



Legislation Details (With Board Report)

File #: 21-892 **Name:** 10.26.2021 Cannabis Board Referral No. 2021.12
Type: General Agenda Item **Status:** Passed - County Administrative Office
File created: 10/15/2021 **In control:** Board of Supervisors
On agenda: 10/26/2021 **Final action:** 10/26/2021
Title: Receive status update regarding Board Referral No. 2021.12 seeking review of the Cannabis Program organizational structure

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Cannabis Program Compliance Inspection Pilot_October Review__finalv2, 3. Completed Board Order Item No. 33

Date	Ver.	Action By	Action	Result
10/26/2021	1	Board of Supervisors		

Receive status update regarding Board Referral No. 2021.12 seeking review of the Cannabis Program organizational structure

RECOMMENDATION:

It is recommended that the Board of Supervisors:
Receive status update regarding Board Referral No. 2021.12 seeking review of the Cannabis Program organizational structure

SUMMARY:

Referral No. 2021.12 seeks a review of the Cannabis Program organizational structure and operations related to land use and building permit processing as well as compliance inspections. On August 24, 2021, the Board of Supervisors accepted staff’s preliminary analysis which proposed a consultant prepared organizational study/recommendations and a pilot program to increase inspection quantity and efficiency. In addition Supervisor Phillips, the referring Supervisor, requested that County Counsel review the authorities cited by Agricultural Commissioner Henry Gonzales in an August 18, 2021 memo to Assistant CAO Nick Chiulos and Human Resources Director Irma Ramirez-Bough. County Counsel’s review is underway and will be reported separately to the Board of Supervisors.

DISCUSSION:

Citygate Associates, LLC is under contract to perform the Cannabis Program organizational assessment and provide recommendations to the CAO and Board of Supervisors. Work by Citygate is well under way and, at this point, involves information gathering, reviewing County supplied documents as well as interviewing cannabis involved employees and County policy makers. Citygate is also beginning data analysis, working first to identify any initial gaps in the data or in the understanding of County processes and seeking follow up information as necessary. Citygate will provide a “mid-project” review to the CAO in November 2021 with a final report due by the end of December, 2021. Staff will arrange for a presentation of the Citygate recommendations in January 2022.

Regarding the cannabis inspection pilot program, the Board will recall that this involves daily meetings to coordinate inspections and to generally organize the work to achieve efficiencies and to reduce the backlog of inspections. The pilot program involves the cannabis Program Manager and Management Analyst III as well as inspection staff from the Housing and Community Development Department and the Environmental Health Bureau. The Agricultural Commissioner declined to participate in the coordinated inspection pilot program. A memo prepared by the Cannabis Program Manager is attached to this Board report and briefly outlines the results of the inspection pilot program

OTHER AGENCY INVOLVEMENT:

The Cannabis Program involves staff from the following County departments: CAO, District Attorney, Treasurer-Tax Collector, Auditor-Controller, Housing and Community Development, Health Department, Assessor-Clerk-Recorder, Sheriff, County Counsel and Agricultural Commissioner

FINANCING:

The cost of the Citygate organizational study, \$75,000, is funded through the Cannabis Program budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Nicholas E Chiulos, Assistant CAO

Attachments:

Memo regarding Cannabis Inspection Pilot Program