



**STAFF REPORT**  
**5/13/2020**

**TO:** Honorable Mayor and City Council Members

**FROM:** William Pattison, City Manager

**SUBJECT:** Resolution No. 2020-28 Approving the Creation and Funding for a Part-Time Cannabis Compliance Liaison Position

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council approve Resolution No. 2020-28 approving the creation and funding for a part-time Cannabis Compliance Liaison position

**BACKGROUND:**

On March 11, 2020, Council conducted a study session and directed staff to procure the services of a cannabis consultant to assist with developing the Round #2 Retail Cannabis review and appeals guidelines. This consultant has been selected and is in the process of being hired. City Council also gave staff direction to hire a part-time employee to assist the cannabis consultant with licensing, social equity programs, and to staff a future Coachella Cannabis Commission. On April 22, 2020, Council reviewed the current Retail Cannabis Prioritization Criteria and confirmed that staff would hire a part-time cannabis compliance officer, using general fund reserves, to assist with implementing the City's cannabis social equity program, staff the future Cannabis Commission, and assist the Director with all work related to cannabis licensee compliance and regulatory monitoring of the same.

Accordingly, the part-time Cannabis Compliance Liaison position would report to the Development Services Director. The Salary Grade and Range for the position is Grade 9, Range \$27.00/hr. - \$34.44/hr. Part-time positions are unrepresented and do not receive benefits

**ALTERNATIVES:**

1. Approve staff's recommendation to approve Resolution 2020-28 approving the creation and funding for a part-time Cannabis Compliance Liaison position.
2. Do not approve staff's recommendation.

**FISCAL IMPACT:**

Approval of the part-time position would add \$4,228.00 to the salary expenses of the Development Services department's current operating budget, and \$29,246.00 to the salary expenses for FY 20/21.

Attachments:

Resolution No. 2020-28

Job Description

Salary Schedule