

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 9, 2014, 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 Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, 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 November 14, 2013
5. Correspondence
6. New Business
 - a. Receive Report On Tracer Transit System
 - b. Receive Report On Tracer Fixed Route On-Board Survey
7. Items from the Commission
8. Items from Staff
 - a. Airport Update
 - b. Transit Update
9. Items from the Audience
10. Adjournment

POSTED: January 6, 2014

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.

NOVEMBER 14, 2013

1. **CALL TO ORDER:** Commissioner Frankel called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Ameni Alexander, Michael Carter, John Favors, Christina Frankel, Bruce George, Shane O'Neill, Daniel Ramey, Alvin Vaughn
 - b. **Absent:** None
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
 - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF SPECIAL MEETING MINUTES OF OCTOBER 10, 2013:**
 - a) **Motion to Approve:** Commissioner George
 - b) **Second:** Commissioner O'Neill
 - c) **Abstain:** None
 - d) **Vote** Approved with a revision to the following item:
Item 6.a – Commissioner Ramey requested Staff to address the Seniors request, provide TRACER bus service to seniors residing in the County area, at the Unmet Transit Needs Hearing.
5. **CORRESPONDENCE:** None
6. **NEW BUSINESS:**
 - a. **Review and Provide Input on the Development of the City of Tracy Capital Improvement Program for Fiscal Year 2014-2015, Including Existing and New Projects:** Ed Lovell briefed the Commission on the CIP process. After discussion the Commission requested to add the following new items to the existing list.
 1. New front end loader tractor for airport, larger than the current tractor.
 2. Expansion of buses
 - b. **Receive Report On Unmet Transit Needs Hearing on October 15, 2013:** Ed Lovell gave an update on the City of Tracy Unmet Transit Needs Hearing that was held on October 15, 2013. Staff handed the Commission a copy of the Unmet Transit Hearing Minutes that will be submitted to the San Joaquin Council of Governments (SJCOG)
7. **ITEMS FROM THE COMMISSION:**

Commissioner Frankel: asked Staff for an update on the comments made by the City Council at the Council Meeting regarding the Tracy Airport runway expansion. She also asked for updates on the Commission vacancy. Ed Lovell responded Commissioner

Gainor's position is up in April 2014, so he will discuss with the City Clerk's office regarding opting for the cycle to end instead of filling the position temporarily. Staff will provide update on Council's comments regarding the airport runway during Airport Updates.

8. ITEMS FROM STAFF:

a. Airport Updates: Ed Lovell referred the Commission to the airport updates. He also gave an update on the Council's suggestion to keep the airport runway length at 4,002 ft. As part of the runway length determination process, Surland presented an amendment to the Ellis Specific Plan. SJCOG's review stated the amendment doesn't comply with the designated land use. Council opted to explore the process of an override of the Airport Land Use Compatibility Plan, requested Staff to see if there are findings, and bring it back. In six months Staff will bring back findings.

Commissioner Frankel requested staff to bring back the report to Commission prior to Council.

b. Transit Updates: Transit Update on Year to Date Ridership for September was at 31,530 up 2,576 riders compared to Year to Date Ridership in September of FY12-13, an increase of approximately 9%. Staff informed Commission TRACER will be providing December Free Rides on all Fixed Routes.

9. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, DECEMBER 12, 2013

- a. Motion to Approve:** Commissioner O'Neill
- b. Second:** Commissioner George
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:15 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
January 9, 2014

AGENDA ITEM 6.a.

REQUEST

RECEIVE REPORT ON THE TRACER TRANSIT SYSTEM

BACKGROUND

TRACER is the transit system run by the City of Tracy. It is currently operated by MV Transportation. The TRACER consists of a fixed route operation and a paratransit service. The basic format of the current system has been in operation since 2001. The TRACER is funded through grants from the Federal Transit Administration (FTA) and Transportation Development Act (TDA) funds.

DISCUSSION

The City of Tracy owns the TRACER transit system and contracts out the operation of the vehicles. The current contractor is MV Transportation. The TRACER consists of both fixed route and paratransit service with a fleet of 13 buses and 2 minivans. Transit operations occur from 7 a.m. to 7 p.m. Monday through Friday and from 9 a.m. to 5 p.m. on Saturday. In FY12/13, the TRACER transit system overall had 128,664 passengers, averaging approximately 411 passengers per day of operation. These numbers are the highest ridership levels that the TRACER system has ever experienced. This represents an increase in ridership of over 17% system-wide over the previous fiscal year. The increase can be attributed to the increased frequency of the A and B Routes during peak hours as well as increased student ridership as additional routes were added to accommodate students of the various high schools in Tracy.

Fixed route service provides service to passengers along designated routes that travel through various parts of the City. Most major destinations are served by one or more fixed routes including Wal-Mart, the West Valley Mall, the Tracy Outlets, all major supermarkets, and all high and middle schools. The fixed route service operates three core routes during all hours of operation, and three commuter routes with service limited to one morning run and two afternoon runs. The three core routes operate on an hourly headway, with 30 minute service available on two of the routes during peak periods in the afternoon. In FY12/13, the fixed route service alone carried 113,709 passengers, averaging approximately 363 passengers per day of operation.

Paratransit service is provided to ADA eligible persons and those who are 65 and older, and residents of the City of Tracy. This service provides door to door service and operates during the same hours as the fixed route service. Additionally, after hours service is available to paratransit passengers through a subsidized taxi program. In FY12/13, the paratransit service provided rides to 14,955 passengers, averaging approximately 48 passengers per day of operation.

Below are the yearly ridership figures for the past 5 years. Ridership on the fixed route has remained steady and is continuing to grow, while paratransit ridership has been decreasing as more certified paratransit passengers are taking advantage of the lower fares on the fixed route. A spike in gas prices during FY 08/09 was the cause of the

huge ridership increase that year, while a fare increase in July 2010 was the cause of the noticeable drop in ridership in FY 10/11.

RIDERSHIP	FY 08/09	FY 09/10	FY 10/11	FY 11/12	FY 12/13
Fixed Route	97,424	92,536	74,006	91,703	113,709
Paratransit	25,514	23,265	20,593	17,942	14,955
TOTAL	122,938 ¹	115,801	94,599 ²	109,645	128,664

As part of the bus system, the City operates the Tracy Transit Station. This is the main hub for all the fixed routes. It also serves as a connection to regional transit options including San Joaquin RTD and Greyhound. In addition to the transportation services, there are also three conference rooms available for rent. In FY12/13, the Transit Station brought in over \$35,000 of rental revenue to the Transit Fund.

RECENT PROJECTS

Most recently, the City completed construction of the Bus Stop Improvements, Phase 2 project. This included improvements at 77 bus stop locations throughout Tracy. This included a bench a trash can at each site, with 23 of the sites receiving a bus shelter. This project was completed using ARRA grant funding from the FTA with a project cost of approximately \$1.7 million dollars.

In December 2012, the City purchased and installed Routematch software which is used to increase the efficiency in scheduling and dispatching the paratransit buses. This has allowed the TRACER dispatchers to better organize the routes for each paratransit driver and be more efficient in scheduling by being able to see all trips at once and combine trips where necessary.

In February 2013, the City partnered with CALSTART, an organization dedicated to supporting clean transportation, to conduct a study on the benefits of using a hybrid system on buses. This project was funded completely through the FTA via CALSTART, with Tracy providing the buses used during the testing period. Testing was conducted on the TRACER routes from May through October. A draft report of the findings will be completed in mid to late January. The final report will be presented to the FTA by CALSTART.

Finally, the last phase of the security camera installation at the Transit Station is under way and expected to be completed by the end of January. A total of 20 cameras were installed on the interior and exterior of the building. This project was paid for by a Proposition 1B grant specifically for transit safety and security. Part of this project also involves installing a fiber optic line from City Hall down to the Transit Station. This will allow for camera data storage to take place on servers at City Hall.

FUTURE PROJECTS

Within the next year, the City hopes to also be able to add a module to the recently purchased Routematch software allowing for a type of mobile data terminal (MDT) to be installed on the paratransit buses. This would enable the drivers to receive real-time updates regarding additional passengers to pick up, any cancellations, and would allow for more automated recording of pick up and drop off data.

¹ Increase in passengers due to abnormally high gas prices that year

² Drop in ridership due to a fare increase which took effect July 1, 2010

This next year, the City also plans on purchasing additional fixed route buses in preparation for future route expansion. These buses would be at least 30 feet in length and are considered heavy duty with a life span of 10 years. Emphasis would be put on finding a low-floor model to allow for easier access for ADA passengers. It will take approximately 18 months to receive the buses.

TRANSIT FUNDING

The Transit Fund is an enterprise fund with revenue sources coming from the FTA and TDA monies. Operating expenses are split 50/50 between FTA and TDA, while capital projects are split 80/20.

Additionally, when available, the City applies for additional grants for projects which are used to lower the amount of TDA funds needed for operating assistance and capital projects. Any TDA funds not used by transit can be used for streets and roads purposes.

OPERATIONAL ISSUES

At the recent unmet transit needs hearing on October 15, 2013, a number of operational issues were brought up by a concerned citizen who uses the TRACER. These items were addressed in a memo to council on November 5, 2013, which is Attachment A to this staff report.

ATTACHMENTS

A – November 5, 2013 Memo to Council



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

Memorandum

CITY MANAGER'S OFFICE

MAIN 209.831.6000
FAX 209.831.6120
www.ci.tracy.ca.us

Date: November 5, 2013
To: Honorable Mayor Ives and Tracy City Council
From: R. Leon Churchill, Jr., City Manager
Subject: Response on Citizen Complaint Regarding TRACER Bus Service

At the October 15, 2013 Council meeting, a resident spoke to Council regarding various items that she felt needed to be addressed with the TRACER bus service. Council asked staff to provide a follow-up for the items addressed at that meeting.

Below is a list of the items brought up at the meeting and staff's response to those items.

- City staff warned resident not to call, being harassed, causing her stress
 - All staff has been reminded of the need to be courteous and professional with all customers.
- Bus stop by the DMV is located at the intersection, its illegal
 - There are plans to move this stop closer to the DMV building, but a no parking zone will need to be established in that area prior to moving the stop.
- Paint curbs where the bus stops are located, cars are blocking the stops
 - Establishing no parking zones must be done through Council action. Staff will bring back recommendations on which stops should be established as a no parking zone.
- Buses don't have the diamond E license plates on them
 - The "Diamond E" license plate is an older form of a California exempt license plate. These types of plates are no longer available from the DMV. Current California exempt license plates just say "exempt" on them. All City buses have California exempt license plates on them.
- Drivers driving too fast and slamming on the brakes
 - This issue will be addressed with drivers at their next safety meeting. In addition all buses are equipped with a DriveCam device which alerts MV Transportation any time there are sudden stops or if a turn is taken too fast.
- Winco bus stop, need cement at the stop

- This stop is a new stop that was added after Phase 2 of the bus stop improvement project. This stop, as well as others that were added after the Phase 2 improvements will be upgraded during the next project phase once funding is available.
- Boys and Girls Club stop, no sidewalk to Tracy Blvd. from the stop
 - A sidewalk exists from the bus stop at Dr. Powers Park to Tracy Blvd. From the bus stop, the sidewalk heads south toward the train, then east toward the tennis courts, and finally connecting to Tracy Blvd.
- Mistreatment of ADA passengers
 - City staff has spoken directly to the transit operator administration at MV Transportation. All drivers receive customer service training. In addition, all drivers receive approximately 4.5 hours of ADA sensitivity training. If any passenger feels that they are being mistreated, they can file a complaint which will be investigated and followed up on appropriately.
- Drivers say that wheelchair passengers are causing them to be late
 - City staff has spoken directly to the transit operator administration at MV Transportation. This will be addressed at the next driver safety meeting.
- Inconsistent application of rules (cell phones, open containers, etc.)
 - City staff has spoken directly to the transit operator administration at MV Transportation. A review of the bus rules will take place with all drivers at the next driver safety meeting.

If you have any additional questions, please let me know.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
January 9, 2014**

AGENDA ITEM 6.b.

REQUEST

RECEIVE REPORT ON THE TRACER FIXED ROUTE ON-BOARD SURVEY

BACKGROUND

TRACER is the transit system run by the City of Tracy. It is currently operated by MV Transportation. The TRACER consists of a fixed route operation and a paratransit service. The basic format of the current system has been in operation since 2001. The TRACER is funded through grants from the Federal Transit Administration (FTA) and Transportation Development Act (TDA) funds.

DISCUSSION

Periodically, surveys are given to passengers to gather data regarding passenger demographics, socioeconomic data, and trip characteristics. This data is used for planning purposes in making adjustments to the Tracer system. The last on-board passenger survey was conducted in May 2010. The survey was conducted for the entire month of May. The data from that survey was used to make changes to the fixed route system into the current structure.

The current survey was conducted during the Free Ride promotion in December, 2013. Surveys were conducted for a week on each fixed route; Routes A, B, C and three commuter routes D, E & F. The purpose of an on-board passenger survey is to gather data regarding Free Ride passenger trip characteristics and route characteristics. The information is used for transit planning.

During the week that the surveys were handed out, 156 of the surveys were completed. Below are the general comments received on the survey forms:

Are you a regular TRACER Passenger	Yes- 88 No- 14
Do you ride TRACER bus to	Work- 50 , School- 44 , Home- 82 , Shopping- 82 , Medical- 44 , Other 38
How often do you ride TRACER Bus	Always- 89 Sometimes- 57 Only when free- 6
When 'FREE' do you ride TRACER	Always- 94 Sometimes – 60 Only ride to learn the routes- 2
When 'FREE' do you ride TRACER bus to	Work- 51 , School- 41 , Home- 85 , Shopping- 85 , Medical - 42 ,Other- 45
What route do you ride	Route A - 62 Route B - 60 Route C- 48 Route D- 34 Route E- 18 Route F- 28
Please select one option to indicate the timeliness of service	Always on time- 49 Usually on time- 91 Seldom on time- 9 Never on time- 0
Please select one option to indicate the courteousness of drivers	Always - 102 Usually- 43 Seldom - 4 Never - 4

When you call TRACER Customer Service are the telephone calls answered	Promptly- 58 Courteously- 74 Calls returned promptly- 12 Concerns are adequately addressed - 13
Do you use 'Text for Bus' feature for bus schedule info	Always- 13 Sometimes - 46 Never used it - 60 Do not know how to use it - 19 Never knew about the feature - 12

Compliments:

Satisfied with the service
Happy with the locations
Thanks for the service - It is good
Courteous Drivers & Staff

Requests:

Corral Hollow / 11th Street Connect Service to B/C
Later hour bus service
Sunday service
Bus stop front of Barbosa Cabinets on Grantline Dr
More bus stops along the routes and in the country area
Service to Larch Rd
Extended D Route service
More D Route service
Service on Tracy Blvd-Tennis Lane
Service to Warehouse - Amazon
Service to Schulte/ Mac Arthur
Ace Train Station/MacArthur & 11th St
Coffee available at the Transit Station
Additional service to Lolly Hansen
More service everywhere
TRACER Service to Mountain House Delta
Service on Tracy Blvd

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
JANUARY 9, 2014**

AGENDA ITEM 8

Staff Items

Annual Commission Items:

- Airport Improvement Items Update (January/April/July/October)
- Ground Lease Rate Increase (April/May)
- Election of Chair/Vice-Chair (June)
- FTA Grant (August)
- Unmet Transit Needs (October)
- CIP Review (October/November)

Airport Update

By Bruce Ludeman

Airport Improvement Items as Specified by City Council:

Item:	Project:	Current Status:	Next Steps:
S-1	Begin T-Hangar Installation Process:	Since the pavement at the airport is a high priority, the construction of this project will be put on hold until after the pavement project is complete and additional funding is secured.	<ul style="list-style-type: none"> • Final design to be completed by consultant • Project will be put on hold until runway items are complete and funds are available.
S-12	Construction of a Restaurant/Café	Staff has received a draft conceptual design from Tracy Air Center and discussed potential lease terms.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement • Finalize lease agreement • Lease approved by Council
S-17	Seal Coat on Runways and Taxiways* *See below for current project action steps	Design work in process. Runway 12/30 and associated taxiways will be designed first.	<ul style="list-style-type: none"> • Complete design work for the project • Complete Updated ALP • Issue RFP for construction
S-22	Balance Airport Operating Budget by FY15/16	Council has given staff the ok to proceed with a Five Step Financial Strategy. The first step, Airport Debt Consolidation, was approved by Council on 1/17/12.	<ul style="list-style-type: none"> • Staff is seeking funding to begin an airport study

PAVEMENT PROJECT ACTION STEPS	TIMELINE*
Hire Airport Consultant	COMPLETED
Pavement Evaluation Management Study	COMPLETED
Categorical Exclusion for Environmental Approved	COMPLETED
Submit ACIP to FAA	COMPLETED
Submit Grant Application for Pavement to FAA	COMPLETED
FAA Approval to Design Pavement Project	COMPLETED
Design Pavement Project	Mar/Apr. 2013
FAA Approval to Bid Pavement Project	May. 2013
Bid Pavement Project	May. 2013
FAA Approval to Award Project	Jun. 2013
Start Project	Jun/Jul 2013
Project Completed	Aug. 2013

* Timeline will be updated once staff meets with the FAA in December.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 44,154 up 5,059 riders compared to year to date ridership in October of FY12-13, an increase of approximately 13%

October Year To Date Ridership Comparison

	FY 11/12	FY 12/13	FY 13/14
FIXED ROUTE			
Regular	7,155	12,100	10,515
Student	7,140	9,134	8,752
Senior	2,492	4,096	3,564
Disabled	1,030	2,334	1,054
Free	8,064	3,031	8,116
Passengers w/tickets	4,190	2,631	7,889
Total	30,071	33,326	39,890
PARATRANSIT			
Regular	42	70	24
Senior	2,058	2,268	1,869
Disabled	3,535	3,201	2,329
Free	136	230	42
Total	5,771	5,769	4,264
ALL SYSTEMS			
Regular	7,197	12,170	10,539
Student	7,140	9,134	8,752
Senior	4,550	6,364	5,433
Disabled	4,565	5,535	3,383
Free	8,200	3,261	8,158
Passengers w/tickets	4,190	2,631	7,889
TOTAL	35,842	39,095	44,154

	FY 11/12	FY 12/13	FY 13/14
Fare Box Revenue	\$20,405	\$10,494	\$24,536

Greyhound Ridership:

MONTH	PASSENGERS	AVG/DAY
November (2011)	353	11.76
December	326	10.51
January (2012)	277	8.93
February	299	10.31
March	334	10.77
April	326	10.86
May	281	9.06
June	263	8.77
July	310	10
August	270	8.71
September	211	7.03
October	216	6.97
November	220	7.33
December	229	7.39
TOTAL	3,915	9.17