

EXHIBIT A
SCOPE OF WORK

Name of Local Government: City of Morro Bay

Name of Project: Plan Morro Bay: Comprehensive Local Coastal Program Update

Funding Source: Greenhouse Gas Reduction Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 95-2308629

Budget Summary:

CCC funding: \$65,000

Other funding: \$1,363,138

Total project cost: \$1,428,138

Term of Project: February 15, 2020 *or grant agreement execution date* – March 31, 2022

A. PROJECT DESCRIPTION

The City is currently updating its Local Coastal Program (LCP) with funding support from the Ocean Protection Council (OPC), the California Coastal Commission (CCC), and the City's General Fund. The updated LCP is scheduled for adoption by December 2020 as part of Plan Morro Bay, an integrated planning project which includes a General Plan update, LCP update, Zoning Code update, and Downtown Waterfront Strategic Plan (adopted).

The update project, known as Plan Morro Bay, started in 2015. The public draft of Plan Morro Bay was completed in May 2018 and circulated to Coastal Commission staff for review and comment. CCC comments were received November 2018. The City recently completed coordination with Coastal staff on the draft LUP edits and is now ready to proceed with finalizing documents.

Also, the City's draft IP was submitted to CCC staff for review in October 2018. CCC staff comments were received by the City in August 2019. It is our goal to finalize the documents for adoption.

The awarded funding for this LCP will allow the City to complete the LCP document by incorporating Coastal Commission comments on both the LUP and the IP documents as well as incorporate public feedback. Specifically, these tasks include finalizing Plan Morro Bay which is the complete Local Coastal Program: Land Use Plan (LUP), land use map, and Implementation Plan (IP) as well as circulating the Environmental Impact Report. The updated LCP is scheduled for approval by the Planning Commission in fall 2020 with adoption by City Council in December 2020.

EXHIBIT A

B. TASKS

Task 1 – Grant Administration and Project Management

The City will coordinate essential project management tasks, including project team check-ins, milestone reporting, and grant administration. This will be an ongoing task throughout the project.

Subtasks:

- 1.1:** Project Management
- 1.2:** Grant reporting

Outcomes/Deliverables:

- Quarterly progress reports consistent with CCC grant administration requirements

Task 2 – Plan Morro Bay

As previously mentioned, Plan Morro Bay is the name for the City's current effort to update the LCP, General Plan, and Zoning Ordinance. The tasks in this Work Program are to complete the final LCP which was previously started. The past efforts started throughout the Plan Morro Bay work plan will be leveraged to complete the project in this grant application. For example, Plan Morro Bay's General Plan Advisory Committee (GPAC) and Planning Commission have provided input on the public draft Plan Morro Bay (combined GP/LCP). Comments have been received from Coastal Commission staff. These cumulative comments will be integrated into final documents to proceed to releasing the draft EIR and then prepare adoption hearing documents for Planning Commission and City Council approval. The City will continue to coordinate with Coastal Commission staff throughout the revision and finalization of the LUP, including allowing for a one month review of the revised draft LUP prior to the local adoption hearings.

Subtasks:

- 2.1:** Revise and produce adoption draft LUP
- 2.2:** Adoption Hearings – Planning Commission and City Council
- 2.3:** Submit locally adopted LUP to Coastal Commission for certification

Outcomes/Deliverables:

- Revised/adoption draft LUP
- Locally approved LUP – Plan Morro Bay Document

Task 3 – Implementation Plan (IP)/ Comprehensive Zoning Code Update

Integral to the update of the City's LCP and included as part of the overall Plan Morro Bay project, is a comprehensive update of the City's Implementation Plan/Zoning Code. With

EXHIBIT A

comments received back from Coastal Commission staff, the revised IP can now be completed. The goal of the IP is to implement the LUP's policy direction. The IP includes requirements to ensure that the LUP's policies related to climate change are addressed when new development is proposed with information to implement the LUP policies. The City will continue to coordinate with Coastal Commission staff throughout the revision and finalization of the IP, including allowing for a one month review of the revised draft IP prior to the local adoption hearings.

Subtasks:

- 3.1:** Revise and produce adoption draft IP
- 3.2:** Adoption Hearings – Planning Commission and City Council
- 3.3:** Submit locally adopted IP to Coastal Commission for certification

Outcomes/Deliverables:

- Revised/adoption draft IP
- Locally approved IP (submitted as part of LCP – Plan Morro Bay)

EXHIBIT A

C. SCHEDULE

Project Start/End Dates: February 15, 2020* or grant agreement execution date – March 31, 2022

Task 1 – Grant Administration and Project Management	2/15/2020 – 12/31/2020
1.1 Project Management	2/15/2020 – 12/31/2020
1.2 Grant Reporting	2/15/2020 – 12/31/2020
Outcomes/Deliverables: a. Quarterly progress reports consistent with CCC grant administration requirements	12/31/2020
Task 2 – Plan Morro Bay – final document draft	2/15/2020 – 12/31/2020
2.1 Revise and produce adoption draft of LUP	2/15/2020 – 7/31/2020
2.2 Adoption Hearings – Planning Commission and City Council	8/1/2020 – 12/31/2020
2.3 Submit LCP for certification	12/1/2020 – 12/31/2020
Outcomes/Deliverables: a. Revised/adoption draft LUP b. Locally approved LUP – Plan Morro Bay document	a. 7/31/2020 b. 12/31/2020
Task 3 – Implementation Plan (IP)/Comprehensive Zoning Code Update – final document draft	1/15/2020 – 12/31/2020
3.1 Revise and produce adoption draft IP	2/1/2020 – 7/31/2020
3.2 Adoption Hearings – Planning Commission and City Council	8/1/2020 – 12/31/2020
3.3 Submit IP for certification	12/1/2020 – 12/31/2020
Outcomes/Deliverables: a. Revised/adoption draft IP b. Locally approved IP (submitted as part of Local Coastal Program (LCP) – Plan Morro Bay)	a. 7/31/2020 b. 12/31/2020

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Final Sea Level Rise Adaptation Plan	6/30/2020
Admin. Draft General Plan/Local Coastal Plan Update	8/28/2020
Revised Draft GP/LCP Update	12/15/2020
Draft ZC/IP Update	2/15/2021
Final ZC/IP Update	6/1/2021

EXHIBIT B

BUDGET

<i>City of Morro Bay</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 – Grant Administration	--	\$2,000	\$2,000
Task 2 – Plan Morro Bay final LUP	--	\$10,000	\$10,000
Task 3 – Implementation Plan (IP/Zoning Code)	--	\$10,000	\$10,000
Total Labor Costs	\$0	\$22,000	\$22,000
DIRECT COSTS			
City Staff Project Supplies			
A	--	--	--
B, etc.	--	--	--
Total	--	--	--
City Staff Travel In State²			
Mileage	--	--	--
Hotel, etc.	--	--	--
Total	--	--	--
Consultants³			
Task 2 – Plan Morro Bay Final LUP	\$32,000	\$35,000	\$67,000
Task 3 – Implementation Plan (IP/Zoning Code)	\$33,000	--	\$33,000
Total	\$65,000	\$35,000	\$100,000
Total Direct Costs	\$65,000	\$35,000	\$100,000
OVERHEAD/INDIRECT COSTS⁴			
Total County/City Staff Overhead/Indirect Costs	--	--	--
TOTAL PROJECT COST	\$65,000	\$57,000	\$122,000

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.

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."