



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair
Supervisor Scott Haggerty, District 1

Commission Vice Chair
Vice Mayor Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Thomas Blalock

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Mayor Trish Spencer

City of Albany
Vice Mayor Peter Maass

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Councilmember Laurie Capitelli

City of Dublin
Mayor David Haubert

City of Emeryville
Vice Mayor Ruth Atkin

City of Fremont
Mayor Bill Harrison

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Mayor Barbara Halliday

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Councilmember Dan Kalb

City of Piedmont
Mayor Margaret Fujioka

City of Pleasanton
Mayor Jerry Thorne

City of San Leandro
Mayor Pauline Cutter

City of Union City
Mayor Carol Dutra-Vernaci

Executive Director
Arthur L. Dao

Finance and Administration Committee

Monday, June 08, 2015, 1:30 p.m.

**1111 Broadway, Suite 800
Oakland, CA 94607**

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

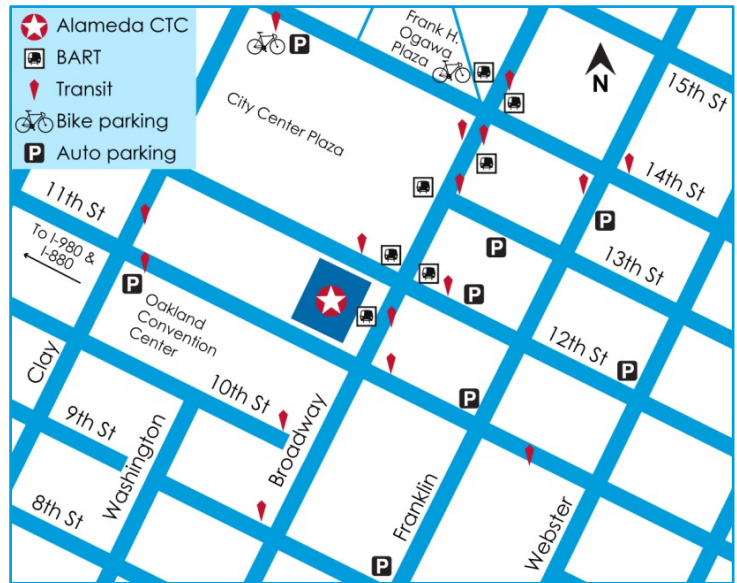
Glossary of Acronyms

A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Location Map

★ Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now.

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Finance and Administration Committee Meeting Agenda Monday, June 8, 2015, 1:30 p.m.*

*Or immediately following the Programs and Projects Committee meeting

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Chair: Supervisor Richard Valle, Alameda County BOS
Vice Chair: Mayor Margaret Fujioka, City of Piedmont
Commissioners: Thomas Blalock, Peter Maass, Trish Spencer, Dan Kalb
Ex-Officio Members: Scott Haggerty, Rebecca Kaplan
Staff Liaison: Patricia Reavey
Executive Director: Arthur L. Dao
Clerk: Vanessa Lee

1. Pledge of Allegiance

2. Roll Call

3. Public Comment

4. Consent Calendar

Page A/I

4.1. [May 11, 2015 FAC Meeting Minutes](#)

1 A

Recommendation: Approve the May 11, 2015 meeting minutes.

5. Regular Matters

5.1. [Alameda CTC Proposed Consolidated Budget and Overall Work Program for FY2015-16](#)

5 A

Recommendation: Approve the Alameda CTC Proposed Consolidated Budget for FY2015-16 and receive the Overall Work Program for FY2015-16.

5.2. [Alameda CTC FY2015-16 Community Advisory Committee Bylaws \(ACTAC, BPAC, IWC, PAPCO\)](#)

23 A

Recommendation: Approve the Alameda CTC FY2015-16 Community Advisory Committee Bylaws (ACTAC, BPAC, IWC, PAPCO).

6. Committee Member Reports (Verbal)

7. Staff reports (Verbal)

8. Adjournment

Next Meeting: July 13, 2015

All items on the agenda are subject to action and/or change by the Commission.

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Finance and Administration Committee Meeting Minutes Monday, May 11, 2015, 1:30 p.m.

3.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance

2. Roll Call

A roll call was conducted. All members were present with the exception of Commissioner Kalb.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. April 13, 2015 FAC Meeting Minutes

Commissioner Kaplan moved to approve the Consent Calendar. Commissioner Blalock seconded the motion. The motion passed unanimously (Kalb absent)

5. Regular Matters

5.1 Alameda CTC FY2014-15 Sales Tax Measure B and Measure BB Budget Update

Patricia Reavey provided the Alameda CTC FY2014-15 sales tax Measure B and Measure BB budget update. She recommended that the Commission approve an increase to the Alameda CTC's Measure B sales tax revenue budget for FY2014-15 from the currently adopted amount of \$127.5 million to \$132.5 million for an increase of \$5.0 million and an increase in the corresponding direct local distribution expenditures based on the formulas established in the 2000 transportation expenditure plan and; a Measure BB sales tax revenue budget for FY2014-15 of \$30.0 million and the corresponding direct local distribution expenditures based on the formulas established in the 2014 transportation expenditure plan which are projected to be \$14,600,838, \$350,000 for special revenue project expenditures and capital project expenditures totaling \$950,000.

Patricia stated that the revision to the Measure B sales tax revenue budget will provide additional resources of \$5.0 million and authorize the corresponding direct local distribution expenditures based on the formulas established in the transportation expenditure plan. The FY2014-15 Measure BB budget will provide \$30.0 million of revenues and authorize \$17.2 million of expenditures for a Measure BB ending fund balance of \$12.8 million.

Commissioner Fujioka wanted to know the timing for distribution of funding. Patricia stated that first flow of funds are expected to be received from the Board of Equalization in late June and the agency will distribute the Direct Local Distribution funds to local jurisdictions within five business days of receipt.

Commissioner Kaplan moved to approve this item. Commissioner Blalock seconded

the motion. The motion passed unanimously (Kalb absent).

5.2. Resolution Authorizing the Examination of Measure BB Transaction (Sales) and Use Tax Records by the Executive Director

Patricia Reavey recommended that the Commission adopt a resolution authorizing the examination of Measure BB transaction (sales) and use tax records by the Executive Director, or his designee. She stated that the California State Board of Equalization (BOE) requires that the Commission adopt a resolution authorizing the Executive Director, or his designee, to examine Measure BB transaction (sales) and use tax records before they will release confidential information regarding Measure BB transactions.

Commissioner Kaplan moved to approve this item. Commissioner Maass seconded the motion. The motion passed unanimously (Kalb absent)

5.3 FY2014-15 Third Quarter Investment Report

Patricia Reavey recommended that the Commission approve the FY2014-15 Third Quarter Investment report. She stated that investments are in compliance with the adopted investment policy as of March 31, 2015 and Alameda CTC has sufficient cash flow to meet expenditure requirements over the next six months. Patricia then introduced our investment advisor, Bill Osher from GenSpring, who stated that the portfolio is safe and provided an overview of current market conditions and investment strategies.

Commissioner Spencer wanted to know if the Alameda CTC portfolio was diversified. Bill stated that it is as diverse as it can get while remaining in compliance with California Government Code and the investment policy requirements.

Commissioner Valle asked if the Commission discusses or makes policy decisions regarding what type of companies the agency can invest in. Patricia stated that the investment policy does not specifically identify the types of corporate bonds the agency can invest in, and the investment advisor ultimately decides what investments are made. Bill stated that an agency can restrict certain investments if needed.

There was a public comment on the item by Ken Buckowski.

Commissioner Kaplan moved to approve this item. Commissioner Spencer seconded the motion. The motion passed unanimously (Kalb absent).

5.4 Alameda CTC Investment Policy

Patricia Reavey recommended that the Commission approve the Alameda CTC Investment Policy. She stated that the policy was developed in accordance with the California Government Code in order to define parameters and guide staff and investment advisors in managing Alameda CTC's investment portfolio. Patricia stated that the only material change was the addition of an investment type referred to as "supranationals", which is a term used to describe international development institutions that provide financing, advisory services and other financial services to their member countries to achieve improved living standards.

Commissioner Valle requested that staff discuss in detail the types of companies the agency can invest in. Chair Haggerty recommended that the committee approve the item with an amendment requesting that staff come back to the Committee with information at a later date on best practices for responsible investments.

Commissioner Kaplan moved to approve this item as amended. Commissioner Blalock seconded the motion. The motion passed unanimously (Kalb absent).

5.5 FY2014-15 Third Quarter Financial Report

Patricia Reavey recommended that the Commission approve the FY2014-15 Third Quarter financial report. She stated that the report provides a summary of FY2014-15 actual revenues and expenditures through March 31, 2015 with comparisons to the year-to-date currently adopted budget. She stated that at the end of the third quarter, the Alameda CTC is showing a net decrease in fund balance of \$10.2 million primarily due to disbursements for ACTIA-related capital project expenditures. She concluded by updating the committee on expenditure comparisons to budget by fund type and stated that as of March 31, 2015 expenditures were in compliance with the limitation requirements as established in the 2000 Transportation Expenditure Plan.

Commissioner Kaplan moved to approve the item. Commissioner Blalock seconded the motion. The motion passed unanimously.

5.6 Alameda CTC FY2015-16 Draft Budget

Patricia Reavey recommended that the Commission approve the Alameda CTC FY2015-16 Proposed Consolidated Budget. She provided an overview of the proposed budget stating that the budget is segregated by fund type and allocated resources for critical planning and programming activities as well as for project management and delivery of the \$2.5 billion capital program. She covered key plans and programs and significant capital projects in the budget and provided information on total revenues and expenditures. Patricia also

covered required limitation calculations for Measure B and Measure BB and concluded by stating that the Proposed Consolidated Budget for FY2015-16 is a balanced and sustainable budget.

Commissioner Blalock moved to approve this item. Commission Kaplan seconded the motion. The motion passed unanimously (Kalb absent).

5.7 Alameda CTC Administrative Code Amendment

Tess Lengyel recommended that the Commission adopt an amendment to the Alameda CTC administrative code. She stated that passage of Measure BB has been included in the code in addition to reference to the 2014 Transportation Expenditure Plan. Tess stated that in addition to minor language clean-up, language has been added that approval of the advisory committee bylaws would become a function of the Alameda CTC full Commission.

Commissioner Kaplan asked if the advisory committees were informed of the Alameda CTC administrative code amendments. Art Dao stated that staff will reach out to the committees.

Commissioner Fujioka wanted to ensure that all government codes are included in the conflict of interest portion of the policy. Neal stated that there is an understanding that the conflict of interest policy will cover all applicable parts of the code.

Commissioner Blalock moved to approve this item. Commissioner Kaplan seconded the motion. The motion passed unanimously (Kalb absent).

6. Committee Member Reports (Verbal)

There were no committee reports.

7. Staff Reports

There were no staff reports.

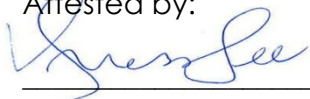
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, June 8, 2015 @1:30 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



Vanessa Lee,
Clerk of the Commission



Memorandum

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• PH: (510) 208-7400

• www.AlamedaCTC.org

DATE: June 1, 2015

SUBJECT: Alameda CTC Proposed Consolidated Budget and Overall Work Program for FY2015-16

RECOMMENDATION: Approve the Alameda CTC proposed consolidated budget for FY2015-16 and receive the Overall Work Program for FY2015-16.

Summary

FY2015-16 Consolidated Budget

The Alameda County Transportation Commission's (Alameda CTC) FY2015-16 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, Vehicle Registration Fee (VRF) and Transportation Fund for Clean Air funds are utilized to fund capital projects and programs in Alameda County.

The proposed budget has been prepared based on the modified accrual basis of accounting, which is consistent with the basis of accounting utilized to prepare our audited financial statements. It has been segregated by fund type and includes an adjustment column to eliminate interagency revenues and expenditures on a consolidated basis. The fund types are comprised of General Funds, Enterprise Fund, Special Revenue Funds, Exchange Fund, Debt Service Fund and Capital Project Funds. The Enterprise Fund is a new fund set up to record operating activities for the I-580 Express Lanes.

The proposed budget contains projected revenues totaling \$321.4 million of which sales tax revenues comprise \$270.0 million, or 84 percent, and VRF revenues comprise \$12.0 million, or 4 percent. In addition, the proposed budget also includes a projected FY2014-15 ending fund balance of \$221.0 million for total available resources of \$542.4 million. The projected revenues are offset by \$266.1 million in anticipated expenditures of which \$72.8 million, or 27 percent, are allocated for capital projects. These revenue and expenditure totals constitute a net increase in fund balance of \$55.4 million and a projected consolidated ending fund balance of \$276.3 million. The increase in fund balance is mostly due to increased receipts of sales tax funds related to Measure BB.

Approval of the Proposed Capital Projects budgets is requested for the amounts found in the "Proposed FY2015-16 Capital Budget with Estimated Roll Over" column on each of the capital budget sheets for the Congestion Management function, 2000 Measure B sales tax, 1986 Measure B sales tax and 2014 Measure BB sales tax. This column includes both the additional capital budget amount requested for FY2014-15 as well as an estimated roll over balance from FY2014-15. The capital amount carried forward to the consolidated Alameda CTC Proposed Budget sheet does not include the roll forward balances because these amounts are still included in the projected roll forward fund balance from the FY2014-15 adopted budget. During the mid-year budget update process, the roll forward fund balance will be updated to actual based on the audited financial statements. Therefore, the capital budget amount on the consolidated budget spreadsheet for the mid-year budget update will be for the full capital budget including both the actual roll forward balance from FY2014-15 and any additional requested capital budget for FY2015-16. This methodology is required to ensure accurate and reliable fund balance information in Alameda CTC budgets.

The proposed budget includes revenues and expenditures necessary to provide the following vital programs and planning projects for Alameda County:

- Measure B and Measure BB Discretionary Grants and Direct Local Distribution Programs
- Vehicle Registration Fee Programs
- Transportation Fund for Clean Air Programs
- Sustainable Communities Technical Assistance Program
- Safe Routes to School (SR2S) and BikeMobile Programs
- Student Transit Pass Program
- Countywide Transit Plan and Transportation Plan Update
- Integrated Arterial Corridor Strategy
- Congestion Management Programs
- Countywide Goods Movement Plan
- Community Based Transportation Plan
- Countywide Bicycle and Pedestrian Plan
- Travel Demand Model Strategy

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 FY2015-16 Comprehensive Investment Plan which will be considered next month by the Commission. Some of the more significant projects included in the proposed budget are as follows:

- BART Warm Springs Extension Project
- I-680 Express Lanes Project

- Route 92 Clawiter-Whitesell Interchange
- Route 84 Expressway Project
- I-580 Corridor Improvements Project
- Isabel Avenue – Route 84/I-580 Interchange Project
- I-880 to Mission Boulevard East-West Connector Project
- I-880 South Bound HOV Lane Project
- I-80 Integrated Corridor Mobility Project

The proposed budget allows for an additional inter-fund loan from the ACTA Capital Fund to the Alameda County Congestion Management Agency (ACCMA) General Fund of \$5 million, if and when necessary during FY2015-16, 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.

Overall Work Program for FY2015-16

The purpose of the Overall Work Program for FY2015-16 (FY2015-16 OWP) is to provide the Commission with information of all major transportation planning, programming and project activities that will be accomplished during FY2015-16. The FY2015-16 OWP details specific work activities and identifies the agency's budgetary and staffing resource requirements to deliver the annual program. It also serves as a communications document to keep the Commission informed of all staff activities, major deliverables and significant milestones.

The FY2015-16 OWP details the development of the budget and the proposed budget authority requested therein, including budget needs related to work activities expected to be completed by each Alameda CTC work team during FY2015-16. The FY2015-16 budget needs, which ties directly into the FY2015-16 Proposed Budget, are provided alongside the prior fiscal year's adopted budget in the FY2015-16 OWP for comparative purposes.

Background

The proposed budget for FY2015-16 was developed concurrently with the FY2015-16 Overall Work Program for the Alameda CTC. Both documents focus on the mission and core functions of the Alameda CTC and enable 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 to formulate strategies and solutions for transportation opportunities and needs identified in planning processes; assigning the funding necessary to evaluate, prioritize, and finance programs and projects; and programming funds in order to deliver quality programs and projects in Alameda County on schedule and within budget.

The FY2015-16 OWP provides details of expenditures and revenues by category in the budget for each of the four Alameda CTC work teams—the Planning and Policy Team,

Programming and Programs Team, Finance and Administration Team and Capital Projects Team—which is further broken out by categories including salaries and benefits, management and support contract services and other costs. In addition, it provides an overview of staffing levels by Alameda CTC work team and the changes from the prior fiscal year. Graphs within the FY2015-16 OWP help to illustrate the organizational structure by function and at the staffing level, the comprehensive investment planning process, revenues by source, expenditures by category, and sales tax Measures B and BB and Vehicle Registration Fee fund allocations. The detailed information is designed to give the reader a transparent view of the responsibilities and activities of the Alameda CTC, the level of resources necessary to accomplish these activities, and demonstrate that the Alameda CTC is a good steward of public funds for Alameda County.

It is expected that current staffing levels and resources should be adequate to accomplish the detailed work activities for FY2015-16, although it will require all staff to be prudent of available funding throughout the year. Unanticipated tasks or any new major activities may require staff to identify additional staffing and/or funding resources in order to meet demands outside of the scope of work included in the budget, or consider deferring the work activity to the following fiscal year.

Major Line Item Detail

Sales Tax Revenues – Increase of \$142.5 million, or 111.8 percent, over the FY2014-15 Revised Budget of \$127.5 million to \$270.0 million due to the implementation of the new Measure BB.

Vehicle Registration Fee (VRF) Revenues – There is no change in this projection.

Grant Revenues – Decrease of \$50.2 million, or 68.9 percent, from the FY2014-15 Revised Budget to \$22.7 million due to capital project roll forward balances accounted for in the budgeted fund balance rolled forward from FY2014-15.

Salaries and Benefits – Increase of \$0.4 million, or 12.4 percent, over the FY2014-15 Revised Budget of \$3.5 million to \$4.0 million. The proposed budget for FY2015-16 provides funding for 23 of the 26 approved Full Time Equivalent (FTE) positions in compliance with the approved salary and benefit structure. This is an increase of one position over the FY2014-15 Revised budget as we prepare to administer Measure BB.

General Office Expenses – Increase of \$0.1 million, or 1.4 percent, over the FY2014-15 Revised Budget of \$7.4 million to \$7.5 million due to debt service costs and scheduled upgrades to the information technology infrastructure.

Other Administration – Increase of \$0.6 million, or 25.2 percent, over the FY2014-15 Revised Budget of \$2.3 million to \$2.9 million mostly related to additional administration for professional services related to Measure BB.

Operations – Increase of \$1.2 million over the FY2014-15 Revised Budget of \$0 related to the anticipated operations of the I-580 Express Lanes in fall 2015.

Planning Expenditures – Decrease of \$0.4 million, or 5.4 percent, from the FY2014-15 Revised Budget of \$7.0 million to \$6.6 million based on the specific planning projects that are expected to be completed in FY2015-16.

Programs Expenditures – Increase of \$79.5 million, or 72.6 percent, over the FY2014-15 Revised Budget of \$109.5 million to \$188.9 million mostly related to Measure BB Direct Local Distributions to Alameda County, cities within Alameda County and transit operators based on the calculations as described in the 2014 Transportation Expenditure Plan.

Capital Projects Expenditures – Decrease of \$178.0 million, or 76.6 percent, from the FY2014-15 Revised Budget to \$54.5 million due to the capital budget rolled from FY2014-15 included in the roll forward fund balance from the FY2014-15 Revised Budget.

Limitation Ratios

The 2000 Measure B Salary and Benefits Limitation ratio of 0.18 percent and the Administrative Cost Limitation ratio of 1.38 percent were calculated based on the proposed budgeted revenues and expenditures and were found to be in compliance with the 1.00 percent and 4.50 percent limitation requirement, respectively, and the Measure BB Salary and Benefits Limitation ratio of 0.52 percent and the Administrative Cost Limitation ratio of 2.42 percent were calculated based on the proposed budgeted revenues and expenditures and were found to be in compliance with the 1.00 percent and 4.00 percent limitation requirement, respectively.

Fiscal Impact

The fiscal impact of the FY2015-16 Proposed Consolidated Budget would be to provide resources of \$321.4 million and authorize expenditures of \$266.1 million, with an overall increase in fund balance of \$55.4 million for a projected ending fund balance of \$276.3 million.

Attachments

- A. Alameda CTC FY2015-16 Proposed Consolidated Budget
- B. Congestion Management FY2015-16 Proposed Capital Projects Budget
- C. 2000 Measure B Sales Tax FY2015-16 Proposed Capital Projects Budget
- D. 2014 Measure BB Sales Tax FY2015-16 Proposed Capital Projects Budget
- E. 1986 Measure B Sales Tax FY2015-16 Proposed Capital Projects Budget
- F. 2000 Measure B and 2014 Measure BB Sales Tax FY2015-16 Proposed Budget Limitations Calculations
- G. [Alameda CTC Proposed Overall Work Program for FY2015-16 \(hyperlinked to the web\)](#)

Staff Contact

[Patricia Reavey](#), Director of Finance and Administration

[Seung Cho](#), Contracting, Administration and Fiscal Resource Manager

**Alameda County Transportation Commission
FY2015-16 Proposed Budget**

| | General Funds | Enterprise Fund | Special Revenue Funds | Exchange Fund | Debt Service Fund | Capital Project Funds | Inter-Agency Adjustments/ Eliminations | Total |
|--|--------------------------|----------------------------|--------------------------------------|--------------------------|------------------------------|--------------------------------------|---|-----------------------|
| Projected Beginning Fund Balance | \$ 27,048,215 | \$ - | \$ 21,765,840 | \$ 5,003,160 | \$ 14,725,414 | \$ 152,417,815 | \$ - | \$ 220,960,444 |
| Revenues: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sales Tax Revenues | 11,475,000 | - | 162,833,928 | - | - | 95,691,072 | - | 270,000,000 |
| Investment Income | 33,000 | - | 104,000 | - | 23,000 | 525,000 | - | 685,000 |
| Member Agency Fees | 1,394,819 | - | - | - | - | - | - | 1,394,819 |
| VRF Funds | 108,108 | - | 12,000,000 | - | - | - | (108,108) | 12,000,000 |
| Toll Revenues | - | 1,425,000 | - | - | - | - | - | 1,425,000 |
| Violation Penalty Revenues | - | 300,000 | - | - | - | - | - | 300,000 |
| Other Revenues | 133,946 | 800,507 | 2,016,957 | 10,935,179 | - | 1,193,900 | (2,144,974) | 12,935,515 |
| Grants | 12,914,765 | 557,250 | 310,259 | - | - | 27,672,825 | (18,772,512) | 22,682,588 |
| Total Revenues | 26,059,638 | 3,082,757 | 177,265,144 | 10,935,179 | 23,000 | 125,082,798 | (21,025,594) | 321,422,922 |
| Expenditures: | | | | | | | | |
| <u>Administration</u> | | | | | | | | |
| Salaries and Benefits | 1,859,775 | - | - | - | - | 114,921 | - | 1,974,696 |
| General Office Expenses | 1,662,176 | - | 3,000 | - | 5,701,350 | 187,063 | (3,000) | 7,550,589 |
| Other Administration | 2,648,733 | - | 40,000 | - | - | 226,877 | - | 2,915,610 |
| Commission and Community Support | 131,150 | - | 28,250 | - | - | - | (28,250) | 131,150 |
| Contingency | 188,000 | - | - | - | - | 12,000 | - | 200,000 |
| <u>Operations</u> | | | | | | | | |
| Salaries and Benefits | - | 33,168 | - | - | - | - | - | 33,168 |
| Project Management and Support | - | 246,250 | - | - | - | - | - | 246,250 |
| Operating Expenditures | - | 2,305,464 | - | - | - | - | (1,357,757) | 947,707 |
| <u>Planning</u> | | | | | | | | |
| Salaries and Benefits | 778,530 | - | - | - | - | - | - | 778,530 |
| Planning Management and Support | 720,149 | - | - | - | - | - | - | 720,149 |
| Transportation Planning | 6,983,589 | - | - | - | - | - | (1,774,102) | 5,209,487 |
| Congestion Management Program | 680,000 | - | - | - | - | - | - | 680,000 |
| Other Planning Projects | - | - | - | - | - | - | - | - |
| <u>Programs</u> | | | | | | | | |
| Salaries and Benefits | 279,750 | - | 741,627 | 40,758 | - | - | (181,271) | 880,863 |
| Programs Management and Support | 188,500 | - | 1,836,360 | 5,000 | - | - | - | 2,029,860 |
| Safe Routes to School Programs | 2,675,230 | - | - | - | - | - | (328,324) | 2,346,906 |
| VRF Programming and Other Costs | - | - | 16,354,108 | - | - | - | (108,108) | 16,246,000 |
| Measure B/BB Direct Local Distribution | - | - | 139,514,658 | - | - | - | - | 139,514,658 |
| Grant Awards | - | - | 12,179,201 | - | - | - | - | 12,179,201 |
| Other Programming | 270,000 | - | 5,605,233 | 10,889,421 | - | - | (131,331) | 16,633,323 |
| <u>Capital Projects</u> | | | | | | | | |
| Salaries and Benefits | - | - | - | - | - | 412,908 | (101,410) | 311,497 |
| Project Management and Support | - | - | - | - | - | 4,487,419 | - | 4,487,419 |
| Capital Project Expenditures | - | - | - | - | - | 67,337,358 | (17,294,721) | 50,042,637 |
| <u>Indirect Cost Recovery/Allocation</u> | | | | | | | | |
| Indirect Cost Recovery from Capital, Spec Rev & Exch Funds | (282,682) | - | - | - | - | - | 282,682 | - |
| Total Expenditures | 18,782,900 | 2,584,882 | 176,302,436 | 10,935,179 | 5,701,350 | 72,778,545 | (21,025,594) | 266,059,698 |
| Net Change in Fund Balance | 7,276,738 | 497,875 | 962,708 | - | (5,678,350) | 52,304,253 | - | 55,363,223 |
| Projected Ending Fund Balance | \$ 34,324,953 | \$ 497,875 | \$ 22,728,548 | \$ 5,003,160 | \$ 9,047,064 | \$ 204,722,068 | \$ - | \$ 276,323,667 |

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**Congestion Management
Fiscal Year 2015-2016
Proposed Capital Project Budget**

| Project Name | Project # | (A) - (B) = (C) | (D) | (C) + (D) = (E) | Funding Sources | | | |
|---|------------|--|--|--|--------------------------------------|---|--------------------------------------|--|
| | | Estimated FY 2014-15 Rollover to FY 2015-16 | Proposed FY 2015-16 Capital Budget | Proposed FY 2015-16 Capital Budget w/ Estimated Rollover | Total Local Funding Sources | Total Regional Funding Sources | Total State Funding Sources | Total Federal Funding Sources |
| I-580 San Leandro Soundwall/Landscape | 774.0-1 | \$ 138,289 | \$ (115,882) | \$ 22,407 | \$ 16,288 | \$ - | \$ (0) | \$ 6,119 |
| Grand MacArthur | 702.0 | 1,481 | (481) | 1,000 | 0 | - | - | 1,000 |
| I-680 HOT Lane | 710.0-5 | 4,104,165 | (1,065,420) | 3,038,744 | 2,728,429 | - | 11,078 | 299,238 |
| I-680 Northbound HOV / Express Lane | 721.0 | 672,782 | 8,327,218 | 9,000,000 | 6,000,000 | - | 3,000,000 | - |
| I-80 Gilman Interchange Improvements | 765.0 | 621,723 | 1,500,000 | 2,121,723 | 1,624,436 | - | - | 497,286 |
| I-580 PSR at 106th Eastbound Off-Ramp | 735.0 | - | - | - | - | - | - | - |
| Smart Corridors Operation and Maintenance | 945.0 | 1,188,664 | - | 1,188,664 | 1,188,664 | - | - | - |
| Smart Corridors Operation and Maintenance/Tri-Valley | 945.1 | - | - | - | - | - | - | - |
| Caldecott Tunnel | 716.0 | 1,278,900 | 2,721,100 | 4,000,000 | 4,000,000 | - | - | - |
| Center to Center | 715.0 | - | - | - | - | - | - | - |
| I-880 North Safety & Op Improv 23rd&29th | 717.0 | 4,476,975 | 2,140 | 4,479,115 | 2,777,093 | 1,701,075 | 947 | 0 |
| I-580 Eastbound HOV Lane | 720.0 | 2,000 | - | 2,000 | - | 2,000 | - | - |
| I-580 Enviromental Mitigation | 720.3 | 197,196 | - | 197,196 | - | 197,196 | - | - |
| I-580 Eastbound Express (HOT) Lane | 720.4 | 5,088,757 | 1,936,159 | 7,024,916 | 4,681,954 | 438,669 | 904,292 | 1,000,000 |
| I-580 Eastbound Auxiliary (AUX) Lane | 720.5 | 3,126,152 | 1,942,246 | 5,068,398 | 4,537,978 | 530,420 | - | (0) |
| I-580 Right of Way Preservation | 723.0 | 128,419.94 | - | 128,420 | 128,420 | - | (0) | - |
| I-580 Westbound HOV Lane | 724.0, 4-5 | 7,761,715 | (5,871,538) | 1,890,177 | 1,772,177 | (0) | 118,000 | 0 |
| I-580 Westbound HOT Lane | 724.1 | 1,923,458 | 11,552,504 | 13,475,962 | 13,445,962 | - | 30,000 | (0) |
| Altamont Commuter Express Operations | 725.0 | 0 | 20,000 | 20,000 | 20,000 | - | - | - |
| Altamont Commuter Express | 725.1 | 1,862,087 | 451,935 | 2,314,022 | 1,862,087 | - | 451,935 | - |
| I-880 Southbound HOV Lane | 730.0-2 | 5,185,826 | 367,621 | 5,553,447 | 5,553,448 | - | - | (0) |
| I-880 Southbound HOV Lane Landscaping/Hardscaping | 730.3 | 7,983 | 646,550 | 654,533 | 0 | - | - | 654,533 |
| Webster Street Smart Corridor | 740.0-2 | 235,535 | (220,330) | 15,205 | 8,025 | - | - | 7,180 |
| Marina Boulevard/I-880 PSR | 750.0 | 222,037 | (222,036) | 0 | - | - | - | - |
| I-680/880 Cross Connector PSR | 770.0 | 340,493 | - | 340,493 | 340,493 | - | - | - |
| I-680 SB HOV Lane | 772.0 | 3,920,649 | (67,315) | 3,853,334 | 143,226 | - | 3,541,749 | 168,359 |
| Route 84 Widening Project - Pigeon Pass to Interstate 680 | 780.0 | 1,790,000 | 610,000 | 2,400,000 | 2,400,000 | - | - | - |
| I-80 Integrated Corridor Mobility | 791.0-6 | 7,835,320 | - | 7,835,320 | 228,087 | - | 7,543,951 | 63,281 |
| Project Management / Closeout | 700.0 | 16,367 | 100,000 | 116,367 | 116,367 | - | - | - |
| | | <u>\$ 52,126,974</u> | <u>\$ 22,614,470</u> | <u>\$ 74,741,444</u> | <u>\$ 53,573,132</u> | <u>\$ 2,869,361</u> | <u>\$ 15,601,953</u> | <u>\$ 2,696,997</u> |

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**2000 Measure B Sales Tax
Fiscal Year 2015-2016
Proposed Capital Project Budget**

| Project Name | Project # | (A) - (B) = (C) | | (D) | (C) + (D) = (E) | Funding Sources | | | |
|--|-----------|--|--|--|--|--------------------------------------|---|--------------------------------------|--|
| | | Estimated FY 2014-15 Rollover to FY 2015-16 | | Proposed FY 2015-16 Capital Budget | Proposed FY 2015-16 Capital Budget w/ Estimated Rollover | Total Local Funding Sources | Total Regional Funding Sources | Total State Funding Sources | Total Federal Funding Sources |
| ACE Capital Improvements | 601.0 | \$ 2,384,599 | | \$ 1,559,773 | \$ 3,944,372 | \$ 3,944,372 | \$ - | \$ - | \$ - |
| BART Warm Springs Extension | 602.0 | - | | 11,540,207 | 11,540,207 | 11,540,207 | - | - | - |
| BART Oakland Airport Connector | 603.0 | - | | - | - | - | - | - | - |
| Downtown Oakland Streetscape | 604.0 | 3,782,700 | | - | 3,782,700 | 3,782,700 | - | - | - |
| Telegraph Avenue Bus Rapid Transit | 607.1 | 24,930 | | 469,200 | 494,130 | 494,131 | - | - | - |
| I-680 Express Lane | 608.0-1 | 7,288,656 | | 3,427,218 | 10,715,874 | 10,715,874 | - | - | - |
| Iron Horse Trail | 609.0 | 1,000,000 | | 2,000,000 | 3,000,000 | 3,000,000 | - | - | - |
| I-880/Broadway-Jackson Interchange | 610.0 | 2,322,727 | | - | 2,322,727 | 2,322,727 | - | - | - |
| I-580/Castro Valley Interchanges Improvements | 612.0 | 0 | | 250,000 | 250,000 | 250,000 | - | - | - |
| Lewelling/East Lewelling | 613.0 | 536,000 | | (536,000) | 0 | 0 | - | - | - |
| I-580 Auxiliary Lanes | 614.0 | 1,230 | | - | 1,230 | 1,230 | - | - | - |
| I-580 Auxiliary Lanes - Westbound Fallon to Tassajara | 614.1 | 6,992 | | 888,450 | 895,442 | 895,442 | - | - | - |
| I-580 Auxiliary Lanes - Westbound Airway to Fallon | 614.2 | 2,691,775 | | (799,124) | 1,892,651 | 1,892,651 | - | - | - |
| I-580 Auxiliary Lanes - E/B El Charro to Airway | 614.3 | (7,797,014) | | 7,797,014 | (0) | - | - | - | - |
| Rte 92/Clawiter-Whitesell Interchange | 615.0 | 5,861,302 | | 6,000,000 | 11,861,302 | 11,861,302 | - | - | - |
| Hesperian/Lewelling Widening | 617.1 | 63,622 | | - | 63,622 | 63,622 | - | - | - |
| Westgate Extension | 618.1 | (0) | | 178,652 | 178,652 | 178,652 | - | - | - |
| E. 14th/Hesperian/150th Improvements | 619.0 | 1,753,271 | | - | 1,753,271 | 1,753,271 | - | - | - |
| I-238 Widening | 621.0 | 7,541,398 | | (7,541,398) | (0) | - | - | - | - |
| I-680/I-880 Cross Connector Study | 622.0 | 336,063 | | 30,437 | 366,500 | 366,499 | - | - | - |
| Isabel - Route 84/I-580 Interchange | 623.0 | 7,298,695 | | - | 7,298,695 | 7,298,695 | - | - | - |
| Route 84 Expressway | 624.0-3 | 18,227,547 | | 9,650,000 | 27,877,547 | 27,877,546 | - | - | - |
| Dumbarton Corridor | 625.0 | 173,896 | | - | 173,896 | 140,313 | 33,583 | - | - |
| Dumbarton Corridor - Central Avenue Overpass | 625.1 | 2,800,000 | | - | 2,800,000 | 2,800,000 | - | - | - |
| I-580 Corridor Improvements | 626.0 | 9,342,571 | | 2,400,000 | 11,742,571 | 11,742,571 | - | - | - |
| I-80 Integrated Corridor Mobility | 627.2 | 45,000 | | - | 45,000 | 45,000 | - | - | - |
| I-880 Corridor Improvements in Oakland and San Leandro | 627.3 | 2,229,579 | | 20,000 | 2,249,579 | 2,249,579 | - | - | - |
| CWTP/TEP Development | 627.4 | 48,689 | | - | 48,689 | 48,689 | - | - | - |
| Studies at Congested Segments/Locations on CMP | 627.5 | 176,172 | | - | 176,172 | 176,172 | - | - | - |
| Project Management / Closeout | 600.0 | 1,545,771 | | 5,000,000 | 6,545,771 | 6,545,771 | - | - | - |
| | | <u>\$ 69,686,171</u> | | <u>\$ 42,334,429</u> | <u>\$ 112,020,600</u> | <u>\$ 111,987,016</u> | <u>\$ 33,583</u> | <u>\$ -</u> | <u>\$ -</u> |

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**Measure BB Sales Tax
Fiscal Year 2015-2016
Proposed Capital Project Budget**

| Project Name | Project # | (A) - (B) = (C) | (D) | (C) + (D) = (E) | Funding Sources | | | |
|--|-----------|--|--|--|--------------------------------------|---|--------------------------------------|--|
| | | Estimated FY 2014-15 Rollover to FY 2015-16 | Proposed FY 2015-16 Capital Budget | Proposed FY 2015-16 Capital Budget w/ Estimated Rollover | Total Local Funding Sources | Total Regional Funding Sources | Total State Funding Sources | Total Federal Funding Sources |
| Telegraph Ave/East 14th/International Blvd Project | 13.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Alameda to Fruitvale BART Rapid Bus | 14.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Grand/MacArthur BRT | 15.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| College/Broadway Corridor Transit Priority | 16.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Irvington BART Station | 17.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Bay Fair Connector/BART METRO | 18.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| BART Station Modernization and Capacity Program | 19.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| BART to Livermore Extension, Phase 1 | 20.00 | - | - | - | - | - | - | - |
| Dumbarton Corridor Area Transportation Improvements | 21.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Union City Intermodal Station | 22.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Railroad Corridor Right of Way Preservation and Track Impr | 23.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Oakland Broadway Corridor Transit | 24.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Capitol Corridor Service Expansion | 25.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| Congestion Relief, Local Bridge Seismic Safety | 26.00 | - | 1,250,000 | 1,250,000 | 1,250,000 | - | - | - |
| Countywide Freight Corridors | 27.00 | - | 200,000 | 200,000 | 200,000 | - | - | - |
| I-80 Gilman Street Interchange Improvements | 29.00 | - | 1,500,000 | 1,500,000 | 1,500,000 | - | - | - |
| I-80 Ashby Interchange Improvements | 30.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| SR-84/I-680 Interchange and SR-84 Widening | 31.00 | - | 3,950,000 | 3,950,000 | 3,950,000 | - | - | - |
| SR-84 Expressway Widening (Pigeon Pass to Jack London) | 32.00 | - | - | - | - | - | - | - |
| I-580/I-680 Interchange Improvements | 33.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| I-580 Local Interchange Improvement Program | 34.00 | - | 250,000 | 250,000 | 250,000 | - | - | - |
| I-680 HOT/HOV Lane from SR-237 to Alcosta | 35.00 | - | 2,000,000 | 2,000,000 | 2,000,000 | - | - | - |
| I-880 NB HOV/HOT Extension from A Street to Hegenberge | 36.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| I-880 Broadway/Jackson Multimodal Transportation and Circ | 37.00 | - | - | - | - | - | - | - |
| I-880 Whipple Road/Industrial Parkway Southwest Interchan | 38.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| I-880 Industrial Parkway Interchange Improvements | 39.00 | - | 75,000 | 75,000 | 75,000 | - | - | - |
| I-880 Local Access and Safety Improvements | 40.00 | - | 250,000 | 250,000 | 250,000 | - | - | - |
| Gap Closure on Three Major Trails | 42.00 | - | 550,000 | 550,000 | 550,000 | - | - | - |
| East Bay Greenway | 42.01 | - | 3,200,500 | 3,200,500 | 1,872,500 | - | - | 1,328,000 |
| | | <u>\$ -</u> | <u>\$ 14,350,500</u> | <u>\$ 14,350,500</u> | <u>\$ 13,022,500</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,328,000</u> |

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**1986 Measure B Sales Tax
Fiscal Year 2015-2016
Proposed Capital Project Budget**

5.1E

| | | (A) - (B) = (C) | (D) | (C) + (D) = (E) |
|---|-----------|--|--|--|
| Project Name | Project # | Estimated FY 2014-15 Rollover to FY 2015-16 | Proposed FY 2015-16 Capital Budget | Proposed FY 2015-16 Capital Budget w/ Estimated Rollover |
| I-880 to Mission Blvd. Route 262 Interchange Reconstruction | 501.0 | \$ 497,631 | | \$ 497,631 |
| I-880 to Mission Blvd. and East-West Connector | 505.0 | 22,340,570 | | 22,340,570 |
| Route 238/Mission-Foothill-Jackson Corridor Improvement | 506.0 | 7,132,273 | (7,132,273) | - |
| I-580 Interchange Improvements Project in Castro Valley (for APN 612.0) | 507.0 | 3,571,384 | | 3,571,384 |
| Central Alameda County Freeway System Operational Analysis | 508.0 | 402,963 | | 402,963 |
| Castro Valley Local Area Traffic Circulation Improvement | 509.0 | 1,981,941 | | 1,981,941 |
| Project Closeout | 500.0 | 79,442 | 70,558 | 150,000 |
| | | <u>\$ 36,006,203</u> | <u>\$ (7,061,715)</u> | <u>\$ 28,944,489</u> |

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**2000 Measure B and 2014 Measure BB Sales Tax
Fiscal Year 2015-2016
Proposed Budget Limitation Calculations**

| | Measure B | Measure BB | |
|--|------------------|-------------------|---|
| Net Sales Tax | \$ 135,000,000 | \$ 135,000,000 | A |
| Investments & Other Income | 5,347,266 | 1,652,863 | B |
| | <hr/> | | |
| Funds Generated | \$ 140,347,266 | \$ 136,652,863 | C |
| Administrative Salaries & Benefits | \$ 245,634 | \$ 696,983 | D |
| Other Administration Costs | 1,614,547 | 2,572,612 | E |
| Total Administration Costs | \$ 1,860,181 | \$ 3,269,595 | F |
| | <hr/> | | |
| Gross Salaries & Benefits to Net Sales Tax | 0.1820% | 0.5163% = D/A | |
| Gross Salaries & Benefits to Funds Generated | 0.1750% | 0.5100% = D/C | |
| Total Administration Costs to Net Sales Tax | 1.3779% | 2.4219% = F/A | |

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Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: June 1, 2015

SUBJECT: Alameda CTC Advisory Committee Bylaws

RECOMMENDATION: Approve advisory committees' bylaws.

Summary

The Alameda County Transportation Commission (Alameda CTC) has four advisory committees with separate bylaws that guide their roles, structure, responsibilities, and actions: the Alameda County Technical Advisory Committee (ACTAC), the Bicycle and Pedestrian Advisory Committee (BPAC), the Independent Watchdog Committee formerly known as the Citizens Watchdog Committee (CWC), and the Paratransit Advisory and Planning Committee (PAPCO). Per the adopted Commission Administrative Code, staff recommends approval of the attached advisory committee bylaws and, as applicable, appointment forms for ACTAC, BPAC, IWC/CWC, and PAPCO.

Background

The following technical and community advisory committees provide input to Alameda CTC on the transportation needs and challenges in Alameda County. CWC and PAPCO are specifically listed in the 2000 Transportation Expenditure Plan and have been active since 2002. CWC continues under a new name, the Independent Watchdog Committee (IWC), in the 2014 Transportation Expenditure Plan, and the composition is the same as the CWC. ACTAC, BPAC and PAPCO are also included in the 2014 Transportation Expenditure Plan with no changes from the 2000 Transportation Expenditure Plan.

Alameda County Technical Advisory Committee

ACTAC is a technical advisory committee that provides technical expertise, analysis, and recommendations related to transportation planning, programming, and funding. The Committee advises the Commission on major policy and technical issues related to Alameda CTC projects and programs. ACTAC is made up of representatives from Alameda County jurisdictions, transit agencies, and Alameda CTC partner agencies.

Bicycle and Pedestrian Advisory Committee

BPAC is an 11-member community advisory committee that involves interested community members in Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking to increase the safety and convenience of walking and bicycling conditions in Alameda County. BPAC is made up of residents of Alameda County with a variety of interests in bicycling and walking needs, including the needs of seniors and children.

Independent Watchdog Committee

IWC, formerly known as the CWC, is a 17-member community advisory committee that reports directly to the public and is charged with reviewing all Measure B expenditures and Measure BB expenditures of Alameda CTC, as appropriate. The composition of the IWC is listed in the 2000 and 2014 Transportation Expenditure Plans. The members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the transportation sales tax.

Paratransit Advisory and Planning Committee

PAPCO is a 23-member community advisory committee that meets to address and provide recommendations to the Commission on funding, planning, and coordination issues regarding paratransit services in Alameda County. PAPCO is made up of Alameda County residents who are eligible users of any transportation service available to seniors and people with disabilities in Alameda County.

Approval of Bylaws for ACTAC, BPAC, IWC/CWC, and PAPCO

Alameda CTC has modified the attached advisory committees' bylaws to incorporate information about the 2014 Transportation Expenditure Plan and to maintain structure and standardization, where applicable.

Per the Commission's Administrative Code, approval of the bylaws for these committees rests with the Commission. Approval of the bylaws formalizes the roles, structure, function and procedures for committee operations. Approval of the attached bylaws will go into effect immediately and will apply to all future meetings, notwithstanding any amendments that come to the Commission for approval. Staff recommends the Commission approve the attached bylaws for ACTAC, BPAC, IWC, and PAPCO.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Alameda County Technical Advisory Committee Bylaws
- B. Bicycle and Pedestrian Advisory Committee Bylaws
- B1. BPAC Appointment

- C. Independent Watchdog Committee Bylaws
 - C1. IWC Appointment
- D. Paratransit Advisory and Planning Committee Bylaws
 - D1. PAPCO Appointment Form

Staff Contact

[Tess Lengyel](#), Deputy Director of Policy and Planning

[Patricia Reavey](#), Deputy Director of Finance

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Alameda County Technical Advisory Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented 2015.

1.3 Alameda County Transportation Commission (Alameda CTC). The Alameda CTC or "Commission" is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Commission is comprised of the following representatives:

1.3.1 All five Alameda County Supervisors.

1.3.2 Two City of Oakland representatives.

1.3.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.3.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.3.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.4 Alameda County Congestion Management Agency (ACCMA or CMA). The governmental agency originally tasked with the duty of coordinating land use, air quality and transportation planning, programming transportation funds from a variety of sources and preparing a Congestion Management Program to spend these funds. The CMA's duties also included preparation of a Countywide Transportation Plan. Alameda CTC has now assumed duties of the CMA.

1.5 Alameda County Transportation Improvement Authority (ACTIA). The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for administration of the sales tax.

1.6 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.7 Congestion Management Program (CMP). A short-range document mandated by Proposition 111. It ensures that gas-tax funds produce the greatest benefit by coordinating planning, funding and other activities that affect the transportation system.

1.8 Countywide Transportation Plan (CTP). A long-range policy document that guides transportation funding decisions for Alameda County's transportation system over a 25-year horizon.

1.9 Fiscal Year. July 1 through June 30.

1.10 JPA. 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.

1.11 Measure B. The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for the sales tax authorized by Measure B began on April 1, 2002 and extend through March 31, 2022.

1.12 Measure BB. The measure approved by the voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.13 Measure B Program. Transportation or transportation-related program specified in the 2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.14 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for Funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.15 Measure B Project. Transportation and transportation-related construction projects specified in the 2000 Transportation Expenditure Plan for funding in the amounts allocated in the 2000 Transportation Expenditure Plan.

1.16 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.17 Member Agency. Public agency which is a member of the Commission pursuant to the JPA.

1.18 Planning Area. Geographic groupings of cities and of Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro and the unincorporated areas of

Castro Valley and San Lorenzo, as well as other unincorporated lands in that area; South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton and all unincorporated lands in that area.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee purpose is to provide technical expertise, analysis and recommendations related to transportation planning, programming and funding. The Committee will advise the Commission on major policy and technical issues related to Alameda CTC projects and programs which are referred to the Committee either by the Commission. It shall be the responsibility of the committee members to keep their respective agencies and departments in their agencies informed of key issues, facilitate communication between those agencies and Alameda CTC, and to help build the consensus necessary to make policy decisions.

2.2 Committee Roles and Responsibilities. The roles and responsibilities of the Committee include, but are not limited to:

- Review and provide recommendation and analysis on the State Transportation Improvement Program (STIP) and Federal Transportation Act Funding;
- Review and provide recommendation and analysis on the Congestion Management Program and related studies, programs, amendments and revisions thereto;
- Review and provide recommendation and analysis on the Countywide Transportation Plan and related studies and programs and including the Bicycle and Pedestrian Plans and revisions thereto;
- Review and provide recommendations and analysis on other long range and special studies as may be developed in response to changing legislative and planning environments;
- Review and provide recommendation and analysis on the development of regional planning efforts such as the Regional Transportation Plan, the Sustainable Communities Strategy;
- Review and provide recommendation and analysis on the Transportation and Land Use Program and revisions thereto;
- Review and provide input on issues relevant to Vehicle Registration Fee funds;
- Review and provide recommendation and analysis on Transportation Funds for Clean Air (TFCA) projects;
- Review and provide input on issues relevant to Measure B funds;

- Review and provide input on issues relevant to Measure BB funds;
- Review and provide input on issues relevant to Policy development;
- Review and provide recommendation and analysis on specific countywide planning studies such as Priority Development Areas, Parking management, Rail Freight and Goods movements;
- Review and provide recommendation and analysis on specific countywide guidelines such as Complete Streets guidelines and Transit Oriented Development guidelines;

Article 3: Members

3.1 Members of the Committee. Pursuant to the JPA and the Alameda CTC Administrative Code, the Committee shall be composed of the following: two staff representatives (one from a planning / economic development department and one from a public works / engineering department) from each agency represented on the Commission (each City in Alameda County, the County, BART and AC Transit) and one staff representative from a planning or engineering department (or equivalent) from each of the following agencies: Alameda CTC, Altamont Commuter Express (ACE), Association of Bay Area Governments (ABAG), Bay Area Air Quality Management District (BAAQMD), California Department of Transportation (Caltrans), California Highway Patrol (CHP), Livermore Amador Valley Transit Authority (LAVTA), Metropolitan Transportation Commission (MTC), Port of Oakland, San Francisco Bay Area Water Emergency Transportation Authority (WETA), Union City Transit. Each member of the Committee shall have one vote, except that a representative of a Commission member may cast two votes in the absence of the other representative of such Commission member.

3.2 Appointment. Committee members shall be assigned by the chief administrative officer, or designee, of each Member Agency and shall serve at the pleasure of the Member Agency.

3.3 Membership Term. Members to the Committee shall serve continuously until replacement by their respective agency.

3.4 Attendance. Members will actively support committee activities and regularly attend meetings.

3.5 Vacancies. Vacancies shall be filled by the body which made the original appointment.

Article 4: Officers

4.1 Chairperson. The Executive Director of Alameda CTC or his/her designee shall be the chairperson of the Committee.

4.2 Duties. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Commission.

4.3 Secretary. The Alameda CTC shall assign an employee to attend each meeting of the Committee to serve in the capacity as the Committee's secretary. The Secretary shall furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other documents. The secretary shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided in these Bylaws.

Article 5: Meetings

5.1 Open and Public Meetings. All Committee meetings shall be governed by the Brown Act. The time allotted for comments by a member of the public in a general public comment period or on any agenda item shall be up to three minutes per speaker at the discretion of the chair. The number of regular and special meetings will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. Regular meetings of the Committee shall be held on the Thursday prior to the second Monday of the month. Whenever a regular meeting falls on a holiday observed by Alameda CTC, the meeting shall be held on another day or cancelled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

5.3 Quorum. Presence of a majority of the Member Agencies constitutes a quorum for the transaction of business of the Committee, regardless of whether one or two representatives is present for each Member Agency, and further regardless of the percentage of representatives present at the time. Items may be discussed and information may be distributed on any item even if a quorum is not present.

5.4 Special Meetings. Special meetings may be called by the chair or by an action of the Committee on an as-needed basis. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with plans and studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such meetings shall be given to all Committee members in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. The Commission and/or chairperson will be responsible for preparing the meeting agenda. Items will be included on a meeting agenda by the Commission, the chairperson or action of the Committee. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties who request it. The agenda shall be posted on the Alameda CTC website and in the Alameda CTC office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of “Roberts Rules of Order Newly Revised” generally govern the proceedings of the Committee and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. Committee meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

Article 6: Subcommittees

6.1 Establishment. The chairperson and/or Committee may establish subcommittees subject to the approved Alameda CTC overall work program and budget as approved by the Commission to develop and propose policy on a particular issue, to conduct an investigation, to draft a report or other document, or for any other purpose within the authority of the Committee.

6.2 Membership. Committee members will be appointed to subcommittees by the Committee, on a voluntary basis, or by the chair. Alameda CTC staff assigned by the chair will be part of the subcommittee. No subcommittee shall have fewer than three members.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office. Actions taken by the Committee will be conveyed to Sub-Committee of the Commission or to the Commission.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All meetings of the Committee will comply with the requirements of the Brown Act. Members of the public may address the Committee on any matter not on the agenda and on each matter listed on the agenda, in compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair.

7.4 Meeting Notices. Meeting notices will be in writing and will be issued via one of the following methods: U.S. Postal Service, personal delivery, agency website and/or email. Any other notice required or permitted to be given under these bylaws may be given by any of these means.

Article 8: General Matters

8.1 Per Diems. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Commission.

8.3 Bylaws. Bylaws governing the meetings and activities of the Committee are approved by the Alameda CTC.

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Countywide Bicycle and Pedestrian Advisory Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The Plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented in 2015.

1.3 Alameda County Transportation Commission (Alameda CTC). Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Alameda CTC Commission ("Commission") is comprised of the following representatives:

1.3.1 All five Alameda County Supervisors.

1.3.2 Two City of Oakland representatives.

1.3.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.3.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.3.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.4 Alameda County Transportation Improvement Authority (ACTIA). The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for administration of the sales tax.

1.5 Alameda County Congestion Management Agency (ACCMA). The governmental agency which previously served as the state legislatively required congestion management agency with responsibilities to coordinate transportation planning, funding, and other activities in a congestion management program.

1.6 Appointing Party. A person or group designated to appoint committee members.

1.7 Alameda Countywide Bicycle and Pedestrian Advisory Committee (BPAC or "Committee"). The Alameda CTC Committee that involves interested community members in the Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking.

1.8 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.9 Discretionary Funding Guidelines. Document that specifies eligible projects and programs, selection criteria, and weighting for a Measure B, Measure BB or VRF funding cycle.

1.10 Fiscal Year. July 1 through June 30.

1.11 Independent Watchdog Committee (IWC or "Committee"). The Alameda CTC Committee of individuals created by the Commission as required by Measure BB, with the assistance of the League of Women Voters and other citizens groups. This Committee was originally created by the ACTIA Board and called the Citizens Watchdog Committee as required by Measure B, and was continued by the Commission subsequent to the passage of Measure BB as the Independent Watchdog Committee. The Committee is the same committee as the Citizens Watchdog Committee required by Measure B. The Committee reports directly to the public and is charged with reviewing all Measure B expenditures and Measure BB expenditures and performance measures of the agency, as appropriate. IWC members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the sales tax.

1.12 Measure B. The measure approved by Alameda County voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for the sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.

1.13 Measure BB. The measure approved by Alameda County voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half-cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.14 Measure B Bicycle and Pedestrian Countywide Discretionary Fund ("Discretionary Fund"). A grant program developed to expand and enhance bicycle and pedestrian transportation in Alameda County, focusing on projects, programs and plans with countywide significance or demonstration programs/projects that could be applied countywide. The program is funded by a portion of the 5 percent Measure B set-aside for bicycle and pedestrian projects.

1.15 Measure B Program. Transportation or transportation-related program specified in the 2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenue or grant allocation basis.

1.16 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.17 Measure B Project. Transportation or transportation-related capital projects specified in the 2000 Transportation Expenditure Plan for funding in the amounts allocated in the 2000 Transportation Expenditure Plan.

1.18 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.19 Measure B and Measure BB Direct Local Distribution (DLD) Funds. Measure B and Measure BB revenues allocated directly to local jurisdictions or transit operators.

1.20 Organizational Meeting. The annual regular meeting of the BPAC in preparation for the next fiscal year's activities.

1.21 Paratransit Advisory and Planning Committee (PAPCO). The Alameda CTC Committee that meets to address funding, planning, and coordination issues regarding paratransit services in Alameda County. Members must be an Alameda County resident and an eligible user of any transportation service available to seniors and people with disabilities in Alameda County. PAPCO is supported by a Technical Advisory Committee comprised of Measure B and Measure BB-funded paratransit providers in Alameda County.

1.22 Planning Area. Geographic groupings of cities and Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro, unincorporated county (near Hayward); South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton, the unincorporated area of Sunol.

1.23 Vehicle Registration Fee (VRF). A \$10 fee imposed on each annual motor vehicle registration or vehicle registration renewal in Alameda County. Measure F, approved by Alameda County voters in 2010, is collected and administered by the Alameda CTC.

1.24 VRF Pedestrian and Bicyclist Access and Safety Program. A program to improve the safety of bicyclists and pedestrians by reducing conflicts with motor vehicles and reducing congestion in areas such as schools, downtowns, transit hubs, and other high activity locations. It will also seek to improve bicyclist and pedestrian safety on arterials and other locally-maintained roads and reduce occasional congestion that may occur with incidents.

1.25 VRF Project. Transportation or transportation-related capital project that receives VRF funding.

1.26 VRF Program. Transportation or transportation-related program that receives VRF funding.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The BPAC purpose is to involve interested community members in the Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking, with the goal of increasing the safety and convenience of walking and bicycling conditions in Alameda County in order to increase the proportion of trips made by walking and bicycling.

2.2 Committee Roles and Responsibilities. The roles and responsibilities of the Committee are to:

2.2.1 Advise Alameda CTC staff and the Alameda CTC on the development and update of the Countywide Pedestrian and Bicycle Plans.

2.2.2 Review and provide input on Measure B, Measure BB and VRF discretionary funding guidelines that can be used for bicycle and pedestrian capital projects, programs, and plans/studies.

2.2.3 Review and provide input on the Metropolitan Transportation Commission (MTC) Complete Streets Checklists for Alameda County projects.

2.2.4 Review and provide input to Alameda CTC and sponsor agency partners in early phases of project development, as described in *Alameda CTC Countywide BPAC Project Review Guidelines* document.

2.2.5 Review the implementation of the Measure B direct local program distribution Bicycle and Pedestrian Safety funds.

2.2.6 Review and provide input on the progress and outcomes of Measure B, Measure BB and VRF funded bicycle and pedestrian projects and programs.

2.2.7 Annually monitor implementation of the Countywide Pedestrian and Bicycle Plans.

2.2.8 Serve as a review committee for other Alameda County public agencies, on request, on bicycle and pedestrian issues. The Committee's input will be provided directly to the public agency staff, will be strictly advisory, and will not be taken as a recommendation to the Alameda CTC. The Committee will consider requests for input on a case-by-case basis. If a quick decision is needed on whether to provide input or not, Alameda CTC staff will consult with the Committee chair to make this decision. This role may include, but is not limited to:

2.2.8.1 Providing input to Alameda CTC Project Sponsors.

2.2.8.2 Serving as the Countywide Bicycle Advisory Committee (BAC) for Transportation Development Act (TDA) Article 3 Funding.

2.3 Additional Responsibilities. BPAC members are encouraged to do the following:

2.3.1 Perform outreach regarding Alameda CTC bicycle and pedestrian activities. Examples of outreach may include attending a transportation fair, attending a meeting or event related to a grant-funded project, accompanying staff to Alameda CTC outreach presentations, or disseminating information at a local library, community center, or other public location.

2.3.2 Participate in trainings and information-sharing events sponsored by the Alameda CTC, such as the Pedestrian and Bicycle Working Group meetings. This group, which has an open membership, consists of agency and nonprofit staff working to improve the bicycling and walking environment in Alameda County.

Article 3: Members

3.1 Number of Members. The BPAC consists of 11 members. The intent is to have the BPAC represent both bicycling and pedestrian interests, to include representatives from all areas of the county, and to represent the variety of interests in bicycling and walking needs including the needs of seniors and children. In addition, the BPAC should represent Alameda County's diversity in age, income level, gender, ethnicity, and bicycling experience, to the greatest extent feasible.

3.2 Appointment. The Commission will make appointments in the following manner:

3.2.1 One appointee per County Supervisor (five total).

3.2.2 One appointee for each supervisorial district, selected by the Mayors' Conference (five total).

3.2.3 One appointee representing transit agencies. Alameda CTC will lead the recruitment for this appointee, including noticing the general managers of all transit agencies that receive Measure B and Measure BB funding. Alameda CTC staff will bring a final appointment recommendation to the Commission for approval.

3.3 Membership Qualification. Each member must be an Alameda County resident and be interested in improving the safety and convenience of bicycling and/or walking in the county. Public agency employees who are directly responsible for bicycle and pedestrian projects and/or programs and who work for an eligible agency likely to submit an application for the Discretionary Fund may not serve on the Committee. Any public agency or nonprofit employees appointed to the Committee shall recuse themselves from evaluating and voting to fund a project/program application from their agency or nonprofit organization.

3.4 Membership Term. Appointments shall be for terms of up to two-years or until the Commission appoints a successors.

3.5 Attendance. Members will actively support committee activities and regularly attend meetings. Accordingly, members who miss more than half of the BPAC meetings per fiscal year may be removed from the Committee.

3.6 Termination. A member's term shall terminate on the occurrence of any of the following:

3.6.1 The member voluntarily resigns by written notice to the chair or Alameda CTC staff.

3.6.2 The member fails to continue to meet the qualifications for membership, including attendance requirements.

3.6.3 The member becomes incapable of continuing to serve.

3.6.4 The appointing party or the Commission removes the member from the Committee.

3.7 Vacancies. An appointing party shall have the right to appoint a person to fill the vacant member position, subject to the ability of the person to meet the requirements to serve on the committee and approval of the Commission. Alameda CTC shall be responsible for notifying an appointing party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

Article 4: Officers

4.1 Officers. The BPAC shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the BPAC.

4.1.1 Duties. The chair shall preside at all meetings and will represent BPAC before the Commission to report on BPAC activities. The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair. In the absence of the chair and vice chair at a meeting, the members shall, by consensus, appoint one member to preside over that meeting.

4.2 Office Elections. Officers shall be elected by the members annually at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. In the event of multiple nominations, the vote shall be by ballot. Officers shall be eligible for re-election indefinitely.

Article 5: Meetings

5.1 Open and Public Meetings. All BPAC meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all BPAC meetings. The time allotted for comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker at the discretion of the chair. The number of BPAC meetings, including regular meetings, sub-committee meetings and special

meetings, will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. BPAC will hold regular meetings on a quarterly basis. Annually, at the Organizational Meeting, the Committee shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed and additional regular meetings scheduled during the year.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member present. Items may be discussed and information may be distributed on any item even if a quorum is not present.

5.4 Special Meetings. Special meetings may be called by the chair or by a majority of the members on an as-needed basis. Attendance at special meetings is not counted as part of members' attendance requirement. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such meetings shall be given to all members at least 72 hours prior to such meetings and shall be published on the Alameda CTC's website and at the Alameda CTC office, all in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted by any member to the chair and Alameda CTC staff. The Commission and/or Alameda CTC staff may also submit items for the agenda. Every agenda shall include provision for members of the public to address the BPAC. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties upon request. The agenda shall be posted on the Alameda CTC website and the Alameda CTC office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" shall govern the proceedings of the BPAC and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. BPAC meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

5.8 Meeting Conduct. BPAC members shall conduct themselves during meetings in a manner that encourages respectful behavior and provides a welcoming and safe environment for each member and staff member characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with conflicts if they arise.

Article 6: Subcommittees

6.1 Establishment. The Committee may establish subcommittees subject to the approved Alameda CTC overall work program and budget as approved by the Commission to conduct an investigation or to draft a report or other document within the authority of the BPAC.

6.2 Membership. BPAC members will be appointed to subcommittees by the BPAC, on a voluntary basis, or by the chair. No subcommittee shall have fewer than three members, nor will a subcommittee have sufficient members to constitute a quorum of the BPAC.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All meetings of the BPAC will comply with the requirements of the Brown Act. Notice of meetings and agendas will be given to all members and any member of the public requesting such notice in writing and shall be posted at the Alameda CTC office at least 72 hours prior to each meeting. Members of the public may address the BPAC on any matter not on the agenda and on each matter listed on the agenda, in compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair.

7.4 Meeting Notices. Meeting notices shall be in writing and shall be issued via U.S. Postal Service, personal delivery, Alameda CTC website, and/or email. Any other notice required or permitted to be given under these bylaws may be given by any of these means.

Article 8: General Matters

8.1 Per Diems. Committee members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the Alameda CTC.

8.2 Conflicts of Interest. A conflict of interest exists when any Committee member has, or represents, a financial interest in the matter before the Committee. Such financial interest must be significant or personal. In the event of a conflict of interest, the Committee member shall declare the conflict, recuse himself or herself from the discussion, and shall not vote on that item. Failure to comply with these provisions shall be grounds for removal from the Committee.

8.3 Bylaws. Bylaws governing the meetings and activities of the BPAC are approved by the Alameda CTC.

8.4 Public Statements. No member of the Committee may make public statements on behalf of the Committee without authorization by affirmative vote of the Committee, except the chair, or in his or her place the vice chair, when making a regular report of the Committee activities and concerns to the Alameda CTC.

8.5 Conflict with Governing Documents. In the event of any conflict between these bylaws and the 2000 Transportation Expenditure Plan, the 2014 Transportation Expenditure Plan, California state law, or any action lawfully taken by ACTIA or the Alameda CTC, the conflicting provision in the Transportation Expenditure Plans, state law, the lawful action of ACTIA or the Alameda CTC shall prevail.

8.6 Staffing. Alameda CTC will provide staffing to the Committee including preparation and distribution of meeting agendas, packets, and minutes; preparation of reports to the Alameda CTC Committees and Commission; tracking of attendance; and stipend administration.

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Join the Alameda County Transportation Commission Bicycle and Pedestrian Advisory Committee (BPAC)



About Alameda CTC.

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County. Community advisory committees make recommendations to Alameda CTC, keep a close eye on transportation improvements and engage project sponsors and community members.

Get involved and make a difference!

Make recommendations to improve walking and biking in Alameda County. BPAC advises Alameda CTC and staff on Countywide Bicycle and Pedestrian Plan updates and works collaboratively with project sponsors to identify and consider the needs of bicyclists and pedestrians in capital project designs and program materials.

Public meetings.

The group meets quarterly on the second Thursday of the month from 5:30 to 7:30 p.m. Meetings are open to the public.

Interested?

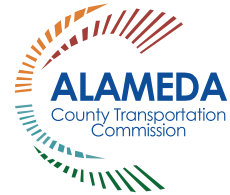
Fill out the application on the back of this flyer and contact your appointing party listed on the Alameda CTC website at www.alamedactc.org/app_pages/view/8 or contact Alameda CTC at 510.208.7400.

Membership requirements:

- Members must be Alameda County residents.
- The 11 members are appointed for a two-year term:
 - One per County supervisor
 - One per County supervisor district, appointed by the Mayor's Conference
 - One to represent transit agencies, appointed by Alameda CTC



Application for the Alameda CTC Bicycle and Pedestrian Advisory Committee (BPAC)



Alameda CTC invites Alameda County residents to serve on its **Bicycle and Pedestrian Advisory Committee**, which meets quarterly on the second Thursday of the month from 5:30 to 7:30 p.m. Each member is appointed for a two-year term.

Name: _____

Home Address: _____

Mailing Address (if different): _____

Phone: (home) _____ (work) _____ (fax) _____

Email: _____

Please respond to the following sections on a separate attachment:

- I. Commission/Committee Experience:** What is your previous experience on a public agency commission or committee? Please also note if you are currently a member of any commissions or committees.
- II. Statement of Qualifications:** Provide a brief statement indicating why you are interested in serving on BPAC and why you are qualified for this appointment.
- III. Relevant Work or Volunteer Experience:** Please list your current employer or relevant volunteer experience including organization, address, position and dates.
- IV. Specific Bicycle and/or Pedestrian Experience:** List any specific interest, involvement or expertise you have related to bicycle and/or pedestrian issues.

To avoid a conflict of interest:

Members may not be public agency employees responsible for bicycle and pedestrian projects and/or programs, and work for an agency that is eligible and likely to submit an application for the Countywide Discretionary Fund.

Certification: I certify that the above information is true and complete to the best of my knowledge.

Signature _____ Date _____

Return the application to your appointing party for signature (see www.alamedactc.org/app_pages/view/8), or fax (510.893.6489) or mail it to Alameda CTC.

Appointing Party:

Signature: _____

Date: _____



Independent Watchdog Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented in 2015.

1.3 Alameda County Transportation Commission (Alameda CTC). Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Alameda CTC Commission ("Commission") is comprised of the following representatives:

1.3.1 All five Alameda County Supervisors.

1.3.2 Two City of Oakland representatives.

1.3.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.3.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.3.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.4 Alameda County Transportation Improvement Authority (ACTIA). The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for administration of the sales tax.

1.5 Appointing Party. A person or group designated to appoint committee members.

1.6 At-Large Member. One of the 10 Independent Watchdog Committee (IWC) members representing supervisorial districts as described in Section 3.1.1 below.

1.7 Bicycle and Pedestrian Advisory Committee (BPAC). The Alameda CTC Committee that involves interested community members in the Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking.

1.8 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.9 Expenditures. Costs incurred and paid for with funds generated from the Measure B and Measure BB sales taxes.

1.10 Fiscal Year. July 1 through June 30.

1.11 Independent Watchdog Committee (IWC or "Committee"). The Alameda CTC Committee of individuals created by the Commission as required by Measure BB, with the assistance of the League of Women Voters and other citizens groups. This Committee was originally created by the ACTIA Board and called the Citizens Watchdog Committee as required by Measure B, and was continued by the Commission subsequent to the passage of Measure BB as the Independent Watchdog Committee. The Committee is the same committee as the Citizens Watchdog Committee required by Measure B. The Committee reports directly to the public and is charged with reviewing all Measure B expenditures and Measure BB expenditures and performance measures of the agency, as appropriate. IWC members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the sales tax.

1.12 Local Newspapers. A periodical publication typically published weekly or daily, that serves a city or cities within Alameda County, whereby the contents are reasonably accessible to the public. On-line publications of these periodicals are included in this definition.

1.13 Measure B. The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for the sales tax authorized by Measure B began on April 1, 2002 and extends through March 31, 2022.

1.14 Measure BB. The measure approved by the voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.15 Measure B Program. Transportation or transportation-related program specified in the 2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.16 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.17 Measure B Project. Transportation and transportation-related capital projects specified in the 2000 Transportation Expenditure Plan for funding in the amounts allocated in the 2000 Transportation Expenditure Plan.

1.18 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.19 Organizational Meeting. The annual regular meeting of the IWC will be scheduled in June.

1.20 Organizational Member. One of the seven IWC members representing organizations as described in Section 3.1.2 below.

1.21 Paratransit Advisory and Planning Committee (PAPCO). The Alameda CTC Committee that meets to address funding, planning, and coordination issues regarding paratransit services in Alameda County. Members must be Alameda County residents and eligible users of any transportation service available to seniors and people with disabilities in Alameda County. PAPCO is supported by a Paratransit Technical Advisory Committee comprised of Measure B and Measure BB-funded paratransit providers in Alameda County.

1.22 Performance Measures. A quantifiable method used to assess how well the Alameda CTC is achieving its desired objectives for projects and programs.

1.23 Planning Area. Geographic groupings of cities and Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro, unincorporated county (near Hayward); South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton, the unincorporated area of Sunol.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee is appointed pursuant to Measure B and Measure BB to review all expenditures of the Measure B transportation sales tax and all expenditures and performance measures, as appropriate, of the Measure BB transportation sales tax and to report directly to the public.

2.2 Committee Roles and Responsibilities from Expenditure Plan. As defined by the Measure B and Measure BB Transportation Expenditure Plans, the roles and responsibilities of the Committee include:

2.2.1 Review Alameda CTC's audited financial reports for Measure B and Measure BB expenditures.

2.2.2 Have full access to Alameda CTC's independent auditor and have authority to request and review specific information regarding the use of Measure B and Measure BB sales tax funds and to comment on Alameda CTC's audited financial reports once approved by the Commission.

2.2.3 On a periodic basis, as defined by the Alameda CTC, the Committee will review the performance and benefit of projects and programs based on performance criteria established by Alameda CTC, as applicable.

2.2.4 Hold public hearings and issue reports, on at least an annual basis, to inform Alameda County residents about how Measure B and Measure BB transportation sales tax funds are spent, based upon Alamedas CTC's audited financial reports, and on implementation progress of the 2014 Transportation Expenditure Plan.

2.2.5 Publish an annual report and any comments concerning the audited financial report in local newspapers and make copies of the report available to the public at large, as approved within Alameda CTC's annual budget.

Article 3: Members

3.1 Number of Members. The IWC will consist of 17 members.

3.1.1 Ten members shall be at-large, two each representing the five supervisorial districts in Alameda County, one of the two nominated by a member of the Board of Supervisors and one of the two selected by the Alameda County Mayors' Conference.

3.1.2 Seven of the members shall be nominated by the seven organizations specified in the 2014 Transportation Expenditure Plan: East Bay Economic Development Alliance; Alameda County Labor Council; Alameda County Taxpayers' Association; Alameda County Paratransit Advisory and Planning Committee; Bike East Bay, formerly known as East Bay Bicycle Coalition; League of Women Voters; and Sierra Club.

3.2 Appointment. The Commission will make appointments in the following manner:

3.2.1 Each member of the Alameda County Board of Supervisors shall select one At-Large Member to represent his or her supervisorial district.

3.2.2 The Alameda County Mayors' Conference shall select one At-Large Member to represent each of the five supervisorial districts.

3.2.3 Each organization listed in Section 3.1.2 above shall, subject to approval by the Commission, select one organizational member.

3.3 Membership Qualification. Each IWC member shall be an Alameda County resident. An IWC member shall not be an elected official at any level of government; or be a public employee of any entity that oversees or benefits from the proceeds of Measure B and Measure BB transportation sales taxes; or have any economic interest in any project or program. Members must meet qualifications indicated on the Alamedas CTC application form as approved by the Commission to serve on the committee. This includes verification of the ability to review financial reports to fulfill the duties of the Watchdog Committee as described in the Transportation Expenditure Plans.

3.4 Membership Term. Appointments shall be for terms of up to two-years or until the Commission appoints a successor.

3.5 Attendance. Members will actively support committee activities and regularly attend meetings. Accordingly, more than three consecutive absences is cause for removal from the Committee.

3.6 Termination. A member's term shall terminate on the occurrence of any of the following:

3.6.1 The member voluntarily resigns by written notice to the chair or Alameda CTC staff.

3.6.2 The member fails to continue to meet the qualifications for membership, including attendance requirements.

3.6.3 The member becomes incapable of continuing to serve.

3.6.4 The appointing party or the Commission removes the member from the Committee.

3.7 Vacancies. An appointing party shall have the right to appoint a person to fill the vacant member position, subject to the ability of the person to meet the requirements to serve on the committee and approval of the Commission. Alameda CTC shall be responsible for notifying an appointing party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

Article 4: Officers

4.1 Officers. The IWC shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the IWC.

4.1.1 Duties. The chair shall preside at all meetings and will represent the IWC before the Commission to report on IWC activities. The chair shall serve as an ex-officio member of all subcommittees except a nominating subcommittee (when the IWC discusses the chair position). The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair.

4.2 Office Elections. Officers shall be elected by the members bi-annually (every two years) at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. In the event of multiple nominations, the vote shall be by ballot. Officers shall be eligible for re-election indefinitely.

Article 5: Meetings

5.1 Open and Public Meetings. All IWC meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all IWC meetings. The time allotted for comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker at the discretion of the chair. The number of IWC meetings, including regular meetings, subcommittee meetings, special

meetings and public hearings, will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission .

5.2 Regular Meetings. The IWC shall have a regular meeting at least once per quarter. Prior to each Organizational Meeting, the outgoing chair shall cause all members to be canvassed as to their available meeting times and shall recommend the day and time that best accommodates the schedules of all members, giving due regard to accommodating the schedule of any continuing member who has missed meetings due to a conflict in the prior year. Annually, at the Organizational Meeting, IWC shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed and additional regular meetings scheduled during the year by action of the IWC.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. Members will not take actions at meetings with less than 50 percent plus one members present. Items may be discussed and information may be distributed on any item even if a quorum is not present.

5.4 Special Meetings. Special meetings may be called by the chair or by a majority of the members requesting the same in writing given to the chair, with copies to the vice chair and the Executive Director, specifying the matters to be considered at the special meeting. The chair or vice chair shall cause notice of a special meeting stating the matters to be considered to be given to all IWC members and posted and published in accordance with the Brown Act.

5.5 Public Hearing. At least annually, prior to publication of IWC's annual report, IWC shall conduct a public hearing on a draft of the IWC annual report. Each public hearing shall be conducted as part of a regular meeting.

5.6 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted by any member to the chair and Alameda CTC staff. The Commission and/or Alameda CTC staff may also submit items for the agenda. Agenda planning meetings are held approximately three weeks prior to each IWC meeting. Alameda CTC staff will notify all IWC members when this meeting is established and remind members to submit any agenda item requests to the chair at least one day prior to the agenda planning meeting date. At the agenda planning meeting, the chair and Alameda CTC staff will discuss any agenda items submitted to the chair. Every agenda shall include a provision for members of the public to address the Committee. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties who request it. The agenda shall be posted on the Alameda CTC website and in the Alameda CTC office and provided at the meeting, all in accordance with the Brown Act.

5.7 Roberts Rules of Order. The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" shall govern the proceedings of the IWC and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process, and to the extent that these actions are consistent with these bylaws.

5.8 Place of Meetings. IWC meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

5.9 Meeting Conduct. IWC members shall conduct themselves during meetings in a manner that encourages respectful behavior and provides a welcoming and safe environment for each member and staff member characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with conflicts if they arise.

Article 6: Subcommittees

6.1 Establishment. The IWC may establish subcommittees, subject to the approved Alameda CTC overall work program and budget as approved by the Commission, to conduct an investigation or to draft a report or other document within the authority of the IWC.

6.2 Membership. IWC members will be appointed to subcommittees by the IWC or by the chair. No subcommittee shall have fewer than three members, nor will a subcommittee have sufficient members to constitute a quorum of the IWC.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office. Alameda CTC staff will prepare and include full minutes in meeting packets prior to each regular IWC meeting.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All meetings of the IWC will comply with the requirements of the Brown Act. Notice of meetings and agendas will be given to all members and any member of the public requesting such notice in writing and shall be posted at the Alameda CTC office at least 72 hours prior to each meeting. Members of the public may address the IWC on any matter not on the agenda and on each matter listed on the agenda, in compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair.

7.4 Meeting Notices. Meeting notices shall be in writing and shall be issued via U.S. Postal Service, Alameda CTC website, personal delivery, and/or email. Any other notice required or permitted to be given under these bylaws may be given by any of these means.

Article 8: General Matters

8.1 Per Diems. Committee members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the Alameda CTC.

8.2 Conflicts of Interest. A conflict of interest exists when any Committee member has, or represents, a financial interest in the matter before the Committee. Such direct interest must be significant or personal. In the event of a conflict of interest, the Committee member shall declare the conflict, recuse himself or herself from the discussion, and shall not vote on that item. Failure to comply with these provisions shall be grounds for removal from the Committee.

8.3 Bylaws. Bylaws governing the meetings and activities of the IWC are approved by the Alameda CTC.

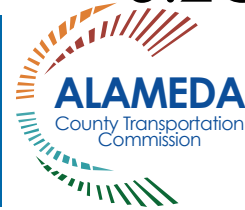
8.4 Public Statements. No member of the Committee may make public statements on behalf of the Committee without authorization by affirmative vote of the Committee, except the chair, or in his or her place the vice chair, when making a regular report of the Committee activities and concerns to the Alameda CTC. This does not include presentations about the Committee to city councils, which all Committee members have a responsibility to make.

8.5 Conflict with Governing Documents. In the event of any conflict between these bylaws and the July 2000 Transportation Expenditure Plan, the January 2014 Transportation Expenditure Plan, California state law, or any action lawfully taken by ACTIA or the Alameda CTC, the Transportation Expenditure Plans, state law or the lawful action of ACTIA or the Alameda CTC shall prevail.

8.6 Staffing. Alameda CTC will provide staffing to the Committee including preparation and distribution of meeting agendas, packets, and minutes; preparation of reports to the Alameda CTC Committees and Commission; tracking of attendance; and stipend administration.

8.7 Economic Interest. Each Committee member shall, no later than March 15 of every year, prepare and file with Alameda CTC a statement of economic interest in the form required by law, currently Form 700 which can be found on the California Fair Political Practices Commission website, <http://www.fppc.ca.gov/index.php?id=500>.

Join the Alameda County Transportation Commission Independent Watchdog Committee (IWC)



About Alameda CTC.

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County. Community advisory committees make recommendations to Alameda CTC, keep a close eye on transportation improvements and engage project sponsors and community members.

Get involved and make a difference!

Make sure your Measure B and Measure BB tax dollars are improving transportation in Alameda County, as promised to voters. The IWC is charged with the review of Measure B expenditures, Measure BB expenditures and performance measures, and reports directly to the public each year on their findings.

Public meetings.

Generally, the group meets quarterly on the second Monday of the month, from 6:30 to 8:30 p.m. Meetings are open to the public.

Interested?

Fill out the application on the back of this flyer and contact your appointing party (see the Alameda CTC website at www.alamedactc.org/app_pages/view/8 for district supervisors) or contact Alameda CTC at 510.208.7400.

Membership requirements:

Members must:

- Be Alameda County residents.
- Be private citizens (not elected officials or employees of an agency that oversees or benefits from the sales tax).
- Have a combination of training and/or experience that would provide the required knowledge, skills and ability to adequately review and comment on financial statements and other financial information, specifically expenditures, and performance measures.
- Not be in a position to benefit personally from the sales tax.
- The 17 members are appointed for terms of up to two years:
 - One per district, appointed by the Board of Supervisors
 - One per district, appointed by the Alameda County Mayor's Conference
 - One per representing organization specified in the Measure B and Measure BB Expenditure Plans:
 - Alameda County Labor Council
 - Alameda County Taxpayers' Association
 - Alameda County Paratransit Advisory and Planning Committee
 - Bike East Bay
 - East Bay Economic Development Alliance
 - League of Women Voters
 - Sierra Club



Application for the Alameda CTC Independent Watchdog Committee (IWC)



Alameda CTC invites Alameda County residents to serve on its **Independent Watchdog Committee**, which generally meets quarterly on the second Monday of the month from 6:30 to 8:30 p.m. Each member is appointed for a term of up to two years.

Membership qualifications:

Each IWC member must be a resident of Alameda County and must have a combination of training and/or experience that would provide the required knowledge, skills and ability to adequately review and comment on financial statements and other financial information, specifically expenditures, and performance measures. Each IWC member must NOT be an elected official at any level of government or a public employee of an agency that oversees or benefits from the proceeds of the sales tax or have any economic interest in any Measure B or Measure BB-funded projects or programs.

Name: _____

Home Address: _____

Mailing Address (if different): _____

Phone: (home) _____ (work) _____ (fax) _____

Email: _____

Please respond to the following sections on a separate attachment:

- I. Commission/Committee Experience:** What is your previous experience on a public agency commission or committee? Please also note if you are currently a member of any commissions or committees.
- II. Statement of Qualifications:** Provide a brief statement indicating why you are interested in serving on the IWC and why you are qualified for this appointment.
- III. Relevant Work or Volunteer Experience:** Please list your current employer or relevant volunteer experience including organization, address, position and dates.
- IV. Bio or Resume:** Please include your current biography or resume.

Certification: I certify that the above information is true and complete to the best of my knowledge.

Signature _____ Date _____

Return the application to your appointing party for signature (see www.alamedactc.org/app_pages/view/8), or fax (510.893.6489) or mail it to Alameda CTC.

Appointing Party:

Signature: _____

Date: _____



Paratransit Advisory and Planning Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending Transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The Plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented in 2015.

1.3 Alameda County Transportation Commission (Alameda CTC). Alameda CTC is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Alameda CTC Commission ("Commission") is comprised of the following representatives:

1.3.1 All five Alameda County Supervisors.

1.3.2 Two City of Oakland representatives.

1.3.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.3.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.3.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.4 Alameda County Transportation Improvement Authority (ACTIA).

The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for administration of the sales tax.

1.5 ADA Eligible Person. A person with disabilities who is eligible for Americans with Disabilities Act (ADA) paratransit services within the legal requirements of the ADA. The general definition of an ADA-eligible individual is a person who is unable, due to disability, to utilize regular fixed-route transit services.

1.6 Appointing Party. A person or group designated to appoint committee members.

1.7 Bicycle and Pedestrian Advisory Committee (BPAC). The Alameda CTC Committee that involves interested community members in the Alameda CTC's policy, planning, and implementation efforts related to bicycling and walking.

1.8 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.9 Consumer. Any individual who uses any public transportation services available in Alameda County for seniors and people with disabilities. Consumers may or may not be eligible for services mandated under the Americans with Disabilities Act.

1.10 Coordination/Gaps in Service Funds (Tier 1). Discretionary funding available under Measure B on a countywide basis for gaps in the special transportation service network and/or for coordination among systems to reduce differences in service that might occur based on the geographic residence of any individual needing special transportation services for seniors and people with disabilities. Comprising 1.43 percent of overall net Measure B revenues, subject to approval by the Commission.

1.11 Fiscal Year. July 1 through June 30.

1.12 Independent Watchdog Committee (IWC or “Committee”). The Alameda CTC Committee of individuals created by the Commission as required by Measure BB, with the assistance of the League of Women Voters and other citizens groups. This Committee was originally created by the ACTIA Board and called the Citizens Watchdog Committee as required by Measure B, and was continued by the Commission subsequent to the passage of Measure BB as the Independent Watchdog Committee. The Committee is the same committee as the Citizens Watchdog Committee required by Measure B. The Committee reports directly to the public and is charged with reviewing all Measure B expenditures and Measure BB expenditures and performance measures of the agency, as appropriate. IWC members are private citizens who are not elected officials at any level of government, nor individuals in a position to benefit personally in any way from the sales tax.

1.13 Mandated Services. Paratransit services mandated by the Americans with Disabilities Act (ADA), also known as “ADA Paratransit.” These services are provided by regular route transit operators, including AC Transit and BART, acting together as the East Bay Paratransit Consortium, as well as Union City Transit and LAVTA.

1.14 Measure B. The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for the sales tax authorized by Measure B will be in effect for 20 years, beginning on April 1, 2002 and extending through March 31, 2022.

1.15 Measure BB. The measure approved by the voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half-cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.16 Organizational Meeting. The annual regular meeting of the PAPCO in preparation for the next fiscal year's activities.

1.17 Measure B Program. The transportation or transportation-related program specified in the 2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.18 Measure B Project. Transportation and transportation-related construction projects specified in the 2000 Transportation Expenditure Plan for funding in the amounts allocated in the 2000 Transportation Expenditure Plan.

1.19 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.20 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.21 Non-mandated Services. Special transportation services, including paratransit that are not subject to the requirements of the Americans with Disabilities Act. In Alameda County, Measure B and Measure BB funds are provided to the cities and the County of Alameda for non-mandated services. Examples of non-mandated services include, but are not limited to, shuttle service, taxi programs and special group trips.

1.22 Paratransit Advisory and Planning Committee (PAPCO or "Committee"). The Alameda CTC Committee that meets to address funding, planning, and coordination issues regarding paratransit services in Alameda County. Members must be an Alameda County resident and an eligible user of any transportation service available to seniors and people with disabilities in Alameda County. PAPCO is supported by a

Technical Advisory Committee composed of Measure B and Measure BB-funded paratransit providers in Alameda County.

1.23 Planning Area. Geographic groupings of cities and of Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro, unincorporated county (near Hayward); South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton, the unincorporated area of Sunol.

1.24 Programmatic Funding. Measure B and Measure BB revenues distributed on a monthly basis based on a distribution formula, also referred to as “Direct Local Distribution” funds. Approximately 5.63 percent and 6 percent of net Measure B and Measure BB revenues, respectively, are distributed to AC Transit and BART for ADA-mandated paratransit service. Approximately 3.39 percent and 3 percent of net Measure B and Measure BB revenues, respectively, are distributed within the four planning areas for ADA-mandated and city-based, non-mandated specialized transportation services based on a formula developed by PAPCO and approved by the Commission.

1.25 Residents with Disabilities. Alameda County residents who have physical or mental impairments that substantially limit one or more of the major life functions—caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, working—of an individual. Residents with disabilities are eligible for ADA-mandated paratransit services if their disabilities prohibit them from using regular fixed route transit.

1.26 Special Transportation. Transportation services for seniors and people with disabilities, aimed at improving the mobility of seniors and people with disabilities by supplementing conventional fixed-route transit service. Examples of special transportation services may include, but are not limited to, paratransit, local shuttles, and subsidized taxi programs.

1.27 Paratransit Technical Advisory Committee (ParaTAC). A committee of Measure B and Measure BB service providers of mandated and non-mandated services. The Paratransit Technical Advisory

Committee will meet in joint session with PAPCO at least three times per year, and may meet independently at other times to discuss issues of relevance to service providers.

1.28 Tier 2 Funds. Additional funds that may be available for capital expenditures over the life of the 2000 TEP sales tax measure. These funds are not guaranteed; however, should they become available, up to \$7.5 million dollars would be allocated to coordination of service gaps and special transportation for seniors and persons with disabilities. These funds would be recommended for allocation by PAPCO to reduce differences in service that might occur based on the geographic residence of any individual needing specialized transportation services for seniors and people with disabilities, subject to approval by the Commission.

1.29 Vehicle Registration Fee (VRF). A \$10 fee imposed on each annual motor vehicle registration or vehicle registration renewal in Alameda County. Measure F, approved by Alameda County voters in 2010, is collected and administered by the Alameda CTC.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee purpose is to fulfill the functions mandated for the Committee in the 2000 and 2014 Expenditure Plans and to advise the Alameda CTC on matters related to special transportation.

2.2 Committee Roles and Responsibilities from 2000 and 2014 Transportation Expenditure Plans. As defined by the 2000 and 2014 Transportation Expenditure Plans, the roles and responsibilities of the Committee are to:

2.2.1 Develop the formula use to distribute Measure B and Measure BB programmatic funds to the cities in Alameda County and the County of Alameda for mandated and non-mandated special transportation services, subject to approval by the Commission.

2.2.2 Recommend allocation of funds identified for coordination/gaps in service in Tier 1 of the 2000 Transportation Expenditure Plan, subject to approval by the Commission.

2.2.3 Recommend allocation of funds identified for capital expenditures for coordination/gaps in service in Tier 2 of the 2000 Transportation Expenditure Plan, assuming funds are available for allocation, subject to approval by the Commission.

2.3 Additional Responsibilities. Additional PAPCO member responsibilities are to:

2.3.1 Review performance data of mandated and non-mandated services, including cost-effectiveness and adequacy of service levels, with the objective of creating a more cost-efficient, productive and effective service network through better communication and collaboration of service providers. In this capacity, the Committee may identify and recommend to the Alameda CTC alternative approaches that will improve special transportation service in Alameda County.

2.3.2 Report annually on the status of special transportation services, including service availability, quality, and improvements made as compared to the previous year.

2.3.3 Provide a forum for consumers to discuss common interests and goals affecting all special transportation services funded in whole or in part by Measure B and Measure BB funds in Alameda County.

2.3.4 Encourage coordination of special transportation and public transit services as they relate to seniors and individuals with disabilities in Alameda County.

2.3.5 Participate in surveys and planning activities undertaken by various public agencies as they relate to seniors and individuals with disabilities in Alameda County.

2.3.6 Fulfill all responsibilities as the County Paratransit Coordinating Council (PCC), as assigned by the Metropolitan Transportation Commission, the County, the state or the federal government.

2.3.7 Perform outreach regarding Alameda CTC activities related to transportation for seniors and people with disabilities at least once each fiscal year. Examples of outreach may include attending a transit or senior fair, accompanying staff to Alameda CTC outreach presentations, or publishing an article in a local publication.

Article 3: Members

3.1 Number of Members. The PAPCO will consist of 23 members.

3.2 Appointment. The Commission will make appointments in the following manner:

3.2.1 One member per County Supervisor (five total).

3.2.2 One member per City (14 total).

3.2.3 One member per Transit Agency—AC Transit, BART, LAVTA, and Union City.

3.3 Membership Qualification. Each member must be an Alameda County resident and a special transportation consumer.

3.4 Membership Term. Appointments shall be for terms of up to two-years or until the Commission appoints a successor.

3.5 Attendance. Members are expected to actively support committee activities and regularly attend meetings. Accordingly, more than three consecutive absences in any fiscal-year period may be cause for removal from the Committee.

3.6 Termination. A member's term shall terminate on the occurrence of any of the following:

3.6.1 The member voluntarily resigns by written notice to the chair or Alameda CTC staff.

3.6.2 The member fails to continue to meet the qualifications for membership, including residency and attendance requirements.

3.6.3 The member becomes incapable of continuing to serve.

3.6.4 The appointing party or the Commission removes the member from the Committee.

3.7 Vacancies. An appointing party shall have the right to appoint a person to fill the vacant member position, subject to the ability of the person to meet the requirements to serve on the committee and approval of the Commission. Alameda CTC shall be responsible for notifying an appointing party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

Article 4: Officers

4.1 Officers. The PAPCO shall annually elect a chair and vice chair. Each officer must be a duly appointed member of the PAPCO.

4.1.1 Duties. The chair shall preside at all PAPCO meetings except when the PAPCO discusses the chair position and/or nomination. The chair will represent the PAPCO before the Commission to report on PAPCO activities. The chair shall serve as an ex-officio member of all subcommittees. The vice chair shall assume all duties of the chair in the absence of, or on the request of the chair. In the absence of the chair and vice chair at a meeting, the members shall, by consensus, appoint one member to preside over that meeting. In addition, if MTC convenes Paratransit Coordinating Council (PCC) meetings, the PAPCO chair or

his/her designee will attend and report back to PAPCO on these meetings.

4.2 Office Elections. Officers shall be elected by the members annually at the Organizational Meeting or as necessary to fill a vacancy. An individual receiving a majority of votes by a quorum shall be deemed to have been elected and will assume office at the meeting following the election. Officers shall be eligible for re-election indefinitely.

4.3 Elected Representatives. PAPCO shall annually elect a representative to serve on AC Transit and BART's East Bay Paratransit Service Review Advisory Committee (SRAC). This representative will attend SRAC meetings, report on PAPCO activities to the SRAC, and report to the full membership of PAPCO on SRAC activities. PAPCO shall annually elect a representative to serve on Alameda CTC's Independent Watchdog Committee (IWC). This representative will attend IWC meetings, report on PAPCO activities to the IWC, and report to the full membership of PAPCO on IWC activities.

Article 5: Meetings

5.1 Open and Public Meetings. All PAPCO meetings shall be open and public and governed by the Brown Act. Public comment shall be allowed at all PAPCO meetings. Comments by a member of the public in the general public comment period or on any agenda item shall be up to 3 minutes per speaker at the discretion of the chair. The number of PAPCO meetings, including regular meetings, subcommittee meetings, and special meetings, will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. The PAPCO will hold up to 10 meetings per year. Annually, at the Organizational Meeting, PAPCO shall establish the schedule of regular meetings for the ensuing year. Meeting dates and times may be changed during the year by action of PAPCO. On a quarterly basis, PAPCO is expected to meet jointly with the Paratransit Technical Advisory Committee (ParaTAC) of paratransit providers.

ParaTAC members will not have voting privileges at these joint meetings, but may engage in all discussions and may present their point of view prior to any decision-making at those meetings.

5.3 Quorum. For purposes of decision making, a quorum shall consist of at least half (50 percent) plus one of the total number of members appointed at the time a decision is made. No actions will be taken at meetings with less than 50 percent plus one member present. Items may be discussed and information may be distributed on any item even if a quorum is not present.

5.4 Special Meetings. Special meetings may be called by the chair or by a majority of the members on an as-needed basis. Attendance at special meetings is not counted as part of members' attendance requirement. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such meetings shall be given to all members at least 72 hours prior to such meetings and shall be published on the Alameda CTC's website and at the Alameda CTC office, all in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. Items for a regular meeting agenda may be submitted for consideration by any member to the chair and Alameda CTC staff. The Commission and/or Alameda CTC staff may also submit items for the agenda. Every agenda shall include provision for members of the public to address the Committee. The chair and the vice chair shall review the agenda in advance of distribution. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties upon request. The agenda shall be posted on the Alameda CTC website and office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of “Roberts Rules of Order Newly Revised” shall govern the proceedings of the PAPCO and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process, and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. PAPCO meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

5.8 Meeting Conduct. PAPCO members shall conduct themselves during meetings in a manner that provides a welcoming and safe environment for all attendees characterized by an atmosphere of mutual trust and respect. Members shall work with each other and staff to respectfully, fairly, and courteously deal with any conflict between attendees.

Article 6: Subcommittees

6.1 Establishment. The PAPCO may establish subcommittees, SUBJECT TO THE APPROVED Alameda CTC overall work program and budget as approved by the Commission, to conduct an investigation or draft a report or other document or recommendation within the authority of PAPCO.

6.2 Membership. PAPCO members will be appointed to subcommittees by PAPCO, on a voluntary basis, or by the chair. No subcommittee shall have fewer than three members, nor will a subcommittee have greater than the number of members needed to constitute a quorum of PAPCO.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All PAPCO meetings will comply with the requirements of the Brown Act. Notice of meetings and agendas will be given to all members and any member of the public requesting such notice in writing and shall be posted at the Alameda CTC office at least 72 hours prior to each meeting. Members of the public may address PAPCO on any matter not on the agenda and on each matter listed on the agenda, in compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair.

7.4 Meeting Notices. On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now. Any other notice required or permitted to be given under these bylaws will follow the same policy. PAPCO members receive an exception to the paperless policy and will continue to receive notices via U.S. Postal Service in addition to electronic versions. Members can request to opt-out of paper notices.

Article 8: General Matters

8.1 Per Diems. Committee members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the Alameda CTC.

8.2 Conflicts of Interest. A conflict of interest exists when any Committee member has, or represents, a financial interest in the matter before the Committee. Such direct interest must be significant or personal. In the event of a conflict of interest, the Committee member shall declare the conflict, recuse him or herself from the discussion, and shall not vote on that item. Failure to comply with these provisions shall be grounds for removal from the Committee.

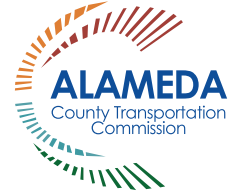
8.3 Bylaws. Bylaws governing the meetings and activities of PAPCO are approved by the Alameda CTC.

8.4 Public Statements. No member of the Committee may make public statements on behalf of the Committee without authorization by affirmative vote of the Committee, except the chair, or in his or her place the vice chair, when making a regular report of the Committee activities and concerns to the Alameda CTC.

8.5 Conflict with Governing Documents. In the event these bylaws conflict with the 2000 Transportation Expenditure Plan, the 2014 Transportation Expenditure Plan, California state law, or any action lawfully taken by ACTIA or the Alameda CTC, the conflicting provision in the Transportation Expenditure Plans, state law, or the lawful action of ACTIA or the Alameda CTC shall prevail.

8.6 Staffing. Alameda CTC will provide staffing to the Committee including preparation and distribution of meeting agendas, packets, and minutes; preparation of reports to the Alameda CTC Committees and Commission; tracking of attendance; and per diem administration.

Join the Alameda County Transportation Commission Paratransit Advisory and Planning Committee (PAPCO)



About Alameda CTC.

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County. Community advisory committees make recommendations to Alameda CTC, keep a close eye on transportation improvements and engage project sponsors and community members.

Get involved and make a difference!

Make decisions on transportation funding for seniors and people with disabilities. PAPCO advises Alameda CTC on the development and implementation of paratransit programs, including a grant program.

Public meetings.

The group meets on the fourth Monday of the month, from 1 to 3:30 p.m. Meetings are open to the public.

Interested?

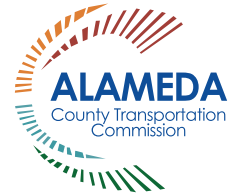
Fill out the application on the back of this flyer and contact your Commission representative (see www.alamedactc.org/app_pages/view/8) or contact Alameda CTC at 510.208.7400.

Membership requirements:

- Members must be Alameda County residents who use transportation that supports seniors and people with disabilities.
- The 23 members are appointed for a two-year term:
 - One per County supervisor (five total)
 - One per city (14 total)
 - One per transit agency (AC Transit, BART, LAVTA, Union City Transit)



Application for the Alameda CTC Paratransit Advisory and Planning Committee (PAPCO)



Alameda CTC invites Alameda County residents to serve on its **Paratransit Advisory and Planning Committee**, which meets on the fourth Monday of the month from 1 to 3:30 p.m. Each member is appointed for a two-year term.

Name: _____

Home Address: _____

Mailing Address (if different): _____

Phone: (home) _____ (work) _____ (fax) _____

Email: _____

Please respond to the following sections on a separate attachment:

- I. Commission/Committee Experience:** What is your previous experience on a public agency commission or committee? Please also note if you are currently a member of any commissions or committees.
- II. Statement of Qualifications:** Provide a brief statement indicating why you are interested in serving on PAPCO and why you are qualified for this appointment.
- III. Relevant Work or Volunteer Experience:** Please list your current employer or relevant volunteer experience including organization, address, position and dates.
- IV. Paratransit Experience:** List any specific interest, involvement or expertise you have related to special transportation or paratransit issues. Please also include the name(s) of any paratransit services you use.

To avoid a conflict of interest:

Members may need to recuse themselves from discussing and voting on certain funding recommendations to the Alameda CTC Commission.

Certification: I certify that the above information is true and complete to the best of my knowledge.

Signature _____ Date _____

Return the application to your Commission representative for signature (see www.alamedactc.org/app_pages/view/8) or fax (510.893.6489) or mail it to Alameda CTC.

Appointing Commissioner:

Signature: _____

Date: _____