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STAFF REPORT

Date: April 17, 2024  
To: TMPO Governing Board  
From: TRPA Transportation Planning Staff  
Subject: Approval of TMPO Lake Tahoe Transportation Planning Overall Work Program FY25

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Summary and Staff Recommendation:

Staff recommends the Tahoe Metropolitan Planning Organization (TMPO) Board adopt the attached TMPO Resolution 2024 -\_\_ approving the Fiscal Year 2025 Overall Work Program (OWP).

Tahoe Transportation Commission Recommendation:

On April 3, 2024, the Tahoe Transportation Commission (TTC) conducted a public hearing, provided comments on the draft Fiscal Year 2025 (FY25) Tahoe Regional Planning Agency (TRPA)/ Tahoe Metropolitan Planning Organization (TMPO) Transportation Planning Overall Work Program (OWP) and recommended approval to the TMPO Governing Board.

Required Motion:

In order to adopt the attached resolution approving the proposed OWP, the Board must make the following motion, based on the staff report.

- 1) A motion to adopt TMPO Resolution 2024 -\_\_ (Attachment A) to approve the FY 2025 OWP (Exhibit 1, thereto).

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

Project Description/Background:

Federal regulations (Title 23, Sec. 450.314) require each Metropolitan Planning Organization (MPO) to prepare an annual program of work that identifies transportation planning priorities to be carried out by the MPO during the 2025 fiscal year (July 1, 2024-June 30, 2025). The detailed description of the transportation planning activities in the OWP provides direction for the expenditure of various Federal and State transportation planning funds. The primary revenue sources for OWP planning and administration is provided by the Federal Highways Administration and the Federal Transit Administration. These funds are awarded to TRPA acting as the designated MPO to fulfill core planning activities required by Title 23 Section 450 of the US Code of Federal Regulations. The OWP also forms the basis for inclusion of the transportation planning functions of the agency into the overall TRPA annual work plan and budget.

Highlights of the coming year include:

- Unmet Transit Needs Report & Rider Surveys
- Proposed Updates to Regional Transportation Plan Goals and Policies
- Complete Streets Standards for Town Centers
- 2024 Biennial Regional Transportation Plan/Sustainable Communities Performance Report
- Update and Maintenance of 2025 Regional Transportation Improvement Program
- Updated Intelligent Transportation System Report incorporating Transportation System Management Operations
- Draft 2050 Regional Transportation Plan/Sustainable Communities Strategy

A summary of the FY25 OWP briefly describing the individual work elements and overall budget is in attachment B.

Discussion:

TRPA staff prepared the initial draft FY25 OWP and started the required 30-day public comment period March 8, 2024. Comments on the draft document were requested by and heard at the TTC public hearing on April 3, 2024. All comments received have been considered and incorporated in the Final Draft FY25 OWP. Comments consisted of refinements to budget estimates and sources, and clarification on staff and direct costs. The final document will be presented to the Transportation Committee of the TMPO Governing Board for recommendation of approval at the April 24, 2024, meeting. The Final Draft FY25 OWP is available on the TRPA Transportation Program web page at <http://www.trpa.gov/transportation/> and under Work Program near the bottom of the home page.

Contact Information:

For questions regarding this agenda item, please contact Michelle Glickert, Transportation Planning Program Manager, at (775) 589-5204 or [mglickert@trpa.gov](mailto:mglickert@trpa.gov).

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. TMPO Adopting Resolution 2024 - \_\_  
Exhibit 1: [Final Draft TMPO FY 2025 Overall Work Program](#)
- B. Executive Summary TMPO FY25 Transportation Planning Overall Work Program

Attachment A  
TMPO Adopting Resolution 2024 - \_\_\_ for 2025 OWP

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

ADOPTION OF THE TMPO 2025 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 Title 23, CFR 450; and

WHEREAS, each MPO is required to adopt an Overall Work Program (OWP), also referred to as the Unified Planning Work Program (UPWP), describing the planning priorities facing the Region and the planning activities anticipated for the Region over the next year; and

WHEREAS, staff have prepared an OWP that describes the anticipated revenues and expenditures and planning activities and products for transportation and air quality planning purposes over the next year; and

WHEREAS, the Federal Highway Administration, the Federal Transit Administration, Caltrans and the Nevada Department of Transportation have reviewed and commented upon a draft version of the 2025 OWP; and

WHEREAS, the Tahoe Transportation Commission has conducted public meetings at which the 2025 OWP was an officially noticed item that was discussed and was recommended for approval; and

WHEREAS, staff is requesting that the TMPO Governing Board adopt a final 2025 OWP for submittal to state and federal agencies for approval, and authorize staff to take actions necessary for this approval; and

WHEREAS, the TMPO certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of the federal statutes listed on the MPO Planning Process Certification and Federal Transit Administration certifications included in the 2025 OWP document.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Tahoe Metropolitan Planning Organization approves the 2025 Tahoe Basin Transportation Overall Work Program, appended hereto as Exhibit 1.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization at its regular meeting held on April 24, 2024, by the following vote:

Ayes:

Nays:

Abstain:

Absent:

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Cindy Gustafson, Chair  
Tahoe Metropolitan Planning Organization  
Governing Board

Attachment A  
Exhibit 1

[Final Draft TMPO FY 2024 Overall Work Program](#) (Link)

Attachment B  
Executive Summary TMPO FY25 Transportation Planning Overall Work Program

# Lake Tahoe Transportation Planning Draft Overall Work Program - FY 2024/25

April 2024

## OWP Executive Summary

### Introduction

The Overall Work Program (OWP) defines the continuing, comprehensive, and coordinated regional transportation planning process for the Lake Tahoe Basin. It establishes transportation, air quality, and other regional planning objectives and associated funding for Fiscal Year 2024/25. The OWP also serves as a management tool for the Tahoe Regional Planning Agency (TRPA), serving as the Tahoe Metropolitan Planning Organization (TMPO), through the identification of work elements containing tasks and products to be provided during the year, including Federal and State mandated transportation planning requirements and other regional transportation planning activities.

### Work Elements

The OWP is organized by *functional areas* and **work elements (WE)** combining similar activities, and products in one place. Below is a list of the work elements with a brief description of each and budgets which include staff time and direct costs for contracts and purchases:

#### Outreach and Administration

##### **WE 101 – Overall Work Program Administration - \$153,721**

This work element contains the administrative activities to support the Lake Tahoe transportation program, including budgets, work program development and tracking, and professional staff development. Staff time is 90% of the WE budget.

##### **WE 102 – Transportation Development Act - \$55,735**

The Transportation Development Act (TDA) is a major source of regional transit operating funding from California. This work element outlines the administration and management of the TDA funding coming into the Lake Tahoe Region including the annual Unmet Transit Needs Report and an audit of the TDA administration. Staff time is 87% of the WE budget.

##### **WE 103 – Public Outreach and Coordination - \$297,927**

Public outreach and collaboration with partners are key to TRPA's success. This work element includes activities to support a transparent, educational, and effective regional transportation planning process as the Tahoe Metropolitan Planning Organization. The element also includes specific public outreach and agency collaboration efforts which will focus on the development of the 2025 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) and will include the TMPO board, TRPA Transportation Committee and Tahoe Transportation Commission, tribal government consultation, and environmental justice activities. Staff time is 80% of the WE budget.

#### Regional Intermodal Planning

##### **WE 104.1 – Regional Transportation Plan Maintenance & Coordination - \$454,434**

This sub work element contains a variety of transportation planning activities that focus on the maintenance of the 2020 RTP/SCS and development of the 2025 RTP/SCS. Development of the RTP/SCS will include analysis of travel patterns, transportation improvement strategies, developing a project list and financial element for the plan, environmental analysis and gathering feedback from the public and stakeholders. Work with the Tahoe Transportation Implementation Collaborative and the TRPA Transportation Committee as the steering Committee for the RTP/SCS via regular check-ins is included. Staff time is 56% of the WE budget.



**WE 104.2 – Complete Streets, Modal Planning and Programs - \$269,242**

This work element contains a variety of transportation planning activities, it includes the execution of programs including transportation demand management, complete streets and corridor planning, transit planning support including updates to the Tahoe Transportation District and Placer County Truckee Tahoe Area Regional Transportation Short Range Transit Plans, and development of new regional transit services, policies and goals for the RTP. Staff time is 70% of the WE budget.

**WE 105 – Transportation Data Management and Forecasting - \$330,592**

This work element includes regional transportation data collection and modeling efforts to support transportation data needs of staff, partners, and the public. This element also includes maintenance and updates as needed to the TRPA travel demand model and various transportation data sets for the 2025 RTP/SCS and to address TRPA, Federal, and State requirements. These activities are coordinated by the TRPA Research and Analysis Program. Staff time is 53% of the WE budget.

Tracking and Financial Management

**WE 106 – Project Tracking and Financial Management - \$302,104**

This work element supports the financial management activities related to federal and state funded transportation projects in the Region. Tracking of new federal funding sources and support to local implementation partners. This element includes the required administration of transportation funding allocated by the TMPO, and the updates and maintenance of the Federal Transportation Improvement Program, and maintenance of the 2024 Regional Transportation Improvement Program. Staff time is 100% of the WE budget.

Regional Coordination

**WE 107 – Performance-Based Planning - \$80,692**

This work element supports the continual development of TMPO’s performance-based planning framework that directly supports monitoring the performance of the RTP/SCS Strategy and new goals and policies of the Regional Plan. Refinements will be made to the biennial RTP/SCS Transportation Performance Report as needed and integrated with TRPA’s performance management system, including the development, tracking, and reporting on TRPA, State, and Federal transportation performance measures. Staff time is 100% of the WE budget.

**WE 108 – Sustainable Communities Planning** No staff time is built into this WE.

**WE 108.6 \$112,647**

This sub work element highlights the development of a final 2024 Electric Vehicle Readiness Plan, gathering travel behavior data and evaluating parking management programs to support the 2025 RTP/SCS.

**WE 108.7 \$184,966**

This sub work element highlights evaluations of transportation technology to optimize mobility and reliability to help address congestion during high visitation periods and disasters in preparation for larger system management and operations plan.

**WE 108.8 \$184,966**

This sub work element is needed to complete the system management and operations plan building from 108.7 that will be folded into the 2025 RTP/SCS.

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