

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, February 9, 2017, 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 January 12, 2017
5. Correspondence
6. New Business
 - a. Provide Recommendations on Changes to the Transportation Advisory Commission Bylaws
 - b. Review Progress of Commission Goals and Objectives for 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: February 6, 2017

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.

JANUARY 12, 2017

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:**
 - c. **Staff Present:** Andre Pichly, Parks and Recreation Director; 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:** Richard Ortenheim, Skyview Aviation, shared information on his contract with Chinese Government, and his aviation school.
4. **APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 10, 2016**
 - a) **Motion to Approve:** Commissioner Alexander
 - b) **Second:** Commissioner Vaughn
 - c) **Abstain:** None
 - d) **Vote** Approved with Unanimous Vote
5. **CORRESPONDENCE:** Ed Lovell provided information on "A Penny for Your Thoughts" community budget exercise at the Tracy Library, Thursday, January 19, 2017 at 6:30PM, The exercise will offer a glimpse into the City's budget preparation process and an opportunity for community members to provide input on Tracy's budget priorities.
6. **NEW BUSINESS:**
 - a. **Review and Provide Input on Development of the City of Tracy Capital Improvement:** Commission reviewed and provided their input on projects to be included in the FY2017/2018 CIP. Listed below are the top five projects as voted on by the commissioners.

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION	VOTE
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 will be constructed with a State loan. Impact to debt budget is offset by rental income.	5
Airport Park Restroom – Tracy Airport [77PP-571]	\$150,000	Installation of a permanent restroom at Tracy Airport Park	5

Bikeway Rehabilitation – Various Locations [78PP-135]	\$177,500	Future bikeway rehabilitation.	3
Bikeways on Valpico from Tracy Blvd to MacArthur		Design and construction of a bikeway on Valpico from Tracy Blvd to MacArthur	3
Construct FBO Facility – Main Airport Area [77PP-026]	\$4,268,000	Construction of new FBO building.	3

b. Provide Recommendations on Changes to the Transportation Advisory Commission Bylaws:

Commission discussed and addressed their concerns regarding the existing TAC Bylaws, specifically regarding membership numbers and composition. Motion to approve and finalize recommendation of 7 members by Commissioner Krogh was seconded by Commissioner Vaughn and approved by majority. Motion to recommend change of TAC membership composition (2 members involved in aviation, 2 members involved in public transit, 2 members involved in bicycling, and 1 community member at large) by Commissioner Silva was seconded by Commissioner Carter and approved by majority. Motion to table and continue further TAC Bylaws discussion by Commissioner Gamino was seconded by Commissioner Ameni.

c. Review Progress of Commission Goals and Objectives for FY2016/17:

Commissioner Ball addressed concerns of Chamber of Commerce, regarding loss of income, moving 4th of July Fireworks to the Tracy Airport. Commissioner Vaughn provided Transit Survey template from previous year. Staff will bring back information regarding 2017 PD Safety Fair with Bicycle Safety information. Commissioners Siva and Carter will meet to organize a list of high priority bicycle lanes for bikeway rehabilitation.

7. ITEMS FROM THE COMMISSION: None

8. ITEMS FROM THE STAFF:

Airport Updates: Ed Lovell referred the Commission to airport updates; FAA approved replacement regulator change order, regulators are ordered, contractor will proceed with installation. Application for AWOS and an additional runway papi light will be submitted to FAA.

Transit Updates: Mobile App for TRACER fixed route service will be available soon. New 5 Replacement buses will be arriving by March end. Monthly Transit reports will be provided to Commission starting March 2017.

9. ITEMS FROM THE AUDIENCE: George Riddle, Tracy, asked if tetrahedron installation project is still active; he recommended conducting power audit to determine the electrical issues at the airport and suggested possible use of LED lights for the beacon. He also suggested hiring a second staff at the airport or having volunteers to assist with airport maintenance. He provided his name to be added to the volunteer list. Richard Ortenheim, Skyview Aviation, recommended City permit volunteers to use City equipment or tractor for the airport maintenance work or allows volunteers to use their own vehicle. Trina Anderson,

Tracy, requested if City could look into bringing the water lines for adjacent new developments through the airport, prior to runway project being complete. Dave Anderson, Tracy, suggested trying to find the original airport beacon and getting it certified.

10. ADJOURNMENT TO NEXT REGULAR MEETING FEBRUARY 9, 2017

- a. **Motion to Approve:** Commissioner Ball
- b. **Second:** Commissioner Carter
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 9:47 p.m.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
February 9, 2017**

AGENDA ITEM 6.a.

REQUEST

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

DISCUSSION

At the January 12, 2017 regular meeting of the Transportation Advisory Commission, the commissioners discussed various changes to the commission bylaws due to positions that were recently made vacant. At that meeting the commission voted on and approved making a recommendation to the City Council to change the following:

1. That the commission membership be reduced from its current 9 members to 7 seven members.
2. That the new make-up of the commissioners be as follows:
 - 2 commissioners with interests in aviation
 - 2 commissioners with interests in public transit
 - 2 commissioners with interests in bicycling
 - 1 commissioner who is a community member at large

Following these actions, there was additional discussion on the bylaws of the commission. After some discussion, the commission voted to table the rest of the discussion in the interest of time and bring back the discussion at the next meeting.

This item is to allow for further discussion on the bylaws, and if needed, to take action on making a recommendation to the City Council for additional bylaw changes.

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
February 9, 2017**

AGENDA ITEM 6.b.

REQUEST

REVIEW PROGRESS OF 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. The goals were approved by the commission at the November 10, 2016 regular meeting.

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	Commissioner Ball Commissioner Carter
Provide Input on Updated Short Range Transit Plan	June 2017	Commissioner Krogh Commissioner Vaughn
Conduct a Transit Survey	December 2017	Commissioner Alexander Commissioner Vaughn
Participate in PD Safety Fair with Bicycle Safety Information	May 2017	Commissioner Silva
Identify High Priority Bicycle Lanes for Rehab	April 2017	Commissioner Silva Commissioner Carter
Conduct a Bikeways Survey	April 2017	Commissioner Silva

In order to ensure success in completing each of these goals, staff is asking the sub-committee for each of the goals to review and report out on their progress thus far.

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 the progress of the commission goals and objectives for FY 2016/17.