



Unified Planning Work Program

Federal Fiscal
Year 2018

October 1, 2017 - September 30, 2018



Cheyenne Area Metropolitan Planning Organization

Unified Planning Work Program and Consolidated Planning Grant

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

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INTRODUCTION

Purpose

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

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

The Cheyenne MPO continues to successfully utilize the Consolidated Planning Grant (CPG). The CPG combines the Federal Highway Administration's Planning Funds (PL) and the Federal Transit Administration's 5303 Planning Funds into one budget and at the 90.49/9.51 federal matching ratios. The CPG allows the Policy Committee to access Transit 5303 Planning Funds and use those funds for any transportation planning needs. The MPO bills Wyoming Department of Transportation (WYDOT) for the monthly activities. WYDOT in turn receives federal reimbursement from 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.

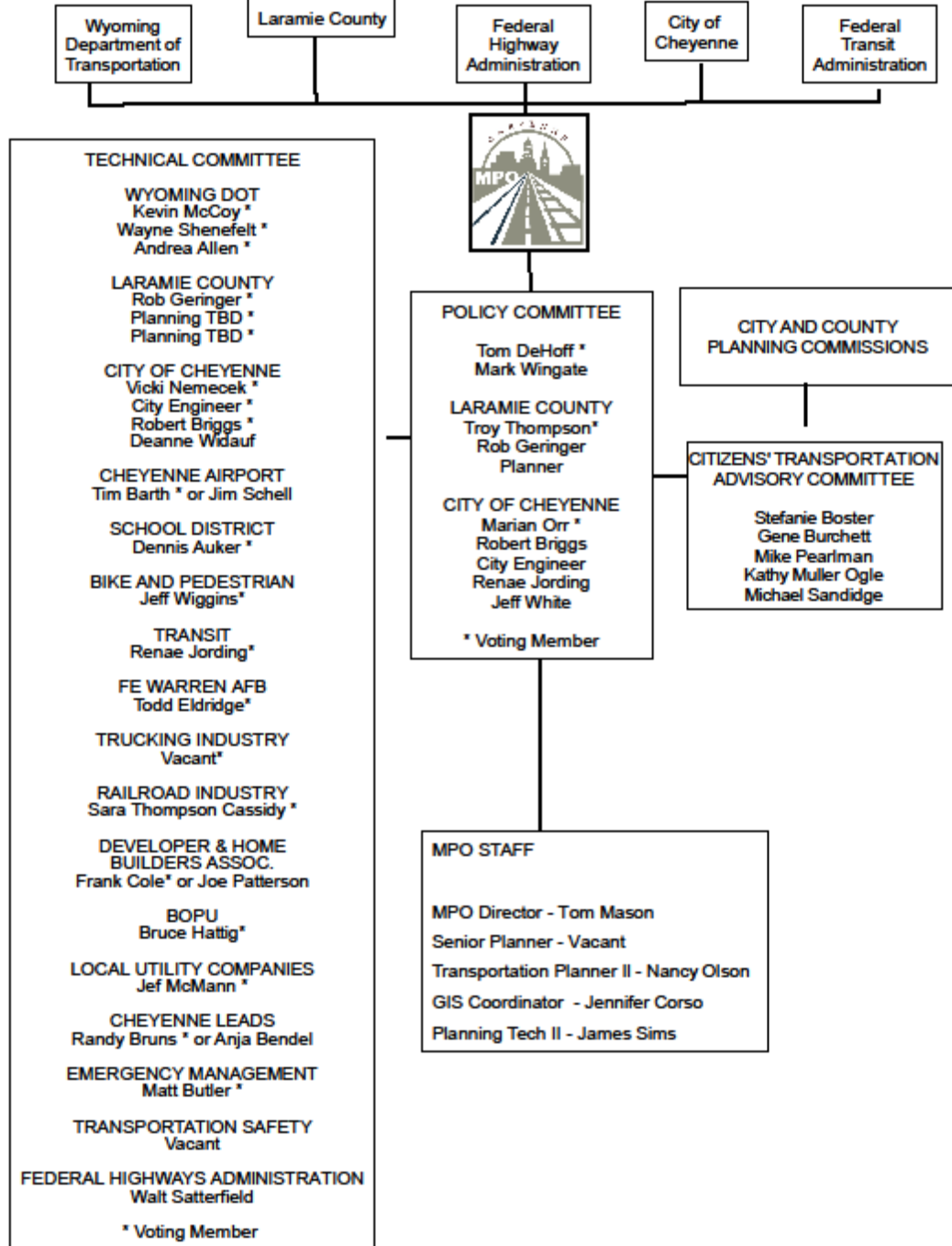
The UPWP and the TIP are submitted to the State of Wyoming Planning Coordinator and the Air Quality Division of the Wyoming Environmental Quality Department. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

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

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

To further facilitate coordination at the local level, all transportation planning activities are coordinated with the City Planning Services Department as well as the County Planning Office and 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: 9/29/2017

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 Rocky Mountain 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 growth. Population change from 2011 to 2016 for the city was 60,219 to 64,019; a 1.26% change per year. The county population change from 2011 to 2015 was 92,447 to 98,136; a 1.23% change per year. Along with continued positive business development there are signs that Cheyenne will continue to grow in the future. All the approved large residential subdivisions in Cheyenne are filling up. Two years ago, the Wyoming Business Council – Wyoming Rural Development Council prepared a *Cheyenne & Laramie County Housing Assessment*. The assessment demonstrated there were concerns that housing for purchase and renting were in very short supply. Due to this study, the housing market-place responded, and many residential plats and annexations came about.

In 2016 the city processed 44 site plans, 20 zone changes, and 21 final plats. Additionally, 12 variance requests and 14 conditional uses were approved by the Board of Adjustment. These numbers were much higher than 2015. There continues to be a boom in housing for Cheyenne and Laramie County and developers are helping to meet the needs addressed in the housing assessment.

Large scale developments are in the early phases of planning in all corners of Cheyenne. Developers are looking at land off I-25 and Happy Jack Road south of the Air Force Base for an approximate 100 acres commercial and housing subdivision. The development could hold up to 400 dwelling units. With this Happy Jack development, the need for Greenway extension from MLK Park to the west side of I-25 into the Air Force Base is critical. Other outdoor and park expansions along Crow Creek are important to the completion of the “loop” of the Greenway around the city.

The Sweetgrass Development on the southeast side of Cheyenne has moved forward with two very large annexations working with the City for a phased buildout. This development will add about 5,000 new dwelling units and will have a tremendous impact on the City’s infrastructure including road, water, storm water and sanitary sewer systems and recreational areas.

On the east side, Saddleridge is moving forward with their second phase which will fill out a section between Whitney, Pershing, Christensen and US 30. The Whitney Ranch is on the northeast side of town between Dell Range, Whitney, Storey and abuts the city limits on the west. It is another section of property which the developer is planning to annex and develop through a Master Plan.

Commercial activity keeps moving along. The Microsoft Data center continues to expand and has become the largest user of power in the community. The BOPU’s work of extending a 42” waterline and 24” sewer main around the southern side of the city is nearing completion. Development in the Swan Ranch Rail Logistics Park continues despite a slowdown in new oil exploration in the Niobrara Oil Formation. The Cheyenne Business Parkway (belonging to Cheyenne LEADS) and the Campstool Business Development area continues to grow due to the population growth on the east side. More is anticipated once the Christensen Railroad Overpass Project gets built in 2017/18.

FE Warren Base is in the beginning steps of modernizing the ICBM Missiles which have not been upgraded in 50 years. This is going to be a large economic impact for the region during the next 10 years.

There is a growing need to address regional transportation issues. With Cheyenne at the northern edge of the Colorado Front Range the negative impacts on the transportation system due to Colorado growth will impact transportation and economic growth in Cheyenne. We wish to be included and partner with all planning efforts underway in Colorado to support good transportation solutions; whether it be passenger rail, transit or widening I-25. We need to fix this issue so DIA and access to Denver doesn't become "further" away. The Cheyenne Regional Airport has also started construction of their new Airport Terminal which has been planned in Cheyenne for decades.

The needs for non-motorized transportation systems like greenways, safer sidewalks (including safe routes to school) and safer intersection crossings for pedestrians continue to increase. While this is an indication of increasing interest in bicycling and walking, it also means that the safety of non-motorized users' needs to be addressed through multi-modal planning, which the MPO will continue addressing. The Cheyenne Transit Program total ridership generally continues to grow. (256,821 in 2011; 284,409 in 2012; 287,018 in 2013, 290,051 in 2014, 268,913 in 2015 and 277,005 in 2016). Ridership turned upward from the decline in 2015 even though the cost of fares went from \$1.00 to \$1.50 in July of 2016.

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 `17 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 `17, the Policy Committee discussed the needs of the area and helped prioritize and approve the potential projects to include in this UPWP. In the Project Development Studies section, the Policy Committee's high priority transportation planning projects are listed.

TRANSPORTATION PLANNING FUNDS

The Cheyenne MPO, CATPP (Casper Area Transportation Planning Process) and WYDOT, are working under a Consolidated Planning Grant (CPG) agreement. Transit Program 5303 Planning funds are added to the formula. Cheyenne received **53%** of Wyoming's 5303 funds. The most recent MPO Agreements were completed during FY `14. The new agreements change the funding distribution and amounts between the Casper and Cheyenne MPO's.

On December 4, 2015, President Obama signed the **Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law**. FAST - the first federal law in over a decade provides long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains focus on safety, keeps intact the established structure of the various highway-related programs, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term. Funding levels for planning are remaining 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 **\$40,424** in FY `18. The PL funds for FY `18 are an estimate based on the congressional authorization for FY `17 and may be adjusted accordingly once actual authorization is determined for FY `18.

Unencumbered funds from FY `17 are being carried-over in the FY `18 work program. The proposed budget is broken down in the following manner:

FY `18 UPWP

\$527,180.00	PL Funds
<u>228,114.00</u>	5303 @ 53%
\$755,294.00	Total Federal (90.49%)
<u>79,377.00</u>	Local Match (9.51%)
\$834,671.00	Sub-Total FY `18 UPWP
<u>35,425.00</u>	Estimated Carry-over from FY `17
\$870,096.00	TOTAL UPWP/CPG

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

WORK PROGRAM

A. ADMINISTRATION AND COORDINATION

Objective

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

Anticipated Products

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

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

Administrative Assistant work will be handled by existing staff. The Planner II will absorb the work of the Administrative Assistant and take care of the financial matters of the MPO and prepares minutes and assist in other administrative duties.

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

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	142,346	14,960	157,306

B. LONG RANGE PLAN

Objective

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

Anticipated Products

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

Work Statement

The last update to the Long-Range Transportation Plan *PlanCheyenne / Cheyenne Area Master Transportation Plan* was adopted during the spring of 2014. Our office will develop a scope-of-work and RFP to begin the Transportation Plan Update which should be completed by April of 2019.

Many performance measures were identified in the *PlanCheyenne* Update. During FY `16 the USDOT has been developing State DOT and MPO Performance Measures requirements. 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.

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

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

The CDOT and Colorado MPO's have reached out to the Cheyenne

MPO/WYDOT to help be involved with regional transportation plans.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	22,572	2,372	24,944

C. SHORT RANGE PLAN

Objective

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

Anticipated Products

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

Work Statement

This line-item accounts for any transportation related problems and issues that arise and that the MPO staff can work on. In-house planning will continue to increase 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 work by staff to assist consultants hired by MPO or CTP who are conducting Project Development Studies. MPO helps whenever possible so the consultants' charges can be kept to a minimum.

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

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

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

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	82,317	8,651	90,968

D. TRANSPORTATION IMPROVEMENT PROGRAM

Objective

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

Anticipated Products

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

Work Statement

By contacting each local jurisdiction, WYDOT, utility companies, and the Airport Board, the MPO will compile all transportation improvement projects planned for the region into a comprehensive Transportation Improvement Program. All federal projects programmed for construction must come from an approved Master Transportation Plan (*PlanCheyenne*). Federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare it at least every two years. Year 2018 is a year for only necessary updates and amendments.

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

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

All other federally mandated or required reports and work by FAST is accounted for in this line item, which can include making improvements to the MPO based on the 2013 FHWA Program Review 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 -	4,743	499	5,242

E. SURVEILLANCE

Objective

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

Anticipated Activities

- Collection of traffic volumes, turning movements, and vehicle classification counts for the City, County and MPO
- Managing the collection of traffic volumes by staff for the Federal Highway Administration's Highway Performance Monitoring System Program
- 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

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

For WYDOT, the MPO also collects Highway Performance Monitoring System sample section traffic volumes each spring/fall. For most of the counts, a consultant is hired, but staff may collect some.

The Global Positioning System is utilized when appropriate to help collect a variety of transportation and street related data such as physical features, a sign inventory, sight distance problem area, and travel time studies. This data is imported into the GIS when appropriate.

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 -	10,313	1,084	11,397

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
- Safety Education for SafeStreetsCheyenne web page
- Public Meetings and Hearings
- 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
- Up-keep of the MPO Facebook Page
- TITLE VI Work
- Telephone and personal requests for various information

Work Statement

The MPO Citizens' Advisory Committee functions as the "official" citizen input and recommendation board to the Policy Committee. In addition, the MPO utilizes the City and/or County Planning Commissions as a forum to hold formal public meetings or hearings for the adoption of plans.

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

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

The Cheyenne MPO web page is www.PlanCheyenne.org. The MPO site was developed by West Edge Collective and they will continue its over-all management.

For a second year, the MPO will select a safety emphasis to heighten awareness with the goal of reducing crashes. The most recent Crash Report will be used to select which two topics will be highlighted. This educational material will be developed by West Edge Collective but the MPO staff will disseminate the educational material on local media.

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

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 to keep the public well-informed and involved. On-going dissemination of information is accomplished by articles in the newspaper, radio, television interviews and social media. Legal and other miscellaneous advertisements will be charged to this item. The MPO e-mail address is tmason@cheyennempower.org. The MPO has hired West Edge Collective, a professional public relations specialist to increase the social media options for public involvement.

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

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

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	39,396	4,140	43,536

G. PRODUCT DEVELOPMENT

Objective

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

Anticipated Products

- Travel Demand Forecasting Model for Cheyenne
- Products developed by ArcGIS Desktop® software
- Products produced by the Traffic and Transportation Data Collection

Work Statement

In FY `14 the travel demand forecasting model was calibrated by Fehr & Peers and MPO staff. The model was utilized for the development of *PlanCheyenne*. The capability of the model is very important to the long-range planning of the MPO. The model will now be used for development scenarios and future traffic runs. The MPO purchased and maintains *TransCAD* software and pays for its annual maintenance. Our MPO Modeler, James Sims will prepare the model for the *PlanCheyenne* update.

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

Reports and other projects may be produced from the other data collected including sight distance, travel time studies, traffic signs conditions, other safety management work, etc.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	76,930	8,085	85,015

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 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 history, the MPO will continue to provide a significant level of assistance during the `18 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.

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-	82,863	8,708	91,571

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. Public Engagement Assistance
3. HPMS Traffic Counts
4. Parsley Plan
5. East Dell Range and Lincolnway Plan
6. Archer Greenway Connector
7. PlanCheyenne Update
8. SafeStreetsCheyenne

Work Statement

1. **Transit Marketing** - Cheyenne Transit Program continues marketing activities. By utilizing local media, CTP will continue to inform residents and visitors of the opportunities available to them for utilizing the City's bus system. The CTP will also start utilizing social media to advertise the system and increase ridership.
2. **Public Engagement Assistance** – The MPO will continue to enhance its public engagement strategies over the next year. Last year the MPO took big steps to establish an audience through Facebook. Work will also continue reorganizing and improving the website look and content to make it more user friendly and interesting to the community. This ongoing assistance includes some planning and strategy building for the safety awareness campaigns.
3. **HPMS Traffic Counts** - Every year the MPO collects traffic counts all around the Cheyenne Urban Area on behalf of WYDOT for the federally required *Highway Performance Monitoring System*. The counts can be collected in the spring or fall. A traffic count collection company is hired to do this work.
4. **Parsley Plan** - Parsley Boulevard is an important north/south connector in Southwest Cheyenne and provides much needed access to the residential areas and ensures a vital alternative for traffic to get from downtown to College Drive without using either South Greeley Highway or Southwest Drive. Traffic continues to increase on this two-lane rural road. The bridge over I-80 needs better pedestrian facilities and WYDOT plans to rebuild it since it has been hit many times from traffic below on the interstate. A 35 % design will look at the Parsley Boulevard corridor and its adjoining intersections and how it can continue to serve as an important multimodal connector.

- 5. East Dell Range and Lincolnway Plan** – In 2008 the MPO completed a corridor plan for Dell Range and Lincolnway between College Drive and the Christensen Road intersection. This work also planned the future Christensen Railroad Overpass and Corridor between Commerce Circle and US 30. Since 2008 there has been much development in the area, the Christensen Project will start construction in 2019, and WYDOT made safety improvements at major intersections along US 30. With Christensen soon opening a major connection to the I-80/Campstool Interchange and traffic is increasing in the area, WYDOT is interested in reviewing, planning and reconstructing US 30 between Pershing east to the Archer I-80 Interchange within a few years. This review and planning work will confirm the final relocation of the Dell Range intersection with US 30. Additionally, Dell Range from College Drive east to US 30 will be reviewed again. Traffic pressures are increasing and how Dell Range and the other roads in this area are to be reconstructed to improve access control and the prioritization of them needs to be determined.
- 6. Archer Greenway Connector** – The Cheyenne Greenway is expanding eastward with a soft surface trail planned for construction along the abandoned Chicago, Burlington & Quincy Railroad which ends at Campstool Road south of I-80. Laramie County has developed property called “Archer” which is south of the I-80 and Archer Interchange. Many Laramie County services are provided in the area. Residential development is also taking place between Campstool and Archer. This plan will lay out a 10% conceptual Greenway path alignment to connect existing greenway with the Archer Complex.
- 7. PlanCheyenne Update** – The Master Transportation Plan, *PlanCheyenne* was last updated and adopted in April 2014. To keep with the federal requirement of updating the transportation plan every five years the Cheyenne MPO will start the process of preparing a scope-of-work and advertising a request for proposal so that by April 2018 a contract is signed and the project started. The *PlanCheyenne* Update will be a two-fiscal year funded project with the anticipated completion being in April 2019. Unlike the original 2006 *PlanCheyenne* or its 2014 update, this second update will only focus on the Land Use and Transportation Plan.
- 8. SafeStreetsCheyenne** – Last fiscal year the MPO conducted two major safety education campaigns which were built around a new webpage called <http://safestreetscheyenne.com/>. One was roundabout driving education specifically for the Pershing and Converse Roundabout. The second was bicycle safety. These two campaigns were successful and well received, therefore we plan to do one or more campaigns this coming year. We will utilize the data from the *2016 Crash Report* to see which travel mode needs attention to decide which safety program to emphasize.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and the Cheyenne Transit Program

Level of Work

	<u>Federal</u>	<u>Local</u>	<u>Total</u>
1. Transit Marketing	5,429	571	6,000
2. Public Engagement Assistance	19,003	1,997	21,000
3. HPMS Traffic Counts	13,574	1,426	15,000
4. Parsley Plan	46,030	4,837	50,867
5. East Dell Range and Lincolnway	72,392	7,608	80,000
6. Archer Greenway Connector	18,098	1,902	20,000
7. PlanCheyenne Update	85,966	9,034	95,000
8. SafeStreetsCheyenne	<u>23,527</u>	<u>2,473</u>	<u>26,000</u>
SUB TOTAL	\$284,019	\$29,848	\$313,867

FY `17 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered from FY `17. Work on them by staff and/or consultant will continue into FY `18. The amount stated are the encumbered amounts remaining at the end of September 2017.

1. ***Converse Avenue and the Dell Range and Converse Intersection*** – Work on this project started in August 2016 by HDR. A 35% plan has been prepared for Converse between Dell Range and Ogden. The Converse and Dell Range intersection was analyzed for a potential redesign to increase safety. All work on this project was completed with the planning document finished. All that remains is the plan approval by the MPO Policy Committee and the City Governing Body. The amount remaining on the contract is \$11.
2. ***Public Relations Assistance*** – West Edge Collective was hired to help the MPO develop a Facebook page and update our webpage. The amount remaining on the contract through the end of December 2017 is \$9,600.
3. ***Reed Railroad Corridor Plan*** – Kimley-Horn started work on this planning project starting March 2017. The rail corridor along Reed Avenue is a highlight of the West Edge District. The primary function of this corridor will be to provide a dedicated transportation zone for pedestrians and bicycle traffic while setting the stage for economic development in the historic industrial area. The Burlington Northern Santa Fe (BNSF) rail spur will remain in operation within this public right-of-way providing for a very unique atmosphere along the corridor for shopping, dining, working and urban living. The amount remaining on the contract was \$39,122.
4. ***Sun Valley Greenway Connector*** – Ayres & Associates started work on this project March 2017. The purpose of the project was to find a route for the

connection of the Cheyenne Greenway from the Sun Valley neighborhood south over the UPRR tracks near College Drive to Campstool Road near the Walmart and Burlington Trail intersection. The planning project is nearing completion. The amount remaining on the contract was \$28,938.

5. ***Whitney Road Plan*** – AVI p.c. started work on this project in February 2017. The project for Whitney Road is between US 30 and Storey Boulevard. It is a narrow county road and has been greatly impacted from nearby developments such as Saddleridge and many ranchettes to the north. The intersections with US 30 and Dell Range are stop controlled and are nearing warrants for traffic signals. North of Dell Range the rural road is also impacted with existing and future developments but is also affected by the steep 7% grade which becomes treacherous in winter conditions. This project will determine future design needs to handle expected traffic. The planning project is about half of the way complete with public input about ready to start. The amount remaining on the contract was \$36,737.
6. ***Cheyenne Frontier Days Traffic Study and Transportation Plan*** – Ayres & Associates started work on this project in July 2017 by collecting data during the Cheyenne Frontier Days celebration. The goal is to develop a more efficient, effective and safer transportation and traffic pattern for pedestrians, vehicles and park n' ride operations. A transportation plan will also be prepared for the CFD long-range master plan. Early FY `18 public input will take place and the plan will go through adoption. The amount remaining on the contract was \$62,494.
7. ***Traffic Counts*** – All Traffic Data collected traffic counts at approximately 170 locations during the first week of September 2017. This \$15,350 contract will be paid in full once the quality control is conducted.

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 Transit Route Planning Software
- Hardware to connect new MPO Office with the City computer Server
- Furniture for new Office Space

Work Statement

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

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.

Since the MPO Office is moving from the City Building to a new office space hardware was needed to make a direct connection between the MPO's computers to the City Computer Server so staff has access to our files and GIS data.

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

The CTP requests additional funds (\$10,000) in the Software line to purchase Route Planning Software. This will be used to grow, expand and plan for new transit routes.

Given the new office space some new furniture might be needed to fit the new areas.

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	\$16,333	\$1,717	\$18,050
Maintenance	8,325	875	9,200
Hardware	17,193	1,807	19,000
TOTAL	\$41,851	\$4,399	\$46,250

2018 FINANCIAL TABLE

MPO 2018 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	142,346	14,960	157,306
Long Range Plan	22,572	2,372	24,944
Short Range Plan	82,317	8,651	90,968
Transportation Improvement Plan	4,743	499	5,242
Surveillance	10,313	1,084	11,397
Public Information	39,396	4,140	43,536
Product Development	76,930	8,085	85,015
Technical Assistance, Service, Research, and Training	82,863	8,708	91,571
PROJECT DEVELOPMENT STUDIES			
Transit Marketing	5,429	571	6,000
Public Engagement Assistance	19,003	1,997	21,000
HPMS Traffic Counts	13,574	1,426	15,000
Parsley Plan	43,030	4,837	50,867
East Dell Range and Lincolnway	72,392	7,608	80,000
Archer Greenway Connector	18,098	1,902	20,000
PlanCheyenne Update	85,966	9,034	95,000
SafeStreetsCheyenne	23,527	2,473	26,000
EQUIPMENT			
Maintenance	8,325	875	9,200
Parts and Supplies	16,333	1,717	18,050
Hardware	17,193	1,807	19,000
TOTAL FY `18 UPWP	\$784,350	\$82,746	\$870,096

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

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `18
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		16,866	140,440	157,306
Long Range Plan		2,674	22,270	24,944
Short Range Plan		9,753	81,215	90,968
TIP		562	4,680	5,242
Surveillance		1,222	10,175	11,397
Public Information	9,900	3,606	30,030	43,536
Product Development		9,115	75,900	85,015
Technical Assistance, Service, Research, and Training	13,400	8,381	69,790	91,571
TOTALS	\$23,300	\$52,179	\$434,500	\$509,979

Overhead includes: Postage, Telephone, Fleet Maintenance, City Cost Allocation, Rent, Utilities and Moving Expenses. The Cheyenne MPO is moving out of the City Building to a new location in November 2017. The new address will be 615 West 20th Street, Cheyenne, WY 82001.



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

Wyoming Division

October 30, 2017

2617 E. Lincolnway, Suite D
Cheyenne, WY 82001

Mr. William T. "Bill" Panos
Director
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009-33401

**SUBJECT: Approval: FY2018 Unified Planning Work Program (UPWP) for the
Cheyenne Metropolitan Planning Organization (MPO)**

Dear Mr. Panos:

The Cheyenne MPO Policy Committee has approved the UPWP for FY2018 (October 1, 2017 to September 30, 2018) and authorized its submittal to the Wyoming Department of Transportation (WYDOT). Your Planning Staff has reviewed the UPWP and finds that it is substantially in compliance with the applicable Federal directives. After reviewing the document, this office concurs.

As requested, the UPWP is approved. This approval was accomplished for both Federal agencies using the procedures of the Consolidated Planning Grant agreement between the FHWA, Wyoming Division and the FTA, Region 8 Office, executed on September 3, 2014.

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

We recommend that the Cheyenne MPO continue to develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes, as articulated in the MPO Transportation Plan. The Cheyenne MPO will be required to establish performance targets and coordinate with WYDOT in target setting and reporting in the upcoming fiscal year.

The UPWP should include all planning activities that may be funded with non-Consolidated Planning Grant funds. The cooperation between your staff and the Cheyenne MPO's staff provides a planning document that will guide the transportation planning activities to be undertaken in the Cheyenne metropolitan area during the fiscal year.

If you have any questions, please contact me at 307-771-2941 or email walter.satterfield@dot.gov

Sincerely yours,



Digitally signed by WALTER
SATTERFIELD
DN: c=US, o=U.S. Government,
ou=FHWA FHWA Cheyenne WY,
ou=DOT FHWA Cheyenne WY,
cn=WALTER SATTERFIELD
Date: 2017.10.30 14:40:27 -06'00'

Walt Satterfield
Transportation Planner

cc:

Larry Squires, FTA Region 8, Lakewood, CO

Kevin McCoy, WYDOT Planning

Tom Mason, Cheyenne MPO

transmitted electronically