



**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: May 15, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director Dianne M. Black, Director
Contact Info: Steve Mason, Assistant Director
SUBJECT: Agreement for Services of Contractor on Payroll for Cannabis Permitting and
Enforcement Supervision

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:

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 program supervision and oversight, for the period of June 1, 2018 through June 30, 2019, in an amount not to exceed \$58,000.00; 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:

The County's Cannabis program is expected to commence in June 2018. This program is a countywide multi-disciplinary effort to permit, license and enforce recently adopted cannabis regulations. The addition of this Contractor on Payroll position will allow Planning and Development to hire a well qualified individual for the launch of this new program.

Background:

Cannabis permitting and enforcement activities are expected to commence in June of 2018. Planning and Development will have a lead role in the permitting of cannabis cultivation, manufacturing, and distribution. While the number of permit applications is yet unknown, we anticipate there will be a large volume of applications submitted when authorized. Due to the expected volume of work, additional staff resources will be needed to effectively respond to permit applicants. 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 a retired Planning Director of the City of Carpinteria (retired as of January 2016) and is highly skilled in all aspects of planning permitting within Santa Barbara County.

Performance Measure:

Planning permitting performance measures are listed on page D-289-290 of the Recommended FY 2017-19 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 permits fees fully offset all costs related to the permitting process, including overhead and supervision. Funds are budgeted in the Permitting and Code Enforcement budget programs on page D-286 of the Recommended FY 2017-19 budget.

Key Contract Risks:

This contract is considered to be low to medium risk primarily because this is a new program and while the program can be considered visible and controversial, the contract itself is not.

Staffing Impacts:

This contract will increase staffing by 0.26 of an FTE for the duration of the contract.

Special Instructions:

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

Attachments:

A. AGREEMENT FOR SERVICES OF CONTRACTOR ON PAYROLL

Authored by:

S. Mason, 805.568.2070

CC:

Dianne M. Black, Director, Planning & Development
Crysta Rider, Business Manager, Planning & Development
Erin Jeffrey, HR Manager, Human Resources
Johannah Hartley, Deputy County Counsel