



Performance Report Oct '24 – Sept '25



**Cheyenne Metropolitan
Planning Organization
December 2025**



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In coordination with:

Wyoming Department of Transportation

Federal Highway Administration

Federal Transit Administration

Approved by the MPO Policy Committee on December 3, 2025

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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 the 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'25 Financial Activities

UPWP FY '25 Correction

For FY '25, the MPO corrected the carryover amount coming forward from FY '24 to ensure consistency with the City of Cheyenne's financial format. The revised budget shown in Figure 1 includes a corrected carryover of \$296,861.32 from FY '24, resulting in a total FY '25 budget carryover of \$739,607.15 and providing a more accurate financial picture for this program year.

UPWP Corrections	'25
Segments/Accounts	Corrected UPWP FY '25 Budget
Payroll :	\$ 548,032.00
Contractual Services :	\$ 497,580.00
Parts and Supplies :	\$ 10,700.00
Capital :	\$ -
Intra City :	\$ 43,644.00
Allocation Total :	\$ 1,099,956.00
Reported Previous FY Carryover:	\$ 442,745.83
Adjustment Previous FY Carryover:	\$ 296,861.32
Adjusted Actual Future FY Carryover:	\$ 739,607.15
Reported UPWP Total:	\$ 1,546,843.58
Corrected Budget UPWP Total:	\$ 1,839,563.15
Figure 1	

FY '25 Financial Activities

The MPO has corrected the FY '25 financial activities to align with the City of Cheyenne's financial statements and WYDOT billing letters. As shown in Figure 2, the revised actuals reflect a carryover adjustment of \$581,360.44 with a carryover of \$1,024,106.27 to FY 26' and a total FY '25 actual budget of \$1,839,563.15. This correction ensures greater accuracy and consistency in reported financial activities for the current fiscal year.

Performance Report Corrections		FY '25
Segments/Accounts		Corrected Performance Report FY '25 Actual
Payroll :	\$	335,057.96
Contractual Services :	\$	434,167.65
Parts and Supplies :	\$	7,718.48
Capital :	\$	-
Intra City :	\$	38,512.79
Reported Performance Report Total:	\$	-
Adjusted Performance Report Total:	\$	815,456.88
Reported Future FY Carryover:	\$	442,745.83
Adjustment Future FY Carryover:	\$	581,360.44
Adjusted Future FY Carryover:	\$	1,024,106.27
Reported Performance Report Total:	\$	1,546,843.58
Corrected Actual Performance Report Total:	\$	1,839,563.15
Figure 2		

A review of the FY '25 UPWP shows that actual expenditure was lower than budgeted amounts across nearly all categories. Total budgeted expenses were **\$1,099,956.00**, while actual expenses came in at **\$815,456.88**, a difference of **-25.86%**. The largest variance was in Payroll, which was nearly **-38.86% below budget**, followed by Parts & Supplies (**-27.86%**) and Contractual Services (**-12.74%**). Intra City services were close to projections with only a **-11.76%** variance, and no Capital expenditures were recorded.

Overall, the MPO remained well within budget, with significant underspending in Payroll being the primary driver of the variance. This conservative spending pattern increases the available carryover into FY '26, strengthening the MPO's financial position for future planning activities.

FY '25 UPWP	BUDGET	ACTUAL	DIFFERENCE
PAYROLL	\$548,032.00	\$335,057.96	-38.86%
CONTRACTUAL SERVICES	\$497,580.00	\$434,167.65	-12.74%
PARTS & SUPPLIES	\$10,700.00	\$7,718.48	-27.86%
CAPITAL	\$0.00	\$0.00	0.00%
INTRA CITY	\$43,644.00	\$38,512.79	-11.76%
TOTAL	\$1,099,956.00	\$815,456.88	-25.86%

Project Summaries

Overview

The Cheyenne MPO developed a comprehensive work plan for FY 2025. Several projects carried over from previous fiscal years reached completion, while multiple new efforts began. The following provides a status summary of each active project.

West Crow Creek Greenway

The West Crow Creek Greenway project, contracted with Ayres, began in FY 2023. Progress was temporarily paused for approximately three months in FY 2024 due to coordination with the City's engineering projects at the Missile Drive and 19th Street intersection, including an intersection improvement and a planned bridge replacement. Because the greenway alignment is closely tied to both projects, the pause allowed all teams to evaluate the best long-term solution for routing the trail through or around the intersection.

At the close of FY 2024, the contract had a remaining balance of \$80,818.60. By the end of FY 2025, \$35,255.07 remained and will be carried forward into FY 2026.

Laramie County Road Impact Fee Study

The Laramie County Road Impact Fee Study, conducted by TischlerBise, was completed during the fiscal year. The consultant prepared the final document and readied it for presentation to both the MPO Policy Committee and the Laramie County Board of Commissioners. The contract began in FY 2024 with a budget of \$97,840.00, with \$11,258.00 remaining at the start of FY 2025. The project was completed successfully without exceeding the approved contract amount.

Passenger Rail Station Site Selection Study

The MPO contracted with Quandel to evaluate multiple potential sites for a proposed passenger rail station in Cheyenne. Quandel developed a comprehensive evaluation matrix outlining the strengths and challenges of each location and presented the findings to the steering committee, which agreed to narrow the options to three sites.

Quandel then presented the results to the Passenger Rail Coalition Group and at a public open house to gather additional feedback. The MPO also conducted an online survey to further refine public input and identify the top two preferred sites. The Reed Avenue Corridor and Old Happy Jack Road locations emerged as the leading options, each offering several advantages for future passenger rail development. Quandel further analyzed how each site could support surrounding business growth, public access, and parking needs.

The project began in FY 2024 with a contract amount of \$197,944.90 and continued into FY 2025 with \$165,207.68 remaining to complete the work. The study was successfully completed without exceeding the approved contract amount.

Safe Routes to School

The Safe Routes to School contract was approved to evaluate all elementary, junior high, and high schools within the MPO boundary. The contract, awarded in FY 2023, totaled \$282,523.62 and was funded through a TAP grant and private contributions. At the end of FY 2024, \$81,158.52 remained and was carried into FY 2025.

During FY 2025, the Policy Committee requested the addition of eight more schools to the program. To accommodate this expansion, the City of Cheyenne and Laramie County contributed an additional \$39,510.89 for Stantec to include the extra locations. The Safe Routes to School plan was subsequently adopted by the Policy Committee. At completion, the original contract had a remaining balance of \$9,307.24, and Contract Modification #1 had \$11,185.16 left, resulting in a total project savings of \$20,492.40.

Update Travel Demand Model

The Travel Demand Model update confirmed 2023 base traffic volumes and produced 2050 forecast volumes, supporting the development of the Connect 2050 Long Range Transportation Plan (LRTP), an update to Connect 2045. The project began in FY 2024 with a budget of \$41,407.40 and continued into FY 2025 with the same amount allocated to complete the work. The update was completed with \$12,442.24 remaining for any needed adjustments during the Connect 2050 planning process.

The MPO and City Engineering are currently identifying a major roadway connection through Section 20. Once finalized, this information will be incorporated into both the Travel Demand Model and the Connect 2050 LRTP.

Connect 2050 (LRTP)

Connect 2050 is the MPO's 25-year long-range transportation plan guiding city, county, and state decisions regarding system capacity needs now and into the future. Federal regulations require the LRTP to be updated every five years to reflect changes in development patterns, land use projections, and transportation priorities.

The Connect 2050 project began in FY 2025 with a contract budget of \$199,841.82 and is currently on schedule for completion by December of FY 2026.

Public Participation Plan (PPP)

The Cheyenne MPO Public Participation Plan (PPP) outlines the policies and procedures used to ensure meaningful public involvement in the metropolitan planning process. The PPP describes engagement tools, notification standards, comment periods, and strategies for reaching underserved populations. During the fiscal year, the MPO reviewed the PPP to ensure it remains compliant with federal requirements and reflective of current outreach practices. The plan continues to guide public involvement activities for all MPO projects and planning documents.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the MPO's four-year, fiscally constrained list of transportation projects receiving federal funding. Each year, the MPO updates the TIP in coordination with WYDOT, the City of Cheyenne, Laramie County, and Cheyenne Transit. The FY TIP was developed, reviewed by the Technical Advisory Committee, and adopted by the Policy Committee following the required public review period. The TIP continues to serve as the region's central programming tool for roadway, transit, and multimodal project funding.

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.

Accomplishments

- Currently utilizing the Completed five-year Transit Development Plan in 2023.
- Implemented four FREE fixed routes. Each line is thirty minutes out and thirty minutes back.
- Operating complementary to fixed routes, ADA paratransit service.
- Replaced three aging paratransit vehicles.
- Restarted work on the new CTP office building at 1800 Westland Road to serve as a future transportation services hub

Ridership Overview

Ridership has been increasing annually after a huge decline in 2020 due to COVID restrictions. It is estimated that 2025 ridership will see an increase due to the newly implemented free of charge fixed route service.

2019 - 163,466
2020 - 54,516
2021 - 66,884
2022 - 70,277
2023 - 84,338
2024 - 118,598
2025 - 179,417 (estimated)

Training

CTP staff attended all the required training courses in 2025 and will attend the same in 2026. CTP is always working toward keeping the public safe.