

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, November 14, 2019, 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 October 10, 2019.
5. New Business
 - a. Receive Information and Provide Input on City-owned Hangar Rate Adjustment
 - b. Review and Provide Input on Transportation Advisory Commission Annual Report to Council and Nominate a Commissioner to Give the Presentation
 - c. Provide Updates on Commission Goals and Objectives for FY19/20
 - d. Receive Update on Transit Mobile App
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: November 7, 2019

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.

October 10, 2019

1. **CALL TO ORDER:** Commissioner Silva called the meeting to order at 7:02 p.m.
2. **ROLL CALL:**
 - a. **Present:** Alice English, Gary Cooper, Jacob Hunter, Rajnish Khanna, Tim Silva, Roderick Stevenson, Alvin Vaughn
 - b. **Absent:**
 - 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 SEPTEMBER 12, 2019**
 - a) **Motion to Approve:** Commissioner Vaughn
 - b) **Second:** Commissioner Cooper
 - c) **Abstain:** None
 - d) **Vote:** Approved by unanimous vote
5. **PRESENTATION ON AIRPORT LAYOUT PLAN:** Melissa Brandley, R.W. Brandley, Consulting Airport Engineer, presented on 2019 Tracy Municipal Airport Layout Plan Update, and addressed questions and concerns regarding the Plan and FAA. Commission thanked Ms. Brandley.
6. **NEW BUSINESS:**
 - a. **Provide Input on Commission Goals and Objectives for FY19/20:** Ed Lovell, briefed Commission on FY19/20 Commission Goals and Objectives and requested their input on any items they would like to remove or add and suggested forming subcommittees to address each of the items by timeline specified. Motion made by Commissioner Cooper to finalize and approve the commission goals and objectives for FY2019/20 was second by Commissioner Hunter and approved unanimously.
 - b. **Receive Update on Transit Mobile App:** Ed Lovell, informed Commission all transit data is updated on Google Transit. Waiting for a response from Google to go live so public could access the information. Staff also provided update on the Vamos Mobility travel options app that is free and lets riders plan trips in San Joaquin and Stanislaus Counties.
8. **ITEMS FROM COMMISSION:**

Commissioner Khanna: Requested staff to provide the next step involved with Transit Mobile App.

Commission Silva: Commented on the recent bicyclist accident in Tracy and addressed his concerns and his continuous effort to make Tracy a safe bike community, is the reason he became a Transportation Commission. He also suggested posting Share the Lane reminder on Valpico, would assist cyclists and motorists will be cautious when driving.

Commissioner English: Enquired if any grants available to assist installing bike lanes at neighborhoods on Valpico during construction where the new development is approved. Ms. English provided information on Arbor Day celebration at Legacy Field on October

26, 2019. Commissioner English requested for Airport Hangar Lease update, Staff will provide it at the December TAC meeting.

9. ITEMS FROM THE STAFF:

a. Paula Jessup, Airport Manager, provided airport updates. Commission comments and questions followed.

b. Staff provided transit updates on ridership and addressed questions and concerns from Commission.

AUDIENCE: None

7. ADJOURNMENT TO NEXT REGULAR MEETING OCTOBER 10, 2019

- a. **Motion to Adjourn:** Commissioner Vaughn
- b. **Second:** Commissioner English
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:40 p.m.

The above agenda was posted at Tracy City Hall on October 4, 2019. 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
November 14, 2019**

AGENDA ITEM 5.a.

REQUEST

RECEIVE INFORMATION AND PROVIDE INPUT ON CITY-OWNED HANGAR RATE ADJUSTMENT

DISCUSSION

The City-owned hangar rental rates at one time were broken down into resident and nonresident pricing for each sized hangar. This fee schedule was amended before 2016, as the FAA did not allow it. The City's Finance Department, however, was unaware of this change and continued to maintain the two pricing tiers for all hangars rented prior to July 2016. The City is proposing to adjust the rates of 26 hangars to be in line with the current rates which will result in an increase of airport rental income by \$14,783.47 per year. City Council Resolution 2005-036 gives authority to the Parks & Recreation Department Head to adjust rental prices in order to keep airport hangars at 95% capacity. After receiving comments from the Transportation Advisory Commission and the Tracy Airport Association, this adjustment is anticipated to take effect in January 2020.

Hangar Size	Non-Adjusted Rate	Current Rate	Difference
B-Series	\$411.15	\$471.14	\$59.99
G-Series	\$308.06	\$354.27	\$46.21
3 & 4 Series	\$297.08	\$341.64	\$44.56
F-Series	\$245.26	\$281.31	\$36.05
Tie Downs	\$10.00	\$30.00	\$20.00

FISCAL IMPACT

Adjusting the hangars to the current rates will result in an increase of \$14,783.47 per year to the Airport Fund as Hangar Rental Revenue.

RECOMENDATION

That the Commission receive information and provide input on City-owned hangar rate adjustment.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
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AGENDA ITEM 5.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 18/19, and will also include the goals the commission is working on for the current fiscal year, FY 19/20. This item is scheduled to go to City Council on November 5th, 2019.

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) 18/19 as well as projected goals for FY 19/20.

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 18/19, the TAC had four focus areas and eleven 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 representatives were able to attend four Farmer's Markets during FY 18/19 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 representatives were able to attend two of the Block Party events during FY 18/19.

- **GOAL STATUS: COMPLETE**
- Public Outreach at Movies on the Plaza Events
 - A new way that the commission wanted to try and received feedback from the community was through the City's Movies on the Plaza Events. These events were run by City staff, and a location for the Transportation Commissioners would easily be able to be set up so they could interact with the attendees, hand out information, and gather feedback. As was the same with the Farmer's Market and Block Party events, the schedules of the commissioners did not always allow them to be available at all of the Movie on the Plaza events. This was the case for the events this year and none of the commission representatives were able to attend the Movies on the Plaza events during FY 18/19.
 - **GOAL STATUS: NOT 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 did not hold the Safety Fair in FY 18/19 and therefore, the commission could not participate.
 - **GOAL STATUS: NOT COMPLETE**
- Develop promotional materials to be used at public outreach events
 - In addition to the usual transit information brochures that were given out at events, the commission wanted to use additional promotional materials at the various public outreach events they attended. The additional promotional items that were created included: a stress relief bus with the Tracer logo and contact information, a pencil with the Tracer logo, a pen that doubles as a cell phone stand with the Tracer logo and contact information, a sheet with information about the Transportation Advisory Commission, and a bag with the Tracer logo to hold all of the items being handed out.
 - **GOAL STATUS: COMPLETE**
- Create domain names for easier access to online information
 - In order to make it easier for the public to find information related to the airport, transit and bikeways, the commission wanted to explore creating additional domain names to easily access information on the City's website. Currently the City uses www.ridetracer.com for easy access to transit information. This item was put on hold until after the City's website update took place.
 - **GOAL STATUS: NOT COMPLETE**

Focus Area: TRANSIT

- Provide Input on Updated Short Range Transit Plan
 - The Short Range Transit Plan was approved by the City Council in August of 2019. 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. In addition the commission participated in the

public outreach meetings and held discussions at their regular meetings providing comments and input on the plan.

- **GOAL STATUS: COMPLETE**
- Improve promotion of public transportation within and connecting to Tracy
 - This item was put on hold pending the development of the Short Range Transit Plan. This may become a future goal of the commission.
- **GOAL STATUS: ON HOLD**

Focus Area: BIKEWAYS

- Identify high priority bike lane rehab areas
 - The commission recognized various bike lane segments that were faded and needed to be re-striped. Areas were identified and provided to the Public Works Department to be included as part of their city-wide re-striping process.
 - **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. A consultant has been selected for this process, but was not started during FY18/19. The commission will begin providing input as part of this goal for FY19/20.
 - **GOAL STATUS: IN PROCESS**
- Recommend high priority bike/ped projects to City Council through the CIP process
 - The commission discussed high priority bike/ped projects that they felt needed to be addressed immediately. This information was sent to Council in a memo for consideration during the CIP approval process.
 - **GOAL STATUS: COMPLETE**

Focus Area: EDUCATION

- Receive presentations on areas related to the purpose of the commission
 - The commission recognized the need to stay informed on various items related to the commission's purpose. A list of areas of interest were identified to receive presentations on as availability allowed. Some of these presentations included SJCOG's role, RTD's Van Go Service, the Congested Corridor plan, and Valley Link. Future areas of interest will continue to be scheduled by staff to further the education of the commission.
 - **GOAL STATUS: ONGOING**

The TAC has already created and begun working on additional goals for FY 19/20. Their new goals as a commission for FY 19/20 are as follows:

Focus Area: OUTREACH

- Public Outreach at Farmer's Market
- Public Outreach at Block Party Events
- Participate in City Sponsored Airport Events

Focus Area: TRANSIT

- Provide Input on Short Range Transit Plan Implementation

- Provide Fare Policy Recommendation to City Council
- Provide Input on Transit App Implementation

Focus Area: AIRPORT

- Provide Input on Hangar Lease Agreement updates

Focus Area: BIKEWAYS

- Provide Input on Green Bikeway Implementation Plan
- Provide Input on Updated Bikeways Master Plan

Focus Area: EDUCATION

- Receive presentations on areas related to the purpose of the commission

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
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AGENDA ITEM 5.c.

REQUEST

PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES FOR FY 2019/20

DISCUSSION

At the September 12, 2019 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2019/2020.

Below are the commission recommended goals for FY 19/20 with recommended timelines.

FY19/20 Transportation Commission Goals

	GOAL	TIMELINE	SUB-COMMITTEE
OUTREACH	Public Outreach at Farmer's Market	Each month in conjunction with the City booth	Assignments made each commission meeting Next Dates: Spring 2020
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: Spring 2020
	Participate in City Sponsored Airport events	October 2019	
TRANSIT	Provide Input on Short Range Transit Plan Implementation	June 2020	
	Provide Fare Policy Recommendation to City Council	May 2020	All

	Provide Input on Transit App Implementation	May 2020	Vaughn, Khanna
AIRPORT	Provide Input on Hangar Lease Agreement updates	Spring 2020	Silva, English
BIKEWAYS	Provide Input on Green Bikeway Implementation Plan	June 2020	Silva
	Provide Input on Updated Bikeways Master Plan	June 2020	Silva
EDUCATION	Receive presentations on areas related to the purpose of the commission	Ongoing	

In order to successfully complete each of these goals, the commissioners will 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 finalize and approve the commission goals and objectives for FY 2019/20.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
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AGENDA ITEM 7

Staff Items

Annual Commission Items:

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

Airport Project Update

By Paula Jessup

Airport Improvement Items:

Project	Current Status	Next Steps
PAPI Installation and Retrofit	- Flight Check Complete - Change Order to install electrical cable for PAPI and AWOS approved by FAA	- Make adjustments to PAPI on Runway 12 - Final reimbursements and grant closeout
Airport Restrooms Installation	Awaiting FAA approval.	- Solicit bids for construction.
Beacon Light Installation	Project complete.	Final reimbursements and Grant Closeout
Tee-Hangar Taxi Lane Pavement Reconstruction	Pavement reconstruction complete.	- Final construction punchlist - Final reimbursements and Grant Closeout
Airport Layout Plan	Grant executed by Council	- Apply for State matching grant - Public outreach meetings

