

# AMENDED AGENDA

## 2/11/25

### 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, February 13, 2025, 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 December 12, 2024.
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 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: February 11, 2025**

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.

DECEMBER 12, 2024

1. **CALL TO ORDER:** Chair Silva called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Maurice Francis, Ari Sarmento, Tim Silva.
  - b. **Absent:** Gary Cooper
  - 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:** Richard Williams, a Tracy resident, requested information on the status of the \$780,000 grant money recently awarded to the City of Tracy for the study of traffic, pedestrians, and bikes on the city streets. He referred to the FY 23-24 grant money of \$68,000 allocated for the study of crosswalk safety and reminded City of his request to install flashing lights to make the crosswalks safer. He welcomed the new Commissioner Sarmento to the Transportation Advisory Commission.

**INTRODUCTION OF NEW COMMISSIONER:** Commissioner Sarmento introduced himself and briefly described his upbringing in Tracy, his education, and his passion for aviation. Commission and staff welcomed Commissioner Sarmento.

4. **APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 14, 2024**
  - a) **Motion to Approve:** Commissioner Francis
  - b) **Second:** Commissioner Silva
  - c) **Abstain:** None
  - d) **Vote:** Approved with the following amendments  
Item 5 b - City owns the ETA hardware and the data.  
Item 5 c - Tracy Hills Shuttle pilot service ends June 2025  
Item 6 - Commissioner Silva asked about the feasibility of installing illuminated signs at mid-blocks and crosswalks on major throughways, and intersections.

5. **NEW BUSINESS:**

- a. **Receive Presentation on Updates to City of Tracy's Public Transportation Agency Safety Plan and Provide Recommendations for Approval to City Council**  
Ed Lovell, Transit Manager, presented on the Public Transportation Agency Safety Plan (PTASP). Provided an overview of the PTASP, Safety Management System (SMS), oversight of the Plan, and the major updates made by FTA to the overall requirements of the PTASP for continuous improvement of the safety training program and reporting, and hazard assessment. Commission discussion and questions followed. Commissioner Francis motion to recommend City Council approve the updates to the PTASP was seconded by Commissioner Sarmento and approved by the majority.
- b. **Review and Provide Updates on Commission Goals and Objectives for FY 24/25:**  
Staff provided information on various City events for Commission outreach. Provided information on the Short-Range Transit Plan (SRTP) and Public Transportation Agency

Safety Plan. Commission discussed topics for educational presentations. Commissioner Silva requested presentation on engineering projects and Commissioner Sarmento requested for PD statistics or tabs on accidents and incidents.

## 6. ITEMS FROM THE COMMISSION:

Commissioner Francis: Referred to the audience comments on the grants received by the City and asked if the Transit Manager has access to that funding, and how much grant money City received for safer streets.

Commissioner Sarmento: Asked if public could access grant application submitted by the City.

## 7. ITEMS FROM STAFF:

- a. **Airport Projects Update**: Paula Jessup, Airport Manager, referred to the airport's ongoing projects and the New Jerusalem Airport Master Plan. Commission comments followed.
- b. **Transit Ridership and Performance Update**: Ed Lovell, Transit Manager, provided updates on transit projects, ridership, on-time performance, and the plan for future maintenance and storage facility. Commission comments followed.

Staff informed about cancelling the January Meeting.

- c. **Bikeways Update**: Commissioner Francis and Silva commented on the bikeway sharrows and the excellent job on the Bessie Road reconstruction project.

## 8. ADJOURNMENT TO NEXT REGULAR MEETING ON FEBRAURY 13, 2025

- a. **Motion to Adjourn**: Commissioner Francis
- b. **Second**: Commissioner Sarmento
- c. **Vote**: Approved by unanimous vote
- d. **Time**: 8:32 p.m.

The above agenda was posted at Tracy City Hall on December 6, 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  
February 13, 2025**

**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 23/24, and will also include the goals the commission is working on for the current fiscal year, FY 24/25. This item is scheduled to go to City Council on March 18<sup>th</sup>, 2025.

**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) 23/24 as well as projected goals for FY 24/25.

### **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 23/24, the TAC had four focus areas and seven 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 23/24 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 23/24.

- **GOAL STATUS: COMPLETE**
  
- Participate in City Sponsored Airport Events
  - In October 2023, 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 2024, the Commission supported the City's hosting of the Family Fun Days event at the Tracy Municipal Airport in conjunction with the 2024 Norcal Classic Aerobatic Contest.
  - **GOAL STATUS: COMPLETE**
  
- Participate in Other Appropriate Community Events
  - In April 2024, the Commission participated in the Tracy Earth Day event held in downtown Tracy. City staff and 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. At this event, they were also able to hand out survey information for the City's Short Range Transit Plan.
  - **GOAL STATUS: COMPLETE**

**Focus Area: AIRPORT**

- Provide Input on Updated Tracy Airport Master Plan
  - The Tracy Airport Master Plan update was over 20 years old and in need of an update. The commission participated in a distributing a public survey for the Airport Master Plan and helped facilitate that information to the public. Additionally, the commission provided input during a presentation by the City's consultant on the recommendations of the Tracy Airport Master Plan.
  - **GOAL STATUS: COMPLETE**

**Focus Area: TRANSIT**

- Provide Input on Updated Short Range Transit Plan
  - The Short Range Transit Plan update was started in late 2023/early 2024. In April 2024, commissioners were able to help distribute surveys at local events in order to solicit community feedback regarding the use of the Tracer bus system. Information from the surveys was used to develop recommendations on the updated 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 e-bike laws and enforcement, Roadways CIP Updates, Corral Hollow/Valpico Intersection Updates, and SJCOG 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 24/25. Their new goals as a commission for FY 24/25 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 New Jerusalem 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  
FEBRUARY 13, 2025**

**AGENDA ITEM 5.b.**

REQUEST

**REVIEW AND PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES  
FOR FY 2024/2025**

DISCUSSION

At the September 12, 2024, regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2024/2025.

Below are the commission recommended goals for FY 2024/2025 with recommended timelines.

**FY24/25 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: TBD – Spring 2025
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: Spring 2025
	Participate in City Sponsored Airport events (Halloween Event, Family Fun Day)	October 2024 June 2025	All <b>October Event - COMPLETE</b>
	Participate in Other Appropriate Community Events	2024/2025	All Tracy Earth Day Event – April 26, 2025
<b>TRANSIT</b>	Provide Input on Short Range Transit Plan	Fall 2024	All <b>COMPLETE</b>



<b>AIRPORT</b>	Provide Input on New Jerusalem Airport Master Plan	June 2025	All
<b>EDUCATION</b>	Receive presentations on areas related to the purpose of the commission (funding, bus contractor, SJCOG, bike safety, etc)	Ongoing	<b>Mar:</b> <ul style="list-style-type: none"> <li>- Active Transportation Grants Presentation</li> <li>- Valpico/Corral Hollow Intersection update</li> </ul>

In order to successfully complete each of these goals, the commissioners may form ad-hoc subcommittees as needed 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 2024/2025.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
FEBRUARY 13, 2025**

**AGENDA ITEM 7**

**Staff Items**

**Annual Commission Items:**

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

**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. Awaiting FAA approval.	Approval by City Council.
Airport Constuction Projects <ul style="list-style-type: none"> <li>- T-hangar Taxilane Slurry Seal</li> <li>- Parking Lot Slurry Seal</li> <li>- Sink hole repair</li> </ul>	Awaiting final submittals from contractor.	Grant drawdown and closeout, est. March/April.
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.
Pavement Maintenance and Management Plan (PMMP)	Evaluation of core samples to establish pavement conditions.	Evaluation of pavement, and creation of final report.

**Transit Update**

**By Ed Lovell**

**Transit Projects Update:**

<b>Project</b>	<b>Current Status</b>	<b>Next Steps</b>
Short Range Transit Plan	Compiling Final Draft document for SJCOG review.	Approval by City Council.
Intelligent Transportation Systems RFP	Bus installation complete.	Installation of e-paper signage at select bus stops. (Spring 2025)
Transit Maintenance and Storage Facility	Developing additional site analysis.	Site analysis presented to City Council (est. Spring 2025)

**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 9,748 riders compared to the year-to-date ridership in December FY 23/24, an increase of approximately 17%. Paratransit ridership is up 3,056 riders compared to the same time in December FY 23/24, an increase of approximately 34%. Overall, the Tracer system ridership has increased by 12,804 over the same period last year, an overall increase of approximately 19%.

**December Year To Date Ridership Comparison**

	FY 23/24	FY 24/25
<b>Fixed Route Ridership</b>		
Regular	6,622	7,510
Student (Students Ride Free Promo effective FY20/21)		
Senior	4,228	3,902
Disabled	712	786
Free (Personal Care Attendant, ACCESS Pass, under 6 y/o)	904	678
Promo Passengers	41,674	49,654
Promo Regular	9,657	9,406
Promo Student	26,611	35,292
Promo Senior	4,195	3,745
Promo ADA	785	853
Promo Free	426	358
Passengers w/tickets	4,408	5,826
Passengers w/transfers	524	464
<b>Total</b>	<b>59,072</b>	<b>68,820</b>
<b>Paratransit Ridership</b>		
Regular (Guest)	68	132
Senior	787	1,218
Disabled/Medicare	7,057	9,368
Free	1,201	1,451
<b>Total</b>	<b>9,113</b>	<b>12,169</b>
<b>All Systems Ridership</b>	<b>68,185</b>	<b>80,989</b>

**Fixed Route On-Time Performance FY24/25:**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A Route	93%	93%	92%	93%	93%	93%						
B Route	94%	84%	82%	83%	87%	87%						
C Route	85%	82%	87%	78%	82%	87%						
D Route	73%	69%	68%	66%	77%	71%						
E Route	95%	81%	79%	79%	76%	70%						
F Route	99%	83%	72%	83%	78%	77%						
G Route	96%	82%	93%	91%	73%	70%						
H Route	83%	67%	71%	73%	79%	81%						
Arbor Shuttle	91%	99%	89%	87%	81%	87%						
ACE Shuttle	98%	89%	79%	83%	84%	82%						
South Tracy	98%	99%	98%	67%	94%	94%						
<b>OVERALL</b>	<b>91%</b>	<b>84%</b>	<b>83%</b>	<b>83%</b>	<b>82%</b>	<b>86%</b>						