



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: February 7, 2023
Placement: Administrative
Estimated Time: NA
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mona Miyasato, County Executive Officer
Director(s) Jeff Frapwell, Assistant County Executive Officer

Contact Info: Brittany Heaton, Principal Analyst, Cannabis

SUBJECT: Cannabis Permits and Licensing Technician Position

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: NA

Recommended Actions:

That the Board of Supervisors:

- a) Authorize the conversion of a limited-term Department Business Specialist in the County Executive Office cannabis program to a permanent position as part of fiscal year 2023-24 budget development; and
- b) Determine that pursuant to CEQA Guidelines section 15378(b)(5) the above actions are not a project subject to CEQA review because they are administrative activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

In June 2021, the Board approved the fiscal year 2021-22 operating budget that included two full-time equivalent (FTE) Cannabis Permit and Licensing Technicians in the County Executive Office. One position was proposed and approved as permanent, using on-going funding. The second was approved as a two-year, limited term position using one-time funding. The expansion request included the action to re-evaluate a longer term need for the second position at a later date. Both positions were filled as Department Business Specialists (DBS) in October 2021.

This board action would authorize the County Executive Office to convert the limited term Department Business Specialist (DBS) in the cannabis program from a one-time, two-year funded position to a permanent position. Effective in FY 2023-24, this position will be funded through a reallocation of existing on-going cannabis revenue generated from business license application, renewal, and compliance

fees currently supporting a higher level of position being phased out of the cannabis program. Therefore, this conversion will result in net savings of approximately \$66,000 annually.

Background:

In the fiscal year 2021-22 budget, the County Executive Office recommended an expansion that included two Cannabis Permits and Licensing Technicians to assist with annual license processing and customer outreach and response. The positions were created in order to address the onslaught of new initial cannabis business license applications as well as the renewal applications for licensed operators.

Discussion

Over the course of the last year the work associated with business license processing shifted to the two licensing technician positions as the Fiscal Analysts that were previously performing this work are no longer needed for day-to-day cannabis program operations. Utilizing these DBSs is more cost effective because the licensing work responsibilities are shifted to lower cost positions.

In addition, the Cannabis Licensing Technicians are developing standards and templates for the cannabis compliance program. As each operator becomes licensed, the amount of staff time needed to coordinate regular site visits, review licensees' operations including track and trace inputs, and otherwise ensure compliance with Chapter 50 operating requirements is increasing significantly. These DBS positions are working together to establish a comprehensive, robust compliance program in coordination with the interdepartmental cannabis licensing team.

Performance Measure:

NA

Contract Renewals and Performance Outcomes:

NA

Fiscal and Facilities Impacts: This Board action will result in the reallocation of \$135,000 in ongoing cannabis funding from a Fiscal Analyst position to support the conversion of a second, existing limited-term DBS position to permanent full-time status beginning in the 2023-24 fiscal year. The approximate net annual cost savings of this conversion will be \$66,000, and the DBS position will be paid for by ongoing cannabis business licensing fees.

Fiscal Analysis:

NA

Attachments:

Authored by:

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