

EXHIBIT A

SCOPE OF WORK

1. Contractor agrees to provide to the California Coastal Commission, hereafter called the "Commission," project activities as described under the Scope of Work, attached hereto as Exhibit A-Attachment I, hereafter the "Project."
2. The project representatives during the term of this agreement will be:

State Agency: California Coastal Commission	Contractor: City of Arcata
Name: Madeline Cavalieri, Statewide LCP Grant Manager ("Grant Manager")	Name: Larry Oetker, Community Development Director ("Planning Manager")
Address: 725 Front Street #300 Santa Cruz, CA 95060	Address: 736 F Street Arcata, CA 95521
Phone: (831) 427-4890	Phone: (707) 822-5955
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3. Direct all inquiries to:

State Agency: California Coastal Commission	Contractor: City of Arcata
Section/Unit:	Section/Unit: Community Development Department
Name: Kelsey Ducklow LCP Grant Coordinator ("Grant Coordinator")	Name: Larry Oetker, Community Development Director ("Planning Manager")
Address: 45 Fremont Street, Suite 2000 San Francisco, CA 94105-2219	Address: 736 F Street Arcata, CA 95521
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Local Coastal Program Grant

Local Assistance Funds

Title: City of Arcata Local Coastal Program Amendment

Organization: City of Arcata, Community Development Department

Term of Project: May 1, 2014 – April 30, 2016

SCOPE OF WORK

A. PROJECT DESCRIPTION

The City of Arcata has begun a comprehensive update of its 1989 Local Coastal Program (LCP) including amendments to its Coastal Land Use Element and Implementing ordinances known locally as the Coastal Land Use & Development Guide (CLUDG). In addition to updating the policies and standards of the City's coastal zoning and land use regulations, this update will address sea level rise and other coastal resource issues, both within the City and in its outlying pre-planning sphere of influence, that have become critical land use planning concerns in recent years. This update will be structured, generally, in accordance to the Coastal Commission's LCP Update Guidelines. The LCP will address Sea Level Rise in three periods extending to the year 2100. Policies and programs will be identified to be implemented in each time period. Policies identified for implementation in later time periods will be effective unless modified in subsequent LCP updates.

The project has four goals:

- Goal 1: Determine effects that a range of sea level rise scenarios and associated adaptive management responses will have on Arcata's Coastal Zone
- Goal 2: Develop LCP background and regulatory framework
- Goal 3: Hold a series of public workshops to foster buy-in and solicit public participation
- Goal 4: Gain certification of Local Coastal Program Update

B. TASKS

Phase 1: Kickoff and Local Coastal Program Draft

Task 1: Kickoff Meetings, Sea Level Rise (SLR) Mapping & Preliminary Risk Assessment

City of Arcata staff and consulting partners will meet with Coastal Commission staff to kick-off the start of the preparation of the City's LCP update. At this meeting, input and feedback will be sought from Coastal Commission staff on the City's overall goals and preferred processes by which we intend to achieve the update. Foremost in this effort to establish

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procedures will be concerning the type and source of background information and the identification of risks that the City team will utilize in the development of the Sea Level Rise (SLR) Scenarios Report.

Within this report, the City will establish a range of SLR projections using current regional data and mapping prepared by the City's GIS division and/or other sources. The mapping will conform to the projections recommended in the Coastal Commission's draft sea level rise guidance for the years 2030, 2050 and 2100. In addition to projections and hazards mapping, the SLR Scenarios Report will also identify the direct and indirect/secondary impacts of SLR and its projected effects on critical facilities, such as the City's wastewater treatment plant (WWTP), natural resources, and existing and planned development. Secondary or indirect impacts may include, for example, loss of terrestrial wetlands, environmentally sensitive habitats (ESHA), agricultural lands, or other coastal resources that may be impacted as a result of the relocation of the aforementioned critical facilities.

As part of the risk assessment, we will identify problem areas and explain the methodology used in evaluating those risks.

We will continue our monthly meetings with Coastal Commission staff in an effort to ensure that our progress continues on the right track throughout the update process.

Deliverable: Report containing focus areas, and process/policy directives from kickoff meetings; SLR Mapping and Risk Assessment.

Task 2: Adaptation Measures, LCP Policy Options, Preparation of SLR Scenarios Report

The main objective of this task is to develop a SLR Scenarios Report that includes a variety of adaptation measures. These measures, among others, will inform the development of LCP policies and standards that, when implemented, will minimize impacts caused by climate change and SLR. These measures will be based on the State's most current SLR Guidelines. The subtasks below represent chapters in the City's new updated LCP. Each chapter will include land use policies and implementation measures.

2.1 Planning and Locating New Development - The adaptation options identified and analyzed within the scenarios report will inform where, when and how new development should occur within the planning area. This chapter will focus primarily on the vacant and underutilized industrial areas on either side of State Highway 255 (Samoa Blvd) as these locations represent the most potential for new development.

2.2 Hazards and Shoreline Development – This chapter will identify and assess the potential risks to shoreline development in relation to SLR and other hazards. Since the City's jurisdiction lies completely within Humboldt Bay, the risks typically associated with

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shoreline development (i.e., bluff erosion and retreat) are minimal, but storm surge, tsunami and flooding are real hazards that will be addressed.

2.3 Public Access and Recreation – The City of Arcata has miles of public access trails and open space used for both recreational activities as well as for wildlife refuge and wastewater treatment facilities. The City is well known for its ability to successfully merge these sometimes disparate activities and uses. The protection of access and recreational activities within the planning area is of great importance to the City as we recognize that these features are one of the primary reasons that people choose to live and visit the area. These are economic assets to the City that will be not only maintained, but enhanced over time.

2.4 Coastal Habitats – As mentioned in subtask 2.3 above, the City's baylands that are utilized for recreational and municipal services are also fragile coastal habitats. Historically, agricultural grazing was the primary use on the lands immediately adjacent to the bay. Over time, as the economic base changed and many of these lands were converted to industrial uses, these coastal habitats were damaged through soil and water contamination, fill, encroachment into wetlands, etc. In the more recent past, however, the City has played a primary role in restoring and enhancing many of these lands into the habitat that they once represented. As with all of the subtasks in this section, coastal habitats will be identified and assessed as part of the development of the SLR Scenarios Report and the policies of the LCP.

2.5 Agricultural and Paleontological Resources - Potential impacts to agricultural resources from SLR and other land uses are a concern to the City. Although some former agricultural lands directly adjacent to the bay have been converted to marsh and wetlands for wildlife, access, water quality and other purposes, these agricultural lands did not contain prime soils and had previously been fairly heavily degraded by marine influences such as the encroachment of certain plant species and saline soil conditions. Nonetheless, the agrarian history of Arcata and Humboldt County continues to be an economic and environmental asset to the community. Policies and measures that protect such resources will be adopted in compliance with the requirements set forth in the Coastal Act.

Arcata, and the north coast in general, have a rich Native American history. The update of the City's LCP constitutes a General Plan Amendment and is, therefore, subject to the requirements of SB 18 for tribal consultation. The City relies on the three (3) local tribes (Wiyot, Blue Lake and Bear River) to inform and advise on cultural resource protection measures. The City will engage in a formal consultation as part of the LCP update. The updated LCP will contain measures that protect cultural and paleontological resources from impacts resulting from SLR and other incompatible land uses.

2.6 Water Quality – The City has undertaken many water quality improvement projects over the years and will continue to ensure that water quality is high. Our wastewater treatment

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facility is known throughout the world for its innovative wastewater treatment through the use of marshes and other natural processes. The City endeavors to minimize and pre-treat run-off from urban areas through Low Impact Development (LID) techniques. This LCP update will identify potential impacts that SLR may have on water quality through flooding, storm events, increased and more volatile rain events as well as through standard urban development within the Coastal zone.

2.7 Scenic Resources – Subtasks 2.3 through 2.6 contribute to the scenic resources that abound in and around the City of Arcata. Coastal views, opportunities for access and recreation, the high level of air and water quality and the forested hillsides to the east all make up the scenic resources that make the City a destination for travelers, students, retirees and young people desiring to begin families and careers in a small town with such a wide variety of scenic resources. Because the City recognizes the high value that scenic resources have for our economic growth and well-being, it is imperative that the LCP update evaluate and establish land use policies and standards that protect and enhance this asset.

2.8 Energy, Industrial, and other Coastal-Dependent Development Uses – The City recognizes the need for industrial lands and energy development in the Coastal zone and will retain policies that allow for such development. However, the economic trends of the recent past and projections into the future foretell that the heavy manufacturing and extractive industries of bygone days are gone. Furthermore, the City does not have the large-scale energy transmission infrastructure that would support significant new energy production operations and new development of such facilities, given the sensitive nature of the baylands and the area’s seismic composition, is relatively unlikely.

2.9 Prepare SLR Scenarios Report – The SLR Scenarios Report will contain an assessment of hazards, identify areas at risk from these hazards, and will include development of adaptation options and strategies that will inform the policies and standards in the LCP update. The consultant will utilize Statewide and local emerging data to map the hazard areas and to address projected impacts to the resources mentioned above in the years 2030, 2050 and 2100.

Deliverable: SLR Scenarios Report.

Task 3: Update and Expand Existing Conditions Report

Under a previous project, a consultant prepared an Existing Conditions Report (ECR) for a specific area (the vacant and underutilized industrial lands along Samoa Blvd). This project will update and expand the ECR to include all of the lands within the Coastal zone throughout the City, and the City’s sphere of influence, as feasible. In order to accomplish this update, the consultant will need to visit additional sites within the City to garner existing uses that are otherwise undetectable using standard airphoto or other digital or “virtual”

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techniques. It's likely that visits to areas not yet included in the ECR could be accomplished in 1 day.

Deliverable: Updated Existing Conditions Report.

Task 4: Prepare Coastal Land Use Plan Internal Draft Document

The City team will prepare a draft LUP consisting of policies and standards informed directly by the results of the updated ECR and the new SLR Scenarios Report. The update will follow the Coastal Commission's LCP update guidelines to ensure consistency with the Coastal Act and to achieve certification by the Coastal Commission. The methodology and results of the reports will be included as technical appendices. The draft will consist of the chapters outlined below. The chapters will utilize the referenced sections in Task 2 as that section of the update is where new and improved land use policies will be developed. The following chapters will be a more detailed look at each resource/activity with the policies explicitly expressed.

Chapter 1: Introduction – the Introduction will explain the purpose of the LCP and how it should be used in regulating development within the City's Coastal zone.

Chapter 2: Planning & New Development (see subtask 2.1)

Chapter 3: Industrial Development & Energy (see subtask 2.8)

Chapter 4: Planning Procedures – this section will describe the Coastal Development Permit (CDP) process, review authority, noticing and appeal requirements, etc.

Chapter 5: Recreation & Visitor Serving Facilities (see subtask 2.3)

Chapter 6: Water Quality (see subtask 2.6)

Chapter 7: Environmentally Sensitive Habitat Areas (ESHA) & Natural Resources (see subtask 2.4)

Chapter 8: Coastal Hazards (see subtask 2.2)

Chapter 9: Shoreline Erosion & Protective Devices – shoreline erosion in the typical sense of bluff failure or instantaneous collapse is not an issue for the City of Arcata. However, slow erosion caused by small, constant wave action as well as more the rapid erosional effects of storm-related wind and wave activity within the bay is of significant concern. Furthermore, the City has critical facilities (WWTP) that are armored by earthen levees which are directly impacted by wave action.

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Chapter 10: Public Access (see subtask 2.3)

Chapter 11: Scenic & Visual Resources (see subtask 2.7)

Chapter 12: Archaeological & Cultural Resources (see subtask 2.5)

Chapter 13: Agricultural Resources (see subtask 2.5)

Chapter 14: Prepare LUP Internal Draft – Staff will compile the data, chapters, policies, agency and partner input and measures into a cohesive draft document which will serve as the public and administrative hearing draft LUP.

Deliverable: Coastal Land Use Plan Internal Draft Document.

Task 5: Prepare Coastal Implementation Plan Internal Draft Document

Using the Coastal Commission Guidelines for updating Local Coastal Programs and the results of prior reviews by Coastal Commission staff, the City will prepare an Implementation Plan Internal Draft Document

5.1: Local Coastal Permit Requirements

The City's IP will be developed in accordance to the Coastal Commission's guidelines and will establish the basic rules for determining whether or not a permit is required, which agency has the authority to process the permit if one is required, and so on.

5.2: Local Coastal Permitting Procedures

Arcata's IP will contain CDP procedures that adhere to the California Code of Regulations §§ 13560 – 13574, and that provide minimum standards to be followed in processing coastal development permits.

5.3: Local Responsibilities in the Appeal Process

The IP will describe the City's responsibilities regarding the appeal of CDPs as governed by Coastal Act § 30603 and California Code of Regulations §§ 13110 -- 13120.

5.4: Prepare Coastal Implementation Plan Internal Draft Document

The City team will assemble the aforementioned sections into a draft document that will become the public and administrative hearing draft IP.

Deliverable: Coastal Implementation Plan Internal Draft Document.

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Task 6: Agency Consultation

The Arcata team will consult with local, regional, trustee, and responsible agencies, including local tribal entities and Coastal Commission staff, to establish concurrence on background reports and the LCP draft document.

6.1 Consultation with Coastal Commission Staff: City staff already has a monthly meeting established with local Coastal Commission staff in an effort to keep on track. This meeting schedule will continue. Other agency meetings or consultation will occur as needed.

6.2 Planning Commission Study Session: Review Background Reports and LCP Draft Document

Deliverable: Concurrence.

Phase 2: Public Outreach and Preparation of Local Coastal Program

Task 7: Public Workshops and Kickoff Meeting

The primary goal of the public meetings is to gain feedback and acquire input from the public on the future of development in the City's Coastal zone. We will ask for input on resources to protect, hazards, priority areas for focus and other important factors. Each of the workshops listed below will be held in that particular region of Coastal Arcata and will focus on the specific concerns of that neighborhood. For example, the Alliance/Spear neighborhood may have concerns about the interface between residential development and agriculture where the Samoa/Marsh neighborhood might be more concerned about the effects of SLR on their property and immediate environs. The workshops will be advertised by a combination of mailings, website updates, newspaper advertisements, flyers, water bill inserts, etc.

The intended audience for meeting No. 1 consists of any and all Arcata residents who have an interest in guiding future development within the City's Coastal areas. Workshops 2, 3 and 4 are neighborhood or region-specific. Workshop No. 5 will be a synopsis of the input received from previous meetings and will provide residents with the general direction in which the update will proceed. Each workshop will have its own agenda with discussion items that are specific to the neighborhood or goal of the meeting.

7.1 Phase 2 Kickoff with Coastal Commission and Arcata Staff

7.2 Schedule, Advertise, and Prepare Materials for Public Workshops

7.3 Workshop No. 1 – Arcata's Coastal Vision

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7.4 Workshop No. 2 – Focus on Bayside and Alliance/Spear Neighborhoods and Coastal Agriculture

7.5 Workshop No. 3 – Focus on Samoa Boulevard, Marsh, and WWTP. Incorporate results of Climate Ready Grant, if available.

7.6 Workshop No. 4 – Focus on Vacant and Underutilized Land

7.7 Public Workshop No. 5 – All Areas: Themes and Alternatives from Workshops 1-4

Deliverable: Meeting minutes from public workshops & public input on LCP policies.

Task 8: Prepare Local Coastal Program Update Admin. Draft

Objective/Organization: Incorporate policies from SLR Scenarios Report and public outreach into Draft Plans and draft complete Local Coastal Program

8.1 Incorporate Sea Level Rise Policies into each section of Coastal Land Use Plan

8.2 Draft new policies responsive to public outreach

8.3 Modify Coastal Implementation Policies to respond to SLR and public input if necessary

8.4 Prepare Coastal Implementation Program (Land Use Plan and Implementation Plan)

8.5 Consult with Coastal Commission Staff regarding the Local Coastal Program

Outcome/Deliverable: (1) Admin. Draft to CCC, (2) and preparation of Public draft release

Note that phase 3 will be completed outside of the grant term, and will not be funded by this grant

Phase 3: Agency Review and Plan Approval

Task 9: Agency Review of Draft Local Coastal Program

The purpose of the circulation of the draft LCP to affected agencies is to obtain input and to foster support from those agencies that have expertise or regulatory authority in areas and subjects different from the City.

9.1 Circulate Draft LCP to Affected Agencies. The following is a list of agencies that the City may circulate the draft document to: Coastal Commission, North Coast Regional Water

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Quality Control Board, California Department of Fish and Wildlife, California Department of Transportation, US Army Corps of Engineers, National Marine Fisheries Service, US Fish and Wildlife Service, Humboldt County Community Development Department, the Humboldt County Association of Governments, Local Agency Formation Commission, neighboring Community Service Districts/ service providers, State Historic Preservation Officers/Tribal Historic Preservation Officers and others as necessary.

9.2 Respond to Comments and Modify LCP per Agency Comments

Deliverable: *Revised draft LCP including agencies' input.*

Task 10: City of Arcata Review Process

The City will hold the following noticed public hearings to generate the final draft of the LCP:

10.1 Schedule, Advertise, and Prepare for Public Hearings

10.2 First Planning Commission Hearing on LCP

10.3 Second Planning Commission Hearing on LCP

10.4 Third Planning Commission Hearing on LCP

10.5 First City Council Hearing on LCP

10.6 Second City Council Hearing on LCP

10.7 Revise LCP per Hearing(s) and Prepare Application to Coastal Commission

Deliverable: *Final Draft LCP.*

Task 11: Coastal Commission Review Process

The goal of Task 11 is to gain Coastal Commission certification of the City's LCP update.

11.1 Coastal Commission Staff Review Process

11.2 Set and Advertise Coastal Commission Public Hearing(s)

11.3 Coastal Commission Hearing(s)

11.4 Revise per Coastal Commission Hearing for certification

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Deliverable: Certified LCP Update.

[Task 12: Project Management]

C. SCHEDULE

Project begin/end dates: May 1, 2014 – April 30, 2016

Project Schedule	
Phase 1: Kickoff and Local Coastal Program Draft	Complete Update: April 30, 2016
Task 1: Kickoff Meetings, Sea Level Rise (SLR) Mapping & Preliminary Risk Assessment	Start Task 1: May 1, 2014
<u>Objective/Organization</u> : Solicit input and feedback on overall LCP goals and process. Gather background information and identify risks to inform SLR policy development and use in SLR Scenarios Report	
1.1 Determine Range of SLR Projections; Mapping at 2030, 2050, and 2100	May 1, 2014 – Dec. 2015
1.2 Identify Potential SLR Impacts (Critical Facilities, Natural Resources, Existing Development, Planned Development)	May 1, 2014 – Dec. 2015
1.3 Assess Risks to Coastal Resources and Development; Identify Problem Areas	May 1, 2014 – Dec. 2015
1.4 Consult with Coastal Commission Staff on Results of Tasks 1.2-1.4	August 1, 2014 – April 2016
<u>Outcome/Deliverables</u> : Report containing focus areas, and process/policy directives from kickoff meetings. Submittal of SLR Mapping and Risk Assessment report to CC staff for review. <i>Partially achieves Goal 1</i>	Finish Task 1: Feb. 29, 2016
Task 2: Adaptation Measures, LCP Policy Options, Prepare SLR Scenarios Report	Start Task 2: Oct. 15, 2014
<u>Objective/Organization</u> : Identify range of adaptation measures and policy options; draft SLR Scenarios Report based on State's SLR	

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Guidelines	
2.1 Public Access	Oct. 15, 2014 – Mar. 31, 2016
2.2 Recreation & Visitor Serving Facilities	Oct. 15, 2014 – Mar. 31, 2016
2.3 Water Quality Protection	Oct. 15, 2014 – Mar. 31, 2016
2.4 ESHAs & Natural Resources	Oct. 15, 2014 – Mar. 31, 2016
2.5 Agricultural Resources	Oct. 15, 2014 – Mar. 31, 2016
2.6 Planning & New Development	Oct. 15, 2014 – Mar. 31, 2016
2.7 Scenic & Visual Resources	Oct. 15, 2014 – Mar. 31, 2016
2.8 Coastal Hazards	Oct. 15, 2014 – Mar. 31, 2016
2.9 Shoreline Erosion & Protective Devices	Oct. 15, 2014 – Mar. 31, 2016
2.10 Energy & Industrial Development	Oct. 15, 2014 – Mar. 31, 2016
2.11 Archaeology & Cultural Resources	Oct. 15, 2014 – Mar. 31, 2016
2.12 Prepare SLR Scenarios Report	Oct. 15, 2014 – Mar. 31, 2016
<u>Outcome/Deliverables:</u> SLR Scenarios Report submitted to CC staff for review. Achieves Goal 1	Finish Task 2: Mar. 31, 2016
Task 3: Update and Expand Existing Conditions Report	Start Task 3: May 1, 2014
<u>Objective/Organization:</u> Characterize existing physical, regulatory, and jurisdictional conditions and constraints throughout the City's Coastal zone	
3.1 Site Visits and Information Gathering in Coastal Zone	This task will be undertaken throughout the development of the LCP Update. Aug. 1, 2014 – April 30, 2016
3.2 Expand and Update Existing Conditions Report	May 1, 2014 – May 31, 2015
<u>Outcome/Deliverables:</u> Updated Existing Conditions Report. Achieves Goal 2, Objective 2; partially achieves Goal 2	Finish Task 3 (Existing Conditions Report): May 31, 2015
Task 4: Prepare Coastal Land Use Plan Internal Draft Document	Start Task 4: May 1, 2014
<u>Objective/Organization:</u> Using the Coastal Commission Guidelines for updating Local Coastal Programs and the results of prior reviews by Coastal Commission Staff, Prepare internal draft Local Coastal Program	
4.1 Section 1: Introduction	May 1, 2014 – April 2016
4.2 Section 2: Planning & New Development	May 1, 2014 – April 2016
4.3 Section 3: Industrial Development & Energy	May 1, 2014 – April 2016
4.4 Section 4: Planning Procedures	May 1, 2014 – April 2016
4.5 Section 5: Recreation & Visitor Serving Facilities	May 1, 2014 – April 2016
4.6 Section 6: Water Quality	May 1, 2014 – April 2016

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4.7 Section 7: Environmentally Sensitive Habitats & Other Natural Resources	May 1, 2014 – April 2016
4.8 Section 8: Coastal Hazards	May 1, 2014 – April 2016
4.9 Section 9: Shoreline Erosion & Protective Devices	May 1, 2014 – April 2016
4.10 Section 10: Public Access	May 1, 2014 – April 2016
4.11 Section 11: Scenic & Visual Resources	May 1, 2014 – April 2016
4.12 Section 12: Archaeological/Cultural Resources	May 1, 2014 – April 2016
4.13 Section 13: Agricultural Resources	May 1, 2014 – April 2016
4.14 Section 14: Prepare Coastal Land Use Plan Internal Draft Document	Sept. 1, 2015 – April 2016
<u>Outcome/Deliverables:</u> Coastal Land Use Plan Internal Draft Document submitted to CC staff for review. Partially achieves Goal 2 and Goal 2 Objective 3	Finish Task 4: April 2016
Task 5: Prepare Coastal Implementation Plan Internal Draft Document	Start Task 5: May 1, 2014
<u>Objective/Organization:</u> Using the Coastal Commission Guidelines for updating Local Coastal Programs and the results of prior reviews by Coastal Commission Staff, Prepare Implementation Plan Internal Draft Document	
5.1 Section 1: Local Coastal Permit Requirements	May 1, 2014 – April 2016
5.2 Section 2: Local Coastal Permitting Procedures	May 1, 2014 – April 2016
5.3 Section 3: Local Responsibilities in the Appeal Process	May 1, 2014 – April 2016
5.4 Prepare Coastal Implementation Plan Internal Draft Document	May 1, 2014 – April 2016
<u>Outcome/Deliverables:</u> Coastal Implementation Plan Internal Draft Document. Submit to CC staff for review. Partially achieves Goal 2 and Goal 2, Objective 3	Finish Task 5: April 2016
Task 6: Agency Consultation	Dec. 31, 2015 – April 2016
<u>Objective/Organization:</u> Consult with local agencies to establish concurrence on background reports and LCP draft document	
6.1 Consultation with Coastal Commission Staff: Review Background Reports and LCP Draft Document	Dec. 31, 2015 – April 2016

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6.2 Planning Commission Study Session: Review Background Reports and LCP Draft Document	Dec. 31, 2015 – April 2016
<u>Outcome/Deliverable</u> : Concurrence. Achieves Commission buy-in for Goals 1 &2	Finish Task 6: April 2016
<i>Phase 2: Public Outreach and Preparation of Local Coastal Program</i>	
Task 7: Public Workshops and Kickoff Meeting	Start Task 7: Aug. 1, 2014
<u>Objective/Organization</u> : Gather Coastal Commission and Public Input for Local Coastal Program	
7.1 Phase 2 Kickoff Consultation with Coastal Commission and Arcata Staff	Aug. 1, 2014 – May 6, 2015
7.2 Schedule, Advertise, and Prepare Materials for Public Workshops	August 1 – Aug 30, 2014
7.3 Public Workshop/Planning Commission Scoping No. 1 – “Potential Coastal Zone Boundary Adjustments and Voluntary Owner-Initiated Annexations affecting the Coastal Zone properties”	June 23, 2015
7.4 Public Workshop/Planning Commission Scoping No. 2 – “Samoa Business and Creamery Districts - Zoning and Overlay Discussions”	July 14, 2015
7.5 Public Workshop/Planning Commission Scoping No. 3 – “Sea Level Rise and the Marsh District – zoning discussions”	July 28, 2015
7.6 Public Workshop/Planning Commission Scoping No. 4 – “Zoning and overlay discussions/recommendations (continued)”	Aug. 11, 2015
7.7 Public Workshop/Planning Commission Scoping No. 5 – “Sea Level Rise, zoning and overlay discussions/recommendations (continued)”	Aug. 25, 2015
7.8 Public Workshop/Planning Commission Scoping No. 6 – “Planning Commission Study Session with the City Council on the Local Coastal Plan Update”	Aug. 27, 2015
<u>Outcome/Deliverable</u> : Meeting minutes from public workshops & public input on LCP policies. Achieves Goal 2 Objective 4 and partially achieves Goal 3	Sept. 1, 2015
Task 8: Prepare Local Coastal Program Update Admin. Draft	Start Task 8: May 1, 2015
<u>Objective/Organization</u> : Incorporate policies from SLR Scenarios Report and public outreach into Draft Plans and draft complete Local Coastal	

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Program	
8.1 Incorporate Sea Level Rise Policies into each Section of Coastal Land Use Plan	May 1, 2015 – April 2016
8.2 Draft New Policies Responsive to Public Outreach	May 1, 2015 – April 2016
8.3 Modify Coastal Implementation Policies to Respond to SLR and Public Input if Necessary	May 1, 2015 – April 2016
8.4 Prepare Coastal Implementation Program (Land Use Plan and Implementation Plan)	May 1, 2015 – April 2016
8.5 Consult with Coastal Commission Staff Regarding the Local Coastal Program	May 1, 2015 – April 2016
Outcome/Deliverable: Admin. Draft to CCC and preparation of Public draft	April 2016
<u>Note that Phase 3, Tasks 9-11, will no longer be funded by grant</u>	
Phase 3: Agency Review and Plan Approval	
Task 9: Agency Review of Draft Local Coastal Program	<i>Start Task 9: Jan. 2016</i>
<i>Objective/Organization: solicit input and foster support from agencies affected by LCP</i>	
9.1 Circulate Draft LCP to Affected Agencies (if necessary)	<i>Jan. 2016</i>
9.2 Respond to Comments and Modify LCP per Affected Agency Comments	<i>Jan. 2016</i>
<i>Outcome/Deliverable: Revised LCP accommodating agencies' input. Achieves Goal 4, Objective 3</i>	<i>Finish Task 9: Feb. 2016</i>
Task 10: City of Arcata Review Process	<i>Start Task 10: Jan. 1, 2016</i>
<i>Objective/Organization: Hold hearings to generate final draft of LCP</i>	
10.1 Schedule, Advertise, and Prepare for Public Hearings	<i>Jan. 1, 2016 – Apr. 30, 2016</i>
10.2 First Planning Commission Hearing on LCP	<i>Jan. 1, 2016 – Apr. 30, 2016</i>
10.3 Second Planning Commission Hearing on LCP	<i>Feb. 10, 2016 – Apr. 30, 2016</i>
10.4 Third Planning Commission Hearing on LCP	<i>Feb. 24, 2016 – Apr. 30, 2016</i>
10.5 First City Council Hearing on LCP	<i>Mar. 9, 2016 – Apr. 30, 2016</i>
10.6 Second City Council Hearing on LCP	<i>Mar. 17, 2016 – Apr. 30, 2016</i>
10.7 Revise LCP per Hearing and Prepare Application to Coastal Commission	<i>April 7, 2016 – April 30, 2016</i>
<i>Outcome/Deliverable: Final Draft LCP. Achieves Goal 4 Objectives 4-5</i>	<i>Finish Task 10: April 30, 2016</i>

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Task 11: Coastal Commission Review Process	<i>Start Task 11: May 2016</i>
<u>Objective/Organization</u> : Gain Coastal Commission certification for Local Coastal Program	
11.1 Coastal Commission Staff Review Process	<i>May – August 2016</i>
11.2 Set and Advertise Coastal Commission Public Hearing(s)	<i>August – September 2016</i>
11.3 Coastal Commission Hearing(s)	<i>September – October 2016</i>
11.4 Revise per Coastal Commission Hearing for certification	<i>October – November 2016</i>
<u>Outcome/Deliverable</u> : Certified LCP Update. Achieves Goal 4 Objective 6 and completes Achievement of Goal 4	<i>Estimated completion date January 2017</i>

D. BENCHMARK SCHEDULE

Activity	Completion date
Determine effects of range of scenarios sea level rise will have on Arcata’s Coastal Zone (Deliverable: Sea Level Rise Scenarios Report)	Dec. 2015
Develop LCP background and internal draft (Deliverables: Existing Conditions Report, SLR Scenarios Report, LCP Internal Draft Document)	Dec. 31, 2015
Develop a robust outreach program in order to foster buy-in and solicit input from public (Deliverable: meeting minutes and public input)	Sept. 1, 2015
Submit administrative draft to CC	April 30, 2016

E. EVALUATION AND REPORTING

- a. The Contractor 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 Contractor shall provide the Commission a report showing

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total final Project expenditures with the final Request for Funds and required closing documents. Contractor shall submit all documentation for Project completion, as applicable, and final reimbursement by the end of the contract period, April 30, 2016.

- b. Final payment is contingent upon Commission verification that Project is consistent with the Scope of Work as described in Exhibit A- Attachment I, together with any Commission approved amendments.
- c. Contractor must report to the Commission in the Project Budget all sources of other funds for the Project.

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F. BUDGET

LABOR COSTS					
<i>Position Title</i>	<i>Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines)</i>	<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 – Kick-Off, Prelim. SLR Mapping/Risk Assess.					
City of Arcata "City Staff as needed"	-	-	\$5,482.50	\$4,500	\$9,982.50
Total Task 1			\$5,482.50	\$4,500	\$9,982.50
Task 2 – Adaptation Measures, LCP Policy Options, SLR Scenarios Report					
City of Arcata "City Staff as needed"	-	-	\$8,127.75	5,500	\$13,627.75
Total Task 2			\$8,127.75	\$5,500	\$13,627.75
Task 3 – Update/Expand Existing Conds. Report					
City of Arcata	-	-	\$0	17,500	\$17,500
Total Task 3			\$0	\$17,500	\$17,500
Task 4 – Prepare L.U.P. Framework					
City of Arcata	-	-	\$0	54,000	\$54,000
Total Task 4			\$0	\$54,000	\$54,000
Task 5 – Prepare I.P. Framework					
City of Arcata "City Staff as needed"	-	-	\$918	14,000	\$14,918
Total Task 5			\$918	\$14,000	\$14,918
Task 6 – Agency Consultation					
City of Arcata "City Staff as needed"	-	-	\$1,904	2,000	\$3,904
Total Task 6			\$1,904	\$2,000	\$3,904

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LABOR COSTS (con't)					
<i>Position Title</i>	<i>Hourly Rate (salary plus benefits, incl. fringe benefits- see guidelines)</i>	<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 7 – Public Workshops					
City of Arcata “City Staff as needed”	-	-	\$7,925.50 \$0	13,000	\$20,925.50 \$13,000
Total Task 7			\$7,925.50 \$0	\$13,000	\$20,925.50 \$13,000
Task 8 – Prepare LCP Update					
City of Arcata “City Staff as needed”	-	-	\$19,000 \$26,925.50	8,500	\$27,500 \$35,425.50
Total Task 8			\$19,000 \$26,925.50	\$8,500	\$27,500 \$35,425.50
Task 9 – Agency Review of Draft					
City of Arcata	-	-	\$0	4,000	\$4,000
Total Task 9			\$0	\$4,000	\$4,000
Task 10 – City of Arcata Review (Planning Commission/ Council)					
City of Arcata	-	-	\$0	7,000	\$7,000
Total Task 10			\$0	\$7,000	\$7,000
Task 11 – Coastal Commission Review					
City of Arcata	-	-	\$0	14,000	\$14,000
Total Task 11			\$0	\$14,000	\$14,000
Task 12 – Project Management					
City of Arcata	-	-	\$0	0	\$0
Total Task 12			\$0	\$0	\$0
Total Labor Costs			\$43,357.75	\$144,000	\$187,357.75

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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					
No project supplies					
Total			\$0	\$0	\$0
<u>Travel In State[1]</u>					
Mileage	\$0	\$0	\$0	\$0	\$0
Hotel, etc.	\$0	\$0	\$0	\$0	\$0
Total			\$0	\$0	\$0
<u>Subcontractors[2]</u>					
Task 1 – Kick-Off, Prelim. SLR Mapping/Risk Assess.					
Consultant	-	-	\$1,517.50		\$1,517.50
Total Task 1			\$1,517.50	\$0	\$1,517.50
Task 2 – Adaptation Measures, LCP Policy Options, SLR Scenarios Report					
Consultant	-	-	\$5,872.25		\$5,872.25
Total Task 2			\$5,872.25	\$0	\$5,872.25
Task 3 – Update/Expand Existing Conds. Report					
Consultant	-	-	\$0		\$0
Total Task 3			\$0	\$0	\$0
Task 4 – Prepare L.U.P. Framework					
Consultant	-	-	\$1,000		\$1,000
Total Task 4			\$1,000	\$0	\$1,000
Task 5 – Prepare I.P. Framework					
Consultant	-	-	\$82		\$82
Total Task 5			\$82	\$0	\$82

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DIRECT COSTS (con't)					
<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>
Task 6 – Agency Consultation					
Consultant	-	-	\$96		\$96
Total Task 6			\$96	\$0	\$96
Task 7 – Public Workshops					
Consultant	-	-	\$2,074.5		\$2,074.5
Total Task 7			\$2,074.5	\$0	\$2,074.5
Task 8 – Prepare LCP Update					
Consultant	-	-	\$0		\$0
Total Task 8			\$0	\$0	\$0
Task 9 – Agency Review of Draft					
Consultant	-	-	\$0		\$0
Total Task 9			\$0	\$0	\$0
Task 10 – City of Arcata Review (Planning Commission/ Council)					
Consultant	-	-	\$0		\$0
Total Task 10			\$0	\$0	\$0
Task 11 – Coastal Commission Review					
Consultant	-	-	\$0		\$0
Total Task 11			\$0	\$0	\$0
Task 12 – Project Management					
Consultant	-	-	\$0		\$0
Total Task 12			\$0	\$0	\$0
Total subcontractors			\$10,642.25	\$0	\$10,642.25

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DIRECT COSTS (con't)					
<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>
Total Direct Costs			\$10,642.25	\$0	\$10,642.25
OVERHEAD / INDIRECT COSTS[3]			\$0	\$0	\$0
TOTAL PROJECT COST			\$54,000	\$144,000	\$198,000

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

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

[3] 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.