

WYOMING

DEPARTMENT OF TRANSPORTATION



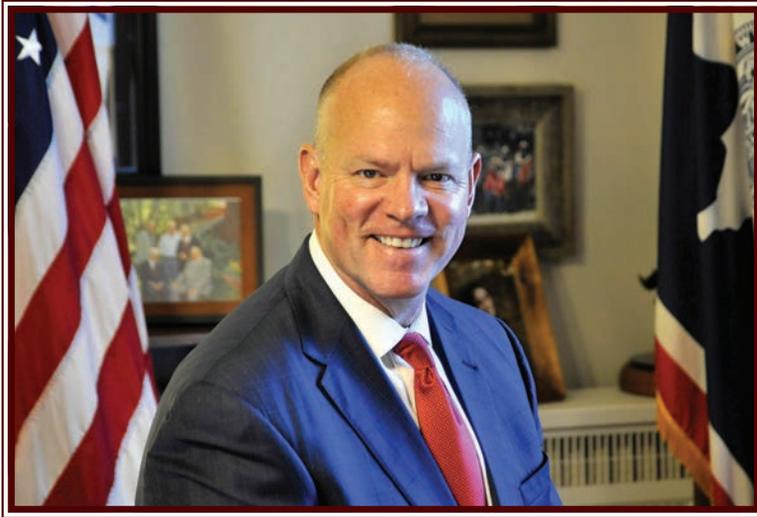
2016 ANNUAL REPORT



Contents

Message from Governor Mead	3
Message from Director Panos	4
Director's Office	5
Engineering	6
Finance	11
Technology	13
Support Services	14
Wyoming Highway Patrol	16
Aeronautics	17
Transportation Commission	18
Aeronautics Commission	18

Message from Governor Mead



Governor Matthew H. Mead

Transportation affects our lives in numerous ways. From the morning trip to work or school, to traveling for business, recreation, or family purposes, to delivery of products and services, we count on transportation every day to meet our needs.

In a big rural state like Wyoming – the 10th largest state geographically – our transportation system is vital. It allows us to bridge great distances, keeps communities connected and commerce moving, and provides our citizens the mobility essential in this day and age. It contributes to the state’s economic well-being by providing access into, out of, and around the state for industries and individuals. Wyoming’s transportation system fulfills these needs, and the men and women of the Wyoming Department of Transportation (WYDOT) undertake a diverse set of activities to maintain and improve it.

Many WYDOT duties revolve around caring for over 6,800 miles of state-owned highway, including more than 900 miles of interstate. WYDOT personnel, partnering with the private sector, plan, design, construct, and maintain highways, bridges, and roadsides; coordinate with federal and state agencies to protect the environment; manage traffic; promote safety; plow snow; build and maintain rest areas; and provide many other related services. WYDOT’s mission involves other critical services. Wyoming Highway Patrol troopers and other personnel enforce motor vehicle laws, investigate motor vehicle crashes, issue oversize and overweight permits, and collect commercial motor carrier fees. Support Services employees issue and monitor driver’s licenses and vehicle registrations and provide fuel tax administration.

Aeronautics personnel oversee the state’s airport improvement program for over 40 public-use airports, work to improve air service, and operate state-owned aircraft. WYDOT employees also work with Wyoming communities to provide local transportation planning, transit, bicycle and pedestrian pathways, and other services. In addition, WYDOT personnel use a variety of outreach mechanisms to listen to Wyoming’s citizens and identify their needs and preferences for transportation.

Here are just a few examples of 2016 activities: groundbreaking for the North Sheridan Interchange project took place, the Lusk bridge reopened within a year of the flood, and workplace violence training was developed and presented to state employees by WYDOT Public Affairs and Wyoming Highway Patrol personnel in collaboration with Wyoming Homeland Security.

I proudly support the Wyoming Department of Transportation as it maintains highway and airport networks in our state. Through these networks, we are connected to each other, the country, and the world.

I invite you to review the report on the following pages. It covers WYDOT’s challenges and the accomplishments of its dedicated employees.

Message from Director Panos



Director William T. Panos

Last year, I wrote to you about many changes that were underway or soon to begin. This year's Wyoming Department of Transportation (WYDOT) annual report (FY 2016) reflects many of our initiatives. I believe these initiatives will ensure that we continue as a world-class transportation organization.

The executive staff was enhanced, as retirements and your input provided an opportunity for restructuring. I welcomed several new executives aboard, and the distribution of programs between the new and existing divisions now allows for more focused oversight. Additionally, these additions represent a focus on technology and finance – 2 marks of a progressive agency.

The Wyoming Department of Transportation is working with other agencies to bring the state into a digital future, to secure improved emergency communication capabilities, and to improve overall inter-agency cooperation within Wyoming.

A primary goal remains “telling our story” to Wyoming’s citizens, legislators, and others. The data, narrative, and pictures contained in this report are one way that we are accomplishing this objective. As an agency, we look continually for avenues to illustrate our transportation vision, our employee successes, and our needs and challenges.

In the spring of 2016, delegates from 18 states gathered in Laramie, Wyoming, as WYDOT hosted the annual meeting of the Western Association of State Highway and Transportation Officials (WASH-TO). Attendees, guest speakers, vendors, and industry leaders networked; shared best practices; explored innovative technologies; discussed federal issues; learned about Cowboy Ethics; and enjoyed several outings and events celebrating different aspects of Wyoming and its history and geography.

I want to thank the men and women of the Department and our Commissions for their commitment and hard work in bringing us to this point.

Overall, 2016 was another great year at WYDOT, thanks to the efforts of our employees and the support of the Wyoming citizens we serve. We look forward, as a public service agency, to serving the needs of our great state and to forging new and creative ways to meet our mission of providing a safe, high-quality, and efficient transportation system to the people of our state and connecting to the world beyond.

The **Director** of the Wyoming Department of Transportation (WYDOT) guides the Department's employees in the many tasks needed to accomplish its goals. In addition to WYDOT's 6 divisions, the Director directly oversees the following 5 programs:

The **Civil Rights Program** provides policy development and oversight for Title VI, Prevailing Wage, Americans with Disabilities Act (ADA), the Disadvantaged Business Enterprise program (DBE), and the Federal Contractor Compliance program.

The program worked with Federal Highway Administration (FHWA) to update all Title VI documentation within the Department to assure compliance with updated regulations.

Significant progress was also made on the ADA inventory throughout the state, with help from the local government coordinator. The program is working on Phase 2 of the inventory process and developing the ADA Advisory Committee. Civil Rights has made considerable progress in moving ADA to the forefront of WYDOT's design and planning processes. DBE accomplishments of 6 percent exceeded the goal of 4.55 percent.

Internal Review (IR) provides critical compliance, risk mitigation, operational improvement, internal control, accountability, and efficiency and effectiveness information to WYDOT management. FY 2016 reviews included Fuel Tax distribution, the Eppson Center, WTDEA Relief Fund, statewide cash funds, consultant project audits, federal reimbursement rates, the Laramie County School District CLICK Program, travel reimbursements, and Traffic striping rates and logo signs. IR assisted Financial Services in updating WYDOT's indirect cost rate, which will be used for the next 4 years. IR also reviewed local entity audit reports to ensure compliance with federal regulations.

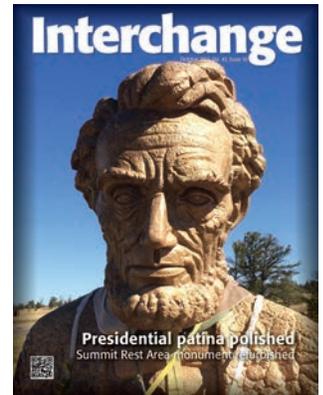
Management Services oversees the development of WYDOT policies and rules and regulations; monitors federal surface transportation legislation and implementation procedures, rules and regulations, and federal appropriations legislation for impact; researches, writes, edits, and publishes WYDOT manuals and reports; and assists executive staff with various research and other activities for the Wyoming Legislature.

In FY 2016, the Management Services Program worked with the American Association of State Highway and Transportation Officials (AASHTO) and other partners on implementing the 5-year transportation reauthorization law, the Fixing America's Surface Transportation (FAST) Act, and addressed other federal issues with the goal of benefitting Wyoming to the maximum extent practical. Program staff also helped prepare documents and respond to information requests from various Congressional and state legislative committees. Management Services supported the director in a variety of tasks; reviewed, edited, and published 5 operating policies and 4 SEMM policies; and promulgated 8 rules.

Additionally, program staff compiled, designed, and edited information for the Department's transportation fact book and produced the WYDOT annual report.

The **Public Affairs Office (PAO)** helped WYDOT tell its story through social media, video production, public service announcements, news releases, web, publications, advertisements, and media interviews.

The October 2015 *Interchange* placed second in the "Newsletter, Internal" category at the American Association of Highway and Transportation Officials Subcommittee on Transportation Communications annual meeting. In addition to the monthly *Interchange* magazine, PAO produced the *Wyoming Road Work Guide*, the 2016 highway map, the safety calendar, posters, information graphics, information brochures, and 52 weekly video news releases (the *WYDOT Report*) to inform the public.



Public Affairs participated in a ribbon-cutting ceremony in Lusk to reopen the U.S. 18-85 overpass and a groundbreaking ceremony in Sheridan for the new North Sheridan Interchange on I-90.

The PAO collaborated on a workplace violence training project, and provided video support for the Western Association of State Highway and Transportation Officials (WASHTO) annual meeting in Laramie.

Public Affairs worked with executive staff to keep the public notified about road projects, road conditions, and other vital travel information through news releases and the WYDOT website.

The **Strategic Performance Improvement Program (SPIP)** promotes strategic planning and performance management within WYDOT. SPIP uses the balanced scorecard template to showcase strategic plans that align with WYDOT's overall goals, the director's priorities, and state initiatives. SPIP reports various performance measures to the Governor's office for use in the statewide strategic plan and annual report.

SPIP applies data analytics to support goals and enhanced decision making throughout the agency. In 2016, SPIP developed or updated 3-year strategic plans for 12 WYDOT programs. SPIP works with employee groups to help develop strategies for program goals. WYDOT's strategic plan web page contains program balanced score cards at http://www.dot.state.wy.us/home/administration/strategic_performance/program_performance_measures.html.

SPIP is administering an overall customer satisfaction survey. The results from this survey will be available in early 2017.

SPIP continues to collaborate with other programs to improve work processes throughout the agency.



The Department's **Chief Engineer** oversees the Assistant Chief Engineer, Engineering and Planning and the Assistant Chief Engineer, Operations.

Engineering and Planning

The **Assistant Chief Engineer, Engineering and Planning Division**, is charged with planning, designing, acquiring land, testing materials and pavements, letting contracts, and working with local entities for various bridge, roadway, and other transportation projects.

The **Bridge Program** completed 1,548 routine inspections, 34 fracture critical inspections, 50 overhead sign inspections, 20 element update inspections, and 309 High Mast Light Towers (HMLT) inspections. The program reviewed 205 sets of shop plans and processed 530 overweight load permits.

The program moved final bridge plans, specifications, and cost estimate data from paper to electronic format; developed risk based analysis procedures and computer programs for bridge hydraulic and scour analysis; updated standard design and details for HMLT's and siphons; and developed bridge rehabilitation and replacement candidate lists for districts and the State Transportation Improvement Plan (STIP).

Contracts and Estimates (C&E) oversaw the awarding of 129 construction contracts for a total construction cost of \$268 million. A total of 81 contracts went to in-state bidders.

C&E went through many changes in 2016 and dedicated much of the year to training and learning new positions. C&E continues to improve efficiencies in its web-based bidding software and to streamline program processes.

The **Geology Program** drilled 584 holes totaling 9,500 feet for subsurface investigations. The geotechnical lab tested 1,094 samples, 154 unconfined tests, and 39 geo-textile samples. Geology investigated 9 landslides (installing instrumentation at 4 sites) and assisted with 12 district construction projects. The program completed 10 seismic refraction lines totaling 1,540 feet. Seismic data was ob-



The Geology Program drilling at an on-site investigation.



Bridge girders being placed in Pine Bluffs.

tained for 3 projects to determine soil and bedrock thickness and excavation properties. The FHWA and WYDOT both conducted reviews of the Geology Program. Results were positive, indicating only 4 minor recommendations.

Highway Development Program design teams completed 106 highway projects worth \$270 million, the most significant being the \$46.4 million North Sheridan Interchange project.

In 2016, Project Development published the *WYDOT ADA Guidelines for Accessibility*. Field offices and design programs use this guide to improve pedestrian accessibility on the highway system.

The Standards Section developed a plan to bring WYDOT's roadside safety hardware in compliance with the new Manual for Assessing Roadside Safety Hardware (MASH). WYDOT implemented its first MASH-compliant guardrail terminal this year and received approval for another.

The Consultant Services Unit executed 93 percent of new agreements within 3 months of firm selection. They also processed 97.9 percent of consultant invoices within 21 days of receipt of all necessary supporting data, well ahead of the statutory requirement of 45 days.

The Utilities Section worked on 122 projects and processed more than 400 utility licenses. Work continues on an online permitting system for utility companies and a GIS map of facilities.

The Photogrammetry & Survey (P&S) Section produced engineering mapping for 28 projects in 2016. Photogrammetry personnel flew aerial photography missions for 14 engineering projects, general systems photography for 2 full and 2 partial county maps, 30 landslide monitoring sites, and 4 other projects. P&S survey crews collected survey data on 14 urban projects, 9 rural projects, 2 bridge projects, 2 landslides, and 7 pits or quarries.



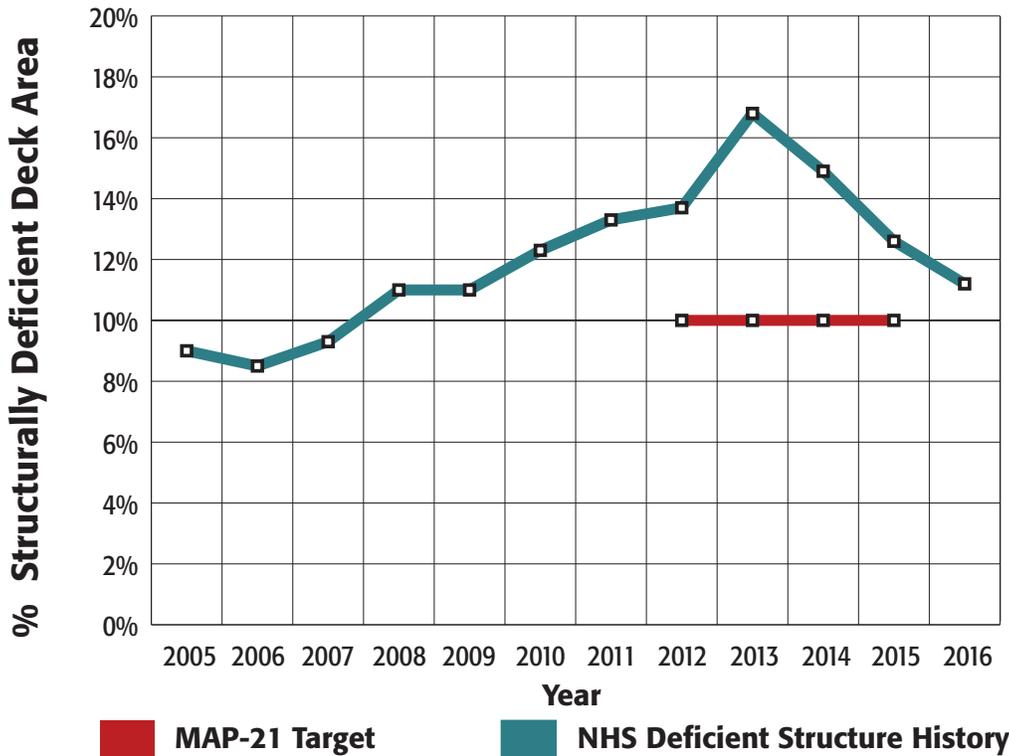
The North Sheridan Interchange groundbreaking event on Aug. 29, 2016. The ceremony was attended by many state and local dignitaries, including Gov. Matt Mead (center) and Director Bill Panos (second from left).

The **Highway Project Delivery Program** provided project management support for 104 projects totaling \$297 million. At-risk projects declined by 72 percent. The program hosted 89 meetings and supported 44 Project Development meetings. The program presented at the national Oracle Software Collaborate conference, developed a series of data verification exception reports, supported the districts during STIP planning, and reviewed consultant processes.

The **Materials Program** provides materials, pavement engineering, and testing services. WYDOT's Pavement Management System provides highway condition projections across the state, and in 2016 incorporated a 3D automated crack detection system on all National Highway System (NHS) routes. This new information will provide continuous data along each route and improve FHWA reporting.

The program pursues innovative, cost-effective, high quality paving solutions, including using recycled materials. FY 2016 saw the first cold in-place recycling, heater scarification, and volumetrics projects in Wyoming. Collaboration continues among Materials, the Wyoming Contractors Association, and the University of Wyoming.

Bridge Conditions – NHS Structurally Deficient History



During FY 2016, the Systems Planning Section of the **Planning Program** administered funding, studies, and related functions for metropolitan planning organizations and urban systems programs. Systems Planning assessed rail projects and established a quiet zone in Gillette.

Section crews used 128 automatic traffic recorders and classifiers to collect vehicle count, truck weight, and other data for FHWA reporting. Urban coverage counts were set in Powell, Cody, Riverton, Lander, and Torrington. Portable classifiers were used in 10 counties for the statewide coverage count program.

The Transportation Surveys Section continued to add traffic data to Agile Assets for city streets and county roads and updated traffic counts on rural bridges.

The Programming Section completed and produced the 2017-2022 State Transportation Improvement



Plan (STIP) report, and used asset management to help meet MAP-21 requirements. The Research Center completed 5 research projects. The Mapping Section continued to update and publish Wyoming city and county maps.

The Local Government Coordination (LGC) Section continued to act as a liaison with the Wyoming County Commissioners Association and the Wyoming Association of Municipalities. The section also worked with the State Land and Investment Board to provide guidance for transportation project grants. LGC administered funds for 11 transportation alternatives program projects, 54 transit projects, and 9 congestion mitigation and air quality (CMAQ) projects.

The Environmental Services Section provided environmental review and compliance for several projects including the Shutts Flats mitigation project. This collaboration between WYDOT and other agencies was nominated for a US Forest Service Regional Forester's Honor Award in the Rocky Mountain Region and an Exemplary Ecosystem Award through the Federal Highways Administration. The State Historic Preservation Office was consulted on 37 projects. Environmental Services assisted in constructing 3 new wetland mitigation sites and completed a total of 45 regular categorical exclusions, 13 programmatic categorical exclusions, 1 environmental assessment, and 1 feasibility study.

The Agronomy Section provided more than 60 site-specific project re-vegetation recommendations to the Project Development Program and private engineering consultants.

The Right-of-Way Program acquired 145 land parcels on 42 highway projects statewide. Revenue included 10 land surveys totaling \$51,500, disposal of 4 excess land parcels for \$250,000, and 53 real estate leases totaling \$9,528. The program gave presentations on FHWA regulatory compliance to local governments. Right-of-Way

also issued 17 outdoor advertising permits, revoked 46 permits, and oversaw 36 telecom towers and 55 junkyard sites.

Operations

The **Assistant Chief Engineer, Operations Division's** programs provide vital, day-to-day service and support that WYDOT's executive staff and other programs require to fulfill their duties and provide services to address safety issues and precautions for the public. This includes oversight of the 5 districts, Employee Safety, Traffic, and the sections comprising the Field Operations Program.

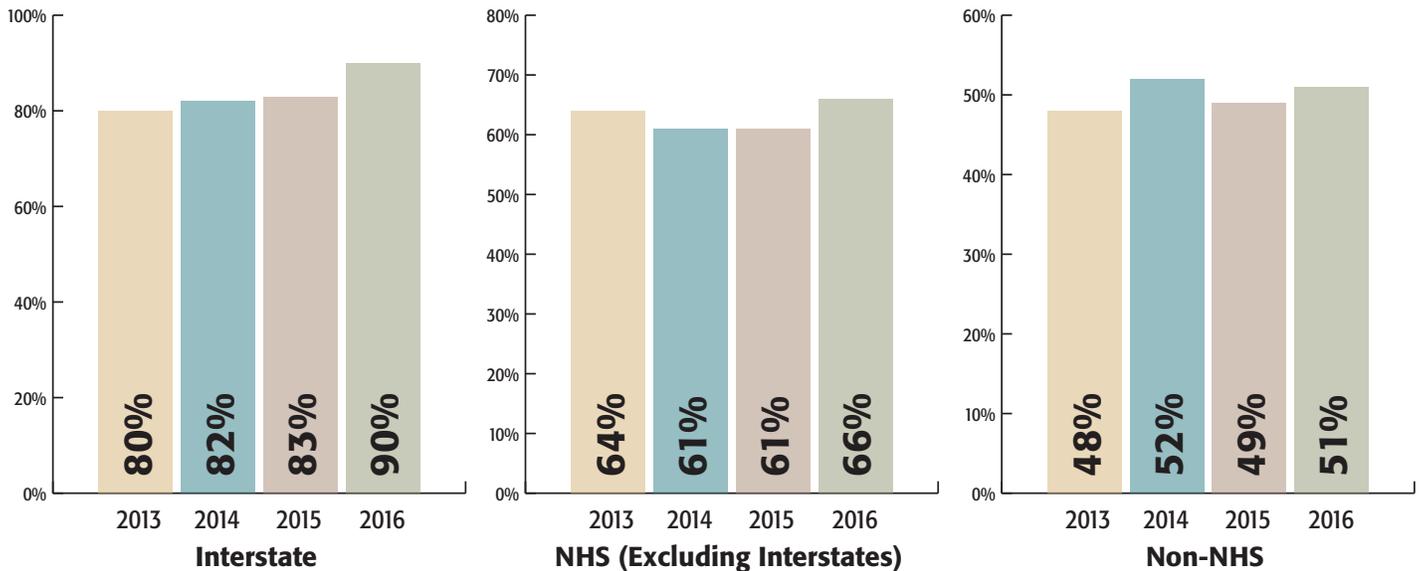
District 1 Construction oversaw \$57.2 million in projects during the year, with \$44.5 million spent on the interstate system.

District Maintenance worked 16,000 hours during the snow season. Crews opened the Battle Mountain and Snowy Range passes on schedule, put down 29,100 tons of hot mix, and assisted Homeland Security during flooding in Saratoga. District Traffic approved 31 access permits and worked on the Adopt-A-Highway and new Sponsor-A-Highway programs.



A rotary plow in District 1 clearing Snowy Range pass in late spring 2016.

Percentage of Roads in Good to Excellent Condition





District 2 had 27 contracts totaling \$64.4 million, which included completing the West Belt Loop in Casper, replacing the railroad overpass in Lusk, adding passing lanes on WY 59 and US 20/26, I-25 work, and other projects. District crews placed 32,079 tons of hot mix. District 2 technicians performed 1,953 preventive maintenance inspections on 814 pieces of equipment and made improvements to the hot mix plant.

District 3 had 22 projects totaling \$32.1 million, including structure improvements on I-80 in the Bridger Valley and street rec-



A new tow plow at-the-ready for snow to fly.

lamation in Green River. District maintenance crews assisted other agencies with suppressing area wildfires.

The Equipment Section integrated its first tow plow for snow and consolidated diagnostic equipment into two scan tools, increasing efficiency. The rural striping crew striped approximately 3,500 lane line miles.

District 4 opened a new facility in Sundance. District personnel let 34 projects to contract worth \$84.4 million. Sharing a hot mix plant with Districts 1 and 2 saved \$145,000. The district placed 34,759 tons of hot mix in FY 2016. District Traffic successfully deployed 3 temporary traffic signals during the Sturgis Motorcycle Rally.

District 5 had 21 construction projects totaling \$27.6 million. Maintenance personnel placed 15,560 tons of hot mix and completed more than 100 miles of chip seal. Crews responded to landslides caused by heavy spring rainfall.

Field Operations

The Construction Section worked with contractors, WYDOT districts and programs, and other entities to increase efficiency. In FY 2016, the section launched a new web-based construction management system to allow WYDOT and contractors to share information quickly and transparently. The system electronically processes change orders and subcontracts, eliminating the previous mail and fax processes.

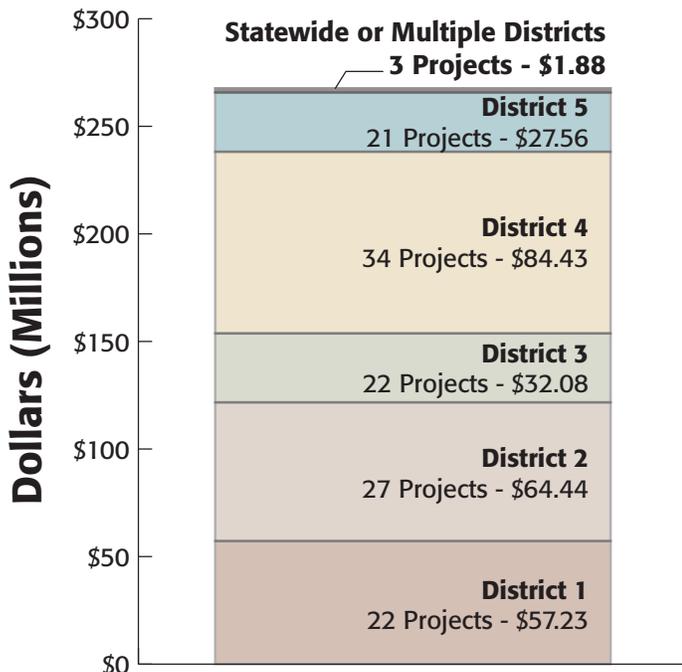
The Maintenance Section continued to implement the new facility rating system for WYDOT buildings and worked with the districts to identify and implement efficiency measures in winter operations. Vocational trainers provided on-site equipment training and CDL testing throughout the state. Maintenance continues to partner closely with other state and local agencies on environmental, wildlife, and emergency management issues.

The Equipment Section purchases and maintains all Department vehicles and equipment. In FY 2016, the Equipment Program purchased 246 pieces of equipment for \$10.9 million, including 28 Caterpillar articulated wheel loaders purchased via the guaranteed buyback program. The buyback program generated \$3.5 million in revenue to offset net equipment purchase costs.

The Facilities Management Section processed 4,328 work requests in an average of 2.18 days with customer satisfaction of 99.92%. FY 2016 projects included auditorium renovation, elevator installations in the Training Services and Driver Services buildings, roof replacement on the Resident Engineers/Procurement building, and others. Design work was completed for upcoming projects at headquarters and the Southeast Welcome Center.

Construction Contracts Awarded in 2016

129 Projects – \$267.62 Million total





The **Employee Safety Program** supports safe work habits by WYDOT employees, promotes regulatory compliance through continual safety training, and shares work zone safety and best safety practices with the Wyoming Contractors Association, other state agencies, and the North American Association of Transportation Safety and Health Officials (NAATSHO).

Employee Safety conducted safety leadership training for more than 100 WYDOT supervisors. The course focused on supervisor leadership and management skills with a safety emphasis. The course was conducted over the entire year, with employees meeting every 6 weeks.

The Employee Safety Program continues to work with Training Services and Human Resources to implement a learning management system.

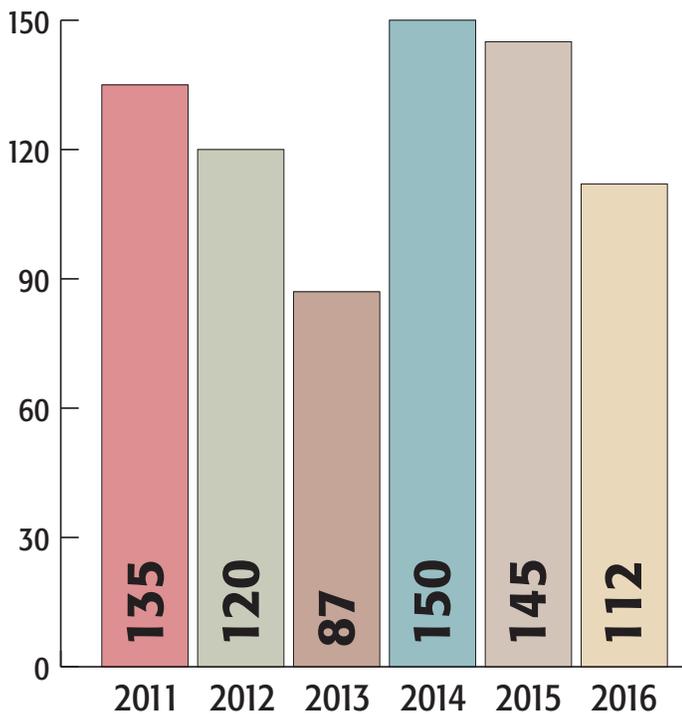
The **Highway Safety Program** received high marks for its Child Passenger Safety program, funded the State-to-State driver's license program, held the Tribal Safety Summit on the Wind River Reservation, added Students Against Destructive Decisions (SADD) as a safety partner, and provided motorcycle safety messaging during the Sturgis rally.

Motorcycle Safety trained 703 students at 7 training sites across the state and added 3 new coaches.

Data Records improved its crash data system, linking to state laboratory alcohol and drug testing results, to obtain greater data accuracy. The program implemented performance measures for timeliness, accuracy, completeness, and uniformity of crash data.

Highway Safety assisted in planning and writing the *Strategic Highway Safety Plan* update.

Wyoming Traffic Fatalities



The **Traffic Program** helped implement 70 mph speed limits on 3,397.5 miles of highways by reviewing and compiling speed studies and gathering a *no passing* zone inventory.

Projects included traffic signal communication upgrades in several communities, plans for new traffic signals and beacons near Sheridan College, lighting and signage at rest areas, dilemma zone detection in Cheyenne and Laramie, variable speed limit projects, and lighting and signals for the North Sheridan Interchange and Harney Street Overpass projects.

The Signing Section and Traffic Control Design Section prepared 107 projects for bid-letting. The Geometrics and Markings Section provided capacity analysis and striping details for several projects statewide and purchased 350,000 gallons of paint and 2.7 pounds of glass beads for highway striping. The Traffic Studies Section collected turning movement counts at 53 intersections statewide. The Sign Shop fabricated 8,777 signs.

The District 2 hot mix plant in production just east of Guernsey.



The **Chief Financial Officer (CFO)** oversees all fiscal matters in the Department. These functions include all federal and state monies, contract payments, payroll, requisitions, and short- and long-term financial planning.

The **Budget Program** coordinated and compiled the agency's FY 2017 operating budget. Budget personnel held "Build Your Own Budget" training to assist WYDOT programs and districts in building their FY 2017 budgets. The program also updated the annual budget presentation for 2017. This presentation provides detailed information regarding WYDOT's operating budget and maintains transparency in agency budget reporting.

The projects section worked with the Federal Highway Administration (FHWA) and other WYDOT programs to manage the new requirements of the Fixing America's Surface Transportation (FAST) Act. Additionally, the Projects Section worked with other WYDOT programs to budget grants for rural transit, aeronautics, and highway safety, as well as authorizing reimbursement to entities, contractors, and consultants.

The Budget Program assisted internal and external auditors and reported budget data to the state, FHWA, and the Office of Management and Budget. Wyoming remained a national leader regarding low inactive obligations with FHWA on currently budgeted projects.

The **Financial Services Program** provides WYDOT management, employees, and external stakeholders with accurate, timely financial information to assist them in performing their duties and to report the costs of preserving, improving, and enhancing Wyoming's transportation systems.

Financial Services received an unmodified audit opinion on its financial statements for the year ended September 30, 2015.

Financial Services accounted for and reported FY16 revenues of \$560.3 million; expenditures of \$557.7 million; \$5.7 billion in highway, bridge, and communication infrastructure assets; \$190.5 million in capital assets; and \$28.1 million in inventories.

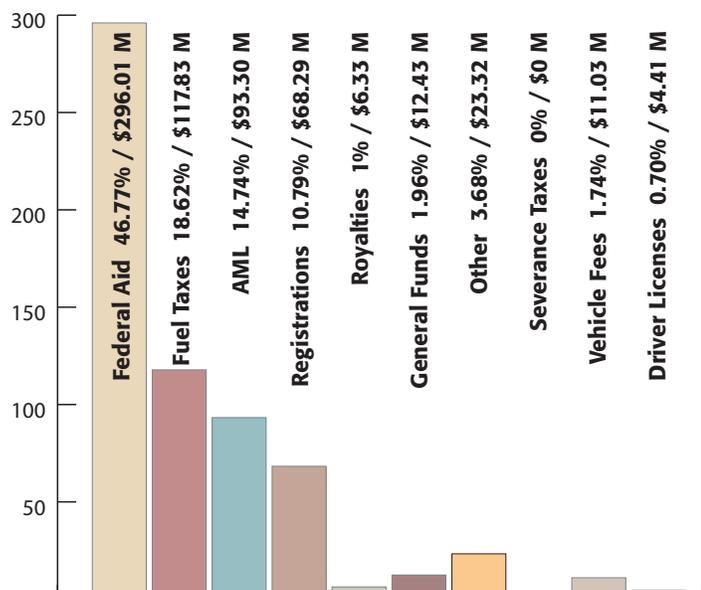
Financial Services took a leading role in upgrading WYDOT's ERP and Agile Assets systems in the first quarter of 2016. The updated software improves functionality and efficiency.

The **Fuel Tax Administration (FTA) Program** administers the motor fuel taxes of Wyoming. The program is dedicated to providing assurance that the state receives all fuel tax revenue to which it is legally entitled for preserving and enhancing the state transportation system.

The **Procurement Services Program** solicited 464 competitive bids for purchasing equipment, materials, supplies, and services; issued 3,087 purchase orders totaling \$63.9 million; issued 149 blanket purchase orders totaling \$7.5 million; and brought in \$1.2 million in revenue from surplus property sales. Additionally, Procurement solicited bids and entered into contracts for the shop addition in Casper for \$1.2 million and office remodeling in Sundance for \$1.7 million.

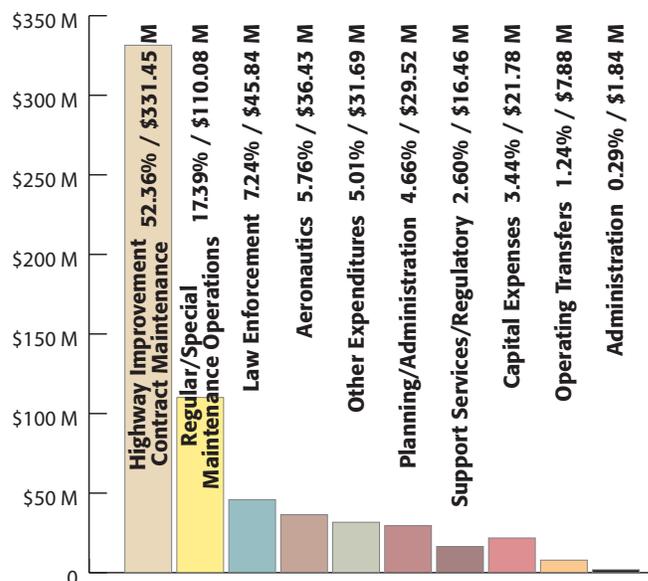
Anticipated Revenue Sources October 2016 - September 2017

Anticipated Revenue Total: \$632.9 M
(Rounded to the nearest 100 K)



Anticipated Allocation of Revenue Sources October 2016 - September 2017

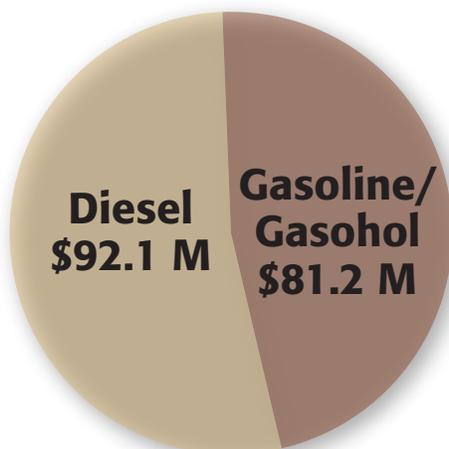
Anticipated Allocation of Revenue Total: \$632.9 M
(Rounded to the nearest 100 K)





Anticipated Tax Receipts

**Motor Fuel
July 2017 - June 2018**

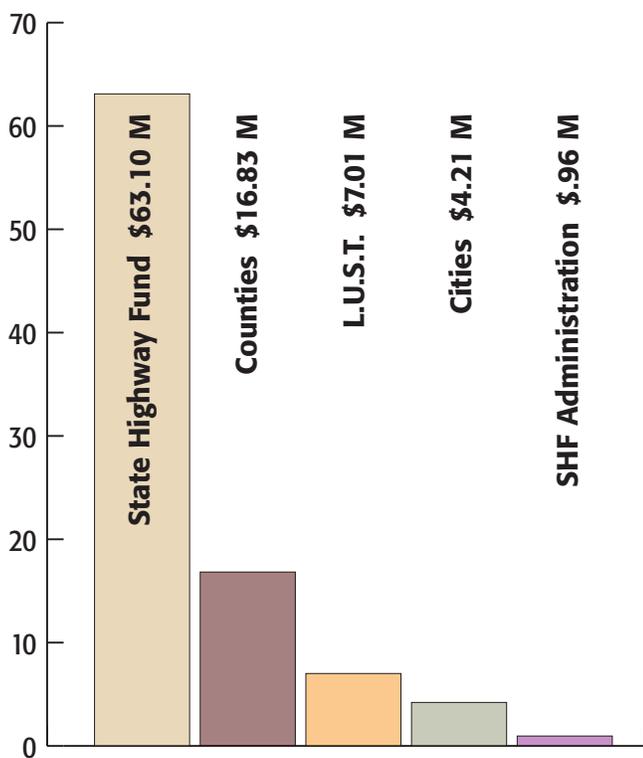


Tax receipts include all motor fuels. Fuel consumption is limited to highway use, leaking underground storage tanks (L.U.S.T.), off-road use, and refunds to other jurisdictions are not included.

**Diesel Tax – Projected
State Fiscal Year 2018**

Projected Motor Fuel Collections Diesel Tax

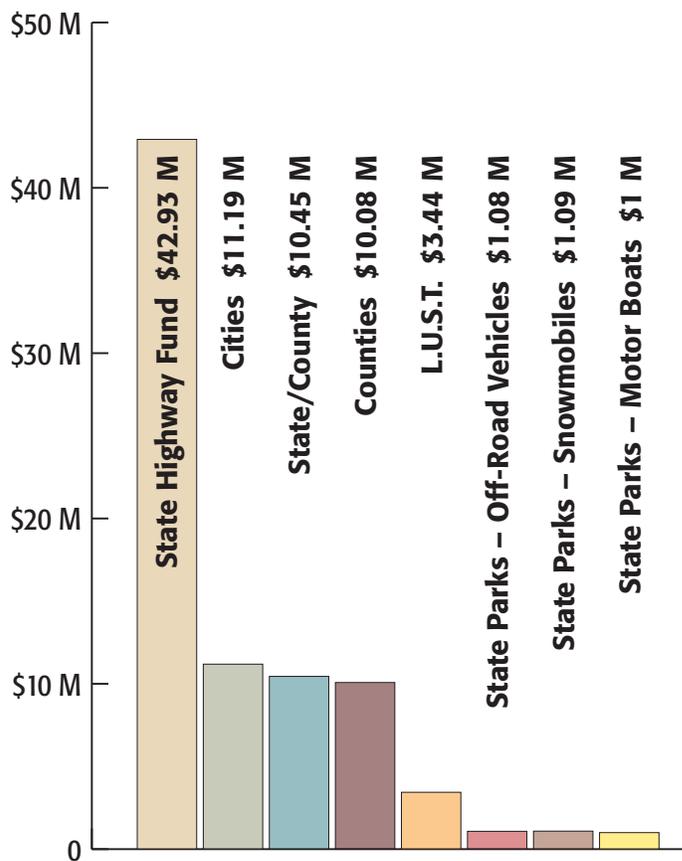
Total: \$192.12 M
(Rounded to the nearest 10 K)



**Gasoline Tax – Projected
State Fiscal Year 2018**

Projected Motor Fuel Collections Gasoline Tax

Total: \$81.22 M
(Rounded to the nearest 10 K)



WYDOT's **Chief Technology Officer (CTO)** administers all information technology, telecommunications, and GIS/ITS services provided inside the Department and to the public. The CTO furthers an integrated and unified approach to the agency's technological vision for the future and oversees systems supporting inter-agency operability. This division expects continued growth in the decades ahead, especially in the areas of vehicle to vehicle technologies, autonomous passenger or freight vehicles, and smart highways.

The **GIS/ITS Program** successfully completed Phase I of the Interstate 80 Connected Vehicle Pilot Project, one of the first 3 federally sponsored real-world tests of connected vehicles.

The GIS Program continued to enhance the Enterprise Linear Referencing System by improving the precision of location data for roads and related assets.

The road condition website, wyoroad.info, exceeded 1 billion hits for the first time. In February, WYDOT released a mobile app that displays road, traffic, and weather information. The app features a hands-free/eyes-free mode, and allows user reporting to the Transportation Management Center (TMC). The app has 48,500 downloads.



The GIS/ITS released Wyoming 511 app. The app boasts a real-time map, a hands free/eyes free feature, and a "Where am I?" tab.

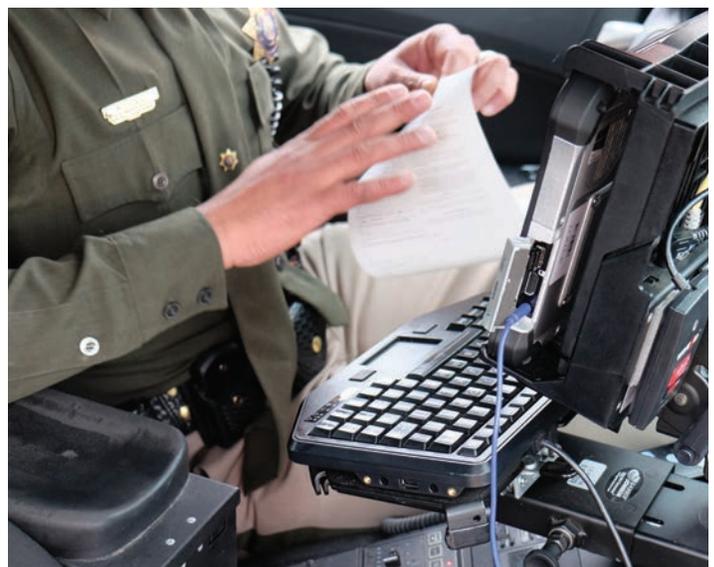
The **Information Technology Program** deployed new Panasonic tablets to Wyoming Highway Patrol and over 400 new Windows 10 computers. IT projects included ERP upgrades, a new specialty plate system that allows UW plate orders and credit card payments, and a web based system to help laid-off energy workers connect with employers. Additionally, IT worked with other programs to broaden the scope of the external cyber-security audit.



A telecom employee installing a Wyolink radio system in a WYDOT vehicle.

The **Telecommunications Program** provides voice, data, and video communications on mediums such as fiber, copper, microwave, and fixed and mobile wireless radio. Mission-critical communication reliability was 99.9%. Telecom performed preventative maintenance and technical inspections on its towers, sites, buildings, and all 222 individual infrastructure assets to keep them in good condition. The program works with other WYDOT programs to install wireless broadband communications for new roadside devices, traffic signals, and connected vehicles. Telecom completed 473 tower climbs with no lost time accidents.

In FY 2016, the Telecommunications Program supported the Wyolink network, which provides radio communications to 300 local, state, and federal agencies. Wyolink cost reductions in FY 2016 surpassed \$100,000.



A computer system inside a Wyoming Highway Patrol car.

Support Services



The **Support Services Administrator** is responsible for WYDOT's internal services for employees and external tasks needed for the Department to comply with various state and federal laws and regulations.

Compliance and Investigation provides education and statutory and regulatory enforcement concerning vehicle-related businesses in Wyoming.

Compliance furnished onsite vehicle identification number (VIN) fraud training for the Cheyenne Police Department and the Wyoming Highway Patrol. Investigators assisted several law enforcement agencies with VIN inspection issues and also provided training for licensed vehicle dealers, county clerks, and county treasurers on VINs, titles, and registration.

Using training from the Association of Ignition Interlock Program Administrators, Compliance reviewed 23 businesses that install ignition interlock devices.

Compliance testified before the Joint Transportation and Military Affairs Committee on issues such as abandoned vehicles, branded titles, and vehicle registration by shell companies, and also gave presentations to county clerk and county treasurer meetings.

The **Driver Services Program** completed 218,918 transactions, including driver's licenses, identification cards, driving records, and reinstatement fees collections. Driver Services also processed 54,485 citations.

As of September 2016, there were 431,838 licensed drivers, of whom 33,635 held a commercial driver license (CDL) or commercial learners permit. A total of 17,592 drivers renewed licenses through the mail.

The first update to the CDL skills test scheduling system since the early 1990s received positive feedback from drivers and staff.

The **Human Resources (HR) Program** is responsible for recruiting, retention, placement, and classification of more than 2,000

positions; employee records management; benefits and compensation; and employee relations. HR staff interprets rules, advises supervisors on employee-employer questions, and develops administrative actions as required. HR administers training on Performance Management Initiative, recruitment, labor laws, and other topics. HR manages all personnel functions such as Family Medical Leave, health insurance, performance evaluations, and agency position control, and represents the agency on numerous state and national committees.

HR improved processes to ensure efficient and effective services to its customers. HR is transitioning to electronic signatures and converting all job descriptions to electronic format for storage and updating.

HR revised the new hire process and implemented a Department-wide compensation philosophy. This philosophy includes a wage analysis process to help determine base pay for new hires, promotions, and reclassifications. This process also established start and promotion dates and streamlined paperwork.

HR partnered with other WYDOT programs to provide employee meetings at various locations throughout the state and at headquarters. HR is establishing a committee to oversee the development of a structured training program for each of the Department's classification families.

The **Motor Vehicle Services (MVS) Program** administers county-level vehicle titling and registration, licenses vehicle dealers and manufacturers, produces license plates, processes specialty plate applications, registers commercial vehicles under the International Registration Plan (IRP), collects and distributes fuel tax under the International Fuel Tax Agreement (IFTA), and issues Wyoming intrastate operating authority.

MVS delivered new Green River plates to the county treasurers. MVS produced and distributed approximately 200,000 license plates; 2.2 million validation stickers; and 72,300 decals for IFTA, mobile machinery, and other purposes.

Under IFTA and IRP, MVS forwards portions of registration fees and fuel taxes from Wyoming apportioned vehicles to other jurisdictions and receives payment from jurisdictions for out-of-state apportioned vehicles that travel in Wyoming. Net revenue to WYDOT for IRP was \$40.6 million, and the net payout for IFTA was about \$3.8 million.



The Driver Services help desk in Cheyenne



The Motor Vehicle Services Program administers county-level vehicle titling and registration, including registering commercial vehicles under the IRP and collecting fuel tax through IFTA.

WYDOT's **Office Services Program** provides mailing, records, and printing services.

The Printing Services Section produced 3.8 million standard and oversized copies in FY 2016, including 1,800 copies of the 2016 *Sweetwater Life Ru Book*, 2,000 copies of the 2015 *WYDOT Annual Report*, 500 copies of the 2016 *WASHTO* book, and 500 copies of the 2016 *Emergency Response Guide Book*.

Mailing Services sent 378,557 pieces of mail and packages in FY 2016, including 40 presort jobs that saved \$22,136 in postage. Mailing Services processed postcards and letters for the Motor Vehicle Services Program, informing customers of the new 2017 specialty license plates. Mailing Services began using internet postage, which provides better rates and tracking. In FY 2016, Mailing Services began processing inbound and outbound bid letting plans.

The Records Section completed its transition from microfilm to digital scanned records, scanning 92,181 documents, including 747 sets of road and building plans. Central Files processed 738 files, 129 new contracts, 781 new agreements, 27,177 documents, and 296 closed projects and migrated its database to allow research access by other programs. The quality control specialist finalized 112 projects. Imaging specialists scanned 259 projects into the Falcon document management system, and 281 project boxes were destroyed in accordance with the retention schedules. A total of 9,577 large format prints were made for internal and external customers.

Training Services continued to offer education and learning opportunities to WYDOT employees. Initiatives included selecting and implementing a new learning management system, forming a standing training committee to oversee training requirements, and revising the New Employee Orientation and New Supervisors programs into the forthcoming WYDOT Pathways program.

Highlights included approximately 225 events and 3,200 participants at the new WYDOT University and Conference Center, 2,262 WYDOT University course completions, the launch of District Road Shows (courses delivered at district locations), and a leadership series completed by 145 frontline supervisors.

MVS Registration and Titling

Collected about \$23 million in state registration fees.

Facilitated transfer of more than 1.3 million vehicle registration and title transactions to the state mainframe from the 23 Wyoming counties.

Vehicle identification number (VIN) searches for individuals, businesses, and law enforcement generating approximately \$22,867.

MVS Licensing Section

Issued 55 certificates to rental car companies, generating \$5,500.

Collected the 4 percent surcharge generating \$305,502, of which \$152,691 was distributed to the counties.

Issued 516 vehicle dealer and manufacturer licenses and collected \$44,175 in licensing fees and \$68,545 in dealer forms.

Collected \$117,693 for processing 925 prestige, 201 University of Wyoming, 804 Military, over 590 other specialty, and 10,281 governmental plate applications.

Wyoming Highway Patrol



4481 driver-only safety inspections (finding 1336 out-of-service violations), and issued 141,720 permits collecting over \$7.7 million in fees. A total of 58,100 of these permits were for oversized vehicles. Port officers routed these vehicles around construction and structural restrictions.

The **Wyoming Highway Patrol (WHP)** is the statewide law enforcement entity, housed within WYDOT, primarily responsible for patrolling Wyoming highways and enforcing state statutes. Through traffic enforcement; criminal interdiction; education; collaboration with city, state, and federal agencies; and various community partnerships, WHP strives to reduce injuries and fatal crashes and aid WYDOT's mission. The WHP strategic plan mirrors the Department's goals of keeping people safe on the state highway system, serving our customers, developing and caring for our employees, respectfully performing our duties, and providing good stewardship of state resources. Additionally, the WHP is statutorily charged with providing protective services to the Governor and first family as well as elected officials.



All patrol vehicles are equipped with mobile data terminals to allow troopers and dispatchers to communicate electronically for accurate, timely, and efficient dispatching and data transmission. The Records Management System (RMS) allows troopers to input data into Department databases and perform many essential functions from the patrol vehicle that previously required support personnel to complete. Troopers and port of entry personnel statewide now create citations electronically and transmit them to the Wyoming court system from vehicles and work computers. Crash reporting is also completed electronically in the patrol vehicle and electronically submitted to WYDOT Accident Records. Each patrol vehicle is equipped with a state of the art camera system that captures video and audio of trooper activities from 3 angles. This evidence is stored in 17 servers around the state for judicial proceedings and trooper investigations.

Rigorous training prepares WHP employees for their assigned duties. New troopers receive 26 weeks of formal training, followed by a field training program of at least 50 shifts. New dispatchers receive 15 weeks of training. New port of entry officers receive 12 weeks of training before working in one of the 14 ports located across the state. WHP's civilian employees have an integral role in the support services area, managing data integrity, information storage, and customer service.

In FY 2016, Port of Entry officers contacted more than 1.2 million commercial vehicle drivers, weighed 594,414 commercial vehicles (33,701 were overweight), performed 1253 vehicle/driver and

The Mobile Education Enforcement Teams (MEET) weighed 657 commercial vehicles (127 were overweight), performed 332 vehicle/driver and 64 driver-only safety inspections (finding 150 out-of-service violations), and issued 239 permits.

In 2016, the WHP patrolled nearly 6 million miles of highway in more than 131,528 hours, initiated 108,735 traffic stops for driver infractions and equipment violations, assisted approximately 10,575 motorists in need, investigated 6,929 motor vehicle crashes, and had 2,154 drug-related arrests (496 felony). Prioritizing safety, the WHP removed 972 impaired drivers from the road and issued 6,248 occupant restraint citations. The WHP worked closely with other WYDOT programs to successfully implement and manage Variable Speed Limit (VSL) projects across the state. Data continues to indicate that VSLs have positively impacted highway safety, reducing the number and severity of crashes and the duration and frequency of road closures. Troopers and dispatchers work closely with Maintenance and the Transportation Management Center to monitor and manage VSLs to increase safety for the traveling public.

The dispatch center provides communication for WHP and several other state agencies. It manages the Amber Alert Program for Wyoming and functions as the central communications hub for Wyoming's Safe2Tell program, which provides a support and safety network for school age children.

The agency's K-9 team, Special Services Squad, Honor Guard, Mobile Enforcement and Education Teams, Executive Protection Detail, commercial carrier officers, commercial carrier compliance officers, Wyoming Law Enforcement Academy instructors, Crash Investigation Team, Safety Education teams, *Alive at 25* instructors, and others all serve Wyoming's citizens and the law enforcement community through service, courtesy, and protection. Additionally, WHP employees partner with Office of Homeland Security.

The Wyoming Highway Patrol now employs a full time records request employee. In calendar year 2016, more than 1,250 requests public record requests were filled.

Conviction, courage, diligence, discipline, humility, integrity, loyalty, and optimism are the fundamental precepts of the agency and form the basis for the WHP's day-to-day operations.

The **Aeronautics Administrator** assists publically owned Wyoming airports with state and federal funding for use in airport improvements, planning, and construction. The division administers these projects from inception through final construction. Primary focuses include aviation safety, infrastructure improvement and maintenance, air service promotion, and providing flight services for the Governor, as well as other state employees, who are traveling to conduct state business.

The **Air Service Enhancement Program (ASEP)** helps community economic development by maintaining, improving, and adding air service to the 9 commercial service airports in Wyoming. The ASEP provided \$4.3 million for commercial air service contracts to 6 of these communities during FY 2016.



The **Engineering and Construction Program** oversees airport construction, equipment acquisition, aviation encouragement, and marketing projects. The program also provides statewide airport pavement maintenance project administration, airport asset management programs, and engineering and technical expertise to aviation stakeholders.

In 2016, the program updated Wyoming airport design standards, a valuable tool for capital improvement and safety enhancement planning. The program also implemented a statewide geographic information system-based pavement management plan to ensure the best use of available funding.

Engineering and Construction oversaw 49 construction and equipment acquisition projects, 17 navigational aids maintenance projects, 14 aviation encouragement projects, and 8 marketing projects. The program administered \$2.3 million in statewide pavement maintenance projects that saved approximately \$400,000 because of economies of scale. Additionally, the program conducted safety data inspections at 10 airports around the state.



The **Flight Operations Program** provides on-demand air service to over 25 state agencies, elected officials, commissions, and boards with 2 aircraft, 7 pilots, and 3 support staff. The program flew 730 flights last year accommodating over 2,400 passengers. The flights covered over 165,000 miles in about 478 flight hours, with 89 percent of flights within Wyoming.

The Flight Operations Program operates and maintains its own hangar facility at Cheyenne Regional Airport. This facility includes a fuel farm, allowing the program to buy fuel wholesale which saved \$135,000 versus buying retail fuel. The program's pilots work with air traffic control to plan and fly efficient flight profiles, netting an additional \$31,000 in savings last year. Through these efficiencies, the program operates its aircraft at 11 percent lower operating costs than the industry benchmarks.

The program's pilots attend industry leading training twice a year and are consistently recognized through this training as achieving the highest standards within the industry.

The **Planning and Programming Program** provides oversight for airport planning, environmental clearances, and land projects; administers the continuous system planning program; develops the Wyoming Aviation Capital Improvement Program; and administers the Wyoming Aeronautics Commission Loan Program.

In 2016, airport improvement funds totaled \$52.9 million, including \$10.5 million in state funds and \$32.1 million in federal funds. The program provided 95 airport improvement grants to 35 airports, including major projects in Casper, Cheyenne, Gillette, Jackson, Lander, and Laramie.

Program staff oversaw the start of an airport master plan and airport layout plan at Lusk Municipal Airport and an environmental assessment at Rock Springs-Sweetwater County Airport. They completed projects at Big Piney, Lander, and Pine Bluffs. Work continues on updating the State Aviation System Plan.

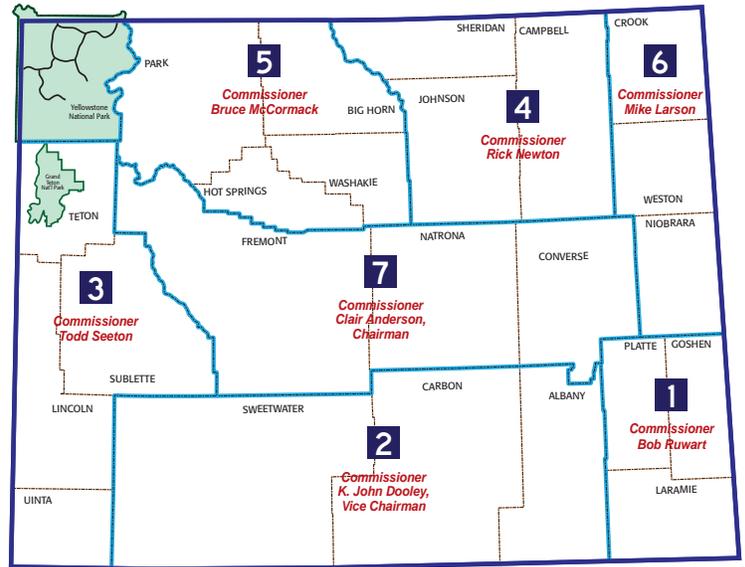
Transportation Commission & Aeronautics Commission



Transportation Commission

The Transportation Commission of Wyoming oversees WYDOT activities, including adopting rules and regulations; awarding road construction and maintenance contracts; approving WYDOT equipment; and entering into contracts and agreements with the federal government, cities, counties, and other agencies for road construction and maintenance and other approved projects.

Wyoming's Governor appoints the 7 Transportation Commissioners, by and with the consent of the Wyoming Senate. Appointments rotate among the counties in each district, and the commissioners may serve one 6-year term. Meetings are held monthly, usually in Cheyenne.



2016 Transportation Commissioners: Rick Newton, Bob Ruwart, Clair Anderson, K. John Dooley, Todd Seeton, Bruce McCormack, and Mike Larson.



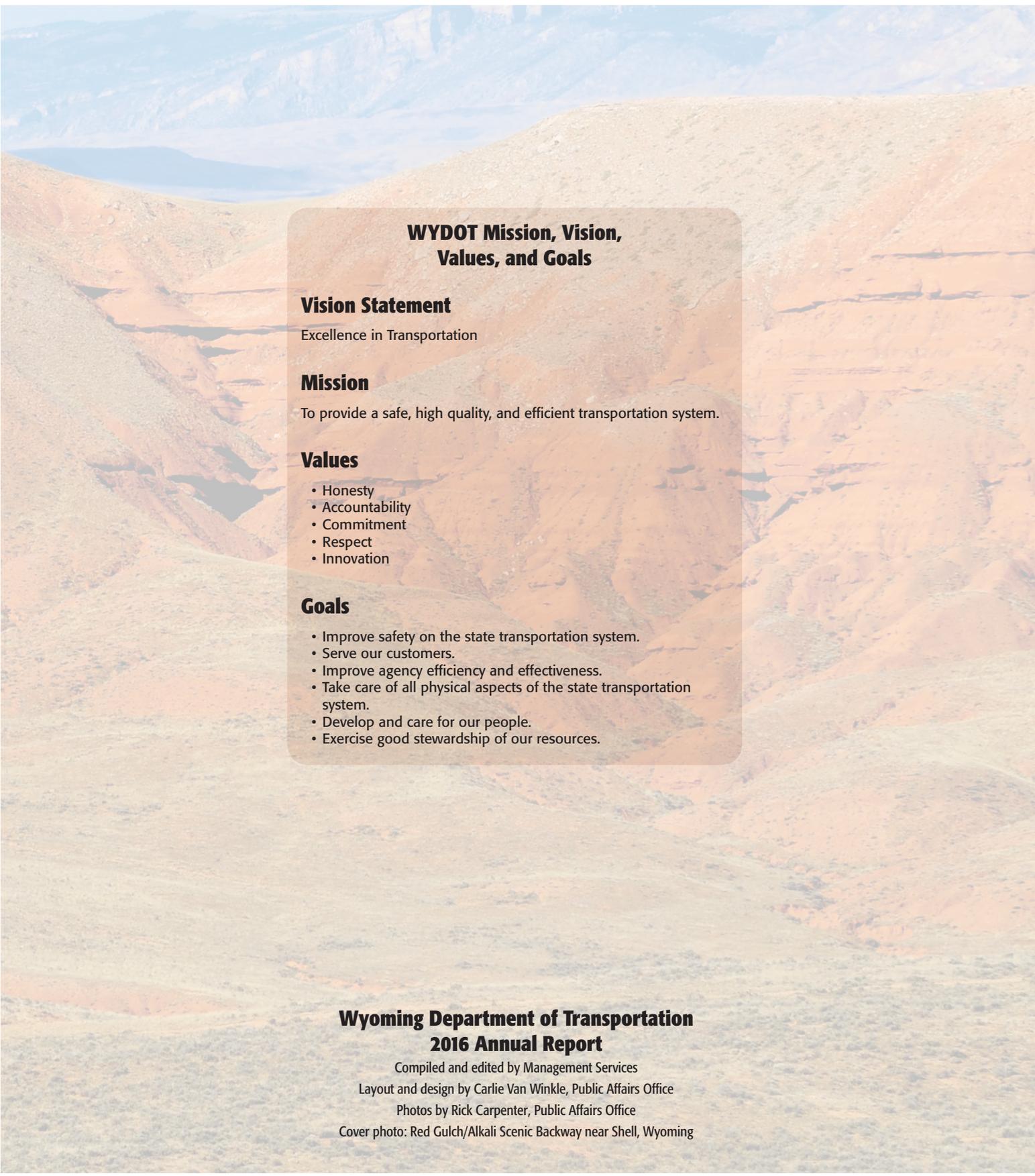
2016 Aeronautics Commissioners: Jerry Dilts, Doyle Vaughan, Charlie Ksir, Chuck Wilke, Pete Schoonmaker, Bill DeVore, and John Newton.

Aeronautics Commission

The Wyoming Aeronautics Commission oversees certain Aeronautics activities, including administering airport improvement projects for runway construction and rehabilitation, approving grants to Wyoming airports for airport infrastructure and various other projects, encouraging air travelers to fly directly into and out of Wyoming airports through the Air Service Enhancement Program, and supporting fly-ins and air shows across the state each summer.

The Governor also appoints the 7 Aeronautics Commissioners who may serve a maximum of two 6-year terms. The Aeronautics Commission does not have a geographic rotation requirement within the districts. Meetings are held at various locations across the state every other month.





WYDOT Mission, Vision, Values, and Goals

Vision Statement

Excellence in Transportation

Mission

To provide a safe, high quality, and efficient transportation system.

Values

- Honesty
- Accountability
- Commitment
- Respect
- Innovation

Goals

- Improve safety on the state transportation system.
- Serve our customers.
- Improve agency efficiency and effectiveness.
- Take care of all physical aspects of the state transportation system.
- Develop and care for our people.
- Exercise good stewardship of our resources.

Wyoming Department of Transportation 2016 Annual Report

Compiled and edited by Management Services

Layout and design by Carlie Van Winkle, Public Affairs Office

Photos by Rick Carpenter, Public Affairs Office

Cover photo: Red Gulch/Alkali Scenic Backway near Shell, Wyoming



WYOMING

DEPARTMENT OF TRANSPORTATION

5300 Bishop Boulevard
Cheyenne, Wyoming 82009-3340