

# 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, September 8, 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 August 11, 2016
5. Presentation by Senator Galgiani's Office
6. Correspondence
7. New Business
  - a. Provide Input on Commission Goals and Objectives for 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: September 1, 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.

AUGUST 11, 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, Larry Gamino, Jacy Krogh, Tim Silva, Alvin Vaughn
  - b. **Absent:** John Favors, 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:**

Trina Anderson, Tracy, addressed concerns regarding Tracy Airport runway lights.  
Carlos Jimenez, Tracy, addressed his unmet transit needs request for transportation service to Delta College, Mountain House.
4. **APPROVAL OF REGULAR MEETING MINUTES OF JUNE 9, 2016**
  - a) **Motion to Approve:** Commissioner Alexander
  - b) **Second:** Commissioner Gamino
  - c) **Abstain:** None
  - d) **Vote** Approved with a revision to the following item:  
Item 2 a: Commissioner Ball Present
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**
  - a. **Hear Offer by City Council to Present and Commission Annual Report to City Council:** Commission discussed and decided to exercise the option of preparing and presenting an annual report to Council each year. Commissioner Gamino's motion to present report to Council on September 2017 was second by Commissioner Vaughn and approved with unanimous vote.
  - b. **Review and Provide Input on Commission Goals and Objectives for FY 2015/16 and FY 2016/17:** Staff suggested Commission bring back all the goals at the next meeting. Commission discussed regarding ideas and areas to focus.
7. **ITEMS FROM THE COMMISSION:**

Commissioner Alexander: requested new contract company, Ride Right, present on their company and goals.

Commissioner Gamino: asked Staff regarding June 29, 2016 Council Meeting.

**8. ITEMS FROM THE STAFF:**

Airport Updates: Ed Lovell referred the Commission to airport updates; he informed due to the staff change over at FAA, there was delay in receiving the grant, causing delay in construction. Staff provided airport event updates, and informed the next airport event is on August 20<sup>th</sup>. Commissioner Gamino asked about delinquent airport hangar tenants, staff provided information on payment plans to assist tenants.

Transit Updates: Transit Update on Year to Date Ridership for June are currently being audited and will be presented at the next Commission meeting.  
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**

Trina Anderson, Tracy, asked why AWOS is not in the airport schedule update, staff responded it is not funded by FAA at this time. She enquired about the new trailer at the airport for hauling the tractor. Ms. Anderson informed the Young Eagles Event is on August 13, 2016.

Dave Anderson, Tracy, suggested City request the Energy Commission to take action to make the power plant fund for a new AWOS. He complimented Nancy Earhart, Airport Coordinator, for organizing the airport event.

**10. ADJOURNMENT TO NEXT REGULAR MEETING SEPTEMBER 8, 2016**

- a. **Motion to Approve:** Commissioner Gamino
- b. **Second:** Commissioner Carter
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:50 p.m.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**September 8, 2016**

**AGENDA ITEM 7.a.**

REQUEST

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

DISCUSSION

At the August 11, 2016 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on whether or not they would like to give an annual report to the City Council on the accomplishments of the TAC. The commission voted that they would like to give an annual report to the City Council in September of each year. As part of the discussion on the topic, there was consensus that in order for an effective presentation to happen, the goals for the commission would need to be revised and updated to include timelines to complete each goal.

It is important for the commission to consider their goals and objectives in the context of the commission's purpose and roles and responsibilities as outlined in the TAC bylaws. As the commission considers their potential goals and objectives, consideration should be given to the following items:

- What will be the outcome for each goal?
- Does the goal tie in to the TAC purposes or roles and responsibilities?
- How are we ensuring that there is community involvement?
- Does the goal fit the S.M.A.R.T. pattern? (Specific, Measurable, Attainable, Relevant, Timely)

Additionally, when creating a new plan for the commission, it is also important to know the difference between a goal and an objective. A goal establishes where you want to go or what you want to do. An objective is a specific step that is needed in order to reach your goal. Goals are generally broader in nature while an objective will be more specific and will have a timeline attached to it.

In preparation for the September 1, 2016 TAC meeting, staff is asking the commission to review the purpose, roles and responsibilities of the TAC (listed below) and come prepared to share ideas and discuss future goals for the commission.

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 provide input on commission goals and objectives for FY 2016/17.

ATTACHEMENT

Attachment A – Purpose, Roles and Responsibilities of the TAC

## **ATTACHMENT A**

### **PURPOSE, ROLES AND RESPONSIBILITIES OF THE TRANSPORTATION ADVISORY COMMISSION**

#### **A. PURPOSE**

The purpose of the nine-member Transportation Advisory Commission is to:

1. Address various public transportation issues including intra-city transit (TRACER, Paratransit, airports, Multimodal Station, taxis, limousines, Park-and-Ride lots, bikeways, trails and passes) and inter-city transit (SJRTD, commuter-vanpools and ACE);
2. Review City-wide public transportation and airport planning documents;
3. Advise on service levels and routes;
4. Recommend rules and procedures governing public transportation service programs, equipment and facilities considering regulatory guidelines, service improvements, coordination, efficiencies, protection of property, service improvements and activities of persons utilizing transportation services and facilities;
5. Recommend rates, fares, user fees, charges and deposits for the use of transportation service programs and facilities;
6. Review surveys and facilitate public input on public transportation programming and facility usage;
7. Identify transportation infrastructure needs and recommend allocation of funds for capital expenditures related to transportation improvements;
8. Review grants, budgets, facility developments and designs, and transportation programs;
9. Advise the Council on the subject of comprehensive Citywide public transportation master planning and development;
10. Review, monitor, and make long-range recommendations concerning public transportation and connectivity sections of related environmental impact reports of development projects during the public review period and other similar documents;
11. Recommend and promote marketing strategies for community outreach programs in order to strengthen the transportation image, increase usage, and integrate its role within the community; and
12. Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to public transportation within the City.

#### **B. ROLE AND RESPONSIBILITIES**

The role of the Transportation Advisory Commission is to provide citizen and community perspective and input on the development of public transportation planning, facilities and programs. As a Commission established by the City Council, the Transportation Advisory Commission will provide input to Council for their consideration and action. This would ideally be done after receiving public deliberation and achieving consensus through partnering with staff. It is intended that the Transportation Advisory Commission not take an advocacy role, but an advisory role, in providing input to City Council. Additionally, the Transportation Advisory Commission is expected to advise City Council on transportation matters brought to them by the community.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
September 8, 2016**

**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	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 June FY 15/16 and July FY 16/17 are currently being audited by staff and will be presented at the next Commission meeting.

**July Year To Date Ridership Comparison**

	FY 14/15	FY 15/16	FY16/17
<b>FIXED ROUTE</b>			
Regular	1,806	3771	2,472
Student	779	1350	1,055
Senior	712	1463	874
Disabled	291	456	266
Free	3,933	802	648
Passengers w/tickets	898	1702	1,101
<b>Total</b>	<b>8,419</b>	<b>9,544</b>	<b>6,416</b>
<b>PARATRANSIT</b>			
Regular	0	0	0
Senior	129	286	261
Disabled	1,235	741	904
Free	0	14	29
<b>Total</b>	<b>1,364</b>	<b>1,041</b>	<b>1194</b>
<b>ALL SYSTEMS</b>			
Regular	1,806	3,771	2,472
Student	779	1,350	1,055
Senior	841	1,749	1,135
Disabled	1,526	1,197	1,170
Free	3,933	816	677
Passengers w/tickets	898	1,702	1,101
<b>TOTAL</b>	<b>9,783</b>	<b>10,585</b>	<b>7,610</b>