



**CANNABIS PROGRAM
MONTEREY COUNTY**

<http://www.co.monterey.ca.us/CannabisProgram>

168 West Alisal St., 3rd Floor

Salinas CA 93901-2680

(831) 796-3049

Agricultural Commissioner

Inspector/Biologist 1.5 FTE

- Issues Restricted Material Permits and/or Operators Identification Numbers (OINs) to cannabis businesses to buy and use pesticides (OINs are renewed annually).
- Issues/proctors Private Applicator Certification to Cannabis operators using pesticides as part of their integrated pest management program/oversees the renewal of this certification.
- Reviews pesticide labels to determine if the product could be used on cannabis for pest control.
- Processes/reviews submitted Pesticide Use Reports from the industry.
- Processes compliance and/or enforcement actions related to pesticide laws and regulations; California Code of Regulations, Title 3, Food and Agricultural Code, and Business and Professional Code.
- Conducts audit/record inspections.
- Conducts pesticide application, pesticide storage, and employee safety inspections.
- Provides Continuing Education classes for those with a Private Applicator Certificate which helps them renew without taking another exam.
- Conducts pesticide exposure illness investigations.
- Conducts CDFA nursery license inspection.
- Fields miscellaneous calls and inquiries about cannabis vs industrial hemp.
- Conducts outreach and provides education.
- Gathers/processes Cannabis Crop Report statistics.
- Monitors/educates for pests and diseases affecting the industry.

Weights and Measures Inspection 1 FTE

- Registers weighmaster and device registration.
- Inspects and seals registered commercial devices.
- Conducts outreach and provides education.
- Conducts joint inspections with the Cannabis Program team.

Assessor-County Clerk-Recorder

The position that the Assessor needs is a Real Property Appraiser I or II that would specialize in Agriculture assessments. The Assessor's office has a backlog of Cannabis industry related sales and/or new construction that need to be valued. The majority of the work is of new greenhouse and/or dispensary improvements and also extensive improvements to existing greenhouses.

Real Property Appraiser I or II

- Specializes in agriculture assessments.
- Valuing backlog of Cannabis industry related sales and/or new construction.

- Monitors new greenhouse and/or dispensary improvements and extensive improvements to existing greenhouses.

Auditor Controller

Auditor Controller Analyst II 1.0 FTE

- Documents approvals related to Cannabis activity.
- Stays current with Cannabis laws and regulations to ensure current and future accounting structure, financial tracking, and financial/management reporting needs of the County are met in accordance with local, state, and federal guidelines.
- Prepares accounting policies and procedures relating to the Cannabis Program.
- Provides continued training to the department finance staff related to the accounting associated with cannabis-related activities to ensure County departments are accurately coding cannabis-related activities in accordance with the accounting guidelines established by the ACO.
- Supports the required cannabis cost segregation and exclusion from COWCAP calculation and federal claims, thereby safeguarding the County from potential loss of federal funding.
- Supports complete and accurate tracking and reporting of cannabis revenues and expenditures for financial and budgeting purposes.
- Conducts ongoing monitoring, trend analysis, and reporting of cannabis activities to the Board.

Cannabis Program (CAO Finance)

Accountant II 1.0 FTE

- Accounts Payable.
- Accounts Receivable/ Deposits.
- Purchasing.
- Payroll.
- Procurement Card Reconciliation.
- Budgeting, Forecasting, & Reporting.
- Fiscal Grant Management.
- Countywide Reconciliation for Cannabis Hours Worked/Cost.
- Cannabis Budget Modifications/Release of Assignment at BOS Direction.
- Cannabis Tax/Fees Collected Revenue Reporting.
- Cannabis Assignment Year-End Reconciliation.

Cannabis Program (CAO)

Program Manager II 1.0 FTE

- Directs overall Cannabis Program management while collaborating with the Board of Supervisors, Department Heads (including Appointed and Elected), Department managers, and staff to effectively carry out the Cannabis Program Strategic Goals and Objectives.
- Designated the Appropriate Authority of Monterey County Code Chapter 7.90, who establishes policies and standard procedures to ensure consistent oversight and that customer service goals are met.
- Manages program budget and monitors staff and non-staff costs for the nine collaborative departments.
- Single Point of Contact for the Department of Cannabis Control to review licensing applications and provide individual local authorization for each of the 500+ active state

licenses.

- CSAC – California Cannabis Authority – County of Monterey designee.

Management Analyst III 1.0 FTE

- Coordinates cannabis compliance inspections, schedules routine and follow-up inspections as necessary and coordinates with the appropriate inspection staff (Metrc is a key component of compliance, which is enforced through Metrc data accessed via the California Cannabis Authority).
- Supervises the Permit Technician II and reviews their work products before distributing notices to operators.

Management Analyst II 1.0 FTE

- Primary analysis role for all Board related matters, which includes drafting board reports and their accompanying presentations, presenting items, and ensuring that Board direction to staff is incorporated into subsequent reports.
- Maintains performance indicators of the Cannabis Program, which include local permit outcomes, cultivation canopy, cannabis business tax revenue, state licensing outcomes, utilization of allocations dedicated to cannabis, Program contingency balances, and enforcement outcomes.

Permit Technician II 1.0 FTE

- Intakes cannabis business permit applications, reviews to determine completeness, drafts incomplete letters to inform applicants of outstanding application requirements pursuant of Chapter 7.90.
- Prepares reconciliation of departmental staff time for cannabis business permit applications that were received prior to the adoption of a standard fee schedule.
- Assists Management Analysts in preparing and validating permitting and application data for a variety of analyses.

Senior Secretary 1.0 FTE

- Primary support role for all Board related matters, which include uploading and routing board reports and agendas, clerking Cannabis Committee meetings, and ensuring cannabis-related ordinances to amend Monterey County Code are reflected on MuniCode.
- Coordinates all meetings with the cannabis industry, collaborative departments, outside jurisdictions, and state agencies.
- Maintains the Cannabis Program webpage, including ongoing improvements.

County Counsel

Deputy County Counsel 1.0 FTE

- Represents and provides legal assistance to the Cannabis Program and all involved County departments in their cannabis-related functions.

District Attorney

Deputy District Attorney 1.0 FTE

The cannabis industry within Monterey County includes all facets of licensed and unlicensed “cannabis activities.” These activities include cultivating, harvesting, processing, manufacturing, laboratory testing, advertising, and distributing cannabis. These activities are highly regulated, and

violations thereof may subject violators to both civil and criminal liability. The broad scope of cannabis activities in Monterey County places a significant burden on the District's Attorney's Office to adequately enforce existing statutes, rules, and regulations in both civil and criminal courtrooms. Additionally, the complexity and rapidly evolving laws governing the licensed cannabis industry necessitate a specially assigned Deputy District Attorney with cannabis law expertise to handle these cases in a vertical prosecution format. Processing these cases with a specialized unit, where the prosecutor is specifically trained to handle these new violations, ensures uniform and equal treatment of all defendants as well as a strategic approach to investigations and enforcement operations. New issues continue to develop in the nascent, licensed cannabis industry, such as environmental crimes committed by both legal and illegal cannabis operators, actions threatening our waterways, as well as the wildlife and sensitive ecosystems. Additionally, labor law violations are rampant in the cannabis industry including human trafficking violations. The specially trained Deputy District Attorney rapidly adapts as the industry evolves and shifts enforcement strategies to address emerging issues. The overarching strategic goal is creating a fair and equitable licensed cannabis industry, eradicating unlicensed cannabis, protecting consumers from untested cannabis, protecting laborers from unlawful exploitation, and protecting the environment from harmful and illegal cultivation techniques.

District Attorney Investigator 2.0 FTE

The cannabis industry within Monterey County includes all facets of licensed and unlicensed "cannabis activities." These activities include cultivating, harvesting, processing, manufacturing, laboratory testing, advertising, and distributing cannabis. Cannabis cultivation involves the use of hazardous chemicals that, when used improperly, threaten the flora, wildlife, and waterways of our county and state. Persons involved in the illicit cannabis industry often divert water from streams and creeks, and decimate wildlife through the use of banned pesticides and powerful firearms. These weapons are also detrimental to the safety of the law enforcement community and the public at large. Given the fact that the cannabis industry is cash driven, illicit proceeds can be laundered through real estate or other markets to avoid taxation. Consequently, the investigation of complex and time-consuming cannabis cases requires specialized investigators knowledgeable in environmental and tax law, financial fraud, and the ever-evolving field of cannabis statutes, rules, and regulations. Investigators provide support, advice, and training to other law enforcement agencies in Monterey County and beyond. Investigators also network with other cannabis units and prosecutors throughout the state to learn about trends and investigative techniques to improve the enforcement of cannabis related regulations.

Accountant III 1.0 FTE (0.5) FTE

The Cannabis industry in Monterey County is a cash business and several growers are apparently laundering their profits illegally to hide revenues and thereby avoid paying the proper fees and taxes. This position, under the direction of both Deputy District Attorneys and Investigators, performs highly specialized and the most complex technical, professional accounting, statistical and budgetary analysis in the prosecution of financial crimes. These highly detailed and exhaustive investigations require a unique skill set not available to other staff within the Office of the District Attorney. The Forensic Accountant (Accountant III) position performs these professional accounting and budgetary duties involved in establishing, analyzing, reviewing, reconciling, monitoring, and maintaining financial records and reports, to assist in the prosecution of criminals attempting to steal, defraud and conceal financial resources. The Forensic Accountant is uniquely skilled to provide information and analytical opinions to assigned attorneys, investigators and provides testimony as needed in the courtroom.

Housing and Community Development

Code Compliance Inspector II 3.0 FTE

- Research parcel for all permits related to the Cannabis operation.
- Provides technical information and policy interpretations for the public business and professional representatives and other agency staff.
- Conducts inspections to confirm compliance with Metrc, submitted tax records, the California Building Code, Cannabis State code, Fire Code, the Property Maintenance Code and to confirm reported canopy measurements.
- Attends Compliance team meetings as scheduled, attends Industry meetings and meetings with the business operator as requested.

10+ Non-Staff Allocated Positions: As needed the Building Official, the Building Services Manager and the Senior Code Compliance Inspector attend meetings and complete site inspections when requested. The Housing and Community Development Director, Chief of Planning, Planners, and administrative staff provide support in processing land use entitlements for cannabis application and policy/program development.

Additionally, the department has received allocation from the cannabis assignment to fund consultation services including Rincon Consultants and CSG Consultants.

The department has also received funding to support unrelated programs from the cannabis assignment related to the County's Local Housing Trust Fund.

Health

Environment Health Specialist IV 0.25 FTE

- Provides staff assistance, as directed by Bureau Chief, Director of Environmental Health, in a specialized environmental health program by planning, scheduling, and coordinating activities in accordance with pre-established policies and manpower availability and time requirements established by the Bureau Chief, Director of Environmental Health.
- Coordinates assignments and interprets and provides training in section policies and procedures to the staff in specialized environmental health programs; maintains and reviews records of work performance to evaluate program impact and effectiveness.
- Provides technical assistance to the environmental health staff making inspections and investigations in a specialized environmental health program by reviewing completed assignments, advising staff on methods and techniques applied, and performing or assisting in the more difficult and sensitive investigations and enforcement activities.
- Performs administrative studies of public health laws and ordinances by comparing Federal, State, and local environmental health codes in a specific area, such as consumer protection, solid waste, hazardous materials, and water quality to determine their impact on environmental management programs and operating methods throughout Monterey County.

Environmental Health Specialist III 3.0 FTE

- Conducts routine and complex field inspections, investigations, staff training, surveys, and special studies to determine and ensure compliance with Federal, State, and local environmental health codes.
- Other important duties include reviewing permit applications, issuing health permits, providing technical program information and policy interpretation to the public and business

community, serving as subject matter resource to other professional staff, and serving as a lead worker in the program.

- Provides leadership, analytical support, and assistance in the promotion of environmental health laws and principles

Chronic Disease Prevention Coordinator 1.0 FTE

The Cannabis Education Program is structured on the framework and 30 years' experience of the California Tobacco Control Program (CTCP) model that emphasizes countering pro-tobacco influences through policy, education, and community norm change. Public health leaders across the nation support the use of the CTCP model with public health cannabis education and policy work. This position supports the 2018 Cannabis Tax Revenue Forum assessment which identified substance abuse education, prevention, and treatments as a key program service. The Chronic Disease Prevention Coordinator (CDPC) supports all work associated with a comprehensive public health cannabis education program. With a CDPC to lead the operation of this program, Monterey County is stronger positioned in our local efforts for cannabis harm reduction education from primary to higher education institutions and community engagement events. The CDPC plans, tests, and implements paid and unpaid media activities including webpage development and social media; updates web content; develops and updates communication plans; and completes tracking tools. The CDPC provides the Chronic Disease Prevention Specialist II and student interns with input on presentations, curriculum workshops, etc. The CDPC serves as a subject matter expert in the design, writing, publishing, and marketing of all cannabis program materials. In addition, the CDPC engages in program development and grant writing, monitors professional service agreements, provides technical assistance to local community agencies and jurisdictions, and assists the Health Program Coordinator with oversight of work plan deliverables.

Sheriff Office

Deputy Sheriff Operations 2.0 FTE

Monterey County is one of the larger geographical counties in California.

Monterey County contains:

- Over 300,000 acres of the Los Padres National Forest.
- 164,503 acres of the Ventana Wilderness.

Monterey County has been identified as being part of a major narcotic trafficking route along the west coast, and as such has been included in the San Francisco Northern California High Intensity Drug Trafficking Area (HIDTA) program. Monterey County is a prime location for the cultivation of cannabis. This is due to Monterey County's weather and vast rural areas. Monterey County has become a major, industrial-sized producer of both legal and illegal cannabis. Far more cannabis is produced in Monterey County than is consumed within Monterey County. This excess cannabis is often transported/distributed throughout the United States in violation of numerous local, state, and federal laws. The cultivation and trafficking of cannabis rely heavily on cash transactions. As a result, violent assaults and robberies have increased with the spread of legal and illegal cannabis throughout California. Monterey County is no exception and the Sheriff's Office has investigated various crimes related to cannabis in recent years. Drug Trafficking Organizations (DTO's) and other organized criminal enterprises have and continue to grow, transport, and distribute large amounts of cannabis illegally in Monterey County. These grows and operations are primarily located in agricultural, rural, urban, and semi-urban areas. Due to the criminal activity and these concerns, the Monterey County Sheriff's Office established a full-time, two-person, cannabis enforcement team (COMMET). The

cannabis enforcement team focuses its efforts on the illicit cannabis industry. The cannabis enforcement team also works tirelessly with other local, state, and federal partners to combat the illicit cannabis industry in Monterey County.

Treasurer Tax Collector

Management Analyst III 0.66 FTE

- The Management Analyst III manages collection of the Commercial Cannabis Business Tax and issuance of Business Licenses within the Treasurer-Tax Collector's Office. They supervise support, technical and professional staff in the collection of commercial cannabis business tax and provide back up for the functions performed by those staff. They develop training plans for staff on procedural and technical aspects of their jobs to ensure the provision of consistent, effective and quality service. They develop procedures and policies concerning collection of the commercial cannabis business tax and issuance of business licenses. They evaluate and provide input into performance evaluations for support staff.
- The position is responsible for ensuring internal controls are followed for the commercial cannabis business tax and business license programs and to updated as needed.
- The position is responsible for staying current on changes in legislation impacting the commercial cannabis business tax (MCC §7.100) or business license ordinances (MCC §7.02). They attend meetings of the Board of Supervisors, Standing Committee, California Cannabis Authority, industry and related cannabis and business license calls and meetings.
- The position tracks commercial cannabis business tax statistics and responds to questions from the public, other departments and the industry related to the commercial cannabis business tax or business licenses. The position is responsible for updating forms, FAQ's, website and technical software updates related to changes in legislation or policy impacting MCC §7.02 and MCC §7.100.
- The position is responsible for ensuring timely delivery of commercial cannabis business tax statements, notices, reminders, etc. They review accounts for delinquency and enforcement.
- The position works to develop increased efficiencies of operations, such as online submission of business licenses, online quarterly gross receipts tax return filing and e-check payment options.

The position drafts clear, comprehensive correspondence, reports, and customer notifications on a wide variety of technical and professional material relative to business license issuance and taxation.

Accountant III 0.66 FTE

- The Accountant III works closely with the business license and commercial cannabis program Management Analyst and accounting staff to prepare, analyze, evaluate, and monitor cost and revenue components of the programs. They prepare financial statements, balance sheets, income and expense reports, and cash flow analysis related to the commercial cannabis business tax and business license requirements. They analyze and make recommendations on business license fees and modifications when appropriate.
- The position works with the Management Analyst III to ensure internal controls are followed for the commercial cannabis business tax and business license programs and to update as needed.
- The position assists with review and establishment of policies and procedures for safe and secure collection of significant cash-only payments, in addition to online payments and in-

person payments with check or money orders. They oversee accounting staff in cash count and reconciliation of tax or business license payments. They calculate, post, and adjust journal entries relating to collection of the commercial cannabis business tax and business license program.

- The position performs professional accounting and budgetary duties involved in establishing, analyzing, reviewing, reconciling, monitoring, and maintaining commercial cannabis business license and business tax financial records and reports related to financial reporting and tracking. They update accounts to reflect revenue and expenditures; audit business license and tax accounts for errors and make appropriate adjustments; coordinates and reconciles different computer financial systems (HdL, Advantage). They reconcile various financial statements to ensure accurate fund accounting; matches financial statements with cash amounts; initiates account transfers and other transactions as needed; utilizes manual and computerized recordkeeping systems.
- The position works with the Management Analyst III to provide detailed and technical information concerning commercial cannabis related standards, practices, pending legislation, laws, codes, regulations, polices, and procedures; attends and participates in various meetings, committees, and professional groups.

The position reviews business license applications for completeness, payment and corresponds with applicants regarding missing or incomplete information. The position sends out reminder notices related to licenses requiring renewal.

Accounting Technician 0.66 FTE

- The Accounting Technician serves as business license and commercial cannabis business accounts receivable point person and frontline customer service; monitors, tracks and maintains records of collection activities. They perform cashier verification through cash counting, ensuring all payments processed are accounted for, determine payments received, create receipt for taxpayer, document and file all transaction reports, enter collection data into access database and prepares deposits to Treasury, for management approval. They balance total receipts and distribute payments to general ledger accounts daily. Balancing duties include performing physical cash count.
- The position identifies and notates the correct County general ledger accounting strings related to accounting for commercial cannabis business tax and business license revenue. They create and monitor payment verification in HdL system. They research and determine necessary action for payments received and resolve payment discrepancies.
- The position performs analysis and reconciliation to ensure daily balance of cash intake and determines payments received through HdL customer self-service and identifies delinquent accounts.
- The position performs analysis and reconciliation to ensure daily balance of cash intake and determines payments received through HdL customer self-service and identifies delinquent accounts.
- The position responds to customer inquiries regarding receipt of applications, required permits, registration of businesses, and collection of fees and taxes. They track appointment schedule for accepting large cash payments from commercial cannabis business taxpayers. They provide account information to taxpayers, notify Treasury of impending payment and receipt of funds and prepare payment for processing in HdL system.

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- The position researches and identifies delinquent permits, licenses, etc., related to operation; determines values, verifies delinquent status and compiles a report. They create and track all reminders and notices regarding delinquencies.

The position maintains all files and compliance with records retention policies. They notify systems divisions of any problems in functionality and tests resolution.