

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, April 8, 2010, 7:00 p.m.
(or as soon thereafter as possible)

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

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 March 11, 2010
5. Approval of Minutes from the Special Meeting on March 25, 2010
6. Correspondence
7. New Business
 - a. Discuss City Council “Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings” and Guidelines on Items from the Commission
 - b. Consideration of Request for Agenda Item to Amend the Transportation Advisory Commission Bylaws to Include Mandatory Use of Public Transportation
 - c. Review the Top Five Goals Discussed at the March 25, 2010, Special Meeting and Develop Measurable Objectives for Each of the Goals
8. Items from the Commission
9. Items from Staff
 - a. Staff Report
 - b. Airport Update
 - c. Transit Update
10. Items from the Audience
11. Adjournment

POSTED: April 1, 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.

March 11, 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, Joseph Orcutt, Alvin Vaughn
 - b. **Absent:** Joshua Pack, Asghar Shah
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transit Coordinator
 - d. **Recorded By:** Jayne Pramod, Transit Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MINUTES OF FEBRUARY 11, 2010:**
 - a. **Motion to Approve:** Commissioner Hite
 - b. **Second:** Commissioner Vaughn
 - c. **Abstain:** Commissioner Frankel
 - d. **Vote:** Approved with a revision to Item 8.a.
5. **PRESENTATION:**
 - a. Operator of the Quarter Award and Outstanding Driver of the Year Award by MV Transportation were presented by Jay Jetter, MV Regional Vice President and Elizabeth Romero, MV General Manager.
 - b. Operator of the Quarter Awards presented to Margaret Reyes, Sue Miller, Clinton Schwind and Gene Stoica. Driver of the Year Award presented to Gene Stoica.
 - b. Presentation on High Speed Rail: Associate City Planner Scott Claar gave a brief presentation on the High Speed Rail. He gave the Commissions the website www.cahighspeedrail.ca.gov for reference.
6. **CORRESPONDENCE:** Ed Lovell informed the Commission on Form 700 and Ethics Training. Commissions advised to complete Form 700 in a timely manner. Ethics training available on site and online. Commissioner Orcutt mentioned online Ethics Training duration is two hours.
7. **OLD BUSINESS:**
 - a. **Receive Update on Long-Term Commission Goals:** Ed Lovell updated the Commissions on the Long-Term Goals. The following seven goals have been addressed.
 1. Opportunities to encourage rail service to Tracy including Light Rail, ACE and BART
 2. Public Outreach opportunities and presentations to the community about transportation services and opportunities available.
 3. Public transportation recruitment for future transportation staffing.
 4. Advice City Council on policies regarding electric/alternative modes of transportation.
 5. Determine unmet public transportation needs.

6. Develop and create transit commuter guide to promote commuter services.
7. Investigate opportunities for commuter air transportation in Tracy.

Report accepted by the Commission.

8. NEW BUSINESS:

- a. **Approval of Special Meeting to be Held on March 25, 2010:** Ed Lovell recommended the Commission hold a special meeting to discuss future planning items they would like to address over the next two years in addition to the current Long-Term Goals. Commissioner Gamino asked if there were plans to discuss Light Rail. Commissioner Frankel requested the purpose of the meeting. Commissioner Vaughn asked if it is a workshop. At this special meeting time the Commission will be discussing future planning items.

1. Motion to Approve: Commissioner Gamino
2. Second: Commissioner Frankel
3. Vote: Approved by voice vote

9. ITEMS FROM THE COMMISSION:

- a. **Commissioner Gamino:** Asked about the availability of outreach public workshops regarding High Speed Rail and possible purchase of rail lines. Commissioner Gamino also commented about the availability of hybrid electrical hook ups at the Transit Station and suggested to increase the electrical hook up to 9. Commissioner Gamino inquired about New Jerusalem Airport and the type of service provided. Ed Lovell stated it is used for training purpose and not as a full service airport. DES Department doing the preliminary work and property line survey for slurry seal and fence at the airport.
- b. **Commissioner Hite:** Asked about the timeline on the High Speed Rail Project.
- c. **Commissioner Frankel:** Requested more information on the Downtown Development with the High Speed Rail Project.
- d. **Commissioner Orcutt:** Expressed concerns regarding the timeline on the High Speed Rail Project and the outcome if not completed by 2017. He addressed his 90-day military deployment starting April 1, 2010.
- e. **Commissioner Antrim:** Presented staff with a Thank You letter for the bicycle patches awarded to him.

10. ITEMS FROM STAFF:

- a. **Director's Report:** Ed Lovell informed the Commission that three positions on the Commission would soon end and applications will be due to the City Clerk by May 2, 2010.
- b. **Airport Update:** Ed Lovell informed the Commission that the DES Department posted the RFP for the T-Hanger project on February 24, 2010. Bid proposals are due on March 23, 2010. The T-Hanger waiting list is expanding. Improvement to main entrance construction starts on March 15, 2010.
- c. **Transit Updates:** Jayne Pramod reported a decrease of approximately 5.5% ridership in the Year to Date Ridership.

11. ITEMS FROM THE AUDIENCE:

Trina Anderson, George Riddle and Don Sader addressed their concerns regarding High Speed Rail. High Speed Rails being underground Light Rail will be best. They asked if the High Speed Rails will be running along the ACE and Union Pacific. Historical buildings are preserved along the High Speed Rails. Matching funding for the High Speed Rail Project provided by City, State or County.

Ms. Anderson asked about status on the Bids for T-Hanger Project. She addressed the low quality slurry seal and the loose gravel that cause damages to the planes. She provided pictures and samples of gravel to show the cause of damage. Requests were made for lights and ramp lights; abate weeds and sweeping of the runway. Don Sader commented on the poor condition of the runways at the Tracy Airport and pointed out the plane propeller damages and the replacement cost. Staff will look into it.

12. ADJOURNMENT TO NEXT REGULAR MEETING:

- a. **Motion to Approve:** Commissioner Gamino
- b. **Second:** Commissioner Frankel
- c. **Vote:** Approved by unanimous vote
- d. **Time:** 8:30 p.m.

**TRANSPORTATION ADVISORY COMMISSION
SPECIAL MEETING MINUTES
Thursday, March 25, 2010**

1. **CALL TO ORDER:** Commissioner Orcutt called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Ronald Antrim, Christina Frankel, Larry Gamino, Joseph Orcutt, Joshua Pack, Asghar Shah, Alvin Vaughn
 - b. **Absent:** Mark Maynard, Larry Hite
 - c. **Staff Present:** Rod Buchanan, Director of Parks and Community Services; Ed Lovell, Management Analyst II; Jayne Pramod, Transit Coordinator
 - d. **Recorded By:** Jayne Pramod, Transit Coordinator

ITEMS FROM THE AUDIENCE: Trina Anderson, Tracy, suggested Commission and staff contact companies like UPS and Safeway to encourage using Tracy Airport Services.

3. **PROVIDE INPUT TO STAFF ON ITEMS TO BE ADDRESSED BY THE COMMISSION OVER THE NEXT TWO YEARS IN ADDITION TO THE CURRENT LONG-TERM GOALS:** Ed Lovell informed the Commission the steps toward developing the long-term goals. The Commission input should be ideas for meeting the Council's approved goals and must be in alignment with the TAC bylaws. He addressed the Commissions' Past Accomplishments:
 - Development of 18-month work plan and long-term goals
 - Bikeways Master Plan Amendment
 - Short Range Transit Plan
 - Tracy Transit Station Opening
 - Participation in public outreach opportunities
 - Participation in transportation educational opportunities

Ed Lovell provided an overview of the past long-term goals and an outline of the new goals to be addressed. Rod Buchanan mentioned to the Commission that this was an opportunity to submit their ideas and items they would like to see in the long-term goal list. He stated this exercise was the beginning effort toward developing next fiscal year's work plan. At the next regular Commission meeting, the comments gathered from this exercise will be included with staff's recommendations. Buchanan asked each Commissioner to identify their top priority and action item for the upcoming year, and they are listed below:

1. Joint meeting with Planning Commission to review development plans within City for Public Transportation & Airport Compatibility. Project specific meetings with Planning Commission.
2. Meet with students to try and increase service/ridership.
3. Transportation Fair.
4. Education on airport operations, amenities, etc.
5. Presentation to Council on TAC activities.
6. Regular Commission sponsored/driven outreach activity.
7. All commissioners (Council) to ride public transportation.
8. Team with employers for incentives to use public transportation.
9. Promotional opportunities with other businesses (i.e. the mall).
10. Joint meeting with council.
11. Outreach to employers.

Chairman Orcutt opened the discussion to the public. Since there was no public comments, the discussion was opened to the Commission.

Commissioner Gamino:

- Amend the TAC Bylaws to include that Commissioners and the Council be required to ride TRACER at least one time.
- Hold regular meetings with Council and City Departments regarding future transportation needs.
- Parks should be developed between housing and airport to create buffer zones.
- Implement cable car or shuttle service from schools to Transit Station
- Add a specialty bus for special events.
- Design murals to promote and highlight locomotive and Tracy's transportation history.
- Encourage companies like UPS to use Tracy Airport

Commissioner Orcutt:

- Make an annual presentation to the Council on Commissions' achievements.
- Meet with Council to get their input and leadership guidance.
- Hold a Transportation Fair promoting public transportation.
- Display airplane at the mall for public viewing to promote Tracy Airport.
- Promote TRACER by incorporating Tracy mall and schools.
- Encourage City-wide events with TRACER logo banners.

Commissioner Pack:

- Encourage ridership by compensation programs and incentive programs encouraging employees to take public transportation.
- Hold a Transportation Fair to promote public transportation.
- Develop an annual or semi-annual outreach program.
- Gain a kid's perspective on motivating them to ride a bus.
- Agrees with other Commissioners on meeting with Planning Commission and Council.

Commissioner Frankel:

- Commission meetings with Council should be every six months.
- Meet with Planning Commission on a regular basis.
- More opportunities for Commission to represent and do outreach program.
- Educate opportunity on commuter air transportation operations.
- Seek educational training to become a better Commission.
- Re-evaluate TRACER Commuter Route.
- Move commuter buses and TRACER Fixed Route stops closer to schools.
- Improve frequency of buses during commuter hours.

Commissioner Shah:

- Commission should approach employers and introduce them to the First Time Rider's Kit.
- Commission should investigate options for commuter air transportation.

Commissioner Vaughn:

- When Council meets with Planning Commission is it regarding a specific project.

Ed Lovell thanked the Commission for their input which will be included in staff's recommendations. There being no further discussion, the Commission accepted the staff report.

4. **ITEMS FROM STAFF** : None

5. **ADJOURNMENT TO NEXT REGULAR MEETING ON APRIL 8, 2010**

- a. **Motion to approve:** Commissioner Vaughn
- b. **Second:** Commissioner Antrim
- c. **Vote:** Unanimous
- d. **Time:** 9:12 p.m.

DRAFT

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
April 8, 2010**

AGENDA ITEM 7.a.

REQUEST

DISCUSS CITY COUNCIL “PROCEDURES FOR PREPARATION, POSTING AND DISTRIBUTION OF AGENDA AND THE CONDUCT OF PUBLIC MEETINGS” AND GUIDELINES ON ITEMS FROM THE COMMISSION

DISCUSSION

On July 15, 2008, the Tracy City Council adopted Resolution 2008-140 which revised the “Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings.”

As stated in the attached policy (Attachment 1), “The procedures outline below relating to the preparation, posting and distribution of agendas applies to the City Council, the Community Development Agency, the South County Fire Authority, the Public Facilities Corporation, the Tracy Operating Partnership Joint Powers Authority, and all City Boards, Commissions, and Committees.”

This document outlines the policy and procedure on how to correctly request items to be added to an agenda.

The purpose of the “Items from the Commission” portion of the agenda is to provide Commissioners an opportunity to ask for an item to be added to a future agenda or to share information relevant to the entire Commission with the other Commissioners. The “Items from the Commission” portion of the agenda is not meant to be used to share personal items or other items not relevant to Commission business.

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 discuss City Council “Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings” and guidelines on Items from the Commission.

ATTACHMENT

Resolution 2008-140 and Procedures for Preparation, Posting and Distribution of Agenda and the conduct of Public Meetings

RESOLUTION 2008-140

RESCINDING RESOLUTION 2007-258 AND
ESTABLISHING UPDATED COUNCIL POLICIES AND PROCEDURES

WHEREAS, On November 6, 2007, the Council adopted Resolution 2007-258 which revised the "Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings, and

WHEREAS, On July 15, 2008, Council desired to modify the Procedures related to, Public Access to Materials Distributed after the Agenda has been Posted or at Council Meetings, Non-agendized Items, and Presentations to the Council, and

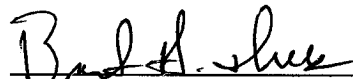
WHEREAS, There is no fiscal impact to the General Fund;

NOW, THEREFORE, BE IT RESOLVED, That the City Council hereby rescinds Resolution 2007-258 and adopts the "Procedures for Preparation, Posting and Distribution of Agenda and the Conduct of Public Meetings" attached as Exhibit "A."

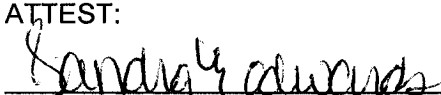
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The foregoing Resolution 2008-140 was adopted by the Tracy City Council on the 15th day of July 2008, by the following vote:

AYES:	COUNCIL MEMBERS:	ABERCROMBIE, SUNDBERG, TOLBERT, TUCKER, IVES
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE



Mayor

ATTEST:


City Clerk

**PROCEDURES FOR PREPARATION, POSTING
AND DISTRIBUTION OF AGENDA
AND THE CONDUCT OF PUBLIC MEETINGS**
(Exhibit "A" to Resolution No. 2008-140; July 15, 2008)

Applicability

The procedures outlined below relating to the preparation, posting and distribution of agendas applies to the City Council, the Community Development Agency, the South County Fire Authority, the Public Facilities Corporation, the Tracy Operating Partnership Joint Powers Authority, and all City Boards, Commissions, and Committees. The procedures outlined below relating to the conduct of Council meetings apply only to the City Council. All City Council meetings shall be open to the public; however, the City Council may hold closed sessions as authorized by state law.

A. Preparation, Posting and Distribution of Agenda

Purpose of Agenda

The agenda process serves four purposes:

- As a communication mechanism, the agenda informs City staff, City Council, the public and the press.
- As a compliance mechanism, the agenda process ensures compliance with mandated state laws.
- As a decision-making mechanism, the agenda process regularly brings City business to the City Council for consideration and action. Agenda items should contain enough background information so City Council can obtain a full understanding of the issues. The agenda item should conclude with a staff recommendation so City Council has the benefit of staff input prior to making a final decision.
- As a historical reference that can be kept as a record of proceedings and actions as needed for future actions and/or litigation.

Agenda

As set forth above, the purpose of the agenda is to provide a framework within which Council meetings can be conducted and to effectively implement the approved Council programs, goals and budget. Staff shall work within the policies established by Council and not place matters on the agenda that are outside the scope of existing work programs and priorities except as approved by a majority of the Council, or to inform the Council of matters necessary to the proper operation and well-being of the City.

The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

Procedures for Preparation, Posting and Distribution of Agenda
and the Conduct of Public Meetings
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Distribution of Agenda

At a minimum the posting and distribution of all agendas shall be done in accordance with the Ralph M. Brown Act ("Brown Act") (California Government Code sections 54950 et seq.). Agendas for regular meetings shall be posted 72 hours prior to the meeting; special meeting agendas shall be posted not less than 24 hours prior to the meeting. All agendas shall be posted in the following locations: City Hall, the Community Center, the library, the City's website, and other locations as may be required by a particular Board or Commission's Bylaws. Posting of agendas at City Hall shall be the official location for purposes of Brown Act compliance.

The agenda packets are provided to City Council Members on the Thursday (or Friday) prior to City Council meeting. Distribution to the staff, public and media shall occur immediately after distribution to the City Council. The City will provide, by mail, a copy of the agenda cover sheet and the specific item relating to any individual and/or company which has an item on any given Council agenda.

Agenda subscriptions are available from the receptionist at City Hall, 333 Civic Center Plaza, Tracy, (Tel: 209/831-6000). A paperless version of the agenda is available at a cost of \$2 per disc; a paper copy costs \$35 per month (\$17.50 per agenda) to be pre-paid not less than 10 days prior to any regular Council meeting. A full copy of the agenda shall be provided in an indexed binder and shall be available for review by the public at City Hall during normal operating hours. Copies of individual agenda items will be provided at a cost of \$.15 per page. Copies of the agenda are also available at the Library and the agenda is posted on the City's website www.ci.tracy.ca.us.

Public Access to Written Materials after the Agenda has been Posted or Distributed at Council Meetings

On occasion, Council may receive written materials either after the Agenda has been posted or at a Council meeting. These written materials are typically related to an agenda item or handed out during Items from the Audience. Once the Council receives these written materials they become a public record. A copy will be kept in a file at the City Clerk's Office and posted on the City's website under "Materials Distributed at Council Meetings" 48 hours after the Council meeting.

B. Conduct of Council Meetings

Council Meetings

Council meetings are held on the first and third Tuesdays of the month, unless the meeting date falls on a holiday as defined in California Government Code Section 6700. No meeting shall be held on such a holiday, but a regular meeting shall be held at 7:00 p.m. on the next business day thereafter, as required by California Government Code Section 54954. Special meetings are scheduled as necessary.

Council meetings are broadcast live on Channel 26. Reruns of the preceding Council meeting are shown every Wednesday at 8:00 p.m. and every Saturday at 9:00 a.m. on Channel 26. Videotapes and DVD recordings of City Council meetings are available. Videotapes cost \$3 per tape and DVDs cost \$2.

Procedures for Preparation, Posting and Distribution of Agenda
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Order of Business

The suggested order of business of Council meetings shall be as follows. However, the City Manager may make exceptions to the order as needed.

1. Roll Call
2. Pledge of Allegiance
3. Invocation
4. Proclamations and Awards
5. Consent Calendar
6. Items from the Audience
7. Continued Public Hearings
8. New Public Hearings
9. Regular Items including Introduction and Second Readings of Ordinances
10. Items from the Audience
11. Staff Items
12. Council Items
13. Adjournment

The regular order of business may be changed or suspended for any purpose at any particular meeting by the Mayor.

The Council may determine whether it will consider any new items after 11:00 p.m. and shall determine which specific items will be considered. If an item is continued due to the lateness of the hour, the item shall be automatically placed on the agenda for the next regularly scheduled City Council meeting unless otherwise scheduled by motion action of the Council.

Consent Calendar

All items listed on the Consent Calendar are considered to be routine matters or consistent with previous City Council direction. One motion, a second and a roll call vote may enact the items listed on the Consent Calendar. There will be no separate discussion of Consent Calendar items unless members of the City Council, City staff or the public request discussion on a specific item at the beginning of the meeting.

Public Access/Items from the Audience

It is the policy of the City Council that members of the public be allowed to address the Council on any agenda item or other matter within the Council's jurisdiction. Each member of the public will be allowed a maximum of five (5) minutes for public input or testimony. At the Mayor's discretion, additional time for testimony may be granted. Individuals addressing the Council shall state their names and addresses for the record, to ensure accuracy in the minutes and for contact information. The public shall be given an opportunity to speak on "Items of Interest to the Public." Agendas for regular meetings will have two opportunities for "Items from the Audience." The first opportunity will be limited to a 15-minute maximum period. The second opportunity will not have a maximum time limit. The five (5) minute maximum time limit per speaker will apply to all "Items from the Audience." The City Clerk shall be the timekeeper.

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Non-Agendized Items (Items from the Audience and Council Items)

No matters, other than those on the posted agenda, shall be acted upon by the Council. However, items may be added to the agenda (such as emergency matters) as permitted in the Brown Act. Brief announcements, brief responses or questions for clarification, may be made to statements or questions raised on items not on the agenda.

Action on any item not on the agenda shall be deferred until the item is properly listed on the agenda for a subsequent Council meeting unless added due to an immediate need as permitted under state law.

Council Member Request for Matters to be Discussed by Council

The intent of this policy is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible direction by the City Council. The policy described below has two parts. The first part is to enable the Council Member to place a matter in front of the Council. The second part is to enable the Council to determine whether staff time should be spent on the issue.

Part 1: Council Members wishing to have a matter discussed by the City Council may do so by one of two means:

1. During a Council meeting, under "Council Items," a Council Member may request that a matter be placed on a future agenda for discussion. The Council Member will state the meeting date for which he/she wishes the item to be agendized.
2. In advance of a Council meeting, a Council Member may contact the City Manager, or his/her designee, via telephone, email, or in person and convey the desired title of the agenda item and desired meeting date. The desired title must be conveyed before 12:00 p.m. on the Wednesday prior to the Council meeting. This will give the City Clerk's Office time on the following Thursday to finalize the agenda and post it within the required timeframe. Requests received after this deadline shall be placed on the agenda for the following regularly-scheduled meeting. The item will then be added under the "Council Items" section of the agenda in the order it was received. It is the Council Member's option to prepare a one page summary report for the City Clerk's Office to include in the Council agenda packet. The one page summary will identify the Council Member who made the request and briefly describe the nature of the item.

Staff will not spend time preparing any reports or analyses on the requested item. The only staff assistance provided at this initial stage would be to help the Council Member frame the issue, if needed, so that the Council and public clearly understand the request.

Part 2: Consideration of the Council Member's Request: When the item is called at the Council meeting, the Council Member who made the request will describe the item. The Council discussion will be limited to determining whether staff time and City resources should be spent researching the particular agenda item and whether to direct staff to conduct further analysis on the item. Council will not take action on the item itself.

Procedures for Preparation, Posting and Distribution of Agenda
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Concurrence that staff time and City resources will be devoted to the item does not signify approval of the item. It only indicates that the Council wishes to have it studied further. Additionally, the Council may, at any time, decide to drop the matter, even after the matter has been analyzed by staff.

Upon the concurrence of a majority of the Council that the item should be researched and agendized, the City Manager will determine when to place the item on a future agenda based on time necessary to complete the research and staff workload considerations and the effect on City Council established priorities.

Members of the Public - Request for Agenda Items

When a member of the public raises an item at a Council meeting which requires attention, such items shall be referred to staff for follow-up. If the requesting member of the public is not satisfied with staff's response to his/her question, the member of the public may request a Council Member to sponsor his/her item for discussion at a future Council meeting. In such cases, the sponsoring Council Member shall follow those procedures described under "Council Member Request for Agenda Items." Placing an item from a member of the public on a Council agenda does not imply or guarantee a decision or action different from that taken by staff in the initial follow-up to the question or request.

Public Hearings

Public hearings are required for a variety of City Council actions such as most changes to the Tracy Municipal Code, zoning revisions, some annexations, street vacations, weed abatement, liens, fee increases, etc. Whenever the law provides that publication of a notice shall be made, such notice shall be published in a newspaper of general circulation for the period prescribed, the number of times, and in the manner required. Each speaker will be allowed a maximum of five (5) minutes for public input or testimony. At the Mayor's discretion, additional time for testimony may be granted. The City Clerk shall be the timekeeper.

Presentations to the Council

Letters and written communications: Persons who wish to make presentations which may exceed the time limits are encouraged to submit comments in writing at the earliest possible time to ensure distribution to Council and other interested parties. Letters submitted with a request that they be read into the record will be done so only upon a request of the majority of the Council.

PowerPoint (or similar): Staff and members of the public who wish to make PowerPoint, Video or similar presentations to the Council will utilize the City's audio/visual equipment. Staff and members of the public are required to provide the City Clerk's Office with the DVD/CD/Video (or email copy) of the presentation no later than 24 hours prior to the Council meeting.

Additionally, eight (8) hard copies of the presentation material shall be provided to the City Clerk's Office for inclusion in the record of the meeting and for distribution to Council, City Attorney and City Manager.

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Americans with Disabilities Act

The City of Tracy is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled. To allow for such reasonable accommodations, persons requiring assistance or auxiliary aids to participate at a City meeting, should contact the City Manager's Office at (209) 831-6000 at least 24 hours prior to the meeting.

Workshops

The purpose of a workshop is to inform the policy body on complex issues. Workshops provide an opportunity for the Council to review documents and request additional information. However, no final Council action shall be taken on workshop items.

Procedure for Invocations

Any member of the public who wishes to offer an invocation prior to the opening of a regular City Council meeting shall contact the City Clerk. The City Clerk shall select a mutually agreeable City Council meeting date for the invocation.

Minutes

The City Clerk's office shall be responsible for the preparation and distribution of the Council minutes. The minutes shall be summary minutes and shall reflect the sense of the discussion and any action taken, or recommendation made, with respect to each item considered at the meeting. A written report or written communication presented at a City Council meeting will be referenced in the minutes with the name and title of the author, date of the report or communication, subject of the communication or title of report, and the action taken on the matter. Unless a reading of the minutes is requested by a Council Member, the minutes may be approved as a Consent Calendar item.

No minutes or written record of closed sessions of the City Council shall be kept, except as required by state law or as directed by the majority vote of the City Council. The Council shall report at a public meeting any action taken in closed session, as required by Government Code Section 54957.1.

The City Clerk shall include a report on posting of the agenda in the minutes.

Rules of Decorum – Enforcement

While the Council is in session, all persons shall preserve the order and decorum of the session. The standards of order and decorum shall be governed by common sense. Any person who disrupts the orderly course of the meeting is guilty of an infraction and may be called out of order by the Mayor and barred from further participation during that session of the Council in accordance with the Brown Act and the California Penal Code.

(Exhibit "A" to Resolution No. 2008-140)

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
April 8, 2010**

AGENDA ITEM 7.b.

REQUEST

**CONSIDERATION OF REQUEST FOR AGENDA ITEM TO AMEND THE
TRANSPORTATION ADVISORY COMMISSION BYLAWS TO INCLUDE
MANDATORY USE OF PUBLIC TRANSPORTATION**

DISCUSSION

Commissioner Gamino requested that the Commission consider a future agenda item to amend the Transportation Advisory Commission Bylaws to include mandatory use of public transportation.

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 consider the request for an agenda item to amend the Transportation Advisory Commission Bylaws to include mandatory use of public transportation.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
April 8, 2010

AGENDA ITEM 7.c.

REQUEST

REVIEW THE TOP FIVE GOALS DISCUSSED AT THE MARCH 25, 2010, SPECIAL MEETING AND DEVELOP MEASURABLE OBJECTIVES AND OUTCOMES FOR EACH OF THE GOALS

DISCUSSION

At the Transportation Advisory Commission (TAC) Special Meeting on March 25, 2010, the Commission provided staff with additional goals they would like to work on as a Commission over the next two years. These goals are in line with both the Council approved long-term goals for the TAC as well as the bylaws of the TAC. Those Commissioners present each voted on their top five goals that they would like to achieve as a Commission.

Now that the additional goals have been determined, the Commission must establish objectives for each of the goals. It is recommended that measurable objectives and outcomes be developed for each of the five goals listed and that timelines be established in which to accomplish these. Below are the top five goals, as voted on by the Commissioners in order of the most votes received.

It should be noted that a sixth goal is listed as an alternate. Goal number 1 is currently under staff review.

1. Joint meeting with Planning Commission to review development plans within City for Public Transportation and Airport Compatibility. Project-specific meetings with Planning Commission.
2. Meet with students to try and increase service/ridership.
3. Transportation Fair.
4. Education on airport operations, amenities, etc.
5. Presentation to Council on TAC activities.
6. Regular Commission-sponsored/driven outreach activity.

FISCAL IMPACT

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

RECOMENDATION

That the Commission review the top five goals discussed as the March 25, 2010, Special Meeting and develop measurable objectives and outcomes for each of the goals.

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
April 8, 2010**

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	The RFP for the project closed on March 24, 2010. At the time of this staff report, the bids were being reviewed by the Development and Engineering Services Department for responsiveness to the proposal.
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	Construction began on Monday 3/15/10. An asphalt overlay has been applied, fence posts, irrigation lines and culverts have been installed, and the front gate and fence have been removed. Based on progress to date, the project should be completed well within the 120 days allowed.

Transit Update

By Jayne Pramod

In an effort to promote the use of public transportation, the City of Tracy is offering FREE rides to the community on the TRACER Public Transit System's Fixed Route Bus service from April 1, 2010, through April 30, 2010.

TRACER Ridership: As shown below, year to date ridership is at 77,105 down 4,316 riders compared to ridership in February 08-09, a decrease of approximately 5.6%

February Year To Date Ridership Comparison

FY '07-08.....	75,227
FY '08-09.....	81,421
FY '09-10.....	77,105