

EXHIBIT B1

Project Work Plan, Schedule, and Budget

Newport Beach LCP Implementation Plan Certification Phase II

Budget Summary

CCC funding:	\$67,000
Other funding:	\$108,079
Total project cost:	\$175,079

Start date: May 1, 2015 End date: ~~November 30, 2016~~ **April 30, 2017**

A. PROJECT DESCRIPTION

The project will cover the second phase of the certification of the City of Newport Beach Local Coastal Program (LCP) Implementation Plan. Phase I began in 2012, and involved formation of General Plan/Local Coastal Program Implementation Committee to provide oversight and direction to City staff and the preparation of the Administrative Draft Implementation Plan in consultation with California Coastal Commission staff. Phase II involves community outreach, continued coordination with Coastal Commission staff, local public hearings, and submittal of the Implementation Plan to the California Coastal Commission (CCC). The City will submit all deliverables to the Coastal Commission South Coast District staff and to the Commission's grant coordinator.

B. TASKS

Task 1 – Community Outreach. Task 1 will commence with the completion of the Public Review Draft of the Implementation Plan. A notice of availability will be posted on the City's website and mailed to community associations, affected governmental agencies, and any person requesting a notice (Task 1.1). Copies of the Public Review Draft of the Implementation Plan will be provided online and at the Newport Beach Civic Center and at all branches of the Newport Beach Public Library. The City will then conduct a series of community workshops to present the Public Review Draft Implementation Plan and receive public comments (Task 1.2). These will include a series of community meetings based on geographic area and/or issue topics:

1. Coastal Zone Corona del Mar Community Meeting (Feb 7)
2. West Newport/Balboa Island (Feb 18)
3. Coastal Bluff and Canyon (Feb 25)
4. Coastal Zone Commercial Property Owners (March 4)
5. Other workshops on key issues, as needed

Study sessions will also be conducted before the Planning Commission, Harbor Commission, and City Council.

Deliverables:

- Copies of sign in sheets and notes from workshops/ study sessions

EXHIBIT B1

- Workshops and study sessions completed
- Feedback from the public and affected government agencies
- City response to feedback received at workshops/study sessions

Task 2 – Finalize Implementation Plan. Based on the feedback received through the community outreach process, City staff will make appropriate revisions to the Implementation Plan (Task 2.1). This task will culminate with the preparation of the Public Hearing Draft of the Implementation Plan.

The City will use the best available science on sea level rise and the Commission's Draft Sea Level Rise Guidance on an interim basis and then the Final Sea Level Rise Guidance once adopted by the Commission to inform the IP development. Preference will be given to adaptation measures that adhere to the Safeguarding California Plan for Reducing Climate Risk principles, including measures that protect California's most vulnerable populations, achieve multiple benefits from efforts to reduce climate risks and prioritize green infrastructure solutions, and that integrate climate risk reduction with emissions reductions to the fullest extent possible.

Throughout the project, the City will coordinate and share information and lessons learned with other LCP planning grant recipients, regional local governments, and other entities, as appropriate. This includes participating in webinars, regional workshops and other events, and scheduling coordination meetings as needed.

Deliverables:

- Public Hearing Draft Implementation Plan complete and sent to Coastal Commission staff

Task 3 – Continue Collaboration with CCC Staff. Task 3 will be conducted concurrently with Task 2, and throughout the entire project. It involves continuing the regular monthly to bi-monthly meetings with the South Coast District CCC staff, which began early in 2013 (Task 3.1). City will continue to work with CCC staff to finalize the Implementation Plan. This task will involve an iterative exchange of comments on the Public Review Draft IP and any subsequent public review drafts. Some of the key topic areas for discussion and consensus include how the Draft IP addresses impacts to coastal resources from sea level rise and other climate change impacts; coastal hazards; public access and recreation, including beach, bay and public right-of-way encroachments; parking supporting public access; habitat protection; provision and protection of affordable overnight accommodations and priority uses; protection and enhancement of public views; and nonconforming uses and structures. The City will hold additional community workshops to inform the public and allow additional public comments on any significant proposed changes to the Draft IP that may result from collaborations with CCC staff (Task 3.2). The City will continue with regular meetings with CCC staff after Planning Commission and City Council hearings (Task. 3.3).

Deliverables:

- Notes from City/CCC staff meetings

EXHIBIT B1

- Additional public workshops, as needed
- Consensus on key issues

Task 4 – City Public Hearings. Task 4 involves the review and approval of the Public Hearing Draft of the Implementation Plan. Public hearings pursuant to the City of Newport Beach Municipal Code will be conducted before the Planning Commission (Task 4.1) and the City Council (Task 4.2).

Deliverables:

- Public hearings complete
- Public hearing staff reports, minutes, and materials received
- City approval of the Implementation Plan

Task 5 – Coastal Commission Review. Following City approval, City staff will submit the Implementation Plan documents to the Coastal Commission for review in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc). Given the complexity of the Implementation Plan, Task 5 provides CCC staff a reasonable time period to review the document. During this period, City staff will continue to work with the CCC staff to resolve any outstanding issues. Task 5 will culminate with the approval of the Implementation Plan by the California Coastal Commission at a public hearing.

Deliverable:

- Submittal of IP to Coastal Commission for certification

Task 6 – City Council Adoption. Following the transmittal of the Coastal Commission modifications to the Implementation Plan, the General Plan/Local Coastal Program Implementation Committee will review the changes and submit recommendations to the City Council. At a public hearing, the City Council will consider the Coastal Commission modifications. Task 6 will successfully culminate with the City Council approval of the modifications.

Deliverable:

- Evidence of City Council Adoption of Implementation Plan complete and sent to Coastal Commission staff

Task 7 – Certification. The City will transmit the City Council's action to the California Coastal Commission, along with the submittal of the *Final LCP Documents* (text, maps, and exhibits) in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc), with final Coastal Commission suggested modifications accepted and incorporated into the text and/or figures. The Executive Director will determine that the action by the City is legally adequate. The California Coastal Commission will conduct a certification review and certify the Implementation Plan.

EXHIBIT B1

C. SCHEDULE

Start: May 1, 2015 - End: ~~November 30, 2016~~ **April 30, 2017**

Task 1. Community Outreach (Tasks 1.1 and 1.2 outside of scope of grant)	
Objective: Maximize opportunities for the participation of the public and all affected governmental agencies in the preparation of the Implementation Plan	
1.1 Distribute Notice of Intent	Feb. 2015/Feb. 2015
1.2 Community Meetings and Workshops - Coastal Zone Corona del Mar Community Meeting (Feb 7) - West Newport/Balboa Island (Feb 18) - Coastal Bluff and Canyon (Feb 25) - Coastal Zone Commercial Property Owners (March 4) - Bayshores Community Association (March 18) - Corona del Mar Town Meeting (April 22) - Additional Workshops, as needed	Feb. 2015/Apr. 2015
Beginning of Grant Work Program	
1.3 Commission/City Council Study Sessions -Harbor Commission Study Session (April 8) -Planning Commission Study Session (April 9) -Additional study sessions, as needed	Apr. 2015/May 2015
Outcome/Deliverables: Feedback from the public and affected governmental agencies	Projected Date: Jun. 2015
Task 2. Finalize Implementation Plan	
Objective: Review comments received during public outreach; revise, as necessary	
2.1 Revise document as needed based on public and Coastal Commission input through iterative exchanges with Coastal Commission staff	Jun. 2015/Oct. 2015
Outcome/Deliverables: Public Hearing Draft Implementation Plan	Projected Date: Jun. 2015/Oct. 2015
Task 3. Collaborate with CCC Staff	
Objective: Early collaboration with Coastal Commission staff on key components of the Implementation Plan	
3.1 Meet with Coastal Commission monthly or bi-monthly to discuss key issue areas and Coastal Commission comments on Public Review Draft	Feb. 2015/Jul. 2015
3.2 Additional public workshops on key issue areas, if needed	Aug. 2015/Oct. 2015
3.3 Continue to meet monthly to bi-monthly to discuss any remaining issues after Planning Commission and City Council Hearings	Oct. 2015/Dec. 2015

EXHIBIT B1

Outcome/Deliverables: Consensus on key issues before submittal to City Council and Coastal Commission	Projected Date: Dec. 2015
Task 4. City Public Hearings	
Objective: Continue public participation process by conducting public hearings pursuant to the Municipal Code	
4.1 Planning Commission Hearings	Aug. 2015
4.2 City Council Hearings	Sep. 2015
Outcome/Deliverables: City approval of the Implementation Plan	Projected Date: Sep. 2015
Task 5. Coastal Commission Review	
Objective: Coastal Commission review of the Implementation Plan	
5.1 Application Submittal	Oct. 2015 Nov. 2015
5.2 Application Review by CCC Staff	Oct. 2015 Feb. 2016
5.3 Application Deemed Complete	Nov. 2015 Feb. 2016
5.4 IP Review by Coastal Commission Staff	Nov. 2015 /Mar. 2016 Aug. 2016
5.5 Coastal Commission Hearing(s)	Mar. 2016 – Jun. 2016 Sept. 2016
Outcome/Deliverables: Coastal Commission approval of the Implementation Plan	Projected Date: Apr. 2016 – Jun. 2016 Sept. 2016
Task 6. City Council Adoption	
Objective: City Council review and adoption of the Implementation Plan with any modifications made by the Coastal Commission	
6.1 Final Language from CCC	Apr. 2016 – Jun. 2016 Aug. 2016
6.2 Review of CCC modifications by the GP/LCP Implementation Committee	Apr. 2016 – Jul. 2016 Aug. 2016
6.3 Adoption of IP with CCC Modifications	Apr. 2016 – Jul. 2016 Nov. 2016
Outcome/Deliverables: Resolution Ordinance adopting the Implementation Plan as modified by the Coastal Commission	Projected Date: Apr. 2016 – Jul. 2016 Dec. 2016
Task 7. Certification	
Objective: Certification of the Implementation Plan	
7.1 Transmittal of City Council Action	Apr. 2016 – Jul. 2016 Nov. 2016 – Jan. 2017
7.2 CCC Staff Review Executive Director Determination	Apr. 2016 – Jul. 2016 Jan. 2017
7.3 Certification by CCC	May 2016 – Aug. 2016 Feb. 2017
Outcome/Deliverables: Certified Local Coastal Program, submitted to CCC in editable electronic and paper hardcopy format	Projected Date: May 2016 – Aug. 2016 Apr. 2017

EXHIBIT B1

D. BENCHMARK SCHEDULE

Activity	Completion Date
Task 1. Community Outreach on Public Review Draft	June 2015
Task 2. Finalize Implementation Plan	October 2015
Task 3. Collaborate with CCC Staff	December 2015
Task 4. City Public Hearings	September 2015
Task 5. Coastal Commission Review	March 2016 <u>September 2016</u>
Task 6. City Council Adoption	April 2016 – July 2016 <u>November 2016</u>
Task 7. Certification	August 2016 <u>April 2017</u>

E. EVALUATION AND REPORTING

- a. The Grantee shall promptly provide Project reports with payment requests at least every three months, and upon request by the Commission. Project reports are subject to the Coastal Commission Executive Director’s review and approval. The Project report shall include a description of work tasks and deliverables completed to date, and a description of completed benchmarks, or progress toward completing benchmarks. In any event Grantee shall provide the Commission a report showing total final Project expenditures with the final Request for Funds and required closing documents. Grantee shall submit all documentation for Project completion, as applicable, and final reimbursement by the Termination Date
- b. Final payment is contingent upon Commission verification that Project is consistent with the Scope of Work as described in Exhibit B1, together with any Commission approved amendments.
- c. Grantee must report to the Commission in the Project Budget all sources of other funds for the Project.

EXHIBIT B1

F. BUDGET

LABOR COSTS					
<i>Position Title</i>	Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines [1])	<i># of Hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>Match/ Other Funds (In-Kind)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Task 1 – Community Outreach					
Planning Program Manager	\$85.91	10.00	\$0.00	\$2,062.12	\$2,062.12
Systems Admin. Manager	\$78.65	10.00	\$0.00	\$1,887.12	\$1,887.12
Department Assistant	\$25.00	21.00	\$0.00	\$1,260.00	\$1,260.00
Student Aide	\$12.51	15.00	\$0.00	\$450.72	\$450.72
Total Task 1		56.00	\$0.00	\$5,659.96	\$5,659.96
Task 2 – Finalize IP					
Planning Program Manager	\$85.91	10.00	\$859.12	\$3,264.12	\$4,123.23
Systems Admin. Manager	\$78.65	4.00	\$314.61	\$1,195.61	\$1,510.22
Department Assistant	\$25.00	4.00	\$100.00	\$380.00	\$480.00
Student Aide	\$12.51	2.50	\$31.29	\$119.29	\$150.57
Total Task 2		20.50	\$1,305.01	\$4,959.01	\$6,264.02
Task 3 – Collaborate with CCC Staff					
Planning Program Manager	\$85.91	30.00	\$2,577.35	\$9,793.35	\$12,370.70
Systems Admin. Manager	\$78.65	16.00	\$1,258.44	\$2,540.54	\$3,798.98
Department Assistant	\$25.00	0.00	\$0.00	\$0.00	\$0.00
Student Aide	\$12.51	0.00	\$0.00	\$0.00	\$0.00
Total Task 3		46.00	\$3,835.79	\$12,333.89	\$16,169.68
Task 4 – City Public Hearings					
Planning Program Manager	\$85.91	15.00	\$1,288.67	\$4,896.67	\$6,185.35
Systems Admin. Manager	\$78.65	5.00	\$393.26	\$1,494.26	\$1,887.52
Department Assistant	\$25.00	4.00	\$100.00	\$380.00	\$480.00
Student Aide	\$12.51	2.50	\$31.29	\$119.29	\$150.57
Total Task 4		26.50	\$1,813.22	\$6,890.22	\$8,703.45
Task 5 – CCC Review					
Planning Program Manager	\$85.91	50.00	\$4,295.58	\$16,322.58	\$20,618.17
Systems Admin. Manager	\$78.65	25.00	\$1,966.31	\$7,472.31	\$9,438.61
Department Assistant	\$25.00	17.00	\$425.00	\$1,615.00	\$2,040.00
Student Aide	\$12.51	10.00	\$125.15	\$475.15	\$600.29
Total Task 5		102.00	\$6,812.04	\$25,885.04	\$32,697.07

EXHIBIT B1

LABOR COSTS (Con't)					
<i>Position Title</i>	<u>Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines [1])</u>	<i># of Hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>Match/ Other Funds (In-Kind)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Task 6 – City Council Adoption					
	\$85.91	15.00	\$1,288.67	\$4,896.67	\$6,185.35
Department Assistant	\$25.00	4.00	\$100.00	\$380.00	\$480.00
Student Aide	\$12.51	2.50	\$31.29	\$119.29	\$150.57
Total Task 6		26.50	\$1,813.22	\$6,890.22	\$8,703.45
Task 7 – Certification					
Planning Program Manager	\$85.91	25.00	\$2,147.79	\$8,161.79	\$10,309.58
Systems Admin. Manager	\$78.65	12.50	\$983.15	\$3,736.15	\$4,719.31
Department Assistant	\$25.00	6.50	\$162.50	\$617.50	\$780.00
Student Aide	\$12.51	2.50	\$31.29	\$119.29	\$150.57
Total Task 7		46.50	\$3,324.73	\$12,634.73	\$15,959.46
Total Labor Costs		303.50	\$18,904.01	\$75,253.08	\$94,157.09
DIRECT COSTS					
<i>Expense</i>	<i>Unit Rate/Cost</i>	<i># of Units</i>	<i>CCC Grant Funds (Unit Rate x # of Units)</i>	<i>Match/Other Funds (In-Kind)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Project Supplies					
Postage/Shipping	\$0.46	28000.00	\$4,859.71	\$8,020.29	\$12,880.00
Printing	\$50.00	180.00	\$2,560.29	\$6,439.71	\$9,000.00
Post-Cert. Maps Public Notice Publication	\$550.00	4.0	\$55.99 \$465.81	\$645.88 \$1,734.19	\$701.87 \$2,200.00
Total			\$7,475.99 \$7,885.81	\$15,105.88 \$16,194.19	\$22,581.87 \$24,080.00
Travel In State[2]					
Mileage	\$0.57 \$0.54	2000.00 2111.12	\$570.00 \$160.18	\$570.00 \$979.82	\$1,140.00
Parking	\$5.00	20.00	\$50.00	\$50.00	\$100.00
Hotel, etc.	\$120.00	2.00	\$0.00	\$240.00	\$240.00
Total			\$620.00 \$210.18	\$860.00 \$1,269.82	\$1,480.00

EXHIBIT B1

SUBCONTRACTORS[3]					
Task 1 – Community Outreach					
Community involvement and Support (TBD)			\$1,121.74	\$0.00	\$1,121.74
Total Task 1			\$1,121.74	\$0.00	\$1,121.74
Task 2 – Finalize IP					
Community involvement and Support (TBD)			\$1,800.00	\$0.00	\$1,800.00
Total Task 2			\$1,800.00	\$0.00	\$1,800.00
Task 3 – Collaborate with CCC Staff					
Community involvement and Support (TBD)			\$8,021.74	\$500.00	\$8,521.74
Total Task 3			\$8,021.74	\$500.00	\$8,521.74
Task 4 – City Public Hearings					
Community involvement and Support (TBD)			\$4,100.00	\$3,500.00	\$7,600.00
Total Task 4			\$4,100.00	\$3,500.00	\$7,600.00
Task 5 – CCC Review					
Community involvement and Support (TBD)			\$20,500.00	\$15,500.00	\$36,000.00
Total Task 5			\$20,500.00	\$15,500.00	\$36,000.00
Task 6 – City Council Adoption					
Community involvement and Support (TBD)			\$2,228.26	\$1,500.00	\$3,728.26
Total Task 6			\$2,228.26	\$1,500.00	\$3,728.26
Task 7 - Certification					
Community involvement and Support (TBD)			\$2,228.26	\$1,500.00	\$3,728.26
Total Task 7			\$2,228.26	\$1,500.00	\$3,728.26
Total subcontractors			\$40,000.00	\$22,500.00	\$60,700.00
Total Direct Costs			\$48,095.99	\$38,465.88	\$84,761.87
				\$39,964.01	\$86,260.00
OVERHEAD / INDIRECT COSTS[3]					
			\$0.00	\$0.00	\$0.00
TOTAL PROJECT COST			\$67,000.00	\$113,718.96	\$178,918.96
				\$115,217.09	\$180,417.09

[1] Amount requested for benefits not to exceed 40% of amount requested for salary or wage.

[2] Travel reimbursement rates are the same as similarly situated state employees.

[3] All subcontractors must be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders.

[4] Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Personnel.”