

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, November 13, 2025, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **Tracy Transit Station, Room 103**
50 East 6th Street, Tracy, CA 95376

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 October 9, 2025.
5. New Business
 - a. Receive Presentation on the San Joaquin Council of Governments’ Unmet Transit Needs Assessment for Fiscal Year 2026/2027
 - b. Receive Presentation on the Brown Act and Commission Bylaws
 - c. Review and Provide Updates on Commission Goals and Objectives for FY 2025/2026
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: November 6, 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, CA, 95376 during normal business hours.

TRANSPORTATION ADVISORY COMMISSION REGULAR MEETING MINUTES
OCTOBER 9, 2025

1. **CALL TO ORDER:** Chair Dhillon called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Gary Cooper, Ubbo Coty, Raj Dhillon, Tim Silva
 - b. **Absent:** Maurice Francis
 - c. **Staff Present:** Ed Lovell, Transit Manager; Paula Jessup, Airport Manager; Kamal Gill, Deputy City Attorney; Jayne Ward, Transit Coordinator
 - d. **Recorded By:** Jayne Ward, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF SEPTEMBER 11, 2025**
 - a) **Motion to Approve:** Commissioner Silva
 - b) **Second:** Commissioner Cooper
 - c) **Abstain:** None
 - d) **Vote:** Approved by majority vote
5. **NEW BUSINESS:**
 - a. **Receive Information on the San Joaquin Council of Governments Regional Mobility Hub Demonstration Project:** Kim Anderson from San Joaquin Council of Governments (SJCOCG) and Francisco Martin, Fehr & Peers presented on the overview of the San Joaquin Regional Mobility Hub Plan, project site selection process, planned improvements at the Tracy Transit Station, and the project schedule. Commission questions and comments followed on the EV charging station, ADA parking, bike lockers, and oversight of the project.
 - b. **Discuss Goals, Objectives, and Topics for Discussion for FY 2025/2026**

Staff presented the new list of Commission-approved goals, objectives, and topics for FY 2025/2026. Staff to notify the Commission when the Valley Link Presentation to the Council is scheduled.

6. ITEMS FROM THE COMMISSION:

Commissioner Dhillon: Suggested effective marketing for promoting the Students Ride Free program. Requested a wall-mounted clock for the meeting room.

Commissioner Silva: Referred to his request at the September Transportation Commission (TAC) meeting for an update on the Transportation Advisory Commission (TAC) Bylaws. Requested that TAC Bylaws reflect the oversight of streets and roadways as during City Manager Roger's tenure. He also inquired about the request for the American flag and the California flag displayed during the TAC meeting.

7. ITEMS FROM STAFF:

a. Airport Projects Update: Paula Jessup, Airport Manager, referred to the airport's ongoing projects and provided updates on the Airport construction projects, New Jerusalem Masterplan hold, installation of LED signs, back-up generator, and the upcoming Airport Halloween Event. Commission questions and comments followed.

b. Transit Ridership and Performance Update: Ed Lovell, Transit Manager, provided update on the Short-Range Transit Plan first phase implementation and second phase implementation plan upon receipt of the new buses in Fall 2026, status on YTD ridership and OTP, E Paper installation, On-Demand software launching on Nov 4th, and the draft report of the Tracy Transit Bus Maintenance Facility Site Analysis and Feasibility Study. Commission questions and comments followed.

c. Bikeways Update: None

8. ADJOURNMENT TO NEXT REGULAR MEETING ON NOVEMBER 13, 2025

- a. Motion to Adjourn:** Commissioner Silva
- b. Second:** Commissioner Cooper
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:47 p.m.

The above meeting agenda was posted at Tracy City Hall on Oct. 6, 2025. The above are action minutes. A full recording of the meeting is available by contacting the City Clerk's Office.

Ed Lovell, Staff Liaison



**Unmet Transit
Needs
Assessment
FY 26-27**

*San Joaquin Council of
Governments*

UTN Assessment Overview

- Annually, SJCOG must identify any **unmet transit needs** that may exist in San Joaquin County before funds are expended for non-transit uses, such as streets and roads.
- If unmet needs are identified, a further evaluation must be done to determine whether those needs are “reasonable to meet.”



UNMET TRANSIT NEEDS

are defined as transportation services not currently provided to those residents who use or would use public transportation regularly, if available, to meet their life expectations.



Medical



Personal Business



Shopping



Social Services



Dental



Employment



Education



Recreation

What is considered “reasonable to meet?”

Equity

Operational Feasibility

Potential Ridership

Cost Effectiveness

Funding



Public Outreach



PUBLIC
HEARINGS



PRESENTATIONS



SOCIAL MEDIA
POSTS



SURVEYS



MAKE YOUR VOICE HEARD

TELL US ABOUT YOUR UNMET TRANSIT NEEDS

Ride the bus or the train? Wish there were more routes? Let your voice be heard at the UTN public hearings, or by taking the survey or calling the feedback line.

- SSTAC Meeting
- Noon, Nov. 4, 2025
- 555 E. Weber Ave., Stockton
- Board Meeting
- 4 p.m., Dec. 4, 2025
- 555 E. Weber Ave., Stockton



Feedback Line: (209) 235-1090

UTN Postcards



HAGA ESCUCHAR SU VOZ

CUÉNTENOS SOBRE SUS NECESIDADES DE TRANSPORTE NO SATISFECHAS

¿Viaja en autobús o en tren? ¿Le gustaría que hubiera más rutas? Haga que su voz se escuche participando en las audiencias públicas de las necesidades de transporte no satisfechas (UTN, por sus siglas en inglés) completando la encuesta o llamando a la línea de comentarios.

- Reunión del Asesor de Transporte de Servicios
- 12:00 p. m., 4 de nov. de 2025
- 555 E. Weber Ave., Stockton
- Reunión de la Junta Directiva
- 4:00 p. m., 4 de dic. de 2025
- 555 E. Weber Ave., Stockton



Línea de comentarios: (209) 235-1090

UTN Comment Review Process

SJCOG Staff

UTN Comment
Review
Subcommittee

SSTAC

SJCOG Board



**TAKE THE
UTN SURVEY!**



<https://tinyurl.com/UTN-2026E>

TNC Access For All

- In September 2018, the Governor signed into state law [Senate Bill \(SB\) 1376: TNC Access for All Act \(Hill, 2018\)](#). Pursuant to SB 1376, the CPUC established a program to increase accessibility for persons with disabilities as part of its regulation of TNCs.
- Creates partnerships with local agencies and access providers to invest in local WAV programs.
- 10-cents from every TNC trip in California goes to fund wheelchair-accessible rides.

The Statewide Access for All Administrator issued out a call for projects, or what they're calling a "Request for Proposals".

Roughly **\$280,000** is available for San Joaquin County to expand **wheelchair accessible vehicles** for **on-demand transportation services**.

On-demand transportation is defined as "A transportation service that does not follow fixed route or schedule and the provider can fulfill trip requests within twelve hours." Please consider applying! See below for more information.

SSTAC Membership

SJCOG's Social Services Transportation Advisory Council meets 9-10 times a year on the first Tuesday of the month, at 12 PM (lunch is included).

The SSTAC reviews UTN comments and also receives information regarding other funding programs. SJCOG is seeking non-profits to participate on the SSTAC. Below are the seats SJCOG is looking to fill.

- Representatives of the local social service providers for the disabled, including one representative of a social service transportation provider, if one exists.
- Representative of a local social service provider for persons of limited means.
- Representative of potential transit users who is disabled.



City of Tracy

Transportation Advisory Commission Brown Act and Commission Bylaws Training

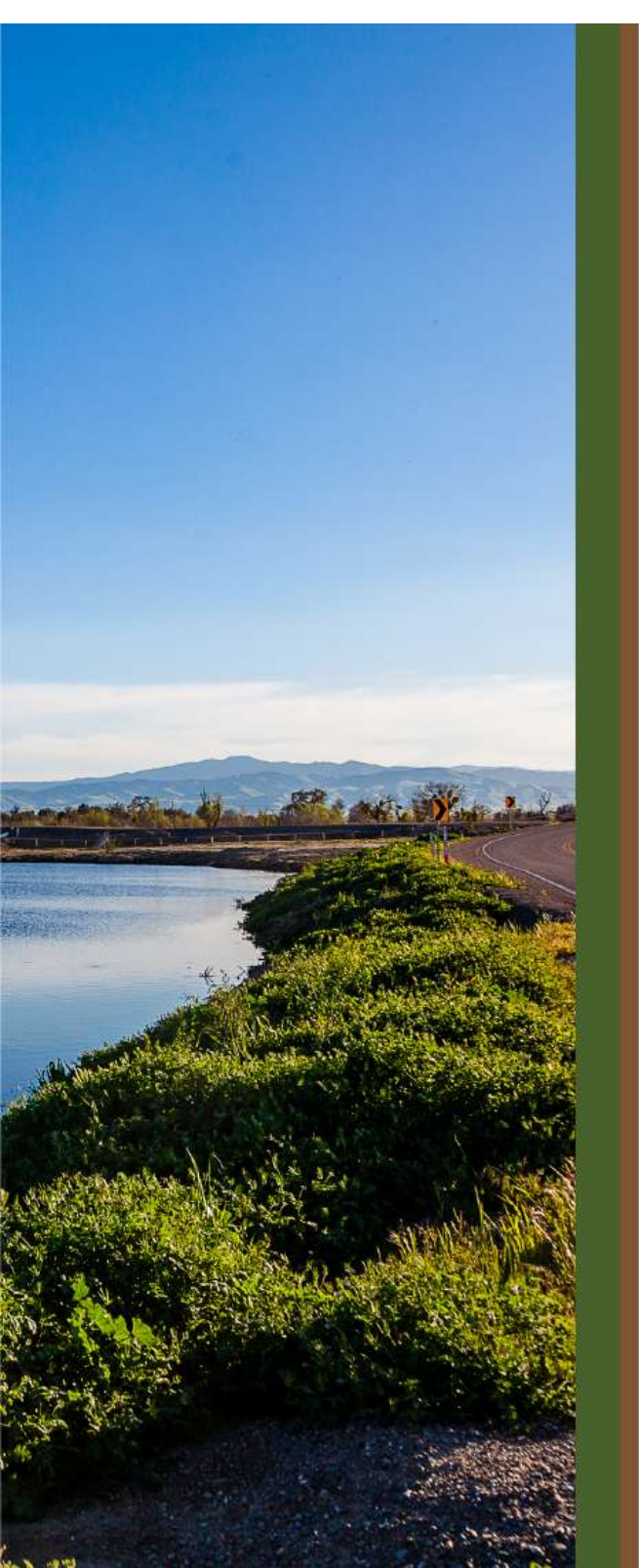
Kamal Gill, Deputy City Attorney

November 13, 2025

Objectives / Overview

- Review basic role of Transportation Advisory Commission (i.e., what is your purpose as outlined in by-laws, municipal code, or state law);
- Introduction to the Brown Act
- Meeting Management / Best Practices
- Relevant City Policies and Procedures





Role of the Transportation Advisory Commission

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.

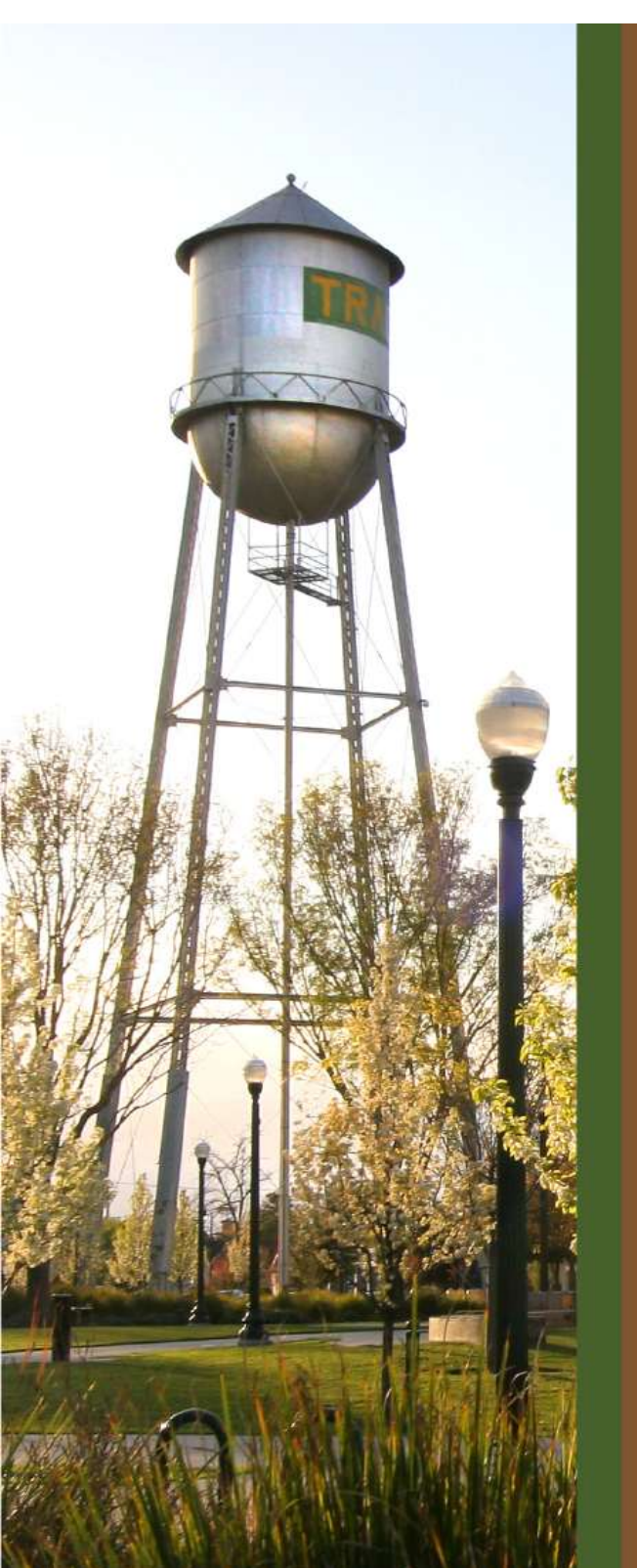




Think Inside the Triangle™

Scope of the Commission

1. Address various public transportation issues, including inter-city transit (TRACER, Paratransit, airports, Multimodal Station, taxis, limousines, Park-and-Ride lots, bikeways, trails and passes) and intra-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;
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 year¹.



What is Not Our “Wheelhouse”?

- QUORUM

A quorum of the Transportation Advisory Commission shall consist of a majority of the members. A quorum must be present in order for the Transportation Advisory Commission to hold a meeting.



OFFICERS AND DUTIES ^{DG1}

1. The officers of the Transportation Advisory Commission shall be:
 2. a. The Chairperson and
 - b. The Vice-Chairperson.

2. The Chairperson shall:
 - a. Preside at all regular and special meetings.
 - b. Rule on all points of order and procedure during the meetings.
 - c. Provide recommendations to staff liaison regarding agenda items



Slide 6

DG1

Customize these examples for the Commission (i.e., for Arts, more art related topics, for Transportation, Roads!)

Daniella Green, 2025-09-16T00:44:53.604

The Ralph M. Brown Act

- California's "Government in Sunshine" law
 - *"All public meetings of a legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided by this chapter"* (Cal. Gov't. Code §54953(a)).
- What is a **meeting**?
 - Same time, place (including teleconferencing/online), regarding any item within the subject matter jurisdiction of the Commission where a quorum is present.
 - Transportation Advisory Commission is a Legislative Body
 - Does not include ad hoc committees or "2x2"s



A Meeting or Not a Meeting?

YES, A MEETING!

- Any time a quorum is gathered within the scope of the subject matter jurisdiction of the body;
 - State of the City Address?
 - Service Club Meeting?

NOT a Meeting

- Individual Contacts;
- Conferences & Seminars (LOCC Conference, PC Academy);
- Community Meetings
- Another body of the agency when it is in an open & noticed meeting of that other body (i.e., City Council)
- Social or Ceremonial Event (be proactive!)

Serial Meetings

- Captain Crunch, Count Chocula & Lucky the Leprechaun walk into chambers...
- Serial Meetings are:
 - A series of communications
 - Direct or indirect (intermediaries, technology (i.e., comments on a FB post);
 - Employed by a majority to discuss, deliberate, or take action on potential business
 - BEWARE: Social Media & Reply All
- **SERIAL MEETINGS ARE ILLEGAL** (Govt'. Code 54952.2)



Think Inside the Triangle™

More Brown Act Basics...

- Meetings generally must be within the local jurisdiction (exceptions: legal proceedings, site inspection)
- Teleconferencing OK if a quorum participates from the regular location and teleconference site is identified on the agenda, notice is posted at site, site provides for public participation –check with Staff!!!
- Agenda must be posted 72 hours in advance (regular meetings); 24 hours in advance (special meetings)
- Brief description of items of business
- Freely accessible to public
- Agendas must be publicly accessible and distributed in advance to those who request copies



Brown Act Meetings Cont'd.

- No discussion or decision on items not on the posted agenda, **EXCEPT:**
 - Clarification / Reference to Staff
 - Brief Announcements / Report on Activities
 - Requests for Future Items / Future Report
 - Placement of Items on Future Agenda consistent with City Policies and Procedures applicable to Brown Act Bodies



Think Inside the Triangle™

Your Brown Act Top 10 List!

10. Remember that the public has the right to speak and criticize the body.

9. Enforce speaking time limits consistent across ALL speakers and consistent with applicable City policy & procedure.

8. Avoid texting from the dais!

7. Avoid debate between public comment speakers and the Commission.

6. **STICK. TO. THE. AGENDA.**



Your Brown Act Top 10 List!

5. Disclose any conflicts and/or potential conflicts about agenda items to Staff (Department Contact and City Attorney) *before* the meeting starts (and not 5 minutes before!)
4. Avoid sidebar conversations during a break.
3. Abide by City Policy & Procedure for putting future items on an Agenda.
2. Do not disclose privileged/confidential communications with Staff.
1. **STICK. TO. THE. AGENDA.**

Meeting Management

- Pursuant to XYZ policy, Tracy abides by [Robert's, etc.,] rules of order.
- Per City Policy & Procedure members of the body are limited to 5 minutes for their comments
- No commissioner can speak twice until all Commissioners have spoken once? **IS THIS ONE OF OUR RULES?**

DG1



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DG1

Can we confirm if this is one of our rules or did I just dream that it was a rule?

Daniella Green, 2025-09-16T00:46:22.596

Meeting Management— Making A Motion

- When can I make a Motion?
 - After deliberation by all Commissioners; Chair will usually ask for a motion.
- What are the “Magic Words” to make a Motion?
 - **Best** practice is to re-read the item title and include any amendments made & agreed upon by Commissioners
- Can I amend my motion?
 - Yes! And staff can help you clarify if you have questions!



Think Inside the Triangle™

What If We Change Our Minds?

- Motions for Reconsideration!
 - When: Must be made at the same meeting the item was first voted upon.
 - Who: Must be made by a member who voted in majority on original motion.
 - How: Requires a majority vote to pass.

Roll Call Votes

- When is it acceptable to simply ask for “all in favor, any objections” votes?
 - Straightforward items such as approval of the minutes or directing staff to place a non-controversial item on a future agenda (i.e., talk about recent changes to laws, municipal code updates, etc.)



What Happens If It's A 2-2 Vote?

TIE VOTES

- Results in no action taken and a new motion may be made that results in a majority vote.

NOT FINAL AUTHORITY?

- If there is a tie vote on an item with final authority, it is considered a denial.
- If there is a tie vote where the Commission recommends to City Council, it is considered no recommendation.



Absent Members

- For public hearing items continued from a prior meeting, a Commissioner who was absent from the prior meeting may vote as long as:
 - (1) The Commissioner has read the staff report, reviewed any other materials submitted, and listened to the audio/video of the prior meeting; and
 - (2) Affirms having done so at the present meeting for the record.
- Also applies to minutes from a missed meeting.



Think Inside the Triangle™



Think Inside the Triangle™

Relevant Policies

- Code of Ethics Policy DG1
 - Censure Policy
 - Time Management Policy
 - Decorum Policy
 - Nepotism Policy
 - Civility Policy
-
- **Because these were adopted by City Council, All of them Apply to This Commission!**

Slide 20

DG1

Need to confirm these policies for COT.

Daniella Green, 2025-09-16T00:47:23.071



Thank you!
Any Questions?

[Date]

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

AGENDA ITEM 5.c.

REQUEST

REVIEW AND PROVIDE UPDATES ON COMMISSION GOALS AND OBJECTIVES FOR FISCAL YEAR 2025/2026

DISCUSSION

At the September 11, 2025, regular Transportation Advisory Commission (TAC) meeting, the commission held discussion on their goals for the current fiscal year 2025/2026.

Below are the commission recommended goals for FY 2025/2026 with recommended timelines.

FY25/26 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 2026
	Public Outreach at Block Party Events	As scheduled in conjunction with the City booth	Assignments made each commission meeting Next Dates: Spring 2026
	Participate in City Sponsored Airport events (Halloween Event, Family Fun Day)	October 2025 June 2026	All October event complete
	Participate in Other Appropriate Community Events	2025/2026	All
	Conduct Online Surveys to Gather Information on	2025/2026	

	Improvements for Transit and Airport		
TRANSIT	Provide Input on Short Range Transit Plan Implementation	Spring 2026	All
AIRPORT	Provide information on growth opportunities at Tracy Airport and New Jerusalem Airport	June 2026	All
EDUCATION	Receive presentations on areas related to the purpose of the commission (Possible topics: funding, bus contractor, SJCOG, bike safety, daylighting laws, future growth, Valley Link, TAC Bylaws, bike/ped improvements)	Ongoing	Nov: - UTN Presentation - Brown Act Presentation Dec: - TBD

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 Fiscal Year 2025/2026.

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

AGENDA ITEM 7

Staff Items

Annual Commission Items:

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

Airport Update

By Paula Jessup

Airport Improvement Items:

Project	Current Status	Next Steps
Tracy Airport Master Plan	Conditional approval received from FAA.	Approval by City Council (est. Dec 2025)
Airport Construction Projects <ul style="list-style-type: none"> - T-hangar Taxilane Slurry Seal - Parking Lot Slurry Seal - Sink hole repair 	Grant drawdown and closeout complete.	Project complete.
Airfield Guidance Signs	Grant awarded by FAA. Approval to apply for State matching grant – complete. Award construction contract – complete.	Issue notice to proceed. (est. Dec 2025)
Tracy Airport Back-up Generator Design	Grant awarded from FAA. Approval of Task Orders for design work – complete.	Complete design work. (est. Jan 2026)
Tracy Airport Sweeper Purchase	Preparing pre-application to FAA for processing. Approval of Task Order to prepare bid package – complete.	Release bid package. (est. Jan 2026)

Transit Update

By Ed Lovell

Transit Projects Update:

Project	Current Status	Next Steps
Short-Range Transit Plan	Implementation of first phase.	Monitor changes and coordinate implementation of second phase.
Intelligent Transportation Systems RFP	E-paper signage installed at select bus stops.	Monitor performance of new system.
Transit Maintenance and Storage Facility	Reviewing draft site analysis.	Site analysis presented to City Council (est. Jan 2026)
On-Demand Software Implementation	New software has been released. Ride Tracer app is available for public use.	Monitor use of the service.

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 3,434 riders compared to the year-to-date ridership in September FY 24/25, an increase of approximately 10.4%. Paratransit ridership is up 368 riders compared to the same time in September FY 24/25, an increase of approximately 6.3%. TracerPlus ridership is up 1,044 riders compared to the same time in September FY24/25, an increase of approximately 34%. Overall, the Tracer system ridership has increased by 4,846 riders over the same period last year, an overall increase of approximately 11.5%.

September Year-to-Date Ridership Comparison

	FY 24/25	FY 25/26
Fixed Route Ridership		
Regular	4,048	6,074
Student (Students Ride Free Promo effective FY20/21)	0	0
Senior	2,055	2,739
Disabled	398	490
Free (Personal Care Attendant, ACCESS Pass, under 6 y/o)	415	323
Promo Passengers	21 Cooling Days 22,880	6 Cooling Days 23,000
<i>Promo Regular</i>	4,354	769
<i>Promo Student</i>	16,199	21,765
<i>Promo Senior</i>	1,553	286
<i>Promo ADA</i>	486	102
<i>Promo Free</i>	178	78
Passengers w/tickets	2,977	3,502
Passengers w/transfers	276	355
Total	33,049	36,483
Paratransit Ridership		
Regular (Guest)	26	72
Senior	606	601
Disabled/Medicare	4,606	5,021
Free	581	493
Total	5,819	6,187
TracerPlus Ridership		
Total Ridership	3,063	4,107
All Systems Ridership	41,931	46,777

