

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, August 14, 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 June 12, 2014
5. Correspondence
6. New Business
 - a. Review and Provide Input on Commission Goals and Objectives
7. Items from the Commission
8. Items from Staff
 - a. Airport Update
 - b. Transit Update
9. Items from the Audience
10. Adjournment

POSTED: August 11, 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.

August 14, 2014

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Douglas Alvarez, John Favors, Jacy Krogh, Shane O'Neill, Tim Silva, Alvin Vaughn
 - b. **Absent:** Ameni Alexander, Michael Carter, Christina Frankel,
 - 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 REGULAR MEETING MINUTES OF JUNE 12, 2014**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner O'Neil
 - c) **Abstain:** None
 - d) **Vote** Approved by unanimous vote
5. **ELECTION OF CHAIR AND VICE-CHAIR:** Commissioner Favors was nominated and elected Chair and Commissioner Frankel was nominated and elected Vice-Chair.
6. **PRESENTATION ON THE BROWN ACT:** Bill Sartor, City Assistant Attorney, presented to the Commission regarding the Brown Act Policy. He explained the purpose and the basic law of the Brown Act Policy. He also explained the definition of Meetings, regular and special, guidelines on posting meeting notices and agendas, conducting special meetings and adjournment of meetings.
7. **CORRESPONDENCE:** None
8. **NEW BUSINESS:**
9. **Review and Provide Input on Commission Goals and Objectives:** Commissioner Vaughn provided updates on the confirmed Transportation Fair attendees. Commissioner Silva addressed the need to update the Bikeway Plan. He would like to create a survey to get feedback from bicyclists regarding public safety and making Tracy a bike safe community. Staff recommended a CIP be created for a new Bicycle Master Plan. Commissioners Alexander and O'Neil addressed their concerns regarding the Bylaws, suggested Commission review the exiting Commission Bylaws and address or comment regarding the Bylaws.
10. **ITEMS FROM THE COMMISSION:** None
11. **ITEMS FROM STAFF:**

- a. Airport Updates:** Ed Lovell referred the Commission to airport updates. He provided an update on the Airport Layout Plan that was given to the Council and submitted to FAA. FAA is speeding the process and hopefully the grant is awarded by September.
- b. Transit Updates:** Transit Update on Year to Date Ridership for April was at 118,926 up 12,644 riders compared to Year to Date Ridership in April of FY12-13, an increase of approximately 11.9%.

12. ITEMS FROM THE AUDIENCE: None

13. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, AUGUST 14, 2014

- a. Motion to Approve:** Commissioner Tim Silva
- b. Second:** Commissioner Alexander
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:12 p.m.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
August 14, 2014**

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

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
August 14, 2014

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)
- Unmet Transit Needs (October)
- CIP Review (October/November)

Airport Update

By Ed Lovell

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 is complete. Runway 12/30 and associated taxiways was put out to bid. Bids will be submitted to FAA.	<ul style="list-style-type: none"> • Submit construction bids to FAA • Receive grant award from FAA • Begin construction of Phase1
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	COMPLETED
Submit Updated ALP to FAA	COMPLETED
FAA Approval to Bid Pavement Project	COMPLETED
Bid Pavement Project	COMPLETED
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 130,546 up 11,401 riders compared to year to date ridership in May of FY12-13, an increase of approximately 10%

May Year To Date Ridership Comparison

	FY 11/12	FY 12/13	FY 13/14
FIXED ROUTE			
Regular	27,790	38,795	37,813
Student	24,041	32,610	33,386
Senior	8,538	13,436	13,138
Disabled	4,855	6,824	4,706
Free	9,407	9,606	15,939
Passengers w/tickets	13,788	12,438	19,177
Total	91,703	113,709	124,159
PARATRANSIT			
Regular	128	117	87
Senior	6,334	5,297	5,722
Disabled	10,888	9,207	9,001
Free	602	387	129
Total	17,860	15,008	14,939
ALL SYSTEMS			
Regular	27,912	38,912	37,900
Student	24,041	32,610	33,386
Senior	14,872	18,733	18,860
Disabled	15,743	16,031	13,707
Free	9,923	9,993	16,068
Passengers w/tickets	13,788	12,438	19,177
TOTAL	109,563	128,717	139,098

	FY 11/12	FY 12/13	FY 13/14
YTD Fare Box Revenue	\$79,490	\$79,120	\$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