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SUPPORT STAFF:

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Solano County  
Administrator's Office

Michelle Heppner  
Solano County  
Administrator's Office

Daryl Halls  
Solano Transportation  
Authority

Jim Lindley  
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.

**CITY-COUNTY COORDINATING COUNCIL  
May 10, 2018 Summary Meeting Minutes**

The May 10, 2018 meeting of the Solano City-County Coordinating Council was held in the Berryessa Room at the Solano County Water Agency located at 810 Vaca Valley Parkway, Ste. 303, Vacaville, CA 95688.

**I. Roll and Call to Order**

**Members Present**

John Vasquez, Chair	Solano County Board of Supervisors (District 4)
Elizabeth Patterson, Vice	Mayor, City of Benicia
Thom Bogue	Mayor, City of Dixon
Harry Price	Mayor, City of Fairfield
Ronald Kott	Mayor, City of Rio Vista
Pete Sanchez	Mayor, City of Suisun City
Len Augustine	Mayor, City of Vacaville
Bob Sampayan	Mayor, City of Vallejo
Erin Hannigan	Solano County Board of Supervisors (District 1)
Monica Brown	Solano County Board of Supervisors (District 2)
Jim Sperring	Solano County Board of Supervisors (District 3)
Skip Thomson	Solano County Board of Supervisors (District 5)

**Staff to the City-County Coordinating Council Present:**

Birgitta Corsello	County Administrator, Solano County
Michelle Heppner	Legislative Officer, CAO, Solano County
Tammi Ackerman	Office Assistant III, CAO, Solano County

**Other Staff, Speakers, and Guests Present**

Bill Emlen	Director, Solano County, Department of Resource Mgmt.
Rick Rust	Vice President, Matrix Design Group
Brent Cox	Matrix Design Group
Lorie Tinfow	City Manager, Benicia
Colonel John Klein	Commander, 60 <sup>th</sup> Air Mobility Wing, Travis AFB
Gary Gottschall	Deputy Director of Operations, Travis AFB
Rich Seithel	Executive Officer, Solano LAFCO
Michelle McIntyre	Analyst, Solano LAFCO
Terri Killgore	Asst. City Manager, Vallejo
Jack Bachelor	Representative, Congressman Garamendi
Kaitlyn Costa	Field Representative, Assemblymember Jim Frazier

**I. Meeting Called to Order**

The meeting of the City-County Coordinating Council was called to order at 7:10 pm.

**II. Approval of Agenda**

*A motion to approve the Agenda was made by Supervisor Hannigan and seconded by Supervisor Brown. Agenda approved by 12-0 vote.*

**III. Opportunity For Public Comment**

Kaitlyn Costa, Assemblymember Jim Frazier's new field representative introduced herself and commented she is excited to learn about the sustainability of Travis Air Force Base. She added she was also looking forward to connecting with the members after the meeting.

#### **IV. Consent Calendar**

*A motion to approve the January Minutes was made by Mayor Price and seconded by Mayor Augustine. Minutes approved by 12-0 vote.*

#### **V. Discussion Calendar**

##### **1. Approval of the Travis Sustainability Study (TSS) - Action Item**

Bill Emlen, Director, Solano County Department of Resource Management, Solano County, introduced Rick Rust, Vice President of Matrix Design Group, and Brent Cox of Matrix Design Group to present the final draft of the Travis Sustainability Study (TSS) for adoption. Mr. Emlen also acknowledged the presence of Colonel Klein, Commander, 60<sup>th</sup> Air Mobility Wing, Travis AFB and Gary Gottschall, Deputy Director of Operations, Travis AFB. He noted the TSS has been going on since 2016 with the County playing the role of coordinator for the project and that the CCCC has received two prior updates on the TSS. The primary cities involved were Vacaville, Fairfield, Suisun City and Vallejo which are primarily impacted by the base, although all Solano County cities have been impacted and the importance of the base spans the entire county. Mr. Emlen explained originally this was a Joint Land Use study, trying to address green energy and the impact wind energy was having on Travis radar. He further stated that at the time they decided to accelerate before the Airport Landings Commission some updates to the Travis Compatibility Plan which they had dealt with a couple of years before. He noted Travis AFB leadership indicated they were still interested in continuing with a JLUS and the coordination and collaboration. Mr. Emlen noted the TSS is a bit broader in the type of issues it addresses, including access to the base, transportation, perimeter fencing, economic opportunities, infrastructure, housing, and environmental issues including bird strikes and endangered species that impact base operations. He noted the TSS is not a regulatory or mandatory document, but it does identify and provide an initial evaluation of issues and most importantly it provides a pathway for further collaboration and evaluation.

Mr. Rust began by noting that that many organizations were directly involved in the TSS and three committees worked on the project, the CCCC sitting as the policy committee, a technical advisory committee, which included staff members from all the jurisdictions involved as well as Travis AFB, and the Spectrum Encroachment Working Group. He continued that they have also engaged the public in several forums, including three public workshops. He referenced the [www.travissustainability.com](http://www.travissustainability.com) website where the documents can be accessed. He reiterated that the project initially started as a joint land use study, however, the focus was changed to the Travis Sustainability Study (TSS) to reflect work that had already been completed regarding land use issues to protect the installation. He indicated this is a federally funded program, through the Office of Economic Adjustment which is part of the Department of Defense, with Solano County providing a match in the form of staff time and support. He stated the program is designed to be forward looking, a proactive and engaging process. He noted the TSS is not a regulatory document, and approval thereof does not obligate any jurisdictions to complete any actions, just agreeing to go forward in good faith to implement the recommendations. Mr. Rusk stated that the recommendations are tailored for each jurisdiction and agency and are designed to

dovetail with existing committees. He further stated there are three documents that make up the report; The TSS Report, the TSS Background Report, and the TSS Executive Summary. He added there was a summary overview included in the CD delivered to the CCCC members.

A short discussion ensued regarding CD copies of the report that were not received by several members of the CCCC. It was decided to proceed with the meeting, with several parties scanning the document through the link provided.

Supervisor Brown inquired if the CCCC is only accepting the report this evening, will this be brought to the CCCC again, and if there will be ongoing funds from the DOD for the recommendations?

Mr. Rust responded, noting they were looking for CCCC approval that the process has been completed, and that there is a set of recommendations and in good faith, the CCCC will review the recommendations and put efforts towards moving them forward. He acknowledged that some of the items may need to be brought before the whole city council or board for approval however approval would be agreeing to use the TSS as a road map for the future.

Supervisor Vasquez inquired what approval was being requested as the entire board of supervisors is present, but only the mayors from the cities.

Mr. Rust responded that they are representing their cities, that they will take this recommendation back to their cities, give it to their staff, many who have been involved in the creation of this document, and anything that involves funding or staff is a local decision that would have to be made further down the road.

Mr. Emlen commented that they are looking for the approval of the CCCC which would be critical in dealing with the DOD.

Mr. Rust continued, commenting that the two main documents, the Background Report and the TSS Report are very similar in that the TSS Report contains a summary of Chapters 1-5 that are contained in the larger Background Report. The TSS Report also contains the recommendations. He noted there were 25 different compatibility topic areas evaluated, with fifteen being addressed as part of the study, ranging from land use to air quality to noise to biological resources and safety concerns. Mr. Rusk noted the topics were chosen from meetings with the CCCC, the technical advisory committee, the spectrum encroachment committee, public meetings, interviews with local jurisdictions, military personnel, local agencies and organizations as well as their own experience with other air force bases and several prior reports. He indicated Chapter 5 of the background report contains details on the issues. Mr. Rust noted the recommendations are presented in Chapter 6 of the TSS which identify the Issue/Strategy ID number, the Military Compatibility Area (MCA) or geography of the area, a discussion of the issue, the time frame, and a list of which organizations have responsibility for the strategy. He noted the column labeled other at the far right indicates when an outside agency has a role, such as the Department of Fish and Wildlife; their role is identified in the strategy.

Mayor Bogue commented that after reviewing the recommendations, he did not see where there were any collaborative recommendations for the City of Dixon or the City of Rio Vista.

Mr. Rust responded that with the next slide, the Travis airspace envelope, Mayor Bogue is correct and most of Dixon and Rio Vista are not in the area effected and not given a responsibility for those issues.

Mayor Kott questioned whether the Travis Sphere of Influence affects the Rio Vista Airport airspace and if it is considered in any way.

Mr. Rust responded that they considered the jurisdictions that they were provided with at the beginning of the study. He noted that the conflict of airspace given the distance is typically left to the FAA per jurisdictional parameters and added that expansions to the Rio Vista Airport were not specifically evaluated.

Mr. Emlen added that it was part of the land use compatibility plan in the beginning, but the report deals more with issues on the ground as part of the study.

Mr. Rust added that there are quite a few items that are covered by the Solano County Airport Land Use Commission that don't have to be reconsidered in the TSS, wind turbines being one of the issues that was covered under the Airport Land Use Commission's plan, so these are not addressed individually in The TSS.

Mayor Bogue stated he was concerned something had been overlooked.

Mr. Rust continued stating there are 11 minor issues already covered, most were already covered by other plans or programs that had already been covered, such as the wind turbines and their effect on airspace. He explained there were 29 major issues identified within the 15 compatibility factors. In all there are 88 recommendations, some smaller and some larger. He noted that overall this area compared to other places they have completed similar studies have a lot of good mechanisms already in place to address compatibility and to protect the installation. He noted this TSS is a more refinement and proactive update such as the inclusion of bird/wildlife aircraft strike hazards which had been discussed before, but there are new activities to the East of the base where areas are being looked at for wildlife habitat development or water development which attracts birds. He also stated that communication protocols were usually one of the bigger things that they sought to accomplish with a compatibility study and Solano had a good record of having coordination with the installation. He noted they have suggested ways to refine coordination with shared data resources, establishing a military compatibility area, adding a staff representative from Travis AFB as a nonvoting technical advisor to the CCCC, land development in the APZs, and restricted airspace for unmanned aircraft. They have also discussed circulation issues at the front gate, several of which have been addressed in the two years they have been working on the JLUS/TSS. He also announced that signage has been approved and the proposed roundabout is in the process of getting county and state funding approval. He stated they are also considering how the enhanced use lease program may affect local areas.

Mayor Patterson asked several questions, 1) Define sustainability in this study, 2) To what extent do the recommendations go to secure a reliable water supply, 3) Local land use and economic action plan 4) Could biking be made easier and can shared bicycles be added, 5) Multi-modal options as not everyone leaves base in a car. 6) Human or environmental health, air, water etc. 7) Flight tracks, she enjoys the sounds of the aircraft flying over, according to the noise contour map they should not be flying over Benicia. She noted she does receive complaints from residents.

Mr. Rust responded that the noise contours show the usual paths, but they do sometimes fly over other areas due to traffic congestion or other factors. Mr. Emlen referred her to speak with base personnel regarding flights over Benicia.

Supervisor Sperring inquired once we adopt this tonight what happens next? Will there be a follow up report annually with the CCCC? He added that all seven cities should have been included as they will all be voting.

Mr. Rust responded that the next step would be establishing a committee to carry forward and make sure the recommendations were followed.

Supervisor Sperring also expressed interest in having a nonvoting representative of the base included at LAFCO.

Mr. Emlen responded that he believes including a nonvoting member of the base at LAFCO could be included in the recommendations as a condition of the CCCC.

Supervisor Sperring asked for an explanation of the use of short term, midterm and long term? He commented that high rise buildings should be immediate in his opinion and inquired who takes the lead on those actions? He noted he is hoping this will come back to the CCCC when everyone has had a chance to read this document and believes there will be more suggestions. He also noted he is receptive to accepting The TSS at the meeting but would like to make sure it is coming back to the CCCC in a year after they have had a chance to digest it and see what is working. He added there is a whole list of things he is concerned about, noting that housing was not addressed adequately. He expressed concerns that we are an affordable housing for the bay area and housing for the base needs to be absorbed.

Supervisor Vasquez inquired whether the policy committee could refine the recommendations or add items?

Mr. Rust responded that this document is not like a general plan with a whole process to make changes and that adjustments are expected, noting that the jurisdictions involved are encouraged to bring back stories to help refine the document. He added that the policy committee is important for the implementation.

Mayor Augustine commented that the \$1.6 billion economic engine that Travis AFB brings to the community is critical.

Supervisor Thomson noted that he and Supervisor Vasquez sit on other government boards and commissions that discuss thousands of acres of ecosystem restoration in

the Cache Slough and Yolo Bypass. He acknowledged these areas are outside the five-mile radius but added that birds don't recognize the distance factor. He stated there ought to be a concerted effort to get the state agencies and local entities together to be sure Travis AFB is protected.

Mr. Rust responded, it is not as refined as it should be. He noted that when you bring different organizations together, they have different goals. One may want to achieve superior training or flight safety, and another may want to optimize habitat protection and restorations. There are larger plans the base has been involved in, but he believes they collaborate more to be sure the different goals are better aligned.

A discussion ensued regarding the frequency that the committee will bring updated information to the CCCC in the future. Six months was suggested and agreed upon with the discussed items to be included in the document.

Colonel John Klein, Commander, 60th Air Mobility Wing, Travis AFB, thanked the CCCC for the partnership, cooperation, and coordination in addressing these issues. He noted that this was an extension of the Travis Land Use Compatibility Plan and picks up the issues that weren't covered. He commented this is huge for Travis AFB and he appreciated the support he gets from the community. Colonel Klein noted that from his perspective there are no contentious recommendations in the document. He noted the Air Force Community Partnership program had met recently and that they have recommendations that can be collaborated on also. Coordination with state and federal agencies is already going on, with the Department of Fish and Wildlife and the Department of Agriculture on the base. Colonel Klein noted here are already some wonderful connections to assist with these issues. He requested the policy committee look at the current committees and how to leverage those existing mechanisms to avoid redundancies in some areas. He closed with a sincere thank you for the relationship and taking such an interest in Travis AFB and national defense.

*A motion to approve the JLUS/TSS was made by Supervisor Sperring and seconded by Mayor Sanchez. The TSS was approved by a 12-0 vote.*

## **VI. Announcements**

There were no announcements.

**ADJOURNMENT:** The meeting was adjourned at 8:25 p.m. The next meeting date/time has not been determined and is being considered by the CCCC Subcommittee. An announcement will be made once it has been 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 recommends 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.