

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, October 13, 2016, 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 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 September 8, 2016
5. Presentation by Ride Right
6. Correspondence
7. New Business
 - a. Receive Report and Provide Suggestions on Unmet Transit Needs
 - b. Provide Recommendations on Changes to the Transportation Advisory Commission Bylaws
 - c. Finalize 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: October 10, 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 6th Street, Tracy, during normal business hours.

SEPTEMBER 8, 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:** None
 - 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 AUGUST 11, 2016**
 - a) **Motion to Approve:** Commissioner Ball
 - b) **Second:** Commissioner Alexander
 - c) **Abstain:** None
 - d) **Vote** Approved with Unanimous Vote
5. **PRESENTATION BY SENATOR GALGIANI'S OFFICE:** Benjamin Henderson, Senator Cathleen Galgiani Office, provided updates on the recent new laws. SB 247 Charter bus transportation safety improvements and SB 882 that will prevent youths from being drawn into the criminal justice system simply because of transportation fare evasion.
6. **CORRESPONDENCE:** Ed Lovell, informed regarding Commission attendance, if a member of the Transportation Advisory Commission fails to attend four (4) regular meetings in any calendar year, his or her position on the Transportation Advisory Commission shall become vacant. Staff has informed the City Clerk regarding the recent vacancy due to two Commissioners absences.
7. **NEW BUSINESS:**
 - a. **Review and Provide Input on Commission Goals and Objectives for FY 2016/17:**

Commission discussed ideas and areas to focus and suggested the following:

 - Explore Fireworks at Airport - January 2017
 - Short Range Transit Plan: Fare and Low Income Grants - June 2017
 - Transit Survey by December 2017
 - Monthly Public Outreach at Farmers Market - starting October 2016
 - Safety Fair – May 2017
 - Identify Bike Lane Rehab – April 2017
 - Bikeways Survey – April 2017
8. **ITEMS FROM THE COMMISSION:** None

9. ITEMS FROM THE STAFF:

Airport Updates: Ed Lovell referred the Commission to airport updates; Council approved and contract is awarded for the Airport Construction. Sixty day notice regarding construction provided to Hangar tenants.

George Riddle, Tracy, requested info on fuel upgrade, regulations for runway lights, new swimming pool location. Suggested staff provide regular updates on fuel improvement.

Transit Updates: Transit Update on Year to Date Ridership for July are currently being audited and will be presented soon. Staff provided information on the upcoming Unmet Transit Needs Public Hearings held October 18th, 2016, 10:30 AM, Transit Station, Room 103 and at the City Council Chamber at 7:00PM.

Commissioner Vaughn informed regarding bus operator collecting fare instead of utilizing the farebox or vault.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING SEPTEMBER 8, 2016

- a. **Motion to Approve:** Commissioner Carter
- b. **Second:** Commissioner Alexander
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:15 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
October 13, 2016

AGENDA ITEM 7.a.

REQUEST

RECEIVE REPORT AND PROVIDE SUGGESTIONS ON UNMET TRANSIT NEEDS

DISCUSSION

In 1978, the Transportation Development Act (TDA) was amended to require an Unmet Transit Needs study be undertaken before the allocation of Local Transportation Funds for other non-transit purposes could be approved. Unmet Transit Needs are defined as transportation services not currently provided to those residents who use or would use public transportation regularly, if available, to meet their life expectations. 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 determine whether or not these needs are reasonable to meet. As part of this process, SJCOG is required to perform the following:

- Ensure that several factors have been considered in the planning process, including: size and location of groups likely to be dependent on transit, adequacy of existing services, and potential alternative services and service improvements that could meet all or part of the travel demand.
- Hold a public hearing to receive testimony on unmet needs.
- Determine definitions for “unmet transit needs” and “reasonable to meet.”
- Adopt a finding regarding unmet transit needs and allocate funds to address those needs, if necessary, before street and road TDA allocations.

SJCOG requests that each member government agency hold at least one public hearing on unmet transit needs in the area under its jurisdiction. The San Joaquin Regional Transit District is responsible for the Stockton Metropolitan Area intracity, intercity and rural transit services and is thus required to hold public hearings in Stockton and throughout the county. SJCOG must also hold a public hearing before its Social Services Transit Advisory Committee (SSTAC). Letters requesting public hearings have been submitted to each of the jurisdictions. If you have any questions please contact Ryan Niblock of SJCOG staff.

FY 17/18 Unmet Transit Needs Schedule

- August through December 2016: Local Jurisdiction Public Hearings
- August through December 2016: SJCOG Public Outreach
- December 7, 2016: SJCOG Public Hearing during SSTAC meeting
- February 2017: Draft UTN Report Available for Review and Public Comment
- April 2017: SSTAC Considers Final UTN Report for Adoption
- April 2017: SJCOG Board Considers Adoption of the Final UTN Report

Additional information regarding the Unmet Transit Needs process can be found at <http://www.sjcog.org/index.aspx?nid=182>

RECOMMENDATION

That the Commission receive the report and provide suggestions on Unmet Transit Needs.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
October 13, 2016**

AGENDA ITEM 7.b.

REQUEST

**PROVIDE RECOMMENDATIONS ON CHANGES TO THE TRANSPORTATION
ADVISORY COMMISSION BYLAWS**

DISCUSSION

The bylaws of the Transportation Advisory Commission (TAC) set forth the purpose, roles and responsibilities of the commission. The bylaws also state membership guidelines and other procedural information related to the commission.

The commission is currently made up of nine members, which is the largest of all the City commissions. The Parks and Recreation Commission and the Tracy Arts Commission both have seven members, and the Planning Commission has five members. In August of 2016, two vacancies were created on the TAC due violation of the attendance policy listed in the bylaws. Staff would like to use this opportunity for the TAC to discuss the membership numbers of the commission and make a recommendation on how many members the commission should ultimately have.

In addition, various commissioners have pointed out that there is language in the bylaws that needs to be clarified and further defined so as to better fit the role of the TAC. Staff also recommends that the TAC discuss those items and provide recommendations for change as well.

Attached as Exhibit A is a copy of the current bylaws as approved by City Council for the commissioners to review. All agreed upon recommendations for change will be presented to the City Council for final approval.

RECOMMENDATION

That the Commission provide recommendations on changes to the Transportation Advisory Commission Bylaws.

ATTACHMENTS

Exhibit A – Transportation Advisory Commission Bylaws

**BYLAWS OF THE
TRANSPORTATION ADVISORY COMMISSION
CITY OF TRACY, CALIFORNIA**

WHEREAS, the City Council has established a Transportation Advisory Commission for the purpose of advising the Council on the planning and development of public transportation related improvements and delivery of various public transportation service programs, and

WHEREAS, the Transportation Advisory Commission is advisory to the City Council; and

WHEREAS, The City General Plan promotes connectivity in mass transit, street patterns, bicycle trails, and pedestrian sidewalks and trails, as well as airport travel; and

WHEREAS, Public transportation related modes include automotive, rail, bicycle, bus, airport and pedestrian traffic such as inter-city (TRACER, Paratransit, Airports, Multimodal Station, bikeways, taxis, pedestrian trails) and intra-city (SJRTD, high-speed rail, and ACE).

NOW, THEREFORE, these Bylaws govern the conduct of the meetings and the transaction of its affairs.

A. PURPOSE

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

1. Address various public transportation issues including inter-city transit (TRACER, Paratransit, airports, Multimodal Station, taxis, limousines, Park-and-Ride lots, bikeways, trails and passes) and intra-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.

C. MEMBERSHIP GUIDELINES

1. Membership. The Transportation Advisory Commission shall consist of nine (9) members. Preferably, the composition of a Transportation Advisory Commission will include nine (9) residents with desirable background and expertise in specified areas of public transportation, such as the airport, buses, rail or bikes as outlined below:
 - a. Three (3) members: general aviation, or possess an active pilot's license, or work experience in operations of a public airport;
 - b. Two (2) members: bus transportation services;
 - c. One (1) member: rail transportation services;
 - d. One (1) member: bicycle transportation services;
 - e. One (1) member: user of public transit; and
 - f. One (1) member: community member at large.

Although a diverse Commission composition is preferred, the composition of the Commission may vary based on: (1) the expertise available at any one time in the

community; and (2) on the community interest; therefore, flexibility on composition may be necessary.

2. **Term.** Each member shall serve a four- year term; commencing in May. To provide for Commissioner's terms to expire in a staggered manner, for the appointments of the initial Commissioners on the Transportation Advisory Commission only, the City Council at its discretion will appoint three Commissioners for a two-year term and three Commissioners for a three-year term. The remaining three Commissioners will be appointed for the full four-year term. Upon expiration of the two-year and three-year terms, the terms will be four years for all Commissioners.
3. **Attendance .** If a member of the Transportation Advisory Commission fails to attend four (4) regular meetings in any calendar year, his or her position on the Transportation Advisory Commission shall automatically become vacant and the staff liaison shall so inform the City Clerk. Absences may not be excused; however, a commissioner may request a leave of absence as outlined in the bylaws.

For quorum confirmation, a member who is unable to attend a meeting shall inform the staff liaison designated by the relevant City Department at least 48 hours before the meeting.

4. **Leave of Absence.** A Transportation Advisory Commission member may submit a written request to the City Council for a leave of absence of up to six months which may be approved at the City Council's discretion.
5. **AB 1234 Training and Form 700 Completion².** If a member of the Transportation Advisory Commission who is required to complete AB 1234 training (State Mandated Ethics Training) and/or is required to complete form 700 (Statement of Economic Interest), does not do so in a timely manner, the City Clerk's Office will send two written notices at least 10 days apart to the member. If the member does not complete the required training and/or form, and provide proof of compliance to the City Clerk's Office, within 30 days of receiving the second written notice, his or her appointment will automatically terminate.

D. QUORUM

A quorum of the Transportation Advisory Commission shall consist of a majority of the members (five members). A quorum must be present in order for the Transportation Advisory Commission to hold a meeting.

E. OFFICERS AND DUTIES

1. The officers of the Transportation Advisory Commission shall be:
 - a. The Chairperson and
 - b. The Vice-Chairperson.

2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.
 - c. Provide recommendations to staff liaison regarding agenda items.
3. The Vice Chairperson shall assume all duties of the Chairperson in his or her absence or disability.
4. In case of the absence of both the Chairperson and Vice Chairperson from any meeting, an Acting Chairperson shall be elected from among the members present.

F. TERMS AND VACANCIES

The officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in June of each year. The terms of officers shall commence as of July 1st following the election and shall continue through June 30th of the following year. In the first year of formation, the election of officers shall take place at the first regular meeting.

G. MEETINGS

1. Regular meetings of the Transportation Advisory Commission shall be held on the 2nd Thursday of each month and shall begin at 7:00 PM.
2. If the scheduled date of a regular meeting conflicts with a holiday period, staff shall reschedule that meeting to be conducted within that month.
3. Any regular meeting may be adjourned, or any item on the agenda continued to the next or any subsequent regular meeting of the Transportation Advisory Commission by a majority of the quorum. If a meeting is adjourned or an item is continued to a special meeting to be held on a date other than a regular meeting date, the time, place, and date of such special meeting shall be specified in the motion for adjournment or continuance.
4. All meetings are subject to the Brown Act as set forth in Government Code sections 54950 and following. Accordingly, all meetings shall be noticed and agendas for all meetings shall be prepared and posted in accordance with the current City Council meeting procedures.
5. All meetings shall be conducted in accordance with the current City Council meeting procedures.
6. All agendas shall be prepared and distributed in accordance with City Council meeting procedures and the Brown Act.

H. FUNDING

Any funding necessary for operation of the Transportation Advisory Commission shall be included in the City of Tracy budget, which shall be approved by the City Council.

I. ADMINISTRATIVE PROCEDURES AND POLICIES

City Boards and Commissions shall follow all applicable City fiscal administrative policies and procedures.

J. SUBCOMMITTEES

The Transportation Advisory Commission may form ad hoc subcommittees in accordance with the Brown Act, and make appointments to that subcommittee, as it deems necessary. A quorum of Transportation Advisory Commission members may not be appointed to serve on a single subcommittee. Before forming a subcommittee, the Transportation Advisory Commission shall establish a specific charge and term for the subcommittee.

K. STAFF LIAISON

The Transportation Advisory Commission shall have a staff liaison designated by the relevant City Department. The staff liaison shall:

1. Receive and record all exhibits, petitions, documents, or other material presented to the Transportation Advisory Commission in support of, or in opposition to, any question before the Transportation Advisory Commission.
2. Sign all meetings minutes and resolutions upon approval.
3. Prepare and distribute agendas and agenda packets.

L. ADOPTION

This document, as adopted and amended by City Council on June 5, 2007, by Resolution 2007-120, and shall serve as the Bylaws for the Transportation Advisory Commission.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
October 13, 2016**

AGENDA ITEM 7.c.

REQUEST

FINALIZE 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.

At the September 8, 2016 TAC meeting the commission recommended the following goals for FY 16/17 with suggested dates by which to accomplish the goals:

FY16/17 Transportation Commission Goals

GOAL	TIMELINE	SUB-COMMITTEE
Public Outreach at Farmer's Market	Once per month starting October 2016	Assignments made each commission meeting
Explore moving 4 th of July Fireworks to the Tracy Airport	January 2017	
Provide Input on Updated Short Range Transit Plan	June 2017	
Conduct a Transit Survey	December 2017	
Participate in PD Safety Fair with Bicycle Safety Information	May 2017	
Identify High Priority Bicycle Lanes for Rehab	April 2017	
Conduct a Bikeways Survey	April 2017	

In order to successfully complete each of these goals, staff is asking the commissioners to approve the final list and timeline for each of the goals. In addition, staff is recommending that the commissioners form ad-hoc subcommittees to address each of these items by the timeline specified.

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 finalize the commission goals and objectives for FY 2016/17.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
October 13, 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:

Item:	Project:	Current Status:	Next Steps:
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"> • Installation of lighting.
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"> • Shorten light poles and reinstall.
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"> • Reconstruction of runway 8-26. (COMPLETE) • Reconstruction of runway 12-30 (COMPLETE)
S-19	Removal of Aligned Taxiway	COMPLETE	
S-23	Update Airport Rules and Regulations	In process. Revisions being made based on discussion by TAC.	<ul style="list-style-type: none"> • Review by TAC Subcommittee. • Schedule to go to City Council.

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	COMPLETED
Project Completed – Phase 1&2	Spring 2017

* 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.

In addition, staff is working on presenting additional information as requested by the commissioners which will be available once the fixed route software being provided by the transit contractor is installed.