



Independent Watchdog Committee Meeting Agenda Monday, November 8, 2021, 5:30 p.m.

Pursuant to AB 361 and the findings made by the Commission governing its meetings and the meetings of its Committees in light of the current statewide State of Emergency, the Commission and its Committees will not be convening at Alameda CTC's Commission Room but will instead convene remote meetings.

Members of the public wishing to submit a public comment may do so by emailing Angie Ayers at aayers@alamedactc.org. Public comments received by 5:00 p.m. the day before the scheduled meeting will be distributed to Commissioners or Committee members before the meeting and posted on Alameda CTC's website; comments submitted after that time will be distributed to Commissioners or Committee members and posted as soon as possible. Submitted comments will be read aloud to the Commission or Committee and those listening telephonically or electronically; if the comments are more than three minutes in length the comments will be summarized. Members of the public may also make comments during the meeting by using Zoom's "Raise Hand" feature on their phone, tablet or other device during the relevant agenda item, and waiting to be recognized by the Chair. If calling into the meeting from a telephone, you can use "Star (*) 9" to raise/ lower your hand. Comments will generally be limited to three minutes in length, or as specified by the Chair.

Chair: Pat Piras

Staff Liaison: [Patricia Reavey](#)

Vice Chair: Murphy McCalley

Clerk: [Angie Ayers](#)

Location Information:

Virtual Meeting Information: <https://us06web.zoom.us/j/86338710963?pwd=T0s5eWdWOFcrUmFsb1hhVmJRRzh6QT09>
Webinar ID: 863 3871 0963
Password: 756711

For Public Access Dial-in Information: (669) 900-6833
Webinar ID: 863 3871 0963
Password: 756711

To request accommodation or assistance to participate in this meeting, please contact Angie Ayers, at least 48 hours prior to the meeting date at: aayers@alamedactc.org

1. Call to Order

2. Roll Call

3. Public Comment		
4. Election of Officers		Page/Action
4.1. Reaffirm, by Roll Call Vote, the Election of Pat Piras as IWC Chair and Murphy McCalley as Vice Chair for FY 2021-22		A
5. Meeting Minutes		
5.1. Approve July 12, 2021 IWC Meeting Minutes	1	A
6. Independent Auditor Financial Report		
6.1. Presentation of the Alameda CTC Draft Audited Annual Comprehensive Financial Report for the Year Ended June 30, 2021 (Hyperlinked to website)		I
7. IWC Annual Report Outreach Summary and Publication Costs Update		
7.1. IWC Annual Report Outreach Summary and Publication Cost Update	7	I
8. Discussion of Performance Measures		
8.1. IWC Discussion of Performance Measures - Supported by a Presentation from Staff on Measure B and Measure BB Direct Local Distribution Performance Measures	23	I/A
9. IWC Bylaws		
9.1. Review IWC Bylaws	43	I/A
10. IWC Member Reports/Issues Identification		
10.1. Chair's Report		I
10.2. IWC Issues Identification Process and Form	53	I
10.3. Member Reports		I
11. Staff Reports		
11.1. Staff Reports		I
11.2. IWC Calendar	57	I
11.3. IWC Roster	59	I
12. Adjournment		

Next Meeting: Monday, January 10, 2022

Notes:

- All items on the agenda are subject to action and/or change by the committee.
- To comment on an item not on the agenda (3-minute limit), submit a speaker card to the clerk.
- Call 510.208.7450 (Voice) or 1.800.855.7100 (TTY) five days in advance to request a sign-language interpreter.
- If information is needed in another language, contact 510.208.7400. Hard copies available only by request.

- Call 510.208.7400 48 hours in advance to request accommodation or assistance at this meeting.
- Meeting agendas and staff reports are available on the [website calendar](#).
- Alameda CTC is located near 12th St. Oakland City Center BART station and AC Transit bus lines. [Directions and parking information](#) are available online.



Commission Chair

Mayor Pauline Russo Cutter
City of San Leandro

Commission Vice Chair

Councilmember John Bauters
City of Emeryville

AC Transit

Board President Elsa Ortiz

Alameda County

Supervisor David Haubert, District 1
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART

Vice President Rebecca Saltzman

City of Alameda

Mayor Marilyn Ezzy Ashcraft

City of Albany

Councilmember Rochelle Nason

City of Berkeley

Councilmember Lori Droste

City of Dublin

Mayor Melissa Hernandez

City of Fremont

Mayor Lily Mei

City of Hayward

Mayor Barbara Halliday

City of Livermore

Mayor Bob Woerner

City of Newark

Councilmember Luis Freitas

City of Oakland

Councilmember At-Large
Rebecca Kaplan
Councilmember Sheng Thao

City of Piedmont

Councilmember Jen Cavanaugh

City of Pleasanton

Mayor Karla Brown

City of Union City

Mayor Carol Dutra-Vernaci

Executive Director

Tess Lengyel

Alameda CTC Schedule of Upcoming Meetings December 2021

Commission and Committee Meetings

Time	Description	Date
2:00 p.m.	Alameda CTC Commission Meeting	December 2, 2021
2:00 p.m.	Alameda CTC Special Commission Meeting	December 13, 2021

Pursuant to AB 361 and the findings made by the Commission governing its meetings and the meetings of its Committees in light of the current statewide State of Emergency, the Commission and its Committees will not be convening at Alameda CTC's Commission Room but will instead convene remote meetings.

Meeting materials, directions and parking information are all available on the [Alameda CTC website](http://www.AlamedaCTC.org). Meetings subject to change.



Independent Watchdog Committee Meeting Minutes Monday, July 12, 2021, 5:30 p.m.

5.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

1. Call to Order

Independent Watchdog Committee (IWC) Vice Chair Murphy McCalley called the meeting to order.

2. Roll Call

A roll call was conducted and all members were present with the exception of Keith Brown, Curtis Buckley, Oscar Dominguez, Ed Hernandez, Glenn Nate, Carl Tilchen, and Hale Zukas. A quorum was not present.

Subsequent to the Roll Call:

Ed Hernandez and Hale Zukas arrived during item 9.1, which was presented before items 5.1, 6.1, 7.1, 7.2, and 8.1, and with that, a quorum was achieved.

3. Public Comment

There were no public comments.

4. Presentation and Public Hearing of the Draft IWC Annual Report

4.1. Open Public Hearing on the Draft IWC Annual Report

Murphy McCalley opened the public hearing for review of the *19th Annual Report to the Public*.

4.2. Presentation of the Draft IWC Annual Report

Murphy McCalley presented the draft IWC *19th Annual Report to the Public for review*.

There were no members of the public present, and Mr. McCalley requested input from the Committee.

Mr. McCalley stated that Alameda CTC staff did an excellent job in helping the Committee generate the report. He requested that the Committee focus on page 12, the "IWC Findings". He encouraged the Committee to provide input to the report.

Pat Piras noted that the Subcommittee was stronger in their recommendation this year because the Committee believes monitoring the performance measures must be better. Ms. Piras said a significant change was made in the substance of the document this year on reporting of the Direct Local Distributions (DLD) to the jurisdictions to concentrate more on how much each jurisdiction spent because sub-committee feels that is what the public is interested in seeing.

4.3. Public Comment on the Draft IWC Annual Report

There were no public comments.

4.4. Close Public Hearing on the Draft IWC Annual Report

Murphy McCalley closed the public hearing.

5. Meeting Minutes

(This item was presented after 9.1)

5.1. Approve March 8, 2021 IWC Meeting Minutes

Tom Rubin made a motion to approve this item. Pat Piras seconded the motion.

The motion passed with the following votes:

Yes: Exner, Hernandez, McCalley, Piras, Rubin, Zukas

No: None

Abstain: None

Absent: Brown, Buckley, Dominguez, Nate, Tilchen

6. Election of Officers

(This item was presented after 5.1)

6.1. Approve the Election of the IWC Chair and Vice Chair for FY2021-22

Murphy McCalley nominated Pat Piras as Chair and Pat Piras nominated Murphy McCalley as Vice Chair. Ms. Piras accepted the nomination of Chair, and Mr. McCalley accepted the nomination of Vice Chair.

Tom Rubin made a motion to close the nominations. Ed Hernandez second the motion. The motion passed with the following votes:

Yes: Exner, Hernandez, McCalley, Piras, Rubin, Zukas

No: None

Abstain: None

Absent: Brown, Buckley, Dominguez, Nate, Tilchen

Tom Rubin moved and Murphy McCalley seconded a motion to affirm by unanimous affirmation the vote of Pat Piras as Chair and Murphy McCalley as Vice Chair.

7. IWC Annual Report, Publication Methods and Costs, and Press Release

7.1. Approve the Draft IWC Annual Report and Findings

(This item was presented after 6.1)

IWC members discussed the findings in the report and asked staff to provide the following message to the Commission:

"The Independent Watchdog Committee acknowledges that the last quarter of FY 2019-20 was marked by the onset of the Coronavirus-19 (COVID) pandemic with the resulting statewide "lockdown." This resulted in noteworthy impacts to both community life and public agencies' planning, implementation, and public meeting activities, lasting throughout at least most of FY 2020-21.

The IWC is required to evaluate the effectiveness and benefits of the Measure BB DLD programs based on performance measures adopted by the Alameda CTC. The performance measurement vary depending on the program (i.e., transit, streets and roads, etc.). Based on the established measurements and the data submitted as an annual “snapshot” by the DLD recipients, we do not believe that a determination can be made of the effectiveness of the Measure BB expenditures since inception. In several instances, performance measurement and/or the data provided is not sufficient to ascertain the impact of the Measure BB expenditures and what progress has occurred. In most cases, there is no documentation of the leveraging of other fund sources by Measure BB recipients. Further, the adopted performance measures should be reviewed to identify additional measures of public benefit.

Recommendation: In order to address this issue, the IWC has recommended that periodically (i.e., every 3-5 years), the Alameda CTC engage an independent party to conduct an overall comprehensive analysis of the Measure BB DLD program performance, which need not be expensive. In response to the IWC’s initial requests, Alameda CTC staff has compiled a preliminary summary of performance trends by jurisdiction and program; we believe that this data should be public through a regular report to the Commission. As one example, several cities have consistently fallen short of the adopted Pavement Condition Index for their Local Streets & Roads programs.”

Murphy McCalley moved to approve this item with the specific recommendation above in a memo to the Commission. Ed Hernandez seconded the motion. The motion passed with the following votes:

Yes: Exner, Hernandez, McCalley, Piras, Rubin, Zukas
No: None
Abstain: None
Absent: Brown, Buckley, Dominguez, Nate, Tilchen

7.2. Approve the Proposed Publication Costs and Distribution

(This item was presented after 7.1)

Patricia Reavey presented the summary of publication costs for the IWC Annual Report and noted the overall costs were slightly less than the prior year. Ms. Reavey stated that the advertisement plan for more outside advertising continued from last year.

Ed Hernandez requested staff research/include “Next Door” as a publication next year.

Ed Hernandez made a motion to approve this item. Tom Rubin seconded the motion. The motion passed with the following votes:

Yes: Exner, Hernandez, McCalley, Piras, Rubin, Zukas
No: None
Abstain: None
Absent: Brown, Buckley, Dominguez, Nate, Tilchen

7.3. Review Draft IWC Annual Report Press Release

(This item was presented after 4.4)

The IWC members made a few suggested edits to the IWC Annual Report Press Release.

8. IWC Calendar/Work Plan

(This item was presented after 7.2)

8.1. Approve the IWC Calendar/Work Plan for FY2021-22

Pat Piras asked staff to add a discussion item under the Compliance and Audited Financial Reports section of the work plan to discuss performance metrics.

Ed Hernandez made a motion to approve this item with the requested addition. Murphy McCalley seconded the motion. The motion passed with the following votes:

Yes: Exner, Hernandez, McCalley, Piras, Rubin, Zukas

No: None

Abstain: None

Absent: Brown, Buckley, Dominguez, Nate, Tilchen

9. Independent Auditor Work Plan

(This item was presented after 7.3)

9.1. Overview of Independent Auditor's Work Plan

David Alvey with Maze and Associates discussed the audit timing and scope for the upcoming FY2020-21 audit. Mr. Alvey stated that the interim phase of the audit was completed the week of June 21, 2021, and the final phase is scheduled for the weeks of August 30, 2021 and September 6, 2021. He stated that the draft Annual Comprehensive Financial Report (ACFR) will be presented at the Audit Committee meeting on October 28, 2021, the Finance and Administration Committee (FAC) and IWC meetings on November 8, 2021, and finally at the Alameda CTC Commission meeting on December 2, 2021.

Murphy McCalley asked if any new pronouncements will affect Alameda CTC. Mr. Alvey said there are no new announcements effective for June 30, 2021.

Tom Rubin asked if Alameda CTC is getting reports/audits from the cities on a timely basis. Mr. Alvey stated that the agency is getting them timely. He noted that Maze and Associates submits reports for the clients that they audit.

Al Exner asked if the cities have written policies and procedures from an internal controls standpoint. Mr. Alvey stated that yes, there are policies and procedures. Ms. Reavey stated that Alameda CTC does not audit the cities. Their auditors would review their policies and procedures.

Al Exner asked if there are policies and procedures for the cities with Alameda CTC's funded projects. Ms. Reavey stated that there are many requirements for

the cities within the Transportation Expenditure Plan and the agency's Master Programs Funding Agreement.

10. Direct Local Distribution Program Compliance Summary

(This item was presented after 8.1)

10.1. FY2019-20 Measure B and Measure BB Program Compliance Summary Report

John Nguyen presented this item to provide the IWC with an update on Measure B and Measure BB DLD Program Compliance for the Fiscal Year 2019-20 reporting period. Mr. Nguyen reviewed the compliance requirements, recipients' expenditures, and program performance. Mr. Nguyen stated that all recipients were in compliance with the program.

11. Measure B/Measure BB Projects

11.1. Measure B and Measure BB Capital Project Update

Joy Sharma provided an update on Measure B and Measure BB capital projects. The presentation covered funding highlights from the sales tax programs and information on project management and corridor improvements. Ms. Sharma provided details on projects directly managed by Alameda CTC, updating the Committee on 2020 and 2021 milestones, achievements, as well as anticipated milestones for the coming fiscal year.

12. IWC Member Reports/Issues Identification

12.1. Chair's Report

The Chair used this time to allow Al Exner, a new member, to introduce himself to the rest of the Committee.

Pat Piras asked if there was going to be an update to Alameda CTC's website and if so, she would like to be able to provide input.

12.2. IWC Issues Identification Process and Form

Pat Piras explained the use of these forms for the benefit of the new member.

12.3. Member Reports

Tom Rubin asked when Alameda CTC will start holding meetings in person. Ms. Reavey responded that staff doesn't know when that will happen for these committee meetings yet.

13. Staff Reports

13.1. FY2021-22 IWC Budget

Patricia Reavey reviewed the budget adopted by the Commission for IWC production of the annual report and per diems for their meetings.

13.2. Staff Responses to Requests for Information

Patricia Reavey noted that all responses to IWC requests for information since the last meeting are in the packet, including: The redline bylaws approved by the Commission, memo to the Subcommittee of trend information of performance metrics, and notification to IWC that final compliance reports for FY2019-20 were received and posted to the agency's website for their review.

13.3. IWC Projects and Programs Watchlist Next Steps

Patricia Reavey provided an update on the IWC Projects and Programs Watchlist Next Steps. A letter will be prepared on behalf of the Chair and sent to each city and agency sponsor to request notification to IWC members of all public meetings for Measure B and Measure BB-funded projects and programs. IWC members will be notified if they signed up to “watch” the particular project and/or program.

13.4. IWC Roster

The Committee roster was provided in the agenda packet for review purposes.

14. Adjournment

The meeting was adjourned. The next meeting is scheduled for November 8, 2021.



Memorandum

7.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 1, 2021

TO: Independent Watchdog Committee (IWC)

FROM: Patricia Reavey, Deputy Executive Director of Finance and Administration

SUBJECT: IWC Annual Report Outreach Summary and Publication Costs Update

Recommendation

This item is an update on outreach activities and costs for the *19th Annual IWC Report to the Public* for informational purposes only.

Summary

The Independent Watchdog Committee (IWC) released its 19th Annual Report to the Public in August 2021. Multiple activities including publication distribution, advertisement placement, and targeted outreach were completed to make the public aware of the report. With the Coronavirus (COVID-19) pandemic, and the resultant shelter-in-place order across the Bay Area Counties, Alameda CTC outreach approach was slightly modified from prior years.

Background

A key responsibility of the IWC is to keep the public informed about the progress of transportation programs and projects funded by Measure B and Measure BB sales tax dollars and if the use of these funds is compliant with requirements in the voter-approved Transportation Expenditure Plans.

Annually, the committee generates a report for the public to report its findings on the use of sales tax dollars and other activities. At the March 2021 IWC meeting, some committee members volunteered to participate in the IWC Annual Report Subcommittee. The subcommittee met twice to develop the *19th Annual IWC Report to the Public* and discuss outreach strategies. The development and outreach approach of the annual report included:

- Meetings to discuss report content and work with staff to write, design, print, and distribute the report.
- Hold a public hearing to get input from the public before finalizing the report.

- Obtain input and approval from the full committee on the report before finalizing the report.
- Email a message about the annual report to Alameda CTC's full Constant Contact mailing list, once the report was published.
- Notify the media of the report through a press release and place print and online advertisements in the media (see "Media Placement" section below).
- Design and place bus exterior cards advertisement on AC Transit buses. In prior years, staff placed a bus interior card advertisement on buses; however, since people are avoiding transit due to the pandemic, the Committee suggested placing the advertisements outside versus inside.
- Set up Google Alerts to track when the annual report and the IWC were in the news.
- Design and place bus exterior cards on Livermore Amador Valley Transit Authority (LAVTA) buses.
- Design and place advertisement in San Francisco Bay Area Rapid Transit District (BART) stations in Alameda County. In prior years, advertisements were placed in-station as well as outside of the BART stations. The Committee requested BART advertisements to be placed closer to the entrances of the various stations for more visibility.
- Create a two-page executive summary of the annual report in English, hyperlink it to additional information about Measure B and Measure BB projects and programs, and translate it into Chinese and Spanish.
- Have Dakota Press print the annual report and two-page executive summary in English and translate executive summaries. In prior years, staff would print the translated executive summaries in-house; however, this process changed due to the sheltered in place order and the COVID-19 pandemic.
- Translate two advertisements from English to Spanish and place them in two publications.

Media Placement

The IWC approved the media placement plan and budget (see Attachment 7.1A). Staff placed online ads in various media with a link directing traffic to the IWC Annual Report page of the Alameda CTC website <https://www.alamedactc.org/wp-content/uploads/2021/08/IWC2021Report.pdf> and placed print advertisements that summarize the full report in 19 Bay Area publications (see Attachment 7.1 for a complete list). In addition, staff placed online banner advertisements that included a link to the IWC 19th Annual Report to the Public <https://www.alamedactc.org/IWC2021Report>.

AC Transit Bus and LAVTA Bus Exterior Cards

Staff worked with Lamar Advertising to place 40 Queen posters on the side of AC Transit buses and five (5) Queen posters on the side of LAVTA buses that operate in Alameda County.

BART In-Station Posters

Staff worked with Outfront Media to place posters at the following 12 BART stations in Alameda County:

12th Street	MacArthur
19th Street	Oakland Coliseum
Ashby	Rockridge
Bay Fair	Union City
Downtown Berkeley	West Dublin
Lake Merritt	West Oakland

Print Publications

A printer, certified in Alameda CTC's LBCE program, printed 250 copies of the full 12-page annual report and 250 copies of the English-version executive summary with notification of the report and the short URL. The printer printed 150 copies each of the Chinese and Spanish versions of the executive summary. (Refer to Attachment 7.1A for design and print costs.)

Constant Contact E-Blasts

- **Press release** was sent to 276 media contacts, sent 250 to newspapers, blogs, ethnic media, radio, and television on August 13, 2021. The press release email was opened by 61 recipients. Attached is a report from Constant Contact that documents click-through statistics.
- The IWC Annual Report was also mentioned in the July and September issues of the Executive Director's Report.

Social Media

Alameda CTC used social media including Twitter and Facebook to inform the public about the IWC Annual Report.

- **Twitter:** Staff tweeted information and provided a link to the IWC Annual Report on the dates listed below, which reached 1,510 followers. Note that the number of followers does not capture anyone who may have seen the tweets via a search or by looking at Alameda CTC's Twitter feed, which is public.
 - August 18, 2021 – 442 impressions
 - August 31, 2021 – 179 impressions
 - September 2, 2021 – 160 impressions
 - September 8, 2021 – 182 impressions
 - September 16, 2021 – 183 impressions
 - September 23, 2021 – 181 impressions
 - September 29, 2021 – 163 impressions
 - October 5, 2021 – 138 impressions

Twitter definitions:

- **Impressions** are the number of times people saw this Tweet on Twitter

- **Facebook:** Staff posted the IWC Annual Report to Alameda CTC's Facebook page on the dates below, which reached 578 followers. The number of people reached reflects the people who saw the post in their own Facebook newsfeed and does not capture anyone who may have viewed it directly on the Alameda CTC Facebook homepage, which is accessible to the public.

Alameda CTC Main Facebook Page:

- August 18, 2021 – 48 people reached
- August 31, 2021 – 37 people reached
- September 2, 2021 – 36 people reached
- September 8, 2021 – 38 people reached
- September 16, 2021 – 29 people reached
- September 23, 2021 – 36 people reached
- September 29, 2021 – 48 people reached
- October 5, 2021 – 34 people reached

Advertisement Page Views and Website Click-throughs

The estimated number of times readers viewed an online page with an Alameda CTC advertisement about the IWC report was more than 980,908, and the number of times a user clicked through from the advertisement banner to the report on the Alameda CTC website is 1,002.

Alameda CTC Google Analytics

Alameda CTC uses Google Analytics to track website page views and click-throughs to the IWC Annual Report. Following are the analytics pertaining to the IWC Annual Report showing:

- **Total events** – the total number of interactions with a targeted web-page object
 - **Unique events** – the number of interactions with content by a single user within a single session that can be tracked separately from pageviews or screen views
 - **Page views** – the total number of times a piece of content was viewed during a given time period, and
 - **Unique page views** – the number of sessions during which a page was viewed one or more times
- **Executive Director's Report (Sep 2021):** 19 total events; 19 unique events
 - **Executive Director's Report (Jul 2021):** 25 total events; 23 unique events
 - **Press Release:** 7 total events; 7 unique events
 - **Latest News:** 59 page views; 56 unique page views
 - **Annual Report:** 18 total events; 16 unique events
 - **Executive Summary – English:** 2 total events; 2 unique events
 - **Executive Summary – Chinese:** 1 total event; 1 unique event
 - **Executive Summary – Spanish:** 2 total events; 1 unique event

Attached are analytical reports reflecting the page views and unique page views when an Alameda CTC website user accessed the annual report document, the Executive

Director's Reports, the Press Release, and the "Latest News" sections on the Alameda CTC website, the annual report summary documents in English, Chinese and Spanish, and the IWC Report page clicked through from other locations. Refer to Attachment 7.1B for the analytical reports.

Google Alerts

Staff received Google Alerts to track the annual report and the IWC in the news. The service generates an email to Alameda CTC when news regarding these topics occur. The annual report and the IWC was not mentioned in the news during the outreach period.

Targeted Outreach

To further spread the word about the latest IWC annual report, staff performed outreach as follows:

- Due to the sheltered in place order, all in-person meetings moved to remote meetings. Staff placed the full report on the public meeting pages on the website for meetings scheduled during September and October and it was accessed as follows:
 - Alameda CTC Commission – 125 Commission members including alternates and the public
 - Alameda County Technical Advisory Committee – 111 committee members including the public
 - Bicycle and Pedestrian Advisory Committee – 10 committee members
 - Paratransit Advisory and Planning Committee – 105 committee members including the public
 - Paratransit Technical Advisory Committee – 46 committee members
- Included a notice of the public hearing with a link to the draft report in the July 2021 Executive Director's Report and an update on IWC activities including approval of the report in the September 2021 Executive Director's Report. Both reports were posted on the Alameda CTC website, and an email was distributed to 111 addresses.
- Placed "What's New" information on the Alameda CTC website that links directly to the report.
- Mailed the full report and the English, Spanish and Chinese language executive summaries to:
 - 46 libraries in Alameda County
 - 16 chambers of commerce for the cities of Alameda, Albany, Berkeley, Castro Valley/Eden Area, Dublin, Fremont, Hayward, Livermore, Newark, Oakland, Pleasanton, San Leandro, and Union City; and three ethnic chambers including the Hispanic Chamber of Alameda County, the Oakland African American Chamber of Commerce, and Oakland Chinatown Chamber of Commerce
 - IWC members and organizations – 13 IWC members, Alameda County Mayors' Conference (Districts 1, 2, 3, 4, 5), Alameda County Taxpayers Association, Alameda Labor Council AFL-CIO, Bike East Bay, Board of Supervisors (Districts 1, 2, 3, 4, and 5), East Bay Economic Development Alliance, League of Women Voters, and Sierra Club

Fiscal Impact: The total cost of design and placement of the online and print advertisements, and the printing and mailing of the hard copy 2021 report are approximately \$47,912.49.

In 2020, the total costs were \$48,559.92. The budget in 2021 for the IWC 19th Annual Report to the Public was \$50,000. The 2021 approximate costs are \$647.43 less than the prior year and \$2,087.51 under budget. One vendor has not yet submitted an invoice related to 2021 costs due to delays in processing related to the pandemic. The estimated amount is highlighted in yellow in Attachment A.

Attachments:

- A. 2021 IWC Annual Report Publication Cost Summary
- B. Google and Constant Contact Analytics Results

2021 IWC Annual Report Final Publications Costs

Affiliation	Newspaper, Website, or Other Advertisement	2020 Print Ad Circulation*	2020 Digital Ad Page Views**	2020 Click-throughs*** from Online Media Banners	Proposed 2020 Cost (Print)	Proposed 2020 Cost (Web)	Actual 2020 Costs	2021 Media/Size	2021 Print Ad Circulation*	2021 Digital Ad Page Views**	2021 Click-throughs*** from Online Media Banners	Proposed 2021 Cost (Print)	Proposed 2021 Cost (Web)	Estimated 2021 Costs	Actual 2021 Costs
Alameda CTC	www.AlamedaCTC.org	--	2,903	--	--	--	\$0.00	--	--	330	--	\$0.00	\$0.00	\$0.00	\$0.00
Bay Area NewsGroup	Oakland, Alameda, Berkeley, Fremont, Hayward, Union City, Dublin, Livermore, Pleasanton, and SanLeandro; Hills Newspapers Online: www.eastbaytimes.com and Mobile Banner	254,234	300,012	179	\$7,240.00	\$6,000.00	\$13,040.00	Print: 10" x 10.5" 10" x 9.75" Online/Mobile: 300x250 728x90 970x90	445,177	700,000	420	\$7,027.00	\$6,000.00	\$13,027.00	\$13,027.00
Eastbay Publishing Inc./San Leandro Times	Castro Valley Forum San Leandro Times	61,380	--	--	\$1,728.00	--	\$1,728.00	Print: 10.25" x 8"	54,000	--	--	\$1,728.00	\$0.00	\$1,728.00	\$1,728.00
Embarcadero Media	Pleasanton Weekly	12,600	100,185		\$1,020.00	\$200.00	\$1,220.00	Print: 10" x 9.75" Online: 300 x 250 jpeg Med. Rectangle	10,500	7,389	14	\$1,020.00	\$200.00	\$1,220.00	\$1,220.00
Lamar Advertising	AC Transit Bus Exterior Queens	1,960,000	--	--	\$8,000.00	--	\$8,026.04	Print: 30" x 86" 40 queens	3,947,000	--	--	\$8,026.04	\$0.00	\$8,026.04	\$7,955.70
	LAVTA Bus Exterior Cards	465,000	--	--	\$1,750.00	--	\$1,723.96	Print: 30" x 88" 5 queens/cards	497,000	--	--	\$1,723.96	\$0.00	\$1,723.96	\$1,743.96
OUTFRONT (previous ads with Intersection)	BART in-station Ads (2-sheet media); Stations: 12th Street, 19th Street, Ashby, Bay Fair, Coliseum, DT Berkeley, Lake Merrit, MacArthur, Rockridge, Union City, West Dublin, West Oakland	423,697	--	--	\$5,500.00	--	\$5,500.00	Print: 46" H x 60" W 10 Ads	801,375	--	--	\$6,475.00	\$0.00	\$6,475.00	\$6,475.00

2021 IWC Annual Report Final Publications Costs

Affiliation	Newspaper, Website, or Other Advertisement	2020 Print Ad Circulation*	2020 Digital Ad Page Views**	2020 Click-throughs*** from Online Media Banners	Proposed 2020 Cost (Print)	Proposed 2020 Cost (Web)	Actual 2020 Costs	2021 Media/Size	2021 Print Ad Circulation*	2021 Digital Ad Page Views**	2021 Click-throughs*** from Online Media Banners	Proposed 2021 Cost (Print)	Proposed 2021 Cost (Web)	Estimated 2021 Costs	Actual 2021 Costs
Patch News/AOL Publications in Alameda County	Alameda	--	3,943	8	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	6,670	16	\$0.00	\$125.00	\$125.00	\$125.00
	Albany	--	797	0	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	1,604	1	\$0.00	\$125.00	\$125.00	\$125.00
	Berkeley	--	6,642	3	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	4,537	5	\$0.00	\$125.00	\$125.00	\$125.00
	Castro Valley	--	4,543	12	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	328	2	\$0.00	\$125.00	\$125.00	\$125.00
	Dublin	--	3,023	3	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	6,295	5	\$0.00	\$125.00	\$125.00	\$125.00
	Fremont	--	12,613	18	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	9,632	18	\$0.00	\$125.00	\$125.00	\$125.00
	Livermore	--	5,590	5	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	13,647	16	\$0.00	\$125.00	\$125.00	\$125.00

2021 IWC Annual Report Final Publications Costs

Affiliation	Newspaper, Website, or Other Advertisement	2020 Print Ad Circulation*	2020 Digital Ad Page Views**	2020 Click-throughs*** from Online Media Banners	Proposed 2020 Cost (Print)	Proposed 2020 Cost (Web)	Actual 2020 Costs	2021 Media/Size	2021 Print Ad Circulation*	2021 Digital Ad Page Views**	2021 Click-throughs*** from Online Media Banners	Proposed 2021 Cost (Print)	Proposed 2021 Cost (Web)	Estimated 2021 Costs	Actual 2021 Costs
Patch News/AOL Publications in Alameda County	Newark	--	3,643	9	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	2,254	3	\$0.00	\$125.00	\$125.00	\$125.00
	Piedmont	--	560	0	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	1,033	1	\$0.00	\$125.00	\$125.00	\$125.00
	Pleasanton	--	5,445	13	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	6,427	9	\$0.00	\$125.00	\$125.00	\$125.00
	San Leandro	--	3,749	8	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	1,159	3	\$0.00	\$125.00	\$125.00	\$125.00
	Union City	--	3,585	7	--	\$125.00	\$125.00	Online: 300x250 300x600 320x50 970x250	--	547	0	\$0.00	\$125.00	\$125.00	\$125.00
	Newsletter	--	25,904	0	--	--	\$0.00	--	--	25,890	16	\$0.00	\$0.00	\$0.00	\$0.00
Post Newsgroup	Oakland Post (San Francisco Post, Berkeley Post, Richmond Post, South County Post and Marin) and El Mundo	--	--	--	\$2,600.00	--	\$2,600.00	Print: 10" x 8"	--	--	--	\$2,400.00	\$0.00	\$2,400.00	\$2,400.00

2021 IWC Annual Report Final Publications Costs

Affiliation	Newspaper, Website, or Other Advertisement	2020 Print Ad Circulation*	2020 Digital Ad Page Views**	2020 Click-throughs*** from Online Media Banners	Proposed 2020 Cost (Print)	Proposed 2020 Cost (Web)	Actual 2020 Costs	2021 Media/Size	2021 Print Ad Circulation*	2021 Digital Ad Page Views**	2021 Click-throughs*** from Online Media Banners	Proposed 2021 Cost (Print)	Proposed 2021 Cost (Web)	Estimated 2021 Costs	Actual 2021 Costs
Sing Tao	Sing Tao Daily	--	--	--	--	\$380.00	\$380.00	Online: 728 x 90 p	--	--	--	\$0.00	\$450.00	\$450.00	\$450.00
The Independent	The Independent - Livermore, Pleasanton, Dublin, and Sunol	26,265	--	--	\$896.64	--	\$896.54	Print: 10" x 8"	28,474	--	--	\$896.54	\$0.00	\$896.54	\$896.64
Vision Hispana	Vision Hispana	15,000	11,275	196	\$653.00	\$320.00	\$973.00	Print: 11.5" x 9.5" Online: 911 x 101 - 75K	15,000	193,496	473	\$653.00	\$320.00	\$973.00	\$973.00
Weekly's	East Bay Express (delivered to Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont, San Leandro) Online: eastbayexpress.com	--	--	--	\$2,140.00	\$0.00	\$2,140.00	Print: 9" x 10" Online: 728 x 90 Leaderboard 300 x 250 Rectangle +URL	--	--	--	\$2,140.00	\$0.00	\$2,140.00	\$2,140.00
Whats Happening Now/Tri-City Voice	Tri-City Voice - Fremont, Newark, Union City, Hayward, and Sunol	--	--	--	\$420.00	--	\$420.00	Print: 9.75" x 8"	--	--	--	\$490.00	\$0.00	\$490.00	\$420.00
	Other Costs														
	Legal Notice of Public Hearing	--	--	--	\$1,086.06	--	\$1,086.06	--	--	--	--	\$1,032.39	--	\$1,032.39	\$1,093.91
	Graphic Designer	--	--	--	\$4,961.59	--	\$4,961.59	--	--	--		\$4,210.00	--	\$4,210.00	\$3,437.63
	Language 411 (translation from English to Chinese and Spanish)	--	--	--	\$1,048.32	--	\$1,048.32	--	--	--	--	\$1,032.39	--	\$1,032.39	\$1,032.39
	Dakota Press printing of 12-page report, and English flyer (500 of each, in color)**** [Includes Outreach Mailing]	--	--	--	\$1,053.71	--	\$1,316.41	--	--	--	--	\$1,050.00	--	\$1,050.00	\$1,419.26
TOTALS:****		3,218,176	494,412	461	\$40,097.32	\$8,400.00	\$48,559.92		5,798,526	981,238	1,002	\$39,904.32	\$8,470.00	\$48,374.32	\$47,912.49
Difference between 2020 and 2021 Costs =														- \$647.43	

Invoices are not processed

*Includes newspaper circulation, bus ad impressions, and BART ad impressions. In previous years, this column was titled "Newspaper Circulation," and was updated to indicate that this column includes impressions for all print ads combined
**Page Views: The estimated number of times users viewed a page with our ad. In previous years, this column was titled "Alameda CTC Page Views," and was updated to indicate that page views apply to the publication listed, and not only the Alameda CTC website
***Click-throughs: The number of viewers to click on the Alameda CTC report from the media banner advertisement.
****The total publication costs do not include Alameda CTC labor costs.

Top Events

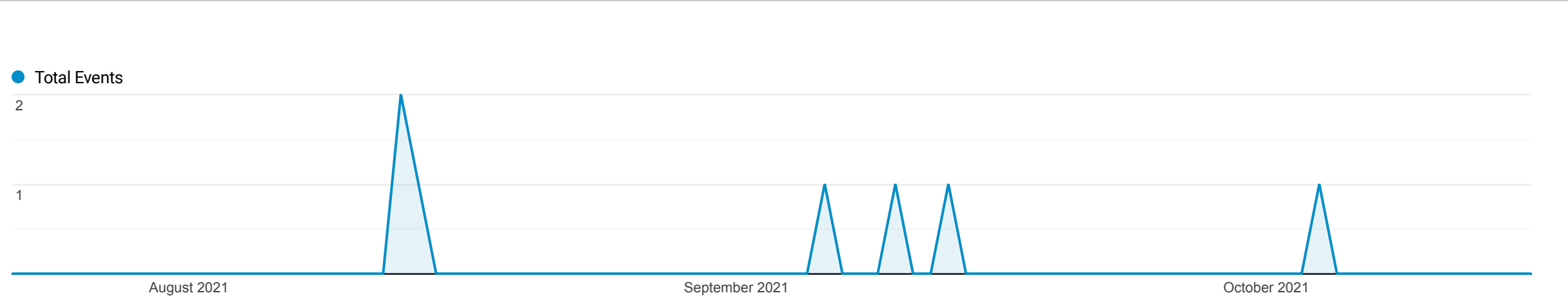
All Users

100.00% Unique Events

Jul 22, 2021 - Oct 16, 2021

Explorer

Event



This data was filtered with the following filter expression: 20210813_FINAL

Event Label	Total Events		Unique Events	Event Value	Avg. Value
	7		7	0	0.00
	% of Total: 0.07% (9,893)		% of Total: 0.08% (9,009)	% of Total: 0.00% (0)	Avg for View: 0.00 (0.00%)
1. https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_AnnualReport_FY19-20_PR_20210813_FINAL.pdf	7		7	0	0.00
	(100.00%)		(100.00%)	(0.00%)	

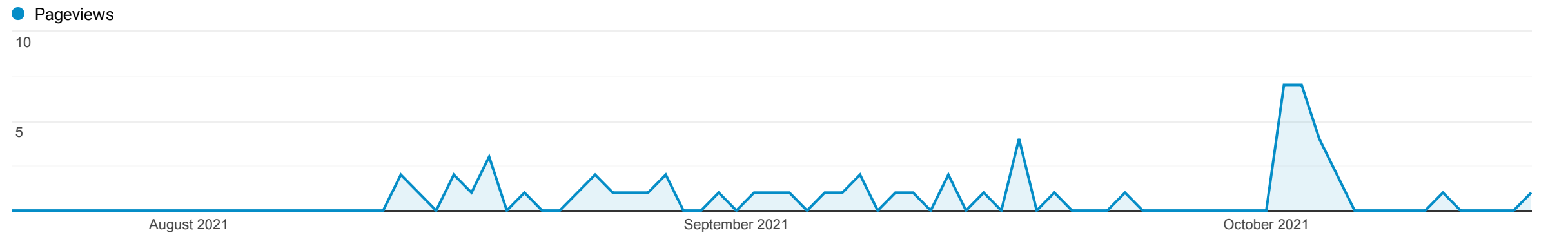
Rows 1 - 1 of 1

Pages

All Users
100.00% Pageviews

Jul 22, 2021 - Oct 16, 2021

Explorer



This data was filtered with the following filter expression: independent-watchdog-committee-approves-19th-annual-report-to-the-public/

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	59 % of Total: 0.08% (69,798)	56 % of Total: 0.09% (59,439)	00:02:43 Avg for View: 00:02:21 (15.62%)	33 % of Total: 0.07% (47,230)	81.82% Avg for View: 75.02% (9.06%)	72.88% Avg for View: 67.67% (7.71%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /independent-watchdog-committee-approves-19th-annual-report-to-the-public/	59 (100.00%)	56 (100.00%)	00:02:43	33 (100.00%)	81.82%	72.88%	\$0.00 (0.00%)

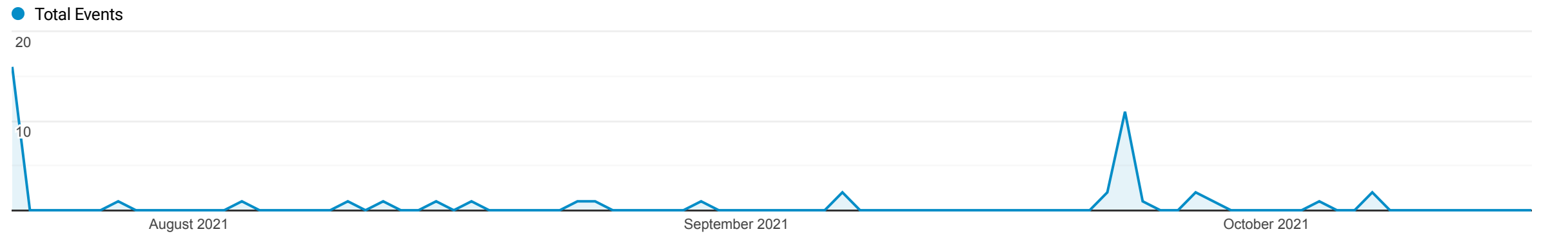
Rows 1 - 1 of 1

Top Events

All Users
100.00% Unique Events

Explorer

Event



This data was filtered with the following filter expression: **2021_RPT**

Event Label	Total Events	Unique Events	Event Value	Avg. Value
	47 % of Total: 0.48% (9,893)	45 % of Total: 0.50% (9,009)	0 % of Total: 0.00% (0)	0.00 Avg for View: 0.00 (0.00%)
1. https://www.alamedactc.org/wp-content/uploads/2021/07/ED-Report_Jul2021_RPT_20210722.pdf	25 (53.19%)	23 (51.11%)	0 (0.00%)	0.00
2. https://www.alamedactc.org/wp-content/uploads/2021/09/ED-Report_Sep2021_RPT_20210921.pdf	19 (40.43%)	19 (42.22%)	0 (0.00%)	0.00
3. https://www.alamedactc.org/wp-content/uploads/2021/06/ED-Report_Jun2021_RPT_20210623.pdf	2 (4.26%)	2 (4.44%)	0 (0.00%)	0.00
4. https://www.alamedactc.org/wp-content/uploads/2021/05/ED-Report_May2021_RPT_20210526.pdf	1 (2.13%)	1 (2.22%)	0 (0.00%)	0.00

Rows 1 - 4 of 4

Top Events

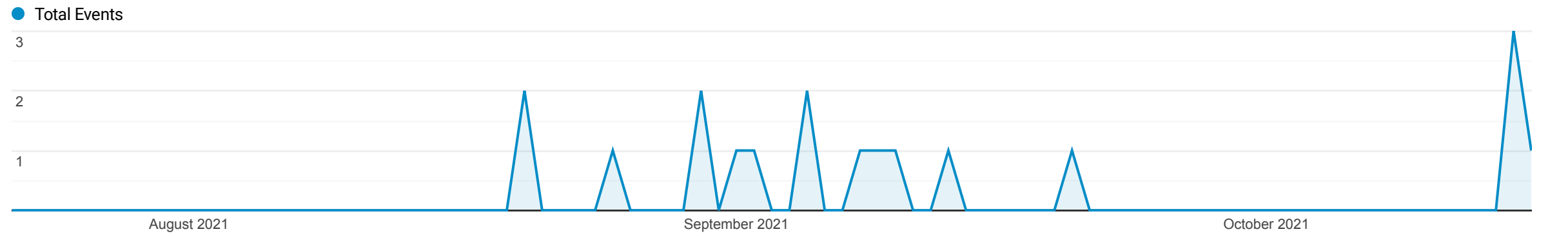
All Users

100.00% Unique Events

Jul 22, 2021 - Oct 16, 2021

Explorer

Event



This data was filtered with the following filter expression: **IWC2021Report.pdf**

Event Label	Total Events ↓	Unique Events	Event Value	Avg. Value
	18 % of Total: 0.18% (9,893)	16 % of Total: 0.18% (9,009)	0 % of Total: 0.00% (0)	0.00 Avg for View: 0.00 (0.00%)
1. https://www.alamedactc.org/wp-content/uploads/2021/08/IWC2021Report.pdf	15 (83.33%)	13 (81.25%)	0 (0.00%)	0.00
2. https://www.alamedactc.org/wp-content/uploads/2021/10/IWC2021Report.pdf	3 (16.67%)	3 (18.75%)	0 (0.00%)	0.00

Rows 1 - 2 of 2

Analytics for the Executive Summaries (pdf URLs):
(1) https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_English.pdf
(2) https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_Spanish.pdf
(3) https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_Chinese.pdf

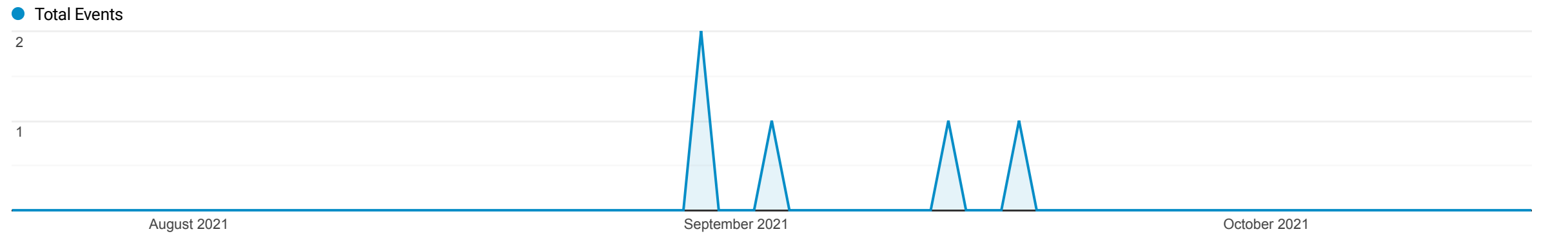
Top Events

All Users
100.00% Unique Events

Jul 22, 2021 - Oct 16, 2021

Explorer

Event



This data was filtered with the following filter expression: IWC_2021_Annual_Rpt_Executive_Summary

Event Label	Total Events <div>↓</div>	Unique Events	Event Value	Avg. Value
	<div>5</div> <div>% of Total: 0.05% (9,893)</div>	<div>4</div> <div>% of Total: 0.04% (9,009)</div>	<div>0</div> <div>% of Total: 0.00% (0)</div>	<div>0.00</div> <div>Avg for View: 0.00 (0.00%)</div>
1. https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_English.pdf	<div>2</div> <div>(40.00%)</div>	<div>2</div> <div>(50.00%)</div>	<div>0</div> <div>(0.00%)</div>	<div>0.00</div>
2. https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_Spanish.pdf	<div>2</div> <div>(40.00%)</div>	<div>1</div> <div>(25.00%)</div>	<div>0</div> <div>(0.00%)</div>	<div>0.00</div>
3. https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_Chinese.pdf	<div>1</div> <div>(20.00%)</div>	<div>1</div> <div>(25.00%)</div>	<div>0</div> <div>(0.00%)</div>	<div>0.00</div>

Rows 1 - 3 of 3

Details

Reporting

Heat Map

Email Performance

See how your emails are doing with your audience. [Compare your results to the industry average.](#)

Sent

276

Open Rate

26.3%

Click Rate

1.7%

Opens	61	Clicks	4
Sent	276	Did Not Open	171
Bounces	44	Unsubscribed	0
Successful Deliveries	232	Spam Reports	0
Desktop Open Percentage	89.8%	Mobile Open Percentage	10.2%

Recommendations

Here are some things we think would help this campaign even more.

Social Share

Try sharing your email in a social post to get your message out there to a broader audience. It is a free post that says "I'm here!"



Create a Facebook Lead Ad

People want to connect with you! Start gathering their contact information from Facebook and Instagram.



Advertise on Google

Reach customers searching for products or services like yours on Google and only pay for actual clicks.



Click-Through Distribution

When a contact clicks a link in your email, we'll show you the stats here.

Link	Unique Clicks	Distribution
http://www.alamedactc.org/iwc2021report	2	50%
http://www.alamedactc.org/	1	25%
https://www.alamedactc.org/wp-content/uploads/2021/08/IWC_2021_Annual_Rpt_Executive_Summary_English.pdf	1	25%
Total Click-throughs	4	100%



Memorandum

8.1

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

DATE: November 1, 2021

TO: Independent Watchdog Committee

FROM: John Nguyen, Principal Transportation Planner

SUBJECT: Measure B/Measure BB Direct Local Distribution Performance Measures

Recommendation

This item is to provide the Independent Watchdog Committee (IWC) with information on the Measure B and Measure BB Direct Local Distribution (DLD) performance measures, including background on the Transportation Expenditure Plan requirements, metric development, and performance monitoring processes. This item is for information only.

Summary

Alameda CTC is responsible for the distribution of revenues generated through the 2000 Measure B and 2014 Measure BB Transportation Expenditure Plans (TEPs). The 2014 Measure BB Transportation Expenditure Plan (2014 TEP) requires the establishment of performance measures for accountability and to inform the public on the investments of voter approved transportation dollars.

On February 25, 2016, the Commission approved performance measures and implementation guidelines which guides the use and accountability of Measure B and Measure BB Direct Local Distribution (DLD) program funds. The DLD performance measures reflect best practice, industry standard metrics deployed throughout the transportation industry for local streets and roads, bicycle/pedestrian and transit projects and program operations. Development of the DLD performance metrics included input from Alameda County Technical Advisory Committee (ACTAC), Paratransit Technical Advisory Committee (PTAC), and Paratransit Advisory and Planning Committee (PAPCO), and consultation with other transportation agencies.

Each December, DLD recipients are required to submit Audited Financial Statements and Program Compliance reports. Alameda CTC staff and the IWC review the recipients' reports for program compliance to the TEP guidelines and Master Program Funding Agreement (MPFA) requirements. Through this process, Alameda

CTC and the IWC review expenditures and performance accomplishments reported and may request additional information, as necessary. A summary of DLD financials, compliance determination, and performance accomplishments are provided to the Commission and the IWC each year in early Summer.

Background

Transportation Expenditure Plan Requirements

Alameda CTC is responsible for administering the Measure B and Measure BB sales tax programs. Over half of Measure B/BB revenues generated are returned directly to twenty eligible jurisdictions as "Direct Local Distribution" (DLD) funds via a prescribed distribution formula set within the respective Measure B/BB Transportation Expenditure Plans. Annually, DLD funds support locally identified transportation improvements related to local streets and roads, bicycle/pedestrian improvements, transit and paratransit programs.

The 2014 Measure BB Transportation Expenditure Plan (2014 TEP)'s Implementation Guidelines (No. 6, 7, and 11) outline requirements for establishing accountability through master agreements, performance metrics, and performance monitoring for Measure B/BB funds (see Attachment A: 2014 TEP Implementation Guidelines Excerpt for No. 6, 7, and 11).

The 2014 TEP Implementation Guideline No. 6 defines the IWC's role in evaluating and reporting on performance as follows:

"The Independent Watchdog Committee will prepare an annual report on spending and progress in implementing the Plan that will be published and distributed throughout Alameda County. On a periodic basis, the Independent Watchdog Committee will review the performance and benefit of projects and programs based on performance criteria established by Alameda CTC as appropriate."

On February 25, 2016, the Commission approved a ten-year MPFA for Measure B and Measure BB DLD recipients. The MPFA identifies Alameda CTC's and recipient's roles and responsibilities, policies on expenditures, timely use of funds requirements, and performance measures to which recipients must adhere in order to comply with the requirements in the TEP. The duration of the MPFA is from July 1, 2016 to June 30, 2026. Alameda CTC monitors compliance with requirement in the MPFA and TEP through the annual program compliance reporting process.

DLD Performance Measures Development and Considerations

The performance measures for the DLD program that were approved by the Commission and included in the MPFAs were developed in consultation with technical engineering and planning staff from the Alameda County Technical Advisory Committee (ACTAC), Paratransit Technical Advisory Committee (PTAC),

Paratransit Advisory and Planning Committee (PAPCO), and standards established by regional, State, and federal agencies.

Alameda CTC staff considered multiple factors for the DLD Performance Measures:

- Performance metrics origins are based on standard industry best practices used by peer agencies at the regional, State and federal level. This includes the Federal Transit Agency (FTA), Caltrans, Metropolitan Transportation Commission (MTC), Mineta Transportation Institute, San Francisco County Transportation Authority and Contra Costa Transportation Authority.
- Performance metrics must reflect quantifiable data on universal investments such as pavement condition index for streets and roads, quantities of sidewalk or bike facility improvements, revenue hours, transit ridership, and trips provided/individuals served.
- Performance metrics serve to provide information on service availability, transit access, service reliability, safety and security, community impact, financial accountability, and delivery performance of projects and programs.
- Transportation system performance and trends are reported and monitored across multiple plans such as FTA's transit triennial reviews, California's Asset Management Plan, MTC's Regional Transportation Plan and Street Saver/Vital Signs report, Alameda CTC's Countywide Transportation Plan, transit operators' Short and Long Range Transit Plans, annual DLD program compliance reporting process, annual paratransit program plan review, annual Alameda County performance report, congestion management plan/levels of service monitoring report, and other planning activities.
- Performance monitoring considers changing conditions in the real world.
- Performance evaluation considers fluctuations occurring from year to year due to varying transportation needs and/or project and program needs.
- Performance evaluation considers DLD recipient's annual expenditures and goals rather than comparative to other DLD recipients.

Extensive federal, State, and regional performance reporting is required by all jurisdictions. Alameda CTC as the congestion management agency for Alameda County publishes an annual performance report each year noting the jurisdiction's performance across transit, roadway arials, highway, active transportation, and freight: <https://www.alamedactc.org/planning/congestion-management-program/>.

To focus and streamline DLD reporting, the DLD performance measures reflect quantifiable metrics used within the transportation industry to monitor items such as pavement condition index for streets and roads, quantity of sidewalk or bike facility improvements, transit ridership, and trips provided/individuals served. The performance metrics require jurisdictions to also report on specific DLD funded projects and their qualitative benefits, e.g. gap closures, safety improvements, network connectivity, access improvements (see Attachment B: DLD Agreement Performance Measures).

DLD Program Compliance Summary Report and Performance Monitoring

As part of the DLD program compliance process, each December, Alameda CTC requires DLD recipients to submit audited financial statements and program compliance reports to document the receipt and use of DLD funds in arrears. Alameda CTC, in conjunction with the IWC, reviews the reports to verify DLD funds are expended in compliance with the TEP and MPFA requirements, including performance reporting.

Through the compliance reporting process, Alameda CTC and the IWC have an opportunity to investigate DLD expenditures and request additional information from DLD recipients to help determine their program compliance. DLD recipients who have targets for certain performance metrics (such as pavement condition index, ridership, on-time performance) are required to provide information if targets have not been met to clarify why the target metric was not met and a corrective action plan using DLD funds and other sources to address their performance in the future.

The DLD recipients' annual financial statements and compliance reports are available for review online at: <https://www.alamedactc.org/funding/reporting-and-grant-forms/>.

Commission and IWC Reporting and Publications

On June 24, 2021, Alameda CTC staff presented to the Commission the annual program compliance summary report and compliance determination for the reporting Fiscal Year (FY) 2019-20. All twenty DLD recipients were found to be in-compliance with the reporting, expenditure requirements, and DLD policies (see Attachment C: Commission FY 2019-20 Program Compliance Summary Report and performance trend data). The Commission staff report (Item 8.2) is available on the Alameda CTC website: <https://www.alamedactc.org/events/alameda-ctc-commission-meeting-31/>.

On July 12, 2021, the IWC received the same program compliance summary report, compliance determination, and performance information for Measure B/BB funds.

The annual program compliance summary reports are made available on the publications section of Alameda CTC's website: <https://www.alamedactc.org/news-publications/reports/>.

Fiscal Impact: There is no fiscal impact associated with this informational item.

Attachments:

- A. 2014 TEP Implementation Guidelines Excerpt for No. 6, 7, and 11
- B. DLD Agreement Performance Measures Summary
- C. Commission FY 2019-20 Program Compliance Summary Report and performance trend data



IMPLEMENTING GUIDELINES

This Transportation Expenditure Plan (Plan) is guided by principles that ensure that the revenue generated by the sales tax is spent only for the purposes outlined in this Plan, in the most efficient and effective manner possible, consistent with serving the transportation needs of Alameda County.

DURATION OF THE PLAN

The duration of the Plan will be 30 years from April 2015 through March 31, 2045.

ADMINISTRATION OF THE PLAN

1. **Funds only Projects and Programs in the Plan:**
Funds collected under this measure may be spent only for the purposes identified in the Plan, as it may be amended by the Alameda CTC governing body.
2. **All Decisions Made in Public Process:**
Alameda CTC is given the fiduciary duty of administering the transportation sales tax proceeds in accordance with all applicable laws and with the Plan. Activities of the Alameda CTC Commission will be conducted in public according to state law, through publicly noticed meetings. The annual budgets of Alameda CTC, strategic plans and annual reports will all be prepared for public review. The interests of the public will be further protected by an Independent Watchdog Committee, described previously in this Plan.
3. **Salary and Administration Cost Caps:**
Alameda CTC will have the authority to hire professional staff and consultants to deliver the projects and programs included in this Plan in the most efficient and cost-effective manner. The salaries and benefits for administrative staff hired by Alameda CTC for this tax will not exceed 1% of the net proceeds of the sales tax.

The total of all administrative costs for this tax including overhead costs such as rent and supplies will be limited to no more than 4% of the net proceeds of this sales tax.

The allocated cost of Alameda CTC staff who directly implement specific projects or programs are not included in administrative costs.

4. **Amendments Require 2/3 Support:** To modify and amend this Plan, an amendment must be adopted by a two-thirds vote of the Alameda CTC Commissioners. All jurisdictions within the county will be given a minimum of 45 days to comment on any proposed Plan amendment.
5. **Augment Transportation Funds:** Pursuant to California Public Utilities Code 180001 (e), it is the intent of this Plan that funds generated by the transportation sales tax be used to supplement and not replace existing local revenues used for transportation purposes.

TAXPAYER SAFEGUARDS, AUDITS AND ACCOUNTABILITY

Accountability is of utmost importance in delivering public investments with public dollars. Alameda CTC is committed to transparency and accountability as a public agency along with its many jurisdictional partners. Many safeguards are built into this measure to ensure voter accountability in expenditure of funds.

6. **Annual Audits and Independent Watchdog Committee Review:** Alameda CTC's financial reports are subject to an independent audit by a Certified Public Accountant (CPA) firm, on an annual basis. Expenditures are also subject to an annual review by an Independent Watchdog Committee.

The Independent Watchdog Committee will prepare an annual report on spending and progress in implementing the Plan that will be published and distributed throughout Alameda County. On a periodic basis, the Independent Watchdog Committee will review the performance and benefit of projects and programs based on performance criteria established by Alameda CTC as appropriate.

7. **Performance and Cost-Effectiveness:** To maximize transportation investments in the Plan, Alameda CTC will evaluate performance and cost-effectiveness of programs and projects, as they are being implemented.
8. **Strict Project Deadlines:** To ensure that the projects promised in this plan can be completed in a timely manner, each project will be given a period of seven years from the first year of revenue collection (up to December 31, 2022) to receive environmental clearance approvals and to have a full funding plan for each project. Project sponsors may appeal to the Alameda CTC Commissioners for one-year time extensions.
9. **Timely Use of Funds:** Jurisdictions receiving funds for transit operations, ongoing street maintenance, services for seniors and people with disabilities, and bicycle and pedestrian safety projects and programs must expend the funds expeditiously and report annually on the expenditure, their benefits and future planned expenditures. These reports will be made available to the public at the beginning of each calendar year.
10. **Annual Budget and Strategic Plan:** Each year, Alameda CTC will adopt an annual budget that projects expected sales tax receipts, other anticipated revenues and planned expenditures for administration, programs and projects. Alameda CTC will also prepare a strategic plan which will identify the priority for projects and dates for project implementation based on project readiness, ability to generate leveraged funds and other relevant criteria. Both the budget and the strategic plan will be adopted at a public meeting of the Alameda CTC Commissioners.

11. **Commitments from Fund Recipients:** All recipients of funds allocated in this expenditure plan will be required to sign a Master Funding Agreement, which details their roles and responsibilities in spending sales tax funds and includes local hiring requirements. Funding agreements will include performance and accountability measures. All funds will be allocated through open and transparent public processes. In addition, fund recipients will be required to have an annual audit conducted by an independent CPA to ensure that funds are managed and spent according to the requirements of this Plan.
12. **Capital Improvement Program Updates:** Project descriptions will be detailed and fully defined for inclusion in the Alameda CTC Capital Improvement Program which will be updated every two years and will provide for geographic equity in overall funding allocations. All allocations will be made through a public process.
13. **Geographic Equity:** Funding formulas for all programs will be revisited within the first five years of the Plan implementation to ensure overall geographic equity based on population and/or other equity factors. Funding for capital projects will be evaluated through the biennial capital improvement planning process which will include an evaluation of geographic equity by planning area.

RESTRICTIONS ON FUNDS

14. **No Expenditures Outside of Alameda County:** Under no circumstances may the proceeds of this transportation sales tax be applied to any purpose other than for transportation improvements benefitting Alameda County. Under no circumstances may these funds be appropriated by the State of California or any other governmental agency, as defined in the implementation guidelines.
15. **Environmental and Equity Reviews:** All projects funded by sales tax proceeds are subject to laws and regulations of federal, state and local government, including but not limited to the requirements of the California Environmental Quality Act (CEQA), and

EXHIBIT C**PERFORMANCE MEASURE SUMMARY**

Direct Local Distribution recipients are to document the performance and benefits of the projects and programs funded with Measure B, Measure BB, and/or Vehicle Registration Fee funds. The following performance measures are a selection of performance standards that must be documented at minimum by the recipients, as applicable. Additional performance measures may be requested by the Alameda CTC.

Performance reporting will be done through Alameda CTC's reporting processes including the annual program compliance reports, annual performance report, and various planning activities, as they are requested and applicable. Performance will be evaluated periodically through the aforementioned evaluation reports to determine the effectiveness of investments and to inform future investment decisions.

**BICYCLE AND PEDESTRIAN PROGRAM
PERFORMANCE MEASURES**

Performance Measure	Performance Metric and Standard	Evaluation Horizon & Method	Corrective Action	Potential Improvements to Correct Deficiency
Current Master Plans Maintain a current Bicycle/Pedestrian Master Plan (BPMP) that features required core elements	Plan(s) no more than 5 years old, based on adoption date.	Annually via Compliance Report	Any agency without a current plan is required to explain and provide anticipated schedule and funding to achieve plan update.	- Schedule for update
Infrastructure Investment - Number of linear feet or lane miles of bicycle facilities built or maintained (bike lanes, bike routes, multi-use pathways) - Number of pedestrian projects completed (linear feet of sidewalks, number of crossing improvements, quantify traffic calming items, lighting, landscaping/streetscape, number of curb/ADA ramps, linear feet of trail/pathway built or maintained)	- Bikeway projects completed by roadway segment and facility type - Pedestrian projects completed by category (or categories) of improvement; increased quantity of specific improvements i.e. crossing improvements, striping, signage, curb ramps, pathways.	Annually via Compliance Report	N/A; Report on investments	N/A
Capital Project and Program Investment Amount expended on capital projects and programs by phase (design, row, con and capital support)	Investment into capital projects and programs is greater than funding program administration (outreach, staffing, administrative support)	Annually via Compliance Report	Any agency expending less on capital investments compared to other activities must explain how capital investments will be addressed in subsequent years	N/A

EXHIBIT C (cont.)**LOCAL TRANSPORTATION PROGRAM** (Local Streets and Roads)
PERFORMANCE MEASURES

Performance Measure	Performance Metric and Standard	Evaluation Horizon & Method	Corrective Action	Potential Improvements to Correct Deficiency
Pavement State of Repair	Maintain a city-wide average Pavement Condition Index of 60 (Fair Condition) or above Track PCI reported based on regional data: http://www.mtc.ca.gov/news/street_fight/	Annually via Performance Report	Any agency falling under 60 PCI must provide an explanation and/or identify corrective action will need to increase PCI to target levels	Develop corrective actions
Complete Streets Implementation - Expenditure of LSR funds on bicycle and pedestrian projects elements (for Measure BB funds only) - Number of exceptions to adopted local complete streets policies issued	- Maintain a 15% annual minimum LSR investment to support bicycling and walking - Number of projects where accommodation for all users and modes of transportation not included	Annually via Compliance Report	Fund expenditures: Any agency not achieving the target percentage must explain or identify future plan. Policy exceptions: N/A	N/A
Capital Project and Program Investment Amount expended on capital projects and programs by phase (design, row, con and capital support) and by key corridors	Investment into capital projects and programs is greater than funding program administration (outreach, staffing, administrative support)	Annually via Compliance Report	Any agency expending less on capital investments compared to other activities must explain how capital investments will increase in the subsequent years	Develop corrective actions
Corridor-level Vehicle Speed and Reliability Historic trend of vehicle speed and reliability (V/C) during AM/PM peak hours on key corridors with Capital or Operational Investments	Speed and reliability trends should maintain or improve if corridor had Capital or Operational investments since the last Alameda CTC's Level of Service (LOS) Reporting period.	Bi-annually via Alameda CTC's (LOS) Report	Any agency that shows worsening speed or reliability trend after improvements must provide an explanation and identify corrective steps.	Develop corrective actions

EXHIBIT C (cont.)**MASS TRANSIT PROGRAM
PERFORMANCE MEASURES**

Performance Measure	Performance Metric and Standard	Evaluation Horizon and Method	Corrective Action	Potential Improvements to Correct Deficiency
Ridership/Service Utilization <ul style="list-style-type: none"> - Annual Ridership - Passenger trips per revenue vehicle hour/mile 	Change in annual ridership and passenger trips per revenue vehicle hour/mile and qualitative explanation for possible reasons	Annually via Performance Report	N/A	N/A
On-time Performance: System wide Average and Key Trunk Lines On time performance of transit system	<ul style="list-style-type: none"> - Average on-time performance of 90% or better for transit services <u>or</u> increasing on-time performance annually - Average speeds at least 50 percent of prevailing auto speed or increasing speed annually 	Annually via Performance Report	Any agency not meeting this target must provide an explanation and identify what would be required to provide this level of service in the future.	<ul style="list-style-type: none"> - Develop corrective actions - Line management strategies - Signal priority - Dedicated lanes or queue jumps - Bus bulb outs - Stop relocation, - All door boarding
Travel Time Speed and reliability (peak vs non-peak) of key trunk lines (bus operators only)	Average speeds at least 50 percent of prevailing auto speed or increasing speed annually	Bi-annually via Alameda CTC's LOS Monitoring Report	Any agency not meeting this target must provide an explanation and identify what would be required to provide this level of service in the future.	<ul style="list-style-type: none"> - Develop corrective actions - Signal priority - Dedicated lanes or queue jumps - Bus bulb outs - Stop relocation, lengthening, and consolidation - All door boarding
Cost Effectiveness <ul style="list-style-type: none"> - Operating Cost per Passenger - Operating Cost per Revenue Vehicle Hour/Mile 	Maintain operating cost per passenger or per revenue vehicle hour/mile; percentage increase less than or equal to inflation as measured by CPI	Annually via Performance Report	Any agency with significant increase in costs must provide an explanation	N/A
Transit Fleet State of Good Repair <ul style="list-style-type: none"> - Distance between breakdowns/service interruptions - Missed trips - Miles between roadcalls 	<ul style="list-style-type: none"> - Maintain or increase average distance between break downs or road calls - Maintain or reduce the number of missed trips 	Annually via Performance Report	Any agency not meeting expected performance must provide an explanation	N/A
Service Provision <ul style="list-style-type: none"> - Frequency and service span on major corridors or trunk lines - Revenue hours - Revenue miles 	<ul style="list-style-type: none"> - 15 minute or better frequencies on major corridors or trunk lines: 10 minute or better frequencies during weekday peak periods - Service span of 7 days/week, 20 hours per day - Maintain or increase revenue hours/miles 	Annually via performance report	Any agency not meeting expected performance must provide an explanation and a description of how service provision will be met in the future	N/A

EXHIBIT C *(cont.)***PARATRANSIT PROGRAM
PERFORMANCE MEASURES**

Performance Measure	Performance Metric and Standard	Evaluation Horizon and Method	Corrective Action	Potential Improvements to Correct Deficiency
Service Operations and Provisions Number of people served or trips provided	Track number of individuals served by program for an increase over time. - Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips, travel training, meal delivery	Annually via Compliance Report and Program Plan Review	Any agency with decreased number of people served or trips provided must either provide an explanation or identify corrective action, as applicable.	Develop corrective actions
Cost Effectiveness Cost per Trip or Cost per Passenger Total Measure B/BB program cost per one-way passenger trip divided by total ridership during period.	Maintain cost per trip or per passengers - Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips	Annually via Compliance Report and Program Plan Review	Any agency with significant increase in costs must provide an explanation	Develop corrective actions

Note: The Paratransit Program Implementation Guidelines contains additional listing of performance measures by program type.



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Measure B, Measure BB, and Vehicle Registration Fee

Direct Local Distributions

Program Compliance Report Summary

Reporting Fiscal Year 2019-20



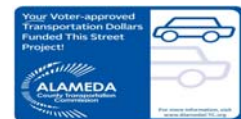
A presentation to the Alameda County Transportation Commission

John Nguyen, Principal Transportation Planner

June 2021

DLD Program Overview

\$320 M Generated Through Voter-Approved Measures



- **Over 50% of net revenues** generated from the Measure B, Measure BB and Vehicle Registration Fee (VRF) Programs are returned to source as “**Direct Local Distributions**” (DLDs)
- Twenty recipients (cities, transit agencies and the County)
- DLD Programs
 - Bicycle/Pedestrian
 - Local Streets and Roads (local transportation)
 - Transit
 - Special Transportation for Seniors and People with Disabilities (Paratransit)



Measure B/BB/VRF DLD Program Compliance Report Summary

2

DLD Revenues

\$167.7M Total DLD Revenues

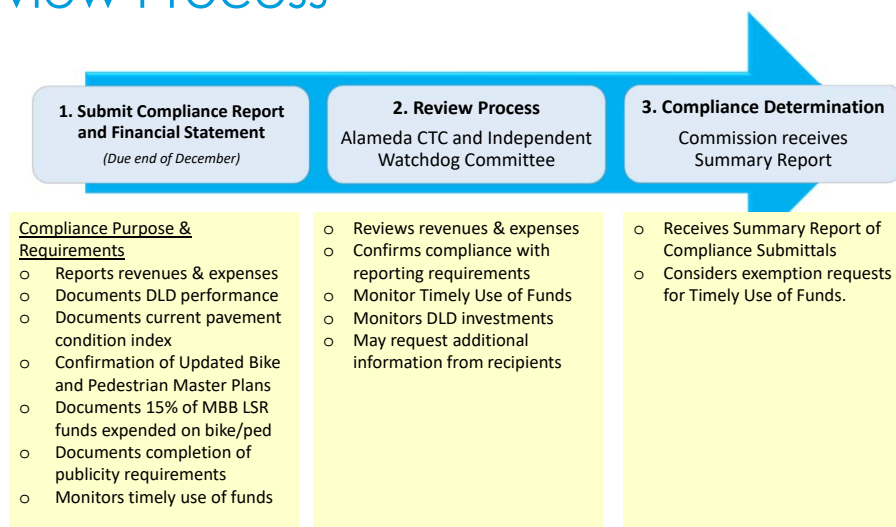
Direct Local Distributions FY2019-20 (dollars in millions)				
DLD Programs	Measure B	Measure BB	VRF	Total Funds
Local Streets and Roads (Local Transportation for Measure B/BB)	\$ 32.3	\$ 29.5	\$7.4	\$ 69.2
Mass Transit	\$ 30.7	\$ 31.7	\$ -	\$ 62.4
Special Transportation for Senior and People with Disabilities (Paratransit)	\$ 13.1	\$ 13.2	\$ -	\$ 26.3
Bicycle and Pedestrian Safety	\$ 5.4	\$ 4.4	\$ -	\$ 9.8
TOTAL	\$ 81.5	\$ 78.8	\$7.4	\$167.7



Measure B/BB/VRF DLD Program Compliance Report Summary

3

Compliance Requirements and Review Process

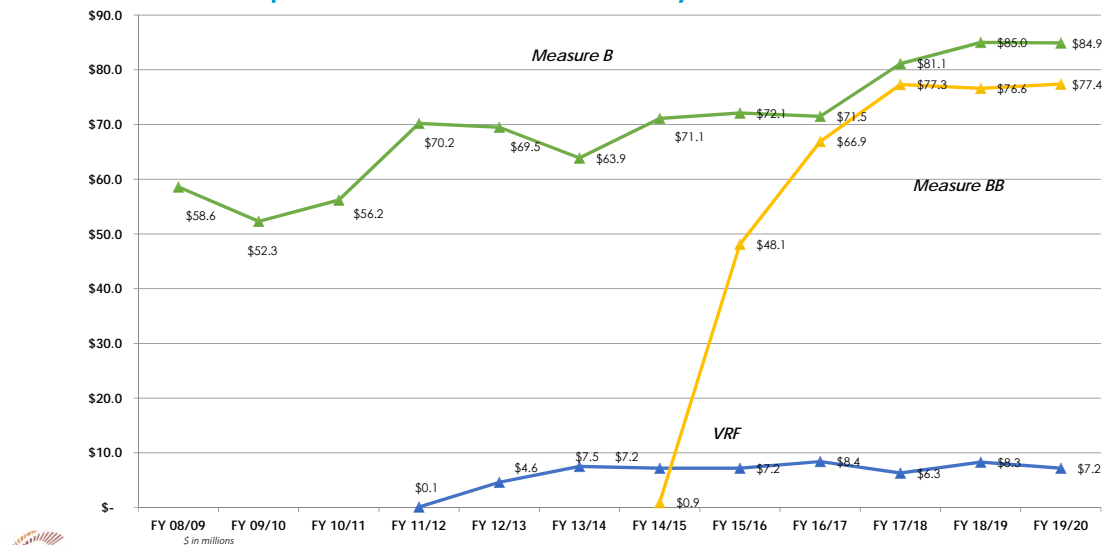


Measure B/BB/VRF DLD Program Compliance Report Summary

4

DLD Expenditure History

**\$169.5M Total
FY 19-20 Expenditures**



Measure B/BB/VRF DLD Program Compliance Report Summary

5

Fiscal Year 19-20 DLD Accomplishments

MEASURE B/BB FUNDED IMPROVEMENTS

\$162.3 million in MB & MBB expenditures

Total Transit Trips	70 million trips
Total ADA mandated trips	0.6 million trips
Total Meal Delivery	177,000 meals
Total Street Rehabilitation	115 lane miles
Total Bike Lane and Sidewalks	25 lane miles
Total Bike/Ped Masterplans	5 cities updating plans

VRF FUNDED IMPROVEMENTS

\$7.2 million in VRF expenditures

Total Street Rehabilitation	80 lane miles
Total Signal Improvements	298 signals improved (ITS, signal maintenance)

NOTES:
*Quantity completed are as reported by the jurisdictions, and represent a rounded value.
*Not all improvement types or activities are shown.



Measure B/BB/VRF DLD Program Compliance Report Summary

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DLD Performance Measures

DLD Program	Performance Measure	Performance Metric and Standard
Bicycle/Pedestrian	Current Master Plans	Plan(s) no more than 5 years old, based on adoption date.
	Capital Project and Program Investment	Investment into capital projects and programs is greater than funding program administration
Local Streets and Roads	Capital Project and Program Investment	Investment into capital projects and programs is greater than funding program administration
	Pavement State of Repair	Maintain a city-wide average Pavement Condition Index of 60 (Fair Condition) or above.
	Maintain 15% of Measure BB LSR investments on Bicycle/Pedestrian Improvements	Maintain a 15% minimum Measure BB LSR investment to support bicycling and walking.
Mass Transit	On-time Performance	Agencies are expected to maintain or increase on-time performance annually based on operator's adopted on-time performance target
	Cost Effectiveness <ul style="list-style-type: none"> Operating Cost per Passenger 	Maintain operating cost per passenger or per revenue vehicle hour/mile
Paratransit	Cost Effectiveness <ul style="list-style-type: none"> Operating Cost per Passenger 	Maintain cost per trip or per passengers Service types such as ADA mandated paratransit, door-to-door service, taxi programs, accessible van service, shuttle service, group trips



Measure B/BB/VRF DLD Program Compliance Report Summary

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Bicycle/Pedestrian Program Performance Measures

Current Master Plan: Plan(s) no more than five years old, based on adoption date. Jurisdiction must indicate plans to update outdated plans.

Bicycle and/or Pedestrian Master Plan Status (Adoption Year)				
Agency/Jurisdiction:	Bicycle Plan	Pedestrian Plan	Bicycle / Pedestrian Plan	Anticipated Update Status
ACPWA	N/A	N/A	2019	No Update Required.
City of Alameda	2010	2009	N/A	Approval in 2021/22
City of Albany	N/A	N/A	2019	No Update Required.
City of Berkeley	2017	2021	N/A	No Update Required.
City of Dublin	N/A	N/A	2014	Approval in 2021/22
City of Emeryville	2017	2017	N/A	Approval in 2021/22
City of Fremont	2018	2016	N/A	No Update Required.
City of Hayward	N/A	N/A	2020	No Update Required.
City of Livermore	N/A	N/A	2018	No Update Required.
City of Newark	N/A	N/A	2017	No Update Required.
City of Oakland	2019	2017	N/A	No Update Required.
City of Piedmont	N/A	N/A	2014	Approval in 2020/21
City of Pleasanton	N/A	N/A	2018	No Update Required.
City of San Leandro	2018	2018	2018	No Update Required.
City of Union City	N/A	N/A	2012	Approval in 2020/21

No Update Required affirms no requirement to update this reporting year.



Measure B/BB/VRF DLD Program Compliance Report Summary

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City of Newark



City of Dublin

Local Street and Roads Program Performance Measure

Pavement Condition Index: Maintain a city-wide average Pavement Condition Index of 60 (Fair Condition) or above.

	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Alameda County	71	71	72	71
City of Alameda	71	72	71	70
City of Albany	59	59	57	57
City of Berkeley	59	57	58	57
City of Dublin	85	85	85	85
City of Emeryville	79	77	75	74
City of Fremont	71	72	73	73
City of Hayward	70	70	70	70
City of Livermore	76	78	78	79
City of Newark	76	76	75	75
City of Oakland	56	54	54	53
City of Piedmont	64	61	62	64
City of Pleasanton	78	79	78	79
City of San Leandro	56	57	56	57
City of Union City	82	81	79	78

Source: MTC 2019 Pavement Condition of Bay Area Jurisdictions https://mtc.ca.gov/sites/default/files/PCI_table_2019_data.pdf
PCI scores are based on a three-year rolling average.



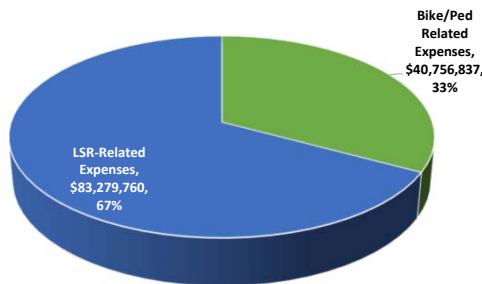
Measure B/BB/VRF DLD Program Compliance Report Summary

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Local Street and Road Program Performance Measure

15% Measure BB LSR Requirement: Requires 15% of Measure BB Local Streets and Roads (LSR) DLD funds to be spent on improvements benefiting bicyclists and pedestrians.



Jurisdiction:	Total LSR Expenditures to Date	Total LSR Expenditures on Bike/Ped to Date	Percentage of LSR Expenditures on Bike/Ped over Total LSR Expend	15% minimum LSR achieved?
ACPWA	\$12,402,139	\$11,468,926	92%	Yes
City of Alameda	\$8,162,250	\$5,535,892	68%	Yes
City of Albany	\$416,555	\$219,375	53%	Yes
City of Berkeley	\$8,854,487	\$2,553,032	29%	Yes
City of Dublin	\$1,984,641	\$698,054	35%	Yes
City of Emeryville	\$1,065,300	\$254,442	24%	Yes
City of Fremont	\$11,542,333	\$4,803,343	42%	Yes
City of Hayward	\$7,456,034	\$1,510,746	20%	Yes
City of Livermore	\$3,297,739	\$948,650	29%	Yes
City of Newark	\$1,768,169	\$713,356	40%	Yes
City of Oakland	\$53,418,708	\$9,029,774	17%	Yes
City of Piedmont	\$2,109,638	\$407,378	19%	Yes
City of Pleasanton	\$3,179,657	\$639,731	20%	Yes
City of San Leandro	\$6,005,063	\$1,430,679	24%	Yes
City of Union City	\$2,373,882	\$543,458	23%	Yes
Total	\$124,036,597	\$40,756,837	33%	Yes



Measure B/BB/VRF DLD Program Compliance Report Summary

10

Transit Program Performance Measures

On-time Performance: Maintain or increase on-time performance annually based on operator's adopted on-time performance target

Jurisdiction:	On-Time Goal	On-Time Performance Actual				Under/Over Goal
		FY 16/17	FY 17/18	FY 18/19	FY 19/20	
AC Transit	72%	69%	70%	70%	73%	1%
ACE	95%	94%	89%	89%	76%	-19%
BART	91%	89%	92%	92%	89%	-2%
LAVTA	85%	81%	85%	85%	88%	3%
Union City Transit	90%	94%	92%	92%	92%	2%
WETA	95%	89%	96%	95%	97%	2%



Cost Effectiveness: Maintain operating cost per passenger

Jurisdiction:	FY 17/18		FY 18/19		FY 19/20	
	Total MB/BB Cost	Total Cost	Total MB/BB Cost	Total Cost	Total MB/BB Cost	Total Cost
AC Transit	\$1.13	\$8.83	\$1.19	\$9.43	\$1.40	\$12.11
ACE	\$2.91	\$2.91	\$2.47	\$2.47	\$4.23	\$4.23
BART	\$0.02	\$0.02	\$0.02	\$0.02	\$0.03	\$0.03
LAVTA	\$1.05	\$8.28	\$1.12	\$9.19	\$1.23	\$10.91
Union City Transit	\$3.04	\$13.61	\$3.50	\$15.32	\$4.56	\$18.24



Notes:
1. Costs per trip includes the total Measure B/BB costs divided by number of passenger trips reported by the operator.
2. Cost per trip varies from agency to agency based on local needs, services provided, program administration, and DLD implementation.
3. WETA reported no expenditures on service operations.

Measure B/BB/VRF DLD Program Compliance Report Summary

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Paratransit Program Performance Measures

Cost Effectiveness of Services: Maintain cost per trip or per passengers

Service types such as ADA mandated paratransit, city-based door-to-door service, taxi programs, accessible van service, shuttle service, group trips

ADA Mandated Services

Agency	FY 17/18			FY 18/19			FY 19/20		
	No. of one-way Trips	MB/BB Cost	Total Cost	No. of one-way Trips	MB/BB Cost	Total Cost	No. of one-way Trips	MB/BB Cost	Total Cost
AC Transit	531,840	\$23.18	\$48.65	511,357	\$26.07	\$57.86	383,937	\$33.23	\$70.32
BART	238,942	\$18.13	\$18.13	229,740	\$20.45	\$58.07	172,493	\$25.30	\$70.99
LAVTA	50,967	\$9.77	\$9.77	46,108	\$12.19	\$39.44	34,687	\$15.19	\$46.56
Union City	18,028	\$28.57	\$28.57	15,382	\$38.23	\$62.13	14,638	\$38.11	\$65.77

Notes:
1. ADA Mandated Services for AC Transit/BART are provided through the East Bay Paratransit Consortium (EBPC).



Meals on Wheels Program

Agency	FY 17/18			FY 18/19			FY 19/20		
	Number of Meals	MB/BB Cost	Total Cost	Number of Meals	MB/BB Cost	Total Cost	Number of Meals	MB/BB Cost	Total Cost
Alameda							3,846	\$6.50	\$6.50
Emeryville	4,142	\$0.08	\$0.08	4,963	\$0.04	\$0.04	11,601	\$0.01	\$0.01
Fremont	62,190	\$1.20	\$1.20	62,115	\$1.21	\$1.21	65,609	\$1.15	\$1.15
Hayward	44,944	\$1.53	\$1.53	25,000	\$3.25	\$3.25	78,904	\$0.95	\$0.95
Newark	14,361	\$0.49	\$0.49	14,305	\$0.49	\$0.49	17,811	\$0.39	\$0.39



Measure B/BB/VRF DLD Program Compliance Report Summary



12

DLD Fund Balance and Utilization

- Fund Balance represents accounting balance as of June 30, 2020.
- Recipients actively expending balances with encumbrances towards ongoing projects and programs.
- Fund balances are also strategically planned and committed as a leveraging source for competitive opportunities.

Jurisdiction:	Total MB/BB/VRF Balance	Total Encumbrance	Total Remaining (Bal. - Encumbered)
AC Transit	\$10,816,258	\$10,816,258	\$0
BART	\$0	\$0	\$0
LAVTA	\$0	\$0	\$0
WETA	\$2,273,797	\$203,052	\$2,070,745
ACE	\$1,249,433	\$1,249,433	\$0
Alameda County	\$1,512,159	\$386,639	\$1,125,520
City of Alameda	\$4,018,284	\$1,976,975	\$2,041,309
City of Albany	\$4,305,146	\$743,000	\$3,562,146
City of Berkeley	\$13,442,882	\$3,523,461	\$9,919,422
City of Dublin	\$1,469,768	\$1,469,212	\$556
City of Emeryville	\$1,492,721	\$842,131	\$650,590
City of Fremont	\$4,224,819	\$1,311,758	\$2,913,061
City of Hayward	\$16,875,506	\$6,004,439	\$10,871,066
City of Livermore	\$5,887,503	\$4,295,000	\$1,592,503
City of Newark	\$2,145,615	\$519,950	\$1,625,665
City of Oakland	\$20,601,300	\$3,438,906	\$17,162,394
City of Piedmont	\$36,377	\$36,377	\$0
City of Pleasanton	\$4,584,638	\$3,888,623	\$696,015
City of San Leandro	\$5,632,488	\$2,931,097	\$2,701,391
City of Union City	\$4,953,208	\$2,958,862	\$1,994,346
Total	\$105,521,904	\$46,595,174	\$58,926,730



Measure B/BB/VRF DLD Program Compliance Report Summary

13

Program Compliance Determination

Reporting Fiscal Year 2019/20

- All DLD Recipients In-Compliance
- DLD recipients submitted compliance reports and audited financial statements that complied with:
 - 2000 Measure B Transportation Expenditure Plan
 - 2014 Measure BB Transportation Expenditure Plan
 - 2010 Measure F (VRF) Expenditure Plan
 - Alameda CTC Policies and Program Compliance requirements
 - Met performance targets or provided corrective plans

Program Compliance Reports Available: <https://www.alamedactc.org/funding/reporting-and-grant-forms/>



Measure B/BB/VRF DLD Program Compliance Report Summary

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DLD Performance Summary

Fiscal Year 2019-20 Performance Monitoring

Table 1: Pavement Condition Index				
LSR Metric: Alameda CTC's performance metric for DLD Local Streets and Road (LSR) recipients requires a minimum PCI of 60 (Fair Condition) for local roadways.				
	FY 16/17	FY 17/18	FY 18/19	FY 19/20
Alameda County	71	71	72	71
City of Alameda	71	72	71	70
City of Albany	59	59	57	57
City of Berkeley	59	57	58	57
City of Dublin	85	85	85	85
City of Emeryville	79	77	75	74
City of Fremont	71	72	73	73
City of Hayward	70	70	70	70
City of Livermore	76	78	78	79
City of Newark	76	76	75	75
City of Oakland	56	54	54	53
City of Piedmont	64	61	62	64
City of Pleasanton	78	79	78	79
City of San Leandro	56	57	56	57
City of Union City	82	81	79	78

Source: MTC 2019 Pavement Condition of Bay Area Jurisdictions

https://mtc.ca.gov/sites/default/files/PCI_table_2019_data.pdf

Table 2: Transit On-time Performance						
Transit Metric: Alameda CTC monitors the reported transit operator's annual adopted on-time performance goals to actual on-time performance achieved as reported by the jurisdictions.						
		On-Time Performance Actual				
Jurisdiction:	On-Time Goal	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Under/Over Goal
AC Transit	72%	69%	70%	70%	73%	1%
ACE	95%	94%	89%	89%	76%	-19%
BART	91%	89%	92%	92%	89%	-2%
LAVTA	85%	81%	85%	85%	88%	3%
Union City Transit	90%	94%	92%	92%	92%	2%
WETA	95%	89%	96%	95%	97%	2%

DLD Performance Summary

Fiscal Year 2019-20 Performance Monitoring

Table 3: ADA Mandated Services											
Paratransit Metric: Alameda CTC monitors programs mandated by the American's with Disabilities Act. Comparing annually the number of one-way trips/passenger ridership provided by the programs, and cost effectiveness of those trips (Measure B/BB costs by program divided by the number of passengers) as reported by the jurisdictions.											
	FY 16/17		FY 17/18			FY 18/19			FY 19/20		
Agency	No. of one-way Trips	MB/BB Cost Per Trip	No. of one-way Trips	MB/BB Cost Per Trip	Total Costs Per Trip (all Sources)	No. of one-way Trips	MB/BB Cost Per Trip	Total Costs Per Trip (all Sources)	No. of one-way Trips	MB/BB Cost Per Trip	Total Costs Per Trip (all Sources)
AC Transit	502,755	\$22.92	531,840	\$23.18	\$48.65	511,357	\$26.07	\$57.86	383,937	\$33.23	\$70.32
BART	225,876	\$17.73	238,942	\$18.13	\$18.13	229,740	\$20.45	\$58.07	172,493	\$25.30	\$70.99
LAVTA	50,433	\$9.18	50,967	\$9.77	\$9.77	46,108	\$12.19	\$39.44	34,687	\$15.19	\$46.56
Union City	21,375	\$24.48	18,028	\$28.57	\$28.57	15,382	\$38.23	\$62.13	14,638	\$38.11	\$65.77

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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 Agency. A business or government organization established to provide a particular service.

1.4 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:

1.4.1 All five Alameda County Supervisors.

1.4.2 Two City of Oakland representatives.

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

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

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

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

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

1.8 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.

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

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

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. 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 has the same composition as the Citizens Watchdog Committee required by Measure B. The Committee reports directly to the public and has the responsibility of reviewing all Measure B expenditures and reviewing and overseeing all Measure BB expenditures and performance measures of the agency, as appropriate. IWC members are Alameda County residents 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 Local Newspapers. Periodical publications typically published weekly or daily that serve a city, cities or unincorporated communities within Alameda County, whereby the contents are reasonably accessible to the public. On-line publications of these periodicals are included in this definition.

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 began on April 1, 2002 and extends 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 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.

1.17 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.

1.18 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.

1.19 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.

1.20 Monitor. To observe, track, or keep a record of Measure projects, programs, and expenditures.

1.21 Organizational Meeting. An organizational meeting of the IWC will be held in July to elect officers and adopt the annual calendar/work plan and review the Alameda CTC budget related to IWC.

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

1.23 Oversee. To watch over Measure BB expenditures and performance measures.

1.24 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.

1.25 Performance Measures. Quantifiable methods, adopted by the Commission, used to assess how well the Alameda CTC is achieving its adopted objectives for Measure BB projects and programs.

1.26 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.

1.27 Subcommittee. A subset of the IWC, less than a quorum, usually organized for a certain purpose.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee is appointed pursuant to Measure B and Measure BB: 1) to review all expenditures of the Measure B transportation sales tax; 2) to review and oversee all expenditures and performance measures, as appropriate, of the Measure BB transportation sales tax; 3) to monitor Measure B and Measure BB funded projects and programs; and 4) 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 Hold public hearings and issue reports, on at least an annual basis, to inform Alameda County residents about how the sales tax funds are being spent. The hearings will be open to the public and must be held in compliance with the Brown Act, California's open meeting law, with information announcing the hearings well-publicized and posted in advance.

2.2.2 Have full access to Alameda CTC's independent auditor and have the authority to request and review specific information regarding use of the sales tax funds and to comment on the auditor's reports.

2.2.3 Publish an independent annual report, including any concerns the committee has about audits it reviews. The report will be published in local newspapers and will be made available to the public in a variety of forums to ensure access to this information.

2.2.4 Provide a balance of viewpoints, geography, age, gender, ethnicity and income status, to represent the different perspectives of the residents of the county.

2.3 Additional Responsibilities. Additional IWC member responsibilities are to:

2.3.1 Communicate from time to time to the Alameda CTC by resolution, suggestions and concerns pertinent to the administration and expenditure of Measure B and Measure BB funds.

2.3.2 Communicate as necessary to recommend that an appointing party appoint a new member when there is a vacancy or upcoming end of term.

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 agency 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.

3.4 Membership Term. Appointments for at-large members shall be for two-year terms. There is no maximum number of terms a member may serve. Members may serve until the Commission appoints their successor.

3.5 Attendance. Members will 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 (subject to approval by the Commission) a person to fill the vacant member position. 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 a voting 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 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 that 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. Written comments may be submitted prior to the meeting. The number of IWC meetings, including regular meetings, sub-committee 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; however, no action can be taken, until the Committee achieves a quorum.

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. 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 thereunder, 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 when advisable and as necessary 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 or for other purposes within the IWC's authority.

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 Amendments to Bylaws. These bylaws will be reviewed annually, and may be amended, repealed, or altered, in whole or in part, by a vote taken at a duly constituted Committee meeting at which a quorum is present, as a recommendation to the Commission for approval.

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; 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>.

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Independent Watchdog Committee

Issues Identification Process 10.2

Summary

This issues identification process outlines the responsibilities of the Independent Watchdog Committee (IWC) and identifies the process for IWC members and members of the public to bring issues of concern to the IWC and for IWC to address issues identified on "IWC Issues Forms" (attached).

IWC Responsibilities

The Independent Watchdog Committee is charged with the following as written in the 2000 and 2014 Transportation Expenditure Plans approved by voters.

The Independent Watchdog Committee is appointed pursuant to Measure B and Measure BB to review all expenditures of the Measure B transportation sales tax, to review and oversee all expenditures and performance measures, as appropriate, of the Measure BB transportation sales tax and to monitor Measure B and Measure BB projects and programs. This committee reports directly to the public and has the following responsibilities:

- Hold public hearings and issue reports, on at least an annual basis, to inform Alameda County residents about how the sales tax funds are being spent. The hearings are open to the public and must be held in compliance with the Brown Act, California's open meeting law, with information announcing the hearings well-publicized and posted in advance.
- Have full access to Alameda CTC's independent auditor and have the authority to request and review specific information regarding use of the sales tax funds and to comment on the auditor's reports.
- Publish an independent annual report, including any concerns the committee has about audits it reviews. The report will be published in local newspapers and will be made available to the public in a variety of forums to ensure access to this information.
- Provide a balance of viewpoints, geography, age, gender, ethnicity and income status, to represent the different perspectives of the residents of the county.

Review Process

The purpose for the review of projects and programs by the IWC is to report to the public on findings. To this end, the tasks on which the IWC should focus during review include:

1. Proper expenditure of Measure B and Measure BB funds;
2. The timely delivery of projects per contract agreements; and
3. Compliance with the projects or programs as defined in the voter-approved 2000 and 2014 Transportation Expenditure Plans.

During the review process, IWC members will adhere to the following procedures:

1. Issues raised on an IWC Issues Form regarding Measure B or Measure BB expenditures and/or contract compliance on a project or program may be eligible to be pursued through a request for the project or program sponsor to appear before the IWC. Issues raised by members of the public regarding Measure B and/or Measure BB expenditures must be submitted in writing either to the IWC chair, vice-chair or to the committee at an IWC meeting.
2. Before requesting that staff respond to an issue or calling on a project or program sponsor to appear before the IWC, an IWC member must submit an IWC Issues Form to the IWC chair or vice-chair for placement on the agenda at the next IWC meeting. Issues submitted by a member of the public must be handled in the same manner.

(continued on next page)

Review Process *(continued)*

3. The IWC must approve, by an affirmative vote, the method taken to address an issue identified on an IWC Issues Form, whether originally presented by an IWC member or a member of the public.
4. The IWC may establish a subcommittee, when necessary, to address the issue, question, or concern raised on an IWC Issues Form.
5. The IWC or subcommittee should consider the resources listed below when addressing an issue raised on an IWC Issues Form.
6. If requested, staff shall respond in writing to the issue.

The reviews are expected to be organized, thorough and efficient, and may result in a clear recommendation for further action, if needed.

Resources for IWC (not all inclusive)

- Adopted 2000 and 2014 Transportation Expenditure Plans
- Up-to-date list of project/program sponsors contacts
- Alameda CTC staff responsible for oversight of the project/program or other expenditures
- Information about public hearings, recent discussions, or news clippings provided by Alameda CTC staff to the IWC by mail or at meetings
- Other Alameda CTC advisory committees (for example, Paratransit Advisory and Planning Committee or Bicycle and Pedestrian Advisory Committee chair-persons may be called on to address an issue)
- Alameda CTC independent auditor and Comprehensive Annual Financial Reports
- Alameda CTC General Counsel



Independent Watchdog Committee

Issues Identification Form

10.2A

The Independent Watchdog Committee (IWC) is tasked with the review of Measure B expenditures and Measure BB expenditures and performance measures. This form allows for formal documentation of potential issues of concern regarding the expenditure of Measure B and/or Measure BB funds and Measure BB performance measures. A concern should be submitted to the IWC if an issue directly relates to the potential misuse of Measure B or Measure BB funds, non-compliance with the 2000 and/or 2014 Transportation Expenditure Plans approved by voters, or an issue with Measure BB performance measures. Only current IWC members may use this form (an issue brought forward by the public would have to be championed by an IWC member and brought forward to the IWC on an IWC Issues Form by the IWC member).

Date	
Name	
Email Address	

Governmental Agency of Concern Include name of agency and all individual contacts from list of project/program sponsor contacts.	
Agency/Contact Phone	
Agency/Contact E-mail	
Agency Address Include City and Zip Code.	
Indicate Applicable Measure	Measure B Measure BB
Indicate the type of Measure B and/or Measure BB expenditure to which this concern relates Please check one.	Capital Project Program Program Grant Administration

Complete the following with the name of the project or program, dates, times, and places where the issues of which you have concerns took place.

Project/Program Name	
Date	
Time	
Location	

Please explain in detail the nature of your concern and how it came to your attention.

Project

Program

Action Taken

Please list other parties or agencies you have contacted in an attempt to more fully understand this issue and any actions you have taken.

IWC FY2021-22 Calendar/Work Plan

*The IWC meets on the second Monday of the month from 5:30 to 7:30 p.m.
via Zoom or at Alameda CTC Offices*

Categories	Monday, July 12, 2021	Monday, November 8, 2021	Monday, January 10, 2022	Monday, March 14, 2022	Monday, July 11, 2022
IWC Annual Report	<ul style="list-style-type: none"> Public Hearing on IWC Annual Report (substantially final) Finalize/Approve IWC Annual Report and Publication Costs IWC Annual Report Press Release 	<ul style="list-style-type: none"> IWC Annual Report Outreach Summary and Publication Cost Update 		<ul style="list-style-type: none"> Establish IWC Annual Report Subcommittee to create and finalize IWC Annual Report (Subcommittee meets April through June) IWC photo for Annual Report 	<ul style="list-style-type: none"> Public Hearing on IWC Annual Report (substantially final) Finalize/Approve IWC Annual Report and Publication Costs IWC Annual Report Press Release
Measure B and Measure BB Projects and Programs	<ul style="list-style-type: none"> Issues Identification Process IWC Projects and Programs Watchlist Next Steps 	<ul style="list-style-type: none"> Issues Identification Process 	<ul style="list-style-type: none"> Overview/Update on Measure B and Measure BB Projects and Programs Issues Identification Process 	<ul style="list-style-type: none"> Projects and Programs Watchlist (members sign up for projects and programs) (staff to send letters to jurisdictions required to keep IWC informed in July) Issues Identification Process 	<ul style="list-style-type: none"> Issues Identification Process IWC Projects and Programs Watchlist Next Steps
Measure B and Measure BB Compliance and Audited Financial Reports	<ul style="list-style-type: none"> Measure B and Measure BB Program Compliance Report Summary Independent Auditor Work Plan 	<ul style="list-style-type: none"> Presentation of FY2020-21 Annual Financial Report by Independent Auditor Discussion of Performance Metrics 	<ul style="list-style-type: none"> Measure B and Measure BB FY2020-21 Compliance and Audit Reports available on Alameda CTC Website (raw data, not yet reviewed by staff) 	<ul style="list-style-type: none"> Measure B and Measure BB Audit Report and Program Compliance Report Review Orientation/ Workshop Measure B and Measure BB FY2020-21 Compliance and Audit Reports Forwarded to IWC for Review 	<ul style="list-style-type: none"> Measure B and Measure BB Program Compliance Report Summary Independent Auditor Work Plan
Organizational / Standing Reports	<ul style="list-style-type: none"> Election of IWC Officers for FY2021-22 Approve IWC FY2021-22 Annual Calendar/Work Plan IWC Member Reports Staff Responses to IWC Members Requests for Information IWC FY2021-22 Budget 	<ul style="list-style-type: none"> IWC Member Reports Staff Responses to IWC Members Requests for Information Review of IWC Bylaws 	<ul style="list-style-type: none"> IWC Member Reports Staff Responses to IWC Members Requests for Information 	<ul style="list-style-type: none"> IWC Member Reports Staff Responses to IWC Members Requests for Information 	<ul style="list-style-type: none"> Election of IWC Officers for FY2022-23 Approve IWC FY2022-23 Annual Calendar/Work Plan IWC Member Reports Staff Responses to IWC Members Requests for Information IWC FY2022-23 Budget

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**Alameda County Transportation Commission
Independent Watchdog Committee
Member Roster - Fiscal Year 2021-2022**

11.3

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires
1	Ms.	Piras, Chair	Pat	San Lorenzo	Sierra Club	Jan-15		N/A
2	Mr.	McCalley, Vice Chair	Murphy	Castro Valley	Alameda County Supervisor Nate Miley, D-4	Feb-15	Mar-17	Mar-19
3	Mr.	Brown	Keith	Oakland	Alameda Labor Council (AFL-CIO)	Apr-17		N/A
4	Mr.	Buckley	Curtis	Berkeley	Bike East Bay	Oct-16		N/A
5	Mr.	Dominguez	Oscar	Oakland	East Bay Economic Development Alliance	Dec-15		N/A
6	Mr.	Exner	Alfred	Pleasanton	Alameda County Mayor's Conference, D-4	Jun-21		Jun-23
7	Mr.	Hastings	Herb	Dublin	Paratransit Advisory and Planning Committee	Jul-21		Jul-23
8	Mr.	Hernandez	Ed	San Leandro	Alameda County Mayors' Conference, D-3	Feb-21		Feb-23
9	Mr.	Naté	Glenn	Union City	Alameda County Supervisor Richard Valle, D-2	Jan-15	Jan-20	Jan-22
10	Mr.	Rubin	Thomas	Oakland	Alameda County Taxpayers Association	Jan-19		N/A
11	Mr.	Tilchen	Carl	Dublin	Alameda County Supervisor David Haubert, D-1	Oct-18		Oct-20
12	Mr.	Zukas	Hale	Berkeley	Alameda County Supervisor Keith Carson, D-5	Jun-09	Jan-20	Jan-22
13		Vacancy			Alameda County Mayors' Conference, D-1			
14		Vacancy			Alameda County Mayors' Conference, D-2			

Alameda County Transportation Commission
Independent Watchdog Committee
Member Roster - Fiscal Year 2021-2022

15		Vacancy			Alameda County Mayors' Conference, D-5			
16		Vacancy			Alameda County Supervisor Wilma Chan, D-3			
17		Vacancy			League of Women Voters			