

MPO Policy Update



TO: Mayor Marian Orr
Commissioner Buck Holmes
Tom DeHoff, District Engineer - WYDOT

FROM: Tom Mason, MPO Director

SUBJECT: Meeting Replacement, March 26, 2020

DATE: March 26, 2020

The Cheyenne MPO Policy Committee would normally have met on March 26, 2020 but due to the restrictions put in place because of the Coronavirus this update is a replacement of the meeting. There is one action item requested for a budget amendment. It is explained below.

1. **Minutes of December 19, 2020** - are attached for your records and review.
2. **Election of Chair and Vice-Chair** – Our By-Laws call for the election of Chair and Vice-Chair in March. This can be put on hold until we meet again. Our Laramie County Commissioner representation is changing since Commission Ash has a new job.
3. **Budget Amendment for FY `20 (UPWP)** – First, the bottom-line budget total for the year was amended up by WYDOT to \$888,242. **1).** Previously the Policy Committee approved \$5,000 to AVI for their additional work on the Whitney Plan and \$6,545 to All Traffic Data for the collection of Interstate Interchange Ramp Turning-Movements. **2).** The salary section of the budget is reduced as the Senior Planner position will be changed from 9 to 6 months. We will be making an offer to a candidate for the job this week. **3).** We will double the Traffic Count line-item to \$30,000. This is because our Travel Demand Forecasting Model will be recalibrated in 2-3 years from now utilizing 2020 Census data, employment data and traffic counts. We will collect more than normal counts this fall and next year to have all the necessary data to calibrate the model for future transportation plans. **4).** City Engineering is working to develop a future construction design, traffic control and drainage improvements for Converse north of Dell Range to the future Carlson intersection. This is an important project due to the proposed private development off Carlson (450 apartment units). We request that funds from the third priority project from our budget (East Allison) be moved to this new high priority project. **5).** The Undesignated line-item was lowered to balance the budget.
4. **Update on Planning Projects**
 - a. **Whitney Plan** – Mr. Cobb is finding it difficult to find the time to complete the final chapter of the document at the present time. Once the document is complete, it will be turned over to AVI for them to finish formatting to the document. The engineering plans, however, were completed and provided to AVI. Based on recent conversations with Mr. Cobb, he intends to have the document complete and sent to AVI for formatting next week. The moment I get a final document

Planning Commission Public Hearings will be scheduled followed by the Governing Bodies and then the Policy Committee.

- b. *Municipal Complex Pedestrian Plan*** – The consultant held a Steering Committee meeting and presented the final plan and drawings. The Committee like the ideas. Project boards were placed in the Civic Center Lobby and we got a couple weekend reviews before the Civic Center was shut down. The final material was placed on our web page also. The final draft plan is now being completed and hopefully we will be attending the City Planning Commission on April 20 for the last public hearing before bringing it to the City Governing Body for certification. Policy Committee to follow.
- c. *Connect 2045 - Master Transportation Plan Update to PlanCheyenne*** - The Connect2045 plan has been progressing as scheduled. We have completed a draft Community Assessment report, which has been distributed to the project Steering Committee for review. The Community Assessment summarizes existing conditions data, forecasted future conditions for land use and regional travel demand, and highlights current and anticipated transportation deficiencies for motor vehicles, transit, bicycles, pedestrians, and transportation safety. Upcoming steps of the project focus on public and stakeholder engagement. A Steering Committee Meeting was held on March 24th and a community meeting is being planned in April. Due to the quick onset of the COVID-19 outbreak and social distancing guidelines balanced with a need to maintain the project schedule, these meetings are being converted to virtual events. At the Steering Committee meeting, Kimley-Horn and Apex used Skype to allow for screen sharing to provide the conclusions of the Community Assessment as well as an online tool called Mentimeter to have interactive exercises to prioritize project goals and future policy focus areas. A final plan to convert the community meeting to a virtual platform is still under development but will contain similar content and exercises as the Steering Committee meeting along with an opportunity for the public to begin to develop solutions to the current and anticipated transportation deficiencies.

After the stakeholder and public engagement activities are held over the next several weeks, focus will turn to finalizing the project goal statements, identifying performance measures, developing a project evaluation framework, and prioritizing potential transportation improvements.

5. Other Business

- a. The owner of our cleaning company is selling his business so there will be a new contract prepared with the new owner for the weekly cleaning of our rental office.
- b. As with the rest of the City Building the MPO staff is working from home. We have been keeping busy. City I.T. has done a great job keeping us all connected virtually so that we can continue working and getting things done.
- c. Next meeting unknown