

ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE
(as amended on 5/28/15)

TABLE OF CONTENTS

	Page
ARTICLE 1 GENERAL PROVISIONS	1
ARTICLE 2 CODE OF ETHICS.....	1
ARTICLE 3 DEFINITIONS.....	2
ARTICLE 4 POWERS, AUTHORITY AND DUTIES	7
ARTICLE 5 ADVISORY AND EXTERNAL COMMITTEES	16

ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE
(as amended on 5/28/15)

ARTICLE 1
GENERAL PROVISIONS

1.1 Title. This Code is enacted by the Alameda County Transportation Commission (“Alameda CTC” or “ACTC”) pursuant to the provisions of California Public Utilities Code Section 180105 and the Joint Powers Agreement dated for reference purposes as of March 25, 2010 (as it may subsequently be amended from time to time) which created the Alameda CTC (“JPA”). This Code may be referred to as the “Alameda County Transportation Commission Administrative Code.” This Code prescribes the powers and duties of officers of Alameda CTC, the method of appointment of employees of Alameda CTC, and the methods, procedures, and systems of operation and management of Alameda CTC.

1.2 Reference Includes Amendments. Reference to this Code or any portion thereof includes later amendments thereto. This Code may be amended by motion, resolution or other proper action of the Commission.

1.3 Severability. If any term or provision of this Code is ever determined to be invalid or unenforceable for any reason, such term or provision shall be severed from this Code without affecting the validity or enforceability of the remainder of this Code.

1.4 Interpretation. Section headings in this Code are for convenience of reference only and shall not affect the meaning or interpretation of any provision of this Code. As used herein: (a) the singular shall include the plural (and vice versa) and the masculine or neuter gender shall include the feminine gender (and vice versa) where the context so requires; (b) locative adverbs such as “herein,” “hereto,” and “hereunder” shall refer to this Code in its entirety and not to any specific Section or paragraph; (c) the terms “include,” “including,” and similar terms shall be construed as though followed immediately by the phrase “but not limited to;” and (d) “shall,” “will” and “must” are mandatory and “may” is permissive.

ARTICLE 2
CODE OF ETHICS

2.1 Ethics Statement. The foundation of any democratic institution or governmental agency relies upon the trust and confidence its citizens place in its elected officials, appointed managers or administrators, and staff. Honesty, integrity and professionalism must serve as the guiding principles for Alameda CTC in carrying out its deliberations and Alameda CTC’s business. The ethical operation of local government requires that decision-makers be impartial and accountable. Alameda CTC expects its representatives, including but not limited to Commission Members, employees, contractors, and advisory committee members to act in a manner that retains and inspires the trust and confidence of the people they serve.

2.2 Expectations. It is the general policy of Alameda CTC to promote the highest standards of personal and professional ethics by individuals charged with carrying out Alameda CTC’s business. Alameda CTC expects all participants to:

2.2.1 Conduct public deliberations and Alameda CTC business in an atmosphere of mutual respect, consideration, cooperation and civility.

2.2.2 Conduct public processes openly, unless legally required to be confidential.

2.2.3 Comply with both the letter and spirit of the laws and policies affecting the operations of government in general and Alameda CTC specifically, including but not limited to the Conflict of Interest Code.

2.2.4 Use public service for the public good, not for personal gain.

ARTICLE 3 DEFINITIONS

3.1 Existing Definitions Adopted. For the purposes of this Code, all words not defined herein shall have such meanings as (i) have been established in a controlling Expenditure Plan, or (ii) have been determined by the laws of the State and decisions of the courts of the State.

3.2 “1986 Transportation Expenditure Plan” means the Alameda County Transportation Expenditure Plan approved by the voters of Alameda County pursuant to the passage of the original Measure B on November 4, 1986, as it may subsequently be amended from time to time.

3.3 “2000 Measure B” means Measure B as adopted by the voters of Alameda County on November 7, 2000 pursuant to Section 180206 of the Act. The half-cent sales tax authorized by 2000 Measure B will extend through March 31, 2022.

3.4 “2000 Transportation Expenditure Plan” means Alameda County’s 20-Year Transportation Expenditure Plan, dated July 2000 and funded by the retail transactions and use tax imposed pursuant to 2000 Measure B, as it may subsequently be amended from time to time.

3.5 “2014 Measure BB” means Measure BB as adopted by the voters of Alameda County on November 4, 2014 pursuant to Section 180206 of the Act. Measure BB augments the 2000 Measure B half-cent sales tax by an additional half cent, from April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by 2014 Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

3.6 “2014 Transportation Expenditure Plan” means Alameda County’s 30-Year Transportation Expenditure Plan, dated January 2014 and funded by the retail transaction and use tax imposed pursuant to 2014 Measure BB, as it may subsequently be amended from time to time.

3.7 “Act” means Division 9 of the California Public Utilities Code, Sections 180000 et seq., also known as the Local Transportation Authority and Improvement Act, as the Act may be amended from time to time.

3.8 “ACCMA” or “CMA” each mean the Alameda County Congestion Management Agency, the agency originally tasked with the duty of adopting and implementing the Congestion Management Program. ACCMA has now been dissolved, and Alameda CTC has assumed its duties, rights and obligations pursuant to the JPA.

3.9 “ACTA” means the Alameda County Transportation Authority, the agency originally tasked with the duty of implementing the 1986 Transportation Expenditure Plan. ACTA has now been dissolved, and Alameda CTC has assumed its duties, rights and obligations pursuant to the JPA.

3.10 “ACTAC” means the Alameda County Transportation Advisory Committee, the technical advisory committee to the Commission, as described herein.

3.11 “ACTIA” means the Alameda County Transportation Improvement Authority, the agency originally tasked with the duty of implementing the 2000 Transportation Expenditure Plan. ACTIA has now been dissolved, and Alameda CTC has assumed its duties, rights and obligations pursuant to the JPA.

3.12 “Advisory Committee” means each advisory committee established by or for the Commission.

3.13 “Alameda CTC” and “ACTC” each mean the Alameda County Transportation Commission.

3.14 “Alternate” means each of those persons appointed, pursuant to the JPA, to serve and vote as an alternate member of the Commission or of a Standing Committee in the absence of a specific Commission Member.

3.15 “Annual Budget” means the budget for Alameda CTC, including budgets related to (i) the 1986 Transportation Expenditure Plan, (ii) the 2000 Transportation Expenditure Plan, as required by Section 180105 of the Act, (iii) the 2014 Transportation Expenditure Plan, as required by Section 180105 of the Act, (iv) the Congestion Management Program, (v) the VRF Expenditure Plan, and (vi) other matters.

3.16 “Authorized Vote” means the total number of weighted votes represented by all Commission Members, pursuant to the provisions of the JPA.

3.17 “Bicycle and Pedestrian Advisory Committee” or “BPAC” each mean the Advisory Committee which shall advise Alameda CTC and staff on the development and implementation of bicycle and pedestrian programs.

3.18 “Board of Supervisors” means the Board of Supervisors of the County.

3.19 “Bonds” means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.

3.20 “Brown Act” means the Ralph M. Brown Act, Government Code Sections 54950 *et seq.*, as it may be amended from time to time.

3.21 “Chair” means the Chair of the Commission, as elected by the Commission.

3.22 “Citizens Watchdog Committee” or “CWC” each mean the Advisory Committee for 2000 Measure B required by the 2000 Transportation Expenditure Plan. Pursuant to 2000 Measure BB, the CWC has been renamed the Independent Watchdog Committee effective July 1, 2015.

3.23 “City” means any incorporated city or town within the County.

3.24 “Clerk” means the Staff member designated by the Executive Director to serve as the Clerk of the Commission.

3.25 “Code” means this Administrative Code of the Alameda County Transportation Commission.

3.26 “Commission” means the governing body of Alameda CTC, which constitutes the legislative body of Alameda CTC as defined under Section 54952 of the Brown Act. The Commission is referenced as the “Board” in the JPA and certain other documentation to ensure consistency with the historical practice of ACTA, ACTIA, and ACCMA.

3.27 “Commission Engineer” means a Staff member holding and maintaining a California Professional Civil Engineer license who is designated by the Executive Director as the Commission Engineer.

3.28 “Commission Member” and “Commissioner” each mean each of those persons appointed to serve as a member of the Commission pursuant to the JPA.

3.29 “Conflict of Interest Code” means the Conflict of Interest Code of the Alameda CTC, as adopted and regularly updated by the Commission pursuant to the provisions of Government Code Section 87300 *et seq.*

3.30 “Congestion Management Agency” means the Alameda CTC serving in its role as the County’s Congestion Management Program agency, as designated pursuant to Government Code Section 65089 and the JPA.

3.31 “Congestion Management Program” means the program developed and administered by Alameda CTC, as the Congestion Management Agency and successor to the ACCMA, in accordance with the provisions of Government Code Section 65089.

3.32 “County” means the County of Alameda.

3.33 “Elected Official” means (i) any duly elected and serving official of the legislative body, as defined in Government Code Sections 34000 and 34002, of any City, (ii) any duly elected and serving member of the Board of Supervisors, and (iii) any duly elected and serving official of the legislative body of any Member Transit Agency.

3.34 “Executive Director” means the chief executive officer selected by the Commission to conduct the overall and day-to-day management of the activities of Alameda CTC.

3.35 “Expenditure Plan Project” means a project and/or a program described in one or more of the Expenditure Plans.

3.36 “Expenditure Plans” mean the 1986 Transportation Expenditure Plan, the 2000 Transportation Expenditure Plan, the 2014 Transportation Expenditure Plan and the VRF Expenditure Plan, collectively.

3.37 “Finance and Administration Committee” or “FAC” each mean such Standing Committee as described herein.

3.38 “Fiscal Year” means July 1 to and including the following June 30.

3.39 “General Counsel” or “Legal Counsel” means the attorney(s) or law firm(s) acting as general counsel to Alameda CTC.

3.40 “Geographic Area” means the four subareas in the County, consisting of North County (the cities of Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont), Central County (the cities of Hayward and San Leandro and the unincorporated areas of Ashland, Castro Valley, San Lorenzo and others in the central section of the County), South County (the cities of Fremont, Newark and Union City), and East County (the cities of Dublin, Livermore, Pleasanton and the unincorporated areas of the Livermore Valley).

3.41 “Holiday” means any day observed by Alameda CTC as a holiday, other than a Saturday or Sunday.

3.42 “I-580 Express Lane Policy Committee” or “I-580 PC” each mean such standing subcommittee as described herein.

3.43 “Independent Watchdog Committee” or “IWC” each mean the Alameda CTC Advisory Committee created by the Commission as required by Measure BB, with the assistance of the League of Women Voters and other citizen groups. The IWC is a continuation of the Citizens Watchdog Committee originally created by the ACTIA Board as required by 2000 Measure B, as renamed effective on July 1, 2015. The IWC reports directly to the public and is charged with reviewing all 2000 Measure B expenditures and 2000 Measure BB expenditures and performance measures of Alameda CTC, as appropriate. IWC members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the taxes levied pursuant to 2000 Measure B and 2014 Measure BB.

3.44 “Investment Policy” means any investment policy adopted by the Commission in conformance with applicable law.

3.45 “JPA” means the Joint Powers Agreement which created Alameda CTC, dated for reference purposes as of March 25, 2010, as it may subsequently be amended from time to time.

3.46 “Member Agency” means each public agency which is a member of Alameda CTC pursuant to the JPA.

3.47 “Member Transit Agency” means each transit agency which is a Member Agency.

3.48 “Metropolitan Transportation Commission” means the regional transportation planning agency for the San Francisco Bay Area authorized and created by Government Code Sections 66500 *et seq.*

3.49 “Net Revenues” means respectively (i) gross revenues derived from imposition of a retail transactions and use tax, less Board of Equalization administrative and other charges, with respect to the 1986 Transportation Expenditure Plan, 2000 Transportation Expenditure Plan and 2014 Transportation Expenditure Plan, or (ii) gross revenues derived from imposition of the VRF, less Department of Motor Vehicles administrative and other charges, with respect to the VRF Expenditure Plan.

3.50 “Official Acts” means all substantive actions taken by the Commission, excluding matters which are procedural in nature.

3.51 “Organizational Meeting” means the annual regular meeting of the Commission in January at which the Commission elects its chair and vice chair and adopts the meeting schedule for the year.

3.52 “Paratransit Advisory and Planning Committee” or “PAPCO” each mean the Advisory Committee which shall advise Alameda CTC and staff on the development and implementation of paratransit programs.

3.53 “Planning, Policy, and Legislation Committee” and “PPLC” each mean such Standing Committee as described herein.

3.54 “Programs and Projects Committee” or “PPC” each mean such Standing Committee as described herein.

3.55 “Procurement Policy” means any policy or policies adopted by the Commission regarding procurement of goods, services and supplies, and hiring of consultants and contractors, as such policy or policies may be amended from time to time.

3.56 “Staff” means employees of Alameda CTC.

3.57 “**Standing Committee**” means each of the standing subcommittees of the Commission as described herein, consisting of the FAC, the PPLC the PPC, and the I-580 PC.

3.58 “**State**” means the State of California.

3.59 “**Vice Chair**” means the Vice Chair of the Commission, as elected by the Commission.

3.60 “**VRF**” means any vehicle registration fee adopted by the voters of the County pursuant to Government Code Section 65089.20, as codified pursuant to Senate Bill 83 in 2009.

3.61 “**VRF Expenditure Plan**” means the expenditure plan adopted with respect to the VRF, and as it may subsequently be amended from time to time.

3.62 “**Working Day**” means any day other than a Saturday, Sunday or Holiday.

ARTICLE 4 POWERS, AUTHORITY AND DUTIES

4.1 Power, Authority and Duty of the Commission. The Commission shall have the power, authority, and duty to do all of those things necessary and required to accomplish the stated purpose and goals of Alameda CTC as set forth in the JPA. Except as otherwise provided herein, the Commission may delegate its power and authority to the Executive Director, who may further delegate such power and authority to Staff. Without limiting the generality of the foregoing, the Commission shall have the power and authority to do any of the following on behalf of Alameda CTC:

4.1.1 To administer and amend, as necessary, the Expenditure Plans, to provide for the design, financing and construction of the projects described therein, and to determine the use of Net Revenues in conformance with the parameters established in the Expenditure Plans, and in conformance with governing statutes.

4.1.2 To provide for the design, financing and construction of other projects as may be undertaken from time to time by Alameda CTC.

4.1.3 To prepare, adopt, implement and administer the Congestion Management Program as the designated congestion management agency for Alameda County.

4.1.4 To establish, update and amend the Annual Budget.

4.1.5 To enter into a contract with the Executive Director, which contract shall include the rate of compensation and other benefits of the Executive Director.

4.1.6 To establish and revise the salary and benefit structure for Alameda CTC employees from time to time.

4.1.7 To make and enter into contracts.

4.1.8 To appoint agents.

4.1.9 To acquire, hold, or dispose of real property and other property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, including use of the power of eminent domain to the extent the Alameda CTC is legally entitled to exercise such power. In compliance with applicable State law, resolutions of necessity related to the exercise of such power shall be heard by the Commission without prior review by any Standing Committee.

4.1.10 To incur debts, liabilities or obligations subject to applicable limitations, including without limitation the issuance of Bonds.

4.1.11 Subject to applicable reporting and other limitations as set forth in the Conflict of Interest Code, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity.

4.1.12 To sue and be sued on behalf of Alameda CTC.

4.1.13 To apply for appropriate grants under any federal, state, regional or local programs for assistance in developing any of its projects, administering any of its programs, or carrying out any other duties of Alameda CTC pursuant to the JPA.

4.1.14 To create, modify and/or terminate the Standing Committees, Advisory Committees, and ad hoc committees as may be deemed necessary by the Commission, subject to compliance with the Expenditure Plans and applicable laws.

4.1.15 To review and amend the Administrative Code as necessary.

4.1.16 To establish such policies for the Commission and/or Alameda CTC as the Commission deems necessary or are required by applicable law, and thereafter to amend such policies as appropriate.

4.1.17 To exercise any other powers authorized in the JPA, the Act, the congestion management statutes (Government Code §§65088 *et seq.*), and/or any other applicable state or federal laws or regulations.

4.1.18 To administer Alameda CTC in furtherance of all the above.

4.2 Rules For Proceedings. Except as otherwise provided herein, the following rules shall apply to all meetings of the Commission, the Standing Committees and all Advisory Committees.

4.2.1 All proceedings shall be governed by Robert's Rules of Order, unless otherwise specifically provided in this Code.

4.2.2 All meetings shall be conducted in the manner prescribed by the Brown Act.

4.2.3 A majority of the members of the Commission constitutes a quorum for the transaction of business of the Commission, regardless of the percentage of Authorized Vote present at the time.

4.2.4 Except as otherwise provided herein or otherwise required by applicable law, all Official Acts require the affirmative vote of a majority of the weighted vote of the Commission Members (and/or Alternates eligible to vote) present at the time of the vote.

4.2.5 Adoption of a resolution of necessity authorizing the exercise of the power of eminent domain requires approval by not less than 15 Commission Members (and/or Alternates eligible to vote), since a two-thirds vote of the 22 Commission Members is required by law. For projects on the State highway system, adoption of a resolution of necessity requires approval by not less than 18 Commission Members (and/or Alternates eligible to vote), since a four-fifths vote of the 22 Commission Members is required by law. Further, in compliance with Caltrans' requirements, adoption of a resolution agreeing to hear resolutions of necessity for projects on the State highway system requires approval by not less than 18 Commission Members (and/or Alternates eligible to vote). Weighted voting may not be used for the adoption of any resolutions discussed in this Section.

4.2.6 As required by the 2000 Transportation Expenditure Plan and the 2014 Transportation Expenditure Plan, two-thirds of the weighted vote of the Commission Members (and/or Alternates eligible to vote) present at the time of the vote is required to approve an amendment to the 2000 Transportation Expenditure Plan or the 2014 Transportation Expenditure Plan.

4.2.7 A two-thirds vote of the Commission Members (and/or Alternates eligible to vote) present at the time of the vote is required to approve a new Expenditure Plan.

4.2.8 A majority of the total Authorized Vote shall be required for each of the following actions by the Commission:

4.2.8.1 To adopt or amend the Congestion Management Program.

4.2.8.2 To adopt a resolution of conformance or non-conformance with the adopted Congestion Management Program.

4.2.8.3 To approve or reject a deficiency plan.

4.2.8.4 To adopt or amend the Countywide Transportation Plan.

4.2.8.5 To approve federal or state funding programs.

4.2.8.6 To adopt the Annual Budget and/or require contributions from any Member Agency.

4.2.9 The election of the Chair and Vice-Chair of the Commission will occur annually at the January Commission meeting, which will serve as the organizational meeting for the Commission, and such elections will be effective immediately. If the Chair or Vice-Chair

resigns or is removed from office, the election for Chair or Vice-Chair to serve the remainder of the term shall be held at the next Commission meeting. In choosing the Chair and Vice Chair, Members shall give reasonable consideration to rotating these positions among the Geographic Areas and the transit representatives, among other factors.

4.2.10 At the organization meeting as described above, the Commission shall adopt the schedule of regular meetings of the Commission and the Standing Committees for the upcoming year. The Commission and each Standing Committee may change the date for a regular meeting of such body to another business day if the regular date is a holiday or as otherwise determined by the Commission or such Standing Committee.

4.2.11 The acts of the Commission shall be expressed by motion, resolution, or ordinance.

4.2.12 A majority of the members of an Advisory Committee or Standing Committee constitutes a quorum for the transaction of business of such committee.

4.2.13 The acts of the Standing Committees and Advisory Committees shall be expressed by motion.

4.3 Compensation of Commission Members and Alternates. Commission Members or Alternates attending and participating in any meeting of the Commission, a Standing Committee, or any external committee where such Commission Member or Alternate serves as the appointed or designated representative of Alameda CTC pursuant to Section 5.10 of this Administrative Code, shall be compensated at the rate of \$225 for each such meeting, plus travel costs at the per diem rate of \$25.

4.4 Powers Reserved to Commission. The matters not delegated to the Executive Director but rather specifically reserved for the Commission include adoption of the Annual Budget, establishment of strategy and policies for Alameda CTC, and succession planning for the Executive Director.

4.5 Commission Directions to Staff through Executive Director. Neither the Commission nor any Commission Member or Alternate shall give orders or directions to any Staff member except by and through the Executive Director. This shall not prohibit the Commission, Commission Members or Alternates from contacting Staff members for purposes of response or inquiry, to obtain information, or as authorized by the Executive Director.

4.6 Power, Authority and Duty of the Executive Director. The Commission delegates to the Executive Director all matters necessary for the day-to-day management of Alameda CTC, except matters specifically reserved for the Commission herein. The Executive Director shall, on behalf of Alameda CTC, be responsible for instituting those methods, procedures and systems of operations and management which, in his/her discretion, shall best accomplish the mission and goals of Alameda CTC. Without limitation, the Executive Director shall have the power, authority, and duty to do each of the following:

4.6.1 To serve as the chief executive officer of Alameda CTC and to be responsible to the Commission for the proper administration of all Alameda CTC affairs.

4.6.2 To prepare and submit an annual budget, and such amendments thereto as may be necessary, to the Commission for its approval.

4.6.3 To prepare and submit an annual salary and benefits plan, and such amendments thereto as may be necessary, to the Commission for its approval.

4.6.4 To administer the personnel system of Alameda CTC, including hiring, controlling, supervising, promoting, transferring, suspending with or without pay or discharging any employee, including but not limited to determination of a staffing plan and determination of each employee's level of salary, subject to conformance with the Annual Budget and the salary and benefit plan established from time to time by the Commission.

4.6.5 To prepare periodic reports updating the Commission on financial and project status, as well as other activities of Alameda CTC and Staff.

4.6.6 To approve and execute contracts on behalf of Alameda CTC following such approvals as may be required hereunder, subject to compliance with the Procurement Policy and any other applicable direction or policy of the Commission, and in accord with the Annual Budget.

4.6.7 To see that all rules, regulations, ordinances, policies, procedures and resolutions of Alameda CTC are enforced.

4.6.8 To accept and consent to deeds or grants conveying any interest in or easement upon real estate to Alameda CTC pursuant to Government Code Section 27281 and to prepare and execute certificates of acceptances therefor from time to time as the Executive Director determines to be in furtherance of the purposes of the Commission. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Commission.

4.6.9 To designate, in writing, the Commission Engineer and such Commission Engineer's authorized delegees. Any such designations will remain in effect until modified or revoked by the Executive Director.

4.7 Power, Authority and Duty of the Commission Engineer. The Commission Engineer shall do the following:

4.7.1 Sign plans for conformance with project requirements and design exceptions.

4.7.2 Certify matters related to utilities and rights-of-way in connection with right-of-way programs approved by the Commission.

4.7.3 Approve construction contract change orders (CCOs) and other documents which require, or recommend, the signature of an Alameda CTC representative with a California Professional Civil Engineering license, all in accordance with the applicable construction program manual.

4.8 Power, Authority and Duty of the Chair and Vice Chair.

4.8.1 The Chair shall preside over all meetings of the Commission. In the absence of the Chair, the Vice Chair shall serve as and have the authority of the Chair. In the event of absence of both the Chair and Vice Chair or their inability to act, the members present shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have the authority of the Chair.

4.8.2 The Chair shall appoint all members, and select the chair and vice-chair, of each Standing Committee. In making such appointments, the Chair shall endeavor to include members from all four geographic areas on each Standing Committee.

4.8.3 The Chair and Vice Chair shall serve as voting ex-officio members of each Standing Committee.

4.8.4 In urgent situations where Commission action is impractical or impossible, the Chair may take and communicate positions on behalf of Alameda CTC regarding legislative matters. The Chair shall report to the Commission and the appropriate Standing Committee at the next meeting of each said body regarding any such actions taken by the Chair.

4.9 Power, Authority and Duty of the Standing Committees.

4.9.1 The following general provisions apply to each of the Standing Committees:

4.9.1.1 All members of the Standing Committees shall be Commission Members, and shall be appointed by the Chair after consultation with the Members and solicitation of information regarding each Member's interests. Appointments to the Standing Committees shall occur when a vacancy occurs, or as otherwise needed or desired. Upon the removal or resignation of a Commission Member, such Commission Member shall cease to be a member of any Standing Committee.

4.9.1.2 Each member of a Standing Committee shall carry one vote.

4.9.1.3 The Standing Committees may meet as committees of the whole with respect to the Commission.

4.9.1.4 Whether or not a Standing Committee meets as a committee of the whole, no recommendation by a Standing Committee shall be deemed an action of the Commission, except with respect to any actions that the Standing Committee may be specifically authorized to approve by the Commission.

4.9.1.5 Unless specifically stated otherwise, all actions of the Standing Committees are advisory and consist of recommendations to the Commission.

4.9.1.6 All Commission Members shall be notified of the time and date of Standing Committee meetings. However, Commission Members and Alternates who are not members of a given Standing Committee may attend such meetings as members of the

public, including sitting with other members of public rather than with the Standing Committee members, neither voting nor participating in discussions except as a member of the public.

4.9.2 The matters within the jurisdiction of the Finance and Administration Committee (FAC) are as follows:

4.9.2.1 Alameda CTC operations and performance.

4.9.2.2 Human resources and personnel policies and procedures.

4.9.2.3 Administrative Code.

4.9.2.4 Salary and benefits.

4.9.2.5 Procurement policies and procedures.

4.9.2.6 Procurement of administrative contracts not delegated to the Executive Director.

4.9.2.7 Contract preference programs for entities such as local business enterprises, small local business enterprises and disabled business enterprises, including consideration of participation reports.

4.9.2.8 Bid protests and complaints related to administrative contract procurement.

4.9.2.9 Annual budget and financial reports.

4.9.2.10 Investment policy and reports.

4.9.2.11 Audit reports, financial reporting, internal controls and risk management.

4.9.2.12 Annual work program.

4.9.2.13 Other matters as assigned by the Commission or Chair.

4.9.3 The matters within the jurisdiction of the Planning, Policy and Legislation Committee (PPLC) are as follows:

4.9.3.1 Congestion Management Program (CMP).

4.9.3.2 Countywide Transportation Plan (CWTP).

4.9.3.3 Federal, state, regional and local transportation and land-use planning policies.

4.9.3.4 Transportation and land use planning studies and policies.

4.9.3.5 Amendments to the 1986 Transportation Expenditure Plan, the 2000 Transportation Expenditure Plan or the 2014 Transportation Expenditure Plan, and development of new Expenditure Plans.

4.9.3.6 Amendments to the VRF Expenditure Plan.

4.9.3.7 Transit oriented development, priority development areas projects and programs.

4.9.3.8 Annual legislative program.

4.9.3.9 State and Federal legislative matters.

4.9.3.10 General and targeted outreach programs (public information, media relations, and public participation).

4.9.3.11 Advisory Committees' bylaws, performance and effectiveness.

4.9.3.12 Procurement of planning contracts not delegated to the Executive Director.

4.9.3.13 Other matters as assigned by the Commission or Chair.

4.9.4 The matters within the jurisdiction of the Programs and Projects Committee (PPC) are as follows, subject to the provisions of Section 4.9.5 regarding the functions and authority of the I-580 PC :

4.9.4.1 Local, state, ACCMA Transportation Improvement Program (TIP), TFCA vehicle registration fee programs, and Expenditure Plan programs and projects.

4.9.4.2 Local, state and federally funded projects and funding programs.

4.9.4.3 Annual Strategic Plan for programs and projects.

4.9.4.4 Funding requests from project sponsors and other eligible recipients.

4.9.4.5 Paratransit services programs and projects.

4.9.4.6 Bicycle and pedestrian projects and programs.

4.9.4.7 Funding allocations to the various transportation programs and projects funded from the original Measure B, 2000 Measure B, 2014 Measure BB and the Vehicle Registration Fee.

4.9.4.8 Eminent domain proceedings, subject to the provisions of Section 4.1.9, pursuant to which resolutions of necessity shall be heard by the Commission without prior Standing Committee review.

4.9.4.9 Environmental evaluations.

4.9.4.10 Procurement of engineering and construction contracts not delegated to the Executive Director.

4.9.4.11 Good faith efforts policies and procedures.

4.9.4.12 Bid protests and complaints regarding engineering and construction contract procurement.

4.9.4.13 Other matters as assigned by the Commission or Chair.

4.9.5 The matters within the jurisdiction of the I-580 Express Lane Policy Committee (I-580 PC) are as follows:

4.9.5.1 Receive I-580 Express Lane Project updates from staff and others.

4.9.5.2 Consider staff recommendations regarding I-580 Express Lane projects, and forward such recommendations for Commission action.

4.9.5.3 Local, state and federal funding for I-580 Express Lane projects.

4.9.5.4 Annual Funding Plan for I-580 Express Lane Projects.

4.9.5.5 Funding allocations to the I-580 Express Lane Projects.

4.9.5.6 Eminent domain proceedings for I-580 Express Lane Projects, subject to provision of Section 4.1.9, pursuant to which resolutions of necessity shall be heard by the Commission without prior Standing Committee review.

4.9.5.7 Environmental evaluations for I-580 Express Lane projects.

4.9.5.8 Procurement of specific engineering and construction contracts for I-580 Express Lane projects not delegated to the Executive Director.

4.9.5.9 Good faith efforts policies and procedures for I-580 Express Lane projects.

4.9.5.10 Bid protests and complaints regarding engineering and construction contract procurement for I-580 Express Lane projects.

4.9.5.11 Other matters as assigned by Commission or Chair.

ARTICLE 5
ADVISORY AND EXTERNAL COMMITTEES

5.1 Advisory Committee Bylaws. The Commission shall be responsible for adopting and amending the bylaws for each Advisory Committee, as deemed necessary.

5.2 Alameda County Transportation Advisory Committee. The Alameda County Transportation Advisory Committee (ACTAC) shall be composed of staff representatives from the planning and public works departments (where applicable), from each of the following: Alameda CTC, each City, the County, each Member Transit Agency, the Livermore Amador Valley Transit Agency, the Port of Oakland, the Metropolitan Transportation Commission, the Association of Bay Area Governments, and Caltrans. ACTAC may form subcommittees as necessary. The Executive Director or his/her designee shall preside over the meetings of the ACTAC.

5.3 Bicycle and Pedestrian Advisory Committee. The BPAC, as originally created by ACTIA and continued by Alameda CTC, makes recommendations to improve walking and biking in Alameda County. BPAC members advise Alameda CTC and staff on the development and implementation of bicycle and pedestrian programs, including a countywide grant program. The BPAC shall have the membership composition as established by the Commission from time to time, and shall have the specific role(s) set by the Commission and Alameda CTC staff from time to time.

5.4 Independent Watchdog Committee. The CWC defined in and required by the 2000 Transportation Expenditure Plan shall continue as the IWC effective as of July 1, 2015. The IWC shall have all duties and obligations of the CWC as described in the 2000 Transportation Expenditure Plan with respect thereto, shall have all duties and obligations of the IWC with respect to the 2014 Transportation Expenditure Plan keeping within the budget adopted by the Commission, and shall have the membership required by such Expenditure Plans.

5.5 Paratransit Advisory and Planning Committee. The PAPCO, as originally created by ACTIA and continued by Alameda CTC, makes decisions on transportation funding for seniors and people with disabilities to address planning and coordination issues regarding paratransit services in Alameda County. PAPCO members advise Alameda CTC on the development and implementation of paratransit programs, including a grant program. The PAPCO shall have the membership composition as established by the Commission from time to time, and shall have the specific role(s) set by the Commission and Alameda CTC staff from time to time.

5.6 Other Advisory Committees. The Commission shall establish and appoint such Advisory Committees as it deems necessary, and as may be required by the Expenditure Plans or applicable statutes.

5.7 Compensation of Advisory Committee Members and Alternates. Any person appointed as a member or alternate to, and participating as a voting representative at a meeting of, any Advisory Committee shall be compensated at the rate of \$50 for each such meeting.

Notwithstanding the foregoing, no compensation shall be payable hereunder to any representative of ACTAC.

5.8 Geographic Area Meetings. Meetings of representatives (including Commission Members, Alternates and ACTAC members) from a Geographic Area may be called on an as-needed basis by the Chair, the Executive Director, or by two or more Commission Members from a Geographic Area. Such meetings are intended to provide an opportunity to discuss matters of common interest and to advise the Commission on matters affecting the Geographic Area.

5.9 Staff Support. The Executive Director shall designate one or more Staff members to aid each Advisory Committee in its work.

5.10 Representation on External Committees and Agencies. The Chair or the Commission may designate either Commission Members, Alternates, or members of Staff, as may be deemed appropriate, to serve as the designated representative(s) of Alameda CTC on any outside committees or agencies. Such representative(s) shall make a good faith effort to represent the position of the Commission on any matter on which the Commission has taken an official position or has otherwise taken formal action. Such appointments shall include provisions for the designation of alternates and of term of the appointment where appropriate.