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**MONO COUNTY
LOCAL TRANSPORTATION COMMISSION**

PROCEDURE HANDBOOK

Updated December 2006

Y9703

I. INTRODUCTION AND PURPOSE

Background

The Mono County Local Transportation Commission (MCLTC) was created by joint resolution of the Mono County Board of Supervisors (Res. 84-93 dated August 21, 1984) and the Mammoth Lakes Town Council (Res. 84-26 dated August 20, 1984). Pursuant to Government Code Section 29535, the Mono County Local Transportation Commission thus created was designated by the Secretary of Business, Transportation and Housing as the regional transportation-planning agency for Mono County on October 1, 1984. The MCLTC replaced the Mono County Transportation Commission, which served as the transportation-planning agency for Mono County from April 1, 1972 through December 1984.

Purpose

The Mono County LTC serves as the lead transportation planning and administrative agency for transportation projects and programs in the Mono County region. The MCLTC's primary functions include:

1. Administration of Transportation Development Act (TDA) funds
2. Preparation, adoption and submittal of a Regional Transportation Plan (RTP) to the California Department of Transportation and California Transportation Commission
3. Preparation of an annual Overall Work Program (OWP)
4. Preparation and adoption of a Regional Transportation Improvement Program (RTIP)
5. Review of and comment on the Interregional Improvement Plan (IIP) contained in the State Transportation Improvement Program (STIP)
6. Review of and prioritization of grant applications for various funding programs
7. Facilitation of public education, awareness and involvement in regional transportation planning and programming

II. ORGANIZATION

Membership

Consistent with state law, the MCLTC consists of six Commissioners -- three Commissioners appointed by the Town of Mammoth Lakes Town Council and three Commissioners appointed by the Mono County Board of Supervisors. Each appointing authority may also select up to two alternative members to serve in the absence of their respective regular members. In most instances, the appointing authorities select Commissioners that also serve as members of the Mammoth Lakes Town Council and Mono County Board of Supervisors.

The MCLTC has historically included the Caltrans District 9 Director as a non-voting ex-officio

member. The ex-officio membership allows for participation by the District 9 Director or staff designee in Commission discussions before and after public testimony, but without the ability to vote on Commission matters.

Term of Office

Each appointed Commissioner shall serve until a replacement is named.

Chair and Vice-Chair

The Chair and Vice-Chair shall be elected by a majority vote of members present in February or as soon thereafter as possible, or at a regular meeting after a vacancy occurs. The Chair shall preside at all meetings, call special meetings, and perform such other duties as may be assigned by the MCLTC. The Vice-Chair shall perform all duties of the Chair, in the latter's absence or disability.

Meetings

The MCLTC meets on the second Monday of every month, unless a lack of business or agenda items allows the monthly meeting to be cancelled, or a special meeting is deemed necessary. Regular meetings are held at 9:00 a.m. at the Town County Conference Room in Mammoth Lakes. The MCLTC also meets occasionally in the evening and /or in various unincorporated communities to facilitate public involvement. Special meetings may be called with the concurrence of the Chair to accommodate special circumstances, such as to facilitate community involvement, accommodate Commission scheduling conflicts or to address pressing Commission business. All MCLTC meetings shall be publicly noticed and conducted in accordance with applicable public meeting laws.

Quorums

Any four or more Commissioners in attendance at an LTC meeting shall constitute a quorum. All actions taken by a quorum at a noticed meeting shall be binding and carry the full force and effect of the LTC.

Agendas

Meeting agendas shall be prepared by staff and posted by the Commission Secretary in accordance with all applicable laws. Agenda items and supporting materials shall be submitted to the Commission Secretary no later than 12 calendar days prior to the respective LTC meeting. Those items needing comments, analysis, legal review, etc. shall be submitted at least two weeks prior to the meeting. Agenda items should be prepared following the standard report format established by the Executive Director. Staff shall assemble and disseminate the final LTC agenda and packet to all LTC members and the Caltrans District 9 Transportation Planning Branch no later than five (5) calendar days prior to the respective meeting.

To facilitate agenda preparation and Commission follow-ups, a Transportation Technical Advisory Committee may meet at least 14 calendar days prior to the Commission meeting to review and coordinate agenda items.

III. ADMINISTRATION

Administrative Services

In recent years, Mono County and the Town of Mammoth Lakes have provided staff services of the MCLTC via a memorandum of understanding (MOU). The MOU (Attachment A) provides for planning services, staff and administrative support for the MCLTC in order to fulfill the requirements of the California Transportation Development Act, to accomplish the mandated functions of the MCLTC and to carry out the annual Overall Work Program (OWP). The MOU notes that it is in the best interest of the County, Town and MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services, and that a close working relationship on a daily basis among the staff of the County, Town and the MCLTC has been beneficial to all parties.

The division of responsibilities for staff and administrative services is established annually based upon the Overall Work Program. Major administrative matters and projects directly affecting the incorporated area are the responsibilities of the Town Public Works and Planning Departments, whereas major administrative matters and projects directly affecting the unincorporated area are the responsibilities of the County Public Works and Planning Departments.

County staff handles routine administrative and secretarial matters, and County staff has filled the positions of Executive Director, Commission Secretary and Commission Counsel in recent years. The LTC Secretary is appointed by the Executive Director to maintain records, including meeting minutes and project files and to assist staff in preparation and dissemination of public notices, agendas, agenda packets, and other official business. Technical (engineering, legal and planning) staffing services for the LTC are provided by the County and the Town of Mammoth Lakes staff as needed. Appendix B contains Job Descriptions for the various positions in the Town and County that provide staffing services to the MCLTC.

Advisory Committees

The MCLTC appoints the Mono County Social Services Transportation Advisory Council (SSTAC) to advise the Commission on transit needs, major transit issues, and coordination of specialized transportation services, particularly during the Unmet Needs Hearing process. Members of the SSTAC are appointed by the Commission in compliance with the membership composition requirements of the Transportation Development Act (Section 99238). Consistent with the Legislature's intent to avoid duplicative transit advisory councils, the Mono County SSTAC serves as the sole advisory council for regional transit matters within Mono County.

To better integrate regional transportation planning efforts with local and county planning systems, the MCLTC utilizes the existing committee structure of the area's two general-purpose governments -- the Town of Mammoth Lakes and Mono County. These include the Town of Mammoth Lakes Planning Commission, Mono County Planning Commission, the Mono County Airport Land Use Commission, Mammoth Lakes Airport Advisory Committee, and the Regional Planning Advisory Committees (RPAC), which are planning advisory committees serving unincorporated communities.

A staff-level Transportation Technical Advisory Committee (TTAC) consisting of representatives from Mono County, Town of Mammoth Lakes, the local transit provider (presently Inyo Mono Transit) and Caltrans meets monthly to coordinate agenda items, Commission follow-ups and related planning matters. The TTAC provides technical staff support and recommendations to the LTC on State, regional, County and Town transportation matters. The TAC generally meets after regular LTC meetings or on an as-needed basis.

Planning Partnerships

The MCLTC participates with the regional transportation planning agencies in Inyo, Kern and San Bernardino counties through the Eastern California Transportation Planning Partnership. This partnership coordinates regional transportation planning and programming efforts for the Eastern Sierra region.

MCLTC members and staff also participate on the Mono County Collaborative Planning Team, which consists of federal, state, regional, tribal and local government agencies in the region. The Team meets regularly to provide a regional forum on a variety of planning matters, including transportation-related issues.

IV. PROCEDURES

Transportation Development Act Funds

The Transportation Development Act (TDA) provides for two major sources of funding for public transportation -- the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA). The TDA sets forth in detail the requirements and procedures for securing and administering these funds. The MCLTC follows these procedures, as amended from time to time, and complies with all other applicable requirements in the administration of TDA funds.

UPDATE → *deferred revenues*
* add reserve information for LTF accounts: 5% - 15%

Regional Transportation Plan

Government Code Section 65080 requires each transportation-planning agency to prepare and adopt a regional transportation plan (RTP) once every four years. The plan is intended to achieve a coordinated and balanced regional transportation system of all travel modes. The plan shall be action oriented and pragmatic, considering both the short-term and long-term future and present clear, concise policy guidance to local and state officials, and the general public. In Mono County, the RTP has been integrated with the circulation elements of the Town of Mammoth Lakes and Mono County to enhance integration of transportation plans with local land use plans, and to improve planning efficiencies.

The Mono County RTP shall be prepared in accordance with applicable requirements; guidelines prepared by the California Transportation Commission and Caltrans, and should reflect policy directives of the California Transportation Plan. The RTP may be updated more frequently as needed to respond to local circumstances. The RTP also must comply with the requirements of the California Environmental Quality Act.

Regional Transportation Improvement Program (RTIP)

After consulting with Caltrans, the LTC shall adopt (by resolution) and submit its RTIP to the California Transportation Commission (CTC) and Caltrans, usually no later than December 15 of each odd-numbered year. All projects are required to have a completed and approved Project Study Report (PSR) or for projects not on a state highway, a PSR equivalent.

The RTIP shall be prepared in accordance with STIP Guidelines adopted by the California Transportation Commission, and may include:

- Programming proposals from the county share for the current STIP period, consistent with the STIP fund estimate. These proposals may include new projects, changes to prior STIP projects, and program reserves.
- Programming proposals for the four-year county share period that exceeds the current STIP period, consistent with the fund estimate. These proposals may include new projects or changes to prior STIP projects.
- Programming proposals from the County Advance Project Development Element (APDE) share, which is treated as an advance of future share (Sections 37-42 of CTC STIP Guidelines).
- Requests to advance future county shares for a larger project.
- Project recommendations for the interregional share¹.

Projects included in the RTIP must be consistent with the Regional Transportation Plan.

Overall Work Program

The Overall Work Program (OWP), which is prepared annually, includes a budget and tasks outlining the transportation planning activities for the coming year. The OWP is prepared in accordance with annual guidance provided by Caltrans, and serves as:

- A comprehensive listing of transportation planning activities in Mono County,
- A convenient regional transportation planning reference document for LTC partners and members of the public,
- Mono LTC's proposal to program and use Regional Transportation Planning funds,
- The basis for a contract with the State for use and disbursement of RPA funds,

A draft of OWP is generally submitted to Caltrans for their review and comment in March of each year, with final OWP adoption by the LTC in June of each year.

V. APPENDIX

- A. Staffing MOU
- B. Job Descriptions
- C. Transportation Development Act Report Dates

¹ California Transportation Commission, Amendment of STIP Guidelines, Resolution G-01-21, July 12, 2001

APPENDIX A
EXCERPTS FROM:

Mono County Local Transportation Commission
Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into by and among the County of Mono ("County"), and Town of Mammoth Lakes ("Town") and the Mono County Local Transportation Commission ("MCLTC") and updates the previous MOU concerning LTC Staff.

RECITALS:

1. The County, Town and MCLTC have entered into an MOU to provide planning services, staff and administrative support for the MCLTC in order to fulfill the requirements of the California Transportation Development Act (TDA), to accomplish the mandated functions of the MCLTC and to carry out the annual Overall Work Program (OWP).
2. It is in the best interests of the County, Town and the MCLTC to continue to implement the most efficient and professionally economical method of providing the aforementioned services.
3. It is the prerogative of the MCLTC to allocate and expend the funds necessary to provide these services to the County and the Town.
4. A close working relationship on a daily basis among the staff of the County, Town and MCLTC has been beneficial to all parties.

NOW, THEREFORE, based upon the foregoing recitals, it is mutually understood by all parties and agreed to as follows:

1. The Town Public Works and Planning Departments and the County Public Works and Planning Departments agree to provide personnel as required to perform the necessary functions of the TDA and to accomplish the state mandated tasks of the MCLTC.
2. Secretarial services shall be proportionately provided by the County and the Town Planning Departments as to each entities share of the OWP. Routine administrative and secretarial matters shall be handled by the County staff.
3. Public Works and MCLTC staff personnel are not employees of the MCLTC. The staff of the County Public Works and Planning Department provided to the MCLTC shall remain employees of the County, subject to its rules and regulations, and shall be provided salary, benefits and companion costs by the County. The staff of the Town Public Works and Planning Department provided to the MCLTC shall remain employees of the Town, subject to its rules and regulations, and shall be provided salary, benefits and companion costs by the Town.
4. Division of MCLTC staff responsibilities among the County, Town and MCLTC shall be established annually. Allocation of staff time and administrative /planning funds shall be based upon the OWP for the year.
5. The OWP shall be cooperatively drafted by the County and Town staff.
6. If differences exist between the Town and County staff on certain matters, both staff positions shall be submitted to the MCLTC for final determination.

7. The Town Public Works and Planning Department shall be responsible for major administrative matters and projects directly affecting the incorporated area. The County Public Works and Planning Department shall be responsible for major administrative matters and projects directly affecting the unincorporated area.
8. If lack of expertise or prior staff commitments prevents either the Town or County staff from conducting MCLTC studies or duties, the Town or County staff may, with the concurrence of the MCLTC, initiate the process for subcontracting with qualified consultants.
9. The County Auditor-Controller shall provide maintenance of various trust funds (as required by the TDA), white claim disbursement and audit services as required.
10. The following is a list of some of the services and facilities available to the MCLTC by the County and Town, which defines a cooperative working relationship between all parties.

County/Town:

- Complete agenda packets for all LTC meetings.
- Telephone receptionist and outgoing calls.
- Use of Conference Room and coffee facilities for meeting as needed.
- Uses of copy machines for agendas and major projects.
- County Auditor-Controller functions as described in Item 9.
- County Counsel as needed on behalf of the County.
- Town Attorney as needed on behalf of the Town.
- Interoffice and outgoing mail services.

APPENDIX B

JOB DESCRIPTIONS

APPENDIX C

TRANSPORTATION DEVELOPMENT ACT SUMMARY

SUMMARY OF IMPORTANT TDA REPORT DATES
(With references to Statutes and Regulations)

January 31 State Controller will send preliminary STA estimate to TPA, CTC, and MTDB. (99312.7)

February 1 County auditor furnishes LTF estimate to TPA. (6620)

March 1 TPA advises LTF claimants of anticipated area apportionments within the county. (99230, 6644)

April 1 Claimants file for LTF and STA funding with TPA. (6630, 6732)

June 30 TPA conveys LTF allocation instructions to LTF claimants and to the county auditor. (99235, 6659)

June 30 TPA, CTC, and MTDB transmit fiscal audit to the State Controller. (6662)

August 1 State Controller sends revised STA estimates to TPA, CTC, and MTDB. (99312.7)

August 15 TPA submits unmet transit needs finding documentation to the Department. (This date is flexible. See section 99401.6.)

September 1 TPA, CTC, and MTDB provides to the Director and the State Controller a schedule of performance audit reports to be submitted during that fiscal year and a list of all the entities subject to performance audits. (6664.5)

September 30 Claimants submit reports on extension of services to TPA. (6633.8)

September 30 TPA, CTC, and MTDB submit annual financial transaction reports to the State Controller. (99406, 6660)

September 30 Operators and transit service claimants submit reports of operation to TPA, CTC, MTDB, and the State Controller. (99243, 6637)

October 1 Nontransit claimants submit expenditure reports to the State Controller. (6665)

December 30 Transportation planning entity submits fiscal and compliance audit of its STA fund to the State Controller. (6751)

December 30 All claimants submit certified fiscal and compliance audit (unless granted 90-day extension) to TPA, CTC, MTDB, and to the State Controller. (99245, 99276, 6663, 6664)

December 30 All county auditors submit fiscal and compliance audits of LTF to TPA, CTC, MTDB, and the State Controller. (6661)

Quarterly County auditor reports status of funds to TPA, CTC, and MTDB. (6622)

Triennially Performance audits of TPA's, CTC's, and MTDB will be submitted to the Director. TPA's, CTC's, and MTDB will certify to the Director that performance audits of operators under their jurisdiction have been completed. (99246-99249)

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