



Lou Ann Teixeira
Executive Officer

MEMBERS

Helen Allen
City Member
Federal Glover
County Member
Martin McNair
Public Member

Dwight Meadows
Special District Member
David A. Piepho
Special District Member

Rob Schroder
City Member

Gayle B. Uilkema
County Member

ALTERNATE MEMBERS

William Bristow
Public Member

George H. Schmidt
Special District Member

Mary N. Piepho
County Member

Don Tatzin
City Member

March 12, 2008 (Agenda)

Contra Costa Local Agency Formation Commission
 651 Pine Street, Sixth Floor
 Martinez, CA 94553

Proposed FY 2008-09 LAFCO Budget

Dear Members of the Commission:

BUDGET SUMMARY

The FY 2008-09 Proposed Budget (Attachment A) reflects an overall increase of \$10,500 or 1.45% over the FY 2007-08 budget. The increase is primarily attributable to salary and benefit cost of living adjustments. Included in the total appropriations for FY 2008-09 is an \$80,000 contingency reserve fund, which is comparable to the current year's reserve. FY 2008-09 funding is expected to remain comparable to the current fiscal year. Details regarding expenditures and revenues are presented below.

EXPENDITURES

The expense portion of the budget is divided into three main objects: Salary and Benefits, Services and Supplies, and Contingency. The total appropriations for FY 2008-09, as compared to the current year budget, reflect an overall increase of \$10,500 or 1.45%.

Salary and Benefits

In FY 2007-08, the Commission maintained a staffing level of two full-time employees; no increase in LAFCO staffing is proposed in FY 2008-09.

The amount budgeted in FY 2007-08 for salary and benefits is \$297,783; the projected 2007-08 expenditures will be approximately \$302,816. The difference is attributable to unanticipated increases in employee salaries, group insurance and workers compensation costs.

Salaries and employee benefits comprise approximately 45% of the total appropriations. The Proposed FY 2008-09 Budget includes a Salary and Benefits appropriation of \$332,278, which reflects an increase of \$29,462 or 10% over FY 2007-08 estimated expenditures. The increase is primarily attributable to anticipated salary and benefit adjustments, and upgrading the LAFCO Clerk position. LAFCO staff participates in the County retirement and benefit programs, which provide for economies of scale.

As proposed, staff support to the Commission will be supplemented by outsourcing a number of functions including website maintenance, financial auditing, planning and environmental services. In addition, we will continue to rely on the County to provide fiscal, drafting, mapping and legal services. Outsourcing these activities avoids costs associated with adding permanent staff and acquiring additional office space and equipment.

Services and Supplies

It is projected that current year costs for Services and Supplies will exceed the budgeted amount by approximately \$15,783 or 5%. This is primarily due to increased costs associated with communications, legal notices (MSRs), building occupancy, data processing, and filing fees. Also, due to delays in the MSRs/SOI updates, we experienced some consultant carry-over costs.

The Proposed FY 2008-09 Budget for Services and Supplies is \$294,405, or approximately \$70,311 less than the estimated expenses for FY 2007-08. The difference is primarily due to a decrease in *Professional and Specialized Services* and the anticipated completion of the baseline (round one) MSRs/SOI updates.

Contingency Reserve Fund

Last year, the Commission approved an appropriated reserve of \$80,000 for unanticipated expenses (i.e., special studies, potential litigation, etc.). This contingency does not accrue, and is re-appropriated each year.

Staff recommends that the Commission continue to maintain an appropriated contingency reserve of \$80,000, which represents approximately 11% of the total appropriations and is consistent with prior years.

Alamo Incorporation

The FY 2008-09 budget includes both expenses and revenues associated with processing the Alamo incorporation proposal. The costs are associated with preparing the Comprehensive Fiscal Analysis and Initial Study (CEQA). LAFCO and the incorporation proponents have entered into a fee agreement which requires that the proponents pay for the various studies associated with an incorporation proposal; thus, these expenses are revenue neutral.

LAFCO as a Separate Operating Fund

In accordance with State law, the Commission adopts its own budget. For accounting purposes, LAFCO is a separate operating fund within the County's financial system. LAFCO staff continues to work with the County to segregate the LAFCO funds, as some of our expenses (i.e., salary and benefits) continue to be charged to a County General Fund account.

FINANCING SOURCES

Sources of financing consist of charges for services (i.e., application processing), the available year-end fund balance, miscellaneous revenues (e.g. interest earnings), and revenues received from the County, cities and independent special districts.

Charges for Service

The FY 2007-08 budget includes \$57,000 in proposal processing fees. The FY 2007-08 estimate is \$86,445, which exceeds the budgeted amount by approximately \$29,445 (52%). The projected processing fees for FY 2008-09 are \$60,000. This amount is based on a six-year historical average.

Fund Balance

Section 56381(c) of the Government Code provides "If at the end of the fiscal year, the Commission has funds in excess of what it needs, the Commission may retain those funds and calculate them into the following fiscal year's budget."

The fund balance is currently unknown and will be calculated at year end (typically by September-October). However, based on the projected revenues and expenses for FY 2007-08, it is estimated that the fund balance will be approximately \$94,922.

The LAFCO fund balance, or any portion thereof, can be used as follows:

- To offset the FY 2008-09 revenues, thereby reducing the revenues to be collected from the funding agencies (County, cities and special districts), or
- To be placed in a reserve account, separate from the recommended \$80,000 contingency reserve that is appropriated each year.

The FY 2008-09 budget, as proposed, provides that the fund balance be used to offset FY 2008-09 revenues.

Interest Earnings

In November 2006, the Commission initiated an investment policy and directed LAFCO staff to work with the County Treasurer to invest the appropriate level of LAFCO funds.

The FY 2007-08 budget included an estimate of \$13,000 in anticipated interest earnings. Based on the recent investment activity, the FY 2007-08 projection of investment earnings is approximately \$20,000. The FY 2008-09 budget includes an estimate of \$13,000 in investment income, which reflects current market interest rates.

Revenues Received from the County, Cities and Independent Special Districts

After processing fees, available fund balance and miscellaneous revenues, the balance of LAFCO's financial support comes from local governmental agencies. The CKH Act requires that the net operational costs of LAFCO be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. Government Code §56381 (Attachment B) describes how the County Auditor is to make the apportionment and collect the revenues once LAFCO adopts a Final Budget.

As indicated above, overall budget is expected to increase slightly by approximately 1.45%. This factor, coupled with the proposed use of the available fund balance, is expected to reduce the agency contributions slightly for FY 2008-09. The amount of revenue from other government agencies required to fund the FY 2007-08 budget was \$541,308. As proposed, the

amount of revenue from other government agencies needed to fund the FY 2008-09 budget will be approximately \$538,761.

GENERAL DISCUSSION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (“CKH Act”) requires that each LAFCO adopt a proposed budget by May 1 and a final budget by June 15. In accordance with the 2008-09 Budget Schedule approved by your Commission in February, the hearing for the Proposed Budget is scheduled for March 12, and the hearing for the Final Budget is scheduled for May 14. The time between these Commission actions is to allow for review and comment by agencies that fund LAFCO and the general public.

Major LAFCO Responsibilities

LAFCO receives its authority and obligations from the CKH Act. Included among LAFCO’s major responsibilities are:

- Act on proposals for incorporation of cities; formations, dissolutions, consolidations and mergers of special districts; and annexations and detachments of territory to and from cities and special districts.
- Establish, review and update spheres of influence (SOIs) for cities and special districts.*
- Conduct municipal service reviews (MSRs) prior to or in conjunction with establishing or updating SOIs.*
- Perform special studies relating to services and make recommendations about consolidations, mergers or other governmental changes to improve services.
- Act on requests for out-of-agency service extensions.
- Serve as the Lead or Responsible Agency for compliance with the California Environmental Quality Act (CEQA).
- Serve as the conducting authority to conduct protest hearings relating to boundary changes.*
- Provide public information about LAFCO and public noticing of pending LAFCO actions.*
- Establish and maintain a website.*
- Adopt written policies and procedures.*
- Appoint an Executive Officer and Legal Counsel.
- Adopt an annual budget.*

* These are new responsibilities as of January 1, 2001.

Highlights of FY 2007-08

The following represents some of the major accomplishments of the Commission this year:

- Completed countywide Health Care Services MSR and SOI updates
- Completed East County Water/Wastewater MSR and updated a number of district SOIs
- Conducted Public Hearing on Final Draft Central County Water/Wastewater MSR and will consider approval of MSR report and SOI updates on March 12, 2008
- Will conduct public workshop on West County Water/Wastewater MSRs and SOI updates in April 2008
- Anticipate completion of countywide water/wastewater MSRs and SOI updates by June 2008

- Issued Requests for Proposals (RFPs) for preparation of a Comprehensive Fiscal Analysis (CFA) and Initial Study in conjunction with the proposed Alamo Incorporation, and for LAFCO planning services; entered into contracts with CFA and planning consultants
- Generated two 2007 CALAFCO Annual Achievement Awards
- Approved the FY 2005-06 Financial Audit
- Completed a comprehensive overhaul of the LAFCO personnel system, including verification of the status of LAFCO employees, and adoption of a benefit plan, salary plan and job descriptions for LAFCO employees
- Reviewed and approved various updates and revisions to the Commissioner Handbook, application processing procedures, and fee schedule
- Adopted AB 745 Financial Disclosure Policy
- Instituted a Customer Feedback Program to measure and enhance customer service
- Reviewed and approved a number of boundary and SOI changes including the CCCSD Alhambra Valley Annexation and Town of Discovery Bay SOI amendment
- Reviewed and approved various other requests including activation of latent powers and out of agency service

There are currently a number of boundary change applications pending, including the following: City of Pittsburg Mirant Power Plant Reorganization, Northeast Antioch Reorganization, Sky Ranch II Reorganization, and the proposed incorporation of the Town of Alamo.

FY 2008-09 Work Plan

The work plan recommended for FY 2008-09 anticipates completion of the sub-regional MSRs and corresponding SOI updates and other major projects and activities as summarized below.

- Complete sub-regional MSRs and SOI updates by August 2008
- Initiate second round MSRs as discussed below
- Continue comprehensive update to Commissioner Handbook including revisions/additions to annexation, SOI, water, agriculture and environmental justice policies, along with development of CEQA Guidelines
- Complete FY 2006-07 Financial Audit
- Conduct CEQA and LAFCO 101 workshops

In addition to the above, LAFCO staff will continue to provide the following ongoing services:

- *Administration* – Day-to-day and administrative tasks including Commission meeting management, records retention, purchasing, budgeting, contract management, etc.
- *Proposal Processing* – Proposal processing typically includes pre-application consultations, attending meetings, providing routine responses to proposal-related inquiries, project research and analysis, staff report preparation and public hearings, final filing and related paperwork. Since July 1, 2007, LAFCO has taken action on 12 proposals. By the end of FY 2007-08, it is estimated that the Commission will have reviewed and acted on approximately 25 boundary change proposals. It is anticipated that the number of proposals processed in

FY 2008-09 will be comparable to FY 2007-08. In addition, LAFCO staff is currently processing an incorporation application, which requires significant staff time and resources.

- *Communications* – Communication involves public presentations, noticing, media relations, progress reporting, website management, and networking with other agencies (e.g., County, cities, special districts, ABAG, CALAFCO, Grand Jury), community and business organizations, and the general public.
- *Training* – Participation in CALAFCO and related training.
- *Special Projects* – Conduct special studies and projects as directed by the Commission.

Status of Municipal Service Reviews/Sphere of Influence Updates

In February 2006, the Commission approved an MSR/SOI workplan and timeline. The workplan provides for a two-tiered approach to complete the baseline (round one) MSR/SOI updates for the 19 cities and approximately 30 remaining special districts by 2008 (Attachment C).

The approach involves conducting *countywide* MSR/SOI updates for health care, water and wastewater services, and *sub-regional* reviews (East, West and Central County) for the city general services and a number of the remaining special districts, using a combination of outside consultants and LAFCO staff.

Dudek was hired to prepare the countywide health care and water/wastewater as well as the Central and West County sub-regional MSR/SOI updates. To date, Dudek has completed the Health Care, East and Central County Water/Wastewater MSR/SOI updates. The firm is currently drafting the West County Water/Wastewater and Central and West County sub-regional reviews, which are expected to be presented to the Commission in the coming months.

Braitman & Associates and Graichen Consulting are assisting with the East County sub-regional reviews, which are expected to be presented to the Commission this Spring.

In 2003-04, LAFCO completed MSR/SOI updates for a number of special districts, including cemetery districts, County Service Areas, fire districts, park and recreation districts, and reclamation districts.

The Government requires that LAFCO review and update every five years the SOIs for local agencies and prepare corresponding MSRs.

Consequently, it is time to initiate updates for those MSRs prepared in 2003-04. The Commission may choose to prepare simple updates by surveying the local agencies and requesting basic updates and/or the Commission may choose to prepare more comprehensive reviews for some of these agencies, particularly those that provide essential infrastructure services such as fire and flood control (reclamation).

Staff recommends that the Commission consider more comprehensive reviews for the fire and reclamation districts, and simple updates for the remaining districts previously reviewed in 2003-04. The proposed 2008-09 budget contains the appropriate funding to accomplish this.

In conclusion, the Commission and LAFCO staff continue to exercise fiscal prudence, and recognize the economic realities of the times and the current constraints on local government.

Approval of the proposed budget will not only enable the Commission to perform its core responsibilities effectively, but to also complete the baseline MSR/SOI updates.

RECOMMENDATIONS

1. Receive the staff report and open the public hearing to accept testimony on the Proposed FY 2008-09 LAFCO Budget,
2. After receiving public comments close the hearing,
3. After Commission discussion, adopt the Proposed Budget for FY 2008-09, with any desired changes, and authorize staff to distribute the Proposed Budget to the County, cities and independent special districts as required by Government Code Section 56381, and
4. Schedule a public hearing for May 14 to adopt the Final FY 2008-09 LAFCO Budget.

Respectfully submitted,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

Attachment A – Proposed FY 2008-09 LAFCO Budget
Attachment B – Government Code §56381
Attachment C – MSR/SOI Updates

CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

PROPOSED BUDGET FOR FISCAL YEAR 2008-09

<u>Account name and number</u>	<u>FY 2007-08</u> <u>Final Budget</u>	<u>FY 2007-08</u> <u>Estimated</u>	<u>FY 2008-09</u> <u>Proposed</u>
Salaries and Employee Benefits			
Permanent Salaries– 1011	\$ 167,362	\$ 173,535	\$ 192,485
Deferred Comp Cty Contribution - 1015	\$ 300	\$ 88	\$ 100
FICA- 1042	\$ 13,634	\$ 13,159	\$ 13,178
Retirement – Pre 1997 Employee - 1043	\$ 1,000	\$ 878	\$ 900
Retirement expense- 1044	\$ 60,977	\$ 59,733	\$ 68,848
Employee Group Insurance- 1060	\$ 29,852	\$ 30,933	\$ 31,224
Retiree Health Insurance- 1061	\$ 22,117	\$ 21,713	\$ 22,551
Unemployment Insurance- 1063	\$ 320	\$ 350	\$ 356
Workers Comp Insurance- 1070	\$ 2,221	\$ 2,427	\$ 2,636
Total Salaries and Benefits	\$ 297,783	\$ 302,816	\$ 332,278
Services and Supplies			
Office Expense- 2100	\$ 6,500	\$ 6,013	\$ 6,700
Publications -2102	\$ 300	\$ 284	\$ 300
Postage -2103	\$ 2,800	\$ 2,255	\$ 3,000
Communications - 2110	\$ 130	\$ 200	\$ 220
Tele Exchange Services 2111	\$ 1,100	\$ 863	\$ 1,100
Minor Furniture/Equip - 2131	\$ 1,000	\$ 600	
Minor Comp Equipment - 2132	\$ -	\$ 558	\$ 1,000
Pubs & Legal Notices 2190	\$ 1,000	\$ 2,843	\$ 3,000
Memberships - 2200	\$ 5,500	\$ 5,500	\$ 7,000
Bldg Occupancy Costs - 2262	\$ 7,531	\$ 8,440	\$ 8,048
Other Travel Employees – 2303	\$ 18,000	\$ 14,526	\$ 21,000
Prof & Spec Services – 2310	\$ 299,443	\$ 316,432	\$ 236,050
Contracted Temp Help - 2314 (Web)	\$ 1,680	\$ 1,680	\$ 1,980
Data Processing Services - 2315	\$ 3,000	\$ 3,695	\$ 4,000
Data Processing Security - 2326		\$ 145	\$ 147
Telephone - 2335	\$ 145	\$ -	\$ -
Other Inter-Dept Costs - 2340	\$ 270	\$ 332	\$ 360
Filing Fees - 2490		\$ 350	\$ 500
Total Services & Supplies	\$ 348,399	\$ 364,716	\$ 294,405
Other Charges			
Overdraft charges - 3520	\$ -	\$ 327	\$ -
Alamo Inc CFA - 2328	\$ -	\$ 44,000	\$ 30,000
Total Other Charges		\$ 44,327	\$ 30,000
Total Expenditures	\$ 646,182	\$ 711,859	\$ 656,683
Contingency Reserve	\$ 80,000		\$ 80,000
TOTAL APPROPRIATIONS	\$ 726,182	\$ 711,859	\$ 736,683
Revenues			
Agency contributions - 9500 & 9800	\$ 541,242	\$ 541,308	\$ 538,761
Application & other fees	\$ 57,000	\$ 86,445	\$ 60,000
Interest Earnings	\$ 13,000	\$ 20,089	\$ 13,000
Alamo Inc CFA - 9877		\$ 44,000	\$ 30,000
Fund Balance	\$ 114,939	\$ 114,939	\$ 94,922
TOTAL FINANCE SOURCES & REVENUE	\$ 726,181	\$ 806,781	\$ 736,683

ANNUAL BUDGET

56381. (a) The commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter. The commission shall transmit its proposed and final budgets to the board of supervisors***, to each city ***, **and** to each independent special district ***.

Transmission of budget**Apportionment by auditor**

(b) After public hearings, consideration of comments, and adoption of a final budget by the commission pursuant to subdivision (a), the auditor shall apportion the net operating expenses of a commission in the following manner:

Commissions with city and district representation

(1) (A) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs.

(B) The cities' share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

(C) The independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. Except as provided in subparagraph (D), an independent special district's total revenue shall be calculated for nonenterprise activities as total revenues for general purpose transactions less revenue category aid from other governmental agencies and for enterprise activities as total operating and nonoperating revenues less revenue category other governmental agencies, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies, representing a majority of their combined populations. For the purposes of fulfilling the requirement of this section, a multicounty independent special district shall be required to pay its apportionment in its principal county. It is the intent of the Legislature that no single district or class or type of district shall bear a disproportionate amount of the district share of costs.

(D) (i) For purposes of apportioning costs to a health care district formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code that operates a hospital, a health care district's share, except as provided in clauses (ii) and (iii), shall be apportioned in proportion to each district's net from operations as reported in the most recent

edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development, as a percentage of the combined independent special districts' net operating revenues within a county.

(ii) A health care district for which net from operations is a negative number may not be apportioned any share of the commission's operational costs until the fiscal year following positive net from operations, as reported in the most recent edition of the hospital financial disclosure report form published by the Office of Statewide Health Planning and Development.

(iii) A health care district that has filed and is operating under public entity bankruptcy pursuant to federal bankruptcy law, shall not be apportioned any share of the commission's operational costs until the fiscal year following its discharge from bankruptcy.

(iv) As used in this subparagraph "net from operations" means total operating revenue less total operating expenses.

(E) Notwithstanding the requirements of subparagraph (C), the independent special districts' share may be apportioned by an alternative method approved by a majority of the districts, representing a majority of the combined populations. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

(F) Notwithstanding the requirements of subparagraph (C), no independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district as otherwise provided in this section. In those counties in which a district's share is limited to 50 percent of the total independent special districts' share of the commission's operational costs, the share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equals the share apportioned by the auditor to independent special districts.

Commissions without district representation

(2) In counties in which there is no independent special district representation on the commission, the county and its cities shall each provide a one-half share of the commission's operational costs. The cities' share shall be apportioned in the manner described in paragraph (1).

Counties with no cities

(3) In counties in which there are no cities, the county and its special districts shall each provide a one-half share of the commission's operational costs. The independent special districts' share shall be apportioned in the manner described for cities' apportionment in paragraph (1). If there is no independent special district representation on the commission, the county shall pay all of the commission's operational costs.

Alternative apportionment

(4) Instead of determining apportionment pursuant to paragraph (1), (2), or (3), any alternative method of apportionment of the net operating expenses of the commission may be used if approved by a majority vote of each of the following: the board of supervisors; a majority of the cities representing a majority of the total population of cities in the county; and the independent special districts representing a majority of the combined total population of independent special districts in the county. However, in no event shall an individual district's apportionment exceed the amount that would be calculated pursuant to subparagraphs (C) and (D) of paragraph (1), or in excess of 50 percent of the total independent special districts' share, without the consent of that district.

Auditor requests payment by July 1

(c) After apportioning the costs as required in subdivision (b), the auditor shall request payment from the board of supervisors and from each city and each independent special district no later than July 1 of each year for the amount that entity owes and the actual administrative costs incurred by the auditor in apportioning costs and requesting payment from each entity. If the county, a city, or an independent special district does not remit its required payment within 60 days, the commission may determine an appropriate method of collecting the required payment, including a request to the auditor to collect an equivalent amount from the property tax, or any fee or eligible revenue owed to the county, city, or district. The auditor shall provide written notice to the county, city, or district prior to appropriating a share of the property tax or other revenue to the commission for the payment due the commission pursuant to this section. Any expenses incurred by the commission or the auditor in collecting late payments or successfully challenging nonpayment shall be added to the payment owed to the commission. Between the beginning of the fiscal year and the time the auditor receives payment from each affected city and district, the board of supervisors shall transmit funds to the commission sufficient to cover the first two months of the commission's operating expenses as specified by the commission. When the city and district payments are received by the commission, the county's portion of the commission's annual operating expenses shall be credited with funds already received from the county. If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget. If, during the fiscal year, the commission is without adequate funds to operate, the board of supervisors may loan the commission funds. The commission shall appropriate sufficient funds in its budget for the subsequent fiscal year to repay the loan.

Commission determines collection method

Cost of collections

Board of supervisors transmits funds

Provision for loan to commission

(Amended by Stats. 2007, Ch. 244.)

Contra Costa LAFCO
Municipal Service Reviews/Sphere of Influence Updates
March 4, 2008

Attachment C

****Healthcare Services- COMPLETED - August 2007***

****Water/Wastewater Services*** (includes 9 cities, 15 special districts, and misc agencies)

- Aug 2006 – Initiated countywide MSR/data request for all water/wastewater reviews
- *East County Agencies*
 - Aug/Sept 2007 – Release internal draft reports to affected agencies for review
 - Oct 2007 – Present preliminary draft to Commission for preview and initial comments
 - Oct 2007 - Release Public Review Draft for 21-day public comment period
 - Dec 2007 - ***Commission accepted Final MSR report, made the required determinations and updated SOIs for the following districts: CSA M-28, DWD, and ISD.*** Action was deferred on SOI updates for DDS and ECCID pending receipt of additional information, and on city SOI updates pending completion of sub-regional MSRs
 - Mar 2008 – Commission to consider SOI update for ECCID (**pending approval**)
 - Apr 2008 – Commission to consider SOI update for DDS
- *Central County Agencies*
 - Nov 2007 - Release internal draft reports to affected agencies for review
 - Dec 2007 - Present preliminary draft to Commission for preview and initial comments
 - Dec 2007- Release Public Review Draft for 21-day public comment period
 - Feb 2008 - Presented Final Draft to Commission to adopt MSR determinations and SOI updates; Commission deferred action and requested additional analysis and SOI options
 - Mar 2008 – Present Final Draft to Commission (**pending approval**)
- *West County Agencies*
 - Feb 2008 - Release internal draft reports to affected agencies for review
 - Apr 2008 - Present preliminary draft to Commission for preview and initial comments
 - Apr 2008 - Release Public Review Draft for 21-day public comment period
 - June 2008 - Present Final Draft to Commission and request adoption of MSR determinations

****East County Sub-Regional Reviews*** (includes 4 cities, 4 special districts)

- Sept 2006 - Initiated MSR/data request
- Mar 2008 - Release internal draft report to affected agencies for review
- Apr/May 2008 - Present preliminary draft to Commission for review and comment
- Apr/May 2008 - Release Public Review Draft for 21-day public comment period
- May/June 2008 - Present Final Draft to Commission and request approval and SOI actions

****Central County Sub-Regional Reviews*** (includes 10 cities, 1 special district)

- Apr 2007 - Initiated MSR/data request
- Apr 2008 - Release internal draft report to affected agencies for review
- May 2008 - Present preliminary draft to Commission for review and comment
- May 2008 - Release Public Review Draft for 21-day public comment period
- July 2008- Present Final Draft to Commission and request approval and SOI actions

****West County Sub-Regional Reviews*** (includes 5 cities, 5 special districts)

- Apr 2007 - Initiated MSR/data request
- May 2008 - Release internal draft report to affected agencies for review
- June 2008 - Present preliminary draft to Commission for review and comment
- June 2008 - Release Public Review Draft for 21-day public comment period
- Aug 2008 - Present Final Draft to Commission and request approval and SOI actions

Dates are tentative and subject to change