

DCTF Administration Accounting Summary

March 10, 2016

The following provides an overview of the tasks and related costs to administer the California Dungeness Crab Task Force from 2012-2017. Costs should be considered estimates. This overview only considers tasks related to the current scope of the DCTF, and does not consider options for additional tasks/activities, such as more than one in-person meeting per year, additional DCTF Executive Committee (EC) or other subcommittee coordination to support DCTF priorities between meetings, administrative support for regular elections, DCTF trainings, etc.

Total Project Budget with OPC: \$200,000

Contract Duration: February 28, 2012 - June 30, 2017 (completed work in January 2017)

Summary of Core Tasks

Task 1. Internal Team Coordination, Strategic Planning, and DCTF Administration

- Planning calls with CDFW, FGC, and OPC
- Regular communication with DCTF Members, as well as other fishermen, Legislative staff, members of the public, media, and other interested parties
- Internal Strategic Earth team calls

Task 1 Deliverables: Internal meeting agendas and summaries; DCTF and outreach tracking spreadsheet; Regular email updates to DCTF and public; DCTF website maintenance.

Two primary staff (all details are approximates):

- *Planning team calls/year = 40 hours/year*
- *Regular communication w DCTF and others = 110 hours/year*
- *Regular website updates = 12 hours/year*
- *Internal planning team calls = 60 hours/year*

Task 2. DCTF Executive Committee Calls

- Prepare for, convene, and facilitate Executive Committee conference calls
- Develop and review conference call summaries

Task 2 Deliverables: Executive Committee discussion tracking; meeting agendas (external and annotated); summaries/memos for researching topics of interest/priority; development and review of meeting materials; conference call summaries.

Two primary staff (all details are approximates):

- *Executive Committee meetings (17 EC meetings were held between Feb 2012- Jan 2017)*
 - *Per EC meeting = ~40 hours for prep, convening, facilitating, and developing call summary*

Task 3. Facilitate and Inform Dungeness Crab Task Force Meetings to Review and Evaluate Management Measures and Develop Recommendations

- Prepare for DCTF Meetings, including scheduling, logistics, development of agenda and supporting documents, notifications
- Attend and facilitate one, two-day meetings
- Engage in after meeting follow up including but, not limited to, develop meeting summaries
- Write interim/final report(s) for decision making audiences, industry, etc.

Task 3 Deliverables: Meeting agendas (external and annotated) and talking points; development and review of meeting materials; meeting notes and meeting summary; annual report/recommendations memo.

Two primary staff + support staff (all details are approximates):

- DCTF Meetings (6 DCTF meetings were held between Feb 2012- Jan 2017)
 - Per DCTF meeting = ~175 hours
 - Direct expenses = ~3,000.00/meeting (does not include room rental or DCTF reimbursement)
- Legislative Reports (4 DCTF meetings were held between Feb 2012- Jan 2017)
 - Per Legislative report = 15 hours

Table 1. Overview of costs based on estimated hours (per year) to administer the DCTF on an annual basis. Estimated hours are informed by hours worked by the DCTF Admin Team between 2012-2017.

Rate	Estimated Hours	Total
2012 Rates Based on OPC Contract		
\$75.00	300	\$22,500.00
\$100.00	240	\$24,000.00
	Total	\$46,500.00
	Expenses*	\$3,000.00
Rates Adjusted 2012-17 <i>(avg rate based on indirect rate increases over 5 years)</i>		
\$85.00	300	\$25,500.00
\$115.00	240	\$27,600.00
	Total	\$53,100.00
	Expenses*	\$3,000.00
Current Rates (2017)		
\$110.00	300	\$33,000.00
\$150.00	240	\$36,000.00
	Total	\$69,000.00
	Expenses*	\$3,500.00

*Direct expenses refers to printing costs, travel, etc. This estimate does not consider room rental for DCTF meetings (~\$1,000 per meeting) or travel reimbursement for DCTF Members to attend in-person meetings.