

## EXHIBIT B1

### Project Work Plan, Schedule, and Budget

#### **Project: City of Santa Monica LCP**

Project Dates: April 30, 2015 – ~~September 30, 2018~~ **December 31, 2018**

Contact: Elizabeth Bar-El, AICP, Senior Planner  
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#### Budget Summary:

CCC funding:	\$225,000
<u>In-kind City funding:</u>	<u>\$81,159</u>
Total project cost:	\$306,159

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#### **A. PROJECT DESCRIPTION**

This project will produce a Local Coastal Program, with the first part under this agreement consisting of an updated, revised Land Use Plan for approval by the Santa Monica City Council and subsequent request for certification by the California Coastal Commission. The LUP will reflect the latest data and research in regard to coastal issues, including the effects of global warming and sea level rise, and will incorporate multi-modal transportation policies of the City and regional agencies, including the City's adopted General Plan, Bike Action Plan and other plans within the Coastal Zone. The Implementation Plan (Coastal Zoning Ordinance), to be completed under a separate grant agreement, will ensure that all projects within the Coastal Zone comply with State and local standards and that there will be convenient public access to a diverse range of coastal activities in the City of Santa Monica.

#### **B. TASKS**

##### **Task 1: Project Initiation**

This task begins with finalization of the Coastal Commission grant contract and the hiring of consultants followed by the part-time grant-funded staff project planner. The consultants, who will begin their work by the end of April, pending Council approval, will outline the issues and requirements for the project so that the process may be refined as needed. The staff planner will be hired by July 2015. Prior to beginning Task 2, the full project team will meet with Coastal Commission staff to discuss the details of the LCP and go over the project. As part of the meeting, Commission and City staff will discuss the process for coordinating with the Commission's mapping unit on development of LCP maps. The Coastal Commission is legally required to develop certain LCP maps, including the Coastal Zone Boundary map.

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The City will develop a methodology for the LUP amendment and will update the list of issues identified in the issues assessment completed as part of the 1987 LUP submittal. The City should meet with the Coastal Commission staff to develop the list of key issue areas. Potential issues to be addressed include sea level rise, low-cost overnight accommodations, shoreline protection, temporary events, etc. Any new existing or potential conflicts identified shall be set forth as “coastal planning issues” that are to be addressed in the LCP update.

Commission staff shall review the methodology before the City of Santa Monica proceeds with updating its issues assessment.

### Subtasks:

*Finalize Grant contract & project account*

1.1 RFP/Selection of project consultant

1.2 Final approval of project consultant

1.3 Identify/hire grant-funded Asst. Planner

1.4 Identification of key issue areas

1.5 Draft description of major tasks for conformity of local plans with Ch. 3 of the Coastal Act

*Deliverables:* Completed contract with State and notice to proceed; Team kick-off; executed consultant contract(s) and hiring of staff project planner; Coastal Commission coordination meeting; Methodology for LUP update and identification of key issue areas; A list of local plans, zoning, and any other implementing actions that may need to be brought into conformity with the LCP; Coordination with Coastal Commission’s mapping unit on development of LCP maps.

### **Task 2. Data Gathering, Research, Analysis of Key Issue Areas**

Work will begin to gather and analyze the information needed to ensure complete and successful development of the LCP. This will include: review of planning processes in progress in the Coastal Zone and adopted specific plans and current LUP; review of current coastal transportation investments (Expo Light Rail, parking way finding signage, bikeshare and bike infrastructure, etc.) and future budgeted capital improvements; review of current challenges or constraints; gathering current relevant data; coordination with the USC Sea Grant team on timeline for receiving and reviewing the sea level rise study results and evaluating the study’s anticipated impacts on current specific plans and LUP; review of LCP requirements and current issues and concerns of Coastal Commission. The City will complete an analysis of any additional key issues identified in Task 1.

The City will use the best available science on sea level rise and the Commission’s Draft Sea Level Rise Guidance document, and the Final Sea Level Rise Guidance Document once adopted by the Commission to inform the LCP update. The City will coordinate the development of LCP maps with the Commission’s mapping unit. Specifically, the Commission’s mapping unit will provide the GIS files for the Coastal Zone Boundary Maps.

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### Subtasks:

- 2.1 Gather existing conditions information, review policy documents, transportation investments; Consultant begins researching Coastal Plan requirements and LUP analysis and prepares memo
- 2.2 Kick-Off Meeting w/new staff planner
- 2.3 First meeting with Coastal Commission Planning Staff in Santa Monica or Long Beach; Deliver Methodology and Description. Request Commission's mapping unit to provide the GIS files for the Coastal Zone Boundary maps.
- 2.4 Identify stakeholders and decision makers
- 2.5 Begin Key Issues Analysis
- 2.6 Data analysis; review climate change research needs and methodology
- 2.7 Develop LUP outline and prepare memo identifying LUP areas of revision
- 2.8 Schedule meeting with Commission staff to review Draft Key Issues Analysis and Memo

*Deliverables:* Assessment memo/preliminary evaluation, historic LUPs and draft analysis of key issues sent to Coastal Commission staff for review. Commission staff and City will meet to discuss staff comments on draft key issues analysis.

### **Task 3. Community outreach, Three Phases: Phase I (Goals & Issues); Phase II (Present Draft LCP); Phase III (Present final LCP)**

This Task will take place at three points in the process. During each outreach phase, City staff will provide information on the project purpose and progress and will solicit comments and suggestions. All comments received will become part of the public record, posted on the City's project website, and considered by staff and consultants as the project develops.

The purpose of the first outreach phase is to educate City boards, decision makers and the public about the CCC's role in protecting the coastal zone's integrity and the City's intent to do the same through the entitlement process; describe the benefits of having an LCP and the City's desire to create one; the implications of redirecting the permitting process to the City's jurisdiction through the development of an LCP and how the LCP will be developed (present the timeline); and the issues being considered as the LCP develops. Phases II and III of the outreach program will occur during Tasks 4 through 6.

Outreach will consist of a variety of formats including meetings with identified stakeholders; development, launch and maintenance of a project webpage on the City's website ([www.smgov.net](http://www.smgov.net)); at least three public workshops and meetings; and updates to the Planning Commission and Council as appropriate. The following is a general outline from which the outreach will be developed:

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### Phase I

1. A minimum of 2 public meetings/workshops and planning commission presentations will be scheduled to present the following:
  - a. Define what an LCP is (define the LUP and IP)
  - b. LCP process
  - c. Discuss historic LCP process in Santa Monica
  - d. Benefits of LCPs
  - e. Summary of key issue areas

### Phase II

2. The second outreach series (during Tasks 4 and 5) will include, at a minimum, a public workshop, Planning Commission Study Session, and presentation to the Task Force on the Environment. Content will include:
  - a. Presentation of the Draft LCP  
(Draft LUP and Draft IP, including Commission staff comments)
  - b. Process for after the LCP gets approved by the City
  - c. Define the public comment period

This presentation may be given at meetings of relevant City Boards and Commissions, which are open to the public as well.

### Phase III

3. Community notification and opportunities for comment will be incorporated into the public hearing process for City adoption of the LUP (see Task 6)

#### Noticing for Community Outreach

Stakeholders, affected agencies and districts will be notified by email, using the list generated as project planning progresses and PCD's extensive stakeholder e-mail list.

Members of the public will be noticed through an advertisement placed in the Santa Monica Daily Press as well as City website and social media tools, in coordination with the City's public relations office.

#### Subtasks:

- 3.1 Develop & launch project website
- 3.2 Meetings with stakeholders
- 3.3 Outreach to City Boards & Commissions
- 3.4 Hold community workshops
- 3.5 Other outreach tools: Pier access & visitor destination survey; Own installation; ESHA visit

*Deliverables:* Project website; Meeting notes, summaries, identified stakeholders and known interested parties; survey summary results/analysis; Owl survey summary/analysis. Outreach plan for Phases I and II and public notices. Deliverables posted on website may be provided as links.

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### **Task 4. Policy Proposal Development, LUP Update**

In this task, staff will produce Policy Direction Study Session Staff Reports (Planning Commission and Council) (i.e., analysis of key subjects and preliminary discussion of the findings of the CoSMoS sea level rise study and proposed policy direction) and outline of the process for updating the LUP and consistencies with other City plans and the process for incorporating the LUP into existing City plans and polices. The policy direction may be presented to other interested City boards and commissions, including the Task Force on the Environment, Pier Corporation, and Recreation and Parks Commission. In the development of policy recommendations to address climate change impacts, 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.

#### **Subtasks:**

- 4.1 Prepare and release Policy Direction Study Session Staff Report
- 4.2 Review meetings: Planning Commission Study Session; City Council Study Session; other possible meetings
- 4.3 Schedule meeting with Commission Staff to review draft policies to be reflected in the Staff Report and Draft LUP

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

*Deliverables:* Draft annotated LUP policies (internal); Policy Direction Study Session Staff Reports; links to meeting agendas.

### **Task 5. Administrative & Public Draft of LUP and IP Outline**

In this task, an internal Administrative Draft of the LUP Update and draft IP outline will be adjusted given any comment by Commission staff and prepared and circulated for inter-departmental review and comments. Comments will be incorporated into the working draft LUP and followed by release of a draft of the full LUP to the public possibly with a placeholder for downtown policies. Additional community outreach (Phase II), including a public workshop and meetings/study sessions of appropriate City boards and commissions, will take place following the draft's release to the public. Council will be updated through an Information Item or study session (to be determined). ~~A Low-Cost Lodging removal fee formula will be developed and reviewed with Commission Staff and~~

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~~brought to Council for consideration and an~~ An IP Outline/baseline document will be started.

The City will submit the draft LUP documents (text, maps, and/or exhibits) to the Coastal Commission staff 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).

Subtasks:

- 5.1 Develop/Revise LUP as appropriate based on comments received during Administrative Review, incorporate Commission staff comments on Draft LUP chapters and provide draft for Commission staff review before release of Public Draft
- 5.2 Commission Staff and City Staff team review of LUP
- 5.3 Release Public Draft
- ~~5.4 Develop updated Low-Cost Lodging removal fee formula proposal~~
- 5.4 Develop and review IP outline/base document with Commission staff; coordinate/review Low-Cost Lodging removal fee formula with Commission Staff and bring to Council for consideration
- 5.5 Meeting Notifications (Community Outreach Phase III)

*Deliverables:* Draft LUP in hardcopy and digital version; notifications; Draft IP Outline; staff presentations and reports, list of known interest parties; ~~staff report for fee resolution~~. Deliverables posted on website may be provided as links.

### **Task 6. LUP Review and Adoption Hearings**

In this task, the Planning Commission will hold hearings for public input and consideration of proposed revisions to the Public Draft (Community Outreach Phase III).

Recommended modifications to the Public Draft will be incorporated into addenda that will be forwarded with the Public Draft for adoption. The addenda will be submitted to Coastal Commission staff for review. At a final meeting with City Staff, Commission staff will provide comments to be incorporated into the addenda and staff report for the adoption hearings. The hearings will be scheduled for Planning Commission recommendation followed by City Council consideration for adoption. City staff will work with the CCC staff throughout the development of the LUP to ensure that the certification process can proceed efficiently. Staff will present the final LUP for City Council adoption, per requirements of the City's Municipal Code. City staff will submit the adopted LUP documents (text, maps, and/or exhibits) to the Coastal Commission staff 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).

If adopted by the Council, after adoption, the final LUP Package will be submitted to the Coastal Commission. Within 10 working days Commission staff will determine if a

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complete package has been submitted and will schedule the Santa Monica LUP for a Commission hearing within 90 days.

Subtasks:

- 6.1 Last meeting with Commission Staff to review comments on Draft LUP and addenda
- 6.2 Staff report to include Commission staff comments and suggestions
- 6.3 LUP hearings are scheduled (PC/Council). Adoption hearings held
- 6.4 Completion of and release of Final Adopted LUP document, incorporating all modifications included in resolution
- 6.5 Submit adopted LUP and resolution, and package to the Coastal Commission – Following adoption, if adopted by Council

*Deliverables:* Legal notices; LUP Addends for adoption and adoption recommendation, Coastal Commission submittal package.

The Coastal Commission LCP submittal package will include:

1. The final resolution from the City of Santa Monica that indicates the LUP is intended to be carried out in a manner fully consistent with the Coastal Act, section 30510. The final resolution must indicate whether or not the LUP will take effect automatically upon Commission approval OR will require formal local government review and adoption after Commission review. Commission staff will provide additional provisions to be included in the resolution for certification.
2. A list of all local hearing dates, and copies of all public notices that document that the hearings were properly noticed. The notices must indicate that the LUP is not effective unless approved by the Coastal Commission; the notices must indicate when and where the public review draft LUP materials were available; a hardcopy must be made available in a public facility for those without internet access; the public review draft LUP must be available a minimum of 6 weeks prior to the hearings and final action dates; the notices must be distributed to known interested parties and public agencies no less than 10 working days before the hearing; all public meetings must be noticed by general publication, (i.e., newspaper).
3. Copies of all speaker slips, written comments, and Planning Commission/City Council adopted minutes. The package must include all names and addresses of parties to be notified by the Commission.
4. A copy of the mailing and noticing lists used by the City must be provided. The list must represent notices sent to all known interested parties. LUP notices of public meetings and availability of draft materials must be sent to all who request it. They must be sent to contiguous local governments, any local government, special district, or etc. that could be affected by the LUP; all state and federal agencies listed in Appendix A (see Commission staff for a list); local libraries and media; and other regional or federal agencies that may have an interest.
5. TWO complete paper copies of the FINAL adopted LUP, and 1 digital copy. Any items that cannot easily be reproduced by the Commission that need to be included in mailing should be provided by the City.

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6. Staff reports created by City staff and other associated documentation.
7. Any applicable Environmental Review Documents.
8. Supplemental information. If any supplemental studies or analysis was conducted for or used for local review, please include those materials.

**Task 7: Project/Grant Management**

Throughout the planning process, the senior planner/project manager will provide all State required reports, submit invoices for reimbursements and handle all communications with the Coastal Commission staff as appropriate. This task also includes pre-scheduled 1-hour monthly meetings (in person or phone calls) with the local CCC staff. Task-based meetings are scheduled according to the timeline. Funding for this task is included in the in-kind match provided in the budget.

*Deliverables:* Grant reports based on State format and requirements; invoices

**C. SCHEDULE**

Project begin/end dates: April 30, 2015 – ~~September 30, 2018~~ **December 31, 2018**

<b>Task 1. Project Initiation</b>	<b>Begin date: 4/30/15 End Date: 7/30/15</b>
<i>Finalize Grant contract &amp; project account (Prior to grant initiation period)</i>	<i>Begin date: 1/2/15 End Date: 4/30/15</i>
1.1 RFP/Selection of project consultant	Begin date: 4/13/15 End Date: 4/30/15
1.2 Final approval of project consultant	Begin date: 5/1/15 End Date: 5/31/15
1.3 Identify/hire grant-funded Asst. Planner	Begin date: 6/1/15 End Date: 7/30/15
1.4 Identification of key issue areas	Begin date: 6/1/15 End Date: 7/30/15
1.5 draft description of major tasks for local plans conformity with Ch. 3 Coastal Act	Begin date: 6/1/15 End Date: 7/30/15
<b><i>Outcome/Deliverables:</i></b> Completed contract with State and notice to proceed; Team kick-off; Detailed scope and project schedule to complete project by April 2017; Executed consultant contract(s)	
<b>Task 2. Data Gathering, Research, Analysis of Key Issue Areas</b>	<b>Begin date: 5/1/15 End Date: 10/30/15</b>
2.1 Gather existing conditions information, review policy documents, transportation investments; Consultant begin researching Coastal Plan requirements and LUP analysis and prepare memo	Begin date: 5/1/15 End Date: 7/31/15
2.2 Kick-Off Meeting w/new staff planner	Week of 8/1/15
2.3 First meeting with Coastal Commission Planning Staff in Santa Monica or Long Beach; Deliver Methodology and Description.	Week of 8/1/15

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2.4 Identify stakeholders and decision makers	8/1/15- 9/1/15
2.5 Begin Key Issues Analysis	Begin: 8/1/15 End Date: 10/30/15
2.6 Data analysis; review climate change research needs and methodology	Begin date: 9/1/15 End Date: 9/30/15
2.7 Develop LUP outline and memo identifying LUP areas of revision	Begin date: 10/1/15 End Date: 10/30/15
2.8 Schedule meeting with Commission staff to review Draft Key Issues Analysis and Memo	Week of 10/30/15
<b>Outcome/Deliverables:</b> Assessment memo, Analysis of Key Issue Areas	
<b>Task 3. Community outreach – Phases I-III</b>	Begin date: 1/3/16 End Date: 4/15/17
3.1 Develop & launch project website	Begin date: 1/3/16 End Date: 1/30/16
3.2 Meetings with stakeholders	Phase I: 1/7/16 - 4/30/16 Phase II: 9/20/16 to 12/23/16
3.3 Outreach to City Boards, Commissions, and Council	Phase I: 1/7/16 to 4/30/16 Phase II: 9/20/16 to 12/23/16
3.4 Hold community workshop(s)	Phase I: 2/15/16 to 4/30/16
3.5 Other outreach tools: Pier access & visitor destination survey; Owl installation; ESHA visit (Snowy Plover)	Begin date: 7/1/16 End Date: 10/30/16
<b>Outcome/Deliverables:</b> Project website; Meeting notes, summaries, identified stakeholders, known interested parties; survey summary results/analysis; Owl survey summary/analysis. Outreach plan for Phase I and II, and public notices. Deliverables posted on website may be provided as links.	
<b>Task 4. Policy Proposal Development, LUP update</b>	Begin date: 7/1/16 End Date: 9/30/17
4.1 Prepare and release a Policy Direction Study Session Staff Report (with key issues analysis and recommended policy direction), based on research findings; Inter-departmental and Commission Staff coordination and review	Begin date: 7/1/16 End Date: 10/30/16
4.2 Review meetings: Planning Commission Study Session, Task Force on the Environment, Recreation & Parks Commission; City Council	Begin date: 8/1/16 End Date: 12/30/16
4.4 Schedule meetings with Commission Staff to review draft policies to be reflected in the Policy Direction Study Session staff report	Monthly meetings in August, September 2016
<b>Outcome/Deliverables:</b> Draft annotated LUP policies (internal); Policy recommendation staff report; links to meeting agendas	
<b>Task 5. Administrative &amp; Public Draft LUP, and IP Outline</b>	Begin date: 10/1/16 End Date: 9/30/18 <b>12/31/18</b>
5.1 Develop/Revise LUP as appropriate based on comments received during Administrative Review, incorporate Commission staff comments on Draft	Begin date: 10/1/16 End Date: 1/31/17

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LUP chapters and provide draft for Commission staff review before release of Public Draft	
5.2 Commission Staff and City Staff team review of LUP	Begin date: 2/1/17 End Date: 12/31/17
5.3 Release Public Draft	Begin date: 4/1/17 End Date: 1/15/18
<del>5.4 Develop updated Low-Cost Lodging removal fee formula proposal</del>	<del>Begin date: 1/2/18 End Date: 9/30/18</del>
5.5 <del>4</del> Develop and review IP outline/base document with Commission Staff; <del>coordinate/review Low-Cost Lodging removal fee formula with Commission Staff and bring to Council for consideration.</del>	Begin date: 1/2/18 End Date: <del>9/30/18</del> <b><u>12/31/18</u></b>
5.6 <del>5</del> Meeting Notifications (Community Outreach Phase III)	Begin date: 1/2/18 End Date: <del>6/30/18</del> <b><u>12/31/18</u></b>
<b>Outcome/Deliverables:</b> Draft LUP in hardcopy and digital version; notifications; staff presentations and reports, list of known interested parties; <del>staff report for fee resolution.</del> Deliverables posted on website may be provided as links.	
<b>Task 6. LUP Review and Adoption Hearings</b>	Begin date: 1/2/18 End Date: <del>9/30/18</del> <b><u>12/31/18</u></b>
6.1 Last meeting with Commission Staff to review comments on the Final Draft LUP	Week of 1/2/18 – 1/5/18 (TBD)
6.2 Staff Report to include Commission staff comments and suggestions	Begin date: 1/2/18 End Date: 2/15/18 (TBD)
6.3 LUP review and adoption hearings scheduled (PC/Council)	Begin date: 1/2/18 (TBD) End Date: <del>9/30/18</del> <b><u>10/31/18</u></b>
6.4 City revisions to incorporate any changes made by Council in adoption resolution	Begin date: 6/1/18 End Date: <del>9/30/18</del> <b><u>12/31/18</u></b>
6.5 Submit adopted LUP and resolution, and package to the Coastal Commission – Following adoption, if adopted by Council	
<b>Outcome/Deliverables:</b> Legal notices; LUP addenda for adoption, staff reports, Coastal Commission submittal package (including Final LUP as adopted by City Council, resolution, speaker slips from hearings and list attendees to hearings, any comment letters received and responses to comments; all policies, plans, objectives, diagrams, maps, etc. for the LUP; any and all relevant environmental review docs prepared under CEQA; and general indications of zoning measures that will be used to carry out the LUP; any comments submitted by State Lands). If a complete submittal, the Commission staff will schedule the hearing within 90 days of receipt, at a local hearing. Commission staff will provide public written comments received prior to the hearing to the City. Commission staff will make a recommendation on the LUPs conformity with Chapter 3 of the Coastal Act and if it should be modified and/or certified. Both Commission staff and the local government will prepare presentations for the Commission hearing. If modifications are proposed and approved, the commission certification shall expire 6 months from the date of Commission action without local government acceptance of the modifications to the LUP.	
<b>Note:</b> The certification of the LCP is complete when: the local government acknowledges receipt of the Commission’s resolution of certification including any modifications suggested at	

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the hearing, accepts and agrees to any modifications and takes formal action necessary to satisfy the terms and modifications, agrees to issue CDPs for the areas certified in the LCP; the ED of the Commission documents in writing that the local government's actions and notification procedures for appealable developments are legally adequate; The ED reports the determination to the Commission at a hearing and receives no objection from the Commission; Notices of LCP certification are filed with the secretary of Resources Agency.	
<b>Task 7. Project/Grant Management</b>	
7.1 Regular communications and meetings with CCC staff.	Begin date: 4/6/15 End Date: <del>9/30/18</del> <b>12/31/18</b>
7.2 Prepare & submit quarterly reports and invoices; liaison with CCC staff	Quarterly throughout project period or as needed.

**D. BENCHMARK SCHEDULE** *(Please include a list of benchmarks, or milestones, with completion date, that can be used to track whether the project is progressing according to the schedule. This can be copied directly from the application and modified as needed.)*

**BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Contract Complete; Notice to Proceed	April 30, 2015
Consultants hired; NTP	November 11, 2015
Grant-funded staff planner hired	September 21, 2015
LUP Outline & Assessment memos completed	October 30, 2015
Community Outreach Meeting held	February 29, 2016
Release Policy Recommendations Staff report	September 15, 2016
Public meetings, Planning Commission Study Session and Council Study Session	November 30, 2016
Community Outreach – Phase 2	December 23, 2016
Circulate Administrative Draft LUP (internal review)	June 30, 2017
Release Public Draft LUP	January 15, 2018
Public Hearings on LUP adoption	<del>September 30, 2018</del> <b>October 31, 2018</b>

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**E. BUDGET**

<b>LABOR COSTS</b>						
<i>Position Title</i>	<a href="#">Hourly Rate (salary plus benefits, incl. fringe benefits-</a>	<i># of Hours</i>	<i>CCC Total (# of hours x rate per hour)</i>	<i>Match/ Other Funds (In-Kind)</i>	<i>Match/ Other Funds (Source #2)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
<b>Task 1 –Project Initiation</b>						
City Staff as needed			\$0	\$8,871	\$0	\$8,871
<b>Total Task 1</b>			<b>\$0</b>	<b>\$8,871</b>	<b>\$0</b>	<b>\$8,871</b>
<b>Task 2 – Data Gathering, Research, Analysis of Key Issue Areas</b>						
City Staff as needed			\$19,452	\$7,389	\$0	\$26,841
<b>Total Task 2</b>			<b>\$19,452</b>	<b>\$7,389</b>	<b>\$0</b>	<b>\$26,841</b>
<b>Task 3 – Community Outreach, Phase I-III</b>						
City Staff as needed			\$17,229	\$14,313	\$0	\$31,542
<b>Total Task 3</b>			<b>\$17,229</b>	<b>\$14,313</b>	<b>\$0</b>	<b>\$31,542</b>
<b>Task 4 – Policy Proposal Development, LUP Development</b>						
City Staff as needed			\$26,453.15	\$14,777	\$0	\$41,230.15
<b>Total Task 4</b>			<b>\$26,453.15</b>	<b>\$14,777</b>	<b>\$0</b>	<b>\$41,230.15</b>
<b>Task 5 – Administrative and Public Drafts, LUP and IP Outlines</b>						
City Staff as needed			\$22,883.39	\$22,486	\$0	\$45,369.39
<b>Total Task 5</b>			<b>\$22,883.39</b>	<b>\$22,486</b>	<b>\$0</b>	<b>\$45,369.39</b>
<b>Task 6 – LUP Review and Adoption Hearings</b>						
City Staff as needed			\$0	\$7,310	\$0	\$7,310
<b>Total Task 6</b>			<b>\$0</b>	<b>\$7,310</b>	<b>\$0</b>	<b>\$7,310</b>
<b>Task 7 – Project Management</b>						
City Staff as needed			\$0	\$6,013	\$0	\$6,013
<b>Total Task 6</b>			<b>\$0</b>	<b>\$6,013</b>	<b>\$0</b>	<b>\$6,013</b>

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<i>Total Labor Costs</i>			\$86,017.54	\$81,159	\$0	\$167,176.54
<b>DIRECT COSTS</b>						
<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>Match/Other Funds (Source #2)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>Project Supplies</b>						
Postage/Shipping			\$0	\$0		\$0
Supplies/Materials			\$4,488	\$0		\$4,488
<b>Total</b>			<b>\$4,488</b>	<b>\$0</b>		<b>\$4,488</b>
<b>Travel In State[2]</b>						
Mileage	\$ 0.56		\$0	\$0	\$0	\$0
Hotel, etc.	\$ 125.00		\$0			\$0
<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Subcontractors[3]</b>						
<b>DIRECT COSTS (Con't)</b>						
<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>Match/Other Funds (Source #2)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>Task 1 – Project Initiation</b>						
N/A				\$0	\$0	\$0
<b>Total Task 1</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Task 2 – Data Gathering, Research, Analysis of Key Issue Areas</b>						
Consultant			\$15,477.5	\$0	\$0	\$15,477.5
<b>Total Task 2</b>			<b>\$15,477.5</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,477.5</b>
<b>Task 3 – Community Outreach, Phase I-III</b>						
Consultant			\$8,491.65	\$0	\$0	\$8,491.65
<b>Total Task 3</b>			<b>\$8,491.65</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,491.65</b>
<b>Task 4 – Policy Proposal Development, LUP Development</b>						
Consultant			\$35,000	\$0	\$0	\$35,000

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<b>Total Task 4</b>			<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>Task 5 – Administrative and Public Drafts, LUP and IP Outlines</b>						
Consultant			<del>\$55,228.57</del> <b>\$55,227.32</b>	\$0	\$0	<del>\$55,228.57</del> <b>\$55,227.32</b>
<b>Total Task 5</b>			<del>\$55,228.57</del> <b>\$55,227.32</b>	<b>\$0</b>	<b>\$0</b>	<del>\$55,228.57</del> <b>\$55,227.32</b>
<b>Task 6 - LUP Review and Adoption Hearings</b>						
Consultant			<del>\$20,296.74</del> <b>\$20,297.99</b>	\$0	\$0	<del>\$20,296.74</del> <b>\$20,297.99</b>
<b>Total Task 6</b>			<del>\$20,296.74</del> <b>\$20,297.99</b>	<b>\$0</b>	<b>\$0</b>	<del>\$20,296.74</del> <b>\$20,297.99</b>
<b>Task 7 - Project Management</b>						
Consultant			\$0	\$0	\$0	\$0
<b>Total Task 7</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total subcontractors</b>			<b>\$134,494.46</b>	<b>\$0</b>	<b>\$0</b>	<b>\$134,494.46</b>
<b>Total Direct Costs</b>			<b>\$138,982.46</b>	<b>\$0</b>	<b>\$0</b>	<b>\$138,982.46</b>
<b>OVERHEAD / INDIRECT COSTS[4]</b>						
			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROJECT COST</b>			<b>\$225,000</b>	<b>\$81,159</b>	<b>\$0</b>	<b>\$306,159</b>

NOTE: Hourly rates reflect employee bargaining unit agreement increase in 2015-16 and assumption of COLA in 2016-17. 35% added for benefits.

[\[1\] 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."](#)