

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, June 12, 2014, 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 May 8, 2014
5. Election of Chair and Vice-Chair
6. Presentation on the Brown Act
7. Correspondence
8. New Business
 - a. Review and Provide Input on Commission Goals and Objectives
9. Items from the Commission
10. Items from Staff
 - a. Airport Update
 - b. Transit Update
11. Items from the Audience
12. Adjournment

POSTED: June 9, 2014

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 East 6th Street, Tracy, during normal business hours.

June 12, 2014

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 7:05 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Douglas Alvarez, John Favors, Jacy Krogh, Shane O'Neill, Tim Silva, Alvin Vaughn
 - b. **Absent:** Michael Carter, Christina Frankel,
 - c. **Staff Present:** Maria Hurtado, Interim City Manager; David Ferguson, Public Works Director; 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 REGULAR MEETING MINUTES OF MAY 8, 2014**
 - a) **Motion to Approve:** Commissioner Silva
 - b) **Second:** Commissioner Vaughn
 - c) **Abstain:** None
 - d) **Vote** Approved by unanimous vote
5. **PRESENTATION ON THE TRANSITION PLAN DURING THE CITY MANAGER RECRUITMENT PROCESS:** Maria Hurtado, Interim City Manager, presented to the Commission on the City Manager recruitment process. Firm of Peckham and McKenney, has been selected by the Tracy City Council to conduct the City Manager recruitment. Several meetings with the Council and a community meeting were held to gather input in the development of an ideal candidate profile that residents and businesses seek for our next City Manager. Community as a whole is kept in mind when selecting the ideal candidate. List of candidates will be presented to the Council in June and the interview process will start in July. She encouraged Commission to contact the recruiting firm directly to provide their input. Ms. Hurtado also addressed the administration transition during the recruitment. She has stepped from Assistant City Manager to be the Interim City Manager; during this transition period she has requested City Dept. Heads to assist her. Staff provides continuity maintaining Council's priorities.
6. **CORRESPONDENCE:** Two new commissioners were introduced: Jacy Krogh and Doug Alvarez.
7. **NEW BUSINESS:**
 - a. **Review and Provide Input on Proposed Changes to Tracer Fixed Route Service:** Ed Lovell presented the Commission the proposed changes to TRACER Fixed Route Service. He gave a comparison on the current service and the proposed service. He addressed the expansion of the routes, extended hour service on weekdays and weekends and peak hour service. Staff addressed questions and concerns from the Commission regarding possibility of Sunday service, ridership and impact to the budget, any community outreach and public hearing held prior to the changes, staff and equipment capacity to meet the route expansion and whether feedback from recent surveys taken into consideration.

- b. Review and Provide Input on Commission Goals and Objectives:** Ed Lovell referred to the Commission Goals and requested updates to the Commission Goals and Objectives. Commissioner Vaughn provided updates on the confirmed Transportation Fair attendees. Commissioner Silva contacted the local bicycle shop and bicyclist; the feedback he received was regarding public safety and making Tracy a bike safe community. Commission discussed items and how to incorporate bike events. It was suggested to organize a Bike to Work Day Event in Tracy next year.

8. ITEMS FROM THE COMMISSION:

Commissioner Vaughn: Asked if City is planning any activities for Bike to Work Week. Staff responded no special events are held. Safety Fair by Tracy Police Department will be held on Saturday, May 17, 2014, 11am – 3pm.

9. ITEMS FROM STAFF:

- a. Airport Updates:** Ed Lovell referred the Commission to airport updates. He informed in order to get the FAA funding for the Runways & Taxiways project, a complete Airport Layout Plan must be completed and a firm bid must be submitted before the grant can be awarded. Staff provided an update on the AWOS as requested by the Commission at the March 13, 2014, meeting. Although the FAA did approve the AWOS as part of the ACIP for 2014, they have indicated that they will not fund the purchase of it until after all the runway construction is complete. The City may elect to purchase it using general fund money and seek reimbursement from the FAA, but the reimbursement will not occur until after the runway construction is complete.
- b. Transit Updates:** Transit Update on Year to Date Ridership for March was at 102,345 up 5,296 riders compared to Year to Date Ridership in March of FY12-13, an increase of approximately 5.4%. Commissioner Vaughn informed Staff that the TXT4BUS feature is now working at the stops he reported.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, JUNE 12, 2014

- a. Motion to Approve:** Commissioner O'Neil
- b. Second:** Commissioner Silva
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:59 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
June 12, 2014

AGENDA ITEM 8.a.

REQUEST

REVIEW AND PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meeting on February 13, 2014, the Commission provided staff with goals they would like to work on as a Commission over the next two years. The goals suggested by the commission are listed below:

- Transportation Fair
- Sponsor/support airport activity
- Sponsor/support bicycle activity
- Commission education
- Review of Bylaws
- Identify ways to increase airport revenue
- Review transit routes
- Annual review of current planning docs (AMP, BMP, SRTP)
- Address senior related issues
- Conduct airport survey

These goals were ultimately realigned into two main goals of Community Outreach and Commission Education. A draft of potential key focus areas, objectives, actions steps, timelines and assignments was presented during the regular meeting for each of the Commission developed goals on March 13, 2014 and are attached as Exhibit A.

This item is meant for the commissioners to report back on the status of the various goals they are working on and provide input to the action items as necessary.

FISCAL IMPACT

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

RECOMENDATION

That the Commission review and provide input on the Transportation Advisory Commission Goals and Objectives.

ATTACHMENT

Exhibit A – Transportation Commission Goals and Objectives

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2013/2014 & 2014/2015

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>	<p>1.1. HOLD COMMISSION SPONSORED/SUPPORTED ACTIVITIES</p>	<p>1.1.A. Sponsor/Support a Transportation Fair</p>	<p>1.1.A.1. Create a subcommittee to work on development of the event</p> <p>1.1.A.2. Determine Scope of the event</p> <p>1.1.A.3. Determine logisitics of the event</p> <p>1.1.A.4. Develop a list of vendors to include at the fair, keeping in mind the scope</p> <p>1.1.A.5. Assign commissioners to contact vendors</p> <p>1.1.A.6. Work with City staff to secure event location</p>	<p>COMPLETE</p> <p>COMPLETE</p>	<p>Vaughn, Carter</p> <p>Transit Station Reserved for 9/6/14</p>
			<p>1.1.B. Sponsor/Support an Airport Event</p>	<p>1.1.B.1. Create a subcommittee to work on development of the event</p> <p>1.1.B.2. Determine Scope of the event</p> <p>1.1.B.3. Determine logisitics of the event</p>	<p>COMPLETE</p>	<p>Carter, Frankel</p>
			<p>1.1.C. Sponsor/Support a Bicycle Event</p>	<p>1.1.C.1. Create a subcommittee to work on development of the event</p> <p>1.1.C.2. Determine Scope of the event</p> <p>1.1.C.3. Determine logisitics of the event</p>	<p>COMPLETE</p>	<p>Frankel, Silva</p>
		<p>2.1. TRANSIT</p>	<p>2.1.A. Review Transit realted planning documents</p>	<p>2.1.A.1. Presentation and review of Short Range Transit Plan (SRTP)</p>		
			<p>2.1.B. Review Transit related issues for various demographics in the Community</p>	<p>2.1.B.1. Review and discuss transit related issues that were brought up during the Senior Community Conversations held in December 2013</p>		<p>Frankel</p>

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2013/2014 & 2014/2015

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
2	COMMISSION EDUCATION ----- Increase the knowledge base in various areas under the purview of the commission	2.2. AIRPORT	2.2.A. Review Airport related planning documents	2.2.A.1. Presentation and review of Airport Master Plan (AMP)		Favors
			2.2.B. Conduct a survey of Tracy Airport users	2.2.B.1. Establish a subcommittee to identify airports to be visited and create a survey	COMPLETE	Carter, Ramey
				2.2.B.2. Create survey to administer to Tracy Airport users		
				2.2.B.3. Administer survey		
				2.2.B.4. Report back on survey results		
			2.2.C. Identify additional revenue opportunities for the Tracy Airport	2.2.C.1. Establish a subcommittee to identify additional revenue opportunities		
		2.2.C.2. Research ideas for additional revenue opportunities				
		2.3. BIKEWAYS	2.3.A. Review Bikeways Planning documents	2.3.A.1. Presentation and review of City of Tracy Bikeways Master Plan (BMP)		Frankel, Silva
				2.3.A.2. Presentation and review of Regional Bikeways Master Plan (BMP)		
		2.4. OTHER	2.4.A. Review Commission Bylaws	2.4.A.1. Presentation and review of Transportation Advisory Commission Bylaws		Frankel, Alexander, O'Neill

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
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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)
- 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	Project is on hold.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement
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

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. 2014
Submit Updated ALP to FAA	June 2014
FAA Approval to Bid Pavement Project	June 2014
Bid Pavement Project	Jun/Jul 2014
FAA Approval to Award Project	Aug/Sep 2014
Start Project	Sep/Oct 2014
Project Completed	Jun 2015

* Timeline is tentative and may be altered based on feedback from the FAA.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 118,926 up 12,644 riders compared to year to date ridership in April of FY12-13, an increase of approximately 11.9%

April Year To Date Ridership Comparison

	FY 11/12	FY 12/13	FY 13/14
FIXED ROUTE			
Regular	19,585	32,799	32,895
Student	17,511	27,583	28,990
Senior	6,188	11,128	11,209
Disabled	3,335	5,777	4,082
Free	21,791	7,457	13,735
Passengers w/tickets	11,650	8,256	15,825
Total	80,060	93,000	106,736
PARATRANSIT			
Regular	110	115	78
Senior	5,370	4,566	4,891
Disabled	9,262	8,247	7,106
Free	434	354	115
Total	15,176	13,282	12,190
ALL SYSTEMS			
Regular	19,695	32,914	32,973
Student	17,511	27,583	28,990
Senior	11,558	15,694	18,315
Disabled	12,597	14,024	4,082
Free	22,225	7,811	13,735
Passengers w/tickets	11,650	8,256	15,825
TOTAL	95,236	106,282	118,926

	FY 11/12	FY 12/13	FY 13/14
YTD Fare Box Revenue	\$62,916	\$47,637	\$89,451

Greyhound Ridership:

	2011		2012		2013	
	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY
January			277	8.93	171	5.52
February			299	10.31	186	6.64
March			334	10.77	204	6.58
April			326	10.86	213	7.1
May			281	9.06	214	6.9
June			263	8.77	240	8
July			310	10	204	6.58
August			270	8.71	234	7.55
September			211	7.03	166	5.53
October			216	6.97	201	6.48
November	353	11.76	220	7.33	79	2.63
December	326	10.51	229	7.39		
TOTAL	679	11.13	3,236	8.84	2,112	6.32