

# 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, September 12, 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 May 9, 2024.
5. New Business
  - a. Election of Chair and Vice Chair
  - b. Receive Presentation and Provide Input on Development of the City’s Short Range Transit Plan
  - c. Review and Provide Updates on Commission Goals and Objectives for FY 2023/2024
  - d. Discuss Goals, Objectives, and Topics for Discussion for FY 2024/2025
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: September 9, 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.

MAY 9, 2024

1. **CALL TO ORDER:** Chair Cooper called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Gary Cooper Rajpal Dhillon, Sharanjit Dhillon, Tim Silva
  - b. **Absent:** Maurice Francis
  - c. **Staff Present:** Paula Jessup, Airport Manager; Ed Lovell, Transit Manager; Brandi Reybol, Transit Coordinator; Jayne Pramod, Transit Coordinator
  - d. **Recorded By:** Brandi Reybol, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF JANUARY 11, 2024**
  - a) **Motion to Approve:** Commissioner Silva
  - b) **Second:** Commissioner R. Dhillon
  - c) **Abstain:** None
  - d) **Vote:** Approved by unanimous vote
5. **NEW BUSINESS:**
  - a. **Presentation on E-bike Laws:** Officer Perez, Tracy Police Department, presented on E-Bike laws. He provided an overview of electric bicycles and motorized scooters and the laws that apply to both. Commission questions and comments followed.
  - b. **Presentation on Engineering Capital Improvement Program (CIP) and Pavement Management Plan (PMP) Projects:** Selvi Sivaraj, Assistant Engineer, City Traffic Engineering Div. provided updates on various Capital Improvement Projects (CIP), ongoing and completed projects, and CIP budget. John Newman, Public Works Supervisor, presented on the 2023/2024 Street Division Activity and provided updates on the seal coat projects and newly installed and replacement signs and markings throughout the city. Commission discussion and questions followed.
  - c. **Review and Provide Updates on Commission Goals and Objectives for FY23/24**

Ed Lovell informed the Commission of the outreach opportunity at the Airport Family Fun Event on June 1<sup>st</sup>. The Short-Range Transit Plan (SRTP) Survey is being conducted. The Airport Masterplan outreach was completed and referred to the E-Bike Law presentation as part of the education series. Commission comments followed.
6. **ITEMS FROM THE COMMISSION:**

Commissioner R. Dhillon referred to the City's Traffic Camera Installation and asked for information on the installation plan and location. Staff agreed to bring back information.

Commissioner Silva: He referred to the \$3.7 million grant money for Safe Streets for All and asked about the evaluation process for determining which streets will receive the safety upgrades. He suggested illuminated streets midblock for safer pedestrian traffic. He shared

that May is Bike Month and the importance of biking. He also informed staff that he would attend the Airport Family Fun Day event.

Richard William, Tracy resident, referred to the March 2023 grant application for money to conduct a consultant study instead of being secured to install signage/ flashing signs to prevent accidents. He also referred to the February 2022 City Manager's memorandum to the Council for crosswalk improvement and mentioned none of the improvements were made.

## 7. ITEMS FROM STAFF:

- a. **Airport Projects Update:** Paula Jessup, Airport Manager, referred to the airport updates listed on the agenda. She provided information on Chapter 38 of the International Aerobatic Club (IAC) to conduct its Nor-Cal Classic Aerobatic Contest at Tracy Municipal Airport, starting at 8 a.m. on Friday, May 31, and Saturday, June 1st the Family Fun Day event at the airport.
- b. **Transit Ridership and Performance Update:** Ed Lovell, Transit Manager, provided updates on ridership and the on-time performance. Commission comments followed.
- c. **Bikeways Update:** None

## 8. ADJOURNMENT TO NEXT REGULAR MEETING ON JUNE 13, 2024

- a. **Motion to Adjourn:** Commissioner S. Dhillon
- b. **Second:** Commissioner Silva
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:26 p.m.

The above agenda was posted at Tracy City Hall on May 2, 2024. 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  
SEPTEMBER 12, 2024**

**AGENDA ITEM 5.b.**

**REQUEST**

**RECEIVE PRESENTATION AND PROVIDE INPUT ON DEVELOPMENT OF THE  
CITY'S SHORT RANGE TRANSIT**

**DISCUSSION**

At the November 8, 2023 City Council meeting, the City of Tracy's City Council awarded a contract with CHS Consulting (CHS) to provide an updated Short Range Transit Plan (SRTP). As part of the SRTP update, a public survey was conducted in May and June of 2024, and a public outreach meeting was held on August 17, 2024.

Based on the survey results, and feedback from the public outreach meeting, a series of proposed changes to the TRACER transit system have been developed for consideration.

These proposed changes will be presented by CHS to the commission during the September 12, 2024 regular meeting for feedback prior to finalization. The tentative schedule for final approval of the SRTP is as follows:

- September 12, 2024 – Transportation Advisory Commission (TAC) input on draft recommendations
- October 10, 2024 – TAC presentation of final recommendations
- December 12, 2024 – City Council approval of SRTP

**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 receive presentation and provide input on development of the City's Short Range Transit Plan.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
SEPTEMBER 12, 2024**

**AGENDA ITEM 5.c.**

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**

	<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: <b>COMPLETE</b>
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: 9/6
	Participate in City Sponsored Airport events (Halloween Event, Family Fun Day)	June 2024	All <b>COMPLETE</b>
	Participate in Other Appropriate Community Events	2023/2024	All Tracy Earth Day Event – April 27, 2024 <b>COMPLETE</b>
<b>TRANSIT</b>	Provide Input on Short Range Transit Plan (Survey)	Summer 2024	All <b>COMPLETE</b>

<b>AIRPORT</b>	Provide Input on Updated Airport Master Plan	August 2023	<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	<b>Aug/Sep:</b> - Short Range Transit Plan Workshops

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  
SEPTEMBER 12, 2024**

**AGENDA ITEM 5.d.**

**REQUEST**

**DISCUSS GOALS, OBJECTIVES, AND TOPICS FOR DISCUSSION FOR FY 2024/25**

**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 2024/25, 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 2024/25.

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  
SEPTEMBER 12, 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:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
Tracy Airport Master Plan	Final submittal to FAA on 9/4.	Approval by FAA, est. 12/2024 Approval by City Council.
Airport Constuction Projects - T-hangar Taxilane Slurry Seal - Parking Lot Slurry Seal - Sink hole repair	Pre-construction meeting 9/20.	Begin construction end of October.
New Jerusalem Airport Master Plan	Scope of work development with FAA for Wildlife Hazard Study and Feasability Study.	Approve task order for Brandley Engineering to begin work.

**Transit Update**

**By Jayne Pramod**

**Transit Projects Update:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
Short Range Transit Plan	Development of draft recommendations.	Input from Transportation Commission. Finalize recommendations.
Intelligent Transportation Systems RFP	System configuration.	Begin system installation. Est. completion Oct 2024.
Transit Maintenance and Storage Facility	Rezone site property. Public comment on CEQA study.	Approval of rezone by Planning Commission and City Council

