

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, June 8, 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 May 11, 2017
5. Election of Chair and Vice Chair
6. Presentation on ACE Forward Project
7. Correspondence
8. Old Business
 - a. Review Progress of and Finalize Commission Goals and Objectives for FY 2016/17
9. New Business
 - a. Provide Input on Commission Goals and Objectives for FY 2017/18
10. Items from the Commission
11. Items from Staff
 - a. Airport Update
 - b. Transit Update
12. Items from the Audience
13. Adjournment

POSTED: June 5, 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.

MAY 11, 2017

1. **CALL TO ORDER:** Commissioner Silva called the meeting to order at 7:02 p.m.
2. **ROLL CALL:**
 - a. **Present:** Larry Gamino, Sheetal Ohri, Tim Silva, Alvin Vaughn
 - b. **Absent:** Benjamin Grover
 - 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 APRIL 13, 2017**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Silva
 - c) **Abstain:** None
 - d) **Vote** Approved with Unanimous Vote
5. **CORRESPONDENCE:** Ed Lovell gave an update on the two newly appointed Commissioners. Commissioner Sheetal provided a brief introduction and her interest in serving as a Commissioner.
6. **NEW BUSINESS**
 - a. **Review Progress of Commission Goals and Objectives for FY2016/17:**

Commissioner Silva provided staff a report created by Velo Bicycle Club, identifying bike lanes and pathways that they feel could use rehab or creation of new lanes. He recommended an online bike survey to be conducted on City website.

Commissioner Gamino enquired if rail will be included in the Short Range Transit Plan. Staff will contact Commissioner Silva regarding handouts and participation at Farmer's Market on Saturdays. Transit survey created by Commissioner Vaughn, will be conducted effective May 22, 2017. Commissioners Vaughn and Silva who assisted with the Bike to Work and Safety Booth, at the PD Safety Fair, held on May 6, 2017, provided positive feedback on the event and turnout.
7. **ITEMS FROM THE COMMISSION:**

Commissioner Gamino enquired about Transportation fund; Staff referred to the City Budget book. He asked for ACE ridership and number of flights that access the airport. Commissioner Silva enquired if any increase in fuel sales at the airport. He requested staff add Bikeway updates to the Items from Staff. He also commented about fostering better communication between Commissions and Council, he apologized if his comments about the City Council's recent visit to Washington D.C. to address transportation items, offended anyone. Commissioner Gamino agreed and expressed how Council takes advice and suggestions from Planning Commission, and suggested the same with other Commissions.

8. ITEMS FROM THE STAFF:

Ed Lovell provided updates on Tracy Airport construction project. He reported an increase in the TRACER ridership at 15,000 month of April. Commissioner Vaughn requested status on Route Match.

- 9. ITEMS FROM THE AUDIENCE:** Trina Anderson, Tracy, informed when applying for FAA funding, RFP should be worded accordingly to receive funding. She has noticed airport construction is at standstill and enquired about updates on the Airport rules and policy. Suggested adding to the airport project, exterior lights around airport hangars. She commented about the existing short light poles not providing enough visibility. She addressed the petition to allow Tracy Fire Department to receive all emergency calls. George Riddle, Tracy, suggested AWOS 3 is listed not AWOS 2. He enquired about PAPI, and Beacon upgrade at the airport. He suggested adding to the staff report updates on airport fuel sales, hangar use, airport maintenance and expenses.

10. ADJOURNMENT TO NEXT REGULAR MEETING MAY 11, 2017

- a. **Motion to Approve:** Commissioner Gamino
- b. **Second:** Commissioner Vaughn
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:14p.m.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
June 8, 2017**

AGENDA ITEM 8.a.

REQUEST

**REVIEW PROGRESS OF AND 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. 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. Additionally, since it is the end of the fiscal year, staff is asking that all the goals be closed out in preparation for the upcoming report to City Council in September 2017. Any goals that the Commission feels should be carried forward can be done so as part of the discussion for the FY 2017/18 goals.

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

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
June 8, 2017

AGENDA ITEM 9.a.

REQUEST

PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES FOR FY 2017/18

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. Additionally, the requirement to give an annual report to the City Council was amended into the TAC bylaws at the April 4, 2017 regular City Council meeting.

As part of the discussion on the topic, there was consensus from the Commission that in order for an effective report to happen, the goals for the commission would need to be revised and updated to include timelines to complete each goal. The Commission decided that they will create goals each year that conclude no later than June of that fiscal year in order to allow enough time to complete a report to be ready for a City Council meeting in September.

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 discussion on new goals and objectives for FY 2017/18, 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 2017/18.

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 seven-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.
13. Provide an annual report to the City Council on the Commission's efforts during the previous year.

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.