



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
April 11, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Russell Watts, Treasurer-Tax Collector; Carrie Ricci, Deputy PW Director; Cynthia Shehorn, PW Purchasing Svcs Mgr; Maureen Parkes, DCD; Maureen Toms, Deputy DCD Director; Lara DeLaney, Sr. Deputy CAO; Jill Ray, District II Supervisors Office; Dawn Morrow, District III Supervisors Office; Denny Reigle; Larry Fernandes; Ken Miller; Elissa Robinson; Unidentified Caller 1; Unidentified Caller 2

1. Introductions

Chair Burgis called the meeting to order at 10:32 a.m. and introduced the Committee.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the March 14, 2022 IOC meeting.

The record of action for the March 14, 2022 IOC meeting was approved as presented.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

4. INTERVIEW the following three candidates for the BOS Member Alternate, Public 1 and Public 2 seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration:

Since there were three qualified applicants for three vacant seats, the Committee dispensed with interviews and decided to recommend the reappointment of Dennis Reigle to the Public Representative 1 seat, appointment of Larry Fernandes to the Public Representative 2 seat, and appointment of Kenneth Miller to the Board of Supervisors Alternate Representative seat, all to four-year terms beginning May 1, 2022 and ending April 30, 2026.

Mr. Miller stated that he would have to give further consideration to serving as an alternate committee member, as he understood that he applied for a primary committee seat. Staff requested that Mr. Miller notify Mr. Watts no later than April 20, 2022 to either accept or decline

the IOC's nomination. Should Mr. Miller decline the nomination, staff will open a new recruitment to fill the Alternate seat.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

5. ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2021.

Cynthia Shehorn presented the staff report, describing the County's SBE and Outreach Program policies and objectives, the definition of a small business enterprise, and County performance for the period July through December 2021. She highlighted departments that reached or exceeded objectives in each of the purchasing categories: professional/personal services contracts, purchasing, and construction contracts. She noted that no transactions were subject to the Local Bid Program during the reporting period.

The Committee asked what kind of impact COVID had on the County's performance under the purchasing programs and what additional outreach might be done to improve outcomes. Ms. Shehorn stated that performance declined during the pandemic because departments opted to obtain goods and services in the most expeditious and reliable manner, which provided less time to engage and evaluate new vendors. She advised that she had attended meetings of the city mayors, was analyzing how much County purchasing was being directed to each city, and was working with key department staff to update County forms and the County website.

The Committee accepted the report and directed staff to forward the report to the Board of Supervisors.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

6. CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2022 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$50,325, and determine recommendations for Board of Supervisors consideration.

Maureen Parkes presented the staff report and recommendations, and updated the annual revenue figures to reflect that less than \$3,500 had been received so far in FY 21-22. Due to the sharp decline in revenues, the Fish & Wildlife Committee chose not to recommend exhaustion of the current fund balance but rather conservation of it to permit valuable programs to continue to future fiscal years. Vice Chair Andersen commented that reduced revenues may be a result of court closures during the pandemic and agreed that revenues should be conserved to be made available in future years.

An unidentified caller commented that a Bay Area city was grappling with a geese overpopulation problem and wondered if this county had such a problem that could be addressed with these funds. Vice Chair Andersen responded that the city in question is Santa Clara. She noted that geese have sometimes been a problem in some south Contra Costa communities and that a program called "Goosebusters" has served to successfully relocate geese within fish and game guidelines.

Ms. Parkes stated that such a program would likely fall under the permitted uses of restricted fish and game funds, should such application for them be made, and directed the caller to the list of requested and recommended programs attached to the staff report.

The Committee accepted the staff report, approved the recommendations as presented, and directed Committee staff to forward the recommendations to the Board of Supervisors.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

7. The next meeting is currently scheduled for May 9, 2022.
8. ***Chair Burgis adjourned the meeting at 11:08 a.m.***

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 04/11/2022
Subject: RECORD OF ACTION FOR THE MARCH 14, 2022 IOC MEETING
Submitted For: Monica Nino, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 655-2056

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the March 14, 2022 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the March 14, 2022 IOC meeting.

Fiscal Impact (if any):

None.

Agenda Attachments

DRAFT IOC Record of Action for 3-14-22

Minutes Attachments

DRAFT IOC Record of Action for 3-14-22



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 14, 2022

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Monica Nino, County Administrator; Julie DiMaggio Enea, Staff

Attendees: Bob Campbell, Auditor-Controller; Lara DeLaney, Sr. Deputy CAO; Tim Ewell, Chief Asst. CAO; Sandra Bewley, Chief Auditor; Monica Carlisle, Sr. CAO Mgmt Analyst; Lea Castleberry, District III Supervisors Office; Joe Yee, Deputy Public Works Director; Jill Ray, District II Supervisors Office; Lauren Hull, Clerk of the Board's Office; Frank Jones; Patt Young; Barbara Goldstein; "Marsh Family"; Ben Miyaji; Lauren Weston; Robin Moore; Jenny Balisle; Dennisha Marsh; Colleen Awad; Beverly Kumar; Silvia Ledezma; Roger Renn; Lanita Mims-Beal; Brendan Havenar, Daughto...; Amanda Rawson; Dawn Lopshire; Unknown Caller 1; Unknown Caller 2

DRAFT

1. Introductions

Chair Burgis called the meeting to order at 10:30 a.m.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the February 14, 2022 IOC meeting.

Chair Burgis approved the Record of Action for the February 14, 2022 meeting as presented. Supervisor Andersen abstained because she was absent from the February 14 meeting.

AYE: Chair Diane Burgis

Other: Vice Chair Candace Andersen (ABSTAIN)

4. RECOMMEND to the Board of Supervisors the reappointment of Victoria Smith and the appointment of Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026.

CONSIDER options for filling the remaining seat and PROVIDE direction to staff:

- Direct staff to continue to recruit until the vacant seat can be filled, and/or
- Recommend that the Board appoint a Board of Supervisors member to the vacant seat.

The Committee approved the recommendation to reappoint Victoria Smith and appoint Joe Doser to the Local Enforcement Agency Independent Hearing Panel to terms that will expire on March 31, 2026 for Board of Supervisors consideration, and directed staff to continue recruiting to fill the remaining vacancy.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

5. INTERVIEW applicants for the At Large seat of the Los Medanos Health Advisory Committee for an initial term to commence upon the dissolution of the Los Medanos Community Healthcare District and end on December 31, 2023, and DETERMINE recommendation for Board of Supervisors consideration:

Frank Jones (Concord, but serves District residents)
Patt Young (Pittsburg, former LMCHD Board of Directors member)
Dennisha Marsh (Pittsburg, former LMCHD Board of Directors member)

The Committee interviewed as a group three applicants for the At Large seat vacancy: Frank Jones, Patt Young and Dennisha Marsh. At the conclusion of the interview, the Committee was divided between the two applicants Ms. Young and Ms. Marsh for the vacant seat. Both applicants had served on the former LMCH District Board.

County Auditor-Controller Bob Campbell advised that his office was still winding down the affairs of the former district in preparation for the transition to the County. He suggested that the Committee may wish to delay taking action to fill the At Large seat until its April meeting, to allow the transition to be completed, which he expected would occur in a few weeks. Chief Asst. County Administrator Tim Ewell advised that while there is some urgency to establish the new committee, it is not urgent to fill the At Large seat since the City of Pittsburg, the Bay Point MAC and the Health Services Department are expected to have their representatives identified for Board consideration on March 29.

The Committee learned from Mr. Ewell that an Alternate seat had not been proposed for the new committee but could be if that was the IOC's recommendation. The IOC decided that it would recommend that the Board of Supervisors create an Alternate seat and appoint Ms. Marsh to the At Large seat and Ms. Young to the Alternate seat.

An unidentified caller spoke in support of Ms. Marsh's appointment but was concerned about Ms. Marsh's statement that she distrusted the County. The caller said a successful appointee must be able to empathize with both the County and the community. She appreciated the Supervisors' incorporation of both Ms. Marsh and Ms. Young with the new committee. She expressed concern about food insecurity and the need for fresh fruits and vegetables in East County.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

6. ACCEPT report on the Auditor-Controller's audit activities for 2021 and APPROVE the proposed schedule of financial audits for 2022.

Supervising Auditor/Accountant Sandra Bewley presented the staff report. She highlighted that the Auditor completed and issued 22 of the 33 scheduled audits with 8 more near completion and 3 held over to the new year due to the pandemic and implementation of new financial reporting software. She described some of the most comment audit findings.

Ms. Bewley said that the number of audits planned for 22/23 has been condensed due to the Auditor's implementation of the Workday financial system project. She noted that the Audit Division also assists with preparation of the Comprehensive Annual Financial Report and oversees the conduct of the Countywide Single Audit.

Chair Burgis asked about resources available to departments on best financial practices. Ms. Bewley said that the Auditor's office is always available as a resource as well as written policies and procedures.

An unidentified caller questioned a fund used by a local school district that was described to her as a "pass through" fund, purportedly at the direction of the County. The speaker said she was suspicious of any fund labeled in a non-specific way.

Auditor-Controller Bob Campbell and Ms. Bewley explained that a pass-through is used to describe a relationship in which an agency acts as a fiscal agent to pass funds from one level of government to another, all subject to audit. For example, the State of California may serve as a fiscal agent to pass federal funding through to local government, and the Office of Education may pass State funds through to the school districts for payroll and other costs. Lacking any more specific information, Mr. Campbell could only explain in general terms but could explain more specifically if more information was provided. He noted that some of these funds have been in existence for more than 35 years.

Vice Chair Andersen also noted that the school districts are not under the jurisdiction of counties, and that pass-through funds cannot be spent generally but are restricted to their original purposes.

The Committee accepted the staff report and directed committee staff to forward it to the Board of Supervisors for information.

AYE: Chair Diane Burgis

Vice Chair Candace Andersen

7. RECEIVE the 2020/21 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Deputy Public Works Director Joe Yee presented the annual report that was prepared by former Fleet Services Manager Carlos Velasquez. Mr. Yee presented the highlights: Public Works purchased 29% fewer vehicles in FY 2020-21 due to reduced staff travel and supply chain issues resulting from the pandemic. He identified 53 underutilized vehicles as compared to only 5 the previous year, due to County staff working remotely. He expects the County will be keeping cars longer due to shortages in new vehicles.

Mr. Yee reported that two County Administrative Bulletins (#507 and 508) were recently updated to redefine Zero Emission Vehicle (ZEV) to mean electric, hydrogen fuel cell and plug-in hydroelectric vehicles, with the goal of further greening the County fleet. The remaining challenge is a shortage of charging stations. The County's Sustainability Fund will help to facilitate the County's transition to ZEVs. Funding will become available in April 2022 but planning and acquisition will likely delay action for many months.

In anticipation of the transition, Public Works has been ordering new EVs with fast charge ports. The 230+ mileis range of the newer EVs decrease "range anxiety" of staff, leading to greater adoption.

Chair Burgis asked if Public Works is able to calculate the difference between cost of electricity and gas for these vehicles. Mr Yee replied that EVs are generally cheaper in terms of both energy and vehicle maintenance costs.

An unidentified caller commented that it is disingenuous to present a report prepared by staff who no longer work for the County. She complained that the report does not provide data on actual costs or savings, but rather expresses the presenter's opinion. She said the report failed to address the amount of time needed to charge the vehicles and how the charging would be accomplished. She asked that the report be revised to address her concerns and brought back for action at a later date.

The Committee explained the utility of the report, thanked Mr. Yee, accepted the report, and directed committee staff to forward it to the Board of Supervisors for information.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

8. ACCEPT Phase One Interim Report for the Arts and Culture Prospectus and PROVIDE direction to staff regarding the potential dissolution of the Arts and Culture Commission and re-organization of an Arts Council for Contra Costa County.

Sr. Deputy CAO Lara DeLaney presented the staff report and explained that what was being presented could have significant consequences on the organization of the body going forward. She described the current composition of the Arts and Culture Commission (Commission). She noted the six Commissioner resignations and also the resignations of the managing director and Senior Deputy CAO with oversight of the Commission. She reviewed the options described in the staff report and itemized the various attachments to the staff report.

Ms. DeLaney introduced consultant Barbara Goldstein, who prepared a prospectus on the Commission. Ms. Goldstein explained that the lack of leadership and of a functioning Commission hindered development of the prospectus. She described her methodology for preparing the prospectus and some of the challenges she encountered. She recommended suspending the Commission and doing an indepth study to determine the best way to manage the County assets for cultural activities. She said it was unusual to have a volunteer body handling public money. She recommended that the process wait until professional staff was appointed to guide the process.

Chair Burgis pointed out some errors in the consultant report and described her challenges in filling her District seat vacancy on the Commission.

Vice Chair Andersen expressed her disappointment in the disintegration of the Commission and her desire to focus on finding the best way to move forward. She preferred Option 1 because it offers a fresh start. She liked the idea of a public/private partnership that can do more than what a public commission could do.

Chair Burgis observed the problems that have arisen when several County commissions strayed from their advisory role.

Public Comment:

The following three people spoke in favor of Option 1:

- ***Silvia Ledezma (written comments attached)***
- ***Jenny Balisle (written comments attached)***
- ***Ben Miyaji commented about the high number of resignations from the Commission, few meetings, and flat funding.***

Lanita Mims-Beal commented that East County has a vibrant arts culture. She said she is also a member of the Women's Commission and cannot understand why these bodies cannot function as expected.

Roger Renn commented that Option 1 is not a 'silver bullet' but asked the County to appoint a diverse arts/culture steering committee to create a 10-year cultural plan to avoid creation of cultural deserts in lower income communities.

Amanda Rawson apologized for errors in the consultant report but explained that the resources and support were very limited and hindered information gathering.

The Committee decided to recommend Option 1 to the Board of Supervisors and directed County

Administrator staff to forward the recommendation to the Board of Supervisors for further consideration.

AYE: Chair Diane Burgis
Vice Chair Candace Andersen

9. The next meeting is currently scheduled for April 11, 2022.
10. Adjourn

Chair Burgis adjourned the meeting at 12:22 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 655-2056, Fax (925) 655-2066
julie.enea@cao.cccounty.us

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 04/11/2022
Subject: TREASURY OVERSIGHT COMMITTEE INTERVIEWS
Submitted For: Russell Watts, Treasurer-Tax Collector
Department: Treasurer-Tax Collector
Referral No.: IOC 22/5
Referral Name: Advisory Body Recruitment
Presenter: Russell Watts, Treasurer-Tax Collector **Contact:** Ronda Boler 925-957-2806

Referral History:

The IOC reviewed Board Resolution Nos. 2020/1 and 2020/2, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

Referral Update:

The Treasury Oversight Committee is responsible for reviewing the County's investment policy, monitoring the performance of County investments, and reporting to the Board of Supervisors. The Committee is composed of seven statutory members and three alternates: County Superintendent of Schools or designee, a representative and an alternate of the Board of Supervisors or their designees, one representative and one alternate elected by a majority of the school and community college districts; one representative and one alternate elected by a majority of the special districts, three public members nominated by the County Treasurer and confirmed by the Board.

On April 30, 2022, the terms of the BOS Member Alternate, Public 1 and Public 2 seats will expire. Following a two-week recruitment conducted by the Treasurer-Tax Collector's Office (media announcement is attached for reference), the County received three applications:

1. **Kenneth Miller** (Attended the 2/15/2022 TOC meeting as a member of the public)
2. **Larry Fernandes** (Current Alternate Board of Supervisor Representative whose term ends 4/30/2022. Attended 5 out of 6 TOC meetings since 11/17/2020 – 2/15/2022. Mr. Fernandes expressed he would like to be a voting member in Public Representative, Seat 2.
3. **Dennis Reigle** (Current Public Representative, Seat 1 whose term ends 4/30/2022. Attended 5 out of 6 TOC meetings 11/17/2020 – 2/15/2022)

All three applicants have been invited to be interviewed by the IOC today.

Recommendation(s)/Next Step(s):

INTERVIEW the following three candidates for the BOS Member Alternate, Public 1 and Public 2 seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration:

Fiscal Impact (if any):

No fiscal impact. Members of the Treasury Oversight Committee receive no compensation for their service.

Attachments

Media Release Treasury Oversight Committee 3-9-22

Application Larry Fernandes Treasury Oversight Cte

Application Kenneth Miller Treasury Oversight Cte

Application Dennis Reigle Treasury Oversight Cte

Minutes Attachments

No file(s) attached.



Contra Costa County

Treasurer-Tax Collector's Office • 625 Court Street • Martinez, CA 94553 • www.cctax.us

Media Release

FOR IMMEDIATE RELEASE
Wednesday, March 9, 2022

Contact: Russell Watts
Phone: (925) 608-9588
Email: russell.watts@tax.cccounty.us

WOULD YOU LIKE TO SERVE ON THE COUNTY'S TREASURY OVERSIGHT COMMITTEE?

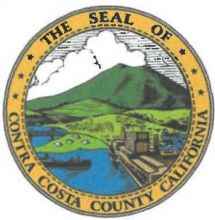
The Contra Costa County Board of Supervisors is seeking individuals with sound knowledge and experience in the field of public and private finance, to serve on the Treasury Oversight Committee (Committee) for the Alternate seat representing the County Board of Supervisors and two Public Representative Seats for terms May 1, 2022 to April 30, 2026. To be considered, candidates must be County residents, may not be employed by an entity that has contributed to the reelection campaign of the County Treasurer or a member of the Board of Supervisors in the previous three years, may not directly or indirectly raise money for the County Treasurer or a member of the Board of Supervisors while a member of the Committee and may not work for bond underwriters, bond counsel, security brokerages or dealers, or financial services firms with whom the county treasurer does business, either during his or her tenure on the committee or for one year after leaving the Committee. (Government Code §27132.3).

The Committee meets at 3:00 p.m. on the third Tuesday of the month following each quarter at 625 Court St, Room B001, Martinez, CA 94553. Each meeting lasts approximately one hour. Currently, meetings are conducted via teleconference per Government Code section 54953(e). The Committee's duties include reviewing and monitoring the County Treasurer's annual investment policy, and ensuring an annual audit is conducted to determine the County Treasurer is in compliance with Government Code §§27130-27137. The annual audits, meeting agendas and minutes of the Committee are available online: <https://www.contracosta.ca.gov/690/Treasury-Oversight-Committee>. Members of the Committee receive no compensation for their service.

Application forms can be obtained from the Contra Costa County Clerk of the Board by calling (925) 655-2000 or by clicking on the following link: [Submit an Application Online](#). Applications should be

returned to the Clerk of the Board, County Administration Building, 1025 Escobar Street, 1st Floor, Martinez, CA 94553 no later than **Wednesday, March 23, 2022 by 5 p.m.** Interviews will be held at the Internal Operations Committee (IOC) meeting, which will be conducted at 10:30 a.m. on April 11, 2022. More information about the Treasury Oversight Committee can be obtained by visiting the Treasurer-Tax Collector's website at <https://www.contracosta.ca.gov/690/Treasury-Oversight-Committee>.

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Contra Costa County

Print Form

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Middle Initial: Last Name:

Home Address: City: State: Postal Code:

County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? Yes No If Yes, in which District do you work?

Current Employer: Job Title: Length of Employment:

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission: Seat Name:

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: Yes No If Yes, how many?

EDUCATION

Check appropriate box if you possess one of the following:

- High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
SDSU	B.S. Business	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SFSU	MBA Business	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training? Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

Please explain why you would like to serve on this particular board, committee, or commission.

I am currently on this board as an alternate. I can add value given my background in finance, investments and management. In the past I have asked questions during these meetings and would add more as a voting member

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

see education and experience

I am including my resume with this application:

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Treasury Oversight Committee - Alternate Board Member

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

LARRY FERNANDES

Walnut Creek, California 94598

SUMMARY

Senior asset management executive with managerial and direct business development and client relationship experience. Motivated by learning and new challenges seeking a leadership position including combined sales and service teams targeting a focused client segment. A proven and successful strategic thinker who works through challenges and builds out and executes a plan to achieve success. Hands on leader who works directly with clients and prospects understanding their needs to then provide appropriate solutions. Passionate about diversity, financial literacy and education.

PROFESSIONAL EXPERIENCE

WELLS FARGO ASSET MANAGEMENT

San Francisco, CA

Executive Vice President, Managing Director

1987 - 2020

National Sales Manager – Balance Sheet & Insurance Asset Management

1999 – 2020

Manage a 16 member team providing investment solutions for institutional clients balance sheet pools

- Expanded and built out the team in line with organizational growth in scale, capabilities and scope
- Added mutual funds and private placement structures in addition to separate account capabilities to meet client demand
- Managed teams, product offerings and business through multiple interest rate cycles and various organizational changes
- Launched cross sell efforts with the Wholesale Bank at Wells Fargo increasing the opportunity set and our success rate

Selected Achievements

My team exceeded our sales goal 17 of 20 years and in the years we fell short we always exceeded 90%+

Rebranded the team Balance Sheet Asset Management Sales with additional focus beyond short duration

- Started the insurance asset management sales practice moving us up into a top 12 status
- Embraced on a long duration goal for the team with added focus on captives, banks & healthcare

Senior Vice President, Client Relationship Management Manager – Liquidity Management Team

1996 - 1999

Managed a team of 5 relationship managers focused on providing separate account fixed income solutions for balance sheet asset pools. Managed the team through multiple mergers including First Interstate and Norwest Bank.

Vice President, Relationship Manager – Liquidity Management Team

1990-1996

Built and managed 37 client relationships of institutional clients for the Liquidity Management team in partnership with client administration, portfolio management and business development. Maintained and grew my book of business as a top performer.

Assistant Vice President, Portfolio Manager – Wealth Trust Division

1987-1990

Managed high net worth trust clients' portfolio asset allocations into diversified trust funds from other unique structures. Implemented operational efficiencies that resulted in better client return results.

WILSHIRE ASSOCIATES

Santa Monica, CA

Investment Consulting Group

Senior Research Analyst Manager

1986-1987

Managed research analyst team of eight supporting the investment consultant group.

Research Analyst

1984-1986

Created effective quarterly client meeting reports and worked on special projects for the consultant team.

EDUCATION & ADDITIONAL EXPERIENCE

San Francisco State University

San Francisco, CA

Master of Business Administration - Corporate Finance and Business Management

1990

San Diego State University

San Diego, CA

Bachelor of Science - Business Administration, Emphasis Finance Minor: Psychology

1984

-Chair Finance Committee for Family Aid Catholic Education, Investment Committee Member Oakland Diocese and

Member Treasury Oversight Committee for Contra Costa County

-FINRA Series 6, 82, 63, 26 and 24 Licensed

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Redacted Signature]

Date:

2/22/22

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Kenneth

First Name

C

Middle Initial

Miller

Last Name

Home Address

Suite or Apt

Walnut Creek

City

CA

State

94597

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Federal Home Loan Bank San Francisco

Employer

CFO (Retired 1/4/21)

Job Title

Length of Employment

26 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

41 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Treasury Oversight Committee: Submitted

Seat Name

Soon to be vacant

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

BA Economics

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

MA Economics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

As a long time resident of Contra Costa County I am looking to give back to my community in retirement.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have over 40 years quantitative economics, finance and investment management experience. As an executive (the last 11 years as CFO) of the Federal Home Loan Bank of San Francisco through 1/4/21 I managed a balance sheet that included as much as \$35-50 billion in fixed income investments.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Board of Trustees of the Athena Academy.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Kenneth C. Miller

Executive Vice-President, CFO (retired)
Federal Home Loan Bank of San Francisco

████████████████████
████████████████████

Ken Miller is an innovative financial executive with a unique blend of deep subject matter expertise across a broad range of financial and risk disciplines, combined with an ability to work collaboratively with executive management and the board directors to establish corporate strategy that is aligned with business purpose and mission. During Ken's career he has been focused on and successful at delivering superior financial performance. He has led teams that have transformed financial and risk management frameworks, executed significant capital restructurings, and developed innovative financial and business performance metrics.

Ken has over 26 years of experience as the Federal Home Loan Bank of San Francisco's key financial executive, providing the Board with value-added insight on the Bank's mission, strategy, financial performance and financial management. This broad experience has prepared him to be successful in the key Director roles of strategic oversight and governance. At the same time, Ken is capable of advisory roles and enjoys rolling up his sleeves to help understand and solution difficult or complex issues.

Ken's considerable financial management, risk management, strategic planning, financial reporting and accounting experience, qualify him as a financial expert, and make him highly valued to serve on a variety of Board committees, including Finance, Audit, and Risk.

Ken is driven to succeed and defines success as being part of a high performing team that positively influences the mission and business purpose of an organization. He demonstrates high standards of integrity and ethics in his personal and business endeavors, and always operates with transparency and authenticity. This quality has earned Ken high levels of trust and confidence within the Federal Home Loan Bank of San Francisco, its Board of Directors, and its Regulator. Ken seeks opportunities with businesses and organizations with a strong focus on mission and purpose and that understand and emphasize the roles they play in the communities they serve.

Ken is currently a member of the Board of Trustees of the Athena Academy, a private non-profit grade 1-8 school for bright, creative, and capable dyslexic students.

SUMMARY OF QUALIFICATIONS AND ACCOMPLISHMENTS:

- Seasoned and innovative financial services senior executive with a proven track record in all aspects of strategic and financial planning, financial management and performance, treasury and capital markets, risk management, accounting and reporting, mergers and acquisition analysis, operations, and technology system implementation.
- 26 years of experience working with financial services Boards, providing strategic and tactical perspectives and solutions on strategic planning, financial performance and management, capital management, and corporate goal setting.
- Designed and directed development of financial management, budgeting, planning, and management reporting frameworks for a \$100+ billion wholesale bank, resulting in improved financial performance and better communication of financial performance and risks to management committees and Board of Directors..
- Designed and directed \$6+ billion capital restructuring, resulting in improved financial strength and improved dividend paying capacity.
- Provided executive leadership on implementation of significant enterprise technology systems.
- Ability to provide creative and practical solutions to a diverse set of business and financial challenges.
- Developed high performing and diverse Finance Leadership team.
- An effective mentor, and an advocate for diversity, preparing and promoting highly qualified women and black team members to senior officer roles.
- Collaborative management and working style.
- Excellent oral and written presentation skills.
- Clear and straightforward communication style.

EXPERIENCE:

6/21 to Present. Member Board of Trustees, Athena Academy, Palo, Alto California

Athena Academy is a grade 1-8, non-profit private school for dyslexic children. Athena uses the best teaching methods for each student based on current scientific research. Athena Academy is fully accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges.

7/94 to 1/21. Federal Home Loan Bank of San Francisco, San Francisco, CA (retired)

The Federal Home Loan Bank of San Francisco is a regional Federal Home Loan Bank chartered by Congress in 1932 to provide a source of liquidity to help financial institutions chartered in California, Arizona and Nevada support housing finance and community investment in the areas they serve. As of 12/31/19, the Bank had total assets of over \$110 billion, annual net income of over \$300 million, and annual capital markets debt issuance of over \$200 billion.

8/2011 to 1/2021. Executive Vice-President and Chief Financial Officer

Direct report to the Chief Executive Officer and a member of the Bank's Executive Leadership Team. Functional responsible for all treasury, financial, and balance sheet management; capital management, financial and strategic planning, budgeting, accounting and financial reporting, and operations. Actively support the oversight responsibilities of the Board of Directors on a variety of key

financial and strategic issues. Develop, motivate and manage a professional staff of 70, including 7 direct reporting senior officers.

1/2001 to 8/2011. Senior Vice-President, Financial Risk Management and Strategic Planning

Reporting to the Chief Operating Officer, responsible for market risk measurement and management, balance sheet management, financial planning, strategic planning, corporate budgeting, and a variety of special projects.

7/94 to 1/2001. Vice-President Financial Risk Management

Reporting to the Chief Financial Officer, responsible for market risk measurement and management, financial planning, derivatives valuation, investments, and a variety of special projects.

12/86 to 7/94. First Nationwide Bank, San Francisco, CA. (subsequently known as Cal Fed)

Senior Vice-President, Asset/Liability Management.

Responsible for all balance sheet management, portfolio management and capital strategies for a \$20 billion savings and loan.

7/77 to 12/86.

Various analyst and middle-management positions in the gas and electric (Pacific Gas and Electric Company) and telecommunications (GTE Sprint Communications) industries, and financial services (Homestead Savings), focused on quantitative economic, financial and strategic planning analyses.

EDUCATION:

M.A. Economics, 1977. University of California, Santa Barbara.

B.A. Economics, 1975. University of California, Santa Barbara.

Application Form

Profile

Dennis _____ R _____ Reigle _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address
 Danville CA 94506
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Retired _____
 Employer Job Title

Length of Employment

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Treasury Oversight Committee: Submitted

Seat Name

Public Seat #1

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

15

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Cincinnati

Degree Type / Course of Study / Major

B.A. Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Harvard University

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses**Other Training A**

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have financial experience and have served on the Treasury Oversight Committee for the last 4 years.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Service on the TOC for the last 4 years.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Merit Board

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Board Executive Committee, Sons In Retirement, Chapter 128

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

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Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

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 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 04/11/2022
Subject: Small Business Enterprise, Outreach, and Local Program Report for July through December 2021
Submitted For: Brian M. Balbas, Public Works Director/Chief Engineer
Department: Public Works
Referral No.: IOC 22/3 & 22/4
Referral Name: Fleet Internal Service Fund, Disposition of Low Mileage Vehicles, Local Bid Preference Program
Presenter: Cynthia Shehorn, Procurement Services Manager **Contact:** Cynthia Shehorn, 925-957-2495

Referral History:

Contra Costa County values the contributions of small business and developed programs to assist in soliciting and awarding contracts to the SBE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- Have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each County department to track and compile the data for purchasing activities in order to provide a countywide report to the Board of Supervisors.

The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending June 2021. Attachment A constitutes the report due for the period of July 1 – December 31, 2021.

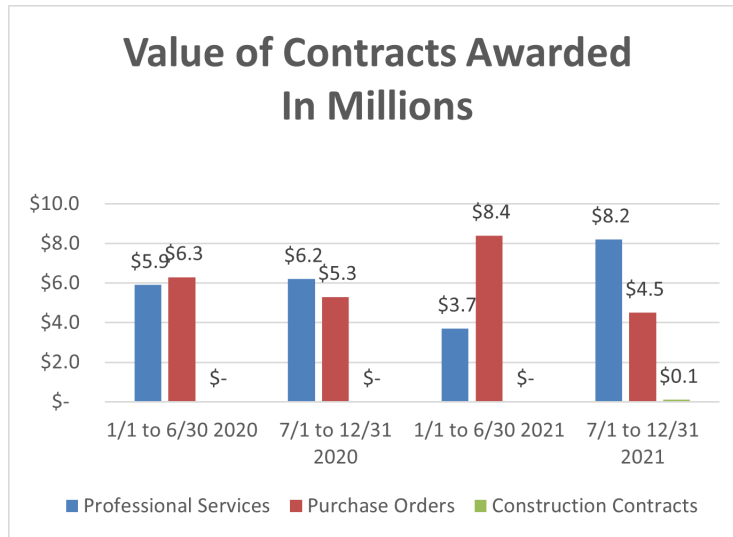
Referral Update:

Summary Findings

The following table summarizes the attached department activity on a countywide basis.

July – December 2021

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	334	149	44.6%	\$17,800,759	\$8,255,123	46.4%
Purchasing Transactions	1021	313	30.7%	21,848,734	\$4,629,503	21.2%
Construction Contracts	3	3	100%	\$150,000	\$150,000	100%



While the County did not achieve the 50% goal, this information shows the County directed more than \$12.8 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 46.4% award rate for professional/personal services transactions and a 21.2% award rate for purchasing transactions. There were 3 construction contracts reported in this period.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County’s reported activity is above that threshold for professional/personal services, and within the range for purchasing transactions. The following departments are to be commended for achieving 50% or more program compliance this reporting period:

- Professional/Personal Services: Animal Services, Clerk of the Board, Fire Protection District, and Public Works
- Purchases: Agriculture, Clerk of the Board, Communications Media, County Counsel, and Treasurer – Tax Collector

Of particular note, Clerk of the Board, and the Fire Protection District are to be commended for achieving a 100% award rate for qualifying professional services contracts. Clerk of the Board is also commended for achieving a 100% award rate for qualifying purchasing transactions. Public Works is commended for achieving a 100% award rate for construction contracts.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
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Professional/Personal Svcs

Animal Services	23	18	78.3%	\$745,260	\$525,152	70.5%
Clerk of the Board	2	2	100.0%	\$131,080	\$131,080	100.0%
Fire Protection District	1	1	100.0%	\$44,000	\$44,000	100.0%
Public Works	7	3	42.9%	\$149,300	\$129,700	86.9%

Purchasing Transactions

Agriculture	4	2	50.0%	\$37,449	\$26,449	70.6%
Clerk of the Board	2	2	100.0%	\$6,160	\$6,160	100.0%
Communications Media	4	2	50.0%	\$53,443	\$32,817	61.4%

Purchasing Transactions Continued

County Counsel	5	2	40.0%	\$110,908	\$69,206	62.4%
Treasurer-Tax Collector	15	3	20.0%	\$127,036	\$63,543	50.0%

Construction Contracts

Public Works	3	3	100.0%	\$150,000	\$150,000	100.0%
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E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 34 bids totaling \$20,072,078 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 34 bids were conducted using the BidSync e-outreach site. Notifications were sent to 267,328 businesses, of which 31.6% are considered small, local, or disadvantaged business enterprises.

E-Outreach July 1, 2021 – December 31, 2021

Number of Solicitations	34
Total Notifications	267,328
Dollar Value	\$20,072,078

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	14,683	5.5%
WBE - Women Business Enterprise	13,083	4.9%
SBE - Small Business Enterprise	42,256	16.9%
LBE - Local Business Enterprise	1,787	0.6%
DVBE - Disabled Veteran Business Enterprise	329	0.1%
DBE – Disadvantaged Business Enterprise	9,502	3.6%
Total	86,640	31.6%

Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$21,848,734. The dollar value awarded to Contra Costa County businesses was 13.1% or \$2.8 million. The value awarded to other Bay Area businesses was 15.1% or \$3.3 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$2,863,261	13.1%
Other Bay Area Counties	\$3,307,198	15.1%
Other	\$15,678,275	71.8%
Total	\$21,848,734	100.0%

Conclusion

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing some interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran and disadvantaged business categories.

Recommendation(s)/Next Step(s):

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2021.

Attachments

Attachment A: Small Business Enterprise, Outreach, and Local Program Report for July through December 2021

Minutes Attachments

No file(s) attached.

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2021

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Agriculture *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	2	50.0%	\$37,449	\$26,449	70.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services *						
Professional/Personal services contracts	23	18	78.3%	\$745,260	\$525,152	70.5%
Purchasing Transactions	46	22	47.8%	\$358,494	\$91,566	25.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	7	2	28.6%	\$52,828	\$19,998	37.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	6	3	50.0%	\$34,942	\$16,103	46.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk Recorder-Elections						
Professional/Personal services contracts	17	6	35.3%	\$494,715	\$77,466	15.7%
Purchasing Transactions	28	14	50.0%	\$245,311	\$121,364	49.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	13	4	30.8%	\$186,036	\$82,615	44.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	2	1	50.0%	\$142,900	\$42,900	30.0%
Purchasing Transactions	16	4	25.0%	\$200,504	\$32,460	16.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Reentry & Justice						
ORJ REPORTED WITH PROBATION						

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2021

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
County Administrator's Office - Clerk of the Board *						
Professional/Personal services contracts	2	2	100.0%	\$131,080	\$131,080	100.0%
Purchasing Transactions	2	2	100.0%	\$6,160	\$6,160	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	2	50.0%	\$53,443	\$32,817	61.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT)						
Professional/Personal services contracts	2	0	0.0%	\$66,000	\$0	0.0%
Purchasing Transactions	64	14	21.9%	\$2,003,079	\$562,457	28.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	11	4	36.4%	\$108,316	\$23,595	21.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel *						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	5	2	40.0%	\$110,908	\$69,206	62.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	15	7	46.7%	\$225,409	\$26,142	11.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	13	5	38.5%	\$812,378	\$350,000	43.1%
Purchasing Transactions	83	39	47.0%	\$916,823	\$392,724	42.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

Reporting Period:

July - December 2021

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
Fire Protection District *						
Professional/Personal services contracts	1	1	100.0%	\$44,000	\$44,000	100.0%
Purchasing Transactions	8	4	50.0%	\$114,024	\$42,442	37.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	197	88	44.7%	\$9,001,117	\$4,189,149	46.5%
Purchasing Transactions	303	48	15.8%	\$5,878,357	\$1,013,188	17.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	5	1	20.0%	\$135,000	\$21,000	15.6%
Purchasing Transactions	4	2	50.0%	\$20,956	\$6,297	30.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	10	6	60.0%	\$286,070	\$99,135	34.7%
Purchasing Transactions	51	14	27.5%	\$582,400	\$58,819	10.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation - Includes ORJ Data						
Professional/Personal services contracts	34	11	32.4%	\$301,652	\$120,284	39.9%
Purchasing Transactions	42	19	45.2%	\$476,625	\$168,596	35.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	4	1	25.0%	\$127,187	\$4,162	3.3%
Purchasing Transactions	9	2	22.2%	\$198,723	\$7,129	3.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works *						
Professional/Personal services contracts	7	3	42.9%	\$149,300	\$129,700	86.9%
Purchasing Transactions	125	47	37.6%	\$3,452,091	\$932,741	27.0%
Construction contracts	3	3	100.0%	\$150,000	\$150,000	100.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2021

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value	
Office of the Sheriff							
Professional/Personal services contracts	17	6	35.3%	\$5,364,100	\$2,521,095	47.0%	
Purchasing Transactions	148	51	34.5%	\$6,454,848	\$831,524	12.9%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Treasurer - Tax Collector							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	15	3	20.0%	\$127,036	\$63,543	50.0%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Veterans Services Office *							
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%	
Purchasing Transactions	12	2	16.7%	\$3,972	\$1,568	39.5%	
Construction contracts	0	0	0.0%	\$0	\$0	0.0%	
Total Activity Reported							
Professional/Personal services contracts	334	149	44.6%	\$17,800,759	\$8,255,123	46.4%	
Purchasing Transactions	1021	313	30.7%	\$21,848,734	\$4,629,503	21.2%	
Construction contracts	3	3	100.0%	\$150,000	\$150,000	100.0%	



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 04/11/2022
Subject: RECOMMENDATIONS FOR ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDING
Submitted For: John Kopchik, Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 22/6
Referral Name: Allocation of Fish & Wildlife Propagation Funds
Presenter: Maureen Parkes **Contact:** Maureen Parkes (925) 655-2909

Referral History:

On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which has since been a standing referral to the IOC.

Referral Update:

Attached is a memo describing the outreach and selection process and criteria, and transmitting the grant funding recommendations of the County's Fish & Wildlife Committee for full or partial funding of ten projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix attached to the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

The recommendations would allocate only 35% of the current fund balance in an effort to conserve a balance for future years. As shown below, annual receipts have declined during the last two fiscal years.

2010-11	\$66,969.25
2011-12	\$29,576.67
2012-13	\$187,437.10
2013-14	\$50,705.88
2014-15	\$11,694.40
2015-16	\$210,606.85
2016-17	\$92,965.83
2017-18	\$14,187.33
2018-19	\$207,918.55
2019-20	\$45,173.84
2020-21	\$6,994.39

Recommendation(s)/Next Step(s):

CONSIDER recommendations from the Fish & Wildlife Committee for the allocation of 2022 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$50,325, and determine recommendations for Board of Supervisors consideration.

Fiscal Impact (if any):

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$50,325 or about 35% of the \$145,874 propagation funds available as of January 12, 2022. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

Attachments

Fish & Wildlife Propagation Fund Allocation Recommendations

Minutes Attachments

No file(s) attached.



**CONTRA COSTA COUNTY
FISH AND WILDLIFE COMMITTEE**
c/o Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 925-655-2703

TO: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

FROM: From: Daniel Pellegrini, Chair
Fish and Wildlife Committee
By: Maureen Parkes, Senior Planning Technician
Staff to Fish and Wildlife Committee

DATE: April 6, 2022

SUBJECT: Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee

The Contra Costa County Fish and Wildlife Committee (FWC) has completed its review of grant requests for funding from the Fish and Wildlife Propagation Fund (Fund) and is forwarding its grant award recommendations to the Internal Operations Committee (IO). The FWC reviewed 16 grant applications and recommends 10 of them for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

I. Background

Fish and Wildlife Propagation Fund

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally there are larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration or illegal take of a special status species. A portion of the fines are deposited into the Fish and Wildlife Propagation Fund. As of January 12, 2022, the Fund had an available balance of \$146,925.30.

FWC Grant Program

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

Public Outreach to Advertise the Grant Program

In October 2021, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, and to teachers and programs that could benefit from the grant program including Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, Mills College and St. Mary’s College. The CCC Office of Communications and Media distributed a press release to local and regional media outlets regarding the availability of the grant application packet. CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

FWC Grant Review Process in 2022

16 applications requesting a total of \$145,873.79 were reviewed.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

II. Recommendation of Funding on Grants for 2022

At its February 16, 2022 meeting, the FWC recommended full or partial funding for 10 of the proposed projects. Projects recommended for funding total \$50,324.27 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and vote are listed on Pages 2 – 4 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Clark Dawson (District III), Roni Gehlke (At-large), Susan Heckly (District II), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), and Cass Rogers (At-large).

The following recommendations are for full funding of the project as proposed unless noted otherwise. FWC Recommendations:

- 1) Appropriate \$6,455.00 to Friends of Orinda Creek for their “San Pablo Creek Restoration Project: Phase I” project. The project will restore a degraded section of San Pablo Creek that runs through the downtown area of Orinda. Partial funding is recommended and will be used for boulders and fill for step pools and native plants for revegetation (recommendation is to reduce native plant funding from \$2,000 to \$1,455).
- 2) Purchase a drone and manual telephoto zoom lens for a Canon DSLR camera for the California Department of Fish and Wildlife (CDFW) in the amount of \$998.70 to be used in a study that will

- assist in the inventory of potential roost sites for bat species throughout the County and provide insight into the ecological importance of specific bridges or locations for bats.
- 3) Appropriate \$1,050.00 to Worth a Dam for their “Beaver Festival XIII: The Case of the Missing Salmon” project. Children will be ‘nature detectives’ and solve a mystery at a beaver pond, learning to identify the habits and tracks of various riparian wildlife. Funds will be used for cards, envelopes, magnifying glasses, exhibit location map festival brochures, artist pastels, children's pastels, printing of signs and quizzes given to the children after they complete the activity.
 - 4) Appropriate \$3,390.00 to SPAWNERS for their “Communities for Creeks” project. The project is mid-length feature documentary and accompanying curriculum guide for students grades 7 – 12 that will educate them about watershed ecology, human impact on watersheds, and scientific principles of fish and wildlife conservation. Partial funding is recommended for documentary production and post-production items, and curriculum materials; and may not be used for drone operator, rental insurance, sound mix, music licensing, festival entry fees and educational fee.
 - 5) Appropriate \$7,669.87 to Contra Costa Resource Conservation District (CCRCD) for their “Zero-Emissions Habitat Restoration Tools” project. The purchase of battery-powered tools will allow CCRCD to reduce air and noise pollution from necessary tool use and increase the EcoStewards Program's capacity to benefit wildlife through habitat restoration. Partial funding is recommended and may be used for battery trimmers, backpack batteries, battery hedge trimmer, batteries and chargers; and may not be used on a shipping container or railroad ties.
 - 6) Appropriate \$2,692.70 to Contra Costa Resource Conservation District for their “Improving and developing the Contra Costa Resource Conservation District's Richmond Greenway adopted spot.” project. The project will improve CCRCD's adopted spot on the Richmond Greenway through the implementation of an irrigation system, planting of native vegetation, and putting up an educational sign. Funds will be used for irrigation material and equipment, native plants, cement and signage materials.
 - 7) Appropriate \$2,400.00 to Friends of Alhambra Creek for their “Martinez Educational Mural Featuring Local Flora and Fauna” project. The mural will offer a free and accessible outdoor educational opportunity for people of all ages, serve as a destination for local school field trips and as a site for teachers to encourage children to visit and interact with to earn extra credit. Partial funding is recommended for paint, various supplies, protectant coating, prep work and final coating; and may not be used for insurance, design fee, mural painting fee or CCRCD fiscal sponsor fee.
 - 8) Appropriate \$9,949.00 to Friends of San Ramon Creek for their “Arundo Removal and Replacement in San Ramon Creek subwatershed” project. The project will remove Arundo from the creek bank and replanting the area with native plants which will provide a healthier, more biodiverse habitat for the fish living in the water and the wildlife that utilize the riparian area. Partial funding is recommended for tools, supplies, rental equipment, and plants; and may not be used for RCD handling cost or the water quality measuring items.
 - 9) Appropriate \$6,249.00 to Lindsay Wildlife Experience for their “Native California Aquatic Ecosystems Exhibit and Educational Programs” project. The project will upgrade the Creekwall section of the museum's exhibit floor into an engaging and interactive exhibit which will provide associated programming. Partial funding is recommended and may be used for interpretive signage with infographics, and interactive rail; signage and backdrop for: tiger salamander, western pond turtle, rattlesnake and garter snake enclosures; and may not be used for the environmental wall mural or installation.
 - 10) Appropriate \$9,470.00 to Mt. View Sanitary District for their “Moorhen Marsh and the MVSD Wetlands Education Program” project. The project will reduce nutrient pollution through the sustainment of native vegetation and the floating island system within Moorhen Marsh, which hosts the MVSD Wetlands Education Program. Partial funding is recommended for wetlands

student booklets (recommendation is to reduce from \$7,000 to \$3,000), pencils, field trip supplies, native plants for floating islands, worm casting, soil, coir, myselia, and planting equipment; and may not be used on stickers.

- 11) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.

[8 ayes/0 noes]

Ayes: Balbas, Dawson, Gehlke, Heckly, Jennings, Morris, Pellegrini and Rogers; Noes: None; Abstain: None; Absent: None

Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Please contact Maureen Parkes at 925-655-2909 or Abigail Fateman at 925-655-2908 with any questions.

Attachments:

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	The Regents of the University of California	school	Native Bees and Host Flowers in Urban Brentwood	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	East County	\$5,992.00	\$0.00	This is a request for an additional year of funding for a multi-year survey of native bee species and their host flowers in urban Brentwood. This is a continuation of Dr. Frankie's research on native bees in the Brentwood area and their role in providing pollination services. Funds are requested for travel, plants and supplies, an intern to assist in bee curation, a bee taxonomist to identify the bees, student benefits and general, automobile and employment liability. Proposed Project Schedule: June 2022 - May 2023	Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding because they wished to recommend funding for other projects this year.
B	International Bird Rescue	non-profit	Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)	(b) temporary emergency treatment and care of injured or orphaned wildlife (c) temporary treatment and care of wildlife confiscated by the department as evidence.	Countywide	\$16,068.52	\$0.00	This is a request for funds to offset costs for birds admitted from Contra Costa County to IBR's San Francisco Bay-Delta Wildlife Center between April 1 and December 31, 2022. Funds are requested for medication, dietary supplements, vitamins, nutrition, and veterinary supplies. Proposed Project Schedule: April 2022 - December 2022	Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding this year because the Committee prefers to fund special projects rather than having organizations depend on grant funding year-to-year to run their programs.

*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	Friends of Orinda Creek	non-profit	San Pablo Creek Restoration Project: Phase I	(e) habitat improvement	Central	\$7,000.00	\$6,455.00	<p>This is a request for funds to support the San Pablo Creek Restoration Project - Phase I which will restore a degraded section of San Pablo Creek that runs through the downtown area of Orinda. Funds are requested for boulders and fill for step pools and native plants for revegetation.</p> <p>Proposed Project Schedule: Construction to begin in Summer and Fall of 2022.</p>	<p>The project meets the requirements of Section 13103 (e) habitat improvement. The project will restore aquatic habitat and remove existing barriers to fish movement, revegetation of the project area will enable the development of a more extensive riparian forest and canopy, the project would result in the removal of concrete slabs to prevent potential blockage of the downstream culvert in the event of a severe storm, and would result in the restoration of the historic creek channel to reduce bank failure and sediment deposition. Partial funding is recommended and will be used on boulders and fill for step pools and native plants for revegetation (recommendation is to reduce native plant funding from \$2,000 to \$1,455).</p>
D	California Department of Fish and Wildlife	government	Diurnal Bridge Inventory and Assessment for Bats	<p>(i) scientific research</p> <p>(m) other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife</p> <p>* CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)</p>	Countywide	\$998.70	\$998.70	<p>This is a request for funds to assess and inventory structures for the potential to support bat species in Contra Costa County. Funds are requested for a drone and manual telephoto zoom lens for Canon DSLR camera.</p> <p>Requested exception to the grant funding cost reimbursement requirement.</p> <p>Proposed Project Schedule: ?</p>	<p>The project meets the requirements of Section 13103 (i) scientific research and (m) other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife. The study will assist in the inventory of potential roost sites for bat species throughout the County and provide insight into the ecological importance of specific bridges or locations for bats. The drone and telephoto zoom lens will be purchased with Fish and Wildlife Propagation funds and gifted to the California Department of Fish and Wildlife.</p>

*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	Worth a Dam	non-profit	Beaver Festival XIII: The Case of the Missing Salmon	(a) public education	Central County	\$1,050.00	\$1,050.00	<p>This is a request for funding a children's educational activity at the 2022 Martinez Beaver Festival. "The Case of the Missing Salmon" will invite children to become 'nature detectives' and solve a mystery at a beaver pond, learning to identify the habits and tracks of various riparian wildlife. Funds will be used for cards, envelopes, magnifying glasses, exhibit location map festival brochures, artist pastels, children's pastels and printing of signs and post tests.</p> <p>Event Date: June 25, 2022</p>	<p>The project meets the requirements of Section 13103 (a) public education. "The Case of the Missing Salmon" is a fun way to learn about the essential benefits of a beaver pond. The children will learn to identify the tracks of frequent pond wildlife and will gain a better understanding of their lifecycles.</p>
F	John Muir (East Bay) Chapter of Trout Unlimited	non-profit	Wildcat Creek Fish Passage and Community Engagement Project	(e) habitat improvement	West County	\$2,400.00	\$0.00	<p>This is a request for funding assistance on a project to restore steelhead in Wildcat Creek. Funds will be used train a student from a local university as a paid intern to support the volunteer effort of Trouts Unlimited. The intern will assist the Conservation chair and other Board members who may assist on the project.</p> <p>Requested exception to the grant funding cost reimbursement requirement.</p> <p>Proposed Project Schedule: May 2022 - April 2023</p>	<p>Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding this year because the intern position was primarily to assist the Conservation chair and other Board members.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
G	The Watershed Project	non-profit	Water Quality Monitoring and Capacity Building in Contra Costa County	(a) public education (e) habitat improvement	Countywide	\$20,000.00	\$0.00	<p>This is a request for funding for The Watershed Project's Contra Costa County creek monitoring program, so they can provide partner groups with increased capacity to take on more local leadership of the program. Funding is requested for calibration standards for all meters in use, YSI meter and sensors, Oakton pH meter, water quality app to publish data, ID five bug samples at BioAssessment Services, event space rental for year-end celebration, and intern stipend.</p> <p>Requested exception to the grant funding cost reimbursement requirement.</p> <p>Proposed Project Schedule: Start Date ? - May 2023</p>	<p>Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding this year because The Watershed Project has received Fish and Wildlife Propagation funds in the past for similar equipment.</p>
H	SPAWNERS (San Pablo Creek Watershed Neighbors Education & Restoration Society)	non-profit	Communities for Creeks	(a) public education	West County	\$8,549.00	\$3,390.00	<p>This is a request for funds to create a mid-length feature documentary and accompanying curriculum guide for students grades 7 - 12 to learn about the best practices for monitoring, protecting, and restoring urban watersheds. Funding is requested for documentary production, documentary post-production and curriculum materials.</p> <p>Proposed Project Schedule: April 2022 - February 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. The project will educate students about watershed ecology, human impact on watersheds, and scientific principles of fish and wildlife conservation. Partial funding is recommended and may not be used for drone operator, rental insurance, sound mix, music licensing, festival entry fees and educational fee.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
I	Contra Costa Resource Conservation District	government	Zero-Emissions Habitat Restoration Tools	(e) habitat improvement	Countywide	\$14,849.87	\$7,669.87	<p>This is a request for funds to purchase battery-powered tools and a shipping container for storage in order to increase capacity for habitat restoration and decrease pollution. Funds would be used for battery trimmers, backpack batteries, battery hedge trimmer, batteries, chargers, shipping container and railroad ties.</p> <p>Proposed Project Schedule: May 2022 - August 2022</p>	<p>The project meets the requirements of Section 13103 (e) habitat improvement. The purchase of battery-powered tools will allow CCRCD to reduce air and noise pollution from necessary tool use and increase the EcoStewards Program's capacity to benefit wildlife through habitat restoration. Partial funding is recommended and may not be used for a shipping container or railroad ties.</p>
J	Contra Costa Resource Conservation District	government	Improving and developing the Contra Costa Resource Conservation District's Richmond Greenway adopted spot.	(e) habitat improvement	West County	\$2,692.70	\$2,692.70	<p>This is a request for funds to improve CCRCD's adopted spot on the Richmond Greenway through the implementation of an irrigation system, planting native vegetation, and putting up an educational sign. A list of items requested for funding is included in the grant application.</p> <p>Proposed Project Schedule: May 2022 - September 2022</p>	<p>The project meets the requirements of Section 13103 (e) habitat improvement. The project will provide reliable drip irrigation infrastructure which is needed to establish plants that will provide pollinator habitat and increase water infiltration into the soil. The interpretive sign will focus on the importance of pollinators, the value of healthy watersheds, and information about native plant species with a goal of inspiring curiosity about the natural world and inspire action to protect the environment.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
K	Contra Costa Resource Conservation District/Friends of Alhambra Creek	government	Martinez Educational Mural Featuring Local Flora and Fauna	(a) public education	Central County	\$7,236.00	\$2,400.00	<p>This is a request for funds to create an educational mural featuring local native flora and fauna to be located at the underpass of Alhambra Way at California Highway 4 in Martinez. QR codes will be integrated into the mural so viewers can use web-connected mobile devices to view engaging and scientifically accurate information about the represented species and their respective roles in the local ecosystem. Funding is requested for paint, various supplies, insurance, protectant coating, prep work and final coating, design fee, mural painting fee, and CCRCD fiscal sponsor fee.</p> <p>Proposed Project Schedule: January 2022 - October 2022</p>	<p>The project meets the requirements of Section 13103 (a) public education. The mural will offer a free and accessible outdoor educational opportunity for people of all ages, serve as a destination for local school field trips and as a site for teachers to encourage children to visit and interact with to earn extra credit. Partial funding is recommended and may not be used for insurance, design fee, mural painting fee or CCRCD fiscal sponsor fee.</p>
L	Contra Costa Resource Conservation District/Friends of San Ramon Creek	government	Arundo Removal and Replacement in San Ramon Creek subwatershed	(e) habitat improvement	Central County	\$11,409.00	\$9,949.00	<p>This is a request for funds to continue Arundo removal efforts. Funding is for equipment to access steep slopes, and for plants to restore sites where Arundo has been removed. A list of items requested for funding is included in the grant application.</p> <p>Proposed Project Schedule: April 2022 - December 2022</p>	<p>The project meets the requirements of Section 13103 (e) habitat improvement. Removing Arundo from the creek bank and replanting the area with native plants provides a healthier, more biodiverse habitat for the fish living in the water and the wildlife that utilize the riparian area. Partial funding is recommended and may not be used for the RCD handling cost or the water quality measuring items.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
M	Regional Parks Foundation	non-profit	Black Rail Rescue Rangers Habitat Enhancement Project	(e) habitat improvement	West County	\$9,000.00	\$0.00	<p>This is a request for funds for a project that will improve and expand habitat for the California Black Rail, a state threatened species, at Point Pinole Regional Shoreline. Funds would be used to help cover the expense of working with Civicorps to remove debris and maintain the tidal areas.</p> <p>Proposed Project Schedule: Following Spring breeding/nesting season 2022- January 2023</p>	<p>Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding this year because they did not wish to fund the Civicorps contract.</p>
N	Lindsay Wildlife Experience	non-profit	Native California Aquatic Ecosystems Exhibit and Educational Programs	(a) public education	Central County	\$12,849.00	\$6,249.00	<p>This is a request for funds to upgrade the aquatic section of LWE's exhibit floor and to create associated educational programming. The exhibit upgrade will focus on protecting California aquatic ecosystems and the native animals that call them home. Funds would be used for interpretive signage with infographics, and interactive rail; signage and backdrop for: tiger salamander, western pond turtle, rattlesnake and garter snake enclosures; an environmental wall mural; and installation.</p> <p>Proposed Project Schedule: May 2022- January 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. The project will upgrade the Creekwall section of the museum's exhibit floor into an engaging and interactive exhibit which will provide associated programming. Partial funding is recommended and may not be used for the environmental wall mural or installation.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
O	Marine Science Institute	non-profit	Marine Science Institute Delta Discovery Voyage Program	(a) public education	Central County 48% East County 52%	\$10,000.00	\$0.00	<p>This is a request to fund various expenses of MSI's Delta wildlife and water education programs for 5th grade Contra Costa County students. Funds would be used for expendable supplies, MSI instructors' overnight stays in Antioch motel, fuel for ship/MSI vehicles, and Antioch Marina fee.</p> <p>Proposed Project Schedule: January 2023- December 2023</p>	<p>Although a valuable project, due to the low balance of Fish and Wildlife Propagation funds and low incoming revenue in the past two years, the Committee does not recommend funding this year because they prefer to fund special projects rather than having organizations depend on grant funding year-to-year to run their programs.</p>
P	Mt. View Sanitary District	government	Moorhen Marsh and the MVSD Wetlands Education Program	(a) public education (e) habitat improvement	Central County	\$15,779.00	\$9,470.00	<p>This is a request for funding assistance for the management of plant and wildlife in Moorhen Marsh and its wetlands educational program serving Contra Costa County students. Funds would be used for: wetlands student booklets, pencils, stickers, field trip supplies, native plants for floating islands, worm casting, soil, coir, myselia, and planting equipment.</p> <p>Proposed Project Schedule: July 2022 - May 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The project will reduce nutrient pollution through the sustainment of native vegetation and the floating island system within Moorhen Marsh, which hosts the MVSD Wetlands Education Program. Partial funding is recommended with two changes: 1) reduce the amount of grant funding for the Wetlands Student Booklets from \$7,000 to \$3,000, and 2) grant funds may not be used on stickers.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2022

						Requested Funding Amount	Recommended Funding Amount		
					Total	\$145,873.79	\$50,324.27		
		Total Available Funds as of January 12, 2022				\$146,925.30			
					Remainder	\$1,051.51	\$96,601.03		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$11,192.00	7.67%	\$0.00	0.00%
West	\$13,641.70	9.35%	\$6,082.70	12.09%
Central	\$70,121.70	48.07%	\$36,571.70	72.67%
Countywide	\$50,918.39	34.91%	\$7,669.87	15.24%
TOTAL	\$145,873.79	100.00%	\$50,324.27	100.00%

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Amalia Cunningham
Assistant Deputy Director

October 4, 2021

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Wednesday, January 5, 2022 (a postmark of January 5, 2022, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-655-2909 prior to the deadline. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 4, 2021. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits, or utilities. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials). Organizations, schools, and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2021 grant cycle a total of \$60,830.71 was awarded to seven projects. The awards ranged from \$4,973.00 to \$16,000.00. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by May 2022. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Any expenses not listed on the original grant application should be requested ahead of time. Unapproved expenses may not be reimbursable. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (May 2023), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-655-2909 or maureen.parkes@dcd.cccounty.us.

Sincerely,

Maureen Parkes
Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page – See attached.
(PDFs and e-signatures are acceptable)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

NEW REQUIREMENT: If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 4, 2021. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 5, 2022 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

 - Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material.

Grant recipients may use the following standard language in making attributions for funding by the FWC:

 - Attribution for full Grant funding: “This (research, publication, project, web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee.”
 - Attribution for partial Grant funding: “This (research, publication, project, web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee.”
- 3) **Project schedule - The project must be completed within a year from the date you receive notification of funding (by May 2023).**
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Electronic submittals are preferred. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- **NEW REQUIREMENT:** If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by November 4, 2021. (See exception for Section 13103 (i) above.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Wednesday, January 5, 2022 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 5, 2022 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).*

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us

or

Mailed or Hand Delivered**: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-655-2909.

**Due to new (and changing) operating procedures related to COVID-19 safety measures, you need to contact Maureen by email or telephone at 925-655-2909 to coordinate hand delivery of your application to ensure your application is received by the submission deadline.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 655-2909.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2022 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, school, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____