



MEMBERS

John Vasquez
Chair
*Supervisor, Solano
County, District 4*

Lori Wilson
Vice-Chair
Mayor, City of Suisun

Steve Young
Mayor, City of Benicia

Steve Bird
Mayor, City of Dixon

Harry Price
Mayor, City of Fairfield

Ronald Kott
Mayor, City of Rio Vista

Ron Rowlett
Mayor, City of Vacaville

Robert McConnell
Mayor, City of Vallejo

Erin Hannigan
*Supervisor, Solano
County, District 1*

Monica Brown
*Supervisor, Solano
County, District 2*

Jim Spering
*Supervisor, Solano
County, District 3*

Mitch Mashburn
*Supervisor, Solano
County, District 5*

SUPPORT STAFF

Birgitta E. Corsello
*Solano County
Administrator's Office*

Daryl Halls
*Solano Transportation
Authority*

Aaron Busch
City of Vacaville

**SOLANO
City-County Coordinating Council
SPECIAL MEETING**

AGENDA | January 28, 2021

MS TEAMS Meeting Connection Information:

Click [HERE](#) to join the MS Teams Meeting on a phone, computer or tablet device
AND/OR Call (323) 457-3408, Meeting ID: 744-453-748

6:30 P.M. start time

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 (6:30 p.m.)
Roll Call

II. APPROVAL OF AGENDA (6:31 p.m.)

III. WELCOME NEW CHAIR AND VICE CHAIR FOR 2021-22 (6:33 p.m.)

Per the CCCC Bylaws, the Chair and Vice-Chair are appointed by the respective organization whose turn it is to serve as Chair or Vice Chair of the CCCC. It is the County’s turn to serve as Chair and the Solano County Board of Supervisors appointed Supervisor John Vasquez as the Chair and the City Selection Committee appointed Mayor Lori Wilson to serve as to serve as Vice-Chair for the two-year term.

IV. OPPORTUNITY FOR PUBLIC COMMENT (6:35 p.m.)

Due to COVID-19 and to protect County staff and members of the public, the CCCC’s meeting will take place virtually. This precaution is being taken pursuant to the authority conferred by Governor Newsom’s Executive Order N-29-20. All or some of the CCCC members will attend the meeting telephonically and participate in the meeting to the same extent as if they were present. To submit public comments, please see options below:

By email / postal:

If you wish to address any item listed on the CCCC’s agenda by written comment, please submit comments in writing to Matthew A. Davis, Senior Management Analyst / Public Communications Officer by U.S. Mail or by email. Written comments must be received no later than 5:00 P.M. on the Wednesday prior to the meeting. The email address for Mr. Davis is MADavis@SolanoCounty.com. The mailing address is Matthew A. Davis, County Administrator's Office, 675 Texas Street, Suite 6500, Fairfield, CA 94533. Copies of comments received will be provided to the CCCC’s members and will become a part of the official record but will not be read aloud at the meeting.



By telephone:

To submit comments verbally from your phone during the meeting, you may do so by dialing (323) 457-3408, Meeting ID number 744-453-748. Once entered in the meeting, you will be able to hear the meeting and will be called upon to speak during the public speaking period.

The County of Solano does not discriminate against persons with disabilities. If you wish to participate in this meeting and you will require assistance to do so, please call Matthew A. Davis at the County Administrator’s Office at (707) 784-6111 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

V. CONSENT CALENDAR

Chair

1. Approval of Minutes for May 28, 2020

ACTION ITEM

VI. DISCUSSION CALENDAR

Presentation and update on the status of the Solano Regional Housing Needs Allocation (RHNA) subregional allocation process among the seven cities and Solano County including solicitation of feedback from the CCCCs regarding the proposed methodology and income factors considered by the planning directors, and resultant tentative dwelling unit allocations for each jurisdiction.

Presenters: Bill Emlen, Director and Matt Walsh, Principal Planner – Solano County Department of Resource Management, Robert Guerrero, Solano Transportation Authority and David Early, Senior Advisor at Placeworks.

INPUT / DIRECTION REQUESTED (60 minutes)

VII. ABOUT THE CCCCs

Revisiting the history, scope and purpose of the Solano County City-County Coordinating Council for new membership to the committee.

INFORMATIONAL ITEM

VIII. ANNOUNCEMENTS

IX. APPROVAL OF THE CCCCs MEETING SCHEDULE, 2021

1. Thursday, February 25, 2021
2. Thursday, April 20, 2021
3. Thursday, August 19, 2021

INPUT / DIRECTION REQUESTED – ACTION ITEM (3 minutes)

X. CCCC CLOSING COMMENTS

ADJOURNMENT: The next City-County-Coordinating Council meeting is tentatively scheduled for February 25, 2021.

SPECIAL MEETING OF THE CITY-COUNTY COORDINATING COUNCIL
May 28, 2020 Action Meeting Minutes

The May 28, 2020 meeting of the Solano City-County Coordinating Council was held via ZOOM teleconference due to COVID-19 considerations.

Roll and Call to Order

Members Present

Elizabeth Patterson, Chair	Mayor, City of Benicia
John Vasquez, Vice Chair	Solano County Board of Supervisors (District 4)
Lori Wilson	Mayor, City of Suisun City
Ron Rowlett	Mayor, City of Vacaville
Bob Sampayan	Mayor, City of Vallejo
Monica Brown	Solano County Board of Supervisors (District 2)
Jim Spering	Solano County Board of Supervisors (District 3)
Skip Thomson	Solano County Board of Supervisors (District 5)

Members Absent

Scott Pederson	Vice Mayor, City of Dixon
Harry Price	Mayor, City of Fairfield
Ronald Kott	Mayor, City of Rio Vista
Ron Rowlett	Mayor, City of Vacaville (joined the teleconference at the beginning of Item IV)
Erin Hannigan	Solano County Board of Supervisors (District 1)

Staff to the City-County Coordinating Council Present:

Birgitta Corsello	County Administrator, Solano County
Matthew Davis	Senior Management Analyst/PCO, Solano County
Daryl Halls	Executive Director, STA
Robert Guerrero	Director of Planning, STA
Tammi Ackerman	Office Assistant III, CAO, Solano County

Guest Speakers and Other Staff Present

Bill Emlen	Director, Solano County, Dept of Resource Mgmt
Matt Walsh	Principal Planner, Solano County, Dept of Resource Mgmt
David Early	Senior Advisor, Placeworks
Andrea Howard	Associate, Placeworks
Ed King	Ag Commissioner/Sealer Wts/Measures, Solano County, Department of Agriculture
Catherine Cook	Board Aide, District 3, Solano County, BOS
Rich Seithel	Executive Officer, Solano LAFCO
Michelle McIntyre	Senior Staff Analyst, Solano LAFCO
Johanna Masiclat	Clerk of the Board, STA
Triana Crighton	Assistant Planner, STA
Sean Quinn	Consultant to Solano County EDC
Stephan Chatwin	City Manager, City of Fairfield
Aaron Busch	Acting City Manager, City of Vacaville
Tyra Hays	Senior Planner, City of Vacaville

I. Meeting Called to Order

The special meeting of the City-County Coordinating Council was called to order at 10:02 am.

II. Opportunity for Public Comment

No public comments were received.

III. Consent Calendar

A motion to approve the March 12, 2020 Minutes was made by Mayor Sampayan and seconded by Supervisor Brown. Minutes approved by vote of 6 - 0, 1 abstention, Supervisor Thomson.

IV. Discussion Calendar

1. Presentation on the local effort to manage the RHNA process and act as a Subregion; provide staff guidance on conceptual Subregional methodologies

Matt Walsh, Principal Planner, Solano County, Dept of Resource Mgmt, David Early, Senior Advisor, Placeworks, gave an update on the RHNA progress. The presentation included brief history of previous RHNA cycles, our current status in this cycle, concurrent timeline for the next cycle, projections for Region allocation based on best guestimate of expected numbers from ABAG of approximately 17,500 units. the allocation of unit count in jurisdiction adjusted by methodology, running through several methodology scenarios. State housing law and other factors affecting the scenarios were discussed. Guidance from the City-County Coordinating Council was discussed regarding allocation between the County and cities.

PowerPoint on file.

Action: No Action Required.

VII. Announcements

There were no announcements.

ADJOURNMENT: The meeting was adjourned at 11:14 a.m. The next meeting is tentatively scheduled for August 13, 2020 at 7:00 p.m. or immediately following the Solano County Water Agency Meeting in the Berryessa Room at the Solano County Water Agency located at 810 Vaca Valley Parkway, Ste. 303, Vacaville, CA 95688. Due to COVID-19 concerns, the meeting may be held via teleconference.



SOLANO

City-County Coordinating Council Staff Report

Meeting of: January 28, 2021

Staff / Agency: Bill Emlen, Asst. County Administrator; Matt Walsh, Principal Planner; David Early, Placeworks

Agenda Item No. VI

TITLE / SUBJECT

Presentation and update on the status of the Solano Subregional RHNA Methodology and solicitation of feedback relating to the methodology factors and proposed housing unit and income level allocations among jurisdictions in Solano County.

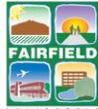
BACKGROUND

Under State Housing Element law, the Regional Housing Needs Allocation (RHNA) process is the procedure for allocating a “fair share” of housing units, in all income categories, to each city and county in California, including the Bay Area. Under State law, the Association of Bay Area Governments (ABAG) is responsible for formulating the methodology and allocating the housing units to each jurisdiction. The RHNA planning period addresses an 8-year planning cycle.

Also, as provided for under State law, contiguous cities and counties may choose to come together and form a subregion. Under the RHNA process, a subregion is allocated a total number of units, and the subregion itself must develop its own internal methodology for distributing those units among its agencies. The methodology must comply with California housing law, which has undergone statutory revisions in the last two years. Once the allocation is final, each agency must then update its Housing Element to incorporate those units into its next planning period for the years 2022 – 2030.

For informational purposes, for the 2007-2014 RHNA cycle, Solano County was allocated a combined total of 12,985 housing units. For the 2014-2022 cycle, the County elected to form a subregion for the first time. In that cycle, the County was allocated 6,977 units. The reduction in unit allocation was primarily resultant of a larger percentage of the Bay Area’s regional allocation being dispersed to Priority Development Areas and employment centers, most of which are in the inner Bay Area.

In August 2019, the 4Cs agreed, like the 2016-2022 cycle, to form a subregion and to act as the decision-making body for the Solano Subregion. To implement the Subregion, it is required that each participating agency in the Subregion adopt a resolution, agreeing to be included in the Subregion and agreeing to have the 4Cs act on behalf of each agency in the SubRHNA allocation



process. The required Delegation Agreement and the Resolutions were adopted by all seven cities and the County and were submitted to ABAG.

In June 2020, ABAG was assigned a regional unit allocation of 441,176 from HCD, which, by statute, is required to be allocated among all Bay Area jurisdictions. Utilizing its regional allocation methodology, developed with guidance from the regional Housing Methodology Committee, ABAG then assigned the Solano Subregion a total of 11,906 units out of this regional allocation. The 11,906 units is further broken down by affordability level: Very Low, Low, Moderate, and Above Moderate. In December, ABAG reduced the Solano Subregional allocation to 11,097 units, likely because of minor changes to the regional growth assumptions of the 2050 Plan Bay Area Blueprint. It is now the Subregion's responsibility to allocate the 11,097 among the County and its cities in a manner that meets the objectives of Housing Element Law and HCD.

DISCUSSION

The Planning Directors and Placeworks have been meeting monthly to discuss and develop a subregional methodology that equitably allocates the 11,097 units among the seven cities and the unincorporated area of the County. To date, various factors and weighting have been reviewed to determine which allocation best addresses the allocations among the jurisdiction in Solano County. At its December 17, 2020 meeting, the Planning Directors tentatively agreed on a methodology weighted towards development capacity and proximity to transit with additional weighting towards equity and jobs proximity. At its meeting on January 19, 2021, the Planning Directors, with input from City Managers, will finalize its draft allocation methodology recommendation which will include disbursement of units by affordability level. This methodology, and others that were reviewed, will be included in the presentation to the 4Cs at the meeting on January 28, 2021. The 4Cs will consider this information and provide direction to the staff team on the proposed methodology and if any further adjustments are necessary.

Next Steps

Taking into consideration feedback provided by the CCCCs at this meeting, staff will return to the CCCCs in late February for an action on the draft methodology. The approved draft methodology will then be submitted to HCD for its statutory 60-day review period. Once the HCD review period has ended, any HCD comments will be taken under consideration, and a final methodology will be brought back to the CCCCs later in spring for action and approval to be submitted to ABAG.

RECOMMENDATION

Staff recommends that the CCCC accept a presentation and update on the status of the Solano Subregional Methodology and provide any necessary feedback.



SOLANO

City-County Coordinating Council Staff Report

Meeting of: January 28, 2021

Agenda Item No. VII

Staff / Agency: Matthew A. Davis, Senior Management Analyst and Public Communications Officer, Solano County Administrator's Office

TITLE / SUBJECT

Revisiting the history, scope and purpose of the Solano City-County Coordinating Council for new membership to the committee.

BACKGROUND / DISCUSSION

Because there are several new members to the CCCC, it was requested that staff add an informational item to the January 2021 CCCC meeting to share the purpose and purpose of the CCCC. In response, this report provides background information on the history and evolution of the CCCC.

History and Establishment 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) (**Attachment 1**). 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.

Purpose of the CCCC

The purpose of the Solano CCCC was identified as follows, including "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."

Board Approved Recommended Changes to the CCCC

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 (**Attachment 2**). 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 and 2007.

CCCC Adopted Bylaws

On January 10, 2008, the CCCC voted unanimously to revise the CCCC purpose statement as follows, including “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.” **(Attachment 3)**

RECOMMENDATION

This background on the CCCC is for information only, no action is required.

JUN 18 1991

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COUNTY OF SOLANO
BOARD OF SUPERVISORS
AGENDA TRANSMITTAL FORM

BY Linda Tien
CLERK OF THE BOARD

CAO OFFICE USE ONLY
Meeting Date: 6/18/91
Agenda Item: 15B

AGENDA TITLE: Agreement Establishing the Solano
City-County Coordinating Council

Time Allotment: _____ min.
Consent []
Informational []

DEPARTMENT: County Administrator

Deadline for Board Action:

Contact: Kent Taylor

Phone: x6100

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION

On May 22, 1991 Chairman Davis, Supervisor Caddle and I met with the mayors of the seven cities and the seven city managers to explore ways that we could improve city/county communications, coordination and problem resolution. The collective group concluded that regular meetings of the seven mayors and your Board would be a good first step in achieving the above goals. I have shared the draft agreement with the City Managers and incorporated their suggestions.

CAO RECOMMENDATION

Approve the agreement and authorize the chairman to sign.

cc: each City Manager via fax

Financial Impact: [] Yes [x] No

Funding Source:

BUDGET RECAP:

Total Estimated Cost \$ _____
Net County Cost \$ _____
Amt. Budgeted FY ___/___ \$ _____
New Funding Required \$ _____

New Revenue \$ _____
Lost Revenue \$ _____
New Personnel _____
Change in Board Policy?
[] Yes [] No

PRIOR BOARD ACTIONS:

ALTERNATIVES:

CONCURRENCES

By: _____
County Counsel's Office

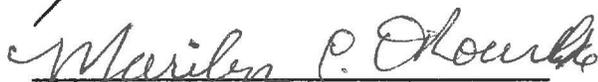
By: _____
Other

CAO (sig)

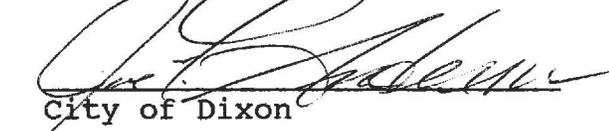
Agreement

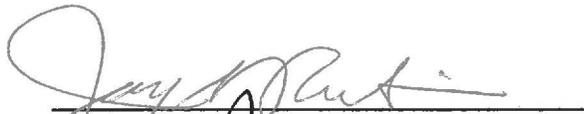
The County of Solano and the seven cities in Solano County hereby agree that the County Board of Supervisors and the Mayors of the seven cities will meet on a regular basis as the Solano City-County Coordinating Council. The meetings will be held at the Solano Irrigation District Office, 508 Elmira Road, Vacaville, California and will occur either before or following the adjournment of the Solano County Water Agency's monthly meeting which is held on the second Thursday of each month at 7:00 p.m. The meetings will have a prepared agenda which will be set by the Chairman of the Board of Supervisors and the Chairman of the Mayor's Conference, be properly noticed and will be open to the public. The purpose of the Council is to discuss, coordinate, and resolve City/County issues including but not necessarily limited to land use planning, duplication of services/improving efficiency and responding effectively to the actions of other levels of government, including the State and Federal government. It is understood that this organization will not have regulatory powers and that major policy decisions will still rest with the respective City Councils and the Board of Supervisors. However, the purpose herein is to provide a regular forum to discuss matters of common interest.

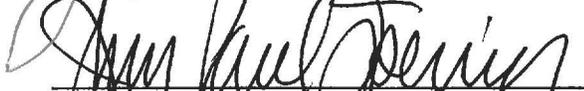

County Board of Supervisors


City of Benicia


City of Fairfield


City of Dixon


City of Rio Vista


City of Suisun


City of Vacaville


City of Vallejo

APPROVED

APR 05 2005

BY *Mara Chiuila* deputy
CLERK OF THE BOARD



AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

SUBJECT		BOARD MEETING DATE	AGENDA NUMBER
Receive and approve recommended changes from the Board's Subcommittee for the City-County Coordinating Council.		April 5, 2005 9:00 a.m.	21B
Dept:	Resource Management	Supervisorial District Number	
Contact:	Birgitta Corsello, Director	All	
Extension:	6062		
Noticed/Public Hearing Required?		Yes _____	No <u>X</u> _____

DEPARTMENTAL RECOMMENDATION:

Receive and approve recommended changes from the Board's Subcommittee for the City-County Coordinating Council.

SUMMARY:

The City-County Coordinating Council (CCCC) met several times in 2004 and expressed at their meeting in December a desire to review and revise the structure of the CCCC. It was suggested that a subcommittee be created the work on the effort. The subcommittee consisting of two mayors appointed by the Mayor's Conference and two Board members from the Board of Supervisors was created and staffed by one city manager, the County Administrator, The Executive Director of the Solano Transportation Authority and the Director of the County's department of Resource Management to assist in the process. After several subcommittee discussions, the subcommittee staff prepared a memorandum outlining suggested changes for the CCCC members to consider (Refer to Attachment A – March 22, 2005 Memorandum). The Mayor's Conference reviewed the recommendations at their March 23, 2005 meeting and voted to support the changes recommended. At this time the Board of Supervisors subcommittee and designated staff recommend that the Board review and support the changes proposed.

FINANCING:

Participating and supporting the CCCC has historically been born by the individual agencies with staff support being provided by the City Managers, County Administrator, and Solano County Water Agency. The recommendation from the CCCC subcommittee and staff assigned to assist in the review process is to formalize the staff support functions which is anticipated to have some impact on the County Department of Resource Management.

R. Magrini ✓

ALTERNATIVES:

The Board of Supervisors is asked to review and support the recommendations outlined by the CCCC subcommittee. (Refer to Attachment A – Memo on Recommendations for CCCC Restructure.)

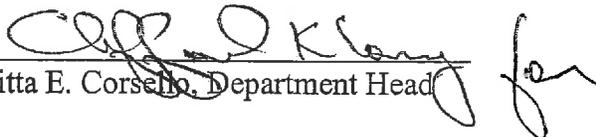
OTHER AGENCY INVOLVEMENT:

The City-County Coordinating Council expressed a desire to review and consider changes to the CCCC operational structure. The Mayor's Conference and the Board of Supervisors each designated two members to work with a city manager, the County Administrator, the Executive Director for Solano Transportation Authority and the Department head for the Department of Resource Management to review and make recommendations with regards to the CCCC. Subcommittee members designated were Mayor Sperring, Mayor Courville, Supervisor Kondylas, and Supervisor Vasquez with support from Daryl Halls, Kevin ORourke, Mike Johnson and Birgitta Corsello.

CAO RECOMMENDATION:

**APPROVE DEPARTMENT
RECOMMENDATION**

DEPARTMENT HEAD SIGNATURE:



Birgitta E. Corsello, Department Head

Attachment A: Memo on Recommendations for CCCC Restructure

R:\ADMIN\BIRGITTA\AGENDAS\City County Coordinating Council\April 5, 2005 Board Transmittal.doc March 30, 2005

ATTACHMENT 2

MEMORANDUM

DATE: March 22, 2005

TO: Solano City County Coordinating Council (CCCC) –
Joint Steering Committee:
Barbara Kondylis, Chair, Solano County Board of Supervisors
John Vasquez, Vice-Chair, Solano County Board of Supervisors
Jim Spering, Chairman, Solano Mayors Conference, Mayor, City of Suisun City
Mary Ann Courville – Representative, Solano Mayors Conference, Mayor, City of
Dixon

FROM: Birgitta Corsello, Director, Department of Resource Management, County of Solano
(784-6765)
Daryl Halls, Executive Director, Solano Transportation Authority
(424-6075)
Kevin O'Rourke, City Manager, City of Fairfield (428-7399)

SUBJECT: Reorganization of the Solano City County Coordinating Council

This memorandum and the set of recommendations presented are designed to assist the Solano County Board of Supervisors and Solano Mayor's Conference in their efforts to reinvigorate the Solano City County Coordinating Council (CCCC) process and to provide a forum for countywide discussion by key decision-makers on issues that affect Solano County collectively and individually.

Background:

In December 2004, the four member steering committee, consisting of two mayors and two Board members, representing the Solano City County Coordinating Council (CCCC) requested the Solano City Managers and County of Solano Resource Management staff develop options and recommendations for reorganizing and reconstituting the Solano CCCC. Subsequently, Kevin O'Rourke, City Manager for the City of Fairfield, Birgitta Corsello, Director for Solano County's Department of Resource Management, and Daryl Halls, Executive for the Solano Transportation Authority were specifically requested to collectively develop options and a recommendation for review by the Steering Committee for the Solano CCCC. The Steering Committee reviewed the concepts and recommendations and has developed a set of recommendations to both the Solano Mayors Conference and Solano County Board of Supervisors for consideration in preparation for the next meeting of the Solano CCCC's which is tentatively suggested for April 14, 2005.

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.

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.”

Discussion:

On March 1, 2005, the designated staff met to discuss the Solano City County Coordinating Council (CCCC) and options for its reorganization. The topics discussed included the following:

1. Confirmation of Purpose
2. Governance/Selection and Rotation of Board Chair
3. Meeting schedule
4. Process for agendaizing topics
5. Participation by affected agencies
6. Coordination with other agencies
7. Staff coordination, support, and follow up
8. Development of work plan

1. CONFIRMATION OF PURPOSE

The purpose identified in 1991 for the creation of the City County Coordinating Council was “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.”

2. GOVERNANCE/SELECTION AND ROTATION OF BOARD CHAIR

The current governance of the Solano CCCC consists of the five members of the Solano County Board of Supervisors and the Mayors of the seven cities. There are a wide range of governance options, but the current twelve-member governance structure of the Solano CCCC ensures countywide representation and representation from all eight local governments. If there is an interest expressed by the Joint Steering Committee or the Solano CCCC, staff can prepare a list of governance options.

The Chair and Vice-Chair for the Solano CCCC is currently rotated on an annual basis between the Board of Supervisors and the Mayor’s Conference, however the selection process was not clearly outlined. Staff recommends that the rotation between the two partners continue, but that further clarification on the appointment process is established. Staff further recommends that the appointment process for the chair or vice chair need not be the current chair of the Mayor’s Conference or the Board of Supervisors, but rather should be appointed by the respective body whose turn it is to chair or vice chair the CCCC’s for the year. (i.e. if Mayor’s Conference turn to chair, the Mayor’s Conference will appoint the chair of the CCCC for the year, and if the Board’s turn to chair, then the Board will designate the Chair of the CCCC for the year.) Appointment of the vice chair for the year 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).

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).

Recommendation: Recommend the following:

1. **Maintain Solano CCCC's current governance structure of the five members of the Solano County Board of Supervisors and the Mayors of the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo.**
2. **Rotate the Chair and Vice-Chair between the Board of Supervisors and Mayor's Conference on an annual basis.**
3. **Appointment of the chair and vice chair will be determined by the respective body whose turn it is to serve as chair or vice chair for the CCCC's for the year. (I.e. if Mayor's Conference turn to chair, the Mayor's Conference will appoint the chair for the year, and if the Board's turn to chair, then the Board will designate the Chair for the year. The same appointment process will apply to the designation of the Vice Chair for the year).**

3. MEETING SCHEDULE

The current Solano CCCC agreement stipulates meeting on a monthly basis before or after the Solano County Water Agency (SCWA) meetings. Initially the CCCC meet monthly, then the members opted to meet quarterly and in recent years meetings of Solano CCCC have been as needed and called for by either the Board of the Mayor's conference. In addition, several CCCC members have expressed frustration with the limited time available to meet either before or after the SCWA meetings. An additional concern discussed was the number of regional, countywide, and local meetings that CCCC Board members must already attend (i.e., weekly or bi-weekly city council meetings, STA, SCWA, LAFCO, BAAQMD, YSAQMD, ABAG, MTC, etc). Staff recommends establishing a quarterly meeting schedule rather than the current monthly meeting schedule or as needed convening, and to hold the meetings on the same meeting night of SCWA. The results will be that two out of every three months the SCWA Board will be able to meet without a competing Solano CCCC meeting. The month for regularly scheduled Solano CCCC meetings will be scheduled at start time of 6 pm or 7 pm with adequate time to conduct the meetings. It is proposed that the SCWA Board consider modifying its meeting schedule for the four quarterly months of scheduled Solano CCCC meetings by either not meeting or handling consent items as the earlier meeting (6 pm to 7 pm or earlier) and then the CCCC would convene second allowing for a longer meeting. The actual 4 quarterly meeting will need to be set in coordination with SCWA's required meeting needs and should be set for the year or perhaps two years to allow for planning and scheduling for required business. A proposed meeting schedule for Solano CCCC (in coordination with SCWA) is as follows (proposed 6 pm start time):

April 14, 2005
July 14, 2005
October 13, 2005

January 12, 2006
April 13, 2006
July 13, 2006
October 12, 2006

This would increase the workload on staff coordination but would decrease potential conflicts with meetings of SCWA. Without increasing or dedicating additional staff resources and establishing an alternate meeting time, it is not recommended at this time that the Solano CCCC return to monthly meetings, but instead empower the CCCC Joint Steering Committee to convene extra or special meetings as needed. It is further recommended that the CCCC host a General Assembly once every year or two years. The General Assembly would be for the full Board of Supervisors, Mayor's Conference and the city council members of each city.

Recommendation: Recommend the following:

1. **Convene regular meetings of the Solano CCCC on a quarterly basis during the second Thursday evening at 6 pm in lieu of a SCWA meeting or at 7 pm after a brief SCWA Board meeting.**
2. **Request the SCWA Board consider accommodating the revised schedule for the quarterly meetings of the Solano CCCC.**
3. **Annually adopt a CCCC meeting schedule and no less than bi-annually convene a General Assembly.**

4. **PROCESS FOR AGENDIZING TOPICS FOR CCCC MEETINGS**

One of the outstanding issues has been how and who determines which topics are agendized for discussion and consideration by the Solano CCCC. The existing process was not well defined, commonly known, or agreed upon by members of the Solano CCCC members or the staff from the supporting agencies. Staff recommends that at a future CCCC meeting, after the Solano CCCC has been reorganized and there is agreement on its process and structure, a specific work plan be developed and adopted to the upcoming year and that a work plan be prepared by the Joint Steering committee and presented at a CCCC meeting annually for confirmation. In the meantime, staff recommends that agenda topics be requested/submitted by the following:

- Solano CCCC Member agencies
- Members of the Solano CCCC Board
- Other countywide, regional, state or federal agencies
- Other interest groups

Staff recommends that the CCCC partners: the Board of Supervisors and the Mayor's conference, jointly establish a Joint Steering Committee for the CCCC's. The Joint Steering Committee would 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 CCCC, the setting of the meeting agendas, confirming presentations and speakers, and working with staff of respective agencies invited or requested to attend or present to the CCCC. While a number of combinations for the membership of the Joint Steering Committee are possible, staff recommends that Joint Steering Committee 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.

Recommendation: Designate a Joint Steering Committee of the Solano CCCC Board review and approve agenda topics and the draft agenda for consideration by the Solano CCCC Board.

5, 6 & 7 PARTICIPATION BY AFFECTED AGENCIES/COORDINATION WITH OTHER AGENCIES/STAFF COORDINATION, SUPPORT AND FOLLOW UP

Currently, the Solano CCCC is comprised of the County of Solano and the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo. Prior to the formation of Solano CCCC, two specific agencies were formed to address countywide regional issues: the Solano County Water Agency (SCWA) and the Solano Transportation Authority (STA). These agencies meet on a monthly basis and are responsible for specific areas of responsibility in coordination with the eight local agencies. In addition, the Solano Local Agency Formation Commission with representatives for the cities and the County is a statutorily created regional body who also addresses countywide matters. To ensure continued and effective coordination on regional matters, it is recommended that an executive management committee be formed to support the efforts and future work plan of the Solano CCCC. The recommended 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 CCCC support staff on the development of staff recommendations and reports for Solano CCCC meetings. It is recommended that 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. To provide adequate staff support and technical review, and to not overburden County staff, it is recommended that a Technical Advisory Committee (TAC) be formed 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.

Solano CCCC's Board of Directors

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Joint Steering Committee

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Executive Committee

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Technical Advisory Committee

It should be noted that the proposed model for providing assistance to the Solano CCCC with both an Executive Committee and TAC has been successfully implemented in other counties (Napa, Orange, and Riverside are examples).

Recommendation: Recommend the following:

1. **Establish the Solano CCCC's Executive Committee comprised of the executive management staff from the County of Solano, seven cities, STA and SCWA, LAFCO Executive Officer.**
2. **Establish the Solano CCCC's TAC comprised of Planning Directors from the seven cities, STA, SCWA, LAFCo, and other department directors, agency heads or special district managers as needed/or required by the work plan or agenda subjects, and the County of Solano's Director of Resource Management.**
3. **Designate the County of Solano Department of Resource Management Director or designee as the designated support staff responsible for coordination of the agenda, scheduling of meetings, and coordination with other agencies.**

8. DEVELOPMENT OF WORK PLAN

Members of the Solano County Board of Supervisors and Solano Mayor's Conference have discussed a number of significant and complex countywide issues in recent months. In addition, the Solano City Managers Group and County CAO have discussed a number of countywide and/or multi-jurisdictional services issues. Prior to initiating a discussion of one or more of these potentially worthwhile topics, it is recommended that initial focus be on reorganizing and establishing the Solano CCCC. At the next CCCC meeting, proposed for April, it is recommended that the eight subject areas outlined in this memo constitute the topics and agenda for the meeting. The next CCCC meeting should be dedicated to discussing, agreeing, and successfully implementing the structure and process for operation of the CCCC and the agendaing of discussion topics. . Once there is consensus on the topics discussed in this memo it is recommended that the focus shift to development of a Solano CCCC work plan with a list of specific topics and areas of responsibility for the Solano CCCC Board to discuss, consider and adopt. It is recommended that this task be deferred after the organizational tasks are discussed and agreed upon by the CCCC.

Recommendation: At the next CCCC meeting discuss and confirm the desired structure and process for operation of the CCCC in the future. Schedule a subsequent CCCC meeting for discussion and development of Solano CCCC work plan and specific agenda topics for future meetings, but only after the CCCC approval of the reorganization of the Solano CCCC. Suggested date for work plan and topic discussion- July 14, 2005 CCCC meeting.

This set of recommendations is designed to assist the Solano County Board of Supervisors and Solano Mayor's Conference in their efforts to further enhance and reinvigorate the Solano City County Coordinating Council (CCCC) process. The CCCC was created to facilitate communication and collaboration between the Cities and the County and other agencies in the area on area wide issues of importance including but not limited to land use planning, duplication of services/improving efficiencies and responding effectively to the actions of other levels of government, including State and Federal. The CCCC has provided a forum for countywide discussion by key decision-makers on issues that affect Solano County collectively and individually and could and should continue to do so in the future. However, if the CCCC is to serve as the forum

some refinement of the structure and processes used to operate the CCCC were identified as desirable by the CCCC partners. Staff has reviewed the processes and concerns expressed, and discussed options and approaches with the Steering Committee. The results of this effort are reflected in the recommendations presented at this time by the staff and the Steering Committee members for the CCCC members to consider.

We look forward to discussing these recommendations with you.

Re: Solano City County Coordinating Council
Mike Johnson, CAO, County of Solano
Solano County City Managers
David Okita, General Manager, Solano County Water Agency
Shaun Pritchard, LAFCo Executive Officer

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.