

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, January 13, 2022, 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall, Council Chambers
333 Civic Center Plaza, Tracy
****PLEASE NOTE LOCATION CHANGE FOR THIS MEETING****

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

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 December 9, 2021.
5. New Business
 - a. Provide Input on Airport Needs Through FY 2027
 - b. Review and Provide Input on the Annual Commission Report to City Council
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 30, 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.

DECEMBER 9, 2021

1. **CALL TO ORDER:** Commissioner Vaughn called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Gary Cooper, Rajinish Khanna (arrived 7:27PM), Tim Silva, Alvin Vaughn
 - b. **Absent:** Sharanjit Dhillon
 - 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 MEETING MINUTES OF October 14, 2021**
 - a) **Motion to Approve:** Commissioner Cooper
 - b) **Second:** Commissioner Silva
 - c) **Abstain:** None
 - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
 - a. **Presentation on VAMOS Transit App:** Joel Campos, Associate Regional Planner with San Joaquin Council of Govt. (SJCOG) presented on Vamos Mobility app that connects transit riders with transportation to get to their destination. He provided information on current services, how to plan a trip between cities and counties and how it works. Commission comments and questions followed. Joel Campos and Ed Lovell addressed the comments and questions.
 - b. **Provide Input on Unmet Transit Needs for San Joaquin County:** Joel G Campos, Associate Regional Planner with San Joaquin Council of Govt. (SJCOG) provided an overview presentation on Unmet Transit Needs (UTN) Assessment FY 22-23, UTN definitions and public outreach process and timeline to submit UTN requests. Joel Campos answered the questions of the Commission.
 - c. **Review and Provide Updates on Commission Goals and Objectives for FY21/22:** Ed Lovell, Transit Manager, informed Commission dates for outreach events will be provided once City events are confirmed. Short Range Transit Plan and Fare Policy will be brought back for discussion in Spring. Bikeway survey is complete, and a public outreach will be conducted for public input in mid-January. Staff requested and Commission provided the following topics for Commission education: Update on City's Transit Oriented Development (TOD), Transit Masterplan, and MTM, Transit Contractor, to present on TRACER service. Staff to bring back for Commission review and feedback a draft of TAC 2nd Annual Report to Council, Commissioner Cooper agreed to present the Annual Report to Council at the February Council Meeting.

6. ITEMS FROM THE COMMISSION :

Commissioner Silva: Provided information regarding Aerobatic Club wanting to conduct their annual competition event at the Tracy Airport and asked if Commission will agree. Airport Manager, Paula Jessup addressed Commission and agreed to bring back information.

7. ITEMS FROM STAFF:

- a. Airport Projects Update:** Paula Jessup, Airport Manager, provided airport updates on completed projects and information on Airport Layout Plan. Commissioner Silva thanked City for providing nice and clean new restrooms at the airport.
- b. Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided updates on ridership and on Transit Station Renovation project. Additional two new buses will be received end of January 2022. Commission comments and questions followed.
- c. Bikeways Update:** Staff provided updates on the survey and upcoming public presentation.

8. ITEMS FROM THE AUDIENCE: None

9. ADJOURNMENT TO NEXT REGULAR MEETING JANUARY 13, 2021

- a. Motion to Adjourn:** Commissioner Silva
- b. Second:** Commissioner Cooper
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:04 p.m.

The above agenda was posted at Tracy City Hall on December 2, 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
January 13, 2022

AGENDA ITEM 5.a

REQUEST

PROVIDE INPUT ON AIRPORT NEEDS THROUGH FY 2027

DISCUSSION

The Tracy Municipal Airport is currently undergoing a Master Plan Update, as required by the Federal Aviation Administration every fifteen to twenty years, to ensure that the airport continues to meet the needs of its users. The update includes the revision of three parts: Airport Layout Plan, Master Plan Narrative, and an Obstruction Survey with Mitigation.

The Airport Layout Plan will detail projects located on the airport for the next ten to fifteen years. This will include proposed locations of all capital projects on the airport property. The Master Plan Narrative will explain how the airport infrastructure is keeping pace with growth. Within this section, public comment is required as the City must document the expressed current or future needs of both the residential and the airport community regarding the airport. The Obstruction Survey will illustrate to the airport and FAA what obstructions are near the airport and how best to mitigate them.

All comments concerning capital improvements, operational requests, or noise abatement will be documented and included as part of the Master Plan Update. Staff will then examine the submitted capital improvement or operational requests to determine if they meet FAA Airport Improvement eligibility and are economically feasible to complete over the next five fiscal years, FY2023 through FY2027.

RECOMMENDED ACTION

That the Commission provide input on airport needs for the Tracy Municipal Airport for fiscal years 2023-2027.

FISCAL IMPACT

There is no fiscal impact to the General Fund or Airport Fund for this item at this time.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
January 13, 2022**

AGENDA ITEM 5.b.

REQUEST

REVIEW AND PROVIDE INPUT ON THE ANNUAL COMMISSION REPORT TO CITY COUNCIL

DISCUSSION

In April 2021, 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 years, FY 19/20 and FY 20/21, and will also include the goals the commission is working on for the current fiscal year, FY 21/22. This item is scheduled to go to City Council on February 15th, 2022.

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 April 6, 2021 regular City Council meeting, the Council expressed the desire to receive an annual report from all of the City's Commissions. This report is an accounting of the Transportation Advisory Commission for Fiscal Years (FY) 19/20 and 20/21 as well as projected goals for FY 21/22.

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 FYs 19/20 and 20/21, 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 three Farmer's Markets during FY 19/20 providing information about the commission and other transportation items. They were not able to attend any of the Farmer's Markets in FY 20/21 as the City did not have a booth set up due to COVID-19.
 - **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. Additionally, during this time, many of the Block Party events were cancelled due to COVID-19. The commission representatives were able to attend two of the Block Party events during FYs 19/20 and 20/21.

- **GOAL STATUS: COMPLETE**
- Participate in City Sponsored Airport Events
 - In October 2019, the Commission participated in the Tracy Municipal Airport's 90th Anniversary event. The commission representatives were able to have a booth at the event and engage with the public through handing out information on the commission as well as information regarding the airport and public transit.
 - **GOAL STATUS: COMPLETE**

Focus Area: TRANSIT

- Provide Input on Updated Short Range Transit Plan Implementation
 - The Short Range Transit Plan was approved by the City Council in August of 2019. Due to COVID-19 many of the aspects of planning for the implementation of the plan had to be altered. The commission was, however, able to provide input on the implementation of the Tracer Plus on-demand service which began in August 2020, and expanded in August 2021.
 - **GOAL STATUS: COMPLETE**
- Provide Fare Policy Recommendation to City Council
 - This item was intended to bring a larger discussion about overall fare policy for the Tracer bus system. Due to COVID-19, many things have changed in the transit industry and will take some time to re-stabilize. In the meantime, the commission discussed and recommended providing free rides for students as a pilot program through a Caltrans grant. This grant allowed free rides for students for the 2020/2021 and 2021/2022 school year.
 - **GOAL STATUS: PARTIALLY COMPLETE**

Focus Area: AIRPORT

- Provide Input on Hangar Lease Agreement Updates
 - The privately owned hangars with ground lease agreements at the Tracy Municipal Airport were outdated, with most being over 20 years old. A subcommittee was formed to review and update the language in the lease agreements and to structure the new agreements in a way that would be positive to both the existing lessees and the Airport. The new ground lease agreements were approved by City Council in February 2020.
 - **GOAL STATUS: COMPLETE**

Focus Area: BIKEWAYS

- Provide Input on Green Bikeway Implementation Plan
 - The commission recognized the need for greater visibility of bike lanes throughout Tracy as a mechanism to enhance safety. It was recommended to create a CIP to be able to start striping various bike lane segments throughout Tracy.
 - **GOAL STATUS: COMPLETE**
- Provide Input on Updated Bikeways Master Plan

- Much of the work on the Bikeways Master Plan was slowed due to COVID-19. City staff are currently working on including the Bikeways Master Plan update as part of the larger Roadways Master Plan update. The commission participated in a public survey for the Bikeways Master Plan and will continue to help facilitate information to the public as more work is completed on the plan.
- **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 Airport Budget, Tracy Airport Aerobatic Box, SJCOG Vamos Mobility App, Unmet Transit Needs. 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 21/22. Their new goals as a commission for FY 21/22 are as follows:

Focus Area: OUTREACH

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

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: BIKEWAYS

- 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
JANUARY 13, 2022**

AGENDA ITEM 7

Staff Items

Annual Commission Items:

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

Airport Update

By Paula Jessup

Airport Improvement Items:

Project	Current Status	Next Steps
Airport Restrooms Installation	All restrooms are installed and available for use.	COMPLETE
Airport Layout Plan	Forecasting of future needs submitted to FAA for approval.	- Draw ALP - Public outreach meetings

Transit Update

By Jayne Pramod

Transit Projects Update:

Project	Current Status	Next Steps
Replacement Cutaway Vehicles	All delivered vehicles are in service.	Awaiting delivery of final 2 vehicles. (est. Jan 2022)
Transit Station Lobby Renovation	Contractor is finalizing construction schedule.	Begin construction (est. Jan 2022)

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 8,744 riders compared to year to date ridership in November FY20/21, an increase of approximately 38%. Paratransit ridership is up 106 riders compared to the same time in November FY20/21, an increase of approximately 2%. Overall the Tracer system ridership has increased 8,744 riders over the same period last year, an overall increase of approximately 32%

November Year To Date Ridership Comparison

	FY 20/21	FY 21/22
Fixed Route Ridership		
Regular	7,418	6,687
Student	0	0
Senior	3,519	3,445
Disabled	612	686
Free	1,007	646
Promo Passengers	4,527	13,187
<i>Promo Regular</i>	1,501	2,778
<i>Promo Student</i>	2,255	8,514
<i>Promo Senior</i>	534	1,244
<i>Promo ADA</i>	174	367
<i>Promo Free</i>	63	284
<i>Promo Warming Center</i>	0	0
Passengers w/tickets	4,244	4,963
Passengers w/transfers	1,136	1,487
Total	22,463	31,101
Paratransit Ridership		
Regular (Guest)	25	7
Senior	1,340	628
Disabled	2,477	3,372
Free	557	498
Total	4,399	4,505
All Systems Ridership	26,862	35,606

Fixed Route On-Time Performance FY21/22:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route	96%	87%	96%	98%	97%							
B Route	92%	84%	83%	90%	88%							
C Route	92%	88%	87%	90%	94%							
D Route	92%	92%	90%	94%	94%							
E Route	N/A	91%	84%	89%	94%							
F Route	N/A	98%	96%	98%	97%							
G Route	N/A	95%	88%	97%	100%							
OVERALL	93%	90%	89%	94%	95%							