

## EXHIBIT A

### SCOPE OF WORK

**Name of Local Government:** City of Santa Monica

**Name of Project:** City of Santa Monica Implementation Plan Public Draft

**Funding Source:** Greenhouse Gas Reduction Fund; BY2018

**Specific Program:** Local Coastal Program Local Assistance Grant Program

**Federal Tax ID#:** 95-6000790

**Budget Summary:**

CCC funding:	\$50,000.00
Other funding:	<u>\$5,000.00</u>
Total project cost:	\$55,000.00

**Term of Project:** February 1, 2020 or upon date of grant execution – July 31, 2021

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**A. PROJECT DESCRIPTION**

Following completion of the Coastal Zoning Ordinance administrative draft (Round 3 grant funded), this project will progress to the next phase to develop and release a public review draft. This project phase involves review and revision of the Administrative Draft and initial community outreach, leading to release of a public review draft. The City anticipates extending its contract with Rincon Consultants for this additional work phase

**B. TASKS**

**Task 1. Review Administrative Draft CZO and Release Public Review Draft**

This task picks up from the current effort to complete an administrative draft CZO, which will be accompanied by a table showing where each of the LUP's coastal policies has been integrated with City zoning regulations. The CZO will include a new section on Coastal Development and processes for reviewing coastal development permits.

The City and its consultant team will coordinate review of the Administrative Draft with other affected City Departments and the Coastal Commission staff. Once this review is complete, the Public Draft will be released.

**Subtasks**

- 1.1 Review of CZO Administrative draft by City staff, including inter-departmental review as appropriate and legal review
- 1.2 Provide administrative draft to Coastal Commission staff and coordinate review
- 1.3 Finalize and release Draft CZO for public review

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**Task 2. Public Engagement**

City staff and consultants will conduct public outreach, particularly to engage constituents affected by any proposed ordinance changes required to implement Coastal policies. The outreach will build on the LUP efforts, notifying the general public and affected property owners, residents and businesses to inform them of potential new regulations. For certain proposed new sections of the ordinance, staff will conduct meetings with stakeholders and community groups. Staff will also reach out to involve regional groups and others that were involved in the LUP process, especially in regard to Sea Level Rise planning.

Subtasks

- 2.1 Outreach through City communications protocols, including website, social media and newsletters. The purpose would be to educate on the purpose of the CZO and explain proposed regulations that affect private property based on anticipated Sea Level Rise.
- 2.2 Hold community meetings directed either generally and/or toward certain stakeholders, as appropriate, focused on any proposed new regulations of significance associated with the integration of coastal permitting under City authorization.

**c. SCHEDULE**

February 1, 2020 –July 31, 2021

<b>Task 1 – Review Administrative Draft CZO and Release Public Review Draft</b>	<b>Projected start/end dates: February 1, 2020 – February 1, 2021</b>
1.1 Review of Administrative Draft by City staff, including inter-departmental review as appropriate and legal review	February 1, 2020 - May 15, 2020
1.2 Provide administrative draft(s) to Coastal Commission staff and coordinate review	May 15, 2020 - December 15, 2020
1.3 Finalize and release Draft CZO for public review	December 15, 2020 – February 1, 2021
Outcomes/Deliverables	Administrative Draft(s), meeting notes as necessary; Public Draft CZO

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<b>Task 2 – Public Engagement</b>	<b>Projected start/end dates: May 15, 2020 – February 15, 2021</b>
2.1 Outreach through City communications protocols, including website, social media and newsletters. The purpose would be to educate on the purpose of the CZO and explain proposed regulations that affect private property based on anticipated Sea Level Rise.	<b>May 15, 2020 – February 15, 2021</b>
2.2 Hold community meetings directed toward certain stakeholders, as appropriate, focused on any proposed new regulations of significance associated with the integrating coastal permitting under City authorization.	September 15, 2020 – February 15, 2021
Outcomes/Deliverables	Website, updated as needed, e-newsletters/articles in City publications; meeting notices and materials

**D. BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Provide Administrative Draft to Coastal Commission staff for review	May 15, 2020
Complete coordinated review with Coastal Commission staff	December 15, 2020
Release of Public Draft CZO	February 1, 2021

**EXHIBIT B**

**BUDGET**

<i>City of Santa Monica</i>	<b>CCC Grant Total</b>	<b>Match/Other Funds (City In-Kind)</b>	<b>Total (LCP Grant Funds + Match/ Other Funds)</b>
<b>LABOR COSTS<sup>1</sup></b>			
<b>Task 1 – Review/Revise Admin Draft/Release Public Draft</b>	--	\$4,000	\$4,000
<b>Task 2 – Public Engagement</b>	--	\$1,000	\$1,000
<b>Total Labor Costs</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Direct Costs</b>			
Mileage	--	--	\$0
Hotel, etc.	--	--	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultants</b>			
<b>Task 1 – Review/Revise Admin Draft/Release Public Draft</b>	\$48,000	--	\$48,000
<b>Task 2 – Public Engagement</b>	\$2,000	--	\$2,000
<b>Total Consultants</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>
<b>Total Direct Costs</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>
<b>Total City Staff Overhead/Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROJECT COST</b>	<b>\$50,000</b>	<b>\$5,000</b>	<b>\$55,000</b>

<sup>1</sup> Amount requested should include total for salary and benefits.