



Unified Planning Work Program

Federal Fiscal
Year 2021

October 1, 2020 - September 30, 2021



Draft

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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Draft

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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 FHWA. 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. Much of the coordination of the program and the discussion related to transportation issues takes place within the Policy Committee.

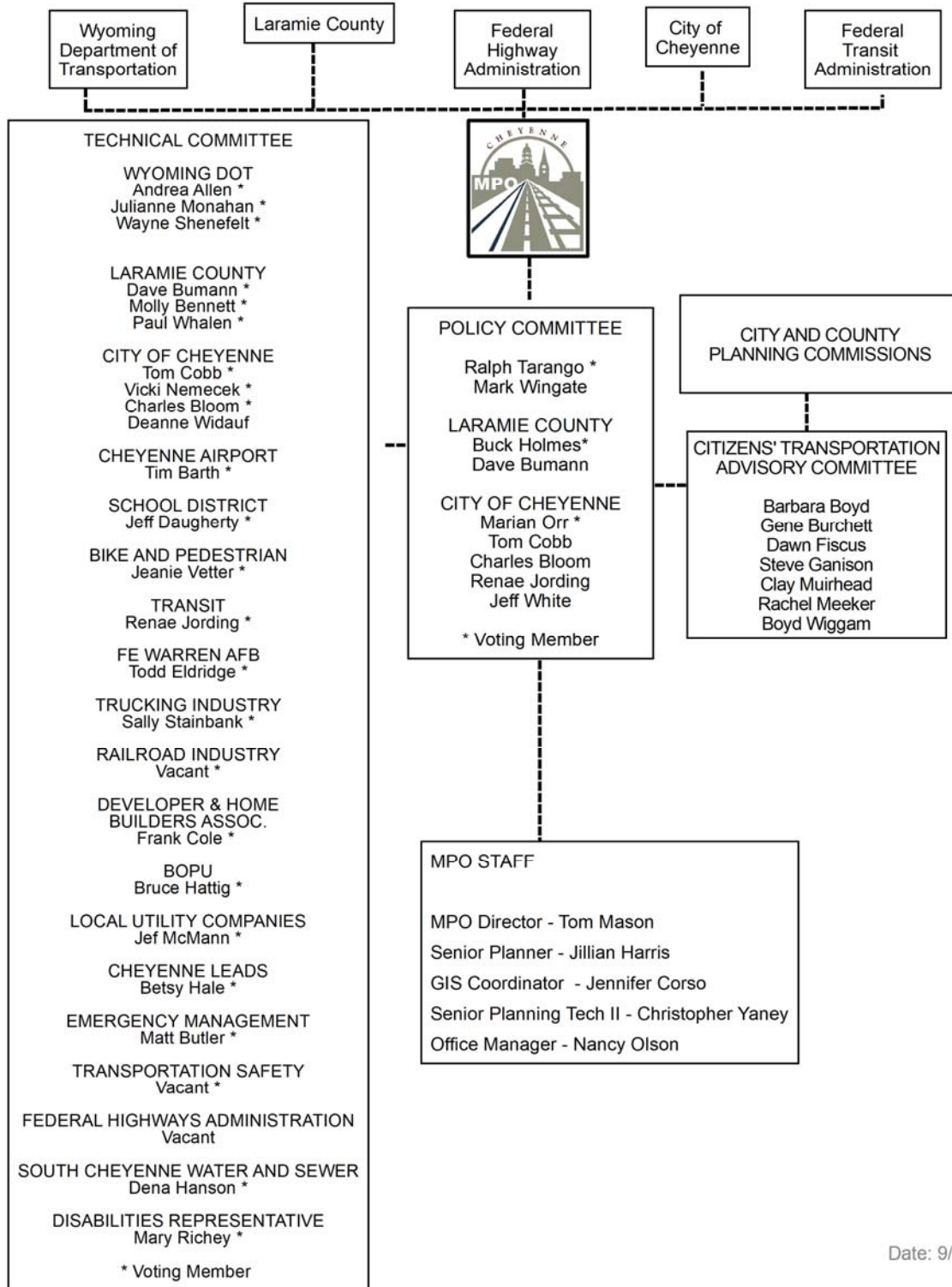
Coordination and expertise at the technical level is provided by a variety of

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 and Development Department as well as the County Planning Office and Public Works. This assures coordination and interrelation 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 jurisdiction concerns.

Organization Chart for the Cheyenne Metropolitan Planning Organization



Date: 9/16/2020

Planning Priorities

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Planning Priorities

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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.

On December 4, 2015, the President 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 moved 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 FAST Act however, will expire September 30, 2020 and there is now uncertainty how quickly Congress is approve a new Transportation Authorization Act. Different House and Senate Bills have been proposed but since this is an election year it is unknown when a compromised bill we be approved and signed by the current President.

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 **\$42,235** in FY '21.

Unencumbered funds from FY '20 are being carried over in the FY '21 work program. Once the final unencumbered carry-over funds from FY '20 are known, this UPWP will be amended. The proposed budget is broken down in the following manner:

FY '21 UPWP	
\$542,625.00	PL Funds
<u>261,146.00</u>	5303 @ 53%
\$803,770.00	Total Federal (90.49%)
<u>84,471.00</u>	Local Match (9.51%)
\$888,242.00	Sub-Total FY '21 UPWP
<u>240,100.00</u>	Estimated Carry-over from FY '20
\$1,128,342.00	TOTAL UPWP/CPG

WORK PROGRAM

A. ADMINISTRATION AND COORDINATION

Objective

This category includes all administrative and management functions of the Cheyenne Metropolitan Planning Organization. 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 Manager Work

Work Statement

Work under this item contains, in a broad sense, all administration, 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.

The MPO Master and Financial Agreements are out of date and should be updated.

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 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.

Existing staff handles Office Manager work. Work by this position processes all financial actions along with the preparation of minutes and 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 -	157,400	16,541	173,941

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 *Connect 2045, the PlanCheyenne Master Transportation* and the *Cheyenne Area Comprehensive Land Use 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 Rail and Highway Transportation Plans

Work Statement

The last major update to the Long-Range Transportation Plan *PlanCheyenne / Cheyenne Area Master Transportation Plan* was adopted during the spring of 2014. The contract for this Plan Update was signed in May 2019, however, since the new update would not be completed until approximately December 2020, there was a need to prepare an Interim Master Transportation Plan during FY '20 as *PlanCheyenne* had expired in April 2020. The plan update is well underway and it is anticipated to be complete during the first part of FY '21. Work on this Plan Update, entitled *Connect 2045*, will be our major project during the first quarter of FY '21 until it is adopted.

Performance measures review and development is being developed with *Connect 2045*. However, during FY '19 WYDOT and the Wyoming MPO's worked together to complete the development of our local Performance Measures and targets. Once *Connect 2045* is complete we will see if any measures or targets will be adjusted.

The MPO has completely updated our socioeconomic forecasts and land-use data for the maintenance and calibration of the Travel Demand Forecasting Model which was used for *Connect 2045*. The model is utilized by the City, County, developers, and professional consultants to help provide answers to future development questions. MPO staff will continue to work and utilize the model appropriately.

The year 2020 was a U.S. Census. When any data is made available by the Federal or State data centers MPO staff will work with it as the MPO is the

clearinghouse of Census data for the city and county.

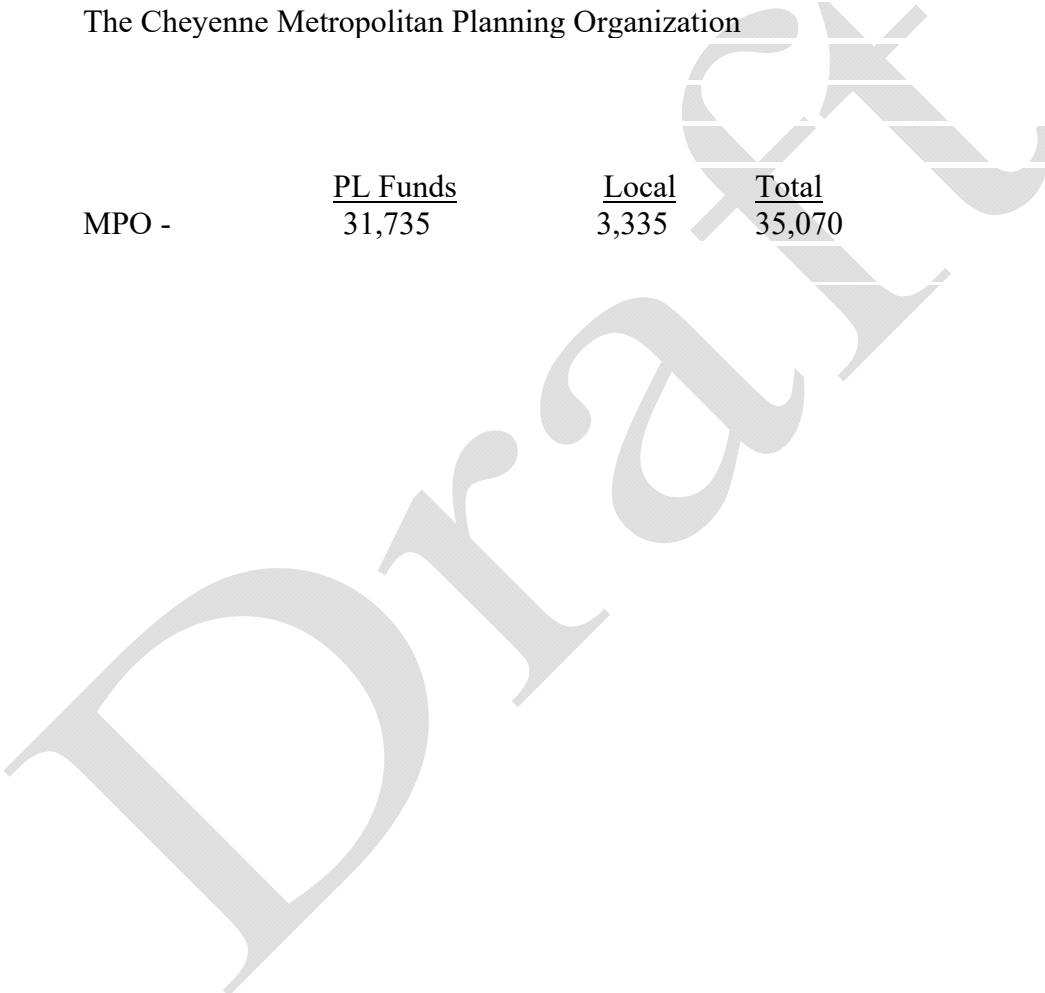
The Colorado Department of Transportation and MPO's have continued on the development of Passenger Rail studies and plans along the Front Range. The Cheyenne MPO will become more actively involved in this work including possibly managing a study for Wyoming's involvement in the passenger rail equation and with other regional transportation plans.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	31,735	3,335	35,070



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
- 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

This line-item accounts for any transportation related problems and issues that arise and that the MPO staff works on. In-house planning will continue to increase as many unexpected planning issues arise during the year which must be addressed. If time permits, staff will work on *Neighborhood Traffic Management Plan* applications if they come in.

This line item includes work by staff to assist consultants hired by MPO or CTP who are conducting Project Development Studies. MPO provides assistance whenever possible to keep the consultants' charges potentially lower.

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

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 -	45,948	4,829	50,777

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, non-motorized, transit, transportation enhancement activities, and safety projects 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 or the next transportation bill requirements

Work Statement

By contacting each local jurisdiction, and WYDOT, 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 (*Connect 2045*). Federal law states that TIPs only need to be prepared once every four years, but the Cheyenne MPO will prepare it every two years. Year 2021 is a year for a full update, amendments will be done as needed.

Through the GIS we have been working on developing a Web Based Interactive transportation project and past planning project map. This work was started in FY `18 and it will continue it is continually updated and improved.

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.

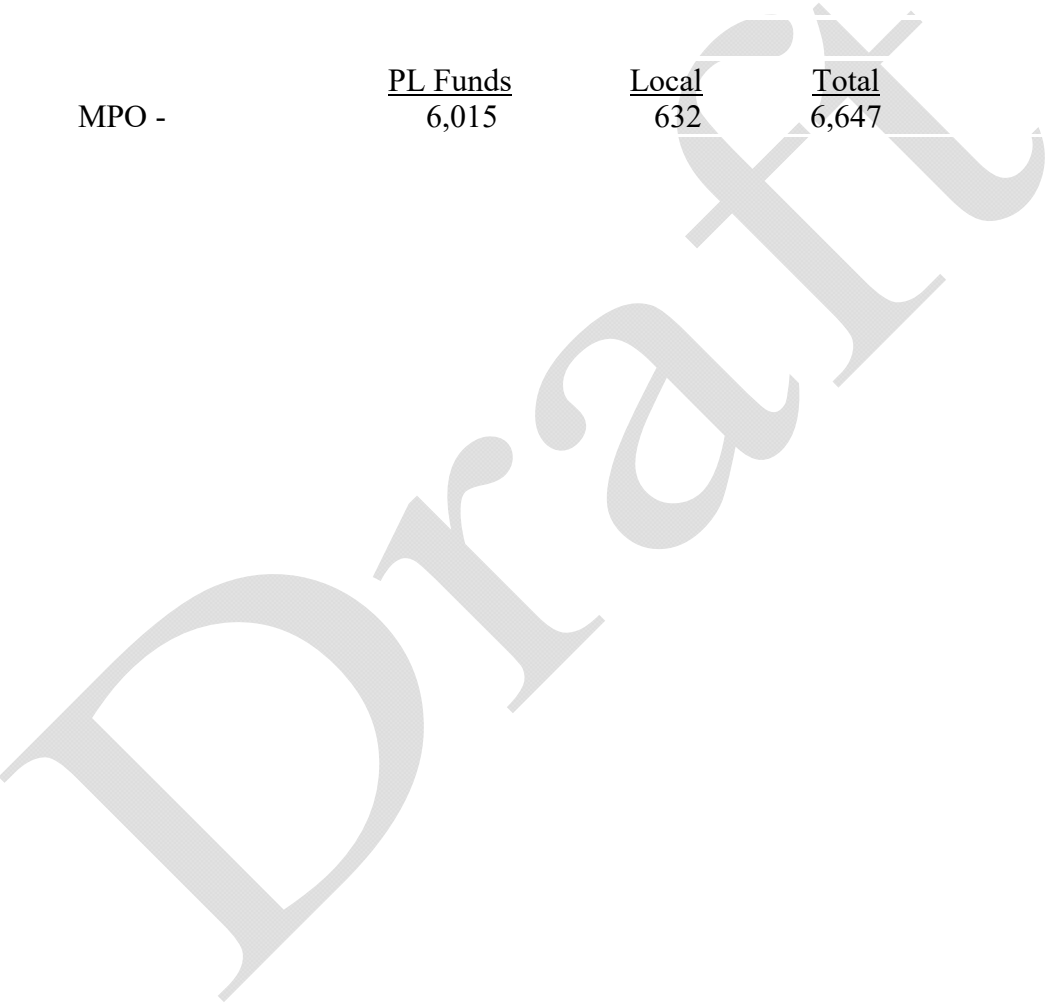
All other federally mandated or required reports and work by FAST is accounted for in this line item.

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 -	6,015	632	6,647



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

- In-house 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 (HPMS)
- Collection of traffic data for traffic engineering analysis
- Collection of data by the Global Positioning System Equipment
- Collection of data for the Transportation Performance Management Systems
Pavement Condition
Safety Data
- 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 HPMS sample section traffic volumes each spring or fall. For most of the counts, a consultant is hired, but staff may collect some.

Our Planning Technician, Christopher Yaney specializes in many transportation and traffic subjects including traffic engineering and pavement management. He has started to assist in the redevelopment of the City's Pavement Management Program in FY '20. He will become more involved in FY '21. We have also offered his pavement management expertise to the County. This line-item tracks the data collection part of traffic engineering and the management systems, whereas, the Product Development line-item deals with the analysis and the production of the results.

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 -	26,555	2,791	29,346

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.com web page
- Public Meetings and Hearings
- Annual Crash Report
- Multi-media presentations
- Media releases, legal ads, and publicity
- Miscellaneous reports and maps
- Internal 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. West Edge Collective developed the MPO website and they will continue its over-all management.

With the *PlanCheyenne Update* called *Connect 2045* underway, public involvement and input will be very important to the process. West Edge Collective's contract with the MPO was expanded during the development of *Connect 2045* to provide us the heightened platform and presentation of public engagement. This will end once *Connect 2045* is adopted approximately in December 2020. WEC's work will go back to a normal level at that time.

If time allows, the MPO will prepare a Crash Report ('17-'20) as one did not get prepared in FY '20 due to workload issues.

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, legal ads, meeting room rentals, posters, and individual notifications through the mail, etc.

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 -	33,742	3,546	37,288

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
- Products and recommendations for the Regional Pavement and Safety Management Systems

Work Statement

In FY `14 the travel demand-forecasting model was calibrated by Fehr & Peers and MPO staff. Last year Kimley-Horn and MPO staff recalibrated the model for the new *PlanCheyenne-Connect 2045* Update. The capability of the model is very important to the long-range planning of the MPO. The model will be used for developing scenarios and future traffic runs. The MPO purchased and maintains *TransCAD* software and pays for its annual maintenance.

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 but not limited to sight distance, travel time studies, traffic signs conditions, other safety management work, etc.

Staff will work with the data and Paver software to develop Pavement Management recommendations for the City and County. Traffic crash data will be worked with to develop safety improvements recommendations.

Responsible Agency

The Cheyenne Metropolitan Planning Organization

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
MPO -	81,144	8,528	89,672

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 -Connect 2045*.

MPO staff provides GIS software training to other City and County employees. 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 tradition, the MPO will continue to aid local staff during the '21 work program. In addition, the MPO 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. Training in FY '20 was not done at all after March 1 due to the COVID-19 shutdown.

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.

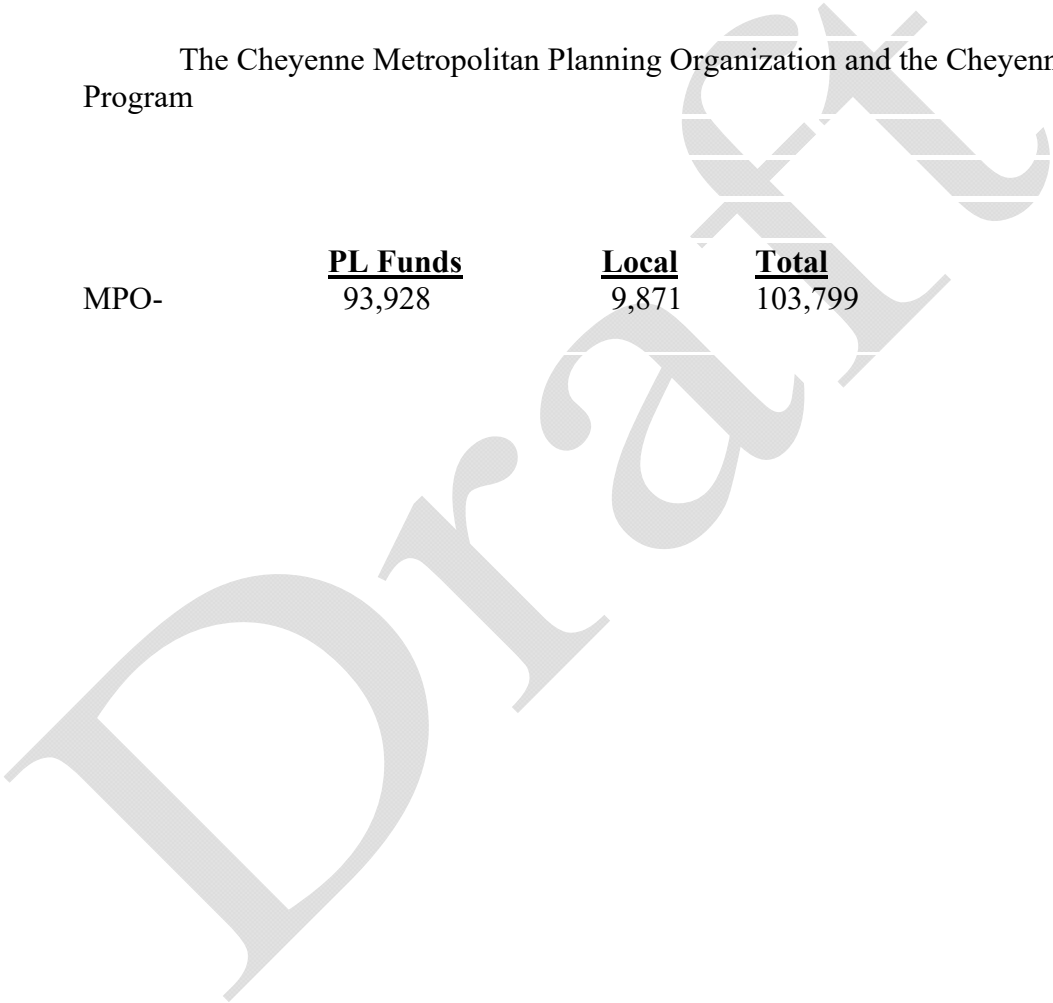
Time is also spent reading federal regulations, and technical and policy literature to keep up with the events that have a direct and indirect effect on the planning efforts of the office. Dues for professional and local organizations plus subscriptions to professional magazines and journals are accounted 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-	93,928	9,871	103,799



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. Converse Avenue Traffic and Drainage
3. General Public Engagement Assistance
4. HPMS Traffic Counts
5. Walterscheid Ave Corridor Plan
6. Avenue C Corridor Plan
7. East Allison Road Corridor Plan
8. Transit Development Plan
9. Henderson Greenway Plan

Work Statement

1. **Transit Marketing** - Cheyenne Transit Program continues marketing activities. By utilizing local media, CTP will continue to inform residents and visitors of the opportunities available to them for utilizing the City's bus system. The CTP will expand the utilization of social media to advertise the system and increase ridership.
2. **Converse Avenue Traffic and Drainage** – This project was programmed in FY '20. The RFP was prepared, proposals received, and interviews will be held before the end of September 2020. Therefore, the contract with the selected consultant will be approved in October 2020. This planning project will prepare a 35% plan between Dell Range Blvd, and the future Carlson Road intersection for the road reconstruction and drainage requirements.
3. **General Public Engagement Assistance** – The MPO will continue our contract with West Edge Collective for Public Engagement. WEC will assist us with public input, advertisements and engagement for our normal work and other planning projects which are programmed. Our contract with WEC will be for 12 months starting December 1.
4. **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.
5. **Walterscheid Avenue Corridor Plan** – The project was programmed in FY '20 but not started, therefore, is being carried-over into FY '21. Located between Deming

Drive on the north and College Drive on the south, this 1.3 mile segment has not been studied or planned by the MPO as of yet. It is mostly a rural section, but a few sections have been built as urban with new city developments on its edge. There is also a Greenway underpass that was built near the Boy's and Girl's Club. Between West Allison and College Drive the road is split down the middle with City jurisdiction on the west side of the right-of-way and County jurisdiction on the east side of the right-of-way. The MPO recently completed a corridor plan for Parsley Road that is a companion north/south corridor. Walterscheid will now be studied to show how this corridor should be rebuilt to handle future traffic in this growing area of Cheyenne.

6. **Avenue C Corridor Plan** – The project was programmed in FY `20 but not started, therefore, is being carried-over into FY `21. Another major north/south road south of College Drive to the South Greeley and High Plains Road intersection will be studied and analyzed to determine its need to provide traffic relief from the new Sweetgrass subdivision. Avenue C north of College was rebuilt about 10 years ago, but the extension of Avenue C south of College has not been reviewed. There is drainage that parallels this corridor that will be analyzed along with the corridor demands.
7. **East Allison Road Corridor Plan** – The project was programmed in FY `20 but not started, therefore, is being carried-over into FY `21. In 2010 the MPO prepared a plan for West Allison between South Greeley Highway west to Cribbon. Since then that entire road has been rebuilt to accommodate the traffic and pedestrian demands due to the construction of South High School. Now East Allison Road will be studied and planned from South Greeley Highway east to Avenue C and further into the Niobrara Energy Park connecting the platted rights-of-ways. Allison is halfway between Fox Farm Road and College Drive and functions as a major collector. East Allison is currently a very narrow rural road section but has important generators of traffic on it. This study will help determine how it should be rebuilt to handle the traffic on it, as a collector should.
8. **Transit Development Plan** – *Connect 2045* recommends that the Transit Development Plan be updated. It was last done in 2013. Since then, there have been many changes to the CTP including funding uncertainties, technology updates, expanded route changes, new employment and housing areas to cover and an upcoming transit center change. Further outreach including surveys and public meetings are recommended before investing in service expansion. As routes are altered with the new transit center, there is an opportune time for new routes or service changes to be rolled out. Since seniors are anticipated to be a growing portion of the city's residents and a group that could be increasingly transit-dependent, investments to understand their service needs is recommended.
9. **Henderson Greenway Plan** – The City just built a new Greenway connector from Belaire Ave. south to and connecting with the Greenway paralleling the UPRR trail.

This project would plan a path south from the Greenway underpass on Windmill Road, turn west on East Pershing to the Henderson Drive intersection, turn southeast on Henderson Drive to Lincolnway and then hook up with the Henderson Drainage Ditch and continue southeast to Nationway eventually connecting to the new Greenway described above. This would include reviewing the possibility of underpasses at both Nationway and Lincolnway, connect Henderson Elementary and several under-served neighborhoods. A road-diet will be considered for Henderson between Lincolnway and Pershing to fit-in the Greenway along the street.

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. Converse Avenue Traffic and Drainage Plan	81,441	8,559	90,000
3. Public Engagement Assist.	21,718	2,282	24,000
4. HPMS Traffic Counts	27,147	2,853	30,000
5. Walterscheid Ave Corridor Plan	58,818	6,182	65,000
6. Avenue C Corridor Plan	54,294	5,706	60,000
7. East Allison Road Corridor Plan	49,770	5,230	55,000
8. Transit Development Plan	106,992	11,244	118,236
9. Henderson Greenway Plan	54,444	5,722	60,166
SUB TOTAL	\$460,053	\$48,349	\$508,402

FY `20 ENCUMBERED CARRY-OVER PROJECTS

The projects listed below are work items that have been encumbered from FY `20. Work on them by staff and/or consultant will continue into FY `21. The amounts stated are the encumbered amounts remaining at the end of August 2020.

1. **Public Relations Assistance** – The contract with West Edge Collective continues through November 30, 2020. The amount remaining on the FY `19 contract was \$21,533.
2. **Traffic Counts** – The bid to collect traffic counts this fall are out and advertised. We intend to collect 224 – 24-hour counts and 10 – classification counts. Once a contractor is selected, they will collect these counts during September and October 2020. We have budgeted \$30,000 for the project.
3. **PlanCheyenne Update** – This project’s contract was signed in May 2019 for a total of \$352,924 with Kimley-Horn. Most of the work and budget is completed and there is \$40,070 remaining to be billed. It is anticipated that the Plan will be fully completed and adopted by the end of December 2020.

4. ***East Park Greenway and Drainage Plan*** – At the end of the fiscal year a consultant was selected, and the contract was going through its final approval by September 28, 2020. The contract cost is \$68,030.
5. ***Whitney Plan Finishing Work*** – The long-awaited Whitney Plan was completed and beginning its adoption process at the end of FY '20. The remaining budgeted amount of \$3,000 was in place for any work remaining to be done by AVI, p.c. The final amount that AVI might bill us for was not known by September 19.

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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 software, tools and equipment will assist with that work.

Anticipated Products

- Miscellaneous Office Parts, Supplies and Stationary
- Traffic Counter Parts and Supply
- Transit Routing and Ride Scheduling Software
- Software Annual Maintenance Support
- Office Copier Lease and Supplies
- Miscellaneous Hardware including Computers, Devices, Traffic Counters and Geographic Information System Hardware for MPO and Transit
- MPO Vehicle

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. Software licensing includes: ESRI Enterprise, TransCAD and the MPO's share of the City's AutoCAD 3D. The CTP requests annual software licensing of \$10,000 in the Software line to purchase ReMix Route Planning Software. It is being used to grow, expand and plan for new transit routes. A new software call Transit Spare will be purchased to schedule rides for CTP users.

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

The Transit and MPO office printer/copier/scanner are leased. The MPO needs to add a new used vehicle for getting around the urban area and travel outside the area to conferences and workshops. The current vehicle will be retained, even though it has been totaled by hail for Mr. Yaney to use for traffic counting and studies.

Responsible Agency

The Cheyenne Metropolitan Planning Organization and Cheyenne Transit Program

Level of Work

	<u>PL Funds</u>	<u>Local</u>	<u>Total</u>
Software & Software Maintenance	\$43,842	\$4,608	\$48,450
Parts, Supplies, and Small Maintenance	9,094	956	10,050
Hardware & Equipment	31,581	3,319	34,900
TOTAL	\$84,517	\$8,883	\$93,400

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2021 FINANCIAL TABLE

MPO 2021 WORK PROGRAM	FEDERAL FUNDS	LOCAL FUNDS	TOTAL FUNDS
Administration and Coordination	\$157,400	\$16,541	\$173,941
Long Range Plan	\$31,735	\$3,335	\$35,070
Short Range Plan	\$45,948	\$4,829	\$50,777
Transportation Improvement Plan	\$6,015	\$632	\$6,647
Surveillance	\$26,555	\$2,791	\$29,346
Public Information	\$33,742	\$3,546	\$37,288
Product Development	\$81,144	\$8,528	\$89,672
Technical Assistance, Service, Research, and Training	\$93,928	\$9,871	\$103,799
PROJECT DEVELOPMENT STUDIES			
Transit Marketing	\$5,429	\$571	\$6,000
Converse Avenue	\$81,441	\$8,559	\$90,000
Public Engagement Assistance	\$21,718	\$2,282	\$24,000
HPMS Traffic Counts	\$27,147	\$2,853	\$30,000
Walterscheid Avenue	\$58,818	\$6,182	\$65,000
Avenue C	\$54,294	\$5,706	\$60,000
East Allison	\$49,770	\$5,230	\$55,000
Transit Development Plan	\$106,992	\$11,244	\$118,236
Henderson Greenway Plan	\$54,444	\$5,722	\$60,166
EQUIPMENT			
Software	\$43,842	\$4,608	\$48,450
Parts, Supplies & Maintenance	\$9,094	\$956	\$10,050
Hardware & Equipment	\$31,581	\$3,319	\$34,900
TOTAL FY '21 UPWP	\$1,021,037	\$107,305	\$1,128,342

APPENDIX A

**BUDGET OF
SALARIES AND OVERHEAD
FOR FY `21
CHEYENNE MPO UPWP**

<i>LINE ITEM</i>	<i>OTHER EXPENSES</i>	<i>OVERHEAD</i>	<i>SALARIES AND BENEFITS</i>	<i>TOTAL</i>
Administration		\$14,111	\$159,830	\$173,941
Long Range Plan		\$2,845	\$32,225	\$35,070
Short Range Plan		\$4,119	\$46,657	\$50,776
TIP		\$539	\$6,108	\$6,647
Surveillance		\$2,381	\$26,965	\$29,346
Public Information	\$10,350	\$2,185	\$24,752	\$37,287
Product Development		\$7,275	\$82,398	\$89,673
Technical Assistance, Service, Research, and Training	\$13,400	\$7,334	\$83,065	\$103,799
TOTALS	\$23,750	\$40,790	\$462,000	\$526,539

Overhead includes: City Cost Allocation, Postage, Telephone, Fleet Maintenance and Fuel, Rent, Office and Car upkeep, and Utilities.

APENDIX B

Metropolitan Planning Factors

The Federal Transportation Bill, the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2005, A Legacy for Users* (SAFETEA-LU) created the planning factors that were to be considered by Metropolitan Planning Organizations when developing transportation plans and programs (§ 450.306(b)). The *Moving Ahead for Progress in the 21st Century Act* (MAP-21) and The *Fixing America's Surface Transportation Act* (FAST) maintained these planning factors plus added the last two involving resilience and travel. The ten metropolitan planning factors from FAST include:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

Metropolitan Planning Factors Considered in the FY '21 UPWP

UPWP Elements	Metropolitan Planning Factors									
	1	2	3	4	5	6	7	8	9	10
Administration and Coordination	x	x	x	x	x	x	x	x	x	x
Long Range Plan	x	x	x	x	x	x	x	x	x	x
Short Range Plan	x	x		x	x	x	x	x		
Transportation Improvement Program	x	x	x	x	x	x	x	x	x	x
Surveillance	x	x	x	x	x	x	x	x	x	
Public Information		x	x	x		x	x			
Product Development	x	x	x	x	x	x	x	x	x	
Technical Assistance, Service, R & T	x	x	x	x	x	x	x	x	x	x
Studies										
Transit Marketing	x	x	x	x		x				x
Converse Ave	x	x		x	x	x	x	x	x	
Public Engagement Assistance	x	x	x	x	x	x	x		x	
HPMS Traffic Counts	x	x			x	x	x			
Walterscheid Avenue	x	x		x	x	x		x		
Avenue C	x	x		x	x	x			x	
East Allison	x	x		x	x	x				
Transit Development Plan	x	x	x	x	x	x	x		x	x
Henderson Greenway Plan		x		x	x	x				x