



Attachment 2
Proposed Measure Q Staffing Plan

Dept.	FTE	Position Title	Est Cost	Retail Cannabis Administration and Processes
Development Services				
	2.00	Code Enforcement Officer	265,612	Responsible for proactively identifying cannabis businesses' facilities that have not obtained the proper building permits and responding to requests for service, including site visits; coordination with other City departments and property owners; issuance of citations; and court appearance and materials and supplies.
	1.00	Assistant Planner	129,598	Perform review of cannabis businesses' facilities building permits and responding to requests for plan review; and coordination with other City departments and property owners.
Finance				
	1.00	Permit Processing Specialist	107,183	Processes new and renewed business licenses, tracks businesses, process license revocations, and manage general administrative duties, participate in the unlicensed enforcement approach and receive and account for taxes paid by cannabis businesses.
Fire				
	1.00	Fire Protection Specialist	135,334	Perform inspections, issue citations, and red tag facilities when appropriate, review, inspect and certify legal cannabis facilities to ensure that businesses will open safely and in timely manner, and develop policies.
	1.00	Office Specialist II	107,522	Perform scheduling inspections, and processing citations.
	(0.75)	Office Specialist II	(58,881)	Convert an existing part time Office Specialist II to a full time position.
Police				
	2.00	Police Officer	498,203	To address quality of life issues, calls for service, regulation, and potential criminal investigations resulting from cannabis dispensaries. Resources will be added to patrol services and community policing efforts, as necessary
Total	7.25		1,184,572	