

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 14, 2010, 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall Conference Room 203 (Second Floor)
333 Civic Center Plaza, 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 December 10, 2009
5. Correspondence
6. Old Business
 - a. Receive Update of 18-Month Work Plan, Discuss and Provide Comments to Staff
7. New Business
 - a. Receive Information on City of Tracy Comprehensive Emergency Management Plan
8. Items from the Commission
9. Items from Staff
 - a. Director's Report
 - b. Airport Update
 - c. Transit Update
10. Items from the Audience
11. Adjournment

POSTED: January 8, 2010

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 in the Parks and Community Services Department located at 400 East 10th Street, Tracy, during normal business hours.

December 10, 2009

1. **CALL TO ORDER:** Chair Maynard called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Christina Frankel, Larry Gamino, Larry Hite (arrived at), Joseph Orcutt, Joshua Pack, Asghar Shah
 - b. **Absent:** Ronald Antrim, Asghar Shah
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Bruce Ludeman, Airport Coordinator, Jayne Pramod; Transit Coordinator
 - d. **Recorded By:** Stacey Merjil, Administrative Assistant II
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MINUTES OF November 12, 2009:**
 - a. **Motion to Approve:** Hite
 - b. **Second:** Frankel
 - c. **Abstain:** None
 - d. **Vote:** Approved with corrections. Item 6.a.5.1. Commissioner Frankel also also attended the High Speed Rail meeting.
5. **CORRESPONDENCE:**
6. **OLD BUSINESS:**
 - a. **Receive Update of 18-Month Work Plan, Discuss and Provide Comments to Staff:**
 - 1.1 Progress of Tracy Transit Station: The Grand Opening of the Tracy Transit Station is February 1, 2009, at 3:30 p.m. The bus shelters are being installed and the furniture will be delivered during the week of December 14, 2009. A 30-day punch list will be created for the contractor to complete. The funding has been approved for security cameras under Proposition 1B and will be installed at a later date when funding becomes available.
 - 2.1 Progress of Bikeways Master Plan Amendment: A midblock crossing is being proposed to close the Bike I gap in the Corral Hollow/Lowell Avenue area. The Commission stressed that every option be looked at for safety when it comes to placing a midblock crossing.
 - 3.1 Progress of Short-Range (10-Year) Public Transit Plan: The plan was approved at the November 17, 2009, City Council meeting. Staff is working with the consultant to finalize maps and time schedules. The commuter route will be extended to Kimball High School. Staff is looking into notifying the public of new stops.
 - 4.1 Progress of Transportation Emergency Preparedness and Security Plans: No update.
 - 5.1 Transportation-Related Organizations: No update.

Report accepted by the Commission.

7. NEW BUSINESS:

a. Receive Information on 2011 Regional Transportation Plan:

Ed Lovell informed the Commission that the San Joaquin Council of Governments (SJCG) will be working on the Regional Transportation Plan. The public process will begin in January/February. Meetings will be listed on the SJCOG website at www.sjcog.org.

8. ITEMS FROM THE COMMISSION:

9. ITEMS FROM STAFF:

a. Director's Report:

b. Airport Updates: Bruce Ludeman informed the Commission that fuel sales have increased. Hangars are at 100% occupancy. The waitlist agreement for the T-Hangars has been revised. The deposit can either be refund or applied to rent or the security deposit. Bids were received for the Main Entrance improvements. An approval is still needed by City Council.

c. Transit Updates: December is free ride month on the fixed route. Ridership is down approximately 4.1% from October of last year. The primary reason is due to fewer school kids using the bus.

10. ITEMS FROM THE AUDIENCE:

11. ADJOURNMENT TO NEXT REGULAR MEETING:

- a. Motion to Approve:** Gamino
- b. Second:** Orcutt
- c. Vote:** Approved by unanimous vote
- d. Time:** 7:42 p.m.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
January 14, 2010**

AGENDA ITEM 6.a.

REQUEST

**RECEIVE UPDATE OF 18-MONTH WORK PLAN, DISCUSS AND PROVIDE
COMMENTS TO STAFF**

DISCUSSION

Attached as Exhibit "A" are specific items from the Transportation Advisory Commission Communication Guiding Principles, Five-Year Goals and 18-Month Work Plan that will be updated. In order to continue to implement the Work Plan, the following items will be discussed:

- 1.1 Staff to provide regular updates about progress of Tracy Transit Station.
- 2.1 Staff to provide regular updates about progress of Bikeways Master Plan Amendment.
- 3.1 Staff to provide regular updates about progress of Short-Range (10-Year) Public Transit Plan.
- 4.1 Become familiar with existing City Emergency Operations Plan (EOP) and current plan in development.
- 5.1 Commissioners attend and report back from transportation-related organizations.

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 receive the update of the 18-Month Work Plan, discuss and provide comments to staff.

ATTACHMENT

Exhibit "A": Selection From 18-Month Work Plan

Exhibit "A"

Selection From 18-Month Work Plan

Goal #1: Develop programming initiatives for Tracy Transit Station.

Objectives	Lead/Support	When
1. Staff to provide regular updates about progress of Tracy Transit Station.	Ed Lovell (staff)	Ongoing

Goal #2: Complete and look for funding opportunities in order to implement approved Bikeways Master Plan Amendment.

Objectives	Lead/Support	When
1. Staff to provide regular updates about progress of Bikeways Master Plan Amendment.	Ed Lovell (staff)	Ongoing

Goal #3: Complete Short-Range (10-Year) Public Transit Plan and implement approved elements.

Objectives	Lead/Support	When
1. Staff to provide regular updates about progress.	Ed Lovell (staff)	Ongoing

Goal #4: Evaluate and identify opportunities for transportation emergency preparedness and security plans.

Objectives	Lead/Support	When
1. Become familiar with existing City Emergency Operations Plan (EOP) and current plan in development. <ul style="list-style-type: none"> • Email in advance • Discuss at TAC meeting 	Mark Maynard, Joe Orcutt Ed Lovell (staff)	Ongoing

Goal #5: Seek out and participate in continuing transportation educational opportunities.

Objectives	Lead/Support	When
1. Attend and report back from transportation-related organizations.	All Commissioners Ed Lovell (staff)	Ongoing

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AGENDA ITEM 7.a.

REQUEST

**RECEIVE INFORMATION ON CITY OF TRACY COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN**

DISCUSSION

The City of Tracy Comprehensive Emergency Management Plan was adopted by City Council in 2008 after the last major update was completed. The plan is designed to be used as operation guidelines rather than firm policy.

The plan addresses the City of Tracy's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the City in coordination with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The purpose of the plan is to protect the safety and welfare of residents, employees, and visitors in the City of Tracy. The scope encompasses a broad range of major emergencies that may affect multiple areas. Such emergencies include earthquakes, hazardous materials emergencies, flooding, and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of an Emergency Operations Center (EOC).

The plan conforms to both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). SEMS is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government
- Operational Area
- Regional
- State

By standardizing essential elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource-ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

NIMS is a system similar to SEMS which helps organizations to work together effectively and efficiently to prepare for, respond to and recover from domestic incidents, regardless of cause, size, or complexity.

The use of City facilities and resources are detailed in the plan to assist in emergency operations. For example, American Legion Park at the Tracy Airport is designated to be used as a potential shelter site. The TRACER buses can be used to transport and/or evacuate people from the affected areas to the designated shelters.

All City staff involved with the plan participate in training to become familiar with aspects of the plan they may help with. Minor changes to the plan are updated as warranted and significant changes will be taken back to the City Council for approval in the future as needed. For further information on specifics of the plan or to obtain a copy of the plan please contact Division Chief Andrew Kellogg at the City of Tracy Fire Department.

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 receive the presentation on the City of Tracy Comprehensive Emergency Management Plan.

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AGENDA ITEMS 9.b. and 9.c.

Airport Update

By Bruce Ludeman

Airport Improvement Items as Specified by City Council:

Option	Status	Notes
C. Begin T-Hangar Installation Process:	In Progress	Caltrans Division of Aeronautics has eased their waiting list requirements resulting in an increasing number of applications. Staff has mailed 1,500 postcards to aircraft owners in adjacent cities informing them of the new hangar project. Wadell Engineering has provided staff with updated RFP materials that will be formatted and sent to the City Attorneys office later this month. Staff anticipates the RFP will be posted by February 1, 2010.
H. Develop a Standard Corporate Lease Agreement:	In Progress	The draft lease is currently being reviewed interdepartmentally.
M. Improvements to the Main Entrance:	In Progress	RFP Review process is complete. Winning bidder is Garrett Thompson Construction at \$174,525. Bids ranged up to \$310,527. Awarding of a construction contract is scheduled for the January 19, 2010 City Council Meeting.

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 48,188; down 1,828 riders compared to ridership in November 08-09, a decrease of approximately 3.6 %.

November Year To Date Ridership Comparison

FY '07-08.....	46,669
FY '08-09.....	50,016
FY '09-10.....	48,188