



Draft

Unified Planning Work Program

Federal Fiscal
Year 2016

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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.

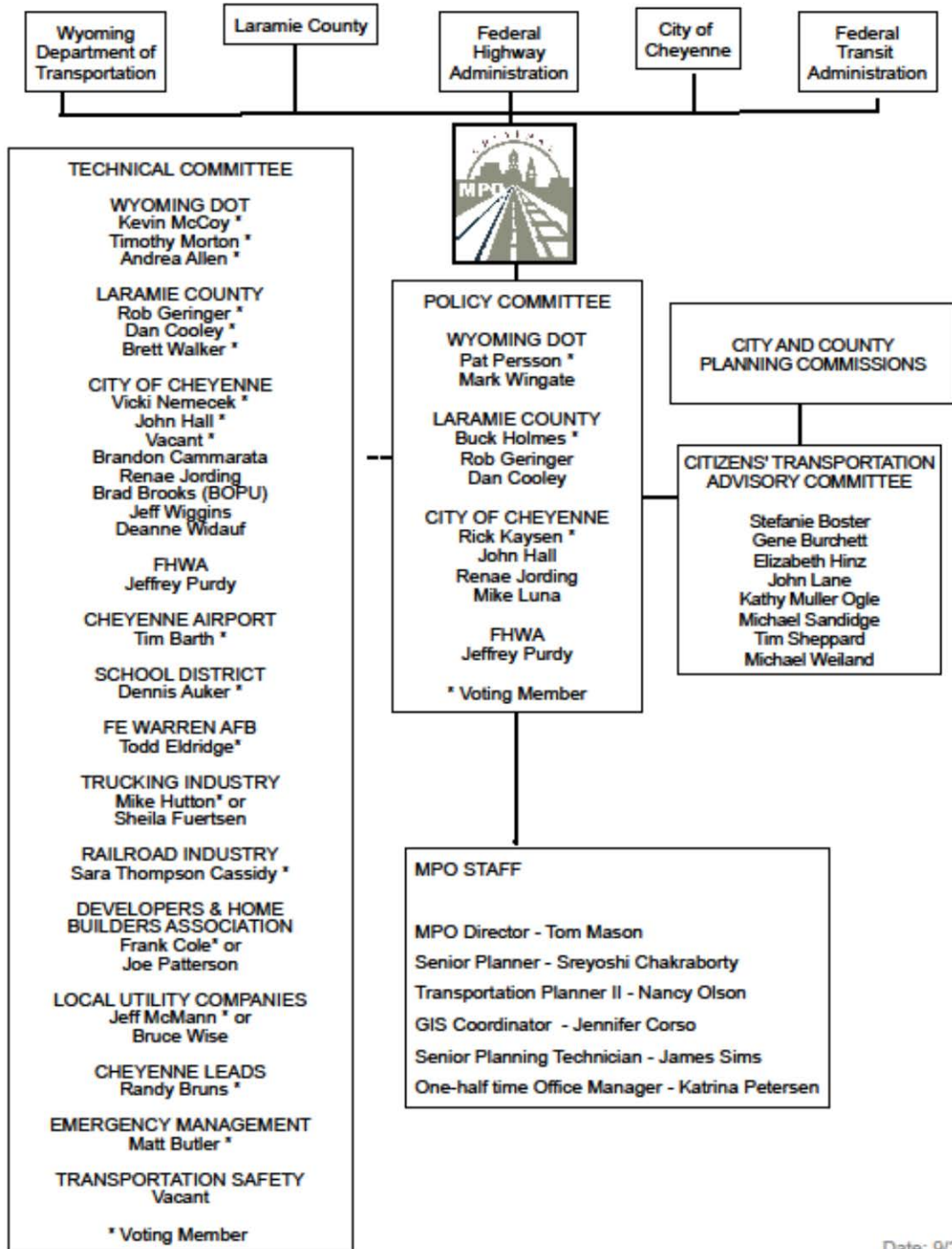
The UPWP and the TIP are submitted to the State of Wyoming Planning Coordinator and the Air Quality Division of the Wyoming Environmental Quality Department. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

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 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: 9/22/2015

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 2010 to 2014 for the city was 59,466 to 62,845. The county population change from 2010 to 2014 was 91,738 to 96,389. 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*.

Four annexations were processed by the City in 2014 adding 11.5 acres bringing the City area to 26.93 square miles. In 2014 the city processed, 53 site plans, 17 zoning changes, and 47 plats. In the county there were 41 site plans, 10 zone changes, 17 Board approvals and 17 total subdivisions during 2014. In 2014 and 2015 the city processed numerous new housing subdivisions. In the first nine months of 2015 the City processes X annexations totaling XX acres with XX plats which included XX housing lots.

On the commercial side there are many positive signs. During the year construction of the Microsoft Data Center and the new Natural Gas Power Plant was completed. The BOPU completed another phase of the 42” waterline around the southern side of the city. The last phase will be completed next year. A new Walmart at College Drive and I-80 has completed along with new restaurants around town. More hotels are planned or are under construction. South of town the Niobrara Energy Park is filling up.

Development in the Swan Ranch Rail Logistics Park continues in spite of a slowdown in new oil exploration in the Niobrara Oil Formation. 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 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; 287,018 in 2013 and 290,051 in 2014).

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 `15 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 `15, 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 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 have signed many funding extensions so funding could continue as a new authorization bill is finalized. 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 **\$38,500** in FY `16. The PL funds for FY `16 are an estimate based on the congressional authorization for FY `14 and may be adjusted accordingly once actual authorization is determined for FY `16.

Unencumbered funds from FY `15 are being carried-over in the FY `16 work program. The proposed budget is broken down in the following manner:

FY `16 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 `16 UPWP
<u>34,143.00</u>	Carry-over from FY `15
\$843,816.00	TOTAL UPWP/CPG
\$763,569.00	Federal Funds
\$80,247.00	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
- 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, 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 -	153,307	16,112	169,419

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 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. During FY `15 the USDOT has been developing DOT and MPO Performance Measures requirements and this effort should be completed in FY `16. 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 4 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. New efforts include the implementation of a van pooling program. Laramie, WY is also expressed interest in developing a transit program between the two cities. 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 -	3,455	363	3,818

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

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.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	74,950	7,877	82,827

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 or its predecessor requirements

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*). 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 2016 is a year for amendments.

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 and past planning project map. This work will continue.

All other federally mandated or required reports and work by MAP-21 or its predecessor 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 -	4,508	474	4,982

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 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 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 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 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 -	9,750	1,025	10,775

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
- Complete the Update to the MPO Public Participation Plan
- 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
- 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.

Roundabout driving and proper usage is a continuing issue. The MPO will also prepare public educational information on how to drive in a roundabout.

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 (now called mySidewalk) has been successfully 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@cheyennempopo.org. Once the MPO hires a professional public relations specialist, we will 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 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 -	36,819	3,869	40,689

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

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 was 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. Casper refunds Cheyenne for the time spent working on Casper's model.

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 -	71,077	7,470	78,547

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. \$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-	90,919	9,555	100,474

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. Van Buren Avenue
3. Converse Avenue
4. Southwest Drive
5. Downtown Strategic Parking Plan
6. Traffic Speed, Volume and Classification Study
7. Intersection Turning Movement Data Collection
8. Professional Public Relations Assistance

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 be changing the routes this year and advertisement is necessary to allow public comment.
2. **Van Buren Avenue** – During 2015 citizens from the neighborhood surrounding Van Buren came to the City Governing Body to express concerns about the speeds and traffic near Dildine Elementary School. City Engineering and the MPO treated this public request like a *Neighborhood Traffic Management Program*. One of the final recommendations of the NTMP was that the MPO could conduct a full corridor plan. This planning effort will study the corridor to the 10% level between US 30 and Dell Range and then further north of Dell Range to lay out the options for the street to continue north.
3. **Converse Avenue** – Converse Avenue between Dry Creek and Ogden Road has not been built to its intended built-out width. North of Dell Range, Converse is 5 lanes. It quickly transitions to two lanes just north of Dry Creek. North of Ogden, Converse becomes 3 lanes. This section of the corridor must also be built to handle storm water and non-motorized uses. The intersection of Dell Range and Converse will also be reviewed with this project. It is the busiest intersection in the City and has very high number of crashes. The study will consider all available engineering options to work to make the important intersection safer.

We know going into this budget that the \$32,536 is not enough for this level of a plan. The MPO will monitor its budget throughout the year and if priorities or projected projects change, this line item will be increased before the request for proposals goes out. Another option is to fund this project over two fiscal years with it starting at the end of FY `16.

4. **Southwest Drive** – Located between College Drive and US 30, Southwest Drive is an important road for a neighborhood that is land locked between the UPRR, BNSF, and I-25. Access to the neighborhood is often blocked by many long trains. This causes a concern for emergency response and the area’s development potential. There have been studies to look at alternative access to Southwest Drive and they will be further analyzed. The road character and design will be studied to provide future reconstruction alternatives.

5. **Downtown Strategic Parking Plan** – The last comprehensive parking study prepared for the downtown area was approximately in 1991. Based on discussion and recommendations from the *Smart Growth – Building Blocks for Sustainable Communities* workshop held in June, 2015 it was expressed that there is still a perception of insufficient and ineffective parking which might be one of the reasons for the under-developed downtown. An understanding of supply and demand will also help the new development of the West Edge neighborhood. The study will:
 - a. Evaluate current parking supply and demand conditions within the study area. Evaluate future parking needs within the study area based on projected build-out of the new projects within the downtown.
 - b. Conceptually evaluate the City’s options to manage existing and future public parking resources most effectively.
 - c. Evaluate the City’s options to accommodate projected future parking demand by expanding the downtown public parking supply.
 - d. Review the current performance of the public parking system and project future income and expenses related to new parking demand, new infrastructure, and possible changes to rates and/or policy. Conceptually evaluate the City’s options to fund future public parking infrastructure or programs; evaluate alternatives that may reduce the need for future parking development; provide a final report document and final presentations to City Governing Body.

6. **Speed, Volume and Classification Study** – The issue of speeding vehicles all around town is a persistent concern. Speed limits are determined by the rules set by the State of Wyoming. Variations of the posted speed from those set by the state statutes requires a speed study. This project will collect speed counts on the functionally classified roads in the Cheyenne area so that it can be determined if speed limits are accurately set or whether there should be any changes. The data collection will be used for a variety of purposes. Speeds, volumes and classifications will be collected together therefore meeting the

annual needs of collecting HPMS Counts. Every year the MPO collects traffic counts for the federally required *Highway Performance Monitoring System*.

- 7. **Intersection Turning Movement Counts** – Between the City and WYDOT there are 125 traffic signals in the Cheyenne Area. Ideally, this data is collected every four years so that the traffic signal timing program has been recalibrated. The MPO will collect turning movement counts at these intersections during the week and possibly weekend so that the timing plan can be optimized. This can lead to better gas mileage and reduced emissions.
- 8. **Professional Public Relations** – The gathering and compilation of public input is growing in importance. The foundation for good planning work is public involvement. Since the means and methods of receiving public input is constantly growing and changing with social media, the Cheyenne MPO would like to contract with a professional public relations specialist to help us expand our public input and participation.

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. Van Buren Avenue	22,622	2,378	25,000
3. Converse Avenue	29,442	3,094	32,536
4. Southwest Drive	49,770	5,230	55,000
5. Parking Plan	67,868	7,132	75,000
6. Speed Study	67,868	7,132	75,000
7. Intersection Turning Movements	40,720	4,280	45,000
8. Public Relations	9,049	951	10,000
SUB TOTAL	\$292,768	\$30,768	\$323,536

FY `15 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered in FY `15. Work on them by staff and/or consultant will continue into FY `16. The amount stated are the encumbered amounts remaining at the end of the fiscal year. The status of other projects is also described.

- 1. East Pershing Complete Streets** - At the end of FY `15 the work on this project was complete. Only the last bill was to be paid. The amount remaining on the budget is \$47,17.
- 2. Section 20** – At the end of FY `15 the work on this project was nearly complete and is being conducted by Ayres Associates. The study is focused on the intersections on Prairie Ave., Rue Terre, and others generally north of the Frontier Mall and Target. 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 last public meeting has yet to be held. The amount remaining on the contracts is \$709.
- 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 \$20,518.
- 4. Downtown Lincolnway Pedestrian and Placemaking Plan** – Requested additional traffic analysis for the plan scenarios were finalized. The project and its last public meeting will be completed during the first half of FY `16. The amount remaining on the budget is \$12,635.
- 5. Model Support** – Funds were set aside for travel demand forecasting model support with Fehr & Peers. No requests were made this year leaving the entire budgeted amount unspent.
- 6. Transportation Impact Fees** - The City 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 City Governing Body chose to not consider Impact Fees. The amount remaining is \$1,935.
- 7. Division Avenue** – Work on this project was completed by the end of FY `15. The amount remaining to be billed is \$997.
- 8. High Plains Road** – This contract with AVI began in January, 2015. The project got a slow start as it took a while for the consultant to begin the discussions with the impacted land owners. The amount remaining is \$83,802.
- 9. Freight Study** – This contract with Olsson Associates began in July, 2015. The first phase of the scope has begun. The amount remaining is \$158,923.
- 10. West Edge Road Standards** – This contract with DHM began in July, 2015. The West Edge Design Standards is being prepared and the MPO is paying for the Streetscape Standards section of the work. The amount remaining is \$60,000.
- 11. 3D Modeling** - . The amount remaining in the budget is \$2,074.

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.

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. As an alternative the MPO will purchase counters for bikes and pedestrians at key Greenway locations.

The radio system for the CTP is out dated and there are times and places around the route system that communications is lost. In order to keep the transit program safe and secure, the radios must be up dated so that they work.

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	\$4,977	\$523	\$5,500
Maintenance	6,470	680	7,150
Hardware	14,569	1,531	16,100
TOTAL	\$26,016	\$2,734	\$28,750

2016 FINANCIAL TABLE

MPO 2016 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	153,307	16,112	169,419
Long Range Plan	3,455	363	3,818
Short Range Plan	74,950	7,877	82,827
Transportation Improvement Plan	4,508	474	4,982
Surveillance	9,750	1,025	10,775
Public Information	36,819	3,869	40,689
Product Development	71,077	7,470	78,547
Technical Assistance, Service, Research, and Training	90,919	9,555	100,474
PROJECT DEVELOPMENT STUDIES			
Transit Marketing	5,429	571	6,000
Van Buren Avenue	22,622	2,378	25,000
Converse Avenue	29,442	3,094	32,536
Southwest Drive	49,770	5,230	55,000
Parking Plan	67,868	7,132	75,000
Speed Study	67,868	7,132	75,000
Intersection Counts	40,720	4,280	45,000
Public Relations	9,049	951	10,000
EQUIPMENT			
Maintenance	6,470	680	7,150
Parts and Supplies	4,977	523	5,500
Hardware	14,569	1,531	16,100
TOTAL FY `16 UPWP	\$763,569	\$80,247	\$843,817

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `16
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		7,239	162,180	169,419
Long Range Plan		163	3,654	3,818
Short Range Plan		3,539	79,288	82,827
TIP		213	4,769	4,982
Surveillance		460	10,315	10,775
Public Information	6,400	1,465	32,824	40,689
Product Development		3,356	75,191	78,547
Technical Assistance, Service, Research, and Training	15,200	3,644	81,630	100,474
TOTALS	\$21,600	\$20,080	\$449,850	\$491,530