

# 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 11, 2010, 7:00 p.m.  
(or as soon thereafter as possible)

**\*\*\*\*Note Location Change\*\*\*\***

**Location:** Tracy Transit Station  
50 East 6<sup>th</sup> 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 January 14, 2010
5. Presentation on the Brown Act by the City Attorney's Office
6. Correspondence
7. Old Business
  - a. Receive Update of 18-Month Work Plan, Discuss and Provide Comments to Staff
8. New Business
  - a. Receive Update on Long-Term Commission Goals
9. Items from the Commission
10. Items from Staff
  - a. Staff Report
  - b. Airport Update
  - c. Transit Update
11. Items from the Audience
12. Adjournment

**POSTED: February 5, 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 10<sup>th</sup> Street, Tracy, during normal business hours.

January 14, 2010

1. **CALL TO ORDER:** Chair Maynard called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. **Present:** Ronald Antrim, Christina Frankel, Larry Gamino, Larry Hite, Mark Maynard, Joshua Pack, Asghar Shah, Alvin Vaughn
  - b. **Absent:** Joseph Orcutt
  - 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 January 14, 2010:**
  - a. **Motion to Approve:** Pack
  - b. **Second:** Vaughn
  - c. **Abstain:** None
  - d. **Vote:** Approved with corrections. Commissioner Vaughn was present and Commissioner Hite arrived on time.
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 Tracy Transit Station will have a grand opening celebration on February 1, 2010, from 3:30 pm to 5:30 pm.
    - 2.1 Progress of Bikeways Master Plan Amendment: No update.
    - 3.1 Progress of Short-Range (10-Year) Public Transit Plan: Ed Lovell informed the Commission that staff is beginning to implement the elements of the plan. The commuter route is being extended to Lammers Road for the Kimball High School Students. The Tracy Transit Station will be the official hub for the buses beginning February 1, 2010. Staff informed the Commission that funding for new buses will be available during FY 12/13 and FY 13/14.
    - 4.1 Progress of Transportation Emergency Preparedness and Security Plans: No update.
    - 5.1 Transportation-Related Organizations: No update.

Commissioner Frankel asked when the long range plans would be added to the agenda. Ed Lovell stated they will be on the February agenda. Report accepted by the Commission.

## 7. NEW BUSINESS:

### a. Receive Information on City of Tracy Comprehensive Emergency Management Plan:

Ed Lovell informed the Commission that the Comprehensive Emergency Management Plan was adopted by City Council in 2008. The plan is designed to be used as an operational guideline and modifications can be made when needed. Each department has a role if a disaster were to occur. American Legion Park at the Tracy Airport is designated as a potential shelter site and the TRACER buses can be used for transportation.

Commissioner Gamino felt it would be beneficial for the City to have a mock simulation. Ed Lovell stated all coordination goes through the Fire Department.

Commissioner Shah asked if the buses run on gasoline. The buses only run on CNG fuel. The tanks were not designed to take both CNG and gasoline.

Commissioner Frankel wanted to know why this item was placed on the 18-Month Work Plan. Commissioners Maynard and Orcutt had wanted more information on this item. Commissioner Frankel also inquired about a recovery effort and the methodology on resources to use and if the recovery plan ties in with the Tracy Unified School District.

Any further information on specifics of the plan or a copy of the plan can be obtained by contacting Division Chief Andrew Kellogg at the City of Tracy Fire Department.

Report accepted by the Commission.

## 8. ITEMS FROM THE COMMISSION:

**Commissioner Gamino:** Asked if the City had any plans to build an underpass underneath the railroad tracks.

## 9. ITEMS FROM STAFF:

a. **Director's Report:** None

b. **Airport Updates:** Ralph Alonzo, Maintenance Worker II is the January employee of the month. Bruce Ludeman informed the Commission that he has received a positive response to the hangar wait list for the T-Hangars. Garrett Thompson Construction will be awarded the bid for the Main Entrance Improvements at the January 19, 2010 meeting. Construction should be within 60-90 days. Skyview is looking into an Open House event. Mr. Ludeman also informed the Commission that grants from the State will be used for fencing, the taxi/runway slurry seal and markings.

c. **Transit Updates:** New bus route maps are being updated. Commissioner Vaughn informed staff that he has been on the TRACER bus when it has had to refuel. Jayne Pramod was going to look into this.

## 10. ITEMS FROM THE AUDIENCE:

## 11. ADJOURNMENT TO NEXT REGULAR MEETING:

- a. **Motion to Approve:** Hite
- b. **Second:** Shah
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 7:44 p.m.

**CITY OF TRACY**  
**TRANSPORTATION ADVISORY COMMISSION MEETING**  
**February 11, 2010**

**AGENDA ITEM 7.a.**

REQUEST

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

DISCUSSION

The City of Tracy hired Lucy & Company as a consultant to assist with the development of five-year goals and 18-month work plan for the Transportation Advisory Commission. The February 2008 Transportation Advisory Commission (TAC) meeting was an all-day retreat in which TAC members and city staff met with Lucy & Company. Lucy & Company facilitated the meeting as the TAC members created five-year goals and 18-month work plan for the Commission.

On April 1, 2008, the City Council approved the Transportation Advisory Commission Communication Guiding Principles, Five-Year Goals and 18-Month Work Plan with some minor revisions to the long-term goals.

A total of five goals were developed for the 18-month work plan to be addressed by the TAC. The five goals were to:

1. Develop programming initiatives for Multi-Modal Station.
2. Complete and look for funding opportunities in order to implement approved Bikeways Master Plan Amendment.
3. Complete Short-Range (10 year) Public Transit Plan and implement approved elements.
4. Evaluate and identify opportunities for transportation emergency preparedness and security plans.
5. Seek out and participate in continuing transportation educational opportunities.

The five goals have been addressed and are now complete. It should be recognized that although the goals were listed as part of a specific work plan, that items relating to those goals will come up from time to time. It is expected that as the Commission becomes aware of items relating to those goals that they are brought forth to the Commission if needed.

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.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
February 11, 2010**

**AGENDA ITEM 8.a.**

REQUEST

**RECEIVE UPDATE ON LONG-TERM COMMISSION GOALS**

DISCUSSION

At the Transportation Advisory Commission (TAC) meeting on September 10, 2009, the Commission provided staff with input on what goals they would like to work on over the next 1 to 2 year period. Based on the comments received by staff from the Commissioners, the following long-term goals and objectives were approved at the TAC meeting on October 8, 2009.

**Long-Term Goals (18 months to 5 years):**

**Goal #1 – Investigate opportunities to encourage rail (ACE/BART) service to Tracy**

<b>Objectives</b>	<b>Completion Date</b>
1. Notify staff of possible opportunities to have discussions with ACE/BART regarding service to the Tracy Transit Station	Ongoing

**Goal #2 – Strengthen communication in the community about public transportation services and opportunities**

<b>Objectives</b>	<b>Completion Date</b>
1. Seek opportunities for staff to provide presentations to the community about transportation services and opportunities	Ongoing
2. Participate in public outreach opportunities	As needed

**Goal #3 – In future staffing recruitments, consider someone with a major in public transportation.**

<b>Objectives</b>	<b>Completion Date</b>
1. As transportation related staffing recruitments open up within the City, provide staff with information on potential resources for recruitment	Ongoing

**Goal #4 – Advise City Council on policies regarding electric/alternative modes of transportation**

<b>Objectives</b>	<b>Completion Date</b>
1. Seek funding opportunities to implement elements of the Bikeways Master Plan	Ongoing
2. At the appropriate time, review the Roadways Master Plan to ensure alternative transportation elements are included	September 2010

**Goal #5 - Utilize San Joaquin Council of Governments (SJCOG) results to help determine unmet public transportation needs**

<b>Objectives</b>	<b>Completion Date</b>
1. Assist in solicitation of information on the public hearings that will take place to members of the community.	October, Annually

**Goal #6 – Further develop commuter services, which could include high-speed rail services, park and rides, and a “how to” commuter guide**

<b>Objectives</b>	<b>Completion Date</b>
1. Assist staff in creation of a regional transit guide	July 2010

**Goal #7 – Investigate options for commuter air transportation**

<b>Objectives</b>	<b>Completion Date</b>
1. Notify staff of potential opportunities for commuter air transportation in Tracy	Ongoing

**FISCAL IMPACT**

There is no fiscal impact to the General Fund, Transportation Fund or Airport Fund for this item.

**RECOMENDATION**

That the Commission receive the update of the Long-Term goals, discuss and provide comments to staff.

**CITY OF TRACY  
TRANSPORTATION ADVISORY COMMISSION MEETING  
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**AGENDA ITEMS 10.b. and 10.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	Staff continues to expand the waiting-list for the new hangars. The Department of Engineering Services anticipates the posting the RFP for this project by February 5, 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	Meeting held on February 3, 2010 with the winning bidder to discuss final contract requirements. Staff anticipates the winning bidder will be given a Notice-to-Proceed on February 16 <sup>th</sup> . The project is to be completed within 120 days of that date.

***Transit Update***

***By Jayne Pramod***

**TRACER Ridership:** As shown below, year to date ridership is at 59,994; down 2,366 riders compared to ridership in December 08-09, a decrease of approximately 3.7%.

**December Year To Date Ridership Comparison**

**FY '07-08.....57,517**  
**FY '08-09.....62,360**  
**FY '09-10.....59,994**

The City of Tracy offered FREE rides to the community on the TRACER Public Transit System's Fixed Route Bus service from December 1, 2009, through December 31, 2009. The ridership for the month totaled 9,858. This was an increase of 2,824 passengers from November 2009.

Starting February 1, 2010, all Fixed Routes start and end at the Tracy Transit Station. Additionally, Commuter Route service to Kimball High and to North School was initiated.