

Exhibit C-C1: C-Payment and Budget Provision Amendment

Purpose: Budget Worksheet/Form Amendments detailed description.

Background:

The Trinity County Cannabis Division wishes to amend the budget provision of the Local Jurisdiction Assistance Grant (G21-007). The following is an attachment to the Office of Grants Management Grant Amendment Request for review, and acceptance, by the Department of Cannabis Control. This document is supplemental to this request and provides additional detailed information regarding the proposed amendments. This information should be review in conjunction with Exhibit C-C1: C- Payment and Budget Provisions Budget Worksheet which also included in this amendment request.

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A. Direct Technical Assistance Costs - Personnel

Deletion(s)

Delete Direct Technical Assistance Personnel from Budget Form:

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A4	Biologist	Pesticide review for environmental Compliance	\$102,050.00	\$0.00

A4. Justification Narrative:

The Cannabis Division has determined that a Staff Biologist is not necessary to meet the goals of the Division at this time. Rather, the Environmental Compliance Specialist position(s) are able to review any biological/technical information required for the issuance of Annual license/permits and to meet CEQA compliance.

A4. Request:

Remove this position from the LJA Grant budget and reallocated to other positions.

Revision(s)

Revise Direct Technical Assistance Personnel within Budget Form:

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A1 Now A4	Assistant/ Assoc. Planner		\$131,955.61	\$204,531.20

A4. Revision Description:

Revise the Assistant/Associate Planner allocation from the Budget Form for FY 21/22 through FY 24/25, change the Annual Salary & Benefits and change the Percentage of Time for FY 21/22 through FY 24/25. This reduces the total LJA Grant allocation from \$493,899.00 to \$204,531.20.

A4. Justification Narrative:

Currently, the position is currently being flown, the County projects that in FY 23/24 and FY 24/25 a Planner will be needed to assist in the issuance of annual Cannabis permits and wishes to modify this personnel classification.

A4. Request:

Change the Assistant/ Assoc. Planner to Associated Planner (now A4) Personnel Classification:

1. Annual Salary & Benefits from \$141,114.00 to \$131,955.61
2. Reduce FY 21/22 Percentage of Time from 0.50 to 0.00
3. Change FY 22/23 Percentage of Time from 1.00 to 0.55

4. Reduce FY 23/24 Percentage of Time from 1.00 to 0.50
5. Reduce FY 24/25 Percentage of Time from 0.90 to 0.50
6. Change the Total LJA Grant expense from \$481,848.00 to \$204,531.20

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$131,955.61	0.00	\$-	0.55	\$72,575.59	0.50	\$65,977.81	0.50	\$65,977.81

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A1	Environmental Compliance Specialist I	Review CEQA documentation provided by applicants	\$147,773.66	\$299,980.53

A1. Revision Description:

Change the Environmental Compliance Specialist I (A1) Personnel Classification:

1. Annual Salary & Benefits from \$141,720.00 to \$147,773.66
2. Reduce FY 21/22 Percentage of Time from 0.50 to 0.03
3. Reduce FY 22/23 Percentage of Time from 1.00 to 0.90
4. Reduce FY 23/24 Percentage of Time from 1.00 to 0.70
5. Reduce FY 24/25 Percentage of Time from 0.90 to 0.50
6. Change the Total LJA Grant expense from \$481,848.00 to \$315,348.99

A1. Justification Narrative:

The Annual Salary and Benefits is being increased to match projected salary increases under the General Labor Unit contract with Trinity County over the lifetime of the LJA Grant. This position was not filled until late in the last quarter of FY 21/22 so the time allocation has been shifted (3%). The remaining FY reductions are due to an anticipated tapering off of Environmental Compliance review of CEQA documents submitted to the County under the existing cap of Cannabis licenses (530). The same duties will be performed by this position during this time – including the review of individual Mitigation and Monitoring Reporting Programs (MMRP). Finally, the reduce LJA Grant total for this position is reflective of the changes above.

A1. Request:

Change the existing Personnel Classification in Budget Form C for Environmental Compliance Specialist I (A2) to the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$147,773.66	0.03	\$5,024.30	\$0.90	\$132,996.29	\$0.70	\$103,441.56	0.50	\$73,886.83

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A5	Code compliance Specialist II	Review performance standard _Michael	\$ 110,549.13	\$122,709.53

A5. Revision Description:

Change the Code Compliance Specialist II (A5) Personnel Classification:

1. Annual Salary & Benefits from \$114,733.00 to \$110,549.13
2. Reduce FY 21/22 Percentage of Time from 0.25 to 0.00
3. Reduce FY 22/23 Percentage of Time from 1.00 to 0.71
4. Reduce FY 23/24 Percentage of Time from 1.00 to 0.20
5. Reduce FY 24/25 Percentage of Time from 1.00 to 0.20
6. Change the Total LJA Grant expense from \$372,882.35 to \$122,709.53

A5. Justification Narrative:

The Annual Salary and Benefits is being modified to match projected salary increases under the General Labor Unit contract with Trinity County over the lifetime of the LJA Grant. This position was not filled until FY 22/23 so the time allocation has been shifted (0% for FY 21/22). The remaining FY reductions are due to an anticipated tapering off of Code Compliance review of required documents submitted to the County under the existing cap of Cannabis licenses (530). The same duties will be performed by this position during this time – including the review and inspection of individual Cannabis permit conditions. Finally, the reduce LJA Grant total for this position is reflective of the changes above.

A5. Request:

Change the existing Personnel Classification in Budget Form C for Code Compliance Specialist II (A5) to the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$110,549.13	0	0	0.71	\$78,489.88	0.25	\$27,637.28	0.20	\$22,109.83

Addition(s)

Add Direct Technical Assistance Personnel to Budget Form:

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A2	Environmental Compliance Specialist I	Review CEQA documentation provided by applicants	\$147,773.66	\$295,547.32

A2. Revision Description:

Add the Environmental Compliance Specialist I (A3) Personnel Classification:

1. Annual Salary & Benefits of \$147,773.66
2. Reduce FY 21/22 Percentage of Time of 0.0 for \$0.00
3. Reduce FY 22/23 Percentage of Time of 0.90 for \$132,996.29
4. Reduce FY 23/24 Percentage of Time of 0.60 for \$88,664.20
5. Reduce FY 24/25 Percentage of Time of 0.50 for \$73,886.83
6. Total LJA Grant expense of \$295,547.32

A2. Justification Narrative:

The Annual Salary and Benefits is being increased to match projected salary increases under the General Labor Unit contract with Trinity County over the lifetime of the LJA Grant. This position was not filled until late in the first quarter of FY 22/23. The remaining FY time percentage projections are due to an anticipated tapering off of Environmental Compliance review of CEQA documents submitted to the County under the existing cap of Cannabis licenses (530). The same duties will be performed by this position during this time – including the review of individual Mitigation and Monitoring Reporting Programs (MMRP). Finally, the reduce LJA Grant total for this position is reflective of the changes above.

A2. Request:

Change the existing Personnel Classification in Budget Form C for Environmental Compliance Specialist I (A2) to the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$147,773.66	0.00	\$-	0.90	\$132,996.29	0.60	\$88,664.20	0.50	\$73,886.83

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
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A3	Environmental Compliance Specialist I	Review CEQA documentation provided by applicants - DREW	\$147,773.66	\$280.769.95
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A3. Revision Description:

Add the Environmental Compliance Specialist I (A4) Personnel Classification:

1. Annual Salary & Benefits of \$147,773.66
2. Add FY 22/23 Percentage of Time of 0.85 for \$125,607.61
3. Add FY 23/24 Percentage of Time of 0.55 for \$81,275.51
4. Add FY 24/25 Percentage of Time of 0.50 for \$73,886.83
5. Add Total LJA Grant expense of \$280.769.95

A3. Justification Narrative:

The Annual Salary and Benefits is being increased to match projected salary increases under the General Labor Unit contract with Trinity County over the lifetime of the LJA Grant. This position was not filled until late in the first quarter of FY 22/23. The remaining FY time percentage projections are due to an anticipated tapering off of Environmental Compliance review of CEQA documents submitted to the County under the existing cap of Cannabis licenses (530). The same duties will be performed by this position during this time – including the review of individual Mitigation and Monitoring Reporting Programs (MMRP). Finally, the reduce LJA Grant total for this position is reflective of the changes above.

A3. Request:

Change the existing Personnel Classification in Budget Form C for Environmental Compliance Specialist I (A3) to the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$147,773.66	0.00		0.85	\$125,607.61	0.55	\$81,275.51	0.50	\$73,886.83

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A6	Division Director		\$172,193.13	\$211,797.55

A6. Justification Narrative:

In 2022 the Trinity County Cannabis Division, as a division of the Planning Department, was created by minute order approval of the Board of Supervisors. Previously, the Cannabis Program had been housed in the Planning Department but had no senior level position overseeing it, other than the Planning Director. The Cannabis Division Director position was flown and hired in 2022.

The Cannabis Division Director's roles and responsibilities are critical to the issuance of annual Cannabis permits as well as CEQA compliance of individual permittees. Since the Division Director has responsibilities beyond the issuance of permits, such as the development or amendment of existing ordinances that do not relate to permit issuance, the Percentage of Time allowable under is than 0.50 and is anticipated to fluctuate between Fiscal Years. This is reflected in the Budget form.

A6. Request:

Create a Personnel Classifications (A6), Division Director as an allowable expense from FY 21/22 to FY 24/25 with LJA Grant expenses projected to be:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$172,193.13	0.08	\$12,914.48	0.45	\$77,486.91	0.35	\$60,267.60	0.35	\$60,267.60

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A7	Admin Coord II	Take in and process Permits - Chad	\$110,861.14	\$209,527.55

A7. Justification Narrative:

During the first quarter of FY 22/23, the Cannabis Division sought to a permanent Administrative Coordinator II. The roles and responsibilities of this position included the processing and filing of Cannabis permit applications, assisting applicants at the counter and facilitating the issuance of annual permits. This position is currently filled.

A7. Request:

Create a Personnel Classifications (A7), Administrative Coordinator II as an allowable expense from FY 22/23 to FY 24/25 with LJA Grant expenses projected to be:

Annual Salary & Benefits	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$110,861.14	0.82	\$90,906.13	0.57	\$63,190.85	0.50	\$55,430.57

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
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A8	Admin Coord II - EH	Take in and process Permits - Josh	\$15,472.00	\$16,245.60
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A8. Justification Narrative:

During the last quarter of FY 21/22, the Cannabis Division sought to hire temporary employees under an Extra Help category to aid in administrative coordination. The roles and responsibilities of this position included the processing and filing of Cannabis permit applications, assisting applicants at the counter and facilitating the issuance of annual permits. These positions were largely filled with individuals that were familiar with the Cannabis Industry – a fact which helped aid the public’s understanding of the Cannabis Division administrative processes.

This position, as compared to those listed below under A9/A10/A11, is a longer-term Extra Help position within Trinity County job classifications. This position will expire in FY 22/23.

A8. Request:

Create a Personnel Classifications (A8), Administrative Coordinator II – Extra Help (EH) as an allowable FY 21/22 and FY 22/23 expense projected to be:

	Annual Salary & Benefits	FY 21/22 Percentage of Time	FY 21/22 Total	FY 22/23 Percentage of Time	FY 22/23 Total
A8	\$15,472.00	0.15	\$2,320.80	\$0.90	\$13,924.80

Personnel Classification		Role in Grant Program	Annual Salary & Benefits	Total Cost
A9	Admin Coord II - EH	Process filing for permit applications	\$4,385.80	\$3,946.50
A10	Admin Coord II - EH	Process filing for permit applications	\$4,385.80	\$3,946.50
A11	Admin Coord II - EH	Process filing for permit applications	\$4,385.80	\$3,946.50

A9/A10/A11. Justification Narrative:

During the last quarter of FY 21/22, the Cannabis Division sought to hire temporary employees under an Extra Help category to aid in administrative coordination. The roles and responsibilities of this position included the processing and filing of Cannabis permit applications, assisting applicants at the counter and facilitating the issuance of annual permits. These positions were largely filled with individuals that were familiar with the Cannabis Industry – a fact which helped aid the public’s understanding of the Cannabis Division administrative processes.

A9/A10/A11. Request:

Create a three (3) Personnel Classifications (A9, A10 and A11), Administrative Coordinator II – Extra Help (EH) as an allowable FY 21/22 expense projected to be:

	Annual Salary & Benefits	FY 21/22 Percentage of Time	FY 21/22 Total
A9	\$4,385.80	0.90	<i>\$3,946.50</i>
A10	\$4,385.80	0.90	<i>\$3,946.50</i>
A11	\$4,385.80	0.90	<i>\$3,946.50</i>

B. Direct Technical Assistance Costs – Other

Deletion(s)

Delete Technical Assistance from Budget Form: Not Applicable for this Amendment request

Revision(s)

Revise Technical Assistance within Budget Form:

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
B1	Contractual / Environment Consultants	Contractor #1 to assist with environmental compliance, assist with local license requirements such as biological reports, mitigation plans etc.	\$350,000.00	\$765,450.00

B1. Revision Description:

The original budget proposal included a uniform FY cost for this contract. The proposed amendment increases the budget in FY 21/22 and reduces the overall budget for the current FY through the end of LJA grant funding.

B1. Justification Narrative:

With the addition of Environmental Compliance Specialist staff, the need for the proposed level of contractual support for the Division is reduced. Additionally, while staff levels were low in FY 21/22, the Division relied heavily on Contractual support to both review environmental documents and develop internal Division practices and procedures. Now that this has been developed, the need for contractual support is reduced. However, the contractual services are still required through the length of the LJA grant period to reach the cannabis permit cap (530).

B1. Request:

Increase the Budget for FY 21/22 and Reduce the Budget Form B Technical Assistance to the following and allow funds to be reallocated to other positions within the Cannabis Division.

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$350,000	0.87	\$304,141.97	0.86	\$300,300	0.46	\$161,000	0.0	\$0

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
B2	Contractual / Environment Consultants	Contractor #2 Cost associated with site improvements and development to mitigate environmental impacts	\$350,000.00	\$634,550.00

B2. Revision Description:

The original budget proposal included a uniform FY cost for this contract. The proposed amendment increases the amount of the budget in FY 21/22 and reduces the overall budget for each FY thereafter, through the end of LJA grant funding.

B2. Justification Narrative:

With the addition of Environmental Compliance Specialist staff, the need for the proposed level of contractual support for the Division is reduced. Additionally, while staff levels were low in FY 21/22, the Division relied heavily on Contractual support to both review environmental documents and develop internal Division practices and procedures. Now that this has been developed, the need for contractual support is reduced. However, the contractual services are still required through the length of the LJA grant period to reach the cannabis permit cap (530).

B2. Request:

Increase the Budget in FY 21/22 and Reduce the Budget Form B Technical Assistance to the following and allow funds to be reallocated to other positions within the Cannabis Division.

Annual Salary & Benefits	FY 21/22	FY 21/22 Total	FY 22/23	FY 22/23 Total	FY 23/24	FY 23/24 Total	FY 24/25	FY 24/25 Total

	% of Time		% of Time		% of Time		% of Time	
\$350,000	0.61	\$211,750	\$0.86	\$300,300	\$0.35	\$122,500	\$0.0	\$0

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
B3	Contractual / Environment Consultants	Contractor to review for processing of applicants	\$100,000.00	\$101,000.00

B3. Revision Description:

The original budget proposal included a uniform FY cost for this contract. The proposed amendment reduces the overall budget for each FY through the end of LJA grant funding.

B3. Justification Narrative:

This contract was primarily for legal assistance as the Division was developing internal practices and procedures. Further, given the litigious history of the Division, this legal counsel was retained to assist in the first permits were issued to help assure that Division actions were defensible. As the first permits have been issues, and the Division procedures are in effect, the overall need for contracted legal council is reduced. However, the contractual services are still required through the length of the LJA grant period to reach the cannabis permit cap (530).

B3. Request:

Reduce the Budget Form B Technical Assistance to the following and allow funds to be reallocated to other positions within the Cannabis Division.

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$100,000	0.51	\$51,	\$0.25	\$25,000	0.15	\$15,000	0.10	\$10,000

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
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B4	Publications & printing	Costs associated with printing program information project reports, and manuals	\$2,200.00	\$7350.20
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B4. Revision Description:

The original LJA budget estimated publication and printing costs. The amended budget increases this cost.

B4. Justification Narrative:

This estimate was based on the expected need for tutorial of descriptions for cannabis community to comply with Division ordinances and Environmental compliance. This budget item also covers the publication of notices in a local paper (Trinity Journal) for each permit and environmental compliance to be issued. This required cost is a necessary component of permit issuance.

B4. Request:

Increase the Budget Form B Technical Assistance to the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$2,200.00	0.34	\$750.00	1.00	\$2,200.00	1.00	\$2,200.00	1.00	\$2,200.00

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
B5	Information Technology systems	Cannabis Website development	\$50,000.00	\$25,000

B5. Revision Description:

The Division wishes to improve the means by which permits are noticed. To this end, the Division is currently researching, and will implement, a permit portal that will both streamline information sharing with permit applicants and permit holders.

B5. Justification Narrative:

The original LJA grant budget line item was for FY 21/22. However, this has been delayed until FY 23/24 as the Division has not yet settled on the most appropriate software. The LJA grant covers 50% of this cost because the permit portal will be used by the Planning Department for other permits aside from cannabis permits. Therefore, only half of this cost is an allowable expense under the LJA grant terms.

B5. Request:

Revise the Budget Form B Technical Assistance changing this line item from FY 21/22 to FY 23/24, reflected in the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$50,000	0.00	\$-	\$-	\$-	0.50	\$25,000	\$-	\$-

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
B6	Equipment	Lease 2 vehicles for use during inspections	\$60,000.00	0.00

B6. Revision Description:

The Division wishes to remove this line item.

B6. Justification Narrative:

The original LJA budget include the lease of 2 vehicles for use by Code Compliance and Environmental Compliance Specialists to conduct site inspections. However, after review of the LJA grant guidelines, the Division has determined that this is not an allowable expense because the County would own the vehicle by the close of the LJA grant. The Division will make use of the existing vehicles available in its motor pool.

B6. Request:

Revise the Budget Form B Technical Assistance changing defunding this line item, reflected in the following:

Annual Salary & Benefits	FY 21/22 % of Time	FY 21/22 Total	FY 22/23 % of Time	FY 22/23 Total	FY 23/24 % of Time	FY 23/24 Total	FY 24/25 % of Time	FY 24/25 Total
\$60,000	0.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-

Addition(s)

Add Technical Assistance to Budget Form: Not Applicable for this Amendment request

C. Indirect/Administrative - Personnel

Deletion(s)

Delete Cost Category(ies) from Budget Form:

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
C1	Grants Coordinator	To track expenditures associated with the grant. Complete reports and grant closeout	\$ -	\$ -

C1. Justification Narrative:

At the time the LJA Grant application was compiled, the Planning Department asked for the assistance of the County Grants Department. The expectation at that time was that the Grants Department would assist in the management and reporting of Grant expenses and adherence to LJA timelines. With the creation and filling of positions within the Cannabis Division, this support from the grants Department is no longer needed. This reduces the proposed budget by \$27,500 through FY 24/25.

C1. Request:

Remove the Grants Coordinator (C1) from the Cost Category section of the Budget Form and allow funds to be reallocated to other positions within the Cannabis Division.

Revision(s)

Revise Cost Category within Budget Form:

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
C2	Accountant	To track expenditures associated with the grant. Complete reports and grant closeout	\$33,488.45	\$21,767.49

C2. Revision Description:

Reduce the LJA Grant total for this position from \$27,168.40 to \$21,767.49 by adjusting the Annual Salary & Benefits from \$135,842.00 to \$33,488.45 and changing the FY allocations.

C2. Justification Narrative:

The County Planning Department has recently hired an Accountant that has been tasked, in part, with the Cannabis Division accounting needs. At the time the LJA Grant proposal was submitted, this position was not filled. Therefore, the assumptions of the Annual Salary and Benefits, as well as the portion of time spent on Cannabis Division administration, can now be more accurately projected through FY 24/25.

C2. Request

Change the existing Personnel Classification in budget form C to the following

FY22/23 % of Time	FY22/23 Total	FY23/24 % of Time	FY23/24 Total	FY24/25 % of Time	FY24/25 Total	Total
0.20	\$6,697.69	0.20	\$6,697.69	0.25	\$8,372.11	\$21,767.49

Addition(s)

Add Cost Category to Budget Form:

Cost Category / Service or Vendor (if known)		Description	Annual Cost	Total Cost
C4	Deputy Director	To track expenditures associated with the grant. Complete reports and grant closeout	\$165,437.29	\$28,124.34

C4. Justification Narrative:

Since first applying for the LJA Grant, the Trinity County Planning Department Director resigned. At the time the LJA Grant was awarded, the Planning Department, which at that time was responsible for administering the County Cannabis Program, was led by a Deputy Director. However, during FY 21/22 the Deputy Director resigned.

Since the last quarter of FY 21/22 the Planning Department is managed by Interim Deputy Director Ed Prestley. Mr. Prestley has assisted in the issuance of annual permits in an administrative capacity and his duties include staff/personnel management, signature authority, coordination with local stakeholders, financial tracking LJA Grant administration.

C4. Request:

Add Deputy Director in the Budget Form as an allowable expense projected to be:

FY22/23 % of Time	FY22/23 Total	FY23/24 % of Time	FY23/24 Total	FY24/25 % of Time	FY24/25 Total	Total
0.10	\$16,543.73	0.07	\$11,580.61	0	\$0	\$28,124.34

Cost Category / Service or Vendor (if known)		Description	FY 22/23 Percentage of Time	Total Cost
C5	Accountant II - Road	Assistance with Grant Coordination	1.00	\$2,500.00

C5. Justification Narrative:

The County Cannabis Division receives assistance from other County Departments for technical administrative support. This includes financial analysis necessary for personnel payroll and LJA Grant accounting.

C5. Request

Add Accountant II (specifically from the County Road Department) for FY 22/23, with a total of \$2,500

Cost Category / Service or Vendor (if known)		Description	FY 22/23 Percentage of Time	Total Cost
C6	Enviro Comp - Road	Assistance with Grant Coordination	1.00	\$2,500.00

C6. Justification Narrative:

The County Cannabis Division receives assistance from other County Departments for technical administrative support. This includes LJA Grant administration, Environmental compliance and permit processes.

C6. Request

Add Environmental Compliance (specifically from the County Road Department) for FY 22/23, with a total of \$2,500