

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, September 12, 2013, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Tracy Transit Station, Room 103**
50 East 6th 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 August 8, 2013
5. Correspondence
6. New Business
 - a. Appoint a Transportation Commissioner to the Senior Steering Committee
 - b. Receive Report and Provide Feedback on the Transportation Fair
 - c. Provide Input to Staff on Items to Be Addressed by the Commission Over the Next Two Years
7. Items from the Commission
8. Items from Staff
 - a. Airport Update
 - b. Transit Update
9. Items from the Audience
10. Adjournment

POSTED: September 9, 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.

AUGUST 8, 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, Christina Frankel, Mark Gainor, Christina Frankel, Bruce George, Shane O'Neill, Daniel Ramey, Alvin Vaughn.
 - b. **Absent:** None
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
 - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF SPECIAL MEETING MINUTES OF JULY 11, 2013:**
 - a) **Motion to Approve:** Commissioner George
 - b) **Second:** Commissioner Ramey
 - c) **Abstain:** Michael Carter, Mark Gainor and Shane O'Neill
 - d) **Vote** Approved
5. **APPROVAL OF REGULAR MEETING MINUTES OF JULY 11, 2013**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Ramey
 - c) **Abstain:** Michael Carter, Mark Gainor and Shane O'Neill
 - d) **Vote** Approved with a revision to the following items:
Item 9, C: Commissioner Vaughn asked regarding the installation of security camera.
Item 11: Adjournment to Next Regular Meeting
Motion to Approve: Commissioner Favors
Second: Commissioner Ramey
6. **PRESENTATION ON PLANNING ASPECTS OF BIKEWAYS IN TRACY:** Victoria Lombardo, City of Tracy Senior Planner, presented on How Bikeways Fit into the Planning Process. She gave an overall view on how Bikeways is discussed in the four of the nine General Plan Elements; Circulation Element, Open Space and Conservation Element, Air Quality Element and Community Character Element. Ms. Lombardo also gave an update on the bikeways plan for the current and future developments in Tracy. She answered Commission's questions on the existing bikeways and the planning of future bikeways.
7. **CORRESPONDENCE:** Ed Lovell gave an update on the ACE Forward public scoping meeting that they held at the Transit Station on July 30, 2013. The San Joaquin Regional Rail Commission (SJRRRC) held five public scoping meetings over two weeks in the cities of Santa Clara, Fremont, Modesto, Livermore and Tracy. The public was invited to comment on proposed improvements and expansion of existing Altamont Corridor Express (ACE) rail

service between Stockton and San Jose and extension of new ACE rail service to Downtown Modesto by as early as 2018 and Merced by as early as 2022.

8. NEW BUSINESS:

a. Discuss Update on Transportation Advisory Commission Goals:

2.1 Commissioner Gainor gave an update on the Transportation Fair planning. He handed the sign-up sheet to verify the task assignment.

2.2 Commissioners Ramey and Vaughn emailed staff a copy of their interview answers from their interview with the Agencies.

2.4 Staff from the Planning Division presented to the Commission on the City's planning aspects regarding bikeways throughout Tracy.

b. Provide Input to Staff on Items to Be Addressed by the Commission Over the Next Two Years: Ed Lovell recommended that Commission discuss and provide input on their goals. Commissioner Frankel expressed her interest in changing the Bylaws. She addressed that the Transportation Commission Bylaws limits their ability in making decisions, approving items and to be able to advocate. Mr. Lovell responded that the Transportation Commission is a Council appointed Advisory Commission, to advise and make recommendations to the Council. Council makes the decision and approval of items. Commission discussed the following ideas.

- Council Report
- Commission to Change
Bylaws to be action oriented (explore the process)
- Activities related to each focus area
- Transportation Fair
- Outreach (to whom? How?)
- Commission education
Quarterly reports on development
Compile list of various conventions
- Airport / Transit visits
Additional sites w/mandated reporting
- Surveys on Bikeways
- Survey on Free Rides

9. ITEMS FROM THE COMMISSION: None

10. ITEMS FROM STAFF:

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

b. **Transit Updates:** Transit Update on Year to Date Ridership for June was at 128,717 up 19,153 riders compared to Year to Date Ridership in June of FY11-12, an increase of approximately 17.48 %.
Commissioner Frankel requested Staff to include the financial info on Fare box in the Transit Updates.

11. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, SEPTEMBER 12, 2013

- a. Motion to Approve:** Commissioner Favors
- b. Second:** Commissioner Gainor
- c. Vote:** Approved by unanimous vote
- d. Time:** 9:29 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
September 12, 2013

AGENDA ITEM 6.a.

REQUEST

APPOINT A TRANSPORTATION COMMISSIONER TO THE SENIOR STEERING COMMITTEE

DISCUSSION

At the July 2, 2013 City Council meeting, staff presented to Council an outline of a potential formation of a Senior Advisory Commission and two additional alternatives for consideration. Through discussions between Council members and receiving comments from the public during the meeting, Council directed staff to explore the formation of a Senior Steering Committee that would facilitate a series of community conversations with the public. At the August 20, 2013 City Council meeting, Council approved the formation of a Senior Steering Committee to include appointing one Commissioner from each of the following City of Tracy Commissions: Parks and Community Services Commission, Planning Commission, Tracy Arts Commission and Transportation Commission. Additionally, three seniors at large from the Tracy community would be appointed by City Council. Attachment A outlines the Tracy Senior Steering Committee guidelines and proposed timeline.

The Senior Steering Committee would work together with a facilitator in a community conversation setting, to identify and discuss current and future service needs for seniors in the Tracy community. This forum would provide the opportunity for seniors and community stakeholders, to identify issues that are of importance to the seniors in the Tracy community. The series of meetings will allow seniors to voice their opinions on issues that impact them directly. Additionally, the City of Tracy would be proactive in planning for the future needs of our local senior population. The Senior Steering Committee will determine the actual dates and times of the forums.

RECOMMENDATION

That the Commission appoint a Transportation Commissioner to the Senior Steering Committee.

Prepared by: Jolene Jauregui, Recreation Coordinator II
Kim Scarlata, Recreation Services Program Manager

Approved by: David Ferguson, Director of Public Works

Attachment A: Tracy Senior Steering Committee Guidelines

TRACY SENIOR STEERING COMMITTEE GUIDELINES

PURPOSE:

The Tracy Senior Steering Committee is to receive input from seniors in the community on current and future needs of senior citizens and provide feedback to the Parks and Community Services Commission and the City Council.

RESPONSIBILITIES INCLUDE:

1. Host two Community Conversations to invite the following members of the Tracy Community: seniors, caregivers, stakeholders and members of the public.
2. Receive input from the senior citizen community, including input from other individuals and organizations on issues relevant to current and future needs of the seniors.
3. Provide feedback to the Parks and Community Services Commission and City Council on the assessment of current and future needs of the senior citizen community.

MEMBERSHIP GUIDELINES:

The Tracy Senior Steering Committee shall consist of one appointed Commissioner from each of the following City of Tracy Commissions: Parks and Community Services Commission, Planning Commission, Tracy Arts Commission and Transportation Commission. Additionally, three seniors at large from the Tracy community would be appointed by City Council that meet the following qualifications.

1. Minimum age requirement of 55 years (Optional)
2. Currently work or have experience working in a senior related field (Optional)
3. Have the ability to take an active role in meetings
4. Be a resident of the City of Tracy

Appointment to the Tracy Senior Steering Committee positions is voluntary.

COMMUNITY CONVERSATION MEETINGS:

1. Two Community Conversation meetings will be held.
2. A facilitator will lead the discussion during the timed meetings.
3. The facilitator will compile results from the two Community Conversations.
4. The facilitator will work with staff and members of the Tracy Senior Steering Committee to prepare a report and presentation to the Parks and Community Services Commission and City Council at a joint meeting.

STAFFING AND FISCAL IMPACTS:

Using various media outlets, staff will market the two community conversations at locations including the Lolly Hansen Senior Center and other locations where seniors gather. Marketing efforts will also include reaching out to non-profits and other organizations that provide services to seniors.

It is anticipated that there will be no additional expenses beyond the cost of facilitator services authorized by Council. Staff will coordinate required meeting logistics and provide support as needed to the facilitator with respect to the development of related staff reports.

TIMELINE:

Below is a tentative timeline for the formation of a Tracy Senior Steering Committee:

TASK	DATE
Staff begins to prepare documents necessary to recruit members of the Tracy Senior Steering Committee	Aug 26, 2013
Recruitment will begin and it will follow the process of other City of Tracy recruitments	Aug 28, 2013
Applications due to the Clerk's office	Sep 18, 2013
Interviews	Oct 2013
Appointments to the Tracy Senior Steering Committee made by City Council	Oct 15, 2013
First Town Hall meeting	Oct 28, 2013
Second Town Hall meeting	Nov 18, 2013
Prepare report and presentation	Dec 2013 & Jan 2014
Provide feedback to the Parks and Community Services Commission at City Council at a joint special meeting	Jan 21, 2014

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
September 12, 2013

AGENDA ITEM 6.c.

REQUEST

**PROVIDE INPUT TO STAFF ON ITEMS TO BE ADDRESSED BY THE COMMISSION
OVER THE NEXT TWO YEARS**

DISCUSSION

At the Transportation Advisory Commission (TAC) Regular Meeting on July 12, 2012, the Commission provided staff with 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.

Due to the recent changes in the appointed members of the commission, staff feels that now would be a good time to revisit the prior goals of the commission and determine if that is the direction the commission would like to take. This is also an opportunity to clarify and/or revise any of the existing goals that the commissioners are currently working on.

This new work plan for the commission will need to be in line with the purpose and the bylaws of the TAC. At the TAC Regular Meeting on August 8, 2013, the follow ideas were provided to have further discussion on:

- Council Report
- Commission to Change
Bylaws to be action oriented (explore the process)
- Activities related to each focus area
- Transportation Fair
- Outreach (to whom? How?)
- Commission education
Quarterly reports on development
Compile list of various conventions
- Airport / Transit visits
Additional sites w/mandated reporting
- Surveys on Bikeways
- Survey on Free Rides

FISCAL IMPACT

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

RECOMENDATION

That the Commission provide input to staff on items to be addressed by the commission over the next two years.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
SEPTEMBER 12, 2013**

AGENDA ITEM 8

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:

Item:	Project:	Current Status:	Next Steps:
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"> • Final design to be completed by consultant • Project will be put on hold until runway items are complete and funds are available.
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"> • Staff to begin drafting a lease agreement • Finalize lease agreement • Lease approved by Council
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"> • Complete design work for the project • Complete Updated ALP • Issue RFP for construction
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"> • Staff is seeking funding to begin an airport study
N/A	FBO Building Repairs	Bid has been awarded.	<ul style="list-style-type: none"> • Complete construction

PAVEMENT PROJECT ACTION STEPS	TIMELINE
Hire Airport Consultant	COMPLETED
Pavement Evaluation Management Study	COMPLETED
Categorical Exclusion for Environmental Approved	COMPLETED
Submit ACIP to FAA	COMPLETED
Submit Grant Application for Pavement to FAA	COMPLETED
FAA Approval to Design Pavement Project	COMPLETED
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 8,609 up 1,839 riders compared to year to date ridership in July of FY12-13, an increase of approximately 27%

July Year To Date Ridership Comparison

	FY 11/12	FY 12/13	FY 13/14
FIXED ROUTE			
Regular	1,715	1,897	2,,507
Student	1,021	1,151	1,202
Senior	541	555	1,007
Disabled	225	398	239
Free	1966	1,011	1,309
Passengers w/tickets	929	642	1,349
Total	6,397	5,654	7,613
PARATRANSIT			
Regular	9	32	5
Senior	442	475	306
Disabled	706	556	664
Free	30	53	21
Total	1,187	1,116	996
ALL SYSTEMS			
Regular	1,724	1,929	2,512
Student	1,021	1,151	1,202
Senior	983	1,030	1,313
Disabled	931	954	903
Free	1,996	1,064	1,330
Passengers w/tickets	929	642	1,349
TOTAL	7,584	6,770	8,609

Greyhound Ridership:

MONTH	PASSENGERS	AVG/DAY
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
TOTAL	3,915	9.17