



Alameda County Transportation Commission
meeting as a committee of the whole as the

FINANCE AND ADMINISTRATION COMMITTEE

MEETING NOTICE

Monday, June 11, 2012, 1:30 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair
Mark Green, Mayor – Union City
Commission Vice Chair
Scott Haggerty, Supervisor – District 1

Chair: John Chiang
Vice Chair: Rebecca Kaplan

AC Transit
Greg Harper, Director

Members: Mark Green, Scott Haggerty, Wilma Chan, Tom Blalock, Rob Bonta, Laurie Capitelli, Marvin Peixoto

Alameda County Supervisors
Vacant – District 2
Wilma Chan – District 3
Nate Miley – District 4
Keith Carson – District 5

Staff Liaisons: Patricia Reavey
Executive Director: Arthur L. Dao
Clerk of the Commission: Vanessa Lee

BART
Thomas Blalock, Director

City of Alameda
Rob Bonta, Vice Mayor

City of Albany
Farid Javandel, Mayor

City of Berkeley
Laurie Capitelli, Councilmember

City of Dublin
Tim Sbranti, Mayor

City of Emeryville
Ruth Atkin, Councilmember

City of Fremont
Suzanne Chan, Vice Mayor

City of Hayward
Olden Henson, Councilmember

City of Livermore
John Marchand, Mayor

City of Newark
Luis Freitas, Vice Mayor

City of Oakland
Councilmembers
Larry Reid
Rebecca Kaplan

City of Piedmont
John Chiang, Mayor

City of Pleasanton
Jennifer Hosterman, Mayor

City of San Leandro
Joyce R. Starosciak, Councilmember

Executive Director
Arthur L. Dao

AGENDA

Copies of Individual Agenda Items are Available on the:
Alameda CTC Website -- www.AlamedaCTC.org

1 PUBLIC COMMENT

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee's jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handling it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

2 CONSENT CALENDAR

2A. Minutes of May 14, 2012- Page 1 A

3 REGULAR MATTERS

3A. Approval of Proposed Alameda CTC Consolidated Budget for FY2012-13 – Page 7 A

3B. Update on Agency Offices Consolidation and Creation of a Sub-Committee for Office Relocation – Page 21 A

3C. Approval of Amendment to Alameda CTC Administrative Code – Page 23 A

6 COMMITTEE MEMBER REPORTS (VERBAL)

7 STAFF REPORTS (VERBAL)

6 ADJOURNMENT/NEXT MEETING: JULY 09, 2012

Key: A- Action Item; I – Information Item

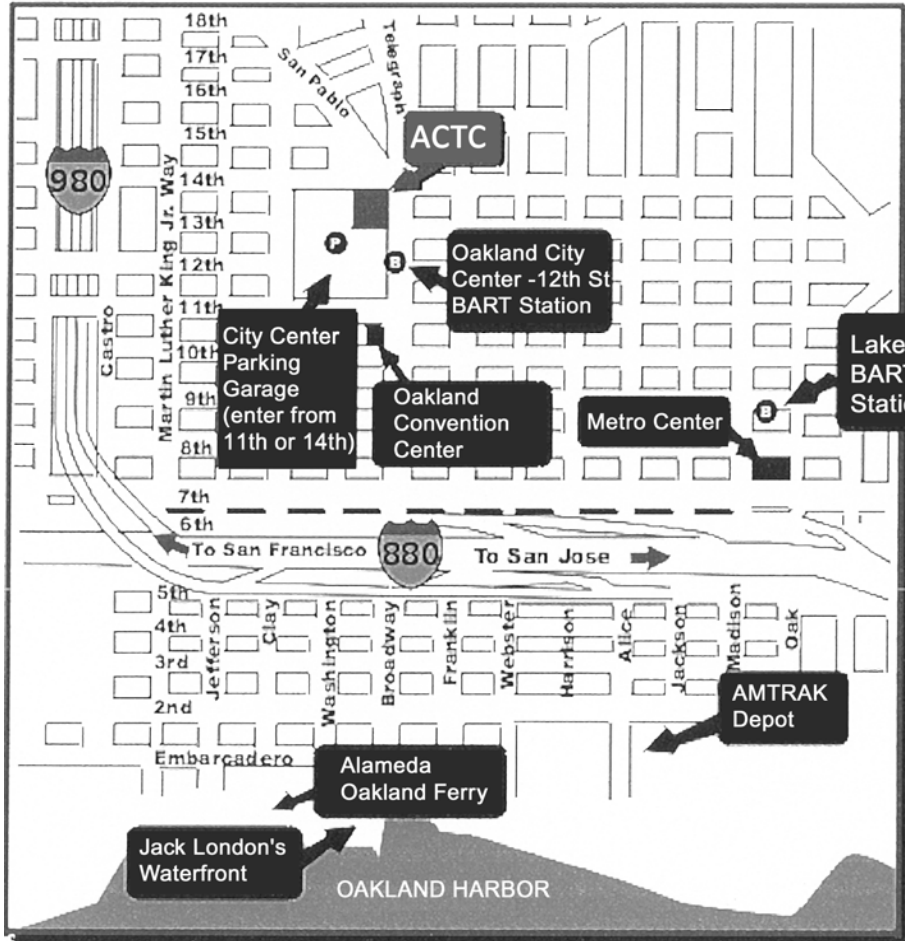
(#) All items on the agenda are subject to action and/or change by the Committee.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND

*Alameda County Transportation Commission
1333 Broadway, Suites 220 & 300, Oakland, CA 94612
(510) 208-7400 (New Phone Number)
(510) 836-2185 Fax (Suite 220)
(510) 893-6489 Fax (Suite 300)
www.alamedactc.org*

Glossary of Acronyms

ABAG	Association of Bay Area Governments	MTC	Metropolitan Transportation Commission
ACCMA	Alameda County Congestion Management Agency	MTS	Metropolitan Transportation System
ACE	Altamont Commuter Express	NEPA	National Environmental Policy Act
ACTA	Alameda County Transportation Authority (1986 Measure B authority)	NOP	Notice of Preparation
ACTAC	Alameda County Technical Advisory Committee	PCI	Pavement Condition Index
ACTC	Alameda County Transportation Commission	PSR	Project Study Report
ACTIA	Alameda County Transportation Improvement Authority (2000 Measure B authority)	RM 2	Regional Measure 2 (Bridge toll)
ADA	Americans with Disabilities Act	RTIP	Regional Transportation Improvement Program
BAAQMD	Bay Area Air Quality Management District	RTP	Regional Transportation Plan (MTC's Transportation 2035)
BART	Bay Area Rapid Transit District	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
BRT	Bus Rapid Transit	SCS	Sustainable Community Strategy
Caltrans	California Department of Transportation	SR	State Route
CEQA	California Environmental Quality Act	SRS	Safe Routes to Schools
CIP	Capital Investment Program	STA	State Transit Assistance
CMAQ	Federal Congestion Mitigation and Air Quality	STIP	State Transportation Improvement Program
CMP	Congestion Management Program	STP	Federal Surface Transportation Program
CTC	California Transportation Commission	TCM	Transportation Control Measures
CWTP	Countywide Transportation Plan	TCRP	Transportation Congestion Relief Program
EIR	Environmental Impact Report	TDA	Transportation Development Act
FHWA	Federal Highway Administration	TDM	Travel-Demand Management
FTA	Federal Transit Administration	TEP	Transportation Expenditure Plan
GHG	Greenhouse Gas	TFCA	Transportation Fund for Clean Air
HOT	High occupancy toll	TIP	Federal Transportation Improvement Program
HOV	High occupancy vehicle	TLC	Transportation for Livable Communities
ITIP	State Interregional Transportation Improvement Program	TMP	Traffic Management Plan
LATIP	Local Area Transportation Improvement Program	TMS	Transportation Management System
LAVTA	Livermore-Amador Valley Transportation Authority	TOD	Transit-Oriented Development
LOS	Level of service	TOS	Transportation Operations Systems
		TVTC	Tri Valley Transportation Committee
		VHD	Vehicle Hours of Delay
		VMT	Vehicle miles traveled



Directions to the Offices of the Alameda County Transportation Commission:

**1333 Broadway, Suite 220
Oakland, CA 94612**

Public Transportation Access:

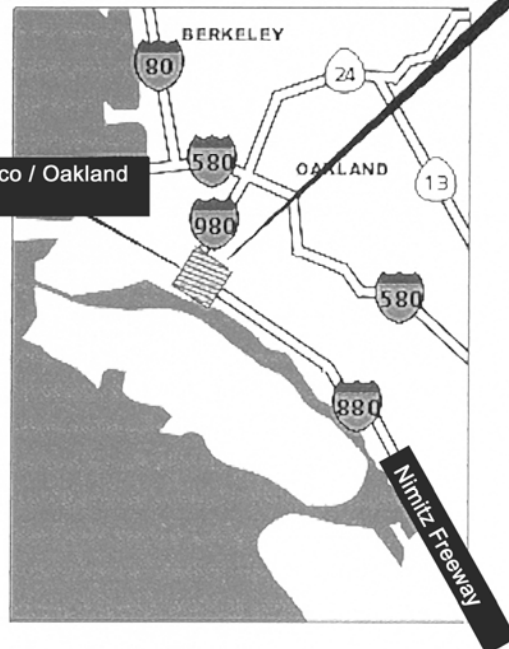
BART: City Center / 12th Street Station

AC Transit:

Lines 1,1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

Auto Access:

- Traveling South: Take 11th Street exit from I-980 to 11th Street
- Traveling North: Take 11th Street/Convention Center Exit from I-980 to 11th Street
- Parking: City Center Garage – Underground Parking, (Parking entrances located on 11th or 14th Street)



**Alameda County
Transportation Commission
1333 Broadway, Suite 220
Oakland, CA 94612**



**FINANCE AND ADMINISTRATION COMMITTEE
MINUTES OF MAY 14, 2012
OAKLAND, CA**

Vice Chair Rebecca Kaplan convened the meeting at 1:50 PM.

1 Public Comment

There was no public comment.

2 Consent calendar

2A. Minutes of March 12, 2012

Mayor Green motioned to approve the Consent Calendar. Vice Mayor Bonta seconded the motion. The Consent Calendar was passed 6-0.

3 Regular Matters

3A. Approval of a Revised Sales Tax Revenue Projection for Fiscal Year 2011-2012

Patricia Reavey recommended that the Commission approve an increase to the Alameda CTC's sales tax revenue projection in the amount of \$6 million for a total FY2011-12 sales tax projection of \$110 million, and an increase in the corresponding pass-through and other expenditures based on the formula established in the transportation expenditure plan. Ms. Reavey stated that receipts in the 1st and 2nd quarters of the year were higher than budget by about 5.5 percent and the proposed increase is 5.77 percent higher than the adopted budget.

Mayor Green motioned to approve this Item. Vice Mayor Bonta seconded the motion. The motion passed 6-0.

3B. Approval of a Revision to Member Agency Fee Billing Practices

Patricia Reavey recommended that the Commission approve a revision to the manner in which member agency fees have historically been billed from quarterly to annually, occurring in July of the related fiscal year, beginning in fiscal year 2012-2013. She stated that staff is recommending that the process be streamlined requiring that both the Alameda CTC and the member agencies deal with the billing process just once throughout the year with only one payment due within 30 days from each member agency.

Director Blalock motioned to approve this Item. Mayor Green seconded the motion. The motion passed 7-0.

3C. Alameda CTC Consolidated FY2011-12 3rd Quarter Investment Report

Patricia Reavey recommended that the Committee accept the Alameda CTC Consolidated FY2011-12 Third Quarter Investment Report. Total cash and investments held by the Alameda CTC are at \$286.8 million. She stated that ACTA's investment balance decreased \$27.6 million, ACTIA investment balance increased \$11.7 million and the ACCMA investment balance increased \$7.1 million. The ACCMA investment balance increase was due to a reimbursement of TCRP funds borrowed from

federal and RM2 funding for the Westbound 580 HOV project. Ms. Reavey explained that investment yields for the Alameda CTC at 1.05%, is a decline from prior years and that ACTIA will require financing by the 2nd quarter of FY2013-14 to satisfy capital project obligations. She concluded by giving an update on job growth and unemployment and by stating that ACTC investments are in compliance with the adopted investment policies and there is sufficient cash flow to meet expenditure requirements over the next six months.

Mayor Green motioned to approve this Item. Director Blalock seconded the motion. The motion passed 7-0.

3D. Approval of the Fiscal Year 2012-2013 Annually Renewed Professional Services Consultant Contracts and Authorization to Execute Contracts

Seung Cho recommended that the Commission approve thirteen annually renewed professional services contracts for fiscal year 2012-2013 and authorize the Executive Director to execute these contracts. Mr. Cho stated that the total amount of the contracts is \$6,358,646, which is a decrease from the last year. The contracts fall under the following categories: Independent Financial Auditing Services, Legal Counsel, Federal Legislative Advocacy Services, State Legislative Advocacy Services, Financial Investment Advisors, Human Resources and Personnel Management Services, Information Technology (IT) Services, Programs Management Services, Media and Public Relations Services, Bicycle and Pedestrian Coordination Services, Paratransit Coordination Services, Project Controls and Project Delivery Management Services and finally, Local Business Contract Equity Program Supportive Services.

Supervisor Haggerty questioned how long we have had the state and legislative contracts. Art informed him that every five years we put the contract out to bid and Tess Lengyel informed him that the contract was put out for bid three years ago.

Councilmember Peixoto questioned the difference in the scope of work for the Acumen and MIG contracts for website services. Tess Lengyel explained that the MIG contract helps with the programming and back end of the site while the Acumen scope involves more of the day to day operations and in house uploading of the site.

Director Blalock motioned to approve this Item. Supervisor Haggerty seconded the motion. The motion passed 7-0.

3E. Approval of an Amendment to the FY2011-12 Wendel Rosen Black & Dean Contract for Legal Services

Art Dao recommended that the Commission approve an amendment to the existing Wendel Rosen Black & Dean legal services contract in the not-to-exceed amount of \$225,500. Mr. Dao explained that the majority of these additional funds are needed in the categories of General Services, Merger, Personnel, and Eminent Domain matters. Funding for this amendment will come from the approved project budgets.

Mayor Green motioned to approve this Item. Supervisor Haggerty seconded the motion. The motion passed 7-0.

4. Committee Member Reports

There were no committee reports.

5. Staff Reports

Art Dao informed the Committee that the PPLC Committee directed staff to bring legislative Bill SB1149 back to the full Board for consideration.

6. Adjournment

The meeting ended at 2:28 PM. The next FAC meeting is on June 11, 2012 at 1:30 PM.

Attest by:



**Vanessa Lee
Clerk of the Commission**



FINANCE AND ADMINISTRATION COMMITTEE MEETING

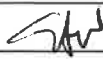
ROSTER OF MEETING ATTENDANCE

MAY 14, 2012

1:30 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

BOARD MEMBERS	Initials	ALTERNATES	Initials
Chair : John Chiang, – City of Piedmont		Garrett Keating – City of Piedmont	
Vice Chair: Rebecca Kaplan – City of Oakland	<i>YRK</i>	Jane Brunner – City of Oakland	
Members:		MARVIN PIEXTO	<i>[Signature]</i>
Rob Bonta – City of Alameda	<i>[Signature]</i>	Beverly Johnson – City of Alameda	
Scott Haggerty – County of Alameda, District 1	<i>[Signature]</i>	Bill Harrison – City of Fremont	
Wilma Chan – County of Alameda, District 3		Michael Gregory – City of San Leandro	<i>[Signature]</i>
Tom Blalock - BART	<i>[Signature]</i>	John McPartland - BART	
Laurie Capitelli – City of Berkeley	<i>[Signature]</i>	Kriss Worthington – City of Berkeley	
Mark Green – City of Union City	<i>[Signature]</i>	Emily Duncan – City of Union City	
LEGAL COUNSEL			
Zack Wasserman – WRBD	<i>[Signature]</i>		
Neal Parish – WRBD			
Geoffrey Gibbs - GLG	<i>[Signature]</i>		
STAFF			
Arthur L. Dao – Executive Director		<i>[Signature]</i>	
Vanessa Lee – Clerk of the Commission		<i>[Signature]</i>	
Patricia Reavey - Director of Finance		<i>[Signature]</i>	
Linda Adams- Executive Assistant		<i>[Signature]</i>	

STAFF	Initials	STAFF	Initials
Tess Lengyel – Deputy Director of Policy, Public Affairs and Legislation		Yvonne Chan – Accounting Manager	
Beth Walukas – Deputy Director of Planning		Gladys V. Parmelee – Office Supervisor	
Patricia Reavey – Director of Finance		Arun Goel – Project Controls Engineer	
Matt Todd - Manager of Programming		Victoria Winn – Administrative Assistant	
Steve Haas – Senior Transportation Engineer		Sammy Ng – Senior Accountant	
John Hemiup – Senior Transportation Engineer		Patty Seu - Accountant	
Saravana Suthanthira - Senior Transportation Planner		Jacki Taylor – Programming Analyst	
Diane Stark - Senior Transportation Planner		Laurel Poeton – Assistant Transportation Planner	
Vivek Bhat - Senior Transportation Engineer		Frank R. Furger – Executive Director, I-680 JPA	
Liz Brazil – Contract Compliance & Outreach Analyst		James O’Brien	
		Stefan Garcia	

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
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NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
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Memorandum

DATE: May 27, 2012

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Patricia Reavey, Director of Finance

SUBJECT: **Approval of the Fiscal Year 2012-2013 Proposed Consolidated Budget for the Alameda County Transportation Commission**

Recommendations

It is recommended that the Commission approve the attached Proposed Consolidated Budget for fiscal year 2012-13.

Summary

The Alameda County Transportation Commission's (Alameda CTC) FY2012-13 Proposed Consolidated Budget demonstrates a sustainable, balanced budget utilizing projected revenues and fund balance to fund total expenditures. A budget is considered balanced when (1) total revenues equal total expenditures, (2) total revenues are greater than total expenditures, or (3) total revenues plus fund balance are greater than total expenditures. The Alameda CTC budget should fit into this third category over the next few years, as the accumulation of Measure B funds are utilized to fund capital projects and other grant programs in Alameda County.

The proposed budget has been prepared based on the modified accrual basis of accounting, which coincides with the basis utilized to prepare our audited financial statements. It also has been segregated by fund type and includes adjustments and elimination of interagency revenues and expenditures on a consolidated basis. The fund types are comprised of General Funds, Special Revenue Funds, Exchange Fund, and Capital Project Funds.

The proposed budget contains projected revenues totaling \$174.5 million of which sales tax revenues comprise \$112.0 million, or 64 percent. In addition, the proposed budget also includes the projected FY2011-12 ending fund balance of \$155.4 million for total available resources of \$329.9 million. The projected revenues are offset by \$227.4 million in anticipated expenditures of which \$156.7 million, or 69 percent, are allocated for capital projects. These revenue and expenditure totals constitute a net reduction in fund balance of \$52.9 million and a projected consolidated ending fund balance of \$102.5 million. The reduction in fund balance is mostly due to the Alameda County Transportation Improvement Authority's (ACTIA) capital program and will be funded through accumulated Measure B sales tax revenues.

The proposed budget incorporates the effort required to address new MTC One Bay Area Grant (OBAG) requirements over the next fiscal year and includes revenues and expenditures necessary to provide the following vital programs and planning projects for Alameda County:

- County Wide Transportation Plan/Transportation Expenditure Plan
- County Wide Bicycle and Pedestrian Plan
- Congestion Management Program
- Transportation and Land Use Planning
- Travel Model Support
- Bike to Work Day Assessment
- Guaranteed Ride Home Program
- Life Line Transportation
- Safe Routes to School
- Bike Mobile Program
- Vehicle Registration Fee Programs
- Transportation For Clean Air Programs
- Pass Through Funding Programs

In addition to the planning projects and programs listed above, the proposed budget also contains revenues and expenditures necessary to fund and deliver significant capital projects that expand access and improve mobility in Alameda County consistent with the FY2012-13 Strategic Plan also being considered this month by the Commission. Some of the most significant projects included in the proposed budget are as follows:

- I-880 to Route 238 East-West Connector Project (formerly the Route 84 Historic Parkway Project) in Fremont and Union City
- Route 238 Mission-Foothill-Jackson Corridor Improvements Project in Hayward
- BART Warm Springs Extension Project
- BART Oakland Airport Connector Project
- I-680 Sunol Express Lane Project
- Route 84 Expressway Project in Livermore
- I-880 North Safety & Operational Improvements Project at 23rd & 29th Avenues in Oakland
- I-80 Integrated Corridor Mobility Project
- Isabel Avenue – Route 84/I-580 Interchange Project
- Altamont Commuter Express Rail
- I-580 Corridor Improvement Projects

The proposed budget allows for an additional inter-fund loan from the Alameda County Transportation Authority (ACTA) Capital Fund to the Alameda County Congestion Management Agency (ACCMA) General Fund of \$5 million, if and when necessary, during FY2012-13, which would bring the total authorized loan amount to \$15 million. The loan program was adopted by the Commission in March, 2011 to help cash flow the ACCMA Capital Projects Fund. It also assumes an inter-fund loan of \$46.7 million from the ACTA Capital Fund to the ACTIA Capital Fund, which will delay the need for external financing to second quarter of FY2013-14 based on the most recent cash flow projections.

Discussion/ Background

The proposed budget for FY2012-13 was developed with a focus on the mission and core functions of the Alameda CTC as defined in the Strategic Business Plan and enables the Alameda CTC to plan, fund and deliver transportation programs and projects that expand access and improve mobility in Alameda County. The proposed budget helps meet these goals by assigning available resources in the budget in order to formulate strategies and solutions for transportation opportunities and needs identified in the planning process; assigning the funding necessary to evaluate, prioritize, and finance programs and projects; and programming funds in order to deliver quality programs and projects on schedule and within budget.

Major Line Item Detail

Sales Tax Revenues – Increase of \$2 million, or 2 percent, over the FY2011-12 Revised Budget of \$110.0 million to \$112.0 million based on recent economist's projections of moderate growth and a slow economic recovery.

Vehicle Registration Fee (VRF) Revenues – Remains unchanged from FY2011-12 at \$10.7 million. This amount is based on original projections when the VRF measure was placed on the ballot. Until one full year of collections has occurred this amount remains the best projection for the coming year.

Grant Revenues – Decrease of \$7.5 million, or 15 percent, from the FY2011-12 Revised Budget to \$42.3 million due to capital project needs and current phases. 18 percent of grant revenues come from local sources, 14 percent from regional sources, 52 percent from state sources and 16 percent from federal sources.

Salaries and Benefits – Slight decrease from FY2011-12 Revised Budget of \$4.4 million to \$4.2 million. The proposed budget for FY2012-13 provides funding for 26 Full Time Equivalent (FTE) positions in compliance with the approved salary and benefit structure.

County Wide Transportation Plan/Transportation Expenditure Plan – Increase of \$1.1 million, or 76 percent, over the FY2011-12 Revised Budget of \$1.4 million to \$2.5 million to provide for costs incurred by the Registrar of Voters to place the 2012 Transportation Expenditure Plan on the ballot in November, 2012.

Pass-Through Funding – Increase over the FY2011-12 Revised Budget to \$60.1 million due to an increase in the projection for sales tax revenues. Pass-through funding is based on a calculation of sales tax receipts as prescribed in the 2000 Transportation Expenditure Plan.

Capital Projects Expenditures – Decrease of \$93.9 million, or 37 percent, from the FY2011-12 Revised Budget of \$250.6 million to \$156.7 million due to the rolling capital project budget methodology adopted in FY2011-12.

Limitation Ratios

The ACTIA Salary and Benefits Limitation ratio of 0.81 percent and the Administrative Cost Limitation ratio of 3.41 percent were calculated based on the proposed budgeted expenditures and were found to be in compliance with the 1.00 percent and 4.5 percent limitation requirement, respectively.

The annual Administrative Cost Limitation ratio requirement is 4.5 percent. The calculation for FY2012-13 does not include costs related to placing the sales tax reauthorization on the ballot in

November, 2012. If the new measure passes, these funds will be reimbursed once the new measure begins to collect sales tax revenues. If the new measure does not pass, ACTIA will be able to cover the excess expenditure with savings from prior year Administrative Cost Limitation ratio calculations when the entire 4.5 percent administrative allowance was not absorbed by expenditures.

Fiscal Impacts

The fiscal impact of the FY2012-13 Proposed Consolidated Budget would be to provide resources of \$174.5 million and authorize expenditures of \$227.4 million with an overall decrease in fund balance of \$52.9 million for a projected ending fund balance of \$102.5 million.

Attachments

- Attachment A: Alameda CTC FY2012-13 Proposed Consolidated Budget
- Attachment B: ACCMA FY2012-13 Proposed Capital Projects Budget
- Attachment C: ACTIA FY2012-13 Proposed Capital Projects Budget
- Attachment D: ACTA FY2012-13 Proposed Capital Projects Budget
- Attachment E: ACTIA FY2012-13 Budget Limitations Calculations

**Alameda County Transportation Commission
Fiscal Year 2012-2013
Proposed Consolidated Budget**

Attachment A

	General Funds	Special Revenue Funds	Exchange Fund	Capital Project Funds	Inter-Agency Adjustments/ Eliminations	Total
Projected Beginning Fund Balance	\$ 17,389,068	\$ 12,606,679	\$ 4,721,968	\$ 120,649,308	\$ -	\$ 155,367,023
Revenues:						
Sales Tax Revenues	5,040,000	64,069,040	-	42,890,960	-	112,000,000
Investment Income	-	-	-	1,175,000	-	1,175,000
Member Agency Fees	1,394,819	-	-	-	-	1,394,819
TFCA Funds	110,000	1,847,855	-	125,000	(235,000)	1,847,855
VRF Funds	-	10,729,500	-	379,381	(379,381)	10,729,500
Exchange Program Funds	-	-	4,950,000	535,000	(535,000)	4,950,000
Rental Income	72,000	-	-	-	-	72,000
Measure B Interagency Funds	250,000	-	-	-	(250,000)	-
Grants						
MTC Planning T&LU Funds Rolled from FY2011-12	103,944	-	-	-	-	103,944
MTC Planning Funds	916,000	-	-	-	-	916,000
PPM Funds Rolled from FY2011-12	970,000	-	-	-	-	970,000
PPM Funds FY2012-13	752,913	-	-	-	-	752,913
ACTIA Measure B	2,101,241	-	-	18,921,819	(21,023,060)	-
ACTA Measure B	-	-	-	300,000	(300,000)	-
CMAQ Funding	1,404,472	-	-	250,000	-	1,654,472
Other Project Grants	200,000	45,000	-	37,670,174	-	37,915,174
Total Revenues	13,315,390	76,691,395	4,950,000	102,247,334	(22,722,441)	174,481,677
Expenditures:						
Administration						
Salaries and Benefits	2,768,643	675,447	51,346	1,625,520	(911,394)	4,209,563
Office Expenses and Supplies	56,875	20,000	-	8,125	-	85,000
General Administration	3,233,217	4,500	-	578,994	-	3,816,711
Initial Building Relocation Reserve	437,500	-	-	62,500	-	500,000
Initial Building Relocation Reserve Loan to CMA	250,000	-	-	-	(250,000)	-
Commission Meeting Per Diems	172,863	-	-	24,695	-	197,558
Project Management Services	-	-	-	1,759,257	-	1,759,257
Contingency	175,000	-	-	25,000	-	200,000
Planning						
Sales Tax Reauthorization Ballot Costs	2,000,000	-	-	-	-	2,000,000
County Wide Transportation Plan (CWTP)/Transportation Expenditure Plan	548,962	-	-	-	-	548,962
County Wide Bicycle and Pedestrian Plan	50,233	-	-	-	-	50,233
Congestion Management Program	918,460	-	-	-	-	918,460
Transportation and Land Use	625,000	-	-	-	-	625,000
Travel Model Support	295,000	-	-	-	-	295,000
Bike to Work Day Assessment	61,550	-	-	-	-	61,550
Programs						
Programs Management	759,850	988,016	-	-	-	1,747,866
Guaranteed Ride Home Program	110,000	-	-	-	(110,000)	-
Monitoring of Fed, State & Other Grants	2,000	-	-	-	-	2,000
STIP Monitoring	2,000	-	-	-	-	2,000
Life Line Transportation	241,000	-	-	-	-	241,000
Safe Routes to School	2,550,192	-	-	-	-	2,550,192
Bike Mobile Program	317,730	-	-	-	-	317,730
VRF Programming and Other Costs	-	6,228,108	-	-	-	6,228,108
Programming of Funds	-	3,925,079	2,629,800	-	-	6,554,879
Pass Through	-	60,092,844	-	-	-	60,092,844
Grant Awards	-	4,157,479	-	-	(2,101,241)	2,056,238
Capital Projects						
Capital Project Expenditures	-	-	-	152,592,366	(20,261,200)	132,331,166
Indirect Cost Recovery/Allocation						
Indirect Cost Recovery from Capital, Spec Rev & Exch Funds	(911,394)	-	-	-	911,394	-
Total Expenditures	14,664,681	76,091,473	2,681,146	156,676,457	(22,722,441)	227,391,316
Net Change in Fund Balance	(1,349,291)	599,921	2,268,854	(54,429,123)	-	(52,909,639)
Projected Ending Fund Balance	\$ 16,039,777	\$ 13,206,600	\$ 6,990,822	\$ 66,220,185	\$ -	\$ 102,457,384

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**Alameda County Congestion Management Agency
Fiscal Year 2012-2013
Proposal Capital Project Budget**

Project	#	Estimated FY2011-12 Rollover to FY2012-13	Proposed FY2012-13 Capital Budget	Total FY2012-13 Capital Budget w/ Rollover	Total Local		Total Regional		Total State		Total Federal	
					Funding Sources	Funding Sources	Funding Sources	Funding Sources	Funding Sources	Funding Sources		
I-580 Landscape	764.0	\$ 395,762	\$ 395,000	\$ 790,762	\$ 45,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	
I-680 HOT Lane	710.4 & 710.5	3,481,778	5,525,000	9,006,778	5,525,000	-	-	-	-	-	-	
I-680 Northbound HOV / Express Lane	721.0	2,105,679	4,000,000	6,105,679	4,000,000	-	-	-	-	-	-	
I-80 Gillman Interchange Improvements	765.0	476,624	1,379,880	1,856,504	300,000	-	-	-	-	-	1,079,880	
I-580 PSR at 106th Eastbound Off-Ramp	735.0	155,397	-	155,397	-	-	-	-	-	-	-	
Smart Corridors Operation and Maintenance	945.0	550,855	379,381	930,236	379,381	-	-	-	-	-	-	
Smart Corridors Operation and Maintenance/Tri-Valley	945.1	11,182	-	11,182	-	-	-	-	-	-	-	
Caldecott Tunnel	917.0	254,430	1,250,000	1,504,430	1,250,000	-	-	-	-	-	-	
Center to Center	715.0	236,905	-	236,905	-	-	-	-	-	-	-	
I-880 North Safety & Op Improv 23rd&29th	717.0	4,591,643	4,294,150	8,885,793	100,000	673,000	3,521,150	-	-	-	-	
I-580 Eastbound HOV Lane	720.0	5,247,488	-	5,247,488	-	-	-	-	-	-	-	
I-580 Environmental Mitigation	720.3	762,060	764,072	1,526,132	-	764,072	-	-	-	-	-	
I-580 Eastbound Express (HOT) Lane	720.4	64,356	5,131,000	5,195,356	431,000	500,000	1,200,000	-	-	-	3,000,000	
I-580 Eastbound Auxiliary (AUX) Lane	720.5	208,443	6,244,279	6,452,722	3,634,279	2,600,000	-	-	-	-	10,000	
I-580 Right of Way Preservation	723.0	589,104	50,000	639,104	50,000	-	-	-	-	-	-	
I-580 Westbound HOV Lane	724.0	2,135,311	2,687,968	4,823,279	1,362,968	1,100,000	-	-	-	-	225,000	
I-580 Westbound HOT Lane	724.1	1,535,465	3,978,000	5,513,465	478,000	2,500,000	-	-	-	-	1,000,000	
Altamont Commuter Express Operations	725.0	-	22,500	22,500	-	-	-	-	-	-	-	
Altamont Commuter Express	725.1	342,034	6,709,706	7,051,740	6,001,819	-	707,887	-	-	-	-	
I-880 Southbound HOV Lane	730.0	3,032,397	3,660,000	6,692,397	3,060,000	-	400,000	-	-	-	200,000	
Webster Street Smart Corridor	740.2	1,566,038	681,000	2,247,038	-	125,000	250,000	-	-	-	306,000	
I-680/880 Cross Connector PSR	770.0	356,000	-	356,000	-	-	-	-	-	-	-	
I-80 Integrated Corridor Mobility	791.0-6	9,748,346	10,729,438	20,477,784	1,123,854	-	9,605,584	-	-	-	-	
		\$ 37,847,297	\$ 57,881,374	\$ 95,728,671	\$ 27,763,801	\$ 5,762,072	\$ 18,534,621	\$ 9,605,584	\$ 5,820,880	\$ -	\$ -	

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**Alameda County Transportation Improvement Authority
Fiscal Year 2012-2013
Proposed Capital Project Budget**

Project	#	Estimated FY2011-12 Rollover to FY2012-13	Proposed FY2012-13 Capital Budget	Total FY2012-13 Capital Budget w/ Rollover
ACE Capital Improvements	601.0	\$ 313,653	\$ 6,137,347	\$ 6,451,000
BART Warm Springs Extension	602.0	9,015,429	21,984,571	31,000,000
BART Oakland Airport Connector	603.0	18,000,000	30,000,000	48,000,000
Downtown Oakland Streetscape	604.0	3,782,700	-	3,782,700
Telegraph Avenue Bus Rapid Transit	607.1	833,346	2,166,654	3,000,000
I-680 Express Lane	608.0	1,628,662	7,551,338	9,180,000
Iron Horse Trail	609.0	-	500,000	500,000
I-880/Broadway-Jackson Interchange	610.0	448,964	2,051,036	2,500,000
I-580/Castro Valley Interchanges Improvements	612.0	-	300,000	300,000
Lewelling/East Lewelling	613.0	-	1,651,000	1,651,000
I-580 Auxiliary Lanes - Westbound Fallon to Tassajara	614.1	-	702,000	702,000
I-580 Auxiliary Lanes - Westbound Airway to Fallon	614.2	390,109	786,000	1,176,109
Rte 92/Clawiter-Whitesell Interchange	615.0	2,189,503	1,560,497	3,750,000
Westgate Extension	618.1	3,612,634	(1,463,000)	2,149,634
E. 14th/Hesperian/150th Improvements	619.0	-	1,886,000	1,886,000
I-238 Widening	621.0	39,443	-	39,443
I-680/I-880 Cross Connector Study	622.0	442,517	-	442,517
Isabel - Route 84/I-580 Interchange	623.0	7,156,471	-	7,156,471
Route 84 Expressway	624.0	9,429,407	1,571,000	11,000,407
Dumbarton Corridor	625.0	330,000	3,090,764	3,420,764
I-580 Corridor/BART to Livermore	626.0	130,695	1,869,305	2,000,000
I-80 Integrated Corridor Mobility	627.2	146,909	595,000	741,909
I-880 Corridor Improvements in Oakland and San Leandro	627.3	123,854	500,000	623,854
CWTP/TEP Development	627.4	50,000	-	50,000
Studies at Congested Segments/Locations on CMP	627.5	-	800,000	800,000
		<u>\$ 58,064,296</u>	<u>\$ 84,239,512</u>	<u>\$ 142,303,808</u>

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**Alameda County Transportation Authority
Fiscal Year 2012-2013
Proposed Capital Project Budget**

Project	#	Estimated FY2011-12 Rollover to FY2012-13	Proposed FY2012-13 Capital Budget	Total FY2012-13 Capital Budget w/ Rollover
I-880 to Mission Blvd. Route 262 Interchange Reconstruction	501.0	\$ 600,000	\$ 44,000	\$ 644,000
I-880 to Mission Blvd. and East-West Connector	505.0	20,000,000	-	20,000,000
Route 238/Mission-Foothill-Jackson Corridor Improvement	506.0	1,373,000	11,627,000	13,000,000
I-580 Interchange Improvements Project in Castro Valley (for ACTIA 12/6/12.0)	507.0	-	300,000	300,000
Central Alameda County Freeway System Operational Analysis	508.0	975,000	-	975,000
Castro Valley Local Area Traffic Circulation Improvement	509.0	1,750,000	-	1,750,000
Project Closeout	500.0	74,000	126,000	200,000
		<u>\$ 24,772,000</u>	<u>\$ 12,097,000</u>	<u>\$ 36,869,000</u>

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**Alameda County Transportation Improvement Authority
Fiscal Year 2012-2013
Budget Limitations Calculations**

Net Sales Tax	\$ 112,000,000.00	A
Investments & Other Income	<u>531,000.00</u>	B
Funds Generated	\$ 112,531,000.00	C
Salaries & Benefits	\$ 905,384.01	D
Other Admin Costs*	<u>2,917,691.93</u>	E
Total Admin Costs	\$ 3,823,075.94	F

Gross Sal & Ben to Net Sales Tax 0.8084% = D/A

Gross Sal & Ben to Funds Generated 0.8046% = D/C

Total Admin Costs to Net Sales Tax 3.4135% = F/A

** Sales tax reauthorization ballot costs budgeted in the amount of \$2 million are not included in other administrative costs. They will be paid from prior year excess administrative costs limitation calculation balances.*

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Memorandum

DATE: June 4, 2012

TO: Finance and Administration Committee

FROM: Arthur L. Dao, Executive Director
Gladys V. Parmelee, Office Supervisor

SUBJECT: Update on Agency Offices Consolidation and Creation of a Sub-Committee for Office Relocation

Recommendation

It is recommended that the Committee approve the creation of an administrative Sub-Committee to guide staff through the process for planning and evaluation of potential office relocation alternatives. It is proposed that this Sub-Committee be composed of the Alameda CTC Chair, Vice Chair, and the Chair of Finance and Administration Committee.

Summary

Alameda CTC currently leases offices on the 2nd and 3rd floors of 1333 Broadway, Oakland. The leases on both floors will expire on September 30, 2013 and November 30, 2013, respectively. It is the agency's desire to consolidate both offices within one single floor to increase productivity, and enhance collaboration between staff and consultants. Office consolidation will also potentially result in reduced costs. If the current building owner will not be able to consolidate the agency offices within one single floor, the agency must be prepared to relocate to an alternative location. The planning effort must start now to well position the agency in any future negotiations with the current building's owner, or with other parties.

The basic criteria for the consolidated offices are: 1) it must have adequate space to accommodate a Board room efficiently and comfortably, with maximum accommodation and accessibility for public participation; 2) it must have adequate space to accommodate staff and co-located consultants efficiently allowing for effective and unobstructed collaboration and communication, and maximum productivity; 3) it must be easily accessible by frequent, reliable and good public transportation, especially BART; 4) it must be located in proximity to other partnering agencies that the Alameda CTC frequently coordinate with, such as the County, regional transportation and planning agencies, Caltrans, BART, and AC Transit; and, 5) it must be financially economical and sustainable.

Discussion

The building lease agreements for the 2nd floor and 3rd floor offices of Alameda CTC will expire on September 2013 and November 2013, respectively. The following lists the square footage of

office space currently leased, cost per square feet, monthly rent, monthly operating expenses and other monthly expenses:

	Total Square Footage Rented	Monthly Rent	Operating Expenses	Storage	Others *	Total Monthly Expense
2 nd Floor	14,279	\$39,695.62	\$2,452.51	\$196.00	\$1,136.84	\$43,480.97
3 rd Floor	11,959	\$32,887.25	\$1,803.05	\$533.00	\$2,324.78	\$37,548.08
TOTAL	26,238	\$72,582.87	\$4,255.15	\$729.00	\$3,461.62	\$81,029.05

* Other monthly expenses are Taxes, Above Standard Electric Usage and after office hours HVAC

Last September 2011, staff initiated discussions with CIM Group, the current building owner, informing them about the merger of ACTIA and ACCMA. Staff also conveyed to them the desire to consolidate the offices and be located in a single floor.

Consistent with the overall agency merger plan, a space planning program consultant was engaged to assist in the initial assessment of the agency’s office space needs. This preliminary assessment indicated that the agency would need about 20,000 to 24,000 square feet of space, which is 2,000 to 6,000 square feet less than what the agency is currently leasing on both floors.

Staff also engaged the firm of Cornish & Carey Commercial to assist staff with the following:

- a) continue dialogue with the current building owner, CIM Group, to explore a single floor options within 1333 Broadway; b) expand dialogue with CIM Group to include options within their investment portfolio; c) survey and present additional properties available in the market; d) conduct building tours with staff and the Sub-Committee; e) solicit and analyze proposals from building owners; f) assist in the negotiation and structuring the final transaction with the owner of the chosen office location; g) work with the Sub-Committee and Agency’s legal counsel throughout the process; and, h) Secure certificate of occupancy.

An initial survey of buildings with vacant office space that meet the initial requirements was done by the broker in the cities of Oakland, San Leandro, and Hayward. The survey indicated that in the cities of San Leandro and Hayward there are no available office space that meet the ACTC requirements. There were several buildings in the City of Oakland that have vacancies and they are listed as follows:

Class A Top Tier Category	Class A Peripheral Category
1221 Broadway – Clorox Building	1999 Harrison Street – Lake Merritt Plaza
1111 Broadway – APL Building	155 Grand Avenue – Lake Merritt Tower
555 12 th Street - “Ask” Building	180 Grand Avenue -
2100 Franklin – Center 21	300 Frank Ogawa Plaza – Rotunda Building
1333 Broadway – 10 th Floor	1000 Broadway – Transpacific Center

Fiscal Impact

There is no direct fiscal impact anticipated from the recommended action.



Memorandum

DATE: June 4, 2012

TO: Finance and Administration Committee

FROM: Tess Lengyel, Deputy Director of Policy, Legislation and Public Affairs

SUBJECT: **Amendment to the Alameda County Transportation Commission Administrative Code**

Recommendation

Staff recommends that the Commission adopt amendments to the Administrative code to reflect clarifications in timing for elections of the Alameda CTC Chair and Vice-Chair, expansion of the Alameda County Technical Advisory Committee participants to reflect Senate Bill 375 and regional agency requirements, and clean up language to clarify adoption of transportation expenditure plans.

Summary

The Alameda CTC was formed in July 2010 and the Administrative Code was adopted at that time to detail the duties and powers of Alameda CTC officers, the Executive Director and staff and the procedures of agency operations. The Administrative Code was amended in January 2012 to incorporate the eminent domain authority of the Commission. The Administrative Code is updated as needed to document and clarify Commission authority and procedures. The amendments included in this recommendation are to clarify procedures and to respond to state regulations and regional policies.

Background

The recommendations for amending the Administrative Code are to accomplish the following:

- Clarify when the Alameda CTC Board takes action to elect its Chair and Vice-Chair.
 - *Rationale: The Alameda CTC and its predecessor agencies have typically elected the Chair and Vice-Chair in July with officers assuming their respective positions in September. Due to over one-third of the Alameda CTC current Commissioners running for election, the recommendation to codify the elections in December allows election results in November to clarify what members will be remaining on the Commission into the coming year and allow elections to proceed by knowing which elected officials will remain in office.*
- Clarify that an agency meeting schedule is adopted by a motion of the Board

- *Rationale: A recommended amendment to the Administrative Code includes incorporating an organizational meeting for the Commission at which time they elect officers and adopt their annual schedule of meetings. The recommendation is that these actions take place at the same meeting in December of each year. Thereafter, the Chair will appoint leadership positions to the agency committees as is currently described in the Administrative Code.*
- Clarify approvals for transportation expenditure plans
 - *Rationale: The recommendation is to specifically add that transportation expenditure plans are adopted by a majority vote of the Commission, and development and approval processes for transportation expenditure plans go through the Planning, Policy and Legislation Committee.*
- Expansion of the Alameda County Technical Advisory Committee (ACTAC)
 - *Rationale: Senate Bill 375 changed the requirements for how transportation and land use planning occur in the State of California, and in the Bay Area, the way in which funding allocations are made has also changed as a result of the law. The recently approved One Bay Area Grant Program, approved on May 17, 2012, by the Metropolitan Transportation Commission, fundamentally changed the way that federal funding is distributed to counties. The OBAG program includes requirements to address land use policies and to work with local planners and public works staff. The recommendation to change ACTAC is to include both planners and public works from each jurisdiction, as well as to include an Association of Bay Area Governments representative. The addition of planners on ACTAC will help to implement the planning requirements from state and regional requirements.*

Fiscal Impact

There is no fiscal impact at this time.

Attachments

- Attachment A: Redline of all proposed Administrative Code changes
- Attachment B: Clean copy of amended Administrative Code

ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE
(as amended on ~~6/28~~/12)

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**ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE**
(as amended on 1/26/12)

**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 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 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.

3.4 "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.

3.5 "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.

3.6 "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.

3.7 "ACTA" means the Alameda County Transportation Authority, the agency originally tasked with the duty of implementing the 1986 Expenditure Plan. ACTA has now been dissolved, and ACTIA has assumed its duties, rights and obligations, which have been delegated to the Commission pursuant to the JPA.

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

3.9 “**ACTIA**” means the Alameda County Transportation Improvement Authority, the agency originally tasked with the duty of implementing the 2000 Expenditure Plan.

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

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

3.12 “**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.

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

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

3.15 “**Board of Supervisors**” means the Board of Supervisors of the County.

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

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

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

3.19 “**Citizens Watchdog Committee**” means the Advisory Committee for 2000 Measure B required by the 2000 Expenditure Plan.

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

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

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

3.23 “**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 practice of ACTA, ACTIA, and ACCMA.

3.24 “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.

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

3.26 “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.*

3.27 “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.

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

3.29 “County” means the County of Alameda.

3.30 “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.

3.31 “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.

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

3.33 “Expenditure Plans” means the 1986 Expenditure Plan, the 2000 Expenditure Plan, and the VRF Expenditure Plan.

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

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

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

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

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

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

3.40 “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.

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

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

3.43 “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.*

3.44 “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 Expenditure Plan and 2000 Expenditure Plans, 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.

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

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

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

3.48 “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. Until such time as the Commission adopts a Procurement Policy, (i) all such procurement and hiring of consultants and contractors related to ACTIA projects, programs and activities shall be governed by the ACTIA Procurement Policy, Local Business Contract Equity Program, and related policies; (ii) all such

procurement and hiring of consultants and contractors related to ACCMA projects, programs and activities shall be governed by the ACCMA Project Delivery Administration Guide, the ACCMA Small Business Enterprise Policy, the ACCMA Local Business Enterprise Policy and other applicable ACCMA policies.

3.49 “**Staff**” means employees of Alameda CTC.

3.50 “**Standing Committee**” means each of the standing subcommittees of the Commission as described herein, consisting of the FAC, the PPLC and the PPC.

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

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

3.53 “**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.

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

3.55 “**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 constructing 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 constructing 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 in 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 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 Expenditure Plan.

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

4.2.7.1 To adopt or amend the Congestion Management Program.

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

4.2.7.3 To approve or reject a deficiency plan.

4.2.7.4 To adopt or amend the Countywide Transportation Plan.

4.2.7.5 To approve federal or state funding programs.

4.2.7.6 To adopt the Annual Budget or to levy fees or charges on any Member Agency.

4.2.7.7 To adopt a new Transportation Expenditure Plan

4.2.8 The election of the Chair and Vice-Chair of the Commission will occur annually at the Commission's December Board meeting, which will serve as the organizational meeting for the Commission, and will be effective at the first regular meeting in January. If the Chairperson or Vice-Chairperson resigns or is removed from office, the election for Chairperson or Vice-Chairperson to serve the remainder of the term, shall be at the next meeting of the Authority. 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. At the same meeting, the Commission shall adopt its schedule of regular meetings of the Board and committees, which shall be held on such day and time of each month, unless such day is a holiday, in which case the meeting shall be held on a regular business day approved by the Board.

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

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

4.2.11 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, shall be compensated at the rate of \$225 for each such meeting, plus travel costs at the per diem rate of \$25. Notwithstanding anything to contrary in the administrative code of ACTIA or ACCMA, no Commission Member or Alternate shall receive any compensation for meetings of ACTIA or ACCMA which are held concurrently with, or immediately before or after, any meeting for which compensation is payable under this Code.

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 Commission Action.

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 functions and authority 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.
- 4.9.2.7** Contract preference programs for entities such as local business enterprises, small 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.

Chair. **4.9.2.13** Other matters as assigned by the Commission or

4.9.3 The functions and authority 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 Expenditure Plan or the 2000 Expenditure Plans, 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' performance and effectiveness.

Chair. **4.9.3.12** Other matters as assigned by the Commission or

4.9.4 The functions and authority of the Programs and Projects Committee (PPC) are as follows:

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.

- eligible recipients.
- 4.9.4.4 Funding requests from project sponsors and other
 - 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 Measure B 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 Contract procurement for specific 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.

**ARTICLE 5
ADVISORY AND EXTERNAL COMMITTEES**

5.1 Continuance of Existing Advisory Committees. All ACTIA and ACCMA advisory committees in existence as of the first adoption of this Code shall continue in their current form and purpose until and unless the Commission determines otherwise.

5.2 Citizens Watchdog Committee. The Citizens Watchdog Committee defined in and required by the 2000 Expenditure Plan shall continue to have all duties and obligations as described therein with respect to the 2000 Expenditure Plan, and shall have the membership required thereby.

5.3 Alameda County Transportation Advisory Committee. ACTAC shall be composed of staff representatives from a planning and public works department 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, Association of Bay Area Governments and Caltrans. Each representative shall have one vote. ACTAC may form subcommittees as necessary. The Executive Director or his/her designee shall preside over the meetings of the ACTAC.

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5.4 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.

5.5 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.

5.6 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.

5.7 Staff Support. The Executive Director shall designate one or more Staff members to aid each advisory committee in its work.

5.8 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.

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE**
(as amended on 6/28/12)

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ALAMEDA COUNTY TRANSPORTATION COMMISSION
ADMINISTRATIVE CODE
(as amended on 6/28/12)

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 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 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.

3.4 "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.

3.5 "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.

3.6 "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.

3.7 "ACTA" means the Alameda County Transportation Authority, the agency originally tasked with the duty of implementing the 1986 Expenditure Plan. ACTA has now been dissolved, and ACTIA has assumed its duties, rights and obligations, which have been delegated to the Commission pursuant to the JPA.

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

3.9 “**ACTIA**” means the Alameda County Transportation Improvement Authority, the agency originally tasked with the duty of implementing the 2000 Expenditure Plan.

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

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

3.12 “**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.

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

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

3.15 “**Board of Supervisors**” means the Board of Supervisors of the County.

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

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

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

3.19 “**Citizens Watchdog Committee**” means the Advisory Committee for 2000 Measure B required by the 2000 Expenditure Plan.

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

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

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

3.23 “**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 practice of ACTA, ACTIA, and ACCMA.

3.24 “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.

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

3.26 “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.*

3.27 “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.

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

3.29 “County” means the County of Alameda.

3.30 “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.

3.31 “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.

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

3.33 “Expenditure Plans” means the 1986 Expenditure Plan, the 2000 Expenditure Plan, and the VRF Expenditure Plan.

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

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

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

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

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

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

3.40 “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.

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

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

3.43 “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.*

3.44 “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 Expenditure Plan and 2000 Expenditure Plans, 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.

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

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

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

3.48 “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. Until such time as the Commission adopts a Procurement Policy, (i) all such procurement and hiring of consultants and contractors related to ACTIA projects, programs and activities shall be governed by the ACTIA Procurement Policy, Local Business Contract Equity Program, and related policies; (ii) all such

procurement and hiring of consultants and contractors related to ACCMA projects, programs and activities shall be governed by the ACCMA Project Delivery Administration Guide, the ACCMA Small Business Enterprise Policy, the ACCMA Local Business Enterprise Policy and other applicable ACCMA policies.

3.49 “**Staff**” means employees of Alameda CTC.

3.50 “**Standing Committee**” means each of the standing subcommittees of the Commission as described herein, consisting of the FAC, the PPLC and the PPC.

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

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

3.53 “**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.

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

3.55 “**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 constructing 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 constructing 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 in 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 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 Expenditure Plan.

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

4.2.7.1 To adopt or amend the Congestion Management Program.

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

4.2.7.3 To approve or reject a deficiency plan.

4.2.7.4 To adopt or amend the Countywide Transportation Plan.

4.2.7.5 To approve federal or state funding programs.

4.2.7.6 To adopt the Annual Budget or to levy fees or charges on any Member Agency.

4.2.7.7 To adopt a new Transportation Expenditure Plan

4.2.8 The election of the Chair and Vice-Chair of the Commission will occur annually at the Commission's December Board meeting, which will serve as the organizational meeting for the Commission, and will be effective at the first regular meeting in January. If the Chairperson or Vice-Chairperson resigns or is removed from office, the election for Chairperson or Vice-Chairperson to serve the remainder of the term, shall be at the next meeting of the Authority. 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. At the same meeting, the Commission shall adopt its schedule of regular meetings of the Board and committees, which shall be held on such day and time of each month, unless such day is a holiday, in which case the meeting shall be held on a regular business day approved by the Board.

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

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

4.2.11 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, shall be compensated at the rate of \$225 for each such meeting, plus travel costs at the per diem rate of \$25. Notwithstanding anything to contrary in the administrative code of ACTIA or ACCMA, no Commission Member or Alternate shall receive any compensation for meetings of ACTIA or ACCMA which are held concurrently with, or immediately before or after, any meeting for which compensation is payable under this Code.

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 Commission Action.

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 functions and authority 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.
- 4.9.2.7** Contract preference programs for entities such as local business enterprises, small 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 functions and authority 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 Expenditure Plan or the 2000 Expenditure Plans, 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' performance and effectiveness.

4.9.3.12 Other matters as assigned by the Commission or Chair.

4.9.4 The functions and authority of the Programs and Projects Committee (PPC) are as follows:

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.

- eligible recipients.
- 4.9.4.4** Funding requests from project sponsors and other
 - 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 Measure B 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** Contract procurement for specific 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.

ARTICLE 5 ADVISORY AND EXTERNAL COMMITTEES

5.1 Continuance of Existing Advisory Committees. All ACTIA and ACCMA advisory committees in existence as of the first adoption of this Code shall continue in their current form and purpose until and unless the Commission determines otherwise.

5.2 Citizens Watchdog Committee. The Citizens Watchdog Committee defined in and required by the 2000 Expenditure Plan shall continue to have all duties and obligations as described therein with respect to the 2000 Expenditure Plan, and shall have the membership required thereby.

5.3 Alameda County Transportation Advisory Committee. ACTAC shall be composed of staff representatives from a planning and public works department 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, Association of Bay Area Governments and Caltrans. Each representative shall have one vote. ACTAC may form subcommittees as necessary. The Executive Director or his/her designee shall preside over the meetings of the ACTAC.

5.4 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.

5.5 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.

5.6 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.

5.7 Staff Support. The Executive Director shall designate one or more Staff members to aid each advisory committee in its work.

5.8 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.