

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, December 13, 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 November 8, 2018.
5. New Business
 - a. Review and Provide Input on Development of the City of Tracy Capital Improvement Program for Fiscal Years 2019 - 2020
6. Items from the Commission
7. Items from Staff
 - a. Airport Projects Update
 - b. Transit Ridership and Performance Update
8. Items from the Audience
9. Adjournment

POSTED: December 6, 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.

NOVEMBER 8, 2018

1. **CALL TO ORDER:** Commissioner Vaughn called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Alice English, Larry Gamino, Tim Silva, Roderick Stevenson, and Alvin Vaughn
 - b. **Absent:** Sheetal Ohri
 - c. **Staff Present:** Ed Lovell, Management Analyst II
 - d. **Recorded By:** Laura Borjon, Executive Assistant
3. **ITEMS FROM THE AUDIENCE: None**
4. **APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 11, 2018**
 - a) **Motion to Approve:** Commissioner Stevenson
 - b) **Second:** Commissioner English
 - c) **Abstain:** None
 - d) **Vote:** Approved with unanimous vote
5. **NEW BUSINESS:**
 - a. **Receive Presentation and Provide Input on Short Range Transit Plan Preferred Service Plan:** Ed Lovell, Management Analyst II introduced Steven Wilks of IBI Group to provide Commission with a presentation on the Short Range Transit Plan. Commission reviewed and discussed the Short Range Transit Plan preferred service plan options. Audience member, Richard Ortenheim commented on benefits of plan. Commissioner Silva motioned and Commissioner Gamino seconded the approval of the Short Range Transit Plan Preferred Service Plan at the 25% growth rate. Roll call vote found Commissioners Gamino and Vaughn in favor. Commissioners Silva, Stevenson and English opposed, motion did not pass.

Commissioner Silva motioned and Commissioner Stevenson seconded to accept and recommend approval to City Council of the Short Range Transit Plan Preferred Service Plan at the 10% growth rate. Roll call found Commissioners Vaughn, Stevenson and English in favor, Commissioner Gamino abstained and Commissioner Silva opposed. Motioned carried with a majority vote.
6. **ITEMS FROM THE COMMISSION: None**
7. **ITEMS FROM STAFF:**
 - a. **Airport Updates:** Staff invited the Commission to read the staff report attached to the agenda and asked if there were any questions. Commissioner English commented on the amount of accomplishments made since last year and thanked the commissioners and staff for their input and work.
 - b. **Transit Updates:** Staff invited the Commission to read the staff report attached to the agenda and asked if there were any questions
8. **ITEMS FROM THE AUDIENCE:**

Richard Ortenheim asked if the fuel item will be presented to Council on December 18th. Staff indicated that they are working on it and do not know for sure yet.

9. ADJOURNMENT TO NEXT REGULAR MEETING DECEMBER 13, 2018

- a. Motion to Approve:** Commissioner Vaughn
- b. Second:** Commissioner Stevenson
- c. Vote:** Approved by unanimous vote
- d. Time:** 10:11 p.m.

The above agenda was posted at Tracy City Hall on November 1, 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
December 13, 2018

AGENDA ITEM 5.a.

REQUEST

**REVIEW AND PROVIDE INPUT ON DEVELOPMENT OF THE CITY OF TRACY
CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2019-2020**

BACKGROUND

The City develops an annual Capital Improvement Program (CIP) to coincide with the development and approval of the annual budget each year. The CIP is a five-year document that is updated each year to reflect current projects, current priorities, and current funding. The projects in the CIP usually involve project costs over \$100,000, have a life span of seven years or more, and result in the creation of a capital asset. The CIP also shows future plans to design and construct the city's infrastructure, whether by the City directly or as part of other development, such as future commercial or residential.

Only the projects that have been funded in a prior year, or are approved for funding in the current year, are worked on by staff in any given fiscal year. Projects that have future funding identified, but are not funded in the current year, are in a "holding" pattern until funding can be identified and linked to that project. If there is no designated project in the CIP, then no work is done on that project.

Some CIP projects are funded over several years, where the first year may be the planning and design and the second year may be construction. Some projects show an annual allocation to a multi-year program.

DISCUSSION

The following is the outline of the annual CIP process and the current status.

1. Update and prepare CIP submittals for the 2019-2020 CIP Budget including:
 - a. Update scope, project description, timelines and projected costs of current approved and proposed CIPs.
 - i. Review previously submitted CIPs for future years and either 1) assess feasibility and need for moving project into upcoming year, 2) remove from CIP, or 3) change scope of project.
2. Solicit new CIP projects from staff and the Commission.
 - a. Write description of project
 - b. Identify funding source
 - c. Identify phasing if applicable over multi-years of appropriation (i.e., Year 1: Planning and Design; Year 2: Construction)
3. Commission prioritizes all unfunded CIPs
4. Finalize costs. Submit to Development Services Department for review of costs, construction and soft costs.
5. Staff recommends CIPs to City Council

Each year, prior to beginning the CIP process for transit and airport related projects, the Transportation Advisory Commission is given an opportunity to provide input. In a memo to the Tracy Boards and Commissions dated September 22, 2008, it states that the Transportation Advisory Commission’s input “adds to the democratic richness of Tracy’s governance and makes for better thinking” and that “it is critical to make sure capital projects are grounded in the critical needs of the community.” The Commission is invited to view the entire City CIP List, on the City of Tracy website at:

https://www.cityoftracy.org/documents/Chapter_5_2017_2019.pdf

The following list includes those projects that are specific to the Transit and Airport Funds as listed in the current budget document. The Commission’s input is requested on the following projects, new project ideas, or on the entire City CIP list, for possible inclusion in the FY 2019/2020 CIP.

AIRPORT

CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Pavement Maintenance – Tracy Airport, Phase 1 and 2 [77037]	\$1,812,000	South Hangar Taxiway reconstruction
Perimeter Fencing – Tracy Airport [77562]	\$111,000	Installation of perimeter fencing at Tracy Airport.
PAPI and AWOS Replacement – Tracy Airport [77552]	\$440,600	Replacement of AWOS at Tracy Airport

UNFUNDED FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Master Plan Update – Tracy Airport [77034]	\$450,000	Update to Airport Master Plan.
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.
Aircraft Wash Facility [77PP-016]	\$99,400	Installation of aircraft wash facility.
Helicopter Pad [77PP-017]	\$91,800	Construction of a helicopter landing pad.

Utilities and Drainage Improvements – Tracy Airport [77PP-018]	\$2,776,000	Connection to existing sewer line located on south side of Linne Rd.
Land Acquisition – Tracy Airport [77PP-025]	\$21,849,000*	Land acquisition to improve airport operations.
Construct FBO Facility – Main Airport Area [77PP-026]	\$4,268,000	Construction of new FBO building.
Construct FBO Facility – South Hangar Area [77PP-027]	\$2,407,000	Construction of new FBO building in the south hangar area.
Road Upgrade – Tracy Blvd, S of Linne [77PP-029]	\$2,232,000	Road improvements to Tracy Blvd, south of Linne Rd. to the Tracy Airport.
Repair FBO Building – Tracy Airport [77PP-030]	\$1,337,000	Remodel of existing FBO building to include energy enhancements, new doors, roof repairs, etc.
Airport Security Enhancements [77PP-033]	\$3,112,000*	Construction of additional gates and fencing, improved access controls.
Sanitary Improvements – Tracy Airport [77PP-060]	\$221,000	Construction of permanent restroom facility.
Playground Equipment – Tracy Airport Park [77PP-067]	\$100,000	Purchase and installation of playground equipment.
Vegetation Removal – Tracy Airport [77PP-077]	\$55,000	Removal of vegetation between runways and taxiways
Observation Platform – Tracy Airport [77PP-085]	\$31,250	Construction of an observation platform at the Tracy Municipal Airport
South Hangar Area Restroom – Tracy Airport [77PP-570]	\$75,000	Installation of restroom in the south hangar area of the Tracy Municipal Airport
Airport Park Restroom – Tracy Airport [77PP-571]	\$150,000	Installation of a permanent restroom at Tracy Airport Park
ADA Door Upgrade – Tracy Airport [77PP-572]	\$30,000	Upgrade of doors on FBO building to allow for push button access

Hangar Sprinkler Design – Tracy Airport [77PP-573]	\$35,000	Design of sprinkler system for current City owned hangars
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TRANSIT

CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Fixed Route Bus Replacements [77561]	\$1,020,000	Replacement of fixed route buses.
Paratransit Bus Replacements [77560]	\$750,000	Replacement of paratransit buses.
Short Range Transit Plan [77551]	\$130,000	Completion of Short Range Transit Plan
Transit Station Security Cameras [77564]	\$140,000	Installation of additional cameras at the Tracy Transit Station

UNFUNDED FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Wi-Fi Access on TRACER Buses [77PP-566]	\$20,000	Wi-Fi Access for TRACER Buses
Bus Stop Improvement – Phase III [77PP-569]	\$1,500,000	Phase III of bus stop improvements

BIKEWAYS

CURRENT OR NEW PROJECTS FOR CURRENT FISCAL YEAR

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Bikeways Master Plan Update [78171]	\$100,000	Update the Bikeways Master Plan.

UNFUNDED FUTURE PROJECTS

PROJECT TITLE	PROJECT TOTAL	PROJECT DESCRIPTION
Bikeway Improvements (Future Phases) <i>[78PP-096]</i>	\$590,000	Future bikeway improvements.
Bikeway Rehabilitation – Various Locations <i>[78PP-135]</i>	\$177,500	Future bikeway rehabilitation.
Bikeways to Holly – Legacy Fields <i>[78PP-149]</i>	\$580,000	Design and construction of a bikeway to the Legacy Fields along Tracy Blvd.

RECOMMENDATION

That the Commission review and provide input on the City of Tracy Capital Improvement Program for Fiscal Years 2019 – 2020, including existing and new projects.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
December 13, 2018**

AGENDA ITEM 7

Staff Items

Annual Commission Items:

- Election of Chair/Vice-Chair (May)
- Unmet Transit Needs (October)
- CIP Review (November/December)

Airport Update

By Ed Lovell

Airport Improvement Items:

Project	Current Status	Next Steps
AWOS Replacement	Minor Adjustments to AWOS	Process final payments
PAPI Installation and Retrofit	Installation of PAPI complete	Flight Check Agreement with FAA Change order to update wiring
Airport Restrooms Installation	Bid Specs are being put together to go out to bid.	Solicit bids for construction.
Pilot's Lounge AC/Awning Installation	AC Unit Installation Complete Awning installation in process	Completion of Awning Installation and ADA pad
Beacon Light Installation	Award of Contract	Issue Notice to Proceed
Tee-Hangar Taxi Lane Pavement Reconstruction	Grant Awarded by FAA	Issue Notice to Proceed Winter shutdown until Spring

