

# NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **TRANSPORTATION ADVISORY COMMISSION** is hereby called for:

**Date/Time:** **Thursday, July 11, 2013, 7:00 p.m.**  
*(or as soon thereafter as possible)*

**Location:** **Tracy Transit Station, Room 103**  
**50 East 6<sup>th</sup> Street, Tracy**

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

## **MEETING AGENDA**

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, any item not on the agenda brought up by the public at a meeting shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from the Regular Meeting on June 13, 2013
5. Presentation on Planning Aspects of Bikeways in Tracy
6. Correspondence
7. New Business
  - a. Receive and Discuss Information on Transportation for County Residents
  - b. Discuss Update on Transportation Advisory Commission Goals
8. Items from the Commission
9. Items from Staff
  - a. Airport Update
  - b. Transit Update
10. Items from the Audience
11. Adjournment

## **POSTED: July 8, 2013**

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Transportation Advisory Commission regarding any item on this agenda will be made available for public inspection at the City of Tracy Transit Station located at 50 E. Sixth Street, Tracy, during normal business hours.

JUNE 13, 2013

1. **CALL TO ORDER:** Commissioner Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Ameni Alexander, Michael Carter, John Favors (7:45pm), Christina Frankel, Bruce George, Mark Gainor, Alvin Vaughn, Daniel Ramey
  - b. **Absent:**
  - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
  - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** Cindy Gustafson, Tracy Senior Advocacy Association, addressed concerns regarding the RTD's cancellation of agreement with City of Tracy to provide transportation service to the county passengers residing in the unincorporated areas of Tracy. She asked that the Commission add it as an Agenda item for discussion.
4. **APPROVAL OF REGULAR MEETING MINUTES OF MAY 9, 2013:**
  - a) **Motion to Approve:** Commissioner Vaughn
  - b) **Second:** Commissioner Gainor
  - c) **Abstain:** None
  - d) **Vote** Approved by unanimous vote
5. **PRESENTATION ON CATEGORIES OF AIRPORTS:** Commissioner Favors presented on the different categories of airports and how they are classified based on the size of the runway.
6. **CORRESPONDENCE:** None
7. **NEW BUSINESS:**
  - a. **Discuss Update on Transportation Advisory Commission Goals:**
    - 2.1 Commissioners Gainor and Vaughn gave an update on the vendors they contacted. RTD confirmed they will be attending the Transportation Fair.
    - 2.2 Commission discussed about contacting different agencies.
    - 2.3 Commissioner Frankel asked if there will be a special meeting at the Tracy Airport.
    - 2.4 Staff is working with the Planning Division on presenting to the Commission on the City's planning aspects regarding bikeways throughout Tracy.
8. **ITEMS FROM THE COMMISSION:**

Commissioner George : As a new Commissioner he stated his interest being on the Commission with a brief introduction.

Commissioner Carter: Asked that the commission discuss the transportation services to the unincorporated areas of Tracy. Commission voted unanimously in support.

**9. ITEMS FROM STAFF:**

**a. Staff Report:** Ed Lovell gave an update on the Pavement Project Action Steps. He also informed the Commission that an update on the Tracy Airport runway will be provided to the Council at the Tuesday, June 18, 2013, Council meeting.

**b. Airport Updates:** Ed Lovell referred the commission to the airport updates.

**c. Transit Updates:** Transit Update on Year to Date Ridership for April was at 106,282 up 11,046 riders compared to Year to Date Ridership in April of FY11-12, an increase of approximately 12 %. Ed Lovell informed that two of the hybrid buses are currently undergoing testing with the non-profit group CALSTART as part of a federal grant. The study will be on the performance and maintenance implications of the hybrid buses.

**10. ITEMS FROM THE AUDIENCE:** Cindy Gustafson, Tracy Senior Advocacy Association, asked about tracking the senior ridership. Staff responded they are currently tracked. George Riddle, Tracy Airport Association, requested updates on Airport Café. Staff informed that the restaurant lease is still under negotiation.

**11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, JULY 11, 2013**

- a. Motion to Approve:** Commissioner Ramey
- b. Second:** Commissioner Gainor
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:08 p.m.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**July 11, 2013**

**AGENDA ITEM 7.a.**

REQUEST

**RECEIVE AND DISCUSS INFORMATION ON TRANSPORTATION FOR COUNTY RESIDENTS**

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meetings on June 13, 2013, a member of the public expressed concern regarding the TRACER Paratransit bus service discontinuing service to outlying county areas around Tracy and asked that this item be discussed at a future meeting. The commission voted to hear more from staff regarding this matter.

The San Joaquin Regional Transit District (RTD) is responsible for providing transit service to the Stockton Metropolitan Area, intercity service between the cities within San Joaquin County, and county areas outside of the city limits of other cities within the county. Since 1996, the City of Tracy has been in an agreement with RTD to provide service to county residents who live within Tracy's urbanized area, but outside of the City limits. Through this agreement, the City of Tracy was reimbursed for the trips that were provided to county residents.

In June of 2010, a letter from RTD's general manager was sent to the City's Parks and Community Service Director stating RTD's desire to re-negotiate the agreement for providing county service. The letter stated that RTD would send a new proposal shortly and asked the City to make arrangements to meet. The letter also stated that in accordance with the terms of the current agreement, that the agreement would terminate 60 days from the date of the letter. The Parks and Community Services Director reached out to set up a meeting, but received no response from RTD. A new proposal was never received from RTD.

In the Fall of 2010, RTD contacted staff to receive year-end reporting info and requested and invoice for the services provided. Staff submitted the information and was paid by RTD for the services provided. This happened again in the Fall of 2011 indicating continuation of the agreement. A request for information and an invoice for services provided was again requested of the City by RTD in the Fall of 2012, and staff provided the information. After a few months of no response back from RTD, City staff inquired about the reimbursement request. RTD staff replied asking why the amount was so much higher than the previous year. City staff responded. A copy of the letter given to the City in June 2010 was give and RTD staff stated that they would not be paying. City staff sent a letter to all registered county passengers informing them that the service provided by the TRACER to county residents would stop effective April 1, 2013. Information was provided to contact RTD for scheduling of future rides. City staff and RTD staff worked with county passengers to transition to the RTD service, making sure they knew the application process and how to schedule rides.

The elimination of county service by TRACER did not eliminate service for county residents. RTD still provides transit service to county residents but at a different

frequency and cost than TRACER. The City is still open working with RTD to establish a new agreement to provide service to county residents. Once an agreement has been established, the City would be happy to resume service to the county residents. To date, no response has been received from RTD regarding a new agreement.

FISCAL IMPACT

There is no fiscal impact to the General Fund, Transportation Fund or Airport Fund for this item.

RECOMENDATION

That the Commission receive and discuss information on transportation for county residents.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
July 11, 2013**

**AGENDA ITEM 7.b.**

REQUEST

**DISCUSS UPDATE ON TRANSPORTATION ADVISORY COMMISSION GOALS**

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meetings on July 12, 2012 and August 9, 2012, the Commission provided staff with additional goals they would like to work on as a Commission over the next two years. These goals are in line with both the Council approved long-term goals for the TAC as well as the bylaws of the TAC. Those Commissioners present each voted on their top five goals that they would like to achieve as a Commission. These goals were ultimately realigned into two main goals of Community Outreach and Commission Education.

Key focus areas, objectives, actions steps, timelines and assignments were created for each of the Commission developed goals. Attached as Exhibit "A" are each of the goals developed as well as the key focus areas, objectives, action steps, timelines and assignments that will be updated.

FISCAL IMPACT

There is no fiscal impact to the General Fund, Transportation Fund or Airport Fund for this item.

RECOMENDATION

That the Commission discuss the update of the Transportation Advisory Commission Goals and Objectives.

ATTACHMENT

Exhibit "A": Transportation Advisory Commission Goals

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
1	<p>COMMUNITY OUTREACH</p> <p>-----</p> <p>Educate the community on various transportation opportunities</p>	1.1. HOLD COMMISSION SPONSORED ACTIVITIES	1.1.A. Hold a Transportation Fair	1.1.A.1. Determine logistics of the Transportation Fair		
				1.1.A.2. Determine the scope of the fair	COMPLETED	
				1.1.A.3. Create a subcommittee to work on development of the fair	COMPLETED	Commissioners Ramey, Vaughn and Gainor
				1.1.A.4. <b>Develop a list of vendors to include at the fair, keeping in mind the scope</b>	COMPLETED	Commissioners Ramey, Vaughn and Gainor
				1.1.A.5. <b>Assign commissioners to contact vendors</b>	COMPLETED	Commissioners Ramey, Vaughn and Gainor
				1.1.A.6. Work with City staff to secure event location	COMPLETED	Transit Station reserved for Sept 7 & 8th
		1.2. REGIONAL TRANSPORTATION	1.2.A. Develop a regional transportation E- guide	1.1.B.1. Develop a list of potential activities for which funds will be needed		
				1.1.B.2. Determine rough costs for activities for which funds will be needed		
				1.1.B.3. Work with City staff to determine availability of funds to support commission sponsored activities		
				1.2.A.1. Develop a subcommittee to gather regional information	COMPLETED	Commissioners Favors, Duran and Frankel
				1.2.A.2. <b>Determine information to be distributed</b>		
		1.2.A.3. Investigate methods to be distributed				
		1.2.A.4. Make recommendations to the commission				

**TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014**

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
				1.2.A.5. Determine budget cost if any to publish regional connectivity guide		
				1.2.A.6. Distribute regional information		

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
2	<p>COMMISSION EDUCATION</p> <p>-----</p> <p>Increase the knowledge base in various areas under the purview of the commission</p>	2.1. TRANSIT	2.1.A. Determine best practices at other transit agencies	2.1.A.1. Develop a list of transit agencies to gather information	COMPLETED	Staff
				2.1.A.2. Develop a list of questions to ask each transit agency	COMPLETED	Commissioners Frankel and Vaughn
				2.1.A.3. Assign commissioners transit agencies to contact/visit	COMPLETED	Jayne has the list of assignments.
				2.1.A.4. Report back to commission on findings		
		2.2.A. Look at other airports for ideas to incorporate at Tracy Airport	2.2.A.1. Identify general aviation airports to look at			
			2.2.A.2. Develop list of questions to ask at each airport			
			2.2.A.3. Determine rough costs for activities for which funds will be needed			
			2.2.A.4. Assign airports to commissioners to visit			
			2.2.A.5. Report back to commission on findings			
			2.2.B. Evaluate the feasibility of ideas from other airports	2.2.B.1. Compile list of ideas from other airports		
2.2.B.2. Gather data on each idea (cost, space needed, etc.)						
2.2.B.3. Discuss feasibility of each idea in relation to data collected						
2.2.B.4. Determine which ideas can be incorporated to the CIP list						

## TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
		<b>2.3. BIKEWAYS</b>	<b>2.3.A.</b> Learn about the bikeway system in Tracy	<b>2.3.A.1.</b> Receive a presentation at a regular meeting on the bikeway system and the City of Tracy Bikeways Master Plan	COMPLETED	December 13, 2012 TAC Meeting
			<b>2.3.B.</b> Learn about the various City ordinances that pertain to bicycles	<b>2.3.B.1.</b> Receive a presentation at a regular meeting on the various City ordinances that pertain to bicycles	COMPLETED	April 11, 2013 TAC Meeting
				<b>2.3.B.2.</b> Receive a presentation at a regular meeting on the various aspects of the City regarding the planning of bikeways.		Staff To be held in June or July

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
JULY 11, 2013**

**AGENDA ITEM 9**

**Staff Items**

Annual Commission Items:

- Airport Improvement Items Update (January/April/July/October)
- Ground Lease Rate Increase (April/May)
- Election of Chair/Vice-Chair (June)
- FTA Grant (August)
- Unmet Transit Needs (October)
- CIP Review (October/November)

**Airport Update**

**By Bruce Ludeman**

**Airport Improvement Items as Specified by City Council:**

<b>Item:</b>	<b>Project:</b>	<b>Current Status:</b>	<b>Next Steps:</b>
S-1	Begin T-Hangar Installation Process:	Since the pavement at the airport is a high priority, the construction of this project will be put on hold until after the pavement project is complete and additional funding is secured.	<ul style="list-style-type: none"> <li>• Final design to be completed by consultant</li> <li>• Project will be put on hold until runway items are complete and funds are available.</li> </ul>
S-12	Construction of a Restaurant/Café	Staff has received a draft conceptual design from Tracy Air Center and discussed potential lease terms.	<ul style="list-style-type: none"> <li>• Staff to begin drafting a lease agreement</li> <li>• Finalize lease agreement</li> <li>• Lease approved by Council</li> </ul>
S-17	Seal Coat on Runways and Taxiways*  *See below for current project action steps	Design work in process. Runway 12/30 and associated taxiways will be designed first.	<ul style="list-style-type: none"> <li>• <b>Complete design work for the project</b></li> <li>• <b>Issue an RFP for construction</b></li> </ul>
S-22	Balance Airport Operating Budget by FY15/16	Council has given staff the ok to proceed with a Five Step Financial Strategy. The first step, Airport Debt Consolidation, was approved by Council on 1/17/12.	<ul style="list-style-type: none"> <li>• Staff is seeking funding to begin an airport study</li> <li>• Staff is beginning to negotiate terms for the renewal of the SASO lease</li> </ul>
N/A	FBO Building Repairs	Bid has been awarded.	<ul style="list-style-type: none"> <li>• <b>Complete construction</b></li> </ul>

PAVEMENT PROJECT ACTION STEPS	TIMELINE
Hire Airport Consultant	<b>COMPLETED</b>
Pavement Evaluation Management Study	<b>COMPLETED</b>
Categorical Exclusion for Environmental Approved	<b>COMPLETED</b>
Submit ACIP to FAA	<b>COMPLETED</b>
Submit Grant Application for Pavement to FAA	<b>COMPLETED</b>
FAA Approval to Design Pavement Project	<b>COMPLETED</b>
Design Pavement Project	Mar/Apr. 2013
FAA Approval to Bid Pavement Project	May. 2013
Bid Pavement Project	May. 2013
FAA Approval to Award Project	Jun. 2013
Start Project	Jun/Jul 2013
Project Completed	Aug. 2013

***Transit Update***

***By Jayne Pramod***

**TRACER Ridership:** As shown below, year to date ridership is at 119,145 up 26,650 riders compared to year to date ridership in May of FY11-12, an increase of approximately 28%

**May Year To Date Ridership Comparison**

	FY 10/11	FY 11/12	FY 12/13
<b>FIXED ROUTE</b>			
Regular	19,982	15,694	35,920
Student	18,227	14,136	31,262
Senior	4,990	4,086	12,330
Disabled	3,004	3,009	6,380
Free	26,707	25,192	8,748
Passengers w/tickets	13,518	11,457	10,391
<b>Total</b>	<b>86,428</b>	<b>73,574</b>	<b>105,031</b>
<b>PARATRANSIT</b>			
Regular	424	180	117
Senior	7,714	5,622	4,898
Disabled	12,424	12,272	8,730
Free	947	845	369
<b>Total</b>	<b>21,509</b>	<b>18,919</b>	<b>14,114</b>
<b>ALL SYSTEMS</b>			
Regular	20,406	15,874	36,037
Student	18,227	14,136	31,262
Senior	12,704	9,708	17,228
Disabled	15,428	15,281	15,110
Free	27,654	26,037	9,117
Passengers w/tickets	13,518	11,457	10,391
<b>TOTAL</b>	<b>107,937</b>	<b>92,493</b>	<b>119,145</b>

Greyhound Ridership:

<b>MONTH</b>	<b>PASSENGERS</b>	<b>AVG/DAY</b>
November (2011)	353	11.76
December	326	10.51
January (2012)	277	8.93
February	299	10.31
March	334	10.77
April	326	10.86
May	281	9.06
June	263	8.77
July	310	10
August	270	8.71
September	211	7.03
October	216	6.97
November	220	7.33
December	229	7.39
<b>TOTAL</b>	<b>3,915</b>	<b>9.17</b>