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Solano County Administrator's Office

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Solano Transportation Authority

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City of Dixon

**SOLANO
City-County Coordinating Council**

AGENDA

October 11, 2018

Location - Solano County Water Agency, Berryessa Room,
810 Vaca Valley Parkway, Suite 203, Vacaville, CA.

7:30 P.M.

(or immediately following the Solano Water Authority Meeting)

PURPOSE STATEMENT – City County Coordinating Council

“To discuss, coordinate, and resolve City/County issues including but not necessarily limited to land use, planning, duplication of services/improving efficiencies, as well as other agreed to topics of regional importance, to respond effectively to the actions of other levels of government, including the State and Federal government, to sponsor or support legislation at the State and Federal level that is of regional importance, and to sponsor or support regional activities that further the purpose of the Solano City-County Coordinating Council.”

Time set forth on agenda is an estimate. Items may be heard before or after the times designated.

ITEM

AGENCY/STAFF

I. CALL TO ORDER (7:30 p.m.)
Roll Call

II. APPROVAL OF AGENDA (7:30 p.m.)

III. OPPORTUNITY FOR PUBLIC COMMENT (7:35 p.m.)

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter of the jurisdiction of the agency and which is not on the agency's agenda for that meeting. Comments are limited to no more than 5 minutes per speaker. By law, no action may be taken on any item raised during public comment period although informational answers to questions may be given and matter may be referred to staff for placement on future agenda.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42U.S.C.Sec12132) and the Ralph M. Brown Act (Cal.Govt.Code Sec.54954.2) Persons requesting a disability-related modification or accommodation should contact Jodene Nolan, 675 Texas Street, Suite 6500, Fairfield CA 94533 (707.784.6108) during regular business hours, at least 24 hours prior to the time of the meeting.

IV. CONSENT CALENDAR

1. Approval of Minutes for May 10, 2018 (Action Item) Chair

V. DISCUSSION CALENDAR

1. Discuss and consider approval of the CCCC Subcommittee's Recommendations for the scope and purpose of the CCCC
(7:40 p.m. – 8:10 p.m.)

Presenters: Michelle Heppner, Legislative, Intergovernmental, and Public Affairs Officer, County Administrator's Office, Solano County

VI. ANNOUNCEMENTS

VII. CCCC CLOSING COMMENTS

ADJOURNMENT: Date/time for the next City-County Coordinating Council meeting to be determined.



SOLANO City-County Coordinating Council Staff Report

Meeting of: October 11, 2018

Agency/Staff: Michelle Heppner,
Legislative, Intergovernmental,
& Public Affairs Officer, Solano
County

Agenda Item No.: VI.1

Title/Subject: Receive a presentation and consider approval of the Solano City-County Coordinating Council (CCCC) Subcommittee’s recommendations for developing a strategy for the future scope and purpose of the CCCC.

Background:

During the November 9, 2017 City-County Coordinating Council (CCCC) meeting, while discussing the 2018 State and Federal Legislative Platform, a conversation occurred around the original intent of the CCCC. It was requested that staff add an item to the January 2018 CCCC meeting to discuss the scope and purpose of the CCCC. At the January 11, 2018 CCCC meeting, the members selected four members of the CCCC as a subcommittee to discuss and formulate recommendations for the CCCC. In response, this report outlines the CCCC Subcommittee’s recommendations.

Discussion:

At the January 11, 2018 CCCC meeting, four members elected to serve on the CCCC Subcommittee to discuss the future scope and purpose of the CCCC. The four members are, Supervisor Vasquez, Supervisor Brown, Mayor Price, and Mayor Patterson. The CCCC Subcommittee met on June 28, 2018 and following an in-depth discussion, they have made the following recommendations.

1. Consider revisions to the below CCCC Purpose Statement adopted in 2008
 “The purpose of the Solano City County Coordinating Council is to discuss, coordinate and resolve City/County issues, including but not necessarily limited to land use planning, duplication of services/improving efficiency, as well as other agreed to topics of regional importance, to respond effectively to the actions of other levels of government, including the State and Federal government, to sponsor or support legislation at the State and Federal level that is of regional importance, and to sponsor or support regional activities that further the purpose of the Solano City County Coordinating Council.” (Revised & Adopted 1-10-08)

ACTION: The CCCC Subcommittee recommend no revisions to the CCCC Purpose Statement as adopted by the CCCC in 2008.

2. Consider a suitable meeting schedule
 Per the current CCCC Bylaws, the CCCC is required to meet quarterly in the months of February, May, August, and November, however, in light of legislative activity, the CCCC have typically approved their meeting schedule to coincide with the state legislative calendar of events including the release of the state budget in January, the May revision to the state budget, and the adjournment of the Legislature. As a result, for the past several years, the CCCC have met approximately five times per year in January, March, May, August, and November.

ACTION: The CCCC Subcommittee discussed the feasibility of the current meeting schedule and it was recommended the CCCC meet twice each year, once in the Fall for an annual business meeting and once in the Spring to host a summit to include the City Council members, the Superintendent of Schools, and a representative from Travis Air Force Base. The CCCC Subcommittee recommended the first summit be held in February/March and the first topic to be:

- ***Housing Strategy / Affordable Housing (including for homeless and elderly individuals).***

3. Meeting Facility for annual CCCC Summit

It was noted a new meeting facility would be required to host over forty elected officials and may potentially incur a cost for its use.

ACTION: The CCCC Subcommittee directed staff to begin enquiring for location options.

Recommendation:

Discuss and approve the CCCC Subcommittee's recommendations.

Attachments:

1. Background of the formation and Scope and Purpose of the CCCC
2. 2008 Adopted CCCC Bylaws

Background of the formation and Scope and Purpose of the CCCC

History of City-County Coordinating Council:

On June 18, 1991, the Solano County Board of Supervisors and the Mayors of Solano County's seven cities established the Solano City-County Coordinating Council (CCCC). The primary reason provided for its creation was to explore ways to improve city/county communications, coordination and problem resolution. In April 2005, there was a review of the CCCC function and purpose and a new purpose state was presented establishing the CCCC, the group was to meet on a regular basis before or after the monthly meeting of the Solano County Water Agency.

Solano City-County Coordinating Council – Agreement adopted in 1991 (Attachment 1)

Per the agreement adopted by the Board of Supervisors in June 1991, the purpose of the Solano City-County Coordinating Council was to improve city/county communications, coordination, and problem resolution. As outlined in the agreement establishing the CCCC, the group was to meet on a regular basis before or after the monthly meeting of the Solano County Water Agency.

The purpose of the Solano CCCC was identified as follows: "to discuss, coordinate, and resolve City/County issues including but not necessarily limited to land use planning, duplication of services/improving efficiencies and responding effectively to the actions of other levels of government, including the State and Federal government."

Reorganization of the Solano CCCC, Reaffirmation of the Purpose Statement, and Proposed Governance Structure (Attachment 2)

In April 2005, the Board of Supervisors approved recommended changes to the CCCC which included a reorganization of the Solano CCCC, reaffirmation of the purpose statement, and established criteria by which to the CCCC was governed.

In 2006 and 2007 the members of the Solano City-County Coordinating Council expressed a desire to take a more active role in sponsoring activities that are of regional benefit and regional significance. To this avail in 2006 the CCCC adopted Federal and State legislative priorities which were felt to be of importance and benefit the CCCC members. In addition, the CCCC voted to support and sponsor activities including summits and conferences that further the purpose of discussion and coordination. This included agreeing to be a sponsor of a CCCC Summit in 2005 and the three Economic Summits in 2006 & 2007.

CCCC Bylaws (Adopted 2008)

On January 10, 2008 the CCCC voted unanimously to revise the CCCC purpose statement as follows: "The purpose of the Solano City-County Coordinating Council is to discuss, coordinate, sponsor, and resolve City/County issues including but not necessarily limited to land use planning, duplication of services/improving efficiencies, as well as other agreed to topics of regional importance, and responding effectively to the actions of other levels of government, including the State and Federal government."

The CCCC Bylaws contained in Attachment 2 which was approved on January 10, 2008, outlines the current structure and operation of the CCCC.

Solano City County Coordinating Council

History of City County Coordinating Council:

On June 18, 1991, the Solano County Board of Supervisors and the Mayors of Solano County's seven cities established the Solano City County Coordinating Council (CCCC). The primary reason provided for its creation was to explore ways to improve city/county communications, coordination and problem resolution. As outlined in the agreement establishing the Solano CCCC, the group was to meet on a regular basis before or after the monthly meeting of the Solano County Water Agency. On April 14, 2005 the City County Coordinating Council approved several changes to formalize the operation of the City County Coordinating Council as outlined below.

Purpose Statement:

“The purpose of the Solano City County Coordinating Council is to discuss, coordinate and resolve City/County issues, including but not necessarily limited to land use planning, duplication of services/improving efficiency, as well as other agreed to topics of regional importance, to respond effectively to the actions of other levels of government, including the State and Federal government, to sponsor or support legislation at the State and Federal level that is of regional importance, and to sponsor or support regional activities that further the purpose of the Solano City County Coordinating Council.” (revised & adopted 1-10-08)

GOVERNANCE/SELECTION AND ROTATION OF BOARD CHAIR

There shall be a Chair and a Vice Chair of the City County Coordinating Council and they shall come each of the two member organizations. The Chair and Vice-Chair shall rotate on a bi annual basis between the Board of Supervisors and the Mayor's Conference. The Chair and Vice Chair shall serve two year terms. The appointment of the Chair or Vice Chair shall be determined by the respective organization whose turn it is to serve as Chair or Vice Chair the City county Coordinating Council. (I.e. if Mayor's Conference turn to chair, the Mayor's Conference will appoint the chair of the CCCC, and if the Board's turn to chair, then the Board will designate the Chair of the CCCC.) Appointment of the vice chair would follow the same process. (If Mayor's Conference turn as vice chair, the Mayor's Conference will appoint the vice chair for the year, and if the Board's turn as vice chair, then the Board will designate the vice chair for the year).

MEETING SCHEDULE

The City County Coordinating Council shall meet quarterly. Additional meetings may be scheduled if deemed necessary by the Joint Steering Committee. The City County Coordinating Council shall adopt a two year meeting schedule. The City County Coordinating Council has designated the months of February, May, August and November as their quarterly meeting months. The four quarterly meetings shall be scheduled in coordination with the Solano County Water Agency Board meetings and will either be in lieu of the Solano County Water Agency

Board meetings or follow a shorter consent item SCWA meeting on the second Tuesday of the quarterly months adopted.

City County Coordinating Council should host a General Assembly once every year or two. The General Assembly would be for the full Board of Supervisors, Mayor's Conference and the city council members of each city.

PROCESS FOR AGENDIZING TOPICS FOR CCCC MEETINGS

A specific work plan for meeting agenda topics shall be developed and adopted for the upcoming year with tentative subjects for the second year. The work plan shall be prepared by the Joint Steering committee and presented to the City County Coordinating Council at a meeting annually for confirmation. Agenda topics may be requested/submitted by the following:

- Mayor's Conference
- Board of Supervisors
- Individual Members of the Solano City County Coordinating Council Board
- Other countywide, regional, state or federal agencies
- Other interest groups

ORGANIZATIONAL STRUCTURE

Solano City county Coordinating Council

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Joint Steering Committee

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Executive Committee

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Technical Advisory Committee

Joint Steering Committee

There shall be a Joint Steering Committee for the City county Coordinating Council. The Joint Steering Committee will consist of two members of the Mayor's Conference designated by the Mayor's Conference and two member of the Board of Supervisors designated by the Board of Supervisors. The function of the Joint Steering Committee would include developing the draft work plan for the City county Coordinating council, the setting of the meeting agendas, confirming presentations and speakers, and working with staff of respective agencies invited or requested to attend or make presentations at a City County Coordinating Council Meeting. The Joint Steering Committee should consist of the Chair of the Mayor's Conference, the Chair of the Board of Supervisors, and the designated Chair and Vice Chair of the CCCC. The Joint Steering Committee should operate on a consensus basis when developing the proposed work plan and in the preparation of the agenda items.

Executive Steering Committee

There shall be an Executive Management Committee ensure continued and effective coordination on regional matters. The Executive Management Committee will support the efforts and future work plan of the Solano City county Coordinating Council. The membership is as follows:

- City Managers from Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo
- County of Solano CAO
- STA Executive Director
- SCWA General Manager
- LAFCo Executive Officer

A prime task for the Executive Committee would be to coordinate with designated agency representatives and the City County Coordinating Council support staff on the development of staff recommendations and reports for Solano CCCC meetings.

Technical Advisory Committee

To provide adequate staff support and technical review, and to not overburden County staff, there will be a Technical Advisory Committee (TAC) consisting of the Planning Directors for the seven cities, the County of Solano's Director for Resource Management, and the Planning Directors for STA, SCWA, LAFCo Executive Director and other affected agencies. Other invited participants could be representatives from ABAG, BAAQMD, YSAQMD, ALUC, or representatives from special districts.

City County Coordinating Council Support Staff

The coordination of the agenda, scheduling of meetings, and coordination with other agencies on behalf of the Solano CCCC be the responsibility of the County of Solano through the County's Director of Resource Management or designee.