



Unified Planning Work Program

Federal Fiscal
Year 2015

October 1, 2014 - September 30, 2015



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 Metropolitan Planning Organization (MPO) of the Cheyenne Area. 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 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.

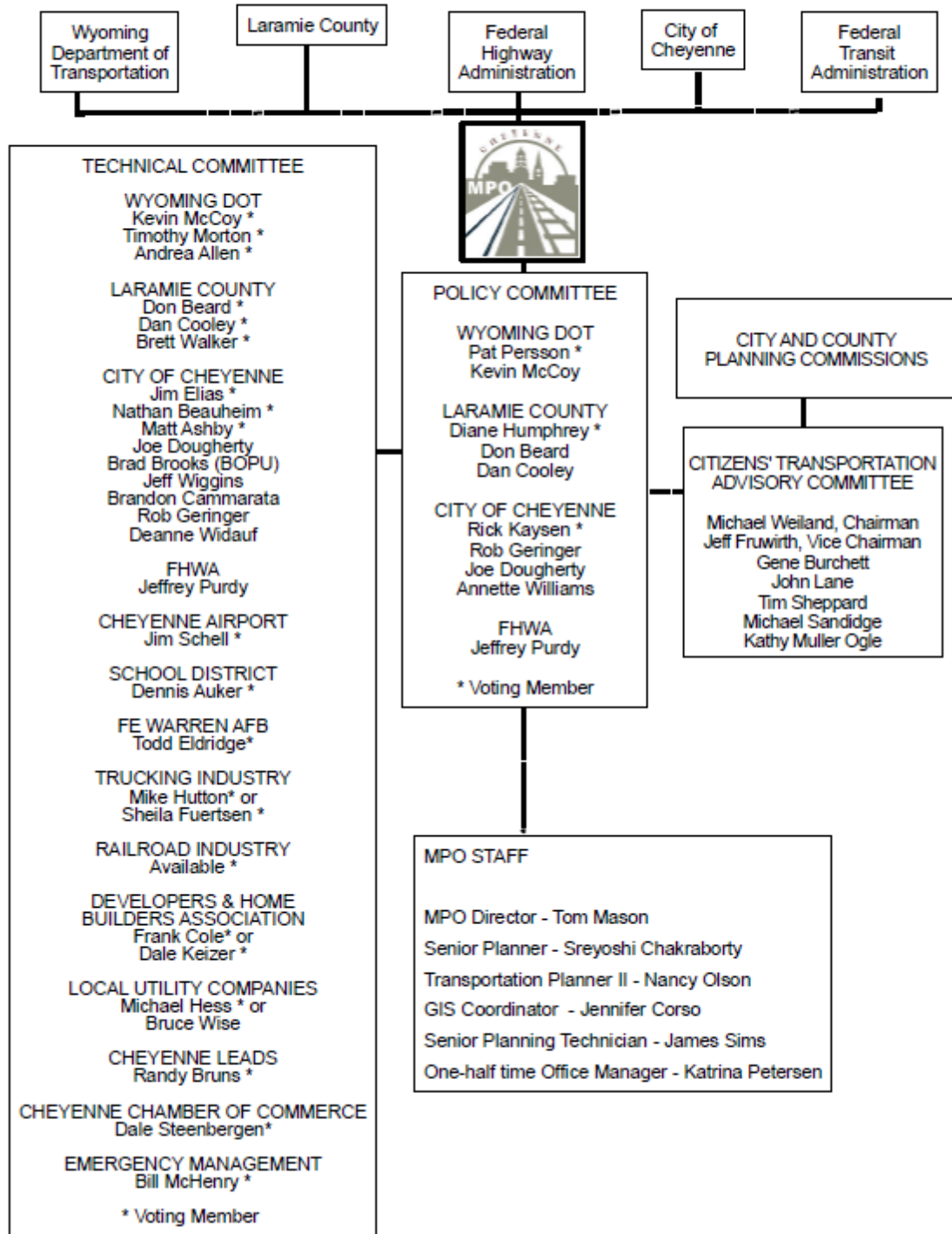
The UPWP and the TIP are submitted to the State of Wyoming Planning Coordinator and the Air Quality Division of the Wyoming Environmental Quality Department. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

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 Advisory Committee), F.E. Warren Air Force Base, members from the trucking and railroad industries, local utility companies, 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, 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 Road & Bridge. 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*



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.

After the national recession in 2008, Laramie County seems to be showing a more rapid growth. Population change from 1010 to 2014 has been about 1.5% a year where our historic growth has been at 1.0%. Along with business development there are signs that Cheyenne is well out of that recession and growth is definitely picking up. All of the approved large residential subdivisions in Cheyenne are expected to be filled up within 2 years. There are signs that some larger pieces of vacant land in the northern and eastern side of the city are started to show signs of developing.

Two annexations were processed by the City in 2013. One was very large located in Swan Ranch for a total number of 891.24 acres bringing the City area to 26.91 square miles. In 2013 the city processed, 54 site plans, 16 zoning changes, and 26 plats. In the County there were 45 site plans, 5 zone changes and 14 total subdivisions during 2013.

On the commercial side there are many positive signs. During the year construction continues on the expansion of the Microsoft Data Center and a new Natural Gas Power Plant is nearing completion. The BOPU has installed a 42" waterline around the southern side of the city. A new Walmart at College Drive and I-80 has started construction along with new restaurants around town. Magpul Industries and other corporations are moving to Cheyenne. Three new hotels have opened, one has started construction and a ten story Hilton Garden Hotel will start soon in the heart of downtown. The Dinneen Property is filling up including the high-end Wyoming Rib and Chop House. South of town the Niobrara Energy Park is open for new businesses.

The most significant change to the Cheyenne area is the Swan Ranch Rail Logistics Park construction and new oil exploration in the Niobrara Oil Formation found in the region. It is becoming clearer that the Swan Ranch Park will be having a big impact on Cheyenne and Laramie County especially with freight activity. The rail park has opened up a new spur off of the Union Pacific main line which will eventually join with the existing Burlington Northern Santa Fe spur. Many new industrial sites are being constructed in the rail park. The recent update to *PlanCheyenne* has incorporated this new growth and land use change.

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. Therefore,

multi-modal planning is an obvious need which the MPO will continue addressing. The Cheyenne Transit Program total ridership continues to grow. (256,821 in 2011; 284,409 in 2012 and 287,018 in 2013).

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 `14 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 `14, 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. New MPO Agreements were completed during the first part of FY `14. The new agreements change the funding distribution and amounts between the Casper and Cheyenne MPO’s.

On July 16, 2012, President Obama signed the **Moving Ahead for Progress in the 21st Century (MAP-21)**. MAP-21 was a two year authorization bill and all the rules and regulations have yet to be finalized. It expired on September 30, 2014 but Congress and the President signed an extension to the bill so funding could continue as a new authorization bill is finalized. Funding levels for planning are remaining fairly constant with slight increases. 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 **\$38,500** in FY `15. The PL funds for FY `15 are an estimate based on the congressional authorization for FY `14 and may be adjusted accordingly once actual authorization is determined for FY `15.

Toward the end of FY `14, WYDOT informed the MPO of new and additional federal funds. Those new funds plus any unencumbered funds from FY `14 are being carried-over in the FY `15 work program. The proposed budget is broken down in the following manner:

FY `15 UPWP

| | |
|---------------------|------------------------------|
| \$506,742.00 | PL Funds |
| <u>225,931.00</u> | 5303 @ 53% |
| \$732,673.00 | Total Federal (90.49%) |
| <u>77,000.00</u> | Local Match (9.51%) |
| \$809,673.00 | Sub-Total FY `15 UPWP |
| <u>48,000.00</u> | Carry-over from FY `14 |
| \$857,673.00 | TOTAL UPWP/CPG |
| | |
| \$776,108.00 | Federal Funds |
| \$81,565.00 | Local Funds |

(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 between the City, County, and State
- Update MPO Committee By-Laws
- 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 project 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.

MPO Committee By-Laws updates will be finalized.

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. Transit, Airport, DDA, Cheyenne LEADS, Freight, and the Greenway coordination 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 - | 148,767 | 15,635 | 164,402 |

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 Performance Measures
- Forecasted Socioeconomic Data
- US Census Bureau Work
- Coordination work with Colorado DOT 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. Those that were not and recommended by FHWA and WYDOT will be developed during FY `15.

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 5 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 Colorado Department of Transportation and Colorado MPO's have reached out to the Cheyenne MPO/WYDOT to help be involved with regional transportation plans. We will continue to participate when specific

issues arise.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

| | <u>PL Funds</u> | <u>Local</u> | <u>Total</u> |
|-------|-----------------|--------------|--------------|
| MPO - | 7,577 | 796 | 8,373 |

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
 - Truck Routes
 - Transportation Safety Plan Update
 - 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

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 freight planning and truck routing.

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 transportation projects develop and get closer to reality the MPO will work to find funds to beautify and enhance those projects. Defining and negotiating the specific enhancements requires in-house work.

With assistance of a Safety Grant from WYDOT, the MPO will host a Transportation Summit in October, 2014 to update the *Transportation Safety Management Plan*.

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 - | 84,493 | 8,880 | 93,373 |

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 MAP-21 requirements
- Update the Cheyenne Urban System and Functional Classification Map

Work Statement

By contacting each local jurisdiction, WYDOT, public 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*). New federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare them at least every two years. Year 2014 is a year for a complete update.

The listing of Program of Projects can be found on the MPO web site

<http://PlanCheyenne.org/MPOWorkProgram.html>.

Through the GIS we have been working on developing a Web Based Interactive transportation project map to show and describe transportation projects. This work will continue.

All other federally mandated or required reports and work by MAP-21 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.

The Urban System and Functional Classification Map was last updated in 2010. Staff along with the WYDOT and Technical Committee will work to update this important map.

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 - | 5,263 | 553 | 5,816 |

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
- 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 keeps busy collecting the various data necessary to drive the City, County, and MPO's transportation planning process. The technicians collect and manage traffic volumes, turning movements, vehicle classification volumes, street inventory and accident 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 collects some.

The MPO's Traffic Technician may collect miscellaneous inventory records of the roadways and bridges in the Cheyenne Area. 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 during the development of the plan and after the plan is approved.

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 - | 10,472 | 1,101 | 11,572 |

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 Neighborhood Traffic Management Program
- Update the MPO Public Participation Plan
- Bicycle Riding Education Brochure
- Public Meetings and Hearings
- 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
- 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.

The MPO will complete its update to the Public Participation Plan.

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 managed 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 brochure will be developed in-house, professionally prepared and printed.

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.

MindMixer has been successfully used by the City Planning Office for the West Edge Project. The MPO has started 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 pictures 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, and the Internet and television interviews. Legal and other miscellaneous advertisements will be charged to this item. The MPO e-mail address is tmason@cheyennempo.org. Social Medias will also be utilized for general MPO business our projects.

The MPO is designated as the Title VI agent for the Cheyenne Transit Program. Title VI Plans and documentation are kept current.

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 - | 38,139 | 4,008 | 42,148 |

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 and Casper MPOs
- Products developed by ArcGIS Desktop® software
- Products produced by the Traffic and Transportation Data Collection
- Development of Management Systems and Performance Measures

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 purchase *TransCAD* software and pays for its annual maintenance. An agreement will be formalized between the Cheyenne and Casper MPO's where the Cheyenne MPO staff will oversee the Casper model as we have the trained staff to do so.

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.

This item accounts for the time involved developing and working with any of the Management Systems and Performance Measures suggested and allowed by MAP-21. All Management Systems and Performance Measures will be coordinated with the WYDOT since these systems are required to be developed cooperatively.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

| | <u>PL Funds</u> | <u>Local</u> | <u>Total</u> |
|-------|-----------------|--------------|--------------|
| MPO - | 67,696 | 7,114 | 74,811 |

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 '15 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 are 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.

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- | 80,723 | 8,483 | 89,206 |
| Non-MPO Travel - | <u>1,810</u> | <u>190</u> | <u>2,000</u> |
| Total - | 82,533 | 8,673 | 91,206 |

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. Transit Marketing
2. HPMS Counts
3. High Plains Road between I-25 and South Greeley Plan
4. Parsley Boulevard between Ames and College
5. Arterial Plan for South Cheyenne
6. Freight Plan
7. GIS Plan Update
8. West Edge Streetscape Standards

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 alternative transportation. Specific areas to be addressed include local multi-media advertising, placement of timetables at Transit Shelters and distribution of the color route maps to target groups such as school age children, senior citizens and minorities. Additional advertising is important to inform all users of the system.
2. **HPMS Counts** – Every year WYDOT coordinates with the MPO on the list of locations they want traffic counts collected for the federally required *Highway Performance Monitoring System*. The MPO usually adds locations to the list. The counts are used for the Travel Demand Forecasting Model and traffic studies.
3. **High Plains Road** – A more detailed (35%) plan will be prepared to set the alignment and design of the future High Plains Road between the I-25 Interchange and US 85 (South Greeley Highway).
4. **Parsley Boulevard between Ames and College** – Parsley is a 1.8 mile long Minor Arterial and remains as it was originally built; a two-lane rural road. It also crosses I-80 and the bridge structure width is also functionally obsolete. Sidewalks and bike facilities are non-existent. As growth continues in south Cheyenne, traffic on this road will increase. The plan will recommend its future needs.

5. **Arterial Plan for South Cheyenne** – *PlanCheyenne* has laid out a generalized collector and arterial network in south Cheyenne between I-25 and South Greeley Highway. This project will plan out to a 10% level which will recommend alignments and locations for this street network so that development can be more comfortable knowing where the infrastructure will be as this neighborhood develops.

6. **Freight Plan** – Freight Planning is a major emphasis area of FHWA. With Cheyenne at the crossroads of I-80 and I-25 plus the Union Pacific and Burlington Northern Santa Fe railroads, Cheyenne has always been in the position of many opportunities and conflicts with freight. Recently, with the full development of the Swan Ranch Logistics Park and oil extraction in the region, rail and truck freight are increasingly important. The MPO will hire a national expert in freight to determine our regional strengths, weaknesses, opportunities and threats, also known as SWOT. Elements to be included are:
 - a. *Strengths*: characteristics of the regional freight activities and its advantages
 - b. *Weaknesses*: characteristics that place the regional freight activities at a disadvantage
 - c. *Opportunities*: elements that regional freight could exploit to its advantage
 - d. *Threats*: elements in the environment that could cause trouble for the regional freight activity

7. **GIS Plan Update** – In 1992 and 1998 the MPO helped to get the City and County GIS Cooperative up and running by having plans prepared to guide its development. After two decades the GIS Executive Committee has agreed to have the program assessed again through the implementation of a new plan. This time, however, the cost will be shared between many agencies. The MPO will pay for a proportional amount which relates to transportation systems within the plan.

8. **West Edge Streetscape Standards** – The West Edge plan was recently adopted by the City Governing Body. This continuing planning effort would include both broad analysis of the right of way conditions and limitations, transition from the DDA standard to a new West Edge Light standard, down to screening and bench selection. It could be more specific in designing a plan for 19th Street in conjunction with the 5th Penny project as well. Our intent would be to wrap the West Edge Street Scape Standards into other applications for EPA Planning Grants. Additionally, the City will be looking to apply for a grant to tackle Building Design Standards and create a Form Based Code for the West Edge. The grant would also help us to look at the financial side of things, like an Urban Renewal Authority, and how to implement it.

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 | 6,334 | 666 | 7,000 |
| 2. HPMS Counts | 6,334 | 666 | 7,000 |
| 3. High Plains Road | 74,177 | 7,796 | 81,973 |
| 4. Parsley Boulevard | 50,674 | 5,326 | 56,000 |
| 5. South Arterial Plan | 36,196 | 3,804 | 40,000 |
| 6. Freight Plan | 72,392 | 7,608 | 80,000 |
| 7. GIS Plan Update | 9,049 | 951 | 10,000 |
| 8. West Edge Street Standards | 54,294 | 5,706 | 60,000 |
| SUB TOTAL | \$309,450 | \$32,523 | \$341,973 |

FY `14 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered in FY `14. Work on them by staff and/or consultant will continue into FY `15. The amount stated are the encumbered amounts remaining at the end of the fiscal year.

1. East Pershing Complete Streets - At the end of FY `14 the work on this project was about half way through and is being conducted by Russell/Mills. Public input has included a corridor walk and a public open house. The project is discovering ways to make this busy corridor more pedestrian and bicycle friendly. The amount remaining on the budget is \$30,318.

2. Section 20 – At the end of FY `14 the work on this project was about half way through and is being conducted by Ayres Associates. The work is focusing on finding alternative road layouts and intersections which are safer while still providing good access to adjacent lands for development. The amount remaining on the contracts is \$27,456.

3. Evers Plan – Work on this project started at the end of the FY `14 by Ayres & Associates. Drainage issues are being addressed along with the street rehabilitation and non-motorized options. The amount remaining on the contract is \$103,044.

4. Downtown Lincolnway Pedestrian and Placemaking Plan – The first phase of this project was completed and the second phase is well underway. This includes more traffic analysis. The project has been expanded into more of the downtown and will utilize 3D modeling to simulate the expected end results. The amount remaining on the budget is \$69,394.

5. Transportation Safety Plan Update - This project is utilizing a WYDOT Safety Grant with a budget of \$30,000. The work on the project by Cambridge Systematics has started and is working toward a Safety Summit which is planned for October 17, 2014. The amount remaining on the grant and contracts is \$30,000.

6. Model Support – The MPO office is now managing the travel demand forecasting model in-house. If our staff needs any assistance with the model then we have Fehr & Peers on call if technical assistance is needed. This may come in handy since the Cheyenne MPO will be providing modeling help for the Casper MPO starting in FY `15.

7. Transportation Impact Fees - The City has hired TischlerBise to plan and determine what amounts might be appropriate for development impact fees. Transportation impacts make up a large share of all potential impact fees, therefore, the MPO is sharing in the cost of this project. The amount remaining on the contracts is \$24,000.

8. Division Avenue – A contract amendment with AVI was approved in FY `14 so that more public involvement could take place. This second phase is advancing well and the entire project will be completed in FY `15. The amount remaining on the grant and contracts is \$39,851.

9. West Lincolnway Landscaping Additional - This landscaping project went out to bid in FY `14 and the prices were far higher than the budget. The planning and bid document was re-worked to reduce cost and re-structure the project. By the end of FY `14 the re-worked bid package was completed and the project will be re-bid for the landscaping work to take place in the fall of 2014 with the remaining completed in the spring of 2015. The contract amount remaining is \$3,150.

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

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.

WYDOT provided the MPO the hardware of a counter head for a permanent counter. City staff will assist with the installation of it on Yellowstone Road between Central and Dell Range.

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 & Software | \$4,705 | \$495 | \$5,200 |
| Maintenance | 6,606 | 694 | 7,300 |
| Hardware | 10,406 | 1,094 | 11,500 |
| TOTAL | \$21,717 | \$2,283 | \$24,000 |

2015 FINANCIAL TABLE

| MPO 2015 WORK PROGRAM | FEDERAL FUNDS | LOCAL FUNDS | TOTAL FUNDS |
|--|------------------|-----------------|------------------|
| Administration and Coordination | 148,767 | 15,635 | 164,402 |
| Long Range Plan | 7,577 | 796 | 8,373 |
| Short Range Plan | 84,493 | 8,880 | 93,373 |
| Transportation Improvement Plan | 5,263 | 553 | 5,816 |
| Surveillance | 10,472 | 1,101 | 11,572 |
| Public Information | 38,139 | 4,008 | 42,148 |
| Product Development | 67,696 | 7,114 | 74,811 |
| Technical Assistance, Service, Research, and Training | 82,533 | 8,673 | 91,206 |
| PROJECT DEVELOPMENT STUDIES | | | |
| Transit Marketing | 6,334 | 666 | 7,000 |
| HPMS Counts | 6,334 | 666 | 7,000 |
| High Plains Road Plan | 74,177 | 7,796 | 81,973 |
| Parsley Blvd Plan | 50,674 | 5,326 | 56,000 |
| Southern Arterials Plan | 36,196 | 3,804 | 40,000 |
| Freight SWOT Analysis | 72,392 | 7,608 | 80,000 |
| GIS Plan Update | 9,049 | 951 | 10,000 |
| West Edge Road Standards | 54,294 | 5,706 | 60,000 |
| EQUIPMENT | | | |
| Maintenance | 6,606 | 694 | 7,300 |
| Parts and Supplies | 4,705 | 495 | 5,200 |
| Hardware | 10,406 | 1,094 | 11,500 |
| TOTAL FY `15 UPWP | \$776,108 | \$81,565 | \$857,673 |

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY '15
CHEYENNE MPO UPWP**

| <i>LINE ITEM</i> | <i>OTHER EXPENSES</i> | <i>OVERHEAD</i> | <i>SALARIES AND BENEFITS</i> | <i>TOTAL</i> |
|---|---------------------------|-----------------|--------------------------------------|------------------|
| Administration | | 10,062 | 154,340 | 164,402 |
| Long Range Plan | | 512 | 7,861 | 8,373 |
| Short Range Plan | | 5,715 | 87,658 | 93,373 |
| TIP | | 356 | 5,460 | 5,816 |
| Surveillance | | 708 | 10,864 | 11,572 |
| Public Information | 10,700 | 1,925 | 29,523 | 42,148 |
| Product Development | | 4,579 | 70,232 | 74,811 |
| Technical Assistance, Service, Research, and Training | 11,700 | 4,744 | 72,762 | 91,206 |
| Non-MPO Travel | 2,000 | | | 2,000 |
| TOTALS | \$24,400 | \$28,600 | \$438,700 | \$491,700 |