



Legislation Details (With Board Report)

**File #:** 17-1226      **Name:** IGLA Program Manager  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 12/1/2017      **In control:** Board of Supervisors  
**On agenda:** 12/12/2017      **Final action:** 12/12/2017

**Title:** Adopt a resolution to:  
a. Amend the County Administrative Office - Intergovernmental and Legislative Affairs Division Fiscal Year (FY) 2017-18 Adopted Budget CAO001-8054 to reallocate one (1) Management Analyst III to one (1) Program Manager II as indicated in the attached Resolution; and  
b. Authorize the Auditor-Controller and direct the County Administrative Office to incorporate the approved changes in the FY 2017-18 Adopted Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. BoS Resolution\_Reallocate MAIII to PMII\_12-12-2017, 3. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
12/12/2017	1	Board of Supervisors	approved	Pass

Adopt a resolution to:  
a. Amend the County Administrative Office - Intergovernmental and Legislative Affairs Division Fiscal Year (FY) 2017-18 Adopted Budget CAO001-8054 to reallocate one (1) Management Analyst III to one (1) Program Manager II as indicated in the attached Resolution; and  
b. Authorize the Auditor-Controller and direct the County Administrative Office to incorporate the approved changes in the FY 2017-18 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the County Administrative Office - Intergovernmental and Legislative Affairs Division Fiscal Year (FY) 2017-18 Adopted Budget CAO001-8054 to reallocate one (1) Management Analyst III to one (1) Program Manager II as indicated in the attached Resolution; and
- b) Authorize the Auditor-Controller and direct the County Administrative Office to incorporate the approved changes in the FY 2017-18 Adopted Budget.

SUMMARY:

The County Administrative Office is requesting approval to amend the FY 17-18 budget to reallocate one (1) Management Analyst III position to one (1) Program Manager II position in the Intergovernmental and Legislative Affairs Division, Budget Unit 8054. This is a critical position which will manage the County’s cannabis program

DISCUSSION:

In the process of developing the FY 17-18 budget, CAO-IGLA worked closely with HR to determine the

appropriate level of position to manage the County's cannabis program. The appropriate level of position was determined to be Program Manager II and a position at that level was ultimately included in the FY17-18 recommended budget. Also included in the recommended budget was the elimination of one (1) filled Management Analyst III position.

Ultimately, as part of the budget adoption process, the decision was made to retain the one (1) filled Management Analyst III position, to have that position 100% funded with Monterey County cannabis tax revenue and assigned to coordinate the cannabis program. This decision was made in order to eliminate a staff layoff; also, the decision was made to not fund the Program Manager II position.

Very recently, the incumbent in the Management Analyst III position coordinating the cannabis program resigned to take a position with another local agency. This leaves a critical vacancy at a time when numerous issues will be at play impacting the County's cannabis program. Staff believes it is critical that the cannabis program be managed at a higher level and that the Program Manager II would provide the necessary higher level of program management expertise.

It must be emphasized that there are numerous and complicated issues which must be attended to with regard to the County's involvement with cannabis. Program components include administration, permitting, enforcement, public health, and outreach to the industry as well as the community at large.

At the present time, various aspects of the County's cannabis program are functionally distributed among 11 County departments. Effective management of the cannabis program will require an extensive interplay and coordination between these various departments in order to implement a coordinated cannabis program.

In addition, the State of California involvement in permitting, regulatory and health aspects of cannabis continues to be a complex and rapidly evolving area which will require high level of management oversight. Also, the California State Association of Counties (CSAC) is proposing a joint powers agreement solution to provide a comprehensive data base related to cannabis operations. This data base is expected to have various benefits but chief among them is to provide a means to allow the local banking industry to process cannabis financial transactions. Staff anticipates extensive involvement with CSAC and relevant County departments to implement such a program.

Finally, it is important that a comprehensive cannabis program concept and work plan be developed which sets forth strategies and priorities. This will involve work with the cannabis ad hoc committee, the Board of Supervisors, County Departments, stakeholders and the community at large. Given the significance and complexity of this effort, it is appropriate that it be staffed at the Program Manager II level.

#### OTHER AGENCY INVOLVEMENT:

Due to the urgent need to fill the cannabis program manager position, staff has requested authority to proceed directly to the Board of Supervisors for consideration. On November 30, 2017, staff consulted with the chair of the Budget Committee who agreed that this matter could proceed directly to the Board of Supervisor for consideration due to its time sensitive nature.

The Human Resources Department has reviewed and supports the proposed action.

#### FINANCING:

Annual salary for Management Analyst III step 7 is \$100,284; Annual Salary for Program Manager II, step 7, is \$110,268, an increase of \$9,984 per year. Adequate funding exists from cannabis tax revenue to fund the additional amount requested.

- X Economic Development
- X Administration
- X Health and Human Services
- Infrastructure
- X Public Safety

Prepared by: Maegan Ruiz-Ignacio, Administrative Assistant Confidential  
Approved by: Nicholas E. Chiulos, Assistant County Administrative Officer

Attachments are on file with the Clerk of the Board.

---

Nicholas E. Chiulos, Assistant County Administrative Officer

---

Date