

# 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 14, 2017, 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 July 13, 2017
5. Presentation on the Brown Act
6. New Business
  - a. Review and Provide Input on the Annual Commission Report to City Council
  - b. Provide Updates on Commission Goals and Objectives for FY 2017/18
7. Items from the Commission
8. Items from Staff
  - a. Airport Update
  - b. Transit Update
  - c. Bikeways Update
9. Items from the Audience
10. Adjournment

## **POSTED: September 11, 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 6<sup>th</sup> Street, Tracy, during normal business hours.

JULY 13, 2017

1. **CALL TO ORDER:** Commissioner Vaughn called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Benjamin Grover, Sheetal Ohri, Tim Silva, Alvin Vaughn
  - b. **Absent:** Larry Gamino
  - 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 airport lighting, hangar, surplus buses, debris and runway sweeper.
4. **APPROVAL OF REGULAR MEETING MINUTES OF JUNE 8, 2017**
  - a) **Motion to Approve:** Commissioner Silva
  - b) **Second:** Commissioner Grover
  - c) **Abstain:** None
  - d) **Vote** Approved with Unanimous Vote
5. **CORRESPONDENCE:** Ed Lovell informed there are only five TAC members now; City Clerk's Office is accepting applications to fill two more vacancies, filing deadline is July 28, 2017. He informed that Parks and Recs Director Andre Pichly submitted his resignation; Assistant City Manager Stephanie will be overseeing Parks and Recs. He also informed job position for an additional maintenance worker is approved and interview will be conducted next week.
6. **NEW BUSINESS:**
  - a. **Provide Comments on ACEforward Plan to be submitted to the City Council**

Staff shared information on ACEforward that did not contain in their EIR. The public comment period for the draft environmental impact report of the ACEforward plan is open until July 31, 2017. Commission comments to be submitted to Council, to take into consideration when they make their comments.
  - b. **Approve Commission Goals and Objectives for FY 2017/18**

Commission discussed and agreed to approve the goals

    - a. **Motion to Approve:** Commissioner Silva
    - b. **Second:** Commissioner Ohri
    - c. **Vote:** Approved by unanimous vote
7. **ITEMS FROM THE COMMISSION:**

Commissioner Silva: Suggested replacing the airport electrical system or rewiring if there is recurring issues. Mr. Silva enquired about if any time limit established for customers utilizing the Transit Station Electric Vehicle Charging Station.

Commissioner Ohri: Suggested having the electrical box checked by electrician to find the issue.

**8. ITEMS FROM STAFF**

- a. Ed Lovell provided updates on Tracy Airport construction project and waiting from FAA to get approval for other items.
- b. Transit Updates: Staff provided Transit updates. Informed there will be additional cameras installed at the Transit Station.

**9. ITEMS FROM AUDIENCE: None**

**10. ADJOURNMENT TO NEXT REGULAR MEETING AUGUST 10, 2017**

- a. **Motion to Approve:** Commissioner Grover
- b. **Second:** Commissioner Ohri
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:13PM

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
September 14, 2017**

**AGENDA ITEM 6.a.**

REQUEST

**REVIEW AND PROVIDE INPUT ON THE ANNUAL COMMISSION REPORT TO CITY COUNCIL**

DISCUSSION

In February 2017, the City Council asked that all City Commissions provide an annual report to the City Council. The Transportation Advisory Commission's goals coincide with the fiscal year for the City of Tracy, July 1st through June 30th. This report contains a brief synopsis of the goals for the previous fiscal year, FY 16/17, and includes the goals the commission is working on for the current fiscal year, FY 17/18. This item is scheduled to go to City Council on October 17<sup>th</sup>, 2017.

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 annual commission report to City Council.

ATTACHMENTS

Attachment A – Draft Annual Report to City Council

## **ATTACHMENT A – DRAFT ANNUAL REPORT TO CITY COUNCIL**

### REQUEST

#### **RECEIVE THE ANNUAL REPORT OF THE TRANSPORTATION ADVISORY COMMISSION**

### EXECUTIVE SUMMARY

The Transportation Advisory Commission was formed by the City Council in 2007 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. At the February 7, 2017 regular City Council meeting, the Council expressed the desire to receive an annual report from all of the City's Commissions. This report is an accounting of the Transportation Advisory Commission for FY 16/17 as well as projected goals for FY 17/18.

### DISCUSSION

The Transportation Advisory Commission (TAC) was formed in 2007 after Council expressed the need for a commission with a diverse member composition in order to advise the Council on various public transportation issues. The original commission was comprised of nine members with background in transit, aviation, rail, and bikeways. Since the TAC was formed, they have worked on setting their own goals to work on in one to two-year increments.

In FY 16/17, the TAC had seven goals as listed below. Under each goal is the status on how successful the commissioners were in completing their objective.

- Public Outreach at Farmer's Market:  
A primary focus of the commission is to get feedback from the public on issues related to transportation. In order to achieve this, the commission decided that it would be beneficial to be out in the public where there are already crowds of people. The Farmer's Market was the best choice as a place where there are plenty of citizens weekly and the City staff already had a booth set up there periodically. Although the goal was to try and be at the Farmer's Market every month, the schedules of the commissioners did not always lend them to be available during the weeks that the City staff has a booth set up. The commission was able to be at two Farmer's Markets during FY 16/17 providing information about the commission and other transportation items.
- Participate in PD Safety Fair with Bicycle Safety Information:  
This has been the most successful effort of the commission to date. For the second year in a row, the TAC had a booth at the Tracy Police Department's Safety Fair. The booth focused on bicycle safety, information on Bike to Work Month, and information about the TAC. The TAC was able to hand out 75 bicycle helmets to both youth and adults, held a raffle for 2 bikes which were donated by local businesses, and had over 200 people pledge to ride their bikes to work at least one day during the month.
- Explore moving 4<sup>th</sup> of July Fireworks to the Tracy Airport:

Many years ago, the Airport used to host the fireworks on the 4<sup>th</sup> of July, and thousands of people would come to watch. Currently the 4<sup>th</sup> of July Fireworks are launched from behind the old Heinz factory and people gather at Lincoln Park and the surrounding areas to watch. In order to gain more visibility for the Airport it was suggested to see if the idea of moving the fireworks to the Airport would be feasible. Members of the commission spoke with the Chamber of Commerce, who coordinates the fireworks display, to see if they were open to the idea. While they did say they were open to the idea, they indicated that it would need to be looked at further. While the Chamber was open to the idea, it was decided that logistically it would not be feasible. In addition to the need to have to close down the Airport in order to have the event, the City, in partnership with the FAA, has recently spent over \$9 million dollars reconstructing the runways, taxiways, and apron area, an investment that should be protected. The Caltrans Division of Aeronautics has also stated that they do not recommend holding such an event at the Tracy Airport.

- Provide Input on Updated Short Range Transit Plan:  
This item has not yet been completed and has been carried over as a goal for FY 17/18. The Request for Proposals for this item is currently underway.
- Conduct a Transit Survey:  
The commission provided input in creating a survey to be handed out the passengers of the Tracer Bus to gather ridership information including frequency of use, destination of trips, type of rider, typical travel time and improvements they would like to see. Over 80 riders completed the survey during the period that the survey was available.
- Identify High Priority Bicycle Lanes for Rehab:  
Through a combination of riding around various areas of the City and speaking with a local bike club, Central Valley Velo, a list was created of some Class II Bicycle Lanes that are in need of some rehab. This list will go into the queue as part of a CIP to rehab bike lanes throughout the City.
- Conduct a Bikeways Survey:  
While some initial outreach was done with the local bike club, Central Valley Velo, an official survey to reach out to the community was not completed.

Additionally, the TAC had recently experienced a large number of vacancies combined with a low application rate to fill the vacant positions. While not an original goal of the TAC, the TAC used this opportunity to evaluate their current bylaws and decided that the nine member commission should be reduced to seven members. This recommendation was forwarded to and approved by the City Council.

The TAC has already created and begun working on additional goals for FY 17/18. Their new goals as a commission for FY 17/18 are as follows:

**Focus Area: OUTREACH**

- Public Outreach at the Farmers Market
- Public Outreach at Block Party Events
- Participate in Tracy Police Department's Safety Fair with Bicycle Safety Information
- Explore Rail Road Days Festival Concept with Chamber of Commerce and ACE

**Focus Area: TRANSIT**

- Provide Comments to City Council on the ACE*forward* draft environmental impact report (DEIR)
- Provide Input on Updated Short Range Transit Plan

**Focus Area: AIRPORT**

- Provide Assistance with Display Days Events at the Tracy Municipal Airport

**Focus Area: BIKEWAYS**

- Conduct a Bikeways Survey
- Provide Input on Updated Bikeways Master Plan
- Seek Bikeways Grants for Valpico Road Bikeways Gap

STRATEGIC PLAN

This agenda item is a routine operational item and does not relate to the Council's Strategic Plans.

FISCAL IMPACT

There is no impact to the General Fund, Airport Fund, or Transit Fund for this item.

RECOMMENDATION

That the City Council the annual report of the Transportation Advisory Commission.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
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**AGENDA ITEM 6.b.**

REQUEST

**PROVIDE UPDATE ON COMMISSION GOALS AND OBJECTIVES FOR FY 2017/18**

DISCUSSION

At the June 8, 2017 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the upcoming fiscal year 2017/2018.

Below are the commission recommended goals for FY 17/18 with suggested dates by which to accomplish the goals. These goals and dates were approved by the TAC at the July 13, 2017 regular meeting.

**FY16/17 Transportation Commission Goals**

	<b>GOAL</b>	<b>TIMELINE</b>	<b>SUB-COMMITTEE</b>
<b>OUTREACH</b>	Public Outreach at Farmer's Market	Each month in conjunction with the City booth	Assignments made each commission meeting  Next Dates: 9/23, 9/30, 10/14
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting
	Participate in PD Safety Fair with Bicycle Safety Information	May 2018	Silva, Ohri
	Explore Rail Road Days Festival Concept with Chamber of Commerce and ACE	June 2018	Grover
<b>TRANSIT</b>	Provide Comments to City Council on the ACE <i>forward</i> draft environmental impact report (DEIR)	July 2017	<b>COMPLETE</b> All Commissioners
	Provide Input on Updated Short Range Transit Plan	June 2018	Vaughn



<b>AIRPORT</b>	Provide Assistance with Display Days Events at the Tracy Municipal Airport	Dates TBD	Ohri
<b>BIKEWAYS</b>	Conduct a Bikeways Survey	May 2018	Silva, Grover
	Provide Input on Updated Bikeways Master Plan	June 2018	Silva, Grover
	Seek Bikeways Grant Opportunities	June 2018	Silva, Grover, Ohri

In order to successfully complete each of these goals, staff is asking the commissioners to form ad-hoc subcommittees to address each of these items by the timeline specified. It is suggested that each committee be comprised of at least 2 but no more than 3 commissioners.

**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 updates on the commission goals and objectives for FY 2017/18.

**CITY OF TRACY  
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**AGENDA ITEM 8**

***Staff Items***

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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:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
Reconstruction of pavements on Runways and Taxiway	Project Complete	Acceptance by City Council
Reconstruction of General Aviation Apron Area	Final Punchlist	Project Completion
AWOS Replacement	Grant Awarded by FAA	Award of Contract by City Council
PAPI Installation and Retrofit	Grant Awarded by FAA	Award of Contract by City Council

