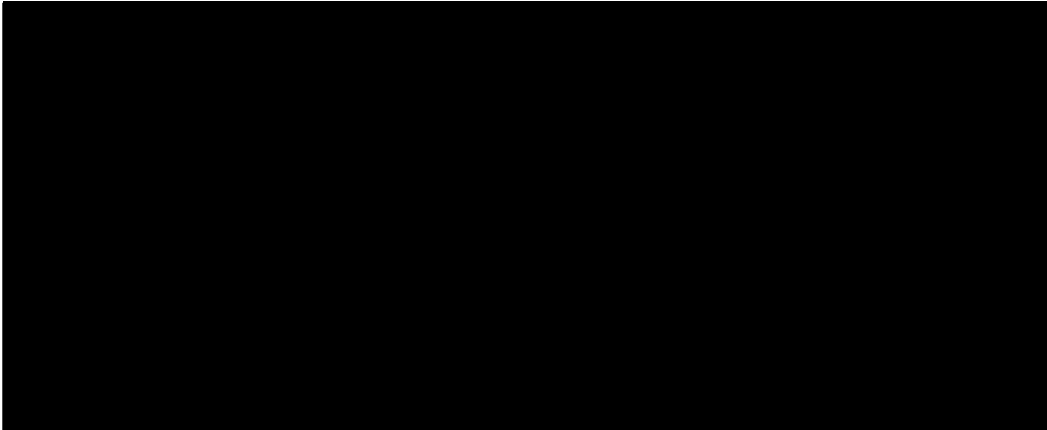


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Project Work Plan, Schedule, and Budget

City of Santa Monica

Project: City of Santa Monica LCP Implementation Plan



Budget Summary:

CCC funding:	100,000
In-Kind Staff time:	100,000
Total project cost:	200,000

Term of Project: *Upon Grant Execution or December 1, 2016 – September 30, 2019*

A. PROJECT DESCRIPTION

The project scope consists of the planning process required to prepare and complete a draft LCP Implementation Plan (Coastal Zoning Ordinance), including public outreach and inter-agency coordination, for City Council adoption and submittal to the California Coastal Commission for certification. The grant funding will be used to retain the necessary consultants with expertise to prepare the document, based on policy consistency with the certified LCP Land Use Plan, anticipated to be submitted in 2017 to the CCC. Selected consultants will work closely with City staff, who will guide the process and undertake the majority of the public outreach with consultant support.

B. TASKS

Task 1. Project Initiation

This task begins with finalization of a grant agreement based on the funding awarded by the Coastal Commission. Staff will work with CCC staff to develop an acceptable budget for the reduced award and execute contract documents. The procurement process for the best qualified consultants for the project, as defined by this project Scope of Work and Terms & Conditions herein, will then take place. Sequentially, the procurement will be done following public release of a Final Draft Land Use Plan. By

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the end of this task, all staff and consultants working on this project will be identified and a kick-off meeting will be prepared.

Subtasks

- 1.1 Finalize Grant Agreement & project account
- 1.2 RFP/Selection of project consultant and Council approval of project consultant contract scope
- 1.3 Preparation for project Kick-off meeting

Task 2. Draft Implementation Plan

In this phase, based on the Final Draft LUP, as certified by the CCC, and based on the outline formatting developed in the previous LCP project, zoning regulations will be developed that implement coastal policies merged with existing zoning regulations that control development to create one Coastal Zoning Ordinance (IP) document.

The approach will be to first identify all relevant existing zoning regulations to create a “base document” upon which the CZO will be built. The consultant team, working closely with City staff, will develop coastal regulations based on policies contained in the certified LUP, Civic Center Specific Plan and Downtown Community Plan. A new section on Sea Level Rise (Subtask 2.3) will be developed using the Coastal Commission Sea Level Rise Policy Guidance (2015) as well as the climate preparedness actions and principles in the Safeguarding California Plan for Reducing Climate Risk (2014). It will address the issue of narrowing beach widths. Sections of the draft will go through several rounds of review before it is combined for review in an Administrative Draft and then released to the public for the next task.

Subtasks

- 2.1 Kick-off Meeting between City staff and consultants: Review IP format and LUP
- 2.2 Identify LUP policies that need to be incorporated (policy implementation memo)
- 2.3 Preparation of base IP document
- 2.4 Preparation of draft language to integrate LUP policies into the IP, including a new section on Sea Level Rise
- 2.5 Review by City staff, including inter-departmental review as appropriate, and legal review. Coordinate with City staff managing projects located within the coastal zone. Preparation and review will be done in sections.
- 2.6 Submit in sections to CCC staff for review as IP draft development progresses
- 2.7 Prepare administrative draft for additional City and CCC staff review.
- 2.8 Finalize and release Draft IP for public review

Task 3. Public Engagement

Conduct public outreach, particularly to engage constituents affected by any proposed changes to the zoning ordinance required to implement Coastal policies. Build on the outreach conducted for the LUP and notify affected property owners, residents and

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businesses to inform them of potential new regulations. Hold meetings with stakeholders and community groups. Coordinate with regional groups and other jurisdictions and entities to the extent possible, especially in regard to Sea Level Rise planning.

Subtasks

- 3.1 Update the LCP Website to explain the IP process and schedule (set up at beginning of Task 2)
- 3.2 Provide public information about the project, such as a Council Information Item or other means.
- 3.3 Hold community meetings, directed either generally and/or toward certain stakeholders focused on proposed new regulations and significant new language. Include public education and explanation about proposed regulations that affect private property based on anticipated Sea Level Rise.
- 3.4 As appropriate, present the Draft IP to City Boards and Commissions, including one or more Planning Commission study sessions
- 3.5 Hold a Council Study Session following the outreach process to present the Draft IP and reflect public and Commission comments.
- 3.6 CCC staff review, meetings with City staff as appropriate

Task 4. Final Draft Implementation Plan

In this Task, comments and Council direction will be integrated into the draft IP and consultants will prepare a Final Draft IP along with an accompanying document that lists the changes made to the draft IP.

Subtasks

- 4.1 Meeting with consultants, staff to confirm needed revisions.
- 4.2 Revise IP; provide final draft to CCC staff for review
- 4.3 Release of Final Draft IP and accompanying documentation.

Task 5. Adoption Hearings

In this task, following release of the final draft, staff will prepare a series of adoption hearings to bring the Planning Commission and then the Council through a thorough review of the proposed IP. Following City Council adoption, staff will prepare a CCC application for certification.

Subtasks

- 5.1 Planning Commission hearings: Schedule multiple hearings; provide noticing and staff reports
- 5.2 Council hearings: Provide public notice, prepare staff reports
- 5.3 Following City Council adoption of the IP, prepare application and submit to the CCC for certification.

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C. SCHEDULE

Start date: Upon Grant Execution or 12/1/2016

End date: 9/28/2019

Task 1. Project Initiation	Start/end dates 12/1/2016* - 5/21/2017
1.1 Finalize Grant Agreement	12/1/2016* - 12/23/2016
1.2 RFP process to select consultant(s) and Council approval	1/3/2017- 2/28/2017
1.3 Preparation for Project Kick Off Meeting	3/1/2017 - 5/21/2017
<i>Outcome/Deliverables</i>	<i>State grant contract; RFP; consultant contract</i>
Task 2. Draft Implementation Plan	9/3/2017 - 9/6/2018
2.1 Kick-off Meeting: Review IP format and LUP	9/3/2017 - 10/26/2017
2.2 Identify LUP policies that need to be incorporated (policy implementation memo)	10/21/2017 - 11/26/2017 <i>(Commission staff comment period 11/26/17-12/26/17)</i>
2.3 Preparation of base IP document	10/21/2017 - 11/26/2017
2.4 Preparation of draft language to integrate LUP policies into the IP, including a new section on Sea Level Rise	12/1/2017 - 4/30/2018
2.5 Review by City staff, including inter-departmental review as appropriate, and legal review. Coordinate with City staff managing projects located within the coastal zone. Preparation and review will be done in sections	4/30/2018 - 7/25/2018
2.6 Submit in sections to CCC staff for review as IP draft development progresses (<i>minimum 4 weeks for CCC review of sections, depending on the size of the section</i>)	5/18/2018 - 12/1/2018
2.7 Prepare administrative draft for additional City and CCC staff review.	12/2/2018 - 1/15/2019
2.8 Finalize and release Draft IP for public review	1/16/2019 - 2/28/2019
<i>Outcome/Deliverables</i>	<i>LUP/IP Policy Implementation Memo (submitted to Commission staff for review and comment); Administrative Draft IP; Public Draft IP</i>

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Task 3. Public Engagement	9/12/2017 - 4/20/2019
3.1 Update LCP Website to explain IP process and schedule	9/12/2017 - 9/28/2018
3.2 Provide public information about the project, such as a Council Information Item or other means	9/20/2017 - 1/17/2018
3.3 Community/stakeholder meetings including SLR proposals affecting property owners	1/1/2019 - 3/19/2019
3.4: Board & Commission presentations; PC Study Session(s)	9/6/2018 - 3/19/2019
3.5 Council Study Session for Draft IP	2/5/2019 - 3/19/2019
3.6 CCC staff review, meetings with City staff	3/20/2019 - 4/20/2019
<i>Outcome/Deliverables</i>	<i>Workshop materials, notifications; Staff Reports, Meeting Minutes; (copies to Commission staff)</i>
Task 4. Final Draft Implementation Plan	3/25/2019 - 5/7/2019
4.1 Revisions based on input	3/25/2019 - 4/24/2019
4.2 Revise IP; & CCC review	4/25/2019 - 5/7/2019
4.3 Release of Final Draft IP and accompanying documentation	5/7/2019 - 5/15/2019
<i>Outcome/Deliverables</i>	<i>Final Draft Implementation Plan (Coastal Zoning Ordinance)</i>
Task 5. Adoption Hearings	5/18/2019 - 9/28/2019
5.1 Planning Commission Hearings	5/29/2019 - 7/31/2019
5.2 Council Hearings	8/7/2019 - 9/18/2019
5.3 Submit adopted IP to Coastal Commission	9/28/2019
<i>Outcome/Deliverables</i>	<i>Final LCP documents in paper and editable digital format</i>

*A "Begin date" of "12/1/16" is either 12/1/16 or the Grant Execution Date, whichever is later.

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D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Grant Agreement finalized	12/23/2016
Consultant Notice to Proceed (NTP)	2/28/2017
Administrative Draft IP (internal review)	8/24/2018
Release Draft IP for Public Review	9/26/2018
PC Study Session(s)	2/5/2019
Council Study Session	3/19/2019
Final Draft IP released	5/15/2019
Implementation Plan Adopted	9/30/2019

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E. BUDGET

	CCC Grant Total	Match/ Other Funds (Source #1)	Match/ Other Funds (Source #2)	Total (LCP Grant Funds + Match/ Other Funds)
LABOR COSTS²				
County/City Staff Labor				
Task 1 – Initiation		\$1,700		\$1,700
Task 2 – Draft IP		\$49,900		\$49,900
Task 3 – Public Engagement		\$22,300		\$22,300
Task 4 –Final Draft IP		\$17,000		\$17,000
Task 5 – Adoption Hearings		\$9,100		\$9,100
Total Labor Costs	\$0	\$100,000	\$0	\$100,000
DIRECT COSTS				
City Staff Project Supplies				
Materials/Supplies				
Printing/Advertising	\$4,000			\$4,000
Total	\$4,000			
City Staff Travel In State³				
Mileage				
Hotel, etc.				
Total	\$0			
Consultants⁴				
Consultant(s) with coastal IP expertise				
Task 1 – Initiation	\$0			\$0
Task 2 – Draft IP	\$60,000			\$60,000
Task 3 – Public Engagement	\$5,500			\$5,500
Task 4 –Final Draft IP	\$25,000			\$25,000
Task 5 – Adoption Hearings	\$5,500			\$5,500
Total	\$96,000			\$96,000
Total Direct Costs	\$100,000			

² Amount requested should include total for salary and benefits.

³ Travel reimbursement rates are the same as similarly situated state employees.

⁴ All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

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	CCC Grant Total	Match/ Other Funds (Source #1)	Match/ Other Funds (Source #2)	Total (LCP Grant Funds + Match/ Other Funds)
OVERHEAD/INDIRECT COSTS⁵				
Total City Indirect Costs	\$0			
TOTAL PROJECT COST	\$100,000	\$100,000		\$200,000

⁵ 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."