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## STAFF REPORT

Date: May 15, 2024

To: Tahoe Metropolitan Planning Organization, Governing Board

From: TRPA Transportation Planning Staff

Subject: Approval of Amendment No.2 of the FY 2023/24 Lake Tahoe Transportation Overall Work Program

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### Summary and Staff Recommendation:

Staff recommends that the Tahoe Metropolitan Planning Organization (TMPO) approve Amendment No.2 of the FY 2023/2024 (FY 2024) TMPO Transportation Overall Work Program (OWP).

### Required Motions:

In order to adopt Amendment No.2 of the FY 2024 TMPO Overall Work Program, the Board must make the following motion(s), based on the staff summary:

- 1) A motion to adopt the attached resolution approving Amendment No.2 of the FY 2024 TMPO Overall Work Program. (Attachment A).

In order for motion(s) to pass, an affirmative vote of any eight Board members is required.

### Background:

As a recipient of federal transportation planning funds, the Tahoe Metropolitan Planning Organization (TMPO) is required to prepare an annual program of work outlining transportation planning activities TMPO will be undertaking in the coming fiscal year. The OWP, also referred to as a Unified Planning Work Program (UPWP), provides a description of the activities and financial budget to fund the efforts.

Based on the annual reconciliation of Federal Highway Administration (FHWA) Planning Funds (PL) and Federal Transit Administration (FTA) 5303 it is necessary to amend the current [OWP FY 23/24](#) budget to reflect an increase of \$41,419. While staff time and hours remain the same, these additional funds will be incorporated into Work Element 104. The total budget after all changes is \$2,494,964. Budget updates require no changes to contract services. The final draft OWP Amendment No.2 is available on the [trpa.gov/transportation](http://trpa.gov/transportation) web page beneath Work Program towards the bottom of the home page.

### Summary of Changes:

Funding changes are in 1) Direct Costs (contracts) for Work Element (WE) 104.

## **WE104 – Regional Intermodal Planning**

Direct Costs increased by \$41,419. This small change will be carried forward in FY25 OWP budget and does not require changes to staff time or existing contracts.

REVENUES				EXPENDITURES			
Direct Costs:	FY24 Amend 1	Increase (Decrease)	FY24 Amend 2	Direct Costs:	FY24 Amend 1	Increase (Decrease)	FY24 Amend 2
FHWA PL - Complete Streets (CA)	\$21,712	-\$1,971	\$19,741	Regional Planning Tech Svcs.	\$209,352	\$41,419	\$250,771
-Toll Credits (CA-PL Complete Streets)	\$2,490	-\$226	\$2,264	Transit/TDM Support Svcs.	\$50,000	\$0	\$50,000
FHWA PL - PL (CA)	\$22,807	\$3,486	\$26,293	Active Transportation Planning	\$41,465	\$0	\$41,465
-Toll Credits (CA-PL)	\$2,616	\$400	\$3,016				
FHWA PL (CA 22/23 Carryover) - Expires 6/30/25	\$145,150	\$0	\$145,150				
-Toll Credits (CA-PL Carry)	\$16,649	\$0	\$16,649				
FHWA PL (CA 21/22 Carryover) - Expires 6/30/24	\$3,162	\$0	\$3,162				
-Toll Credits (CA-PL Carry)	\$363	\$0	\$363				
FTA 5303 (CA)	\$0.00	\$39,905	\$39,905				
-Toll Credits (CA 5303-Carry)	\$0	\$4,577	\$4,577				
FTA 5303 (CA 22/23 Carryover) - Expires 6/30/25	\$8,826	\$0	\$8,826				
-Toll Credits (CA 5303-Carry)	\$1,012	\$0	\$1,012				
FTA 5303 (CA 21/22 Carryover) - Expires 6/30/24	\$16,457	\$0	\$16,457				
TRPA General	\$35,193	\$0	\$35,193				
TDA Planning	\$47,510	\$0	\$47,510				
<b>Subtotal:</b>	<b>\$300,817</b>	<b>\$41,419</b>	<b>\$342,236</b>	<b>Subtotal:</b>	<b>\$300,817</b>	<b>\$41,419</b>	<b>\$342,236</b>
<b>TMPO Staff:</b>				<b>TMPO Staff:</b>			
FHWA PL - PL (CA)			\$183,427				
-Toll Credits (PL-CA)			\$21,039				
FTA 5303 (CA)			\$23,600				
-Toll Credits (FTA 5303 CA)			\$2,707				
FHWA PL (NV)			\$153,767				
TRPA General			\$12,281				
TDA Planning			\$16,764				
<b>Subtotal:</b>			<b>\$397,434</b>	<b>Wages/Benefits:</b>			<b>\$255,223</b>
				<b>Est. Indirect Cost:</b>			<b>\$142,211</b>
				<b>Subtotal:</b>			<b>\$397,434</b>
<b>Total:</b>	<b>\$300,817</b>	<b>\$41,419</b>	<b>\$739,670</b>	<b>Total:</b>	<b>\$300,817</b>	<b>\$41,419</b>	<b>\$739,670</b>

\*\*Toll Credits are displayed for tracking purposes and are not a form of cash or revenue.

**Contact Information:**

If you have any questions or comments regarding this item, please contact Michelle Glickert, at [mglickert@trpa.org](mailto:mglickert@trpa.org) or 775-589-5204.

To submit a written public comment, email [publiccomment@trpa.gov](mailto:publiccomment@trpa.gov) with the appropriate agenda item in the subject line. Written comments received by 4 p.m. the day before a scheduled public meeting will be distributed and posted to the TRPA website before the meeting begins. TRPA does not guarantee written comments received after 4 p.m. the day before a meeting will be distributed and posted in time for the meeting.

**Attachments:**

- A. Resolution 2024-\_\_ to adopt Amendment No.2 of the FY2024 TMPO OWP
- B. [2023/2024 Lake Tahoe Transportation Overall Work Plan Amendment No.2](#)

Attachment A  
Resolution 2024-\_\_ to adopt Amendment No.2 of the FY2024 TMPO OWP

TAHOE METROPOLITAN PLANNING ORGANIZATION  
TMPO RESOLUTION NO. 2024-\_\_

ADOPTION OF AMENDMENT No.2 OF THE TMPO 2024 TRANSPORTATION OVERALL WORK PROGRAM

WHEREAS, the Tahoe Metropolitan Planning Organization (TMPO) has been designated by the Governors of California and Nevada for the preparation of transportation plans and programs under US Title 23, CFR 450; and

WHEREAS, each MPO is required to adopt an Overall Work Program (OWP), describing the transportation planning program and the planning activities anticipated for the Region over the next fiscal year; and

WHEREAS, the Federal Highway Administration, the Federal Transit Administration, Caltrans and the Nevada Department of Transportation have approved the 2024 OWP; and

WHEREAS, staff has prepared Amendment No.2 to the OWP that includes modifications to the budget and activities; and

WHEREAS, staff is requesting that the TMPO Governing Board adopt Amendment No.2 of the 2024 OWP and authorize the submittal to state and federal agencies for approval as necessary, and authorize staff to take actions necessary for this approval; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Tahoe Metropolitan Planning Organization adopts this resolution approving Amendment No.2 of the 2024 Tahoe Transportation Overall Work Program.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization at its regular meeting held on May 22, 2024, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

\_\_\_\_\_  
Cindy Gustafson – Chair  
Tahoe Metropolitan Planning Organization  
Governing Board

Attachment B

[2023/2024 Lake Tahoe Transportation Overall Work Plan Amendment No.2](#)