

## **ATTACHMENT B**

## ATTACHMENT B: CANNABIS BUSINESS LICENSE STAFF TIME ALLOCATION PER BUSINESS LICENSE

### Initial Application

Dept #	Dept Name	Job Classification	Updated FTE Cost	FY 24/25 ICRP	25/26 Proposed Hourly Rate	25/26 Anticipated Avg Hrs/App	25/26 Proposed Cost/App	23/24 Current Hrly Rate	23/24 Current Avg Hrs/App	23/24 Current Cost/App	Diff Avg Hours
012	CEO	**CEO Staff (see CEO Hrly Calcs Tab for Proposed Hrly Rate Formulas)	**NA	**NA	\$ 308.32	12.1	\$ 3,731	\$ 198	0.7	\$ 139	3.7
031	County Fire	Fire Eng Inspector	\$ 299,769	22.27%	\$ 176	13.8	\$ 2,432	\$ 168	7.1	\$ 1,193	6.7
032	Sheriff	Sheriff Deputy - Special Duty	\$ 255,779	16.95%	\$ 144	22.3	\$ 3,207	\$ 125	13.1	\$ 1,637	9.2
032	Sheriff	AOP II	\$ 111,513	16.95%	\$ 63	4.3	\$ 270	\$ 64	3.6	\$ 230	0.7
041	EHS	*Environmental Health Specialist	\$ 209,000	22.49%	\$ 214	4.5	\$ 963	\$ 161	4.5	\$ 725	0.0
051	Ag	*Ag Bio/Weights & Measures Supervisor	\$ 183,619	16.80%	\$ 130	22.4	\$ 2,912	\$ 130	16.5	\$ 2,145	5.9
051	Ag	*Ag Bio/Weights & Measures Inspector	\$ 171,592	16.80%	\$ 130	28.2	\$ 3,666	\$ 130	14.7	\$ 1,911	13.5
057	CSD	Dept Business Specialist II	\$ 177,805	31.17%	\$ 112	0.9	\$ 101	\$ 109	1.1	\$ 120	-0.2
065	TTC	FOP Senior	\$ 153,876	66.05%	\$ 123	3.6	\$ 442	\$ 103	3.5	\$ 359	0.1
N/A	CSFD	Civilian Fire Marshal	\$ 247,709	10.00%	\$ 131	0.9	\$ 118	\$ 111	0.9	\$ 99	0.0
						113.0	\$ 17,841		73.4	\$ 10,554	39.6

\* Denotes use of BOS-approved hourly rates - FTE costs and ICRPS are provided here but are not directly a part of this fee study calculation.

\*\* Denotes use of CEO Hourly Calculations tab formulas - CEO FTE costs and ICRPS are provided in the line item comments but are not directly a part of this fee study calculation.

### Assumptions & Notes:

#### FTE Costs

1. FTE costs have been obtained using the Salary Model that was developed for the 5-Yr Forecast ("Forecast For 25-26")

#### ICRPs

2. ICRPS have been obtained from the Auditor's office (Financial Reporting Division) using the approved rates for FY 25-26.

#### Proposed Hourly Rates

3. All dept hourly rates, with the exception of Ag, CEO & EHS, have been calculated in this fee study by applying the ICRP to each job classification, and dividing by 2,080 hours. For the purposes of this fee study, the Board-approved hourly rates for Ag & EHS have been utilized.
4. The CEO Office must achieve full-cost recovery for their staff as directed by the BOS. Total costs to be recovered are \$277,769 for DBS full-cost recovery & Program Mgr. partial-cost recovery. CEO backed into the hourly rate in order to achieve this goal. Please refer to the "Revised CEO Hrly Calcs" for back-up.

#### Anticipated Average Hours per Application

5. Assumption of hours is based on FIN labor hours coded by each licensing team dept for initial operators. 3-Year FIN Labor Report data from 7.1.21 - 6.30.24.

#### Application Types & Associated Deposit Fees

6. The 25-26 deposit fee total applies to all new applicants. Existing applicants (applicants that have already submitted an initial application and paid the associated deposit fee), will be charged based on the current reimbursement rates that are in place, until the Board approves the proposed fees above and those fees become operational, at which time the new hourly rates will be used. Existing deposits remain the same.

#### Consumer Price Index (CPI)

7. The hourly rate fees set forth in this fee study shall continue to be reviewed annually by the CEO Office & may be adjusted pursuant to changes in the Consumer Price Index based on all urban consumers, Los Angeles-Riverside-Orange County area. Adjustments shall be rounded to the nearest dollar and become effective no earlier than July 1st each year and appropriate notice shall be provided to the public 30 days prior to the effective date of the adjustment. A full fee study may be conducted in 3 years for FY27/28.

## Annual Renewal

Dept #	Dept Name	Job Classification	Updated FTE Cost	FY 24/25 ICRP	25/26 Proposed Hourly Rate	25/26 Anticipated Avg Hrs/App	25/26 Proposed Cost/App	23/24 Current Hrly Rate	23/24 Current Avg Hrs/App	23/24 Current Cost/App	Diff Avg Hours
012	CEO	**CEO Staff (see CEO Hrly Calcs Tab for Proposed Hrly Rate Formulas)	**NA	**NA	\$ 308.32	4.8	\$ 1,480	\$ 198	0.2	\$ 40	-0.6
031	County Fire	Fire Eng Inspector	\$ 299,769	22.27%	\$ 176	3.4	\$ 599	\$ 259	5.2	\$ 1,356	1.0
032	Sheriff	Sheriff Deputy - Special Duty	\$ 255,779	16.95%	\$ 144	4.8	\$ 690	\$ 168	2.4	\$ 403	-0.1
032	Sheriff	AOP II	\$ 111,513	16.95%	\$ 63	0.0	\$ -	\$ 125	4.9	\$ 612	-0.1
041	EHS	*Environmental Health Specialist	\$ 209,000	22.49%	\$ 214	3.0	\$ 642	\$ 64	0.1	\$ 6	-1.0
051	Ag	*Ag Bio/Weights & Measures Supervisc	\$ 183,619	16.80%	\$ 130	3.7	\$ 481	\$ 161	4.0	\$ 644	-1.3
051	Ag	*Ag Bio/Weights & Measures Inspector	\$ 171,592	16.80%	\$ 130	5.6	\$ 728	\$ 130	5.0	\$ 650	0.3
057	CSD	Dept Business Specialist II	\$ 177,805	31.17%	\$ 112	0.4	\$ 45	\$ 109	5.3	\$ 689	-0.2
065	TTC	FOP Senior	\$ 153,876	66.05%	\$ 123	1.5	\$ 184	\$ 103	0.6	\$ 65	-0.3
N/A	CSFD	Civilian Fire Marshal	\$ 247,709	10.00%	\$ 131	1.0	\$ 131	\$ 111	1.8	\$ 185	0.0
						28.2	\$ 4,981	30.5	\$ 4,761	-2.3	

\* Denotes use of BOS-approved hourly rates - FTE costs and ICRPS are provided here but are not directly a part of this fee study calculation.

\*\* Denotes use of CEO Hourly Calculations tab formulas - CEO FTE costs and ICRPS are provided in the line item comments but are not directly a part of this fee study calculation.

## Assumptions & Notes:

### FTE Costs

1. FTE costs have been obtained using the Salary Model that was developed for the 5-Yr Forecast ("Forecast For 25-26").

### ICRPs

2. ICRPS have been obtained from the Auditor's office (Financial Reporting Division) using the approved rates for FY 25-26.

### Proposed Hourly Rates

3. All dept hourly rates, with the exception of Ag, CEO & EHS, have been calculated in this fee study by applying the ICRP to each job classification, and dividing by 2,080 hours. For the purposes of this fee study, the Board-approved hourly rates for Ag & EHS have been utilized.
4. The CEO Office must achieve full-cost recovery for their staff as directed by the BOS. Total costs to be recovered are \$277,769 for DBS full-cost recovery & Program Mgr. partial-cost recovery. CEO backed into the hourly rate in order to achieve this goal. Please refer to the "Revised CEO Hrly Calcs" for back-up.

### Anticipated Average Hours per Application

5. Assumption of hours is based on FIN labor hours coded by each licensing team dept for operators that have been issued licenses. 3-Year FIN Labor Report data from 7.1.21 - 6.30.24.

### Application Types & Associated Flat Fees

6. The 25-26 newly established flat fee total developed in this 25-26 fee study applies to all new applicants. Existing applicants (applicants that have already submitted an initial application and paid the associated deposit fee), will be charged based on the current reimbursement rates that are in place, until the Board approves the proposed fees above and those fees become operational, at which time the new hourly rates will then be used.

### Consumer Price Index (CPI)

7. The hourly rate fees set forth in this fee study shall continue to be reviewed annually by the CEO Office and may be adjusted pursuant to changes in the Consumer Price Index based on all urban consumers, Los Angeles-Riverside-Orange County area. Adjustments shall be rounded to the nearest dollar and become effective no earlier than July 1st each year and appropriate notice shall be provided to the public 30 days prior to the effective date of the adjustment. A full fee study may be conducted in 3 years for FY27/28.

## Annual Compliance

Dept #	Dept	Job Classification	Updated FTE Cost	FY 24/25 ICRP	25/26 Proposed Hourly Rate	25/26 Anticipated Avg Hrs/App	25/26 Proposed Cost/App	23/24 Current Hrly Rate	23/24 Current Avg Hrs/App	23/24 Current Cost/App	Diff Avg Hours
012	CEO	**CEO Staff (see CEO Hrly Calcs Tab for Proposed Hrly Rate Formulas)	**NA	**NA	\$ 308.32	11.6	\$ 3,577	\$ 198	1.1	\$ 218	3.8
031	County Fire	Fire Eng Inspector	\$ 299,769	22.27%	\$ 176	3.1	\$ 546	\$ 168	3.1	\$ 521	0.0
032	Sheriff	Sheriff Deputy - Special Duty	\$ 255,779	16.95%	\$ 144	6.60	\$ 949	\$ 125	14.75	\$ 1,843	-8.2
032	Sheriff	AOP II	\$ 111,513	16.95%	\$ 63	2.5	\$ 157	\$ 64	2.0	\$ 128	0.5
041	EHS	*Environmental Health Specialist	\$ 209,000	22.49%	\$ 214	0.0	\$ -	\$ 161	0.0	\$ -	0.0
051	Ag	*Ag Bio/Weights & Measures Supervisor	\$ 183,619	16.80%	\$ 130	2.6	\$ 338	\$ 130	6.1	\$ 793	-3.5
051	Ag	*Ag Bio/Weights & Measures Inspector	\$ 171,592	16.80%	\$ 130	3.8	\$ 494	\$ 130	8.4	\$ 1,092	-4.6
057	CSD	Dept Business Specialist II	\$ 177,805	31.17%	\$ 112	0.0	\$ -	\$ 109	0.0	\$ -	0.0
065	TTC	FOP Senior	\$ 153,876	66.05%	\$ 123	0.0	\$ -	\$ 103	0.0	\$ -	0.0
N/A	CSFD	Civilian Fire Marshal	\$ 247,709	10.00%	\$ 131	1.0	\$ 131	\$ 111	1.0	\$ 111	0.0
						31.2	\$ 6,192	43.2	\$ 6,442	-12.0	

\* Denotes use of BOS-approved hourly rate - FTE costs and ICRPS are provided here but are not directly a part of this fee study calculation.

\*\* Denotes use of CEO Hourly Calculations tab formulas - CEO FTE costs and ICRPS are provided in the line item comments but are not directly a part of this fee study calculation.

## Assumptions & Notes:

### FTE Costs

1. FTE costs have been obtained using the Salary Model that was developed for the 5-Yr Forecast ("Forecast For 25-26").

### ICRPs

2. ICRPS have been obtained from the Auditor's office (Financial Reporting Division) using the approved rates for FY 25-26.

### Proposed Hourly Rates

3. EHS is not included in this Compliance reimbursement rate structure as they have indicated reimbursement for their compliance labor will be reimbursed via existing dept fees (i.e CUPA fees).
4. TTC is not included in this Compliance reimbursement rate structure as their dedicated compliance FTE is already being funded by cannabis tax revenues.
5. All dept hourly rates, with the exception of Ag, CEO & EHS, have been calculated in this fee study by applying the ICRP to each job classification, and dividing by 2,080 hours. For the purposes of this fee study, the Board-approved hourly rates for Ag & EHS have been utilized.

6. The CEO Office must achieve full-cost recovery for their staff as directed by the BOS. Total costs to be recovered are \$277,769 for DBS full-cost recovery & Program Mgr. partial-cost recovery. CEO backed into the hourly rate in order to achieve this goal. Please refer to the "Revised CEO Hrly Calcs" for back-up.

### Anticipated Average Hours per Application

7. Assumption of hours is based on FIN labor hours coded by each licensing team dept for operators that have been issued licenses. 3-Year FIN Labor Report data from 7.1.21 - 6.30.24.

### Application Types & Associated Flat Fees

8. The 25-26 newly flat fee total developed in this 25-26 fee study applies to all new applicants. Existing applicants (applicants that have already submitted an initial application and paid the associated deposit fee), will be charged based on the current reimbursement rates that are in place, until the Board approves the proposed fees above and those fees become operational, at which time the new hourly rates will then be used.

### Consumer Price Index (CPI)

9. The hourly rate fees set forth in this fee study shall continue to be reviewed annually by the CEO Office and may be adjusted pursuant to changes in the Consumer Price Index based on all urban consumers, Los Angeles-Riverside-Orange County area. Adjustments shall be rounded to the nearest dollar and become effective no earlier than July 1st each year and appropriate notice shall be provided to the public 30 days prior to the effective date of the adjustment. A full fee study may be conducted in 3 years for FY27/28.

CEO Hourly Calculations

	# of Applications	# of Hrs per Application	Total hrs per Activity	% of Time	Allocation of Costs	Updated Fee	Proposed Fee	Delta	Current Fee
Initial	5	12.1	60.5	6.7%	\$ 18,654	\$ 3,731	\$ 2,314	\$ 1,417	\$ 2,133
Renewal	47	4.8	225.6	25.0%	\$ 69,558	\$ 1,480	\$ 896	\$ 584	\$ 1,395
Compliance	53	11.6	614.8	68.2%	\$ 189,558	\$ 3,577	\$ 2,073	\$ 1,504	\$ 1,954
			900.9	100.0%	\$ 277,769				

Costs to be Recovered

PBL	\$	111,051	1/2 Cost Recovery of \$222,102
DBS	\$	156,718	Full Cost Recovery
Other Costs	\$	10,000	CCA Annual Membership \$10K
Total Costs to be Recovered	\$	277,769	

## CEO Hourly Calculations Continued

Initial									
	# Apps	# of Hrs	Total # Hrs	% of Time	Cost to be Recovered	Hrly Rate	Per Application		
PBL	5	1.5	7.5	12%	\$ 2,312.43	\$ 308.32	\$ 462.49	\$	2,312.43
DBS	5	10.6	53	88%	\$ 16,341.17	\$ 308.32	\$ 3,268.23	\$	16,341.17
		12.1	60.5	100%	\$ 18,653.60		\$ 3,730.72	\$	18,653.60

  

Renewal									
	# Apps	# of Hrs	Total # Hrs	% of Time	Cost to be Recovered	Hrly Rate	Per Application		
PBL	47	0.3	14.1	6%	\$ 4,347.37	\$ 308.32	\$ 92.50	\$	4,347.37
DBS	47	4.5	211.5	94%	\$ 65,210.50	\$ 308.32	\$ 1,387.46	\$	65,210.50
		4.8	225.6	100%	\$ 69,557.87		\$ 1,479.95	\$	69,557.87

  

Compliance									
	# Apps	# of Hrs	Total # Hrs	% of Time	Cost to be Recovered	Hrly Rate	Per Application		
PBL	53	0.2	10.6	2%	\$ 3,268.23	\$ 308.32	\$ 61.66	\$	3,268.23
DBS	53	11.4	604.2	98%	\$ 186,289.30	\$ 308.32	\$ 3,514.89	\$	186,289.30
		11.6	614.8				\$ 3,576.56	\$	189,557.53

  

	Total # Hrs	% of Time	Cost to be Recovered	Hrly Rate
PBL	32.2	3.6%	\$ 9,928.03	\$ 308.32
DBS	868.7	96.4%	\$ 267,840.97	\$ 308.32
	900.9	100%	\$ 277,769.00	

\$ 277,769.00

## Assumptions & Notes:

### Proposed Hourly Rates

- The CEO Office must achieve full-cost recovery for their staff as directed by the BOS. Total costs to be recovered are \$277,769 for DBS full-cost recovery, Program Mgr. partial-cost recovery & the \$10K CCA Annual Membership fee. We backed into the hourly rate in order to achieve this goal. Please refer to the "Revised CEO Hrly Calcs" for back-up.

### Consumer Price Index (CPI)

- The hourly rate fees set forth in this fee study shall continue to be reviewed annually by the CEO Office and may be adjusted pursuant to changes in the Consumer Price Index based on all urban consumers, Los Angeles-Riverside-Orange County area. Adjustments shall be rounded to the nearest dollar and become effective no earlier than July 1st each year and appropriate notice shall be provided to the public 30 days prior to the effective date of the adjustment. A full fee study may be conducted in 3 years for FY27/28.