

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, August 9, 2018, 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 June 14, 2018
5. Election of Chair and Vice Chair
6. New Business
 - a. Discuss Holding a Special Transportation Commission Meeting to Review Updates to the Tracy Municipal Code Regarding the Airport
 - b. Review and Provide Input on the Annual Commission Report to City Council
 - c. Provide Input on Commission Goals and Objectives for FY 2018/19
7. Items from the Commission
8. Items from Staff
 - a. Director Report
 - b. Airport Projects Update
 - c. Transit Ridership and Performance Update
 - d. Bikeways Survey Update
9. Items from the Audience
10. Adjournment

POSTED: August 2, 2018

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.

JUNE 14, 2018

1. **CALL TO ORDER:** Commissioner Vaughn called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Larry Gamino, Tim Silva, Roderick Stevenson, Alvin Vaughn
 - b. **Absent:** Alice English, Benjamin Grover, Sheetal Ohri
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transit Coordinator
 - d. **Recorded By:** Jayne Pramod, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF MAY 10, 2018**
 - a) **Motion to Approve:** Commissioner Silva
 - b) **Second:** Commissioner Gamino
 - c) **Abstain:** None
 - d) **Vote:** Approved with unanimous vote
5. **ELECTION OF CHAIR AND VICE CHAIR**

Motion by Commissioner Gamino to nominate a Chair died for lack of a second. Motion by Commissioner Vaughn to postpone election of chair and vice chair to the next meeting, was second by Commissioner Stevenson, opposed by Commissioner Gamino, approved by majority.
6. **OLD BUSINESS:**
 - a. **Provide Updates on Commission Goals and Objectives for FY2017/18:** Commission and Staff reviewed list of completed Commission Goals. Commissioner Silva agreed to attend June 16th Framers Market to conduct public outreach. Staff provided Farmers Market and Block Party event dates. Short Range Transit Plan Community Meetings will be held in August, SRTP draft will be provided to Commission in September. Addressed Airport Display event, Bikeway Survey, Bikeway Masterplan and grant opportunities. Commissioner Gamino requested info on where public interested in road closure and detour can get information and address their concerns on road closures. George Riddle, Tracy, enquired about Airport Manager position status.
7. **NEW BUSINESS:**
 - a) **Discuss Whether to Cancel the Regular Transportation Commission Meeting Scheduled for Thursday, July 12, 2018**

Motion by Commissioner Gamino to cancel the regular July meeting was second by Commissioner Stevenson, opposed by Commissioner Silva, approved by majority.
8. **ITEMS FROM COMMISSIONER:**

Commissioner Gamino: suggested installing solar panels on City parking lot. He provided history on the Southern Pacific's locomotive 1293, displayed at Dr. Powers Park. He

suggested City perform required maintenance and recommended Commission advice Council to preserve the engine.

Commissioner Vaughn: provided Commission to read a copy of the CityLab article regarding More Routes = More Riders.

Commissioner Silva: asked if Council provided feedback on CTSA. Staff informed Council did approve moving forward with the funding. CTSA implementation and service provided will be addressed at a future meeting.

Commissioner Stevenson: enquired if City can make modifications on CTSA in the first year, staff responded assessment will assist make necessary modifications or decision to continue CTSA.

9. ITEMS FROM STAFF:

- a) Airport Updates:** Ed Lovell provided airport updates. Richard Joaquin, Planning & Development Manager will be assisting with various airport construction projects. George Riddle, Tracy, enquired about status on AWOS tower, restroom location and pilot lounge
- b) Transit Updates:** Staff provided transit updates on ridership and On Time Performance. Commissioner Silva commented about on time performance still unsatisfactory. SRTP Survey deadline is end of the week, suggested Commission take the survey to provide their input. SRTP draft working papers will be made available to the subcommittee, Commissioners Vaughn and Grover, for review and feedback. Commissioners are welcome to provide feedback at anytime during the public open houses for the SRTP.

10. ITEMS FROM AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING AUGUST 9, 2018

- a. Motion to Approve:** Commissioner Silva
- b. Second:** Commissioner Stevenson
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:32 p.m.

The above agenda was posted at Tracy City Hall on June 7, 2018. The above are action minutes. A full recording of the meeting is available by contacting the City Clerk's Office.

Ed Lovell, Staff Liaison

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
August 9, 2018**

AGENDA ITEM 6.b.

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 17/18, and will also include the goals the commission is working on for the current fiscal year, FY 18/19. This item is scheduled to go to City Council on November 7th, 2018.

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

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 to be placed on the consent calendar. This report is an accounting of the Transportation Advisory Commission for Fiscal Year (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 17/18, the TAC had four focus areas and ten goals as listed below. Under each goal is the status on how successful the commissioners were in completing their objective.

Focus Area: OUTREACH

- Public Outreach at the Farmers 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 attend four Farmer's Markets during FY 17/18 providing information about the commission and other transportation items.
 - **GOAL STATUS: COMPLETE**
- Public Outreach at Block Party Events
 - Another way that the commission wanted to try and received feedback from the community was through the City's Block Party Events. Since City staff already had a booth set up for those events, the Transportation Commissioners would be able to easily have a location from which they could interact with the attendees, hand out information, and gather feedback. As was the same with the Farmer's Market, the schedules of the commissioners did not always allow them to be available at all of the

Block Party events. The commission was only able to attend one of the Block Party events during FY 17/18.

- **GOAL STATUS: COMPLETE**
- Participate in Tracy Police Department's Safety Fair with Bicycle Safety Information
 - In previous years, the Transportation Commission has participated in the Tracy Police Department's Safety Fair by having a booth focused on bicycle safety, information on Bike to Work Month, and information about the TAC. The Police Department decided that they would only be holding this event on a bi-annual basis and did not hold the Safety Fair in FY 17/18. The commission will look forward to participating again in FY18/19. The commission did however, hold a Bike to Work event on May 1st prior to the Council meeting promoting bicycle safety and information on Bike to Work Week with the help of SJCOG's Dibs program. During that event a total of ___ people pledged to ride their bike to work at least one day during the month of May.
 - **GOAL STATUS: COMPLETE**
- Explore Rail Road Days Festival Concept with Chamber of Commerce and ACE
 - A sub-committee was formed to look at the potential concept of holding a Rail Road Days Festival in Tracy. This goal did not get accomplished this year.
 - **GOAL STATUS: NOT COMPLETE**

Focus Area: TRANSIT

- Provide Comments to City Council on the ACEforward draft environmental impact report (DEIR)
 - In July of 2017, the City was asked to provide comments on the ACEforward draft environmental impact report (DEIR). As part of this process, the commission received a presentation from ACE on the report and provided a memo to Council to be considered as part of the City's overall comments on the DEIR.
 - **GOAL STATUS: COMPLETE**
- Provide Input on Updated Short Range Transit Plan
 - In March of 2018 the City awarded a contract with IBI Group to complete an update to the City's Short Range Transit Plan. The work for this is currently underway but not scheduled to be completed until late 2018. Through this process however, a sub-committee was created to review and provide input on the working papers that have been created by the consultants. Their input was received and will continue through the FY18/19 goal cycle.
 - **GOAL STATUS: IN PROCESS**

Focus Area: AIRPORT

- Provide Assistance with Display Days Events at the Tracy Municipal Airport
 - Staff is currently working on the staffing structure for the airport operations. Once a person has been hired to fill the existing vacancy in the airport operating budget, they will work on the feasibility of holding additional Display Days events.
 - **GOAL STATUS: ON HOLD**

Focus Area: BIKEWAYS

- Conduct a Bikeways Survey
 - The commission wanted to send out a survey to the community to gather input on bicycling in Tracy. A total of 296 people filled out the survey. The commission has formed a sub-committee to evaluate the results and provide recommendations.
 - **GOAL STATUS: COMPLETE**
- Provide Input on Updated Bikeways Master Plan
 - City staff are currently working on including the Bikeways Master Plan update as part of the larger Roadways Master Plan update. Once a consultant is selected for this process, the commission will begin providing input as part of this goal.
 - **GOAL STATUS: IN PROCESS**
- Seek Bikeways Grants
 - In October of 2017, SJCOG issued a call for projects for their Measure K Bicycle, Pedestrian & Safe Routes to School and Smart Growth Incentive Program. As part of the City's effort on this, the commission provided a list of projects to be considered as part of the application process. A total of 4 applications were submitted to SJCOG for consideration. The City received funding for one of those applications for a sidewalk connection on eastside of Tracy Blvd between Valpico and Whispering Wind.
 - **GOAL STATUS: COMPLETE**

The TAC has already created and begun working on additional goals for FY 18/19. Their new goals as a commission for FY 18/19 are as follows:

[INSERT NEW GOALS]

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 receive the annual report of the Transportation Advisory Commission.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
August 9, 2018

AGENDA ITEM 6.c.

REQUEST

PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES FOR FY 2018/19

DISCUSSION

The Transportation Advisory Commission creates goals and objectives that they would like to work on each year that coincide with the City's fiscal year of July 1 through June 30. At the beginning of this new fiscal year, it is time for the commission to discuss what items they would like to work on for the coming year.

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.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
August 9, 2018**

AGENDA ITEM 8

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:

Project	Current Status	Next Steps
Reconstruction of pavements on Runways and Taxiway	Grant has been closed.	N/A
Reconstruction of General Aviation Apron Area	Processing final reimbursements	Grant Closeout
AWOS Replacement	AWOS Installation (end of Aug)	Final Inspection
PAPI Installation and Retrofit	Installation of PAPI complete	Flight Check Agreement with FAA
Airport Restrooms Installation	City Staff working on design	Completion of design
Pilot's Lounge AC/Awning Installation	AC Unit Installation	Awning Installation

Transit Update

By Jayne Pramod

TRACER Ridership: A year to date comparison of current ridership compared to the same period in the previous year is shown below. Fixed route ridership is up 16,836 riders compared to year to date ridership in June FY16/17, an increase of approximately 13%. Paratransit ridership is up 2,144 riders compared to the same time in FY16/17, an increase of approximately 13%. Overall the Tracer system ridership has increased by 18,980 riders over the same period last year, an overall increase of approximately 13%

June Year To Date Ridership Comparison

	FY16/17	FY17/18
Fixed Route Ridership		
Regular	43,416	44,791
Student	32,150	34,433
Senior	14,817	18,190
Disabled	5,947	6,894
Free	11,816	8,741
Promo Passengers	20,599	9,564
Passengers w/tickets	1,454	20,019
Passengers w/transfers		4,403
Total	130,199	147,035
Paratransit Ridership		
Regular (Guest)	0	46
Senior	3,421	3,684
Disabled	12,797	14,336
Free	905	1,201
Total	17,123	19,267
All Systems Ridership	147,322	166,302

Fixed Route On-Time Performance FY17/18:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route	72%	69%	63%	68%	71%	66%	72%	70%	72%	72%	77%	76%
B Route	70%	62%	56%	59%	60%	54%	65%	65%	69%	64%	69%	67%
C Route	71%	65%	69%	69%	72%	69%	75%	81%	75%	76%	79%	78%
D Route	90%	91%	81%	82%	77%	81%	85%	86%	93%	94%	95%	93%
D Peak	90%	86%	77%	80%	62%	87%	72%	82%	97%	97%	98%	98%
E Route	88%	79%	80%	84%	87%	90%	85%	89%	92%	95%	95%	95%
F Route	94%	97%	87%	88%	93%	94%	89%	96%	91%	94%	95%	93%
OVERALL	82%	78%	73%	76%	75%	77%	78%	81%	84%	85%	87%	86%