

Tuesday, January 19, 2021, 1:00 pm
Teleconference Meeting

AGENDA

Pursuant to the Governor's Executive Order N-29-20, members of the Cannabis Regulatory Commission as well as City staff will participate via phone/video conference and no physical teleconference locations are required.

PUBLIC PARTICIPATION INSTRUCTIONS

TO OBSERVE:

- To observe the meeting by video conference, please click the link below to join the webinar:
<https://us02web.zoom.us/j/81640768246>
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656
or +1 301 715 8592

For each number, please be patient and when requested, dial the following Webinar ID: 816 4076 8246

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

TO PROVIDE PUBLIC COMMENT: There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment to staff before the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Greg Minor at gminor@oaklandca.gov. All submitted public comment will be provided to the Cannabis Regulatory Commission prior to the meeting.
- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”

Persons may speak on any item appearing on the agenda; however, a Speaker Card must be filled out and given to a representative of the Cannabis Regulatory Commission. Multiple agenda items cannot be listed on one speaker card. If a speaker signs up to speak on multiple items listed on the agenda, the Chairperson may rule that the speaker be given an appropriate allocation of time to address all issues at one time (cumulative) before the items are called. All speakers will be allotted 3 minutes or less – unless the Chairperson allots additional time.

♿ This meeting is wheelchair accessible. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meetings of the Cannabis Regulatory Commission, please contact the Office of the City Clerk (510) 238-3612. Notification two full business days prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. In compliance with Oakland’s policy for people with chemical sensitivities, please refrain from wearing strongly scented products to events.

Questions or concerns regarding this agenda, or to review any agenda-related materials, please contact the Cannabis Regulatory Commission at (510) 238-6370.

• By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“*9”) to request to speak when Public Comment is being taken on a eligible agenda item at the beginning of the meeting.

Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

If you have any questions about these protocols, please e-mail Greg Minor, at gminor@oaklandca.gov

Members:

Lanese Martin	District 1	Frank Tucker	District 7
Tracey Corder	District 2	Chaney Turner	At Large
Austin Stevenson	District 3	Stephanie Floyd-Johnson	Mayor
Vacant	District 4	TiYanna Long	City Auditor
Claudia Mercado	District 5	Greg Minor	City Administrator
Vacant	District 6		

Available on-line at: <https://www.oaklandca.gov/boards-commissions/cannabis-regulatory-commission>

MEETING AGENDA

- A. Roll Call and Determination of Quorum
- B. Reports for Discussion and Possible Action
 - 1. Special Activity Permits Division Budget and Creation of a Department of Cannabis
- C. Open Forum / Public Comment
- D. Announcements
- E. Adjournment



Cannabis Regulatory Commission

TO: Cannabis Regulatory Commission

FROM: Greg Minor
Assistant to the City
Administrator

SUBJECT: January 19, 2021 Special Meeting
Agenda Items

DATE: January 15, 2020

ITEM B (1) Special Activity Permits Division Budget and Creation of a Department of Cannabis

Chair Martin has requested a special meeting to discuss the Special Activity Permits Division budget and the creation of a Department of Cannabis. To further this discussion, please find organizational charts from:

- The Office of Cannabis in the City and County of San Francisco;
- The Department of Cannabis Regulation for the City of Los Angeles;
- The City of Oakland City Administration; and
- The Special Activity Permits Division in the City Administrator's Office for the City of Oakland.

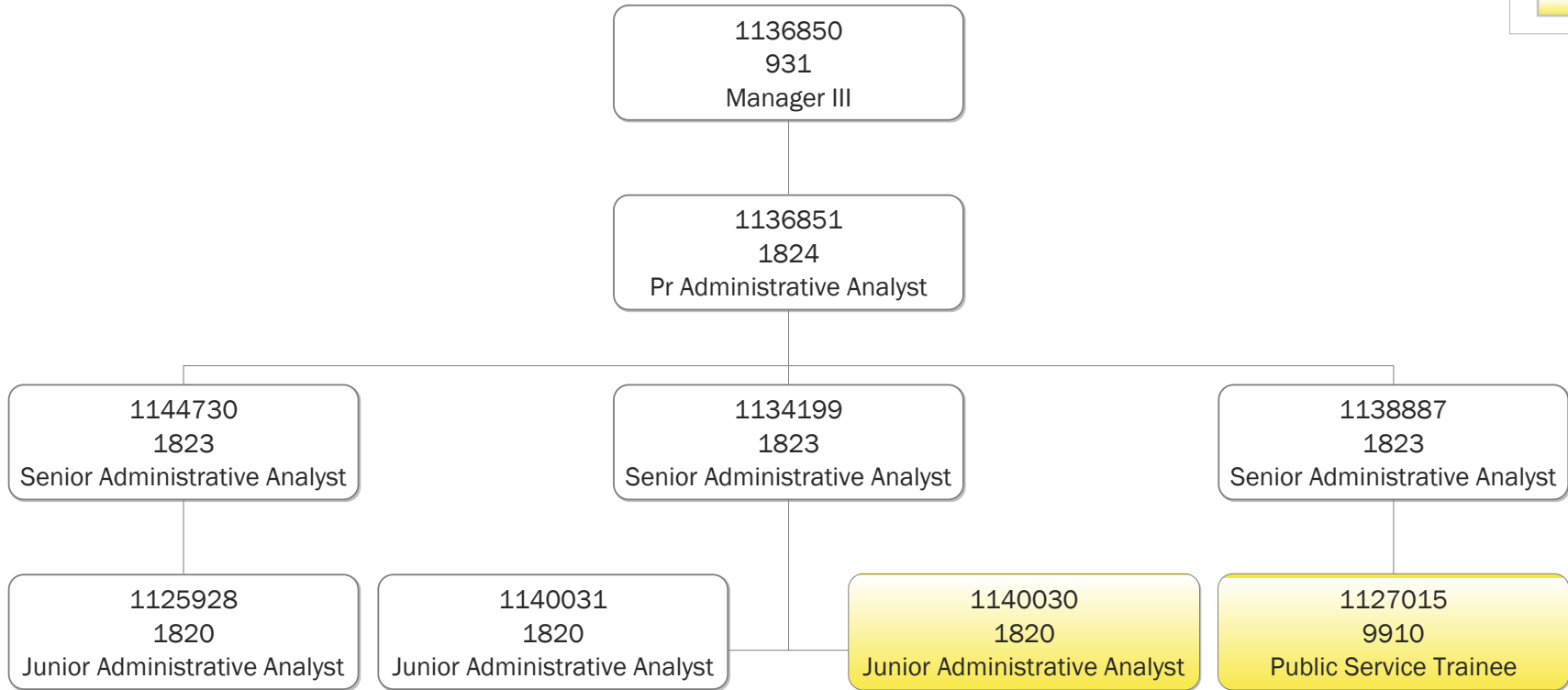
Additionally please find a spreadsheet compiled by Chair Martin.

OFFICE OF THE
CITY ADMINISTRATOR
Office of Cannabis

Legend

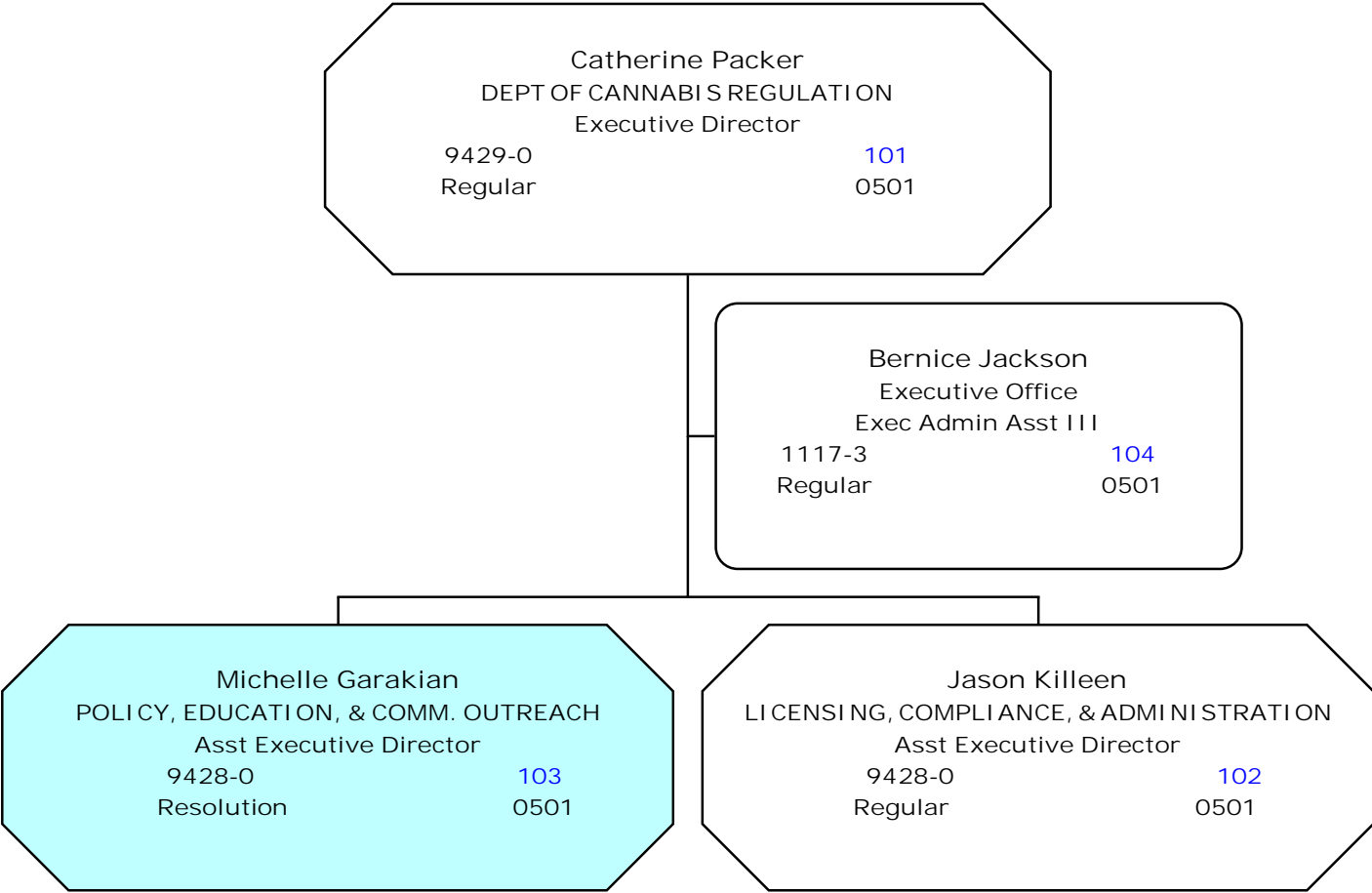
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- Position ID#
- Job Class
- Job Title

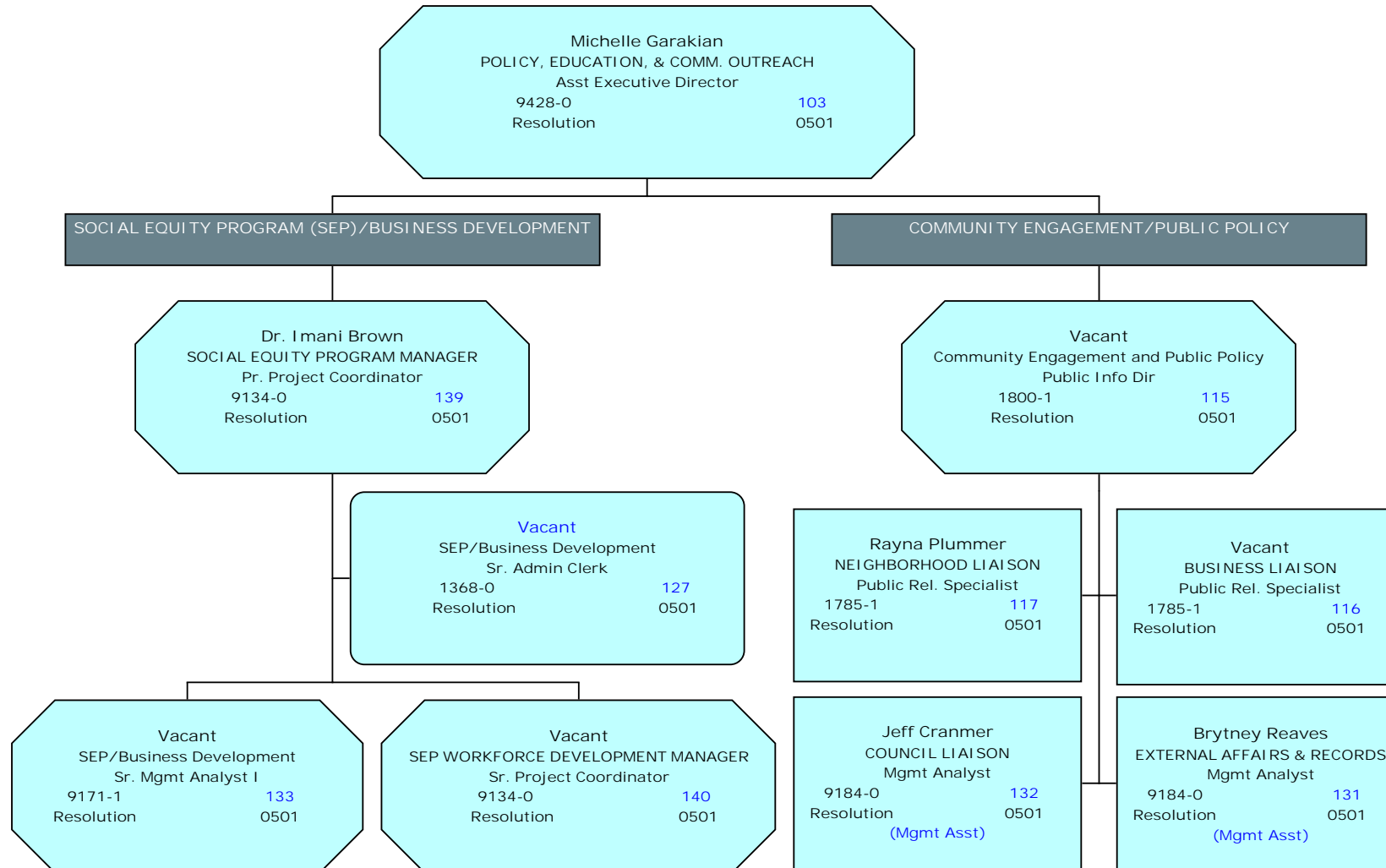
 Vacant

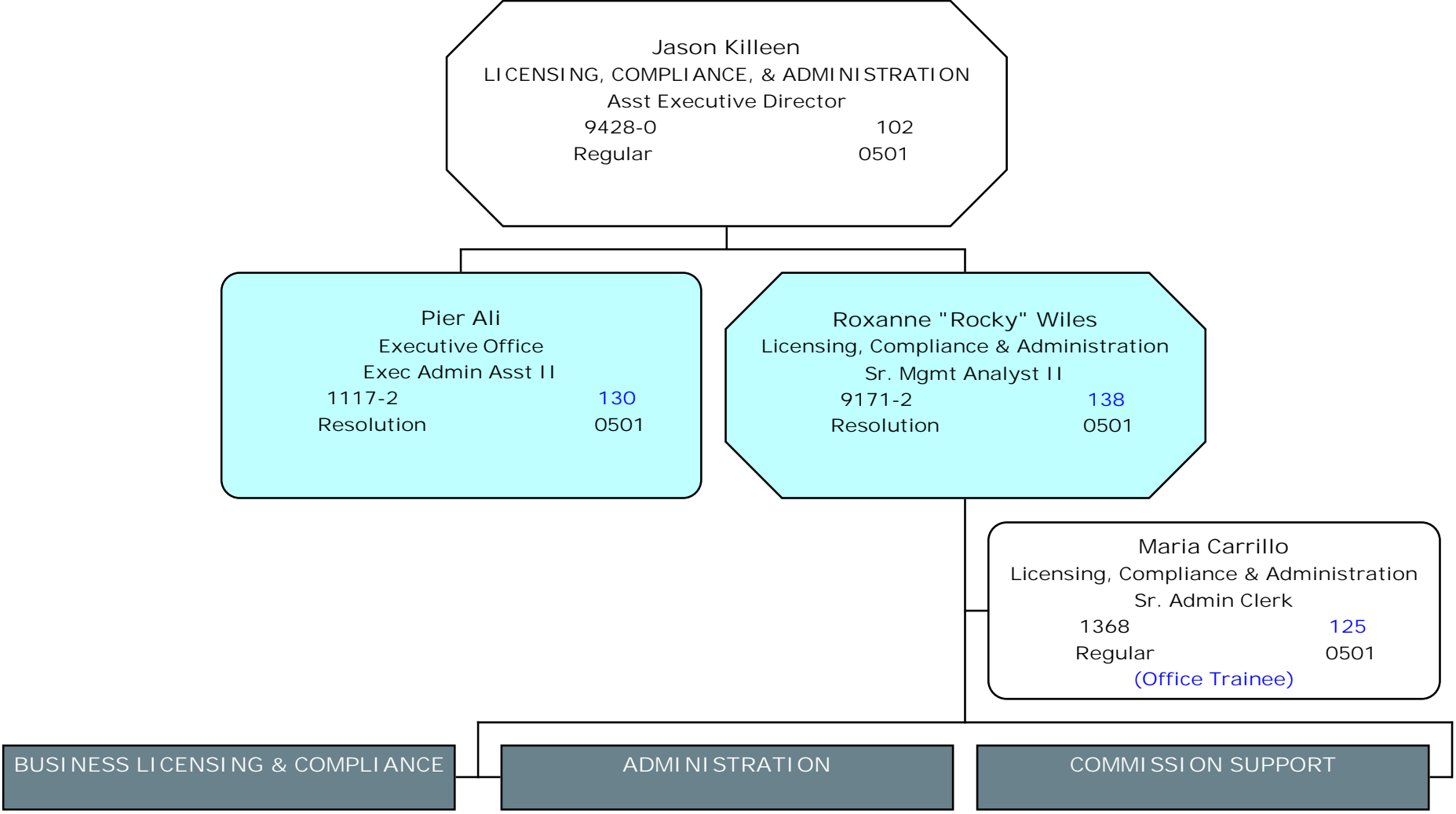


DEPARTMENT OF CANNABIS REGULATION

FY 2021-22 PROPOSED BUDGET







BUSINESS LICENSING & COMPLIANCE

Corey Blake
REGION 1 SUPERVISOR
Sr. Mgmt Analyst I
9171-1 114
Resolution 0501
(Mgmt Analyst)

Elvin Wheeler
REGION 2 SUPERVISOR
Sr. Mgmt Analyst I
9171-1 113
Resolution 0501

Christina Karatzas
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 106
Regular 0501
(Mgmt Asst)

Emilee Yee
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 107
Resolution 0501
(Mgmt Asst)

Marissa Garcia
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 109
Resolution 0501
(Mgmt Asst)

Andreu Neri
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 111
Resolution 0501
(Mgmt Asst)

Vacant
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 120
Resolution 0501

Samuel "Sam" Castaneda
LICENSING & COMPLIANCE
Sr. Admin Clerk
1368-0 135
Resolution 0501
(Admin Clerk)

Vacant
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 119
Resolution 0501

Aaron Washington
LICENSING & COMPLIANCE
Sr. Admin Clerk
1368-0 134
Resolution 0501
(Admin Clerk)

Maresja Bray
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 121
Resolution 0501
(Mgmt Asst)

Jessica Artiga
LICENSING & COMPLIANCE
Sr. Admin Clerk
1368-0 136
Resolution 0501
(Office Trainee)

Andrew "Drew" Washington
LICENSING & COMPLIANCE
Mgmt Analyst
9184-0 118
Resolution 0501
(Mgmt Asst)

Osmara Valencia
LICENSING & COMPLIANCE
Sr. Admin Clerk
1368-0 137
Resolution 0501
(Office Trainee)

ADMINISTRATION

Olanrewaju Abiose
SPECIAL FUND SUPPORT
Sr. Accountant I
1523-1 123
Resolution 0501

Aaron Mayse
ACCELA SUPPORT
Programmer III
1431-3 124
Resolution 0501
(Programmer Analyst II)

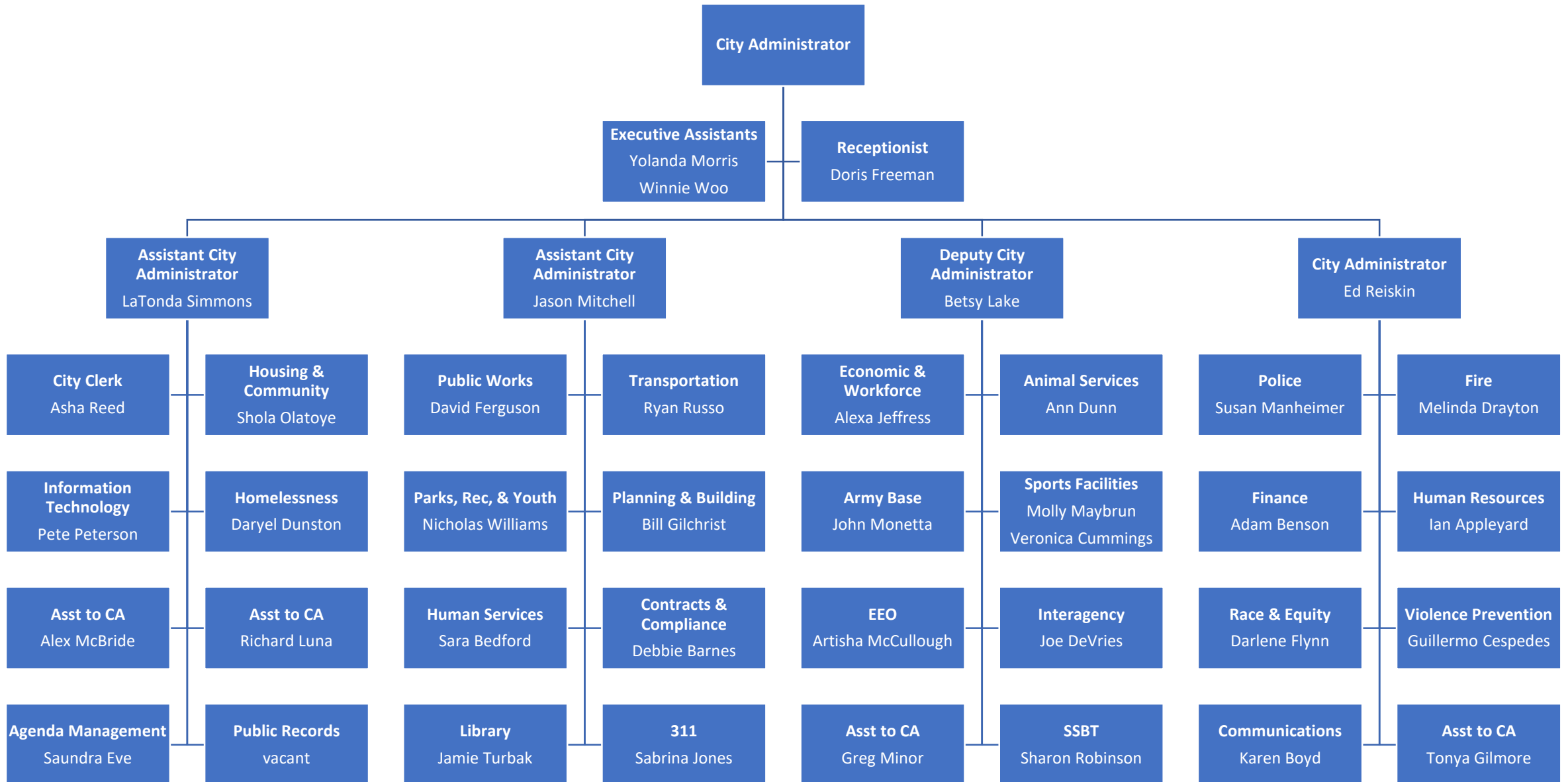
Vacant
INVOICES/PAYROLL
Acct. Clerk
1223-0 128
Resolution 0501

COMMISSION SUPPORT

Josie Trevizo
COMMISSION SUPPORT
Comm. Exec. Asst. I
9734-1 105
Regular 0501

Christian Abrego
COMMISSION SUPPORT
Sr. Admin Clerk
1368-0 126
Resolution 0501
(Office Trainee)

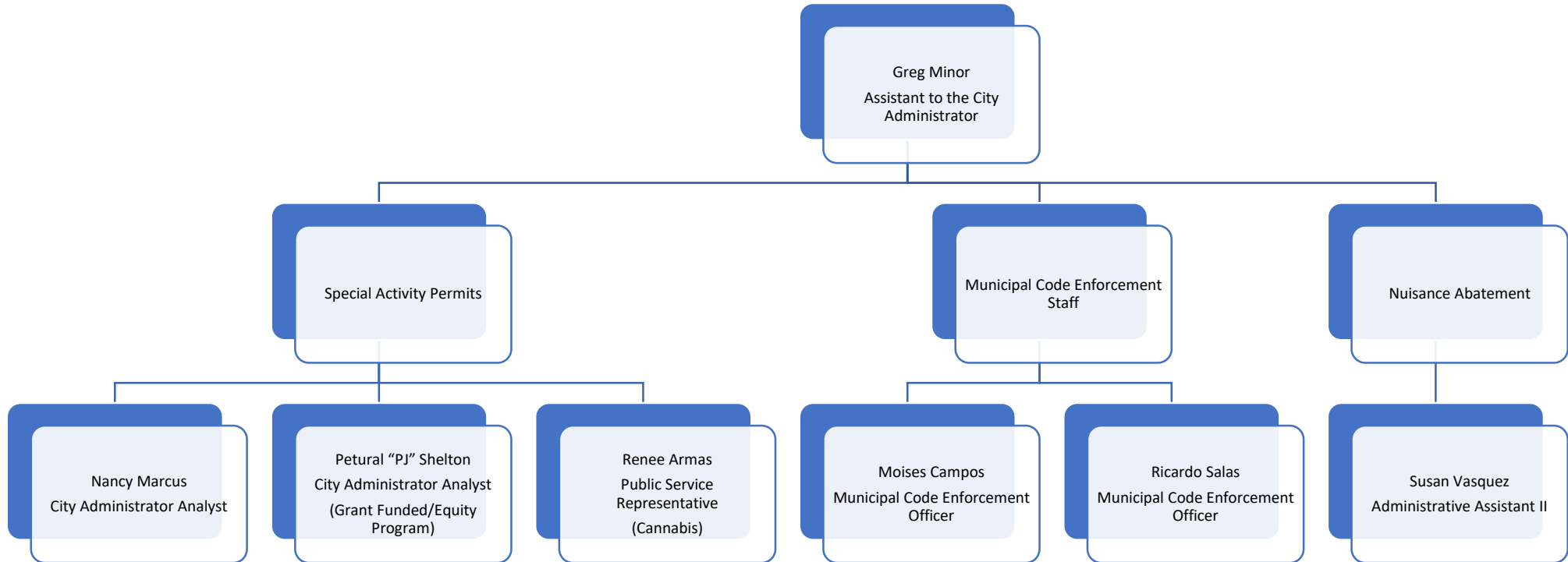
Revised June 5, 2020



Nuisance Abatement and Special Activity Permits Division

Organization Chart

Last Updated October 18, 2020



	# of businesses	Fees Collected	avg. collected per business	Instructions for Finance Dept.
2015	70		\$0	
2016	77		\$0	1. Confirm information provided in columns B, C, and D from the revenue departments Oct. and Nov. reports
2017	85		\$0	
2018	139		\$0	2. Insert the missing information in column D
2019	195		\$0	
2020	252		\$0	3. Confirm the calculations in column E
	# of businesses	Taxes Collected	avg. collected per business	4. Confirm sheet 2 calculations
2015	70	\$3,610,000	\$51,571	
2016	77	\$4,640,000	\$60,260	
2017	85	\$7,480,000	\$88,000	
2018	139	\$8,070,000	\$58,058	
2019	195	\$12,850,000	\$65,897	
2020	252	\$8,890,000	\$35,278	
	# of businesses	gross revenues	avg. gross revenue per business	
2015	70		\$0	
2016	77		\$0	
2017	85		\$0	
2018	139		\$0	
2019	195	165,351,000	\$847,954	
2020	252	167,494,000	\$664,659	