releases, legal ads, and publicity
- Miscellaneous reports and maps
- Up-keep of the MPO Web Page
- Development of Social Media for Public Outreach
- TITLE VI Work
- Telephone and personal requests for various information

Work Statement

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 site is being updated by West Edge Collective but it still receives updates and management in-house.

As the community adds more bike lanes to the streets and roads more bike usage will bring about a need to educated bikers and vehicle drivers of proper and safe street usage. This educational material will be developed by West Edge Collective but the MPO staff will disseminate the educational material on local media.

Roundabout driving and proper usage is a continuing issue. West Edge Collective will also prepare public educational information on how to drive in a roundabout but the MPO staff will disseminate the educational material on local media.

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. These include media ads, meeting room rentals, posters, and individual notifications through the mail, etc.

mySidewalk has been used by the MPO on past projects. If appropriate, the MPO will continue to use this tool to increase public involvement, participation and sharing information.

3D Modeling is a great way to visually present ideas for transportation planning projects. Sometimes "A picture says a thousand words" and can express concepts better than engineering drawings. This will be used when appropriate and affordable.

The MPO prepares the *Cheyenne Urban Area Crash Report*. This is a GIS based report with maps and data which show trends of crashes in and around Cheyenne. This report is always highly anticipated, publicized, and utilized.

Providing information to the public is a major task and an extremely important one. This continues to be a priority in order to keep the public well-informed and involved. On-going dissemination of factual 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@cheyennempo.org. The MPO has hired a professional public relations specialist to increase the social media options for public

involvement.

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 -	39,023	4,101	43,125

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

Work Statement

In FY `14 the travel demand forecasting model was calibrated by Fehr & Peers and MPO staff. The model was utilized for the development of *PlanCheyenne*. The capability of the model is very important to the long-range planning of the MPO. The model will now be used for development scenarios and future traffic runs. The MPO purchased and maintains *TransCAD* software and pays for its annual maintenance. Our MPO Modeler, James Sims has moved to the City Engineering Office. He will still work on the model as necessary. It is anticipated that our model will need recalibration in FY `17 so it may be used for the next *PlanCheyenne* Update.

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 sight distance, travel time studies, traffic signs conditions, other safety management work, etc.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	30,033	3,156	33,189

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

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 or exceed the *City Unified Development Code*, the *Laramie County Land Use Regulations*, and complements *PlanCheyenne*.

MPO staff provides GIS software training to other City and County employees and 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 past history, the MPO will continue to provide a significant level of assistance during the `17 work program. In addition, the 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.

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.

A small amount of funds is set aside to pay the expense of non-MPO employees to travel to training on transportation planning conferences. Given the close association of MPO activities to non-MPO employees such as the City and County Planner or personnel within the City or County Public Works and Engineering Departments, it is sometimes advantageous for non-MPO employees to receive training which will directly benefit the MPO's agencies in the end. Formal agreements between the MPO and non-MPO employees will be prepared for each trip. These agreements describe the benefits to MPO that the non-MPO employees will provide in exchange for the MPO financed training. \$1,500 has been set aside for this travel.

Time is also spent reading federal regulations, and technical and non-technical literature to keep up with the events which 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-	81,490	8,564	90,054

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

(These projects are in general priority order. As individual project contracts are approved the costs are likely to change which might mean the lowest priority projects do not get accomplished this fiscal year.)

1. Transit Marketing
2. Public Engagement Assistance
3. Reed Avenue Rail Corridor
4. Sun Valley Greenway Connector
5. Whitney Road Plan
6. Archer Greenway Connector
7. South Cheyenne Arterial Plan
8. Freight Safety Project
9. Parsley Plan

Work Statement

- 1. Transit Marketing** - Cheyenne Transit Program continues marketing activities. By utilizing 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 also start utilizing social media to advertise the system and increase ridership.
- 2. Public Engagement Assistance** – The MPO will continue to enhance its public engagement strategies over the next year. Work has already begun on establishing audience through Facebook and My Sidewalk. Work has also begun on reorganizing website look and content to make it more user friendly and accessible to the community. Ongoing support is needed so the MPO can continue to work on this effort and train and educate itself to become more self-sufficient to handle this independently in the future. This ongoing assistance also includes some planning and strategy building work for the safety awareness campaigns.
- 3. Reed Ave. Rail Corridor** – The Rail Corridor along Reed Avenue is a highlight of the West Edge District. The primary function of this corridor will be to provide a dedicated transportation zone for pedestrians and bicycle traffic. As such, the details of this corridor need to be finished to a higher level of detail, as they will be experienced at much slower speeds. The Reed Avenue Corridor is proposed to be closed to vehicular traffic, allowing more room in the right of way for multi-modal use. The Burlington Northern Santa Fe (BNSF) rail spur will remain in operation within this corridor as well, providing for a very unique atmosphere

along the corridor for shopping, dining, working and urban living. The 10' multi-modal trail will provide a critical link to the overall Cheyenne Greenway system, providing protected bicycle traffic corridors from surrounding areas into the downtown Cheyenne core. The need for this link is outlined in the Cheyenne On-Street Bicycle Plan and Greenway Plan completed in 2012. The planted buffer zones are proposed to provide trees as a green connector in the currently landscape-starved district while bringing the Reed Avenue corridor to a more pedestrian scale. In addition, they provide the opportunity to provide additional water quality improvement as surface water is conveyed to larger water treatment areas such as Crow Creek, Civic Center Commons and Pumphouse Park. The large cafe and outdoor retail zones on each side of the corridor will allow for businesses to operate outside of their physical location to engage pedestrian and bicycle travelers and create a vibrant atmosphere along the corridor. This plan could lead to federal and state grant applications

4. **Sun Valley Greenway Connector** - Earlier this year, the Greenway Committee conducted a community survey to get a sense of what future greenway connections are important to them. A project that was mentioned by several respondents indicated that a future connection to get from the Sun Valley greenway segment under the Union Pacific Railroad and then under I-80 all the way to the trail system in the Campstool/HR Ranch Road area was important. Growth and activity has been occurring in that area of Cheyenne including a new Walmart and the employment in the Cheyenne Business Park. This section of the community continues to be an important gap in the non-motorized system that needs attention. This 35 percent plan will explore a few different alternatives to provide this connection and make a preliminary recommendation on the preferred alternative.
5. **Whitney Road Plan** – The MPO is currently conducting a plan for the extension of Storey/Summit between College and Whitney and the extension of Van Buren north from Dell Range to Storey/Summit. Whitney Road between US 30 and Dell Range is a narrow county road and has been greatly impacted from nearby developments such as Saddleridge. The intersections with US 30 and Dell Range are stop controlled and are nearing warrants for traffic signals. North of Dell Range the rural road is also impacted with existing and future developments but is also affected by the steep 7% grade which becomes treacherous in winter conditions. This project will determine future design needs to handle expected traffic.
6. **Archer Greenway Connector** – The Cheyenne Greenway is expanding eastward with a soft surface trail planned for construction along the abandoned Chicago, Burlington & Quincy Railroad which ends at Campstool Road south of I-80. Laramie County has developed property called Archer which is south of the I-80 and Archer Interchange. Many Laramie County services are provided in the area.

Residential development is also taking place between Campstool and Archer. This plan will lay out a 10% conceptual Greenway path alignment.

- 7. South Cheyenne Arterial Network** – The MPO has recently completed a conceptual plan for the High Plains Road and it has become evident that a few property owners in South Cheyenne, specifically in the area between College Drive and High Plains Road are looking at developing their property in the near future. Other than the general alignments in PlanCheyenne, there are no road alignment ideas for that swath of land. It is therefore important for the County and City to look at a road network concept for this area so that if and when it develops, there is some predictability as well as guidance for both the developers and the County/City.
- 8. Freight Safety Project** - The MPO has recently completed a Freight Mobility Plan which delves into a very detailed SWOT analysis for freight movement within the MPO area. This analysis has resulted in identification of a list of high priority projects which need attention. The recent FAST legislation has also enabled communities the opportunity for funding freight related projects. Because of the above reasons the MPO would like to identify a high priority freight project and conduct additional design up to 35% level. This will help the City/County and/or WYDOT allocate future funding for construction or pursue federal freight funding to implement a high priority project in the community.
- 9. Parsley Plan** - Parsley Boulevard is an important north south connector in South Cheyenne and provides much needed access to the residential areas and also ensures a vital alternative for traffic to get from downtown to College Drive without using either South Greeley Highway or Southwest Drive. Traffic continues to increase on this two lane busy road while the bridge over I-80 needs attention as well. A 35 % design to look at the Parsley Boulevard corridor and its adjoining intersections on how it can continue to serve as an important multimodal connector is critical at this time.

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. Transit Marketing	5,429	571	6,000
2. Public Engagement Assistance	18,098	1,902	20,000
3. Reed Ave. Rail Corridor	108,588	11,412	120,000
4. Sun Valley Greenway Connector	36,196	3,804	40,000
5. Whitney Road Plan	40,720	4,280	45,000
6. Archer Greenway Connector	18,098	1,902	20,000
7. South Cheyenne Arterial	45,245	4,755	50,000
8. Freight Safety Project	30,808	3,238	34,046
9. Parsley Plan	58,819	6,182	65,000
SUB TOTAL	\$362,001	\$38,046	\$400,046

FY `16 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered in FY `16. Work on them by staff and/or consultant will continue into FY `17. The amount stated are the encumbered amounts remaining at the end of August, 2106. The status of other projects is also described.

1. ***High Plains Road*** - At the end of FY `16 the work on this project was nearly complete and is being conducted by AVI, p.c. This contract with AVI began in January, 2015. The study is developing a future road alignment for High Plains Road between I-25 and South Greeley Highway. The amount remaining on the contracts is \$48,613.
2. ***Converse Avenue and the Dell Range and Converse Intersection*** – Work on this project started in August, 2016 by HDR. A 35% plan will be prepared for Converse between Dell Range and Ogden. The Converse and Dell Range intersection will be analyzed for a potential redesign to increase safety. The amount remaining on the contract is \$94,651.
3. ***Downtown Strategic Parking Plan*** - The MPO is working with the City and its Stakeholders and consultant Kimley-Horn to develop a Strategic Parking Plan for the downtown area that serves diverse needs and enables the City to manage parking in downtown in the most cost effective and efficient manner. The goal of this study is to make it easier for residents and visitors to access downtown Cheyenne safely and efficiently using their preferred means of transportation. The amount remaining on the contract is \$64,151.
4. ***Speed Study & 24-hour Counts*** – DOWL was hired to collect speeds on classified roadway and 24-hour counts for the HPMS program. They began collecting data at the end of August and will be done by the end of October. The amount remaining on the budget is \$18,500.
5. ***Intersection Counts*** – Traffic Research and Analysis, Inc. was hired to collect turning movement counts at all the traffic light controlled intersections plus a

few others. Their work is complete and a final bill has yet to be paid. The amount remaining on the budget is \$1,454.

6. **Public Relations Assistance** – West Edge Collective was hired to help the MPO develop a Facebook page and update our webpage. The amount remaining on the budget is \$6,375.
7. **Official Mapping** – Western R&D was hired to do a 10% conceptual plan for the Storey/Summit extension between College and Van Buren between Dell Range and Storey/Summit. An official Map for the city’s adoption will be prepared. The amount remaining on the budget is \$24,366.
8. **Education Videos and Media Material** – West Edge Collective was hired to prepare educational safety videos and other media material. Roundabout education will be the focus in the fall of 2016 and Bicycle/Vehicle education will be the focus in the spring of 2017. The amount remaining on the budget is \$34,138.
9. **Commuting Data** - Funds were set aside for the collection of commuting patterns between Cheyenne and Laramie. This we originally requested by Laramie, Albany County and UW. Once a proposal was presented to them, financial priorities had changed. The entire budgeted amount went unspent.

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 tools and equipment will assist with that work.

Anticipated Products

- Miscellaneous Office Parts, Supplies, Traffic Counter Parts and Supply, Software.
- Hardware and Software Maintenance Support. Office Copier Lease.
- Miscellaneous Computers, Devices, Traffic Counters and Geographic Information System Hardware, etc.
- New Permanent Counter Location and/or Greenway Counter
- New radio hardware for the Cheyenne Transit Program

Work Statement

As an on-going expense, miscellaneous office supplies, parts, GPS, PC and GIS software are necessary in order to keep all operations productive, current, and on-line for both the MPO and Transit Program.

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 or replacement. Computer and computer parts are kept up-to-date.

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

To prepare for Performance Measures on the non-motorized program the MPO will purchase counters for bikes and pedestrians at key Greenway locations.

The CTP requests additional funds (\$12,000) in the Hardware line to install surveillance cameras in the bus garage and update/replace the cameras at the transfer station on 17th Street. In order to keep the transit program safe and secure, the cameras will be installed.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
Parts, Supplies & Supplies	\$5,882	\$618	\$6,500
Maintenance	6,515	685	7,200
Hardware	26,265	2,760	29,025
TOTAL	\$38,662	\$4,063	\$42,725

2017 FINANCIAL TABLE

MPO 2017 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	151,982	15,972	167,954
Long Range Plan	2,931	308	3,239
Short Range Plan	83,884	8,816	92,700
Transportation Improvement Plan	4,596	483	5,079
Surveillance	2,569	270	2,839
Public Information	39,023	4,101	43,125
Product Development	30,033	3,156	33,189
Technical Assistance, Service, Research, and Training	81,490	8,564	90,054
PROJECT DEVELOPMENT STUDIES			
Transit Marketing	5,429	571	6,000
Public Engagement Assistance	18,098	1,902	20,000
Reed Avenue Rail Corridor	108,588	11,412	120,000
Sun Valley Greenway Connector	36,196	3,804	40,000
Whitney Road Plan	40,720	4,280	45,000
Archer Greenway Connector	18,098	1,902	20,000
South Cheyenne Arterial Network	45,245	4,755	50,000
Freight Safety Project	30,808	3,238	34,046
Parsley Plan	58,819	6,182	65,000
EQUIPMENT			
Maintenance	6,515	685	7,200
Parts and Supplies	5,882	618	6,500
Hardware	26,265	2,760	29,025
TOTAL FY `17 UPWP	\$797,171	\$83,779	\$880,950

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `17
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		8,244	159,710	167,954
Long Range Plan		159	3,080	3,239
Short Range Plan		4550	88,150	92,700
TIP		249	4,830	5,079
Surveillance		139	2,700	2,839
Public Information	13,900	1,435	27,790	43,125
Product Development		1,629	31,560	33,189
Technical Assistance, Service, Research, and Training	15,200	3,674	71,180	90,054
TOTALS	\$29,100	\$20,079	\$389,000	\$438,179



U.S. Department
of Transportation
**Federal Highway
Administration**

Wyoming Division

October 6, 2016

2617 E. Lincolnway, Suite D
Cheyenne, WY 82001-5671

Mr. William T. "Bill" Panos
Director
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009-3340

**SUBJECT: Approval: FY2017 Unified Planning Work Program (UPWP) for the
Cheyenne Metropolitan Planning Organization (MPO)**

Dear Mr. Panos:

We have reviewed the Cheyenne MPO's UPWP for FY2017 and approve it for transportation planning activities to be undertaken by the MPO between October 1, 2016 and September 30, 2017. This authorization is subject to the availability of funds.

The Cheyenne MPO Policy Committee had previously adopted this UPWP and authorized its submittal to the Wyoming Department of Transportation. Your Planning Staff has reviewed the UPWP and finds that it is substantially in compliance with the applicable Federal directives. After reviewing the document, this office concurs.

This approval was accomplished for both Federal agencies using the procedures of the Consolidated Planning Grant agreement between the Federal Highway Administration, Wyoming Division and the Federal Transit Administration, Region 8 Office executed on September 3, 2014.

If you have any questions, please contact me at 307-771-2951 or email at philip.pratt@dot.gov.

Sincerely yours,

Phil Pratt, P.E.
Design and Construction Engineer

cc:

Larry Squires, FTA Region 8, Lakewood, CO, w/attachment (transmitted electronically)

Kevin McCoy, WYDOT Planning

Tom Mason, MPO Director, Cheyenne, WY