

# 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 12, 2015, 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 2015-052, 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 October 8, 2015
5. Approval of Minutes from the Special Meeting on October 15, 2015
6. Correspondence
7. New Business
  - a. Review and Provide Input on Development of the City of Tracy Capital Improvement Program for Fiscal Year 2016-2017, Including Existing and New Projects
  - b. Review and Provide Input on Commission Goals and Objectives for FY 2015/16 and FY 2016/17
8. Items from the Commission
9. Items from Staff
  - a. Airport Update
  - b. Transit Update
10. Items from the Audience
11. Adjournment

## **POSTED: November 9, 2015**

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 6<sup>th</sup> Street, Tracy, during normal business hours.

OCTOBER 8, 2015

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Ameni Alexander, Dan Ball, Michael Carter, John Favors, Jacy Krogh, Noel Varela, Alvin Vaughn
  - b. **Absent:** Larry Gamino, Tim Silva
  - 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 SEPTEMBER 10, 2015**
  - a) **Motion to Approve:** Commissioner Ball
  - b) **Second:** Commissioner Alexander
  - c) **Abstain:** None
  - d) **Vote** Approved by unanimous vote
5. **CORRESPONDENCE:** Staff informed Commission regarding Public Works Director David Ferguson's retirement in October. The Interim Director will be Don Scholl. Staff informed Commission on the Special Commission Meeting scheduled on October 15, 2015 regarding the Taxi Driver Permit Appeal.
6. **NEW BUSINESS:**
  - a. **Receive Report and Provide Suggestions on Unmet Transit Needs**  
Commission and audience after discussions addressed the following Unmet Transit Needs Request: Extended Bus Hours, Sunday Service and Bus Service to the Tracy Airport.
  - b. **Review and Provide Input on Commission Goals and Objectives for FY 2015/16 and FY 2016/17**
    - 1.1 Commissioner Vaughn provided a preliminary List of Community Events
    - 1.2 Commissioner Favors recommended power point presentation on airport history and interviews with airport historians displayed at various locations and events.
7. **ITEMS FROM THE COMMISSION:**

Commissioner Ball: Commented on no sidewalk on McArthur for school kids to walk.
8. **ITEMS FROM THE STAFF:**

Airport Updates: Ed Lovell referred the Commission to airport updates. Informed Commission Staff is working with City Attorney regarding revision to the Airport Rules and Guidelines.

George Riddle, Tracy, asked if there will be a subcommittee meeting to review the revision. Staff said a meeting will be scheduled. Tracy Anderson, Tracy, requested to add noise abatement guidelines to the Airport User Book.

Transit Updates: Transit Update on Year to Date Ridership for August was at 26,450 up 1,966 riders compared to Year to Date Ridership in August of FY14-15, an increase of approximately 7%.

**10. ADJOURNMENT TO NEXT REGULAR MEETING NOVEMEBR 12, 2015**

- a. Motion to Approve:** Commissioner Alexander
- b. Second:** Commissioner Varela
- c. Vote:** Approved by unanimous vote
- d. Time:** 7:41 p.m.

OCTOBER 15, 2015

1. **CALL TO ORDER:** Commissioner Favors called the meeting to order at 6:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Dan Ball, Michael Carter, John Favors, Larry Gamino, Jacy Krogh, Tim Silva, Noel Varela, Alvin Vaughn
  - b. **Absent:** Ameni Alexander
  - 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. **TAXI DRIVER PERMIT DENIAL APPEAL HEARING:** City of Tracy Chief of Police, Jeremy Watney, gave statements to the Commission why Mr. Jim Simpson is not qualified to receive a Taxi Driver Permit per Tracy Municipal Code (TMC) 3.16.060 (b) (1) (ii). Chief Watney also addressed concerns and questions regarding City of Tracy Taxi application process and Tracy Taxi Ordinance. Jim Simpson presented his statement and requested Commission to consider his appeal to approve his Taxi Driver Permit. Commission after discussion held a roll call vote. Commissioner Krogh's Motion to uphold City of Tracy Police Chief's decision that Mr. Simson is not qualified to receive a Taxi Driver Permit, was second by Commissioner Ball and was approved with six yes votes.
5. **ADJOURNMENT**
  - a. **Motion to Approve:** Commissioner Varela
  - b. **Second:** Commissioner Ball
  - c. **Vote:** Approved by unanimous vote
  - d. **Time:** 7:16 p.m.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**November 12, 2015**

**AGENDA ITEM 7.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 2015/2016 CIP Projects.
2. Updating and preparing CIP submittals for the 2016/2017 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 2016/2017 CIP.

**AIRPORT**

**CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR**

<b>PROJECT TITLE</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>
Pavement Maintenance – Tracy Airport, Phase 1 and 2 [#77037]	\$9,114,320	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 [#77038]	\$100,000	Update of SPCC Plan as well as fuel farm infrastructure upgrades.
Upgrade AWOS – Tracy Airport [#77040]	\$105,000	Replacement of AWOS at Tracy Municipal Airport

**FUTURE PROJECTS**

<b>PROJECT TITLE</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>
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.

**TRANSIT**

**CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR**

<b>PROJECT TITLE</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>
Fixed Route Bus Replacements [#77550]	\$700,000	Replacement of fixed route buses.
Radio Replacement – TRACER Buses [#77548]	\$50,000	Replacement of radios in all TRACER Buses
Paratransit Bus Replacements [#77549]	\$600,000	Replacement of paratransit buses.
Short Range Transit Plan [#77551]	\$130,000	Completion of Short Range Transit Plan

**FUTURE PROJECTS**

<b>PROJECT TITLE</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>
Paratransit Bus Replacements (future) [#77PP-562]	\$1,200,000	Replacement of paratransit buses. (Future years)
Fixed Route Bus Replacements (future) [#77PP-563]	\$1,400,000	Replacement of fixed route buses. (Future years)
Wi-Fi Access on TRACER Buses [#77PP-566]	\$20,000	Wi-Fi Access for TRACER Buses
Bus Stop Improvement – Phase III [#77PP-569]	\$1,500,000	Phase III of bus stop improvements

**BIKEWAYS**

**FUTURE PROJECTS**

<b>PROJECT TITLE</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>
Bikeway Improvements (Future Phases) [#78PP-096]	\$590,000	Future bikeway improvements.

Bikeway Rehabilitation – Various Locations [#78PP-135]	\$177,500	Future bikeway rehabilitation.
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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.

Attachment “A”: Capital Improvement Program Process and Timeline



**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 12, 2015**

**AGENDA ITEM 7.b.**

REQUEST

**REVIEW AND PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES FOR  
FY 2015/16 AND FY 2016/17**

DISCUSSION

At the July 9, 2015 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on goals for the commission to work on over the next two of years. These goals were ultimately realigned into two main goals of Community Outreach and Commission Education and brought to the Transportation Commission for final approval at the August 13, 2015 regular meeting. The final list of goals approved by the commission as well as associated key focus areas and objectives is attached as Exhibit A to this report.

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 at this time.

RECOMENDATION

That the Commission review and provide input on the commission goals and objectives for FY 2015/16 and FY 2016/17.

ATTACHEMENT

Exhibit A – Transportation Commission Goals and Objectives for FY 2015/2016 and 2016/2017.

**TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2015/2016 & 2016/2017**

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>	1.1.A.1. Create a subcommittee to work on development of the event		Krogh, Varela
				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		Transit Station Reserved for 9/12/15
			1.1.B. Sponsor/Support an Airport Event	1.1.B.1. Create a subcommittee to work on development of the event		Carter, Gamino
			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		Silva	
1.1.C.2. Work with staff to coordinate with PD Safety Fair						
1.1.C.2. Determine Scope of the event						
1.1.C.3. Determine logisitics of the event						
1.2.A. Create a list of events for the Commission to provide outreach	1.2.A.1. Create a subcommittee to work on the development of the list		Vaughn			
1.2.A.2. Compile a list of activities and events where the commission can have a booth to provide information						
1.2.A.3. Coordinate with City staff to secure a space at each event						
1.2.A.4. Make assignments for each event						

**TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2015/2016 & 2016/2017**

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
<b>TO THE COMMUNITY</b>						
			<p><b>1.2.B.</b> Coordinate bicycle safety education for youth</p> <p><b>1.2.C.</b> Create display cases showing history of Tracy Airport and Transit Station</p>	<p><b>1.2.B.1.</b> Create a subcommittee to work on the coordination of bicycle safety information</p> <p><b>1.2.B.2.</b> Determine methods to provide bicycle safety information to youth in the community</p> <p><b>1.2.C.1.</b> Create a subcommittee to work on the display case information</p> <p><b>1.2.C.2.</b> Determine information to be stored in display cases at each location</p> <p><b>1.2.C.3.</b> Present to the commission what the display cases would look like</p> <p><b>1.2.C.4.</b> Determine a suitable location for display cases</p> <p><b>1.2.C.5.</b> Determine costs for display cases</p>		<p>Silva, Ball</p> <p>Favors, Gamino</p>
2	<p><b>COMMISSION EDUCATION</b></p> <p>-----</p> <p>Increase the knowledge base in various areas under the purview of the commission</p>	<p><b>2.1. BIKEWAYS</b></p>	<p><b>2.1.A.</b> Review Bikeways Planning documents</p>	<p><b>2.1.A.1.</b> Create a subcommittee to review Bikeways Master Plan (BMP) documents</p>		<p>Ball, Silva, Krogh</p>

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
November 12, 2015**

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

***Airport Update***

***By Ed Lovell***

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

<b>Item:</b>	<b>Project:</b>	<b>Current Status:</b>	<b>Next Steps:</b>
S-3	Install Solar Lights on the Tetrahedron	Looking to include this as part of the runway project.	<ul style="list-style-type: none"> <li>• Contractor is working on a price quote for light installation.</li> </ul>
S-5	Taxiway Reflectors or Lights	COMPLETE	
S-9	Shorten 3 and Remove 1 Obstruction light	Light poles have been removed.	<ul style="list-style-type: none"> <li>• Shorten light poles and reinstall.</li> </ul>
S-17	Seal Coat on Runways and Taxiways*  *See below for current project action steps	<ul style="list-style-type: none"> <li>• Grant was awarded by the FAA for Phases 1 &amp; 2.</li> <li>• Construction contract was awarded on 11/5/14.</li> </ul>	<ul style="list-style-type: none"> <li>• Reconstruction of runway 8-26. (COMPLETE)</li> <li>• Reconstruction of runway 12-30 (COMPLETE)</li> </ul>
S-19	Removal of Aligned Taxiway	COMPLETE	
<b>S-23</b>	<b>Update Airport Rules and Regulations</b>	<b>In process. Revisions being made based on discussion at September TAC meeting.</b>	<ul style="list-style-type: none"> <li>• <b>Schedule to go to City Council.</b></li> </ul>

<b>PAVEMENT PROJECT ACTION STEPS</b>	<b>TIMELINE*</b>
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	<b>COMPLETED</b>
Submit Updated ALP to FAA	<b>COMPLETED</b>
FAA Approval to Bid Pavement Project	<b>COMPLETED</b>
Bid Pavement Project	<b>COMPLETED</b>
FAA Approval to Award Project	<b>COMPLETED</b>
Start Project – Phase 1&2	UNDERWAY
Project Completed – Phase 1&2	Fall 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 38,736 down 3,198 riders compared to year to date ridership in September of FY14-15 an decrease of approximately 7.6%

**September Year To Date Ridership Comparison**

	FY 13/14	FY 14/15	FY15/16
<b>FIXED ROUTE</b>			
Regular	7,787	13,346	10,908
Student	5,135	7,847	8,078
Senior	2,514	3,831	4,029
Disabled	649	1,624	1,242
Free	7,603	7,807	3,333
Passengers w/tickets	4,677	3,037	5,699
<b>Total</b>	<b>28,365</b>	<b>37,492</b>	<b>33,289</b>
<b>PARATRANSIT</b>			
Regular	20	16	0
Senior	1,540	845	829
Disabled	1,563	3,548	4,602
Free	42	33	16
<b>Total</b>	<b>3,165</b>	<b>4,442</b>	<b>5,447</b>
<b>ALL SYSTEMS</b>			
Regular	7,807	13,362	10,908
Student	5,135	7,847	8,078
Senior	4,054	4,676	4,858
Disabled	2,212	5,172	5,844
Free	7,645	7,840	3,349
Passengers w/tickets	4,677	3,037	5,699
<b>TOTAL</b>	<b>31,530</b>	<b>41,934</b>	<b>38,736</b>