

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, July 8, 2021, 7:00 p.m.
(or as soon thereafter as possible)

Location: Tracy Transit Station, Room 103
50 East 6th Street, Tracy

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

IN ACCORDANCE WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH GUIDELINES, MASKS ARE REQUIRED REGARDLESS OF VACCINATION STATUS IN TRANSPORTATION HUBS.

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 Special Meeting on June 17, 2021.
5. New Business
 - a. Provide Input on Commission Goals and Objectives for FY21/22
6. Items from the Commission
7. Items from Staff
 - a. Airport Projects Update
 - b. Transit Ridership and Performance Update
 - c. Bikeways Update
8. Items from the Audience
9. Adjournment

POSTED: July 1, 2021

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 17, 2021

1. **CALL TO ORDER:** Commissioner Silva called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Gary Cooper, Sharanjit Dhillon, Rajinish Khanna, Alvin Vaughn
 - b. **Absent:** Tim Silva
 - c. **Staff Present:** Ed Lovell, Transit Manager; Paula Jessup, Airport Manager; Jayne Pramod, Transit Coordinator.
 - d. **Recorded By:** Jayne Pramod, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF APRIL 8, 2021**
 - a) **Motion to Approve:** Commissioner Cooper
 - b) **Second:** Commissioner Khanna
 - c) **Abstain:** None
 - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
 - a. **Election of Chair and Vice Chair:** Motion by Commissioner Cooper to nominate Commissioner Vaughn as Chair, was second by Commissioner Khanna and approved by majority. Motion by Commissioner Khanna to nominate Commissioner Silva as Vice Chair died for lack of a second. Motion by Commissioner Vaughn to nominate Commissioner Cooper as Vice Chair was second by Commissioner Khanna and approved by majority.
 - b. **Discuss and Recommend Fare Structure Changes for TRACER Plus:** Staff presented information on current TRACER Plus program and recommended fare modification to sustain the premium service cost and increased contract service expense. Discussion and questions on service and fare followed. Commissioner Cooper motioned to recommend approval of the proposed fare increase, was second by Commissioner Khanna, and passed by majority vote.
 - c. **Provide input on Updated Bus Stop Signs:** Staff presented on the new sign for bus stops. Discussions and questions followed on the color scheme, QR code, route information, bus status App. and bus stop installation timeline. Motion by Commissioner Cooper to approve the new bus stop with future feature modification, was second by Commissioner Khanna and passed by majority vote.
6. **ITEMS FROM THE COMMISSION :**

Commissioner Dhillon: Introduced himself and expressed his interest in working together with the Commission.

Commissioner Cooper: Referred to the new CDC guidelines and expressed when business resume, he is looking forward to represent Commission at the Farmer's Market, and to participate and interact with the community during events.

Ed Lovell, Transit Manager, informed Commission, in-person TAC meetings will resume at the Transit Station starting July 2021.

7. ITEMS FROM STAFF:

- a. Airport Projects Update:** Paula Jessup, Airport Manager, provided airport updates on completion of PAPI and final drawdown, installation of new restrooms, helicopter to assist with fire prevention. Commission comments and questions followed.
- b. Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided updates on ridership, new buses, Transit Station Renovation project and new service contract with MTM starting on July 1, 2021.
- c. Bikeways Update:** Survey will be available within six to eight weeks as public outreach process for bikeways and Bikeway Masterplan update. Since there were no bids in response to RFP for Central (Sixth Street to Sycamore Pkwy) Bike Striping Project, City staff will have to negotiate with a contractor to do the work. Staff is looking to get that done as soon as possible.

Commissioner Cooper commented on his recent visit at the Tracy Airport, he thanked Staff for updates on the airport, transit and bikeways.

8. ITEMS FROM THE AUDIENCE: None

9. ADJOURNMENT TO NEXT REGULAR MEETING JULY 8, 2021

- a. Motion to Adjourn:** Commissioner Khanna
- b. Second:** Commissioner Cooper
- c. Vote:** Approved by unanimous vote
- d. Time:** 7:55 p.m.

The above agenda was posted at Tracy City Hall on June 15, 2021. 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
July 8, 2021

AGENDA ITEM 5.a.

REQUEST

PROVIDE INPUT ON COMMISSION GOALS AND OBJECTIVES FOR FY 2021/22

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 2021/22, 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 2021/22.

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
JULY 8, 2021**

AGENDA ITEM 7

Staff Items

Annual Commission Items:

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

Airport Update

By Paula Jessup

Airport Improvement Items:

Project	Current Status	Next Steps
PAPI Installation and Retrofit	Final drawdown in process.	Grant closeout.
Airport Restrooms Installation	Received temporary occupancy for 3 of 4 restrooms	-Waiting for temp. occupancy for fourth restroom.
Airport Layout Plan	Statement of work accepted by FAA. ALP drawings and narrative in process.	- Prepare Obstruction Mitigation Report - Public outreach meetings

Transit Update

By Jayne Pramod

Transit Projects Update:

Project	Current Status	Next Steps
Replacement Cutaway Vehicles	6 of 8 vehicles delivered, inspected, and put into service.	Awaiting delivery of final 2 buses ordered.
Replacement Fixed Route Vehicles	4 of 4 vehicles delivered, inspected and put into service.	Project complete.
Transit Station Lobby Renovation	Project is out to bid. Bids due July 13, 2021.	Award contract. Begin construction (est. late-Aug 2021)

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 down 60,033 riders compared to year to date ridership in May FY19/20, an decrease of approximately 55%. Paratransit ridership is down 7,946 riders compared to the same time in FY19/20, a decrease of approximately 44%. Overall the Tracer system ridership has decreased 67,976 riders over the same period last year, an overall decrease of approximately 54%

May Year To Date Ridership Comparison

	FY 19/20	FY 20/21
Fixed Route Ridership		
Regular	21,656	16,244
Student	16,253	0
Senior	11,583	7,344
Disabled	3,413	1,293
Free	6,150	2,044
Promo Passengers	23,887	7,719
<i>Promo Regular</i>	8,928	1,501
<i>Promo Student</i>	9,063	5,398
<i>Promo Senior</i>	3,527	534
<i>Promo ADA</i>	1,725	174
<i>Promo Free</i>	644	63
<i>Promo Warming Center</i>		49
Passengers w/tickets	21,861	10,676
Passengers w/transfers	4,077	3,527
<i>Total</i>	108,880	48,847
Paratransit Ridership		
Regular (Guest)	149	43
Senior	2980	2,991
Disabled	13,351	5,913
Free	1,596	1,183
<i>Total</i>	18,076	10,130
All Systems Ridership	126,956	58,977

Fixed Route On-Time Performance FY20/21:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route	98%	98%	97%	97%	97%	96%	96%	96%	96%	98%	97%	
B Route	84%	84%	87%	88%	87%	87%	92%	92%	91%	93%	93%	
C Route	90%	90%	93%	93%	91%	92%	92%	92%	92%	94%	90%	
D Route	92%	92%	96%	96%	93%	97%	97%	96%	95%	93%	94%	
E Route	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	96%	98%	
F Route	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	94%	95%	
G Route	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	97%	89%	
OVERALL	91%	91%	93%	94%	92%	93%	94%	94%	94%	95%	95%	