

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 11, 2024, 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 November 9, 2023.
5. New Business
 - a. Review and Provide Input on the Annual Commission Report to City Council
 - b. Review and Provide Updates on Commission Goals and Objectives for FY2023/2024
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: January 8, 2024

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.

NOVEMBER 9, 2023

1. **CALL TO ORDER:** Chair Cooper called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Gary Cooper, Maurice Francis, Rajpal Dhillon, Sharanjit Dhillon
 - b. **Absent:** Tim Silva
 - c. **Staff Present:** 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 REGULAR MEETING MINUTES OF OCTOBER 12, 2023**
 - a) **Motion to Approve:** Commissioner Cooper
 - b) **Second:** Commissioner Francis
 - c) **Abstain:** None
 - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
 - a. **Receive Presentation on Unmet Transit Needs from the San Joaquin Council of Governments:** Joel Campos, Associate Regional Planner, San Joaquin County Council of Governments (SJCOG), presented on the FY24-25 Unmet Transit Needs (UTN) Request, the recommended process for receiving UTN requests and the survey link. Staff recommended that the Commission provide any unmet transit needs requests they have. Commission discussion and questions followed.
 - b. **Receive Presentation on Fixed Route ACE/South Tracy Shuttle Pilot Program Update:** Ed Lovell, Transit Manager, presented the new Fixed Route Shuttle service pilot program, its implementation, overview, stats on the service performance and promotional ridership, and current and future marketing efforts to promote the new service.
 - c. **Review and Provide Updates on Commission Goals and Objectives for FY23/24**

Ed Lovell provided updates on the City events and requested that the Commission join Transit staff at the Dec. 2nd Farmers Market. Provided information on the Short-Range Transit Plan (SRTP) and upcoming kickoff meeting with the consultant. The Commission will be updated on the dates and info on SRTP public outreach. PD will present on bicycle traffic enforcement and e-bikes at a future TAC meeting. Commission comments followed.
6. **ITEMS FROM THE COMMISSION:**

Commissioner Francis referred to the Airport Halloween Event, provided his feedback, and suggested the Transit booth be in a more visible area at the next event. He asked if it was an event the City or the Transportation Commission organized. He congratulated Commissioner Cooper for being honored by the NAACP for his service.

ITEMS FROM STAFF:

- a. Airport Projects Update:** Paula Jessup, Airport Manager, provided updates on the Airport Masterplan presentation to the pilot community on Dec 4th. Provided updates on the Airport Halloween Event, feedback from attendees and vendors, and the marketing efforts. Commissioner R. Dhillon asked about the ADA parking. Additional questions and comments followed.
- b. Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided updates on the Short-Range Transit Plan (SRTP), Intelligent Transportation System (ITS) contract to be awarded at the January or February 2024 City Council meeting. Staff also provided updates on ridership. Commission comments followed.
- c. Bikeways Update:** Staff is working with Public Works to procure a bikeway green striping machine.

7. ITEMS FROM THE AUDIENCE: None

8. ADJOURNMENT TO NEXT REGULAR MEETING ON DECEMBER 14, 2023

- a. Motion to Adjourn:** Commissioner R. Dhillon
- b. Second:** Commissioner Francis
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:05 p.m.

The above agenda was posted at Tracy City Hall on November 6, 2023. 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
January 11, 2024**

AGENDA ITEM 5.a.

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 year, FY 22/23, and will also include the goals the commission is working on for the current fiscal year, FY 23/24. This item is scheduled to go to City Council on February 20th, 2024.

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

RECOMMENDATION

Staff recommends that the City Council receive an informational report regarding 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 Year (FY) 22/23 as well as projected goals for FY 23/24.

BACKGROUND AND LEGISLATIVE HISTORY

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 annually.

In FY 22/23, 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 22/23 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 one of the Block Party events during FY 22/23.

- **GOAL STATUS: COMPLETE**
- Participate in City Sponsored Airport Events
 - In October 2022, the Commission participated in the Tracy Municipal Airport's Halloween 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. In addition, in June 2023, the Commission supported the City's hosting of the first Family Fun Days event at the Tracy Municipal Airport in conjunction with the 2023 Norcal Classic Aerobatic Contest.
 - **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 2021/2022 and 2022/2023 school year.
 - **GOAL STATUS: PARTIALLY COMPLETE**

Focus Area: BIKEWAYS

- Provide Input on Updated Bikeways Master Plan
 - The Bikeways Master Plan update is part of the larger Transportation Master Plan update. The commission participated in a public survey for the Bikeways Master Plan and helped facilitate that information to the public. Additionally, the commission participated in a public workshop to gather input on the Bikeways Master Plan.
 - **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 23/24. Their new goals as a commission for FY 23/24 are as follows:

Focus Area: OUTREACH

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

Focus Area: TRANSIT

- Provide Input on Updated Short Range Transit Plan

Focus Area: AIRPORT

- Provide Input on Updated Airport Master Plan

Focus Area: EDUCATION

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

ANALYSIS

Not Applicable.

FISCAL IMPACT

Staff costs related to support of the Transportation Advisory Commission are included in the Transit Fund and Airport Fund budget.

STRATEGIC PLAN

This agenda item relates to the City of Tracy's Quality of Life Strategic Priority, which is to provide an outstanding quality of life by enhancing the City's amenities, business mix and services and cultivating connections to promote positive change and progress in our community.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council receive an informational report regarding the annual report of the Transportation Advisory Commission.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
January 11, 2024**

AGENDA ITEM 5.b.

REQUEST

**REVIEW AND PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES
FOR FY 2023/2024**

DISCUSSION

At the June 8, 2023 regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2023/2024.

Below are the commission recommended goals for FY 2023/2024 with recommended timelines.

FY23/24 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: TBD Spring 2024
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: Spring 2024
	Participate in City Sponsored Airport events	TBD June 2024	All
	Participate in Other Appropriate Community Events	TBD 2023/2024	All
TRANSIT	Provide Input on Short Range Transit Plan	Spring 2024	All
AIRPORT	Provide Input on Updated Airport Master Plan	August 2023	COMPLETE

EDUCATION	Receive presentations on areas related to the purpose of the commission (funding, bus contractor, SJCOG, bike safety, etc)	Ongoing	Feb: - Bicycling traffic Enforcement/E-bikes Mar: - Short Range Transit Plan Workshop
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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 review and provides updates on the commission goals and objectives for FY 2023/2024.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
JANUARY 11, 2024**

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
Tracy Airport Master Plan	Comments from December 9 th public meeting are being incorporated into document.	Waiting for FAA comments.
Airport Constuction Projects - T-hangar Taxilane Slurry Seal - Parking Lot Slurry Seal	Contracts routed for signature.	Notice to proceed given to contractor.

Transit Update

By Jayne Pramod

Transit Projects Update:

Project	Current Status	Next Steps
Short Range Transit Plan	Award contract at City Council, est. Nov 7.	Kick-off meeting with consultant.
Intelligent Transportation Systems RFP	Staff conducted interviews with top proposers.	Select contractor and negotiate terms of PSA. City Council award estimated for Dec 5.

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 7,539 riders compared to the year-to-date ridership in November FY 22/23, an increase of approximately 18%. Paratransit ridership is up 1,447 riders compared to the same time in November FY 22/23, an increase of approximately 24%. Overall, the Tracer system ridership has increased by 8,986 riders over the same period last year, an overall increase of approximately 19%

November Year To Date Ridership Comparison

	FY 22/23	FY 23/24
Fixed Route Ridership		
Regular	7,582	6,622
Student (Students Ride Free Promo effective FY20/21)		
Senior	3,990	4,228
Disabled	729	712
Free (Personal Care Attendant, ACCESS Pass, under 6 y/o)	1,022	904
Promo Passengers	21,467	31,557
<i>Promo Regular</i>	2,731	5,807
<i>Promo Student</i>	17,241	22,533
<i>Promo Senior</i>	1,082	2,468
<i>Promo ADA</i>	312	486
<i>Promo Free</i>	101	263
Passengers w/tickets	5,608	4,408
Passengers w/transfers	1,018	524
Total	41,416	48,955
Paratransit Ridership		
Regular (Guest)	124	62
Senior	619	684
Disabled/Medicare	4,895	5,868
Free	503	974
Total	6,141	7,588
All Systems Ridership	47,557	56,543

Fixed Route On-Time Performance FY23/24:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route	83%	94%	95%	94%	95%							
B Route	82%	87%	81%	88%	83%							
C Route	80%	73%	83%	84%	83%							
D Route	69%	76%	86%	87%	84%							
E Route	86%	86%	87%	86%	87%							
F Route	82%	82%	84%	92%	89%							
G Route	92%	66%	83%	86%	90%							
H Route	N/A	76%	78%	71%	70%							
Arbor Shuttle	75%	80%	82%	82%	86%							
OVERALL	73%	80%	85%	86%	85%							

*Staff is aware of a current software issue that is producing data errors for on-time performance. The software company is currently looking into the issue.