

# 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, June 8, 2023, 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 Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during “Items from the Audience/Public Comment”. For non-agendized items, Commissioners may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Commission.*
4. Approval of Minutes from the Regular Meeting on May 11, 2023.
5. New Business
  - a. Election of Chair and Vice Chair
  - b. Receive Presentation on Temporary Traffic Signal Operation and the Status of a Permanent Signal at Valpico Road and Corral Hollow Road
  - c. Review and Provide Updates on Commission Goals and Objectives for FY22/23
  - d. Discuss Goals, Objectives and Topics for Discussion for FY23/24
  - e. Approve a Legislative Break for the Regular Meeting for the Month July 2023
6. Items from the Commission
7. Items from Staff
  - a. Airport Projects Update
  - b. Transit Ridership and Performance Update
  - c. Bikeways Update
8. Adjournment

## **POSTED: June 5, 2023**

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 City Hall located at 333 Civic Center Plaza, Tracy, during normal business hours.

MAY 11, 2023

1. **CALL TO ORDER:** Commissioner Cooper called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Gary Cooper, Maurice Francis, Sharanjit Dhillon, Tim Silva
  - b. **Absent:** Rajpal Dhillon
  - c. **Staff Present:** Adriana Castaneda, Director of Mobility & Housing; Paula Jessup, Airport Manager; Ed Lovell, Transit Manager; Brandi Reybol, Transit Coordinator; Jayne Pramod, Transit Coordinator
  - d. **Recorded By:** Jayne Pramod; Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF SPECIAL MEETING MINUTES OF APRIL 13, 2023**
  - a) **Motion to Approve:** Commissioner Silva
  - b) **Second:** Commissioner S. Dhillon
  - c) **Abstain:** Commissioner Francis
  - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
  - a. **Receive Presentation on Airport Master Plan and Provide Input on Deficiencies Within the Airport and Proposed Resolution:** Airport Consultant Melissa Brandley, Brandley Engineering, presented the Airport Master Plan Update that included the analysis of aviation forecasts, airport's ability to meet the current and future demand and areas of deficiencies and steps to resolve the deficiencies. Commission questions and comments followed.
  - b. **Review and Provide Updates on Commission Goals and Objectives for FY22/23**

Staff provided information on various City events for Commission outreach. Provided information on the Short-Range Transit Plan (SRTP) and TRACER Fare policy. Staff responded to Commission's question on Transit Station Ribbon Cutting Ceremony.
6. **ITEMS FROM THE COMMISSION:**

Commissioner Silva: Requested to add on the next meeting agenda a discussion of the mid-block crosswalk, and the City Engineering Div. to provide an update on the Corral Hollow Corridor Construction Project, including traffic reports on accidents since construction.

Commissioner Francis: Recommended staff to provide updates on the Corral Hollow Corridor Construction Project and traffic status.

Commissioner Cooper: Commented on the Commission's request for updates that mitigate the public's safety concerns. He requested an updated Commission contact list.
7. **ITEMS FROM STAFF:**

- a. Airport Projects Update:** Referred to the Airport Layout Plan and awaiting FAA's review and feedback.
- b. Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided updates on ridership, On-Time Performance (OTP), Transit Station ribbon-cutting ceremony date to be announced soon, and LCTOP Grant to continue student free rides next school year. Commission questions and comments followed on the OTP and customer feedback on the OTP.
- c. Bikeways Update:** New bikeway map brochure is available. The Commission addressed concerns about connectivity by bike and bus to the Mountain House Delta College campus and the status of new downtown bike racks.

**8. ITEMS FROM THE AUDIENCE:** None

**9. ADJOURNMENT TO NEXT REGULAR MEETING ON JUNE 8, 2023**

- a. Motion to Adjourn:** Commissioner Silva
- b. Second:** Commissioner Francis
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:27 p.m.

The above agenda was posted at Tracy City Hall on May 8, 2023. The above are action minutes. A full recording of the meeting is available by contacting the City Clerk's Office.

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Ed Lovell, Staff Liaison

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
June 8, 2023**

**AGENDA ITEM 5.c.**

REQUEST

**REVIEW AND PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES  
FOR FY 2022/23**

DISCUSSION

At the September 8, 2022 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2022/2023.

Below are the commission recommended goals for FY 22/23 with recommended timelines.

**FY22/23 Transportation Commission Goals**

	<b>GOAL</b>	<b>TIMELINE</b>	<b>SUB-COMMITTEE</b>
<b>OUTREACH</b>	Public Outreach at Farmer's Market	Each month in conjunction with the City booth	Assignments made each commission meeting Next Dates: June 24, 2023
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: June 9, 2023
	Participate in City Sponsored Airport events	October 29, 2022 June 2-3, 2023	All <b>COMPLETE</b>
	Participate in Other Appropriate Community Events	June 2023	All <b>COMPLETE</b> - Tracy Earth Day Event – April 29, 2023
<b>TRANSIT</b>	Provide Input on Short Range Transit Plan Implementation	April 2023	All <b>COMPLETE</b>
	Provide Fare Policy Recommendation to City Council	TBD	All <b>PARTIALLY COMPLETE</b>

<b>AIRPORT</b>	Provide Input on Updated Airport Master Plan	Oct/Nov 2022 May 2023	All <b>COMPLETE</b>
<b>EDUCATION</b>	Receive presentations on areas related to the purpose of the commission (funding, bus contractor, SJCOG, bike safety, etc)	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 no more than 2 commissioners.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the Commission provide updates on the commission goals and objectives for FY 2022/23.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
JUNE 8, 2023**

**AGENDA ITEM 5.d.**

REQUEST

**DISCUSS GOALS, OBJECTIVES, AND TOPICS FOR DISCUSSION FOR FY 2023/24**

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. As we are at the transition between fiscal years, it is time for the commission to discuss what items they would like to work on for the coming year in regards to their goals, objectives, and topics for discussion.

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, objectives, and topics for discussion for FY 2023/24, 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 discuss goals, objectives, and topics for discussion for FY 2023/24.

ATTACHMENT

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 five-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  
JUNE 8, 2023**

**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:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
FAA Compliance Review	Meeting with FAA to discuss compliance findings.	Follow up meeting with FAA.
Tracy Airport Master Plan	Staff reviewing current draft.	Incorporate FAA Compliance Review recommendations. Draw ALP.

**Transit Update**

**By Jayne Pramod**

**Transit Projects Update:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
Transit Station Lobby Renovation	Construction complete. Project was accepted by City Council on April 4, 2023.	Ribbon cutting event on June 20, 2023.

**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 11,101 riders compared to the year-to-date ridership in April FY 21/22, an increase of approximately 15%. Paratransit ridership is up 3,232 riders compared to the same time in April FY 21/22, an increase of approximately 33.5%. Overall the Tracer system ridership has increased by 14,333 riders over the same period last year, an overall increase of approximately 17%

**April Year To Date Ridership Comparison**

	FY 21/22	FY 22/23
<b>Fixed Route Ridership</b>		
Regular	13,270	14,915
Student (Students Ride Free Promo effective FY20/21)	2,611	0
Senior	5,932	7,784
Disabled	1,421	1,464
Free (Personal Care Attendant, ACCESS Pass)	2,197	1,912
Promo Passengers	29,747	45,763
<i>Promo Regular</i>	3,622	5,952
<i>Promo Student</i>	22,236	36,331
<i>Promo Senior</i>	1,812	2,305
<i>Promo ADA</i>	708	708
<i>Promo Free</i>	1,369	467
Passengers w/tickets	16,161	10,083
Passengers w/transfers	1,143	1,662
<b>Total</b>	<b>72,482</b>	<b>83,583</b>
<b>Paratransit Ridership</b>		
Regular (Guest)	309	325
Senior	2,036	1,310
Disabled	6,296	10,066
Free	1,000	1,172
<b>Total</b>	<b>9,641</b>	<b>12,873</b>
<b>All Systems Ridership</b>	<b>82,123</b>	<b>96,456</b>

**Fixed Route On-Time Performance FY22/23:**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route				93%	94%	91%	88%	94%	89%	87%		
B Route				80%	88%	88%	86%	77%	75%	76%		
C Route				83%	92%	90%	76%	83%	81%	80%		
D Route				77%	77%	83%	83%	77%	72%	75%		
E Route				80%	82%	84%	81%	86%	83%	88%		
F Route				94%	87%	89%	88%	94%	76%	82%		
G Route				83%	80%	89%	87%	96%	81%	88%		
Arbor Shuttle				NA	66%	60%	68%	68%	74%	60%		
<b>OVERALL</b>				<b>84%</b>	<b>83%</b>	<b>87%</b>	<b>84%</b>	<b>84%</b>	<b>79%</b>	<b>79%</b>		