

STAFF REPORT

Date: October 18, 2023

To: Tahoe Metropolitan Planning Organization, Governing Board

From: TRPA Transportation Planning Staff

Subject: Approval of Amendment No.1 of the FY 2023/24 Lake Tahoe Transportation Overall Work Program

Summary and Staff Recommendation:

Staff recommends that the Tahoe Metropolitan Planning Organization (TMPO) approve Amendment No.1 of the FY 2023/2024 (FY 2024) TMPO Transportation Overall Work Program (OWP).

Required Motions:

In order to adopt Amendment No.1 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.1 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) Carryover, Federal Transit Administration (FTA) 5303 Carryover, and California Road Maintenance and Rehabilitation Account (RMRA) between Caltrans and TMPO it is necessary to amend the current [OWP FY 23/24](#) budget to reflect a decrease of \$1311. This amendment is an opportunity to also to modify anticipated activities and changes to the staff budget. While staff time and hours remain the same, the amendment includes an increase of \$76,953 for salary updates. The total budget after all changes is \$2,453,545. Budget updates require no changes to contract services. The full OWP Amendment No.1 red lined document is available on the trpa.gov/transportation web page beneath Work Program.

Summary of Changes:

Funding changes are in 1) Direct Costs (contracts) for Work Elements (WE) 104 and 108 shown here and 2) TMPO Staff budgets in each work element are shown in the redline document posted online.

WE104 – Regional Intermodal Planning

Direct Costs decreased by \$8536.23. This small change will not have an impact on consultant support throughout this year or on existing contracts.

REVENUES				EXPENDITURES					
Direct Costs:		FY24	Increase (Decrease)	FY24 Amend 1	Direct Costs:		FY24	Increase (Decrease)	FY24 Amend 1
FHWA PL - Complete Streets (CA)		\$21,712	\$0	\$21,712	Regional Planning Tech Svcs.		\$209,352	\$0	\$209,352
-Toll Credits (CA-PL Complete Streets)		\$2,490	\$0	\$2,490	Transit/TDM Support Svcs.		\$50,000	\$0	\$50,000
FHWA PL - PL (CA)		\$22,807	\$0	\$22,807	Active Transportation Planning		\$50,000	-\$8,536	\$41,464
-Toll Credits (CA-PL)		\$2,616	\$0	\$2,616					
FHWA PL (CA 22/23 Carryover) - Expires 6/30/25		\$160,673	-\$15,523	\$145,150					
-Toll Credits (CA-PL Carry)		\$18,429	-\$1,781	\$16,649					
FHWA PL (CA 21/22 Carryover) - Expires 6/30/24		\$0	\$3,162	\$3,162					
-Toll Credits (CA-PL Carry)		\$0	\$363	\$363					
FTA 5303 (CA 22/23 Carryover) - Expires 6/30/25		\$10,457	-\$1,632	\$8,826					
-Toll Credits (CA 5303-Carry)		\$1,199	-\$187	\$1,012					
FTA 5303 (CA 21/22 Carryover) - Expires 6/30/24		\$11,000	\$5,457	\$16,457					
-Toll Credits (CA 5303-Carry)		\$1,262	\$626	\$1,888					
TRPA General		\$35,193	\$0	\$35,193					
TDA Planning		\$47,510	\$0	\$47,510					
Subtotal:		\$309,352	-\$8,536	\$300,816	Subtotal:		\$309,352	-\$8,536	\$300,816
TMPO Staff:				TMPO Staff:					
FHWA PL - PL (CA)		\$183,427	\$0	\$183,427					
-Toll Credits (PL-CA)		\$21,039	\$0	\$21,039					
FTA 5303 (CA)		\$23,600	\$0	\$23,600					
-Toll Credits (FTA 5303 CA)		\$2,707	\$0	\$2,707					
FHWA PL (NV)		\$153,767	\$0	\$153,767					
FTA 5303 (NV)		\$7,595	\$0	\$7,595					
TRPA General		\$0	\$18,507	\$18,507	Wages/Benefits:		\$243,339	\$11,884	\$255,223
TDA Planning		\$10,538	\$0	\$10,538	Est. Indirect Cost:		\$135,588	\$6,623	\$142,211
Subtotal:		\$378,927	\$18,507	\$397,434	Subtotal:		\$378,927	\$18,507	\$397,434
Total:		\$688,279	\$9,971	\$698,250	Total:		\$688,279	\$9,971	\$698,250

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

Work Element 108 – Sustainable Communities Planning

The overall budget increased by \$7225 in Direct Costs to WE 108.5 and 108.7 only.

WE 108.5									
REVENUES					EXPENDITURES				
Direct Costs:					Direct Costs:				
TRPA General		\$3,786	\$440	\$4,226	Sustainable Comm Planning		\$33,000	\$3,836	\$36,836
CA-RMRA 21/22 Carryover (WE 108.5) - Expires 2/28/24		\$29,214	\$3,396	\$32,610					
Subtotal:		\$33,000	\$3,836	\$36,836	Subtotal:		\$33,000	\$3,836	\$36,836
TMPO Staff:					TMPO Staff:				
				\$0					\$0
Total:		\$33,000	\$3,836	\$36,836	Total:		\$33,000	\$3,836	\$36,836
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WE 108.7							
REVENUES				EXPENDITURES			
Direct Costs:	FY24	Increase (Decrease)	FY24 Amend 1	Direct Costs:	FY24	Increase (Decrease)	FY24 Amend 1
TRPA General	\$20,828	\$389	\$21,217	Sustainable Comm Planning	\$181,578	\$3,389	\$184,967
CA-RMRA 23/24 (WE 108.7)	\$160,750	\$3,000	\$163,750				
Subtotal:	\$181,578	\$3,389	\$184,967	Subtotal:	\$181,578	\$3,389	\$184,967
TMPO Staff:				TMPO Staff:			
			\$0				\$0
Total:	\$181,578	\$3,389	\$184,967	Total:	\$181,578	\$3,389	\$184,967

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Contact Information:

If you have any questions or comments regarding this item, please contact Michelle Glickert, at mglickert@trpa.gov or 775-589-5204. To submit a written public comment, email 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 2023-__ to adopt Amendment #1 of the FY2024 TMPO OWP
- B. [2023/2024 Lake Tahoe Transportation Overall Work Plan Amendment No.1](#) (link)

Attachment A
Resolution 2023-__ to adopt Amendment #1 of the FY2024 TMPO OWP

TAHOE METROPOLITAN PLANNING ORGANIZATION
TMPO RESOLUTION NO. 2023-__

ADOPTION OF AMENDMENT No.1 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.1 to the OWP that includes modifications to the budget and activities; and

WHEREAS, staff is requesting that the TMPO Governing Board adopt Amendment No.1 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.1 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 October 25, 2023, 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.1](#)