

Attachment 6 - Criteria-Based Retail Storefront Selection Process Fee Analysis

			Determination of Application Acceptance	Criteria-Based Application Review Processes for Possible Cannabis Retail Storefront Business License Application Fee						
Dept. #	Dept	Job Classification	Check Application for completeness and acknowledgements	Administrative review including: Create Accepted Applications and Ranked Storefront Retail Lists and send required notices and maintain Lists as required; Review scoring and ranking; Send required notices and issue required website postings; Process protests	Review information on Business Operation Plan and Neighborhood Compatibility Plan; Review Premises	Review State licenses of existing operations, if applicable	Review Quality Control Plan	Review Site Security Plan & Criminal Background Checks	Review Inventory Control Plan	Total Hours
012	CEO	Enterprise Leader	1.00	1.00	0.75	0.75				3.50
031	Fire	Fire Engineer/ Inspector						0.5*		0.00
032	Sheriff	Sheriff's Deputy - Special Duty			2.00			2.00	2.00	6.00
032	Sheriff	AOP II						7.90		7.90
041	Public Health	Environmental Health Specialist					0.60		1.50	2.10
051	Ag/W&M	Ag Bio/W&M Supervisor			0.50		0.50		0.50	1.50
051	Ag/W&M	Ag Bio/W&M Inspector					1.00		1.00	2.00
			1.00		3.25	0.75	2.10	9.90	5.00	23.00
			<i>Section 50-7.d.3.iii</i>	<i>Section 50-</i>	<i>Section 50-8b 1, 2 & 3; 50-24</i>	<i>Section 50-8.b.2.vi.A,B,C,D</i>	<i>Section 50-12; 50-14</i>	<i>Section 50-11; 50-13</i>	<i>Section 50-11; 50-12; 50-14</i>	
* = Cost to be covered by in-place fees schedule.										

Total Hours

		Staff Hourly Rates	Estimated Hours per Dept	Estimated Cost per Application
CEO	Enterprise Leader	\$ 134.00	3.50	\$ 469.00
Sheriff	Deputy- Special Duty	\$ 112.00	6.00	\$ 672.00
Sheriff	AOP II	\$ 56.00	7.90	\$ 442.40
Public Health	Environmental Health Specialist	\$ 70.00	2.10	\$ 147.00
Ag/ Weights & Measures	Ag Supervisor	\$ 90.00	1.50	\$ 135.00
Ag/ Weights & Measures	Ag Inspector	\$ 72.00	2.00	\$ 144.00
			23.00	\$ 2,009.40

Notes:

- If application is not deemed complete by CEO and/or does not pass zoning review, the application fee will be trued-up. A refund of \$3,966 will be issued to the applicant (based on 1 hour of CEO review @ \$134/hr).
- If application is deemed complete by CEO and passes zoning review, the application fee becomes non-refundable.
- 80% of Estimated Full Cost Recovery - given that the retail storefront selection process is new and there is no historical data to rely on, staff recommends charging applicants 80% of the estimated business licensing costs to account for actual staff review time that may be less than estimated. This approach is consistent with the methodology used to determine the business license application deposit fee that was adopted in May, 2018.

80% of Estimated Full Cost Recovery:	\$ 1,607.52
Recommended Fee (Based on Staff Processing Time):	\$ 1,600.00
Add (3rd Party Consultant Fee):	\$ 2,500.00
Total Application Fees:	\$ 4,100.00