

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, February 13, 2014, 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 2008-140, 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 January 9, 2014
5. Correspondence
6. New Business
 - a. Receive Report And Discuss Commission Goals and Objectives
7. Items from the Commission
8. Items from Staff
 - a. Airport Update
 - b. Transit Update
9. Items from the Audience
10. Adjournment

POSTED: February 10, 2014

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.

January 9, 2014

1. **CALL TO ORDER:** Commissioner Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Michael Carter, John Favors, Christina Frankel, Shane O'Neill, Daniel Ramey, Tim Silva, Alvin Vaughn
 - b. **Absent:** Bruce George
 - 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 REGUALR MEETING MINUTES OF NOVEMBER 14, 2013**
 - a) **Motion to Approve:** Commissioner O'Neill
 - b) **Second:** Commissioner Vaughn
 - c) **Abstain:** None
 - d) **Vote** Approved by unanimous vote
5. **CORRESPONDENCE:** Ed Lovell introduced Tim Silva as the newly appointed Transportation Advisory Commissioner. Commissioner Silva gave a brief introduction and his interest in serving as a Commissioner.
6. **NEW BUSINESS:**
 - a. **Receive Report On Tracer Transit System:** Ed Lovell gave a report on TRACER Transit System regarding Ridership, Recent Projects, Future Projects, Transit Funding and the Operational Issues. Commission and Staff discussed about various projects and Staff responded to Commissions' concerns regarding future fare increase, Paratransit Fare for seniors, Text for Bus feature issues, impact on paratransit service during the Free Ride Month on Fixed Routes, Transit Station Rental revenues, TDA money and its use.
 - b. **Receive Report On the TRACER Fixed Route On-Board Survey:** Jayne Pramod gave an update on the on-board survey that was conducted during the Free Ride promotion in December, 2013. Surveys were conducted for a week on each fixed route, Routes A, B, C and the Commuter Routes D, E and F. The purpose of the survey was to gather data regarding Free Ride passenger trip characteristics and route characteristics.
7. **ITEMS FROM THE COMMISSION:**

Commissioner Ramey: gave an update on the Senior Steering Committee Meeting, as a Committee board member he attended the 10:00am and the 6:00pm meetings that were held at the Tracy Community Center on December 9, 2013.

ITEMS FROM STAFF:

- a. Airport Updates:** Ed Lovell referred the Commission to the airport updates.
- b. Transit Updates:** Transit Update on Year to Date Ridership for October was at 44,154 up 5,059 riders compared to Year to Date Ridership in October of FY12-13, an increase of approximately 13%.

8. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, FEBRUARY 13, 2014

- a. Motion to Approve:** Commissioner Favors
- b. Second:** Commissioner O'Neill
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:13 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
February 13, 2014

AGENDA ITEM 6.a.

REQUEST

RECEIVE REPORT AND DISCUSS COMMISSION GOALS AND OBJECTIVES

DISCUSSION

At the September 12, 2013 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on goals for the commission to work on over the next couple of years. Staff feels that 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 more broad in nature while an objective will be more specific and will have a timeline attached to it.

In preparation for the March 13, 2014 TAC meeting, staff is asking the commission to review the purpose and 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 receive the report and discuss commission goals and objectives.

ATTACHEMENT

Attachement 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 nine-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.

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
JANUARY 9, 2014**

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 (June)
- FTA Grant (August)
- Unmet Transit Needs (October)
- CIP Review (October/November)

Airport Update

By Bruce Ludeman

Airport Improvement Items as Specified by City Council:

Item:	Project:	Current Status:	Next Steps:
S-1	Begin T-Hangar Installation Process:	Since the pavement at the airport is a high priority, the construction of this project will be put on hold until after the pavement project is complete and additional funding is secured.	<ul style="list-style-type: none"> • Final design to be completed by consultant • Project will be put on hold until runway items are complete and funds are available.
S-12	Construction of a Restaurant/Café	Project is on hold.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement • Finalize lease agreement • Lease approved by Council
S-17	Seal Coat on Runways and Taxiways* *See below for current project action steps	Design work in process. Runway 12/30 and associated taxiways will be designed first.	<ul style="list-style-type: none"> • Complete design work for the project • Complete Updated ALP • Issue RFP for construction
S-22	Balance Airport Operating Budget by FY15/16	Council has given staff the ok to proceed with a Five Step Financial Strategy. The first step, Airport Debt Consolidation, was approved by Council on 1/17/12.	<ul style="list-style-type: none"> • Staff is seeking funding to begin an airport study

PAVEMENT PROJECT ACTION STEPS	TIMELINE*
Hire Airport Consultant	COMPLETED
Pavement Evaluation Management Study	COMPLETED
Categorical Exclusion for Environmental Approved	COMPLETED
Submit ACIP to FAA	COMPLETED
Submit Grant Application for Pavement to FAA	COMPLETED
FAA Approval to Design Pavement Project	COMPLETED
Design Pavement Project	Mar/Apr. 2014
FAA Approval to Bid Pavement Project	May. 2014
Bid Pavement Project	May. 2014
FAA Approval to Award Project	Jun. 2014
Start Project	Jun/Jul 2014
Project Completed	Oct. 2014

* Timeline is tentative and may be altered based on feedback from the FAA.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 67,883 up 9,374 riders compared to year to date ridership in December of FY12-13, an increase of approximately 16%

December Year To Date Ridership Comparison

	FY 11/12	FY 12/13	FY 13/14
FIXED ROUTE			
Regular	13,372	18,640	18,789
Student	11,871	14,075	15,141
Senior	4,476	6,155	6,245
Disabled	1,964	3,228	1,954
Free	9,724	4,444	9,838
Passengers w/tickets	7,174	3,791	9,405
Total	48,581	50,333	61,372
PARATRANSIT			
Regular	67	101	30
Senior	3,040	2,791	3,773
Disabled	5,137	4,977	2,637
Free	175	307	71
Total	8,419	8,176	6,511
ALL SYSTEMS			
Regular	13,439	18,741	18,819
Student	11,871	14,075	15,141
Senior	7,516	8,946	10,018
Disabled	7,101	8,205	4,591
Free	9,899	4,751	9,909
Passengers w/tickets	7,174	3,791	9,405
TOTAL	57,000	58,509	67,883

	FY 11/12	FY 12/13	FY 13/14
Fare Box Revenue	\$42,004	\$24,696	\$53,775

Greyhound Ridership:

	2011		2012		2013	
	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY	PASSENGERS	AVG/DAY
January			277	8.93	171	5.52
February			299	10.31	186	6.64
March			334	10.77	204	6.58
April			326	10.86	213	7.1
May			281	9.06	214	6.9
June			263	8.77	240	8
July			310	10	204	6.58
August			270	8.71	234	7.55
September			211	7.03	166	5.53
October			216	6.97	201	6.48
November	353	11.76	220	7.33	79	2.63
December	326	10.51	229	7.39		
TOTAL	679	11.13	3,236	8.84	2,112	6.32