

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, November 13, 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 September 11, 2014
5. Correspondence
6. New Business
 - a. Review and Provide Input on Development of the City of Tracy Capital Improvement Program for Fiscal Year 2015-2016, Including Existing and New Projects
 - b. 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: November 10, 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.

September 11, 2014

1. **CALL TO ORDER:** Commissioner Silva called the meeting to order at 7:05 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Michael Carter, William Helpley, Jacy Krogh, Tim Silva.
 - b. **Absent:** Douglas Alvarez, John Favors, Christina Frankel, Alvin Vaughn.
 - 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 August 14, 2014**
 - a) **Motion to Approve:** Commissioner Carter
 - b) **Second:** Commissioner Krogh
 - c) **Abstain:** None
 - d) **Vote** Approved by unanimous vote
5. **CORRESPONDENCE:**

Ed Lovell introduced newly appointed Commissioner William Helpley.
6. **NEW BUSINESS:**
 - a. **Receive Report on Unmet Transit Needs Process:** Ed Lovell briefed the Commission on the process of the Unmet Transit Needs Hearing that will be held on Tuesday, October 21st 2014 at the Transit Station at 10:30AM and at the Tracy City Hall Council Chambers at 7:00PM. Prior to the allocation of Local Transportation Fund for other non-transit purposes could be approved, an Unmet Transit Needs Hearing is required. As the Regional Transportation Agency, San Joaquin Council of Governments (SJCOG) must identify any unmet transit needs that exist in the county each year. If any unmet needs are found, further determinations must be made to decide whether or not these needs are reasonable to meet. Several factors and criteria are taken into consideration whether an unmet need is truly an unmet need and reasonable to meet. SJCOG holds several Unmet Hearings at different venues throughout the County. Their final Unmet Hearing is held in December with their Social Services Transportation Advisory Committee (SSTAC) members.

Ed Lovell suggested if Commission has any unmet transit needs request they can address it at the following Transportation Commission meeting, at the public hearing on October 21st, or the requests could be dropped off or mailed to the Staff prior to the hearing.
 - b. **Review and Provide Input on Commission Goals and Objectives:**
 - 1.1 Commission provided input on the Transportation Fair held at the Transportation Station on September 6, 2014. Thanked staff for assisting with the Transportation Fair. Commission suggested expanding the Fair hours and also adding entertainment and booths at the Transit Station vicinity to attract more participants.

2.1 Staff informed Commission regarding the new Regional Short Range Transit Plan that will be presented to the Commission by SJCOG

7. ITEMS FROM THE COMMISSION:

Commissioner Krogh: Commented on the TAC Agenda distribution, whether it is a requirement, both hard copy and email. He prefers email copy and suggested saving paper.

Commissioner Silva: Suggested when updating the Bikeway Master Plan, community to be informed, surveys should be provided to gather feedback. Staff mentioned community participation is required. Commissioner Carter suggested informing the bike clubs to get the word out. Ed Lovell commented that a process to involve the public will take place once there is funding to do an update to the plan.

8. ITEMS FROM THE STAFF:

Airport Updates: Ed Lovell referred the Commission to airport updates. He provided an update on the Airport Runway Reconstruction Project. Bids received for the Runway Payment Project were submitted to the FAA. Final copies of ALP were hand delivered to FAA, anticipating FAA will award a grant of \$6,413,635. The total project cost will be \$7,126,261. Permanent surveying bench marks will be placed at the runway ends prior to the construction of the two runways and associated taxiways. Construction will begin in spring 2015.

Transit Updates: Transit Update on Year to Date Ridership for July was at 9,783 up 1,174 riders compared to Year to Date Ridership in July of FY13-14, an increase of approximately 12%.

9. ITEMS FROM THE AUDIENCE: None

10. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, SEPTEMBER 11, 2014

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

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
November 13, 2014

AGENDA ITEM 6.a.

REQUEST

**REVIEW AND PROVIDE INPUT ON DEVELOPMENT OF THE CITY OF TRACY
CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2015-2016, INCLUDING
EXISTING AND NEW PROJECTS**

BACKGROUND

The City develops an annual Capital Improvement Program (CIP) to coincide with the development and approval of the annual budget each year. The CIP is a five-year document that is updated each year to reflect current projects, current priorities, and current funding. The projects in the CIP usually involve project costs over \$100,000, have a life span of seven years or more, and result in the creation of a capital asset. The CIP also shows future plans to design and construct the city's infrastructure, whether by the City directly or as part of other development, such as future commercial or residential.

Only the projects that have been funded in a prior year, or are approved for funding in the current year, are worked on by staff in any given fiscal year. Projects that have future funding identified, but are not funded in the current year, are in a "holding" pattern until funding can be identified and linked to that project. If there is no designated project in the CIP, then no work is done on that project.

Some CIP projects are funded over several years, where the first year may be the planning and design and the second year may be construction. Some projects show an annual allocation to a multi-year program.

DISCUSSION

The following is the outline of the annual CIP process and the current status. Attachment "A" displays the CIP process and timeline in a month-by-month flowchart.

1. Working on currently funded 2014/2015 CIP Projects.
2. Updating and preparing CIP submittals for the 2015/2016 CIP Budget including reviewing and prioritizing currently approved CIP for future years and assess feasibility and need for moving project into current year, remove from CIP, or change scope of project.
3. Develop new CIP projects prioritized with existing and approved CIPs.
 - a. Write description of project
 - b. Identify funding source
 - c. Identify phasing over multi-years of appropriation (i.e., Year 1: Planning and Design; Year 2: Construction)
4. Finalize costs. Submit to Development and Engineering Services Department for review of costs, construction and soft costs.

Each year, prior to beginning the CIP process for transit and airport related projects, the Transportation Advisory Commission is given an opportunity to provide input. In a

memo to the Tracy Boards and Commissions dated September 22, 2008, it states that the Transportation Advisory Commission's input "adds to the democratic richness of Tracy's governance and makes for better thinking" and that "it is critical to make sure capital projects are grounded in the critical needs of the community." The Commission is invited to view the entire City CIP List, starting at section F (page F1), on the Internet at <http://www.ci.tracy.ca.us/?navid=4869>.

The following list includes those projects that are specific to the Transit and Airport Funds. The Commission's input is requested on the following projects, new project ideas, or on the entire City CIP list, for possible inclusion in the FY 2015/2016 CIP.

AIRPORT

CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Pavement Rehabilitation – Tracy Airport [#77039]	\$5,603,990	Runway rehabilitation, repainting of runway markings
Fire Protection Water Supply – Tracy Airport [#77036]	\$76,000	Installation of fire hydrants in the South Hangar area.
Spill Prevention Control and Countermeasure Plan – Airport Fuel [#77036]	\$100,000	Update of SPCC Plan as well as fuel farm infrastructure upgrades.

FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Master Plan Update – Tracy Airport [#77034]	\$450,000	Update to Airport Master Plan.
Installation of 44 Hangars [#77027]	\$2,336,250	Construction and installation of up to 44 T-hangars, as per the recommendation of the Airport Improvements Options approved by Council January 2, 2006. Hangars are being constructed with a State loan. Impact to debt budget is offset by rental income.
Upgrade AWOS & Unicom [#77PP-076]		Replacement of current AWOS and Unicom systems

TRANSIT

CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Fixed Route Bus Replacements [#77542]	\$700,000	Replacement of fixed route buses.
Radio Replacement – TRACER Buses [#77548]	\$50,000	Replacement of radios in all TRACER Buses

FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Paratransit Bus Replacements (future) [#77PP-562]	\$1,200,000	Replacement of paratransit buses at a rate of 2 per year. (Future years)
Fixed Route Bus Replacements (future) [#77PP-563]	\$1,400,000	Replacement of fixed route buses at a rate of 2 per year. (Future years)
Wi-Fi Access on TRACER Buses [#77PP-566]	\$20,000	Wi-Fi Access for TRACER Buses

BIKEWAYS

FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Bikeway Improvements (Future Phases) [#78PP-096]	\$590,000	Future bikeway improvements.
Bikeway Rehabilitation – Various Locations [#78PP-135]	\$177,500	Future bikeway rehabilitation.

RECOMMENDATION

That the Commission review and provide input on the City of Tracy Capital Improvement Program for Fiscal Year 2015/2016, including existing and new projects.

Agenda Item 6.b. – Attachment “A”

CAPITAL IMPROVEMENT PROGRAM PROCESS AND TIMELINE

STEP	PROJECT DESCRIPTION	MONTHLY TIMELINE											
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Distribution of CIP preparation instructions and forms to Departments	X											
2	Departments update and prepare CIP submittals a. Review status of funded CIPs for current year b. Review currently approved CIP for future years and assess feasibility and need for moving project into current year, remove from CIP or change scope of project c. Develop new CIP projects prioritized with existing and approved CIPs. i. Write description of project. ii. Identify funding source. iii. Identify phasing over multi-years of appropriation (i.e., Year 1: Planning and Design; Year 2: Construction). iv. Finalize costs. v. Submit to DES for review of costs, construction and soft costs.	X	X	X									
3	Budget Officer reviews submittals and prepares CIP review packages				X								
4	Review of CIP by City Manager; formulation of a proposed CIP for upcoming year					X							
5	Budget Officer prepares proposed CIP document					X	X						
6	Public release of proposed CIP document						X	X					
7	Review of CIP by Planning Commission								X				
8	Initial/preliminary review [optional] of CIP by City Council (may be combined with #10 below)								X				
9	Public release of proposed City document, including proposed CIP package, as modified									X			
10	Review of CIP by City Council									X			
11	Adoption of CIP with Annual Budget by City Council										X		

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
November 13, 2014

AGENDA ITEM 6.b.

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	<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.B. Sponsor/Support an Airport Event</p> <p>1.1.C. Sponsor/Support a Bicycle Event</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>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>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>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>	<p>Vaughn, Carter</p> <p></p> <p></p> <p></p> <p></p> <p>Transit Station Reserved for 9/6/14</p> <p>Carter, Frankel</p> <p></p> <p>Frankel, Silva</p> <p></p>
		<p>2.1. TRANSIT</p>	<p>2.1.A. Review Transit realted planning documents</p> <p>2.1.B. Review Transit related issues for various demographics in the Community</p>	<p>2.1.A.1. Presentation and review of Short Range Transit Plan (SRTP)</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>City Staff (Staff is working to update the plan by the end of FY 14/15)</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		Carter
		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

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
October 9, 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	<ul style="list-style-type: none"> • Grant was awarded by the FAA for Phases 1 & 2. • Construction contract was awarded on 11/5/14. 	<ul style="list-style-type: none"> • Begin construction (Spring 2015)
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	COMPLETED
Start Project – Phase 1&2	Spring 2015
Project Completed – Phase 1&2	Summer 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 41,934 up 10,404 riders compared to year to date ridership in September of FY13-14, an increase of approximately 33%

September Year To Date Ridership Comparison

	FY 12/13	FY 13/14	FY14/15
FIXED ROUTE			
Regular	9,683	7,787	13,346
Student	6,572	5,135	7,847
Senior	3,179	2,514	3,831
Disabled	1,852	649	1,624
Free	2,431	7,603	7,807
Passengers w/tickets	1,216	4,677	3,037
Total	24,933	28,365	37,492
EXPRESS			
Regular	52	20	16
Senior	1,681	1,540	845
Disabled	2,113	1,563	3,548
Free	175	42	33
Total	4,021	3,165	4,442
EXPRESS			
Regular	9,735	7,807	13,362
Student	6,572	5,135	7,847
Senior	4,860	4,054	4,676
Disabled	3,965	2,212	5,172
Free	2,606	7,645	7,840
Passengers w/tickets	1,216	4,677	3,037
TOTAL	28,954	31,530	41,934

	FY 12/13	FY 13/14	FY14/15
Fare Box Revenue	\$9,904	\$23,966	\$17,907

Greyhound Ridership:

	2012		2013		2014	
	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	220	7.33	79	2.63		
December	229	7.39				
TOTAL	3,236	8.84	2,112	6.32		