

EXHIBIT A

SCOPE OF WORK

Name of Local Government: City of Seal Beach

Name of Project: Local Coastal Plan Seal Beach

Funding Source: Greenhouse Gas Reduction Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 95-6000794

Budget Summary:

CCC funding:	\$50,000
Other funding:	\$54,600
Total project cost:	\$104,600

Term of Project: February 1, 2020 or upon grant execution to December 1, 2021

A. PROJECT DESCRIPTION

This project is the continued development and certification of a Local Coastal Plan (LCP). With the Grant funds the City of Seal Beach will be able to continue to develop policies for the creation of the Implementation Plan of the LCP. Outreach to the stakeholders and public participation will continue to be a priority with the completion of this Plan.

B. TASKS:

Task 1. Kick-Off and Coordination

As the Project Team moves into the second phase of the Local Coastal Program process, the consultant and the City will meet to refine the scope of work and confirm project timeline. The City will coordinate with the consultant to identify relevant baseline information and applicable technical data, as it relates to Implementation Plan preparation. Additionally, the City shall set up a meeting with Coastal Commission staff to regroup and initiate the second phase of the Local Coastal Program preparation. The goal of this meeting shall be to address any outstanding comments regarding the Administrative Draft Land Use Plan (to be submitted December 31, 2019), and scope, expectations and goals for the Implementation Plan.

- Task 1.1, Kick Off Meeting
- Task 1.2, Coastal Commission Meeting

DELIVERABLES: Kick-Off Meeting Agenda and Meeting Minutes; Coastal Commission Meeting Agenda and Meeting Minutes

Task 2. Land Use Plan – Finalization

EXHIBIT A

The Administrative Draft Land Use Plan (including all applicable exhibits) was electronically submitted to Coastal Commission staff in December 2019 as a deliverable for the City's past grant, LCP-17-01. To finalize the Land Use Plan for public review, the Land Use Plan shall undergo a 60-day review and comment period with Coastal Commission staff. The City and consultant shall coordinate with Coastal Commission staff on revisions to Land Use Plan text, policies and graphics. The consultant will incorporate Coastal Commission staff recommendations as applicable to prepare a Public Review Draft Land Use Plan.

- Task 2.1, Coastal Commission staff review of Administrative Draft Land Use Plan
- Task 2.2, Prepare Public Review Draft Land Use Plan (Assumes one response to Coastal Commission comments)

DELIVERABLES: Public Review Draft Land Use Plan, with Commission staff comments reviewed and addressed.

Task 3. Implementation Plan – Preparation and Finalization

An Implementation Plan shall be prepared for review and incorporation into the Final Local Coastal Program, based on Land Use Plan policies, as finalized under Task 2 of this grant. The City seeks to integrate the Implementation Plan as part of the Seal Beach Municipal Code. The Implementation Plan will establish a Coastal Development Permit Ordinance to identify procedures for processing permits at the local level following Local Coastal Program certification. Additionally, the Implementation Plan will incorporate regulations from existing Specific Plans within the Coastal Zone.

Community outreach shall be incorporated into the Implementation Plan development process, to continue public involvement throughout the Local Coastal Program document preparation. The City and consultant shall host one (1) publicly noticed workshop to educate the public about the Implementation Plan as part of the Local Coastal Program, and to solicit public input. The outreach effort shall ensure the public is involved in the decision-making process, and that visitors, employees, and other potentially affected non-residents are included to the maximum extent feasible. Special effort shall be made to ensure disadvantaged communities (including low-income, minority, and other underserved communities) have equitable opportunities to engage in the community outreach process. Additionally, the Local Coastal Program webpage shall continue to be updated periodically, as significant deliverables become available. A community outreach summary shall be submitted to Coastal Commission staff after the workshop is held.

The Administrative Draft Implementation Plan shall then be electronically submitted to Coastal Commission staff for a 90-day review and comment period. The City and consultant shall coordinate with Coastal Commission staff on suggested modifications to the Implementation Plan. The consultant will incorporate Coastal Commission staff recommendations as applicable to prepare a Public Review Draft Implementation Plan.

- Task 3.1, Prepare Administrative Draft Implementation Plan
- Task 3.2, Community Outreach – Public Workshop & Website
- Task 3.3: Commission staff review of Administrative Draft Implementation Plan
- Task 3.4, Prepare Public Review Draft Implementation Plan (Assumes one response to Coastal Commission comments)

DELIVERABLES: Administrative Draft Implementation Plan, Community Outreach Summary, Public Review Draft Implementation Plan, with Commission staff comments reviewed and addressed.

EXHIBIT A

Task 4. Public Review

The City and consultant shall prepare and notice the Public Review Local Coastal Program for a 30-day period. The Local Coastal Program shall be available electronically and in print at appropriate locations. Comments shall be directed to City staff, who will document for the Public Comment and Revision Summary under Task 5. Additionally, the City and consultant shall facilitate a total of two (2) study sessions (i.e. One Planning Commission and one City Council meeting) to discuss the Local Coastal Program preparation process, public outreach, and next steps toward certification.

- 4.1 Public Review Local Coastal Program Circulation
- 4.2 Planning Commission Study Session (1)
- 4.3 City Council Study Session (1)

DELIVERABLES: Notice for Release of LUP and IP for 30-day Public Review period; Planning Commission Study Session Meeting Notes; and City Council Study Session Meeting Notes

Task 5. Final Local Coastal Program Preparation and Adoption (Not Funded by LCP Grant)

The City and consultant shall prepare a summary of public comments received on the Public Review Land Use Plan and Implementation Plan, and documentation of all revisions made. If necessary, the City will work with Commission staff to resolve any outstanding issues. Next, the City and consultant shall incorporate revisions as applicable and prepare a Final Local Coastal Program reflective of any changes that result from the public hearing and local adoption process.

- Task 5.1, Public Comment and Revision Summary
- Task 5.2, Final Local Coastal Program Preparation
- Task 5.3, Attend Planning Commission and City Council Hearings

Task 6. Local Coastal Program Submittal to Coastal Commission (Not Funded by LCP Grant)

The consultant will be tasked with preparing the Final Local Coastal Program for submittal to the Coastal Commission for review and certification. The consultant will prepare an application to be accompanied by a summary of measures taken to engage agencies and stakeholders, participant lists appearing at meeting hearings, all final documents and maps, a methodology demonstrating Coastal Act conformity, applicable environmental review documents, and a complete Local Coastal Program showing proposed zoning measures and implementation.

- Task 6.1, Prepare Coastal Commission Application
- Task 6.2, Prepare and Compile All Requirements of Coastal Act Section 13519

Task 7. Coastal Commission Hearings – Post Grant Term (Not Funded by LCP Grant)

The consultant shall provide technical support to assist the City throughout the review and certification process. The consultant(s) shall attend Coastal Commission hearings with City staff as necessary in order to support staff with technical questions raised by the Commission during said hearings.

- Task 7.1, Attend Coastal Commission Hearings
- Task 7.2, Local Coastal Program Modifications – As Needed

EXHIBIT A

C. SCHEDULE

Project start/end dates: February 1, 2020 or upon grant execution– February 29, 2020

TASK	TIMELINE
Task 1: Kick Off and Coordination	February 1 2020 or upon grant execution – February 29, 2020
Task 1.1: Kick Off Meeting	February 1, 2020 or upon grant execution – February 29, 2020
Task 1.2: Coastal Commission Meeting	February 1, 2020 or upon grant execution – February 29, 2020
Task 2: Land Use Plan – Finalization	February 1, 2020 – May 31, 2020
Task 2.1: Commission staff review of Administrative Draft Land Use Plan	February 1, 2020 – April 1, 2020
Task 2.2: Prepare Public Review Draft Land Use Plan	April 1, 2020 – May 31, 2020
Task 3: Implementation Plan – Preparation and Finalization	June 1, 2020 – February 28, 2021
Task 3.1: Prepare Administrative Draft Implementation Plan	June 1, 2020 – August 30, 2020
Task 3.2: Community Outreach – Public Workshop & Website	September 1, 2020 – September 30, 2020
Task 3.3: Commission staff review of Admin Draft Implementation Plan	October 1, 2020 – December 31, 2020
Task 3.4: Prepare Public Review Draft Implementation Plan	January 1, 2021 – February 28, 2021
Task 4: Public Review	March 1, 2021 – May 30, 2021
Task 4.1: Public Review Local Coastal Program Circulation	March 1, 2021 – April 1, 2021
Task 4.2: Planning Commission Study Sessions (2)	March 1, 2021 – May 30, 2021
Task 4.3: City Council Study Sessions (2)	March 1, 2021 – May 30, 2021
Task 5: Final Local Coastal Program Preparation and Adoption	June 1, 2021 – September 30, 2021
Task 5.1: Public Comment and Revision Summary	June 1, 2021 – June 30, 2021
Task 5.2: Final Local Coastal Program	June 1, 2021 – July 30, 2021
Task 5.3: Attend Planning Commission & City Council Hearings	August 1, 2021 – September 30, 2021
Task 6: Local Coastal Program Submittal to Coastal Commission	October 1, 2021 – December 1, 2021
Task 6.1: Prepare Coastal Commission Application	October 1, 2021 – December 1, 2021
Task 6.2: Prepare/Compile All Requirements of Coastal Act Section 13519	October 1, 2021 – December 1, 2021
Task 7: Coastal Commission Hearings – Post Grant Term	
Task 7.1: Attend Coastal Commission Hearings	TDB
Task 7.2: Local Coastal Program Modifications – As Needed	TDB

D. BENCHMARK SCHEDULE

DELIVERABLE	DEADLINE
Kick-Off Meeting Agenda and Meeting Minutes	February 29, 2020
Coastal Commission Meeting Agenda and Meeting Minutes	February 29, 2020
CCC Land Use Plan Review Period	February 1, 2020 – April 1, 2020
Public Review Draft Land Use Plan	May 31, 2020
Administrative Draft Implementation Plan	August 30, 2020
Community Outreach Summary	September 30, 2020
CCC Implementation Plan Review Period	October 1 – December 31, 2020
Public Review Draft Implementation Plan	February 28, 2021

EXHIBIT A

Notice of Public Review Period	March 1, 2021
Study Session Meeting Notes	May 30, 2021
Public Comment and Revision Summary	June 30, 2021
Final Local Coastal Program	July 30, 2021
Coastal Commission Local Coastal Program Certification Application	December 1, 2021

Exhibit B

BUDGET

<i>City of Seal Beach</i>	<i>CCC Grant Total</i>	<i>Match/ Other Funds (Source #1)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
LABOR COSTS¹			
County/City Staff Labor			
Task 1 – Kick Off and Coordination	--	--	\$0
Task 2 – Land Use Plan Finalization	--	--	\$0
Task 3 – Implementation Plan – Preparation and Finalization	--	--	\$0
Task 4 – Public Review	--	--	\$0
Task 5 – Final Local Coastal Program Preparation and Adoption	--	--	\$0
Task 6 – Local Coastal Program Submittal to Coastal Commission	--	--	\$0
Task 7 – Coastal Commission Hearings	--	--	\$0
Total Labor Costs	\$0	\$0	\$0
DIRECT COSTS			
County/City Staff Project Supplies			
Project Supplies	\$0	\$4,500	\$4,500
Total Project Supplies	\$0	\$4,500	\$4,500
County/City Staff Travel In State²			
Mileage	--	--	\$0
Hotel, etc.	--	--	\$0
Total Travel In State	\$0	\$0	\$0
Consultants³			
Task 1 – Kick Off and Coordination	\$800	\$1,400	\$2,200
Task 2 – Land Use Plan Finalization	\$11,300	--	\$11,300
Task 3 – Implementation Plan – Preparation and Finalization	\$23,200	\$10,400	\$33,600
Task 4 – Public Review.	\$14,700	--	\$14,700
Task 5 – Final Local Coastal Program Preparation and Adoption	--	\$18,200	\$18,200
Task 6 – Local Coastal Program Submittal to Coastal Commission	--	\$10,700	\$10,700
Task 7 – Coastal Commission Hearings	--	\$9,400	\$9,400
Total Consultants	\$50,000	\$50,100	\$100,100

¹ Amount requested should include total for salary and benefits.

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

³ All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

Exhibit B

<i>City of Seal Beach</i>	<i>CCC Grant Total</i>	<i>Match/ Other Funds (Source #1)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
Total Direct Costs	\$50,000	\$54,600	\$104,600
OVERHEAD/INDIRECT COSTS⁴			
Total County/City Staff Overhead/Indirect Costs	--	--	\$0
TOTAL PROJECT COST	\$50,000	\$54,600	\$104,600

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 Labor."