

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, May 9, 2013, 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 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 April 11, 2013
5. Election of Chair and Vice-Chair
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. Endorsement of Proposed Ground Lease Rent Increase at the Tracy Municipal Airport
 - c. Discuss Update on Transportation Advisory Commission Goals
8. Items from the Commission
9. Items from Staff
 - a. Airport Update
 - b. Transit Update
10. Items from the Audience
11. Adjournment

POSTED: May 2, 2013

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 the City of Tracy Transit Station located at 50 E. Sixth Street, Tracy, during normal business hours.

APRIL 11, 2013

1. **CALL TO ORDER:** Chairman Maynard called the meeting to order at 7:00 p.m.
2. **ROLL CALL :**
 - a. **Present:** Adam Duran, Christina Frankel, Mark Maynard, Shane O'Neill, Daniel Ramey, Alvin Vaughn
 - b. **Absent:** John Favors, Mark Gainor
 - c. **Staff Present:** Ed Lovell, Management Analyst II; Jayne Pramod, Transportation Coordinator.
 - d. **Recorded By:** Jayne Pramod, Transportation Coordinator
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF REGULAR MEETING MINUTES OF MARCH 14, 2013:**
 - a) **Motion to Approve:** Commissioner Duran
 - b) **Second:** Commissioner O'Neil
 - c) **Abstain:** None
 - d) **Vote** Approved
5. **PRESENTATION ON BICYCLE ORDINANCES IN TRACY:** Corporal Ed Gilmore, City of Tracy Police Department, Traffic Safety Unit, gave an overview of the Public Roadway Use of Bicycles, Motorcycles, Scooters, Mopeds and Similar Devices.
6. **CORRESPONDENCE:** Ed Lovell informed Commission that an invitation has been mailed to the Commission inviting them to the Volunteer Appreciation Day Celebration at City Hall on Wednesday, April 24, 2013 at 5:00 p.m. He also informed the Commission on the Airport Pavement Study Report has been completed and is posted on the City website. He announced that Commissioner Maynard and Commissioner Duran will be vacating their post at the end of their term and thanked them for their service on the commission.
7. **NEW BUSINESS:**
 - a. **Discuss Update on Transportation Advisory Commission Goals:**
 - 2.1 Commissioner Vaughn gave an update on the subcommittee meetings and ideas for giveaways and raffles at the event. Ed Lovell gave an update on the meeting with Chamber of Commerce and marketing the event.
 - 2.2 Commissioner O'Neil requested the possibility of having a City email address for the Commission when contacting the Transit Agencies. Staff agreed to look into it.
 - 2.3 Commissioner Frankel and Commissioner Ramey gave comments on the completed 2012 Airport Visit Information which was emailed to the Commission.
 - 2.4 Staff will arrange for a presentation on the City's planning aspects regarding bikeways throughout Tracy.

8. ITEMS FROM THE COMMISSION:

Commissioner Duran: Thanked the Commission and the Staff for the great experience and the opportunity to be part of the Commission. He will be vacating his position as a Commissioner when his term expires in April due to a change in his work schedule.

Commissioner Maynard: Thanked the Commission for the opportunity to serve for several years as a Commissioner and indicated that he will not be able to continue after his term in April because he is relocating to a different City.

9. ITEMS FROM STAFF:

a. Staff Report: Ed Lovell informed the Commission that staff is working on having an Electric Vehicle Charging Station installed at the Tracy Transit Station in few months. Staff thanked Commissioners Maynard and Duran for their service.

b. Airport Updates: Ed Lovell referred the commission to the airport updates.

c. Transit Updates: Transit Update on Year to Date Ridership for February was at 79,223 up 4,879 riders compared to Year to Date Ridership in February of FY11-12, an increase of approximately 6.5 %.

Commissioner Frankel requested for the ridership status during the last year Bean Festival Event. Staff agreed to provide the info.

10. ITEMS FROM THE AUDIENCE: George Riddle, Tracy, inquired about the pavement around the current hangar and also regarding the new restaurant at the airport. Staff responded the pavement will be around the existing and the new hangars, and the restaurant construction is still in the negotiation process.

11. ADJOURNMENT TO NEXT REGULAR MEETING THURSDAY, MAY 9, 2013

- a. Motion to Approve:** Commissioner Maynard
- b. Second:** Commissioner Duran
- c. Vote:** Approved by unanimous vote
- d. Time:** 8:09 p.m.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
May 9, 2013

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

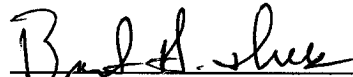
WHEREAS, There is no fiscal impact to the General Fund;

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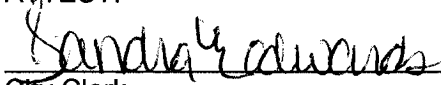
The foregoing Resolution 2008-140 was adopted by the Tracy City Council on the 15th day of July 2008, by the following vote:

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.

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.

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.

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.

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.

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
May 9, 2013**

AGENDA ITEM 7.b.

REQUEST

ENDORSE THE PROPOSED AIRPORT GROUND LEASE RATE INCREASE

DISCUSSION

The City of Tracy has 24 ground lease agreements with Lessees that have privately-owned hangars at the Tracy Municipal Airport. The ground lease agreements have provisions allowing for annual rate increases based upon the United States Consumer Price Index (CPI), but not to exceed ten percent (10%) for any single increase. All rate increases require a 30 day notice and the approval of the City Council prior to the rate increase. The last rate increase for the privately-owned hangars was in July of 2012. The CPI of the previous calendar year is used to adjust the rate in July of the following year.

The CPI increase is taken from the Consumer Price Index for all Urban Consumers, All Items, for the San Francisco-Oakland-San Jose Metropolitan Area (1982-84 = 100), as published by the Bureau of Labor Statistics of the U.S. Department of Labor. The CPI increase for 2012 was 2.7%.

The rents will be adjusted as follows, effective July 1, 2013:

FY 2013/2014 Increase			
Current Rent	Monthly Increase	New Rent	Number of Hangars
\$80.43	\$2.17	\$82.60	9
\$70.58	\$1.91	\$72.49	7
\$51.32	\$1.39	\$52.71	8

Tracy Airport currently averages 4.5 cents per square foot on the ground leases for constructed hangars that are privately owned. Other airports in the area are reporting between 10 cents and 38 cents per square foot for similar ground leases with the exception of Stockton Airport whose pricing is similar to Tracy's. All ground leases at other airports include an annual escalator that is tied to the CPI. In addition all ground leases contain a reversionary clause in which at the end of the lease the constructed hangar becomes property of the airport. It is important to note that the Tracy privately owned hangar ground lease rate includes electricity. The chart below summarizes the detail of other airports in the surrounding area.

Airport	Price/Sq Ft	Annual escalation clause based on CPI	Electricity included in lease rate	Reversionary clause allowing constructed hangar to become property of City
Tracy	\$.045	Yes	Yes	No
Stockton	\$0.04 - \$0.05	Yes	No	Yes
Modesto	\$0.19	Yes	No	Yes

Livermore	\$0.33 - \$0.38	Yes	No	Yes
Concord	\$0.30 - \$0.35	Yes	No	Yes
Byron	\$0.10 - \$0.18	Yes	No	Yes

FISCAL IMPACT

As a result of this action, an annual increase in revenue to the Airport Enterprise Fund for Ground Leases will be \$528.24 for Fiscal Year 2013-2014. The rate increase ranges from \$1.39 to \$2.17 per hangar per month.

RECOMENDATION

That the Commission endorse the proposed airport ground lease increase.

CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
May 9, 2013

AGENDA ITEM 7.c.

REQUEST

DISCUSS UPDATE ON TRANSPORTATION ADVISORY COMMISSION GOALS

DISCUSSION

At the Transportation Advisory Commission (TAC) regular meetings on July 12, 2012 and August 9, 2012, 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. These goals were ultimately realigned into two main goals of Community Outreach and Commission Education.

Key focus areas, objectives, actions steps, timelines and assignments were created for each of the Commission developed goals. Attached as Exhibit "A" are each of the goals developed as well as the key focus areas, objectives, action steps, timelines and assignments that will be updated.

FISCAL IMPACT

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

RECOMENDATION

That the Commission discuss the update of the Transportation Advisory Commission Goals and Objectives.

ATTACHMENT

Exhibit "A": Transportation Advisory Commission Goals

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
1	<p>COMMUNITY OUTREACH</p> <p>-----</p> <p>Educate the community on various transportation opportunities</p>	<p>1.1. HOLD COMMISSION SPONSORED ACTIVITIES</p>	<p>1.1.A. Hold a Transportation Fair</p>	<p>1.1.A.1. Determine logistics of the Transportation Fair</p>		
				<p>1.1.A.2. Determine the scope of the fair</p>		
				<p>1.1.A.3. Create a subcommittee to work on development of the fair</p>	COMPLETED	Commissioners Ramey, Vaughn and Gainor
				<p>1.1.A.4. Develop a list of vendors to include at the fair, keeping in mind the scope</p>		Commissioners Ramey, Vaughn and Gainor
				<p>1.1.A.5. Assign commissioners to contact vendors</p>		
				<p>1.1.A.6. Work with City staff to secure event location</p>	COMPLETED	Transit Station reserved for Sept 7 & 8th
				<p>1.1.B.1. Develop a list of potential activities for which funds will be needed</p>		
				<p>1.1.B.2. Determine rough costs for activities for which funds will be needed</p>		
				<p>1.1.B.3. Work with City staff to determine availability of funds to support commission sponsored activities</p>		
				<p>1.2. REGIONAL TRANSPORTATION</p>	<p>1.2.A. Develop a regional transportation E- guide</p>	<p>1.2.A.1. Develop a subcommittee to gather regional information</p>
	<p>1.2.A.2. Determine information to be distributed</p>					
	<p>1.2.A.3. Investigate methods to be distributed</p>					
	<p>1.2.A.4. Make recommendations to the commission</p>					

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
				1.2.A.5. Determine budget cost if any to publish regional connectivity guide		
				1.2.A.6. Distribute regional information		

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
2	<p>COMMISSION EDUCATION</p> <p>-----</p> <p>Increase the knowledge base in various areas under the purview of the commission</p>	2.1. TRANSIT	2.1.A. Determine best practices at other transit agencies	2.1.A.1. Develop a list of transit agencies to gather information	COMPLETED	Staff
				2.1.A.2. Develop a list of questions to ask each transit agency	COMPLETED	Commissioners Frankel and Vaughn
				2.1.A.3. Assign commissioners transit agencies to contact/visit	COMPLETED	Jayne has the list of assignments.
				2.1.A.4. Report back to commission on findings		
		2.2.A. Look at other airports for ideas to incorporate at Tracy Airport	2.2.A.1. Identify general aviation airports to look at			
			2.2.A.2. Develop list of questions to ask at each airport			
			2.2.A.3. Determine rough costs for activities for which funds will be needed			
			2.2.A.4. Assign airports to commissioners to visit			
			2.2.A.5. Report back to commission on findings			
			2.2.B.1. Compile list of ideas from other airports			
			2.2.B.2. Gather data on each idea (cost, space needed, etc.)			
			2.2.B.3. Discuss feasibility of each idea in relation to data collected			
2.2.B. Evaluate the feasibility of ideas from other airports	2.2.B.4. Determine which ideas can be incorporated to the CIP list					

TRANSPORTATION COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
		2.3. BIKEWAYS	2.3.A. Learn about the bikeway system in Tracy	2.3.A.1. Receive a presentation at a regular meeting on the bikeway system and the City of Tracy Bikeways Master Plan	COMPLETED	December 13, 2012 TAC Meeting
			2.3.B. Learn about the various City ordinances that pertain to bicycles	2.3.B.1. Receive a presentation at a regular meeting on the various City ordinances that pertain to bicycles	COMPLETED	April 11, 2013 TAC Meeting
				2.3.B.2. Receive a presentation at a regular meeting on the various aspects of the City regarding the planning of bikeways.		

**CITY OF TRACY
TRANSPORTATION ADVISORY COMMISSION MEETING
MAY 9, 2013**

AGENDA ITEM 9

Staff Items

Annual Commission Items:

- Airport Improvement Items Update (January/April/July/October)
- Ground Lease Rate Increase (April/May)
- Election of Chair/Vice-Chair (June)
- FTA Grant (August)
- Unmet Transit Needs (October)
- CIP Review (October/November)

Airport Update

By Bruce Ludeman

Airport Improvement Items as Specified by City Council:

Item:	Project:	Current Status:	Next Steps:
S-1	Begin T-Hangar Installation Process:	Since the pavement at the airport is a high priority, the construction of this project will be put on hold until after the pavement project is complete and additional funding is secured.	<ul style="list-style-type: none"> • Final design to be completed by consultant • Project will be put on hold until runway items are complete and funds are available.
S-12	Construction of a Restaurant/Café	Staff has received a draft conceptual design from Tracy Air Center and discussed potential lease terms.	<ul style="list-style-type: none"> • Staff to begin drafting a lease agreement • Finalize lease agreement • Lease approved by Council
S-17	Seal Coat on Runways and Taxiways* *See below for current project action steps	Design work in process. Runway 12/30 and associated taxiways will be designed first.	<ul style="list-style-type: none"> • Complete design work for the project • Issue an RFP for construction
S-22	Balance Airport Operating Budget by FY15/16	Council has given staff the ok to proceed with a Five Step Financial Strategy. The first step, Airport Debt Consolidation, was approved by Council on 1/17/12.	<ul style="list-style-type: none"> • Staff is seeking funding to begin an airport study • Staff is beginning to negotiate terms for the renewal of the SASO lease
N/A	FBO Building Repairs	Bid has been awarded.	<ul style="list-style-type: none"> • Complete construction

PAVEMENT PROJECT ACTION STEPS	TIMELINE
Hire Airport Consultant	COMPLETED
Pavement Evaluation Management Study	COMPLETED
Categorical Exclusion for Environmental Approved	COMPLETED
Submit ACIP to FAA	COMPLETED
Submit Grant Application for Pavement to FAA	COMPLETED
FAA Approval to Design Pavement Project	COMPLETED
Design Pavement Project	Mar/Apr. 2013
FAA Approval to Bid Pavement Project	May. 2013
Bid Pavement Project	May. 2013
FAA Approval to Award Project	Jun. 2013
Start Project	Jun/Jul 2013
Project Completed	Aug. 2013

Transit Update

By Jayne Pramod

TRACER Ridership: As shown below, year to date ridership is at 97,049 up 13,527 riders compared to year to date ridership in March of FY11-12, an increase of approximately 16%

March Year To Date Ridership Comparison

	FY 10/11	FY 11/12	FY 12/13
FIXED ROUTE			
Regular	17,033	19,585	27,199
Student	16,284	17,511	22,417
Senior	4,494	6,188	9,476
Disabled	2,689	3,335	4,889
Free	15,662	11,665	6,534
Passengers w/tickets	12,121	11,650	8,256
Total	68,283	69,934	78,771
PARATRANSIT			
Regular	381	94	115
Senior	6,425	4,834	4,161
Disabled	10,233	8,306	7,468
Free	795	354	354
Total	17,834	13,588	18,278
ALL SYSTEMS			
Regular	17,414	19,679	27,314
Student	16,284	17,511	22,417
Senior	10,919	11,022	13,637
Disabled	12,922	11,641	12,357
Free	16,457	12,019	6,888
Passengers w/tickets	12,121	11,650	8,256
TOTAL	86,117	83,522	97,049

Greyhound Ridership:

MONTH	PASSENGERS	AVG/DAY
November (2011)	353	11.76
December	326	10.51
January (2012)	277	8.93
February	299	10.31
March	334	10.77
April	326	10.86
May	281	9.06
June	263	8.77
July	310	10
August	270	8.71
September	211	7.03
October	216	6.97
November	220	7.33
December	229	7.39
TOTAL	3,915	9.17