



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-15**

For the meeting of June 14, 2016

Date: May 31, 2016

To: Board of Supervisors

From: Robert Wall, Interim Director, Planning and Building Department *SAS Acting*

Subject: Request for additional allocation of staffing, 1.0 FTE Supervising Planner (0681 466 classification) for the Cannabis Services Division 1100-268 (4/5 vote required)

**RECOMMENDATIONS:**

That the Board of Supervisors:

1. Approve the allocation of one 1.0 FTE Supervising Planner (class 0681, salary range 466) position in budget unit 268, effective July 1, 2016.
2. Approve the supplemental budget for 1100-268

1100268-608420 (Medical Cannabis Permits Fees)	\$100,000
1100268-1100 (Salaries and Wages)	\$100,000

Prepared by \_\_\_\_\_  
Catherine Munsee, Business Manager

CAO Approval *Chyl Dillip*

REVIEW: Auditor *MSM* County Counsel \_\_\_\_\_ Personnel *DF* Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

*\*THIS ITEM WAS PULLED FROM THE AGENDA\**

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor  
 Seconded by Supervisor

Ayes  
 Nays  
 Abstain  
 Absent

**SEE ACTION SUMMARY**

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**Kathy Hayes, Clerk of the Board**

**SOURCE OF FUNDING:** General Fund – Fees for Service

**DISCUSSION:** Due to the overwhelmingly positive public response to the Commercial Medical Marijuana Land Use Ordinance (CMMLUO), the Current Planning Division of the Planning and Building Department is experiencing extraordinary demands on its resources. In response, the department instituted a special hotline designed to provide applicants and interested parties a way to speak to a live person. A similar strategy was employed during public comment periods for the General Plan Update. In just over three months, the department has responded to nearly 500 phone inquiries received through the cannabis services hotline. Additionally, the Planner-on-Duty program offered by the department has been fielding a greater-than-average number of interested parties walking in to the office for information related to processing permits outlined in the CMMLUO.

**Estimated Number of Cultivation sites**

Research co-authored by Van Butsic of UC Berkeley verified the existence of 4,200 discrete cultivation sites in Humboldt County. As noted during a presentation made to the Board of Supervisors on January 12<sup>th</sup> 2016, estimates of cultivation sites were based on a random sample of roughly half of the county's subwatersheds. Mr. Butsic suggested during the presentation that it was safe to double that number for a more accurate count of cultivation sites. Additionally, as the study was primarily based on 2012 data, the number of cultivation sites fails to account for continued expansion of the industry between 2012 and the present.

**Early signals of Participation**

Upon adoption of a Waiver of Waste Discharge (Order No. 2015-0023), the North Coast Regional Water Quality Control Board (RWQCB) reports participation from nearly 400 farms in Humboldt County. Recent conversations with key RWQCB staff confirm that many more are expected in the months ahead.

In consultation with the County Administrative Office, the department is initiating the creation of a new division, titled the Cannabis Services Division (1100-268). Previously approved additional staffing allocations will be migrated to the new division, effective July 1, 2016. In order to provide organizational structure appropriate to the new division, the department is requesting that the Board approve the allocation of a Supervising Planner position, effective July 1, 2016.

**FINANCIAL IMPACT:** Fees related to these anticipated permits are expected to generate revenue to offset the additional staffing expense which will occur as the result of approving the additional staffing allocation. The salary and benefit costs for the new position are estimated to be \$100,000 annually.

Approval of the additional staffing allocation assists the department in meeting the goals outlined by the Board of Supervisors in its Strategic Framework. The Cannabis Services Division's work in cannabis-related permitting processes is designed to support the goals outlined in the Strategic Framework by supporting the department as it enforces regulations that protect residents, as it creates opportunities for improved safety and health, as it encourages new local enterprise and ensures proper operation of markets and as it provides community-appropriate levels of service. The use of professional, qualified planning consultants will allow the department to process applications related to cannabis services so that local applicants meet local ordinance deadlines and are poised to participate in the state program.

**OTHER AGENCY INVOLVEMENT:** None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:** The Board may choose not to approve this staffing allocation; however this is not recommended as it would negatively impact the ability of the department to meet the anticipated demand for building permits and permits related to the medical marijuana ordinance.

**ATTACHMENTS:**

Attachment 1            Classification Review Request

**ATTACHMENT 1**

**Classification Review Request**

CLASSIFICATION REVIEW REQUEST

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Planning and Building Date: May 26, 2016

Division/Unit/Location of new position: Cannabis Services 1100268 (16/17)

Name of contact person: Catherine Munsee

Position status (check one) Regular  Grant  Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: July 1, 2016 Duration of grant: \_\_\_\_\_

FTE of new position: 1.0 Budget unit: 1100268

Name and title of person supervising this position: Rob Wall, Interim Director

Name and title of anyone currently in your department performing the same or similar duties:

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Supervising Planner DATE: 5/27/16

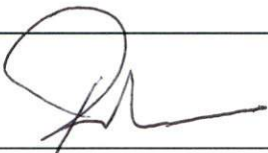
NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my conversation with Catherine Munsee, HR recommends the appropriate job class for this position is Supervising Planner. You will need to prepare a report to the Board with the following recommendation: "That the Board of Supervisors approve the allocation of one

List the primary duties of the proposed position: Under direction, supervises a section of the Planning and Building department; coordinates the development of reports and recommendations regarding significant land use, zoning, and community development issues; assists in the overall administration of the planning function; performs related work as assigned. Incumbent will exercise full responsibility for planning, organizing, coordinating and directing work activities for the members of the cannabis services division (1100268). Supervises, directs and evaluates professional, technical, and related staff. Participates in the hiring of assigned staff and provides input into the budget and goal setting process. Advises the Director and the Board of Supervisors on aspects of County planning; presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving both current and advance planning objectives.

Indicate any required licenses: \_\_\_\_\_

Add any additional information, which might be useful for this review: \_\_\_\_\_

Department head signature  Date 5-26-16



PERSONNEL USE ONLY

1.0 FTE Supervising Planner (class 068), salary range 466) position in budget unit 268, effective \_\_\_\_\_."

Please attach a copy of this form with your report to the Board.