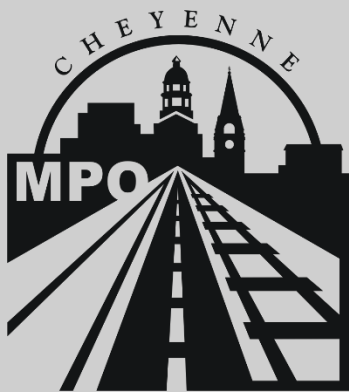


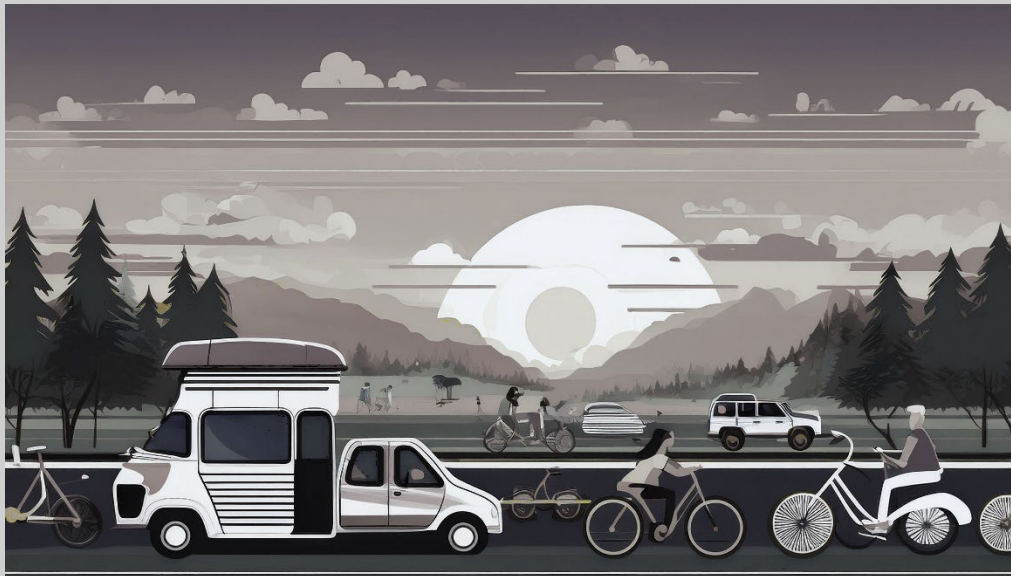
# Performance Report Oct '23 – Sept '24

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December 2024

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**Cheyenne Metropolitan  
Planning Organization**



Federal Highway Administration

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Federal Highway Administration  
Federal Transit Administration

**Approved by the MPO Policy Committee on December 18, 2024**

Patrick Collins - City of Cheyenne Mayor  
Linda Heath - Laramie County Commissioner  
Ralph Tarango - WYDOT District Engineer Agency Overview

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## **Introduction**

Title 23, Code of Federal Regulations, Section 420.117 (November 2017) requires the State to submit a performance and expenditure report from each Metropolitan Planning Organization (MPO). These reports must be submitted annually. The purpose of this report is to compare programmed activities, as described in the Unified Planning Work Program (UPWP), with actual accomplishments.

This Performance Report contains at a minimum: 1) Comparison of actual performance with established goals; 2) Progress in meeting schedules; 3) Status of expenditures in a format compatible with the work program, including a comparison of budgeted amounts and actual costs incurred; 4) Cost overruns or under runs; 5) Approved work program revisions, and 6) Other pertinent supporting data. The City of Cheyenne is the Fiscal Agent for the Cheyenne MPO. Monthly, the MPO submits an invoice to Wyoming Department of Transportation for their review and reimbursement of Federal Funds (90.49%) and to the City of Cheyenne and Laramie County for their respective share of local match (4.755% each).

# FY'24 Financial Activities

## UPWP FY '22, FY '23, & FY '24 Corrections

The overall budgets have some inconsistent allocations with encumbered/unencumbered not matching previous fiscal years carried forward from the previous UPWP Budgets. The FY '22 & FY '23 accounted used a different method for showing the budget. FY '24 followed a format that was easier and matched the City of Cheyenne financial statements. The Cheyenne MPO pulled all financial data from FY '21 to determine the true carryover for FY '22. The Cheyenne MPO wanted to establish a baseline of financial statements from FY '22 and match each fiscal year carryover forward to the FY '23 and from FY '23 to FY '24. This creates a process that allows improved financial accuracy shown in Figure 1.

UPWP FY '22, FY '23, & FY '24 Corrections			
Segments/Accounts	Corrected UPWP FY '22 Budget	Corrected UPWP FY '23 Budget	Corrected UPWP FY '24 Budget
Payroll :	\$ 503,892.91	\$ 521,490.00	\$ 512,262.83
Contractual Services :	\$ 545,028.00	\$ 519,387.00	\$ 533,849.17
Parts and Supplies :	\$ 18,644.00	\$ 10,244.00	\$ 10,200.00
Capital :	\$ -	\$ -	\$ -
Intra City :	\$ 27,200.00	\$ 43,644.00	\$ 43,644.00
Allocation Total :	\$ 1,094,764.91	\$ 1,094,765.00	\$ 1,099,956.00
Reported Previous FY Carryover:	\$ 364,184.61	\$ 60,000.00	\$ 460,000.00
Adjustment Previous FY Carryover:	\$ (88,010.00)	\$ 404,299.12	\$ 119,147.98
Adjusted Actual Future FY Carryover:	\$ 276,174.61	\$ 464,299.12	\$ 579,147.98
Reported UPWP Total:	\$ 1,458,949.61	\$ 1,154,765.00	\$ 1,546,843.58
Corrected Actual UPWP Total:	\$ 1,370,939.52	\$ 1,559,064.12	\$ 1,679,103.98

Figure 1

## FY '22 & FY '23 Financial Correction and FY '23 Financial Activities

The overall budgets have some inconsistent allocations with encumbered/unencumbered not matching previous fiscal years carried forward from the previous Performance Reports. The approved budget for Fiscal Year 2022 was \$1,094,764.91 & 2023 was \$1,094,765. Previously, the MPO had a complex methodology for tracking expenses. A simpler format matching the city budget categories was implemented to verify and show actual carryover and allocations correction for each year's financial activities for FY '22, FY '23 and FY '24. The Performance Report for FY '22, FY '23 & FY '24 are shown in figure 2 with adjustments for future carryover. In FY '22 it was reported to have \$240,029.06 for the carryover to FY '23. After reconciling the fiscal budget of FY '22 with the WYDOT billing letters, FY '22 had an increase of \$224,270.06 added to the carryover to FY '23 for a total of \$464,299.12 carried over to FY '23 budget. In reviewing FY '23 Performance report, there was no mention of any funds carried over to FY '24. When reconciling the fiscal budget of FY '23 with WYDOT billing letters, FY '23 has \$579,147.98 to be carried over to FY '24 budget. The UPWP FY '24 budget called out \$460,000 as the carryover from FY '23 budget. Once the MPO reconciled the FY '24 financial

activity with WYDOT billing letters, it was determined that \$739,607.15 is the amount to be carried over to FY '25 budget. All three FY years of the Performance Report are shown in figure 2 of the Performance Report for FY '22, FY '23 & FY '24 Financial Activities.

<b>Performance Report FY '22, FY '23 Corrections, &amp; FY '24 Financial Activities</b>			
<b>Segments/Accounts</b>	<b>Corrected Performance Report FY '22 Actual</b>	<b>Corrected Performance Report FY '23 Actual</b>	<b>Corrected Performance Report FY '24 Actual</b>
Payroll :	\$ 455,641.22	\$ 501,770.18	\$ 442,954.26
Contractual Services :	\$ 406,320.10	\$ 430,770.90	\$ 448,459.36
Parts and Supplies :	\$ 13,103.47	\$ 10,903.51	\$ 10,521.52
Capital :	\$ -	\$ -	\$ -
Intra City :	\$ 31,575.61	\$ 36,471.55	\$ 37,561.69
<b>Reported Performance Report Total:</b>	<b>\$ 854,774.94</b>	<b>\$ 1,062,301.55</b>	<b>\$ -</b>
<b>Adjusted Performance Report Total:</b>	<b>\$ 906,640.40</b>	<b>\$ 979,916.14</b>	<b>\$ 939,496.83</b>
Reported Future FY Carryover:	\$ 240,029.06	\$ -	\$ -
Adjustment Future FY Carryover:	\$ 224,270.06	\$ 579,147.98	\$ 739,607.15
Adjusted Future FY Carryover:	\$ 464,299.12	\$ 579,147.98	\$ 739,607.15
<b>Reported Performance Report Total:</b>	<b>\$ 1,458,949.61</b>	<b>\$ 1,154,765.00</b>	<b>\$ 1,546,843.58</b>
<b>Corrected Actual Performance Report Total:</b>	<b>\$ 1,370,939.52</b>	<b>\$ 1,559,064.12</b>	<b>\$ 1,679,103.98</b>

Figure 2

After reviewing the UPWP FY '22, FY '23 & FY '24 corrections and the Performance Reports for FY '22, FY '23 corrections and FY '24 Financial Activities. The following is a summary of FY '24 budgeted versus actual expenses.

<b>FY '24 UPWP</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>DIFFERENCE</b>
<b>PAYROLL</b>	\$ 512,262.83	\$ 442,954.27	<b>-13.5%</b>
<b>CONTRACTUAL SERVICES</b>	\$ 519,387.00	\$ 349,845.14	<b>-32.6%</b>
<b>PARTS &amp; SUPPLIES</b>	\$ 10,200.00	\$ 10,521.52	<b>3.2%</b>
<b>CAPITAL</b>	\$ -	\$ -	<b>0.0%</b>
<b>INTRA CITY</b>	\$ 43,644.00	\$ 37,561.69	<b>-13.9%</b>
<b>TOTAL</b>	\$ 1,085,493.83	\$ 840,882.62	<b>-22.5%</b>

## **Project Summaries**

### **Overview**

The Cheyenne MPO developed a work plan for FY '24. Several projects from previous fiscal years were wrapped up while quite a few new projects commenced. The following is a status summary of each project.

### **Powderhouse Road Corridor Study**

The final draft was submitted to the MPO in August for review and comment. After a few minor edits, the final presentation before the Committees was scheduled for October 4, 2023 (FY '24). At the end of the fiscal year (FY '23) there was \$8,480.62 left on the contract and completed in December 2023 (FY '24).

### **Southwest Drive Corridor Study**

Benchmark Engineering conducted the first Steering Committee meeting for this project on June 8th. There was a lot of discussion about the future plans for this corridor. It seems as though there are lots of options to explore regarding future development, and the ways to solve the problems of the College Drive intersection as well as the issue with the railroad being on the northern end of the corridor. The First Open House was held on June 21st and it was very well attended. The MPO received many surveys during the meeting and there were lots of questions and discussions from the public. At the end of the fiscal year (FY '23) there was \$75,183.07 left on the contract and completed in May 2024 (FY '24).

### **West Crow Creek Greenway**

The West Crow Creek contract with Ayers started in FY '23. The contract was placed on hold for approximately three months in FY '24 due to an Engineering Project at Missile Drive & 19<sup>th</sup> Street improvement for the intersection and the bridge replacement on 19<sup>th</sup> Street. These two projects have close ties to each other and both firms are working on best solutions for the greenway path through and around the intersection. At the end of the fiscal year (FY '23) there was \$ 134,997.54 and has \$80,818.60 at the end of FY '24 and forward to FY '25.

### **County Road Impact Fee Study**

The Laramie County Roads Impact Study by TischlerBise developed a final document and prepared to present it to the Policy Committee and Laramie County Planning Commission. This Project has been placed on hold a few times waiting for MPO's 2nd quarter Technical meeting to be approved to move forward. The contract started in FY '24 at \$97,840.00 and there was \$11,258.00 left on the contract in the start of FY '25.

### **Passenger Rail Station Site Selection Study**

The MPO hired Quandel to study multiple sites for a proposed passenger rail station in Cheyenne. Through the process, Quandel developed a matrix on all the sites and viewed pros and cons to each site. Quandel presented the findings to the steering committee with agreement to reduce the site down to three locations. Quandel presented the findings to the Passenger Rail Coalition Group and to the public open house to get feedback from the group and the public. The MPO also sent out an online survey to capture additional comments on selecting the top two locations to move forward on. The two locations that the Passenger Rail Coalition Group and the public focused on were Reed Avenue Corridor and Old Happy

Jack Rd sites. Both bring several positive aspects to developing the new passenger rail station. Quandt has started to look into how each site will work with potential new businesses, public access and parking needs. This project started in FY '24 at \$197,944.90 and will continue into FY '25 with \$165,207.68 to finish out the contract.

**Safe Routes to School**

The Safe Routes to School contract was approved to evaluate all elementary, Jr High & High Schools within the MPO boundary. The contract awarded FY '23 with \$282,523.62 to be paid from TAP grant and private funds and continued through FY '24 with \$78,005.48 carried over to FY '25.



## **Cheyenne Transit Program**

### **Mission Statement**

The mission of the Cheyenne Transit Program (CTP), a division of the City of Cheyenne's Public Works Department, is to provide safe and reliable public transportation to the members of the community and to promote self-sufficiency.

### **Special Transportation Projects**

Over the next year, CTP will be monitoring the newly implemented fixed route ridership to determine the most/least used bus stops, which may lead to small route changes in the future. CTP is contracted with local engineers and architects to enhance the property purchased at 1800 Westland Road to serve as a future transportation services hub. The project continues to move forward in 2024.

### **Training**

CTP staff attended all the required training courses in 2024 and will attend the same in 2025. There has been a turnover in staff over the past year and newly hired supervisors will be attending supervisor training and safety training. CTP is always working toward keeping safety at the forefront of their employees' minds.