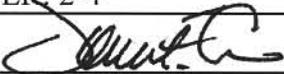


WYOMING DEPARTMENT OF TRANSPORTATION		OPERATING POLICY
ISSUED: February 27, 2006	POLICY NUMBER: 2-4	
	DIRECTOR: 	

SUBJECT: Urban System Program

I. Authorization

The Urban System Program is authorized by the Transportation Commission of Wyoming.

II. Eligibility

All incorporated areas with a population of 5,000 or more, according to the latest federal decennial census, are eligible to participate in the program. To qualify, the general requirements are:

- A. Approval by the Transportation Commission of Wyoming as an urban area.
- B. A cooperative agreement negotiated between the urban area and the Wyoming Department of Transportation (WYDOT) to establish cooperative planning procedures for urban planning and project selection. Representatives from the urban community must draft bylaws to be adopted by the Department, the city, and the county for operating the urban system advisory committee.
- C. For all new communities participating in WYDOT's Urban Program, a maintenance agreement for state highways within the urban area shall be negotiated between the urban community and the district engineer.

III. Planning Assistance to the Urban Area

- A. A transportation planning analysis, performed by the Planning Program, is required in urban areas with populations of less than 50,000, if the urban area does not have a continuing transportation planning process in effect. This analysis consists of the following information:
 1. A 10- and 20-year socioeconomic forecast for the urban area.
 2. A land-use plan showing present and future areas intended for residential, commercial, industrial, and recreational activities.
 3. A 20-year major street and highway plan based on the future land-use plan, including designated eligible roadways for participation in the program.
 4. A brief narrative report that includes estimates of present and future internal and external travel for the transportation network as well as preliminary development estimates and priority assignments.

- B. For all urban areas, a functional classification map will be developed to include anticipated classifications no more than five years into the future. Those roadways functionally classified as collectors or higher are eligible for federal aid participation under the Urban Program.

Changes to the functional classification map are approved by resolution in the urban system advisory committee, or if applicable, the technical and policy committees. The Planning Program's Systems Planning Section forwards all changes to the Planning Roadway Inventory Section, which calculates and records mileage changes to the urban system. Inventory staff then forward changes to Planning's Mapping Section for re-drafting of the urban systems map. Minor changes may not necessitate a re-drafting and may be documented with a letter stating the resolution. Final approval of all changes requires signature by WYDOT and the Federal Highway Administration (FHWA).

IV. Urban System Advisory Committee

Each designated urban area must have an urban system advisory committee responsible for recommending potential projects to local government officials. As a minimum, this committee should be comprised of city and county officials or their designees, local citizens, the Department's district or resident engineer, and a representative from WYDOT's Planning Program. All projects must be initiated through this committee, and any major change in project scope must be coordinated through it. Each urban system advisory committee meets at its own discretion, but it should meet at least once a year.

V. Programming

A prioritized list of projects must be made by each local urban system advisory committee, certified by local city and county governments, and concurred to by the Department. Projects selected by each urban area are programmed against that area's respective urban fund balance and allocation, including Phase "1" and "2" preliminary engineering and construction. The appropriate local governing agency shall pay the local match for all project activities charged to the Urban Program.

The following process is used to obtain accurate, balanced project sequence listings for each qualified urban area:

- A. The local urban system advisory committee prepares a master project listing of all proposed (six-year) projects.
- B. A letter is sent to the state planning engineer by the urban system advisory committee asking for the project to be included in the State Transportation Improvement Program (STIP).
- C. The Planning Program prepares an urban planning study report, which identifies the project location and intent, a reasonable estimate, and other pertinent information necessary for initiating the reconnaissance report.

- D. A cooperative agreement between the city and WYDOT is negotiated to authorize Phase 1 Preliminary Engineering (P.E.) for conducting reconnaissance reports to determine the scope and estimated cost of the proposed projects.
- E. The local urban system advisory committee, in cooperation with the Planning Program, prepares the final project sequence list based on the results of the reconnaissance reports.
- F. Local elected officials and the Department ratify and certify project sequence lists.
- G. A final cooperative agreement is negotiated for Phase 2 P.E. and constructing the selected project(s).

Since all Urban System Program project candidates must be on routes functionally classified as collectors or higher, urban communities will not be allowed to use such funds on streets functionally classified as local. Only portions of the roadway within the urban limits will be eligible for Urban System Program funds.

VI. Distribution of Funds

- A. Urban System Program funds shall be distributed by formula and allocated to all urban areas in Wyoming participating in the program at the following ratio (as determined by the most recent federal decennial census).

$$\frac{\text{Corporate boundary population}}{\text{Total corporate population of all urban areas in Wyoming}}$$

- B. A maximum of two years of Urban Program funding may be borrowed against future allocations to complete an Urban Program project. Borrowing against future allocations will be at the discretion of the chief engineer. Factors to be considered in the borrowing of funding should include:
 1. Relative need for the project in the urban area;
 2. Whether the funds need be borrowed beyond the horizon of the current highway bill;
 3. The combined current status of funds in the Urban Program; and
 4. Whether other applicable sources of funding are available to complete the Urban Program project.

VII. System Designation

The urban system in each designated urban area consists of a state system and a local system. The state system includes those routes for which matching funds are provided by WYDOT and maintenance responsibilities are assumed, in accordance with Operating Policy 40-2, Construction Agreements and Maintenance Responsibilities with Cities and Towns for Streets on the State Highway System. The local system consists of routes for which matching funds are provided and maintenance responsibilities assumed by the local governments. Urban System Program funds will be primarily used on the local system. (As

stated in preceding Section V, Programming, all funds must be expended on roads classified as collectors or higher.)

VIII. Right-of-Way

- A. The Department will acquire right-of-way and provide relocation assistance on Urban System Program projects. The city or county must perform all eminent domain proceedings with preparatory assistance from the Right-of-Way Program. All right-of-way WYDOT acquires for the project will be held in the city or county's name. Procedures are contained in the *Right-of-Way Manual* and in Wyoming Department of Transportation Rules and Regulations, General Section, Chapter 4, Relocation Assistance Program.
- B. Procedures set forth in the Wyoming Uniform Relocation Assistance Act of 1973 (including amendments) and the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (including amendments) are followed in acquiring right-of-way required for Urban System Program projects.
- C. Cattle guards, stock passes, and irrigation structures constructed to benefit adjacent property owners are justified in the same manner as for other state-funded projects.

IX. Utilities

- A. WYDOT will resolve and/or mitigate all utility adjustments and conflicts for all Urban System Program projects. Procedures consistent with other federal-aid type projects must be followed and are contained in the Utility Accommodations Section of the Wyoming Department of Transportation's Rules and Regulations and 23 CFR 645, Subpart A—Utility Relocations, Adjustments, and Reimbursement.
- B. On urban routes on the state system, the Department has full control over the permitting process for licensing utility crossings and parallel encroachments. The local government has control over licensing of utility lines on urban routes not on the state system.
- C. WYDOT's Utility Section oversees utility adjustments and/or utility relocation assistance for construction projects involving federal-aid funds. Funding for adjustments is determined by the matching fund formula and state and federal regulations for utility adjustments and relocations.
- D. The Department's Railroad Section, as administered by Planning and Right-of-Way, oversees railroad adjustments and other railroad assistance for urban construction projects. Funding for adjustments is determined by the matching fund formula and state and federal regulations for railroad adjustments and relocations.

X. Maintenance Responsibility

WYDOT must assure that urban system improvements are properly maintained. Off the state highway system, the local government must agree to properly maintain and operate facilities

constructed with Urban System Program funds. Failure of an urban area to fulfill its maintenance responsibilities disqualifies that urban community from participating in future urban projects.

- References: Operating Policy 40-2, Construction Agreements and Maintenance Responsibilities with Cities and Towns for Streets on the State Highway System.
Wyoming Department of Transportation Rules and Regulations, Utility Accommodations Section.
Wyoming Department of Transportation Rules and Regulations, General Section, Chapter 4, Relocation Assistance Program.
Right-of-Way Manual, Wyoming Department of Transportation.
Wyoming Uniform Relocation Assistance Act of 1973 (including amendments), *Session Laws of Wyoming*, 1973, Chapter 218; W.S. 16-7-101 *et seq.*
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (including amendments), Public Law 91-646; 42 USC 4601 *et seq.*
23 CFR 645, Subpart A—Utility Relocations, Adjustments, and Reimbursement.