



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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MEMORANDUM

DATE: MARCH 24, 2020
TO: HONORABLE BOARD OF SUPERVISORS
FROM: BRENT SCHULTZ, PLANNING & BUILDING SERVICES DIRECTOR
SUBJECT: CANNABIS DIVISION POSITION CHANGES

In order to create an efficient, functioning cannabis division, Planning and Building Services requests the following position number changes, and funding of currently unfunded positions; these position changes will not require additional budget allocations to the department in this fiscal year.

This is a two part request, first position numbers 4066, 4067, and 4257 have been unfunded for fiscal year 19/20 in order to meet Net County Cost (NCC); however, those positions must be funded to accomplish County Goals and Objectives of permit issuance, as well as creating a self-sufficient cannabis division.

The second part of the request is to add/delete position allocations within the cannabis division so that (4) FTE Ag Measure Standard Specialist III would be deleted, and (4) FTE Planner II positions would be added. Also the Cannabis Program Manager would be deleted and replaced with a Chief Planner Position.

There is potential to have some of the vacant positions filled during Fiscal Year 19/20; however it is unlikely that all positions would be filled for more than 2 months. The total cost of salaries and benefits to fill all 8 positions at the proposed allocations is \$139,000; no additional funding is required. Below is a breakdown of the position changes, and funding requests by position number.

PBS requests the following position numbers changes and funding allocations for the Cannabis Division:

1. Fund Position 4257- Cannabis Program Administrator
2. 4066- Delete Ag Measure Standard Specialist III
 - a. Add Planner II to replace this classification, and Fund Position
3. 4067- Delete Ag Measure Standard Specialist III
 - a. Add Planner II to replace this classification, and Fund Position
4. 4113- Delete Ag Measure Standard Specialist III
 - a. Add Planner II to replace this classification
5. 4115- Delete Ag Measure Standard Specialist III
 - a. Add Planner II to replace this classification
6. 4149- Delete Cannabis Program Manager
 - a. Add Chief Planner to replace this classification

These changes are critical if the County is going to streamline the ordinance and operations, issue new and renewal permits, process tax appeals and assist existing legacy and non-legacy businesses obtain State and local permits. Without an increase in staffing, permit fees and budget allocation, the Cannabis Division will be unable to complete Board Priorities and Goals and the Program itself will fail.

See attached budget estimate.