

# 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 11, 2016, 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 June 9, 2016
5. Correspondence
6. New Business
  - a. Hear Offer by City Council to Present and Commission Annual Report to City Council Each Year
  - b. Review and Provide Input on Commission Goals and Objectives for FY 2015/16 and FY 2016/17
7. Items from the Commission
8. Items from Staff
  - a. Airport Update
  - b. Transit Update
9. Items from the Audience
10. Adjournment

## **POSTED: August 8, 2016**

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.

JUNE 9, 2016

1. **CALL TO ORDER:** Commissioner Silva called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
  - a. **Present:** Ameni Alexander, Dan Ball, Michael Carter, Jacy Krogh, Alvin Vaughn
  - b. **Absent:** Dan Ball, John Favors, Larry Gamino, Tim Silva, Noel Varela
  - c. **Staff Present:** Ed Lovell, Management Analyst II; Nancy Earhart, Airport Coordinator; 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 12, 2016**
  - a) **Motion to Approve:** Commissioner Ball
  - b) **Second:** Commissioner Alexander
  - c) **Abstain:** None
  - d) **Vote** Approved by unanimous vote
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**
  - a. **Review and Provide Input on Commission Goals and Objectives for FY 2015/16 and FY 2016/17**
    - 1.1.C. Commissioners Krogh provided an update on the Bike to Work and Bike Safety Event at the PD Safety Fair on May 21, 2016. Staff confirmed 61 bike helmets were handed out to attendees, donated by the Fire Dept.
7. **ITEMS FROM THE COMMISSION:** None
8. **ITEMS FROM THE STAFF:**

Airport Updates: Ed Lovell referred the Commission to airport updates; he informed contract for fuel repair is awarded to Gems Environmental. Change order approval from FAA for current runway project is pending. Grant for Apron area construction submitted to FAA. Staff is planning a food truck event. Staff will be bringing back Airport Rules and Regulation to Commission for final review at a future commission meeting.

George Riddle, Tracy, appreciated and thanked staffs' effort and work.

Transit Updates: Transit Update on Year to Date Ridership for April was at 128,351 down 14,167 riders compared to Year to Date Ridership in April FY14-15, a decrease of approximately 10%.

Staff provided an update on RFP and the selection of new Contractor to operate the Tracer Fixed Route and Paratransit public transportation systems for the City of Tracy.

**9. ITEMS FROM THE AUDIENCE**

Mazh Ganin, Tracy, addressed her frustration and concerns regarding public transportation not available for students commuting to and from Tracy to Delta College, Mountain House.

**10. ADJOURNMENT TO NEXT REGULAR MEETING JUNE 9, 2016**

- a. **Motion to Approve:** Commissioner Alexander
- b. **Second:** Commissioner Krogh
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 7:46 p.m.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**August 11, 2016**

**AGENDA ITEM 6.a.**

REQUEST

**HEAR OFFER BY CITY COUNCIL TO PRESENT A COMMISSION ANNUAL REPORT  
TO CITY COUNCIL EACH YEAR**

BACKGROUND

On July 5, 2016, the City Council heard a staff report updating them on the role and responsibilities of City Commissions. Those commissions include the Planning Commission, Measure E Residents' Oversight Committee, Parks & Community Services Commission, Transportation Advisory Commission, Youth Advisory Commission, and Tracy Arts Commission. After some discussion about the report, Council decided that each commission that does not already present an annual report to Council should have the option to present annually to the Council if there is agreement by that commission to do so.

DISCUSSION

Council indicated that the Planning Commission does not need to present an annual report to as they receive information from Planning Commission activity at nearly every Council meeting.

The Youth Advisory Commission (YAC) shares an annual report with the Council every January and, while staff prepares the report and presentation slideshow, the YAC is the only commission where commissioners present their report in-person. The Measure E Resident's Oversight Committee presents an annual written report documenting its findings to the City Council in February of each year. The final report will take place in 2017.

Parks & Recreation department staff prepares the Senior Citizen Annual Report and slideshow for the City Council, which takes place in January of each year, but commissioners for the Parks & Community Services Commission are not involved in the presentation itself.

Neither the Transportation Advisory Commission nor the Tracy Arts Commission present annually to City Council.

Should this commission decide to exercise the option of preparing and presenting an annual report to Council each year, it would need to determine the tone of the report (metric-based, anecdotal, or a hybrid), identify resources needed for the development of the report (staff time, computer access, etc.), and select a time of year for presenting.

As this commission does not currently present an annual report to City Council, staff encourages the commission to discuss the following:

- Does the commission need to present annually or is there sufficient communication of issues between the commission (via staff) and the Council regarding issues that commission addresses?
- Are commissions willing to develop and work on a plan to meet a goal for delivering an annual report to City Council each year?

Realistically, department staff will need to be involved in the process of developing and writing an annual commission report, which would include the writing of a staff report, and possibly the creation of a PowerPoint slideshow. This would be additional work for staff, but it is manageable.

### RECOMMENDATION

That the Transportation Advisory Commission discuss the option offered by City Council to present an annual report to City Council regarding commission activities, and decide the following:

- a) To exercise the option offered by Council and to present an annual report each year, including the month the presentation will be given; or
- b) To decline the option offered by Council and to present an annual report each year, as communication between the commission and Council is sufficient.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**August 11, 2016**

**AGENDA ITEM 6.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
		<p>1.1.B. Sponsor/Support an Airport Event</p>	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			
		<p>1.1.C. Sponsor/Support a Bicycle Event</p>	1.1.C.1. Create a subcommittee to work on development of the event	COMPLETE	Silva	
1.1.C.2. Work with staff to coordinate with PD Safety Fair	COMPLETE					
1.1.C.2. Determine Scope of the event	COMPLETE					
1.1.C.3. Determine logisitics of the event	COMPLETE					
<p>1.2. PROVIDE TRANSPORTATION RELATED INFORMATION</p>	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><b>COMPLETE</b></p> <p><b>COMPLETE</b></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  
August 11, 2016**

**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 (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	Price quote received by the contractor. Staff are looking at alternate solutions.	<ul style="list-style-type: none"> <li>• Installation of lighting.</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	
S-23	Update Airport Rules and Regulations	In process. Revisions being made based on discussion at September TAC meeting.	<ul style="list-style-type: none"> <li>• Review by TAC Subcommittee.</li> <li>• Schedule to go to City Council.</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	<b>COMPLETED</b>
Project Completed – Phase 1&2	Fall 2016

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

***Transit Update***

***By Jayne Pramod***

**TRACER Ridership:** Year end ridership numbers for FY 15/16 are currently being audited by staff and will be presented at the next Commission meeting.

**June Year To Date Ridership Comparison**

	FY 13/14	FY 14/15	FY15/16
<b>FIXED ROUTE</b>			
Regular	45,649	49,609	
Student	35,400	37,119	
Senior	14,767	16,155	
Disabled	5,763	6,258	
Free	15,595	16,594	
Passengers w/tickets	31,180	33,088	
<b>Total</b>	<b>148,354</b>	<b>158,823</b>	
<b>PARATRANSIT</b>			
Regular	43	43	
Senior	3,552	3,816	
Disabled	12,277	13,073	
Free	227	239	
<b>Total</b>	<b>16,099</b>	<b>17,171</b>	
<b>ALL SYSTEMS</b>			
Regular	45,692	49,652	
Student	35,400	37,119	
Senior	18,319	19,971	
Disabled	18,040	24,298	
Free	15,822	16,833	
Passengers w/tickets	31,180	33,088	
<b>TOTAL</b>	<b>164,453</b>	<b>180,961</b>	