

Solano County **Airport Land Use Commission**

675 Texas Street, Suite 5500 Fairfield, California 94533 www.solanocounty.com

Planning Services Division Phone: (707) 784-6765 / Fax: (707) 784-4805 Stephen Vancil

DATE: February 13, 2014

MEMORANDUM:

To: Solano County Airport Land Use Commission

From: Jim Leland, Principal Planner

Subject: ITEM 9E: Action Item: Discussion of alternative days/times for

regular meetings during the Travis Plan Update.

ALTERNATIVE MEETING DAYS/TIMES

On February 11, 2014, the Board of Supervisors will consider a request to provide funding to commence the Travis Air Force Base Land Use Compatibility Plan update. The update process is expected to take approximately 18 months to complete and will necessitate more frequent meetings of the Commission. More particularly, the process will require the presence of staff from various jurisdictions as well as from the consulting firms involved in the update process.

One of the side effects of these types of projects is the accumulation of overtime by agency staff as well as increased per diem expenses on the part of consultants for attending evening meetings. One way to minimize these expenses is to conduct the regular meetings of the Commission during normal business hours.

Staff conducted a survey of Commissioners to determine any preferences for daytime meetings, including preferred days of the week, weeks of the month and time of the day. The most popular alternatives were the second week of the month, on Thursdays and in the mornings.

Staff is recommending that the Commission direct staff to set a hearing to modify the Commission's By-Laws to provide for Regular Meetings at 10:00 AM on the Second Thursday of the month for the period that the Travis Plan Update is in process.