



DATE: April 17, 2023
TO: Mendocino County General Government Committee
FROM: Mendocino County Cannabis Department
RE: Monthly Activity Report – April 2023

“The Mendocino County Cannabis Department’s mission is to issue cannabis cultivation permits in accordance with regulations as approved by the Board of Supervisors and ensure that all program cultivation sites comply with all applicable environmental, community safety, and regulatory performance standards. The Department shall implement these services fairly and equitably in a professional and compassionate manner.” - MCD Mission Statement

Department Priorities

The Department has identified the following priorities via Board of Supervisor directives. These priorities are beyond the normal duties required for normal business operations and does not represent the entirety of all assigned objectives. In the Future, the Department will request guidance from the Board to assist the Department in clarifying and prioritizing this list.

Planning

Staff Support
Process Management
Streamlining
Priority Reviews (PH. I & II DCC timelines)
Contract Planners
Phase III Applications
Monthly Reporting
Public Meetings

Administration

Staff Support
Process Management
Fiscal and Budget
Grant Management
PRAs

Department Activity

The total workload of the Department is best reflected by these two primary data sets;

Applications: 729
Issued Permits: 115*
TOTAL: 844

*Renewals are accounted for within the Issued Permits data set.



Permit Status:

When an application meets all required criteria and is approved by the Department it becomes an issued permit. Issued permits are renewed annually and require a state license to actively cultivate cannabis. The main objective is for all applicants and permittees to have an issued county permit as well as an annual state license.

Issued w/ DCC (Annual): 7

Issued w/ DCC (Provisional): 91

Issued w/o DCC: 25

TOTAL: 123*

*This total should reflect the number of “issued permits” in the Department Activity section. The Department is in the process of restructuring the data management system to ensure proper reconciliation of the internal data. Moving forward, this figure will be adjusted accordingly.

Priority Processing

To ensure that applicants holding provisional state licenses are eligible for license renewal on or after July 1, 2023 when the environmental requirements for renewal are elevated due to statutory deadlines, the department will first review applications that have provisional licenses scheduled to renew in July 2023. The full table from the March 27th Department report is attached.

	DCC Renewal timeline	Priority Applications	Priority Renewals	Processing Timeline
Projected	July 2023	23	17	April 30, 2023
Assigned		23	17	
Review Completed*		0	0	
	DCC Renewal timeline	Priority Applications	Priority Renewals	Processing Timeline
Projected	August 2023	12	13	May 31, 2023
Assigned		18	8	
Review Completed*		0	0	

*Upon completion of the Department review, the result will be issued or denied. Those numbers shall reflect in the statistical categories below.



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

125 EAST COMMERCIAL ST
WILLITS CALIFORNIA · 95490

department

PHONE: 707-234-6680

cannabisprogram@mendocinocounty.org
<https://www.mendocinocounty.org/departments/cannabis->

Application Status

Cultivation Permit applications have submitted to the Department and are in one of the following stages of review.

Status	Responsibility	Applications
Applications received pending review	Department	351
Active Review	Department	110
Non-responsive or inadequate material	Applicant	268
		TOTAL: 729

Local Equity Entrepreneur Program (LEEP) Grant:

Please note: Currently, LEEP direct grants are on hold and new applications are not being accepted. The LEEP Waiver program is still open for use by equity eligibility approved candidates.

Mendocino County was awarded three rounds of funding from the Cannabis Equity Grants Program for Local Jurisdictions which is being administered by the Governor's Office of Business and Economic Development (GO-Biz). LEEP aims to provide funding and services for that hardest hit by the War on Drugs by lowering barriers to cannabis permitting and licensing.

Administration Amount:	420,426.00
Amount distributed or to be distributed:	3,159,478.17
Amount Remaining:	1,729,643.99
TOTAL:	5,309,548.16*

*The Departmental accounting system and methodology is in the process of being restructured to ensure proper reconciliation of the internal data. This figure will be adjusted accordingly.

Local Jurisdiction Assistance Grant Program (LJAGP):

On March 14th, the board unanimously voted on item (4) (f), directing The Mendocino Department of Cannabis to work with the California Department of Cannabis Control, to identify mechanisms to streamline CEQA reviews and to support the timely compliance of provisional licensees with state law. To resource this effort, the DCC requested that Mendocino County pause the issuance of unspent Local Jurisdiction Grant funds to assess how best to align the use of these dollars to support CEQA compliance of provisional license holders. In light of this assessment, Mendocino County will discontinue any disbursement of funds including those towards the grant program until the assessment is complete. Both Departments are committed to work collaboratively and have initiated their assessments efforts.



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Administration Amount: *

Amount distributed: *

Amount Remaining: *

TOTAL: *

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Department Efficiency Study

The Department implemented time tracking to study planner time spent reviewing applications. Based on initial review of the data being collected, the Department determined it is highly likely that the average time spent will be significantly less than 200 hours per review. The Department had projected a need of twenty-seven (27) to be able to complete reviews described in the tracking chart that was presented in both February and March's monthly reports. Total number of planners that the Department expects to have is eighteen (18), six (6) from the Department and twelve (12) contract planners. The Department has a high level of confidence that with projected average review times based on the time study, the number of available planners compared to the projected in fact will not prevent the Department from achieving its goals on time. Despite not having any completed reviews to date for June deadlines, the Department believes that, with the efficiency study, those numbers will improve in the coming months.

For additional and up-to-date information regarding the Cannabis Department Activities please sign up for "Canna-Notes" through the county's eNotification system at the following link:
<https://www.mendocinocounty.org/government/cannabis-cultivation/enotifications>