



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: Planning and
Development
Department No.: 053
For Agenda Of: July 16, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO:

FROM: Department Director Lisa Plowman, Director
Contact Info: Steve Mason, Assistant Director

SUBJECT: Agreement for Services of Contractor on Payroll for Cannabis Permitting

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: Human Resources and Risk Management

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Contractor on Payroll with Jacqueline Campbell for cannabis permitting services, for the period of July 16, 2019 through July 12, 2020, in an amount not to exceed \$95,000.00; and
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This position will provide professional land use permitting services in support of the cannabis permitting program. The department currently has 5 FTE assigned to cannabis permitting and is seeking to add this position to provide an additional highly skilled individual as a resource to the permitting team. Ms. Campbell will serve as a resource until the department can fill and train vacant planning positions.

Background: Planning and Development has the lead role in the permitting of cannabis cultivation, manufacturing and distribution. At this time the department has 140 active cannabis permit entitlements under review and the number of possible permit appeals is unknown at this time. This position will provide additional capacity to address cannabis workload. The department requests authorization to hire a highly skilled individual to oversee the development of permit procedures and launch cannabis permit and enforcement work. Ms. Jacqueline Campbell is highly skilled in all aspects of planning permitting within Santa Barbara County. Having retired as Planning Director of the City of Carpinteria, her professional accomplishments are numerous.

Performance Measure:

Planning permitting performance measures are listed on page D-272-273 of the Recommended Fiscal Year 2019-20 budget.

Fiscal and Facilities Impacts:

Budgeted: Yes

Funding will come from permit revenues collected from cannabis permit fees and from general funds allocated to the department for zoning code enforcement. Cannabis permit fees fully offset all costs related to the permitting process, including overhead and supervision. Funding for these services are budgeted in the Permitting and Code Enforcement budget programs on page D-269 of the Recommended Fiscal Year 2019-20 budgets.

Key Contract Risks:

This contract is considered to be low to medium risk; while the program can be considered visible and controversial, the contract itself is not.

Staffing Impacts:

Special Instructions:

Please return one (1) fully-executed copy of the Agreement to Business Manager, Planning and Development Department.

Attachments:

Exhibit A - AGREEMENT FOR SERVICES OF CONTRACTOR ON PAYROLL

Authored by:

Steve Mason, 805.568.2070

CC:

Lisa Plowman, Director, Planning & Development
Crysta Rider, Business Manager, Planning & Development
Erin Jeffrey, HR Manager, Human Resources
Johannah Hartley, Deputy County Counsel