



# BUSINESS & OPERATIONS PLAN

**COMMERCIAL CANNABIS BUSINESS**  
**MEDICAL & ADULT-USE RETAIL & DELIVERY SALES**



## BUSINESS & OPERATIONS PLAN

*Commercial Cannabis Business [Retail & Delivery]*

### ENTITY OWNERSHIP

**Entity Name:** JIVA LIFE LLC to be Transferred to JIVA HWD LLC

**Organizational Structure:** Single Member/Manager CUP to be issued to JIVA HWD LLC

**Ownership Percentage:** 100%

**Telephone Number:** 732-801-6300

**Email:** [Raj@JivaLife.org](mailto:Raj@JivaLife.org)

**Address:** 436 Clementina Street (STE 303) San Francisco, CA 94103

**Proposed Hours of Operations:** (8am-10pm or 9am-9pm, 7 Days A Week)

**Estimated & Anticipated Daily Transactions:** ~301 Daily

**# of Expected Employees:** 15-18 in YR1

### STATEMENT OF ELIGIBILITY

Jiva Life LLC and Jiva HWD LLC ("Jiva" or "Company"), are single-member California Limited Liability Company, with Rajiv J. Pottabathni as the 100% single-member/manager of the Commercial Cannabis Business ("CCB") to be issued to Jiva HWD LLC. Jiva was given a Declaration of Intent from the City Council as approval to seek a Conditional Use Permit ("CUP") in the City of Hayward ("City").

Subject to Section 26001(al) of the Bureau of Cannabis Control ("BCC") regulations, the Company is a person(s) (and/or an entity) with an aggregate ownership interest of 20 percent or more" and qualifies as "individual(s) who will be participating in the direction, control, or management."

Rajiv J. Pottabathni, is an owner/operator of six (6) active CCB retail permits and/or licences for retail CCB dispensary operations, in the State of California (Municipality Permits Awaiting BCC Type 10 Licenses) and State of Washington [(WSLCB Marijuana Retailer Licence & Title Certificate held by The Greenhouse Group LLC (Rajiv J. Pottabathni as the 100% wholly owned sole member/manager)].

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## MANAGEMENT COMMITMENT TO BEST PRACTICES

The Company's overall knowledge of the cannabis industry has ~15 years of experience of operating CCB's in compliance with state or municipality regulations. Currently, the Company has no existing violations, cancellations, and/or revocations of permits and/or licences. This exemplary track record personifies Jiva's identification of how industry best practices and state regulations have been incorporated in existing legal CCB's outside the City of Hayward.

### **JIVA's COMMITMENT: To Serve Hayward as a Community CCB Cannabis Retail Center**

Jiva will create a holistic innovative experience for Jiva's patients and customers. Jiva will take this same passion to provide superior care, education, and products to the local Hayward community. Jiva's proposed CCB is carefully and thoughtfully designed with a patron wellness first mentality.

Jiva's proposed location will host support-group meetings and lectures, such as a free physician-led new-patient/customer orientation. Jiva also hosts family friendly educational and community meetings that are open to the public at locations off the dispensary site.

Jiva provides transformative products people can trust. As the Company has a successful history of CCB retail operations, Jiva uniquely understands the quality and diversity of products it takes to serve Hayward. Jiva's carefully procured cannabis product goods will be offered at competitive and affordable price points for Jiva's patients and customers alike, with a "price matching" element.

### **General Overview of Implemented & Proposed Industry Best Practices**

When starting a CCB, Jiva will follow industry best practices/standards throughout operations to ensure a safe, compliant, and efficient retail facility, as well as organizational culture for the benefit of customers, employees, and the community. Jiva's recommended strategy is developed and designed to reflect Standard Operating Procedures ("SOPs"), best practices, and methodologies that ensure consistency, quality, health and safety is implemented. Below is a general overview of Jiva's operational policies, procedures, and best practices related to cannabis retail operations, patient management, employment standards and benefits, training, quality assurance, inventory management, and security.

Below is a general overview of Jiva's SOPs and best practices related to CCB retail operations, patient management, employment standards and benefits, training, quality assurance, inventory management, and security

### **Industry Best Practices & SOPs**

Medical Outreach & Education • Patient education • Physician/nurse education
Neighborhood Quality of Life and Support Services • Beautification • Art installations • Clean up trash/debris
Donation Programs • Food, clothing, toy or hygiene product drives • Scholarships, charities, etc.



<p>Homelessness Programs and Healthy Food Access</p> <ul style="list-style-type: none"> <li>• Urban farming • Food banks/drives • Nutrition education</li> </ul>
<p>Indigent Care</p> <ul style="list-style-type: none"> <li>• Provide access and assistance to low-income patients • Respect privacy</li> </ul>
<p>Neighborhood Open House and Other Events</p> <ul style="list-style-type: none"> <li>• Pre-opening event • Ongoing events • Point of contact for neighborhood</li> </ul>
<p>Safety &amp; Security Audits</p> <ul style="list-style-type: none"> <li>• Crime Prevention Through Environmental Design (CPTED) • Community concerns</li> </ul>
<p>Access to Transportation and Connectivity</p> <ul style="list-style-type: none"> <li>• Bicycle &amp; Wheelchair repair clinics • Ride reimbursements</li> </ul>
<p>Veteran Hiring and Service Programs</p> <ul style="list-style-type: none"> <li>• Employment opportunities • Discounts</li> </ul>
<p>Participate in &amp; Support Community Organizations</p> <ul style="list-style-type: none"> <li>• Neighborhood associations • Merchant/business associations</li> </ul>
<p>Odor Mitigation</p> <ul style="list-style-type: none"> <li>• Self-audit &amp; monitor • Complaint procedures • Inspect, fix &amp; replace systems as needed</li> </ul>
<p>Volunteer Service Programs</p> <ul style="list-style-type: none"> <li>• Providing staff hours • Sponsorships • Reward volunteers</li> </ul>
<p>Substance Abuse Prevention</p> <ul style="list-style-type: none"> <li>• Partnerships/referrals • Staff advisor &amp; training • Opioid discussion</li> </ul>
<p>Capital Investments</p> <ul style="list-style-type: none"> <li>• Schools or youth centers • Blighted public spaces/sidewalks • Green spaces</li> </ul>
<p>Environmental Stewardship</p> <ul style="list-style-type: none"> <li>• Reduce energy use • Waste composting &amp; recycling • Water conservation</li> </ul>
<p>Local Hiring Initiatives</p> <ul style="list-style-type: none"> <li>• Minority and underserved inclusion • Employee benefits • Job training</li> </ul>
<p>Environmental Stewardship</p> <ul style="list-style-type: none"> <li>• Reduce energy use • Waste composting &amp; recycling • Water conservation</li> </ul>
<p>Distributor to Dispensary</p> <ul style="list-style-type: none"> <li>• Testing • Inventory control • Quality Control • Record keeping • Track and Trace</li> </ul>
<p>Dispensary to End User</p> <ul style="list-style-type: none"> <li>• Standard delivery • Dynamic delivery</li> </ul>



## ORGANIZATIONAL STRUCTURE

Jiva has established a robust team which starts with Jiva's Director (Owner/Operator). It also includes an Advisory Board and an internal Consultant Council. Additionally, Jiva will generate a local network of Hayward and Alameda County residents as employees and 3<sup>rd</sup> Party Consultants for specific roles. Please view and reference the organizational structure tables.

### JIVA OWNERSHIP

#### EVIDENCE OF OTHER CANNABIS BUSINESSES: LEGALLY PERMITTED CCB ACTIVITY

OWNER/ OPERATOR	ENTITY	ACTIVE ADULT-USE & MEDICAL PERMITS/LICENSES	CITY/STATE	PERMIT/LICENSE #
Rajiv Pottabathni	Jiva Life LLC (Jiva UC LLC)	City of Union City CCB Retail Permit (CA BCC Type 10 Annual License Pending)	30547/30545 Union City Blvd., Union City, CA 94587	Res. No. 5564-20
Rajiv Pottabathni	Jiva Life LLC (Jiva SR LLC)	City of Santa Rosa CCB Retail Permit (CA BCC Type 10 Annual License Pending)	1831A Guerneville Road, Santa Rosa, CA 95403	CUP 18-075
Rajiv Pottabathni	Jiva Life LLC (Jiva HWD LLC)	City of Hayward CCB Retail Permit (CA BCC Type 10 Annual License Pending)	1223 A Street, Hayward, CA 94541 [Location Change To: 22701 Foothill Blvd., Hayward, CA 94541]	CUP 201806775 CUP 201906312
Rajiv Pottabathni	Jiva Life LLC (Jiva SBD LLC)	City of San Bernardino CCB Retail Permit (CA BCC Type 10 Annual License Pending)	494 W. Orange Show Road (STE D) San Bernardino, 92408	CCB18-033 Plan-Check: B1902856
Rajiv Pottabathni	Maleah Holdings Inc. (Jiva SF LLC)	City of San Francisco CCB Retail Permit (CA BCC Type 10 Annual License Pending)	985 Folsom Street, San Francisco, CA 94103	DBI 2019070855292 (Dept. Bldg. Inspection)
Rajiv Pottabathni	The Greenhouse Group LLC	WSLCB (Washington State Liquor Cannabis Board) Marijuana Retail License	355 Rainier Ave N. (STE B) Renton, WA 98057 [Location Change To: 400 Olympia Ave NE (A1) Renton, WA 98055]	WSLCB No. 420633
Rajiv Pottabathni	Casita Verde LLC	WSLCB (Washington State Liquor Cannabis Board) Marijuana Retail Title Certificate	(Location TBD) Renton, WA	WSLCB No. 420407

### JIVA's ADVISORY BOARD (NON-OWNER)

#### EVIDENCE OF EXPERIENCE: LEGALLY PERMITTED CCB ACTIVITY

John Handal	Los Angeles Wellness Center LLC	City of Los Angeles BTRC & CA BCC Type 10 License	12320 W Pico Blvd, Los Angeles, CA 90064	C10-18-000010
John Handal	Marina Caregivers Cooperative INC	County of Los Angeles BTRC & CA BCC Type 10 License	13453 Beach Ave, Marina Del Rey, CA 90292	A10-18-0000244

### JIVA's ADVISORY BOARD (NON-OWNER)

#### FINANCIAL INTEREST HOLDER (TBD) IN THE COMPANY

NAME	DATE OF BIRTH	GOVERNMENT ID FORM	GOVERNMENT ID #
Rohith N. Pottabathni	01/01/1988	California State Drivers License	F1990365



NAME	CURRENT QUALIFICATIONS	TITLE	ROLE	CITY
<b>DIRECTORS (OWNERS/OPERATORS)</b>				
<i>As corporate executive management team, the Directors will spearhead divisional operations of the commercial cannabis business as key agents in developing a blueprint for the business, compliant policies, and quality assurance procedures. Responsible for implementation of strategies and ensuring execution through management protocols. Financial Interest Holders ("FIH") are Shareholders with a Financial Contribution.</i>				
Rajiv "Raj" J. Pottabathni	Principal, Jiva & GHG (CA & WA Retail Cannabis Owner/Licensee)	Principal & Managing Director, FIH	Executive Management, Business Development, & Strategy	San Francisco, CA
Company TBD	Existing Commercial Cannabis Business Company	Strategic Partner, FIH	TBD upon Approval by the City of Hayward	California

### **RAJIV "RAJ" POTTABATHNI**

#### ***Principal & Managing Director***

Before this former Fremont resident moved to Washington to stake his claim in the emerging cannabis market, Mr. Pottabathni had built a career in the entertainment, event production, and the hospitality industry. But after relocating with his family to Washington State in 2014, he serendipitously found himself poised to enter the regulated cannabis industry. He began as a consultant for a downtown Seattle medical dispensary where he oversaw marketing, branding and advertising. This key role allowed him to observe the critical strategic components of the industry and to develop efficient protocols for retail expansion in an optimal capacity.

After establishing The Greenhouse Group in 2013 and successfully acquiring two (2) WSLCB Marijuana Retail licenses in the City of Renton within the greater Seattle area, Rajiv chose to focus on implementing growth opportunities. He founded Jiva Life LLC in December of 2018 he opportunistically began the pursuit to actively apply for merit-based RFP processes to potentially establish CCB retail facilities in both Northern & Southern California. From humble beginnings, to bootstrapping a lean startup operating as a "one-man-shop," Jiva is transitioning to an integrated mid-size business composed of leading professionals committed to full-time business management roles beginning mid Q2 of 2019.

At Jiva, Mr. Pottabathni will leverage his significant marketing prowess, industry network expertise, and business development experience to help the company succeed in the growing, evolving, and highly competitive commercial cannabis market.

Mr. Pottabathni has spearheaded and strategically focuses on the ability to secure coveted commercial cannabis business ("CCB") permits/licenses and stimulate organic business growth through research, development, operations and expansion. He submits comprehensive and proprietary proposals as screening applications in select California cities/counties conducting competitive merit-based processes for licensees to establish and operate retail storefronts for commercial cannabis sales. Mr. Pottabathni, as Jiva's Managing Director, is driven to elevate the CCB movement as a company founded on integrity, transparency and responsibility to customers and the community of Hayward.



Through his dedicated passion and prowess to develop Jiva into a boutique commercial cannabis business brand, Mr. Pottabathni has secured 4 CCB permits in the State of California (Union City, Hayward, Santa Rosa, & San Bernardino) within 2018 and applications pending in California municipalities (San Francisco & Los Angeles.)

NAME	CURRENT QUALIFICATIONS	TITLE	ROLE	CITY
<b>ADVISORY BOARD</b>				
<b>[Subject to Change (No Direction, Control, or Management)]</b>				
<b><i>The Advisory Board is composed of accomplished experts offering innovative advice and dynamic perspectives. They offer strategic direction, guide quality improvement, and assess program effectiveness. Financial Interest Holders ("FIH") may make financial contributions to the Principal as a loan.</i></b>				
Rohith N. Pottabathni	Senior Lead Engineer, <i>Divvy</i>	Tactical Advisor, FIH	Operations Blueprint, Technology Infrastructure, KPI Strategy	San Francisco, CA
John "Jay" Handal	Principal: <i>Erba &amp; Marina Caregivers</i> (LA Retail Cannabis Owner/Operator)	Retail Operations Advisor	Operations, Employee Management, Training, & Compliance	Los Angeles, CA
Hector Villasenor	Principal, <i>CalGreen Farms</i>	Licensing Advisor	Licensing Development & Compliance Maintenance	Hayward, CA
Gaurav Bali, Esq.	Principal Attorney, <i>Bali Law Offices</i>	Compliance Advisor, FIH	Internal Legal Counsel, Compliance Assurance, Legislative Liaison	San Francisco, CA
Kartheek Reddy, MD, BBA	Orthopedic Traumatology & Reconstruction, <i>Natividad Medical Center</i>	Medical Development Advisor, FIH	Safety Programs Advocacy & Medication Education	Monterey, CA
Harkanwal Sachdev, MD	Neurological & Regional Anesthesiologist, <i>Valley Med</i>	Medical Science Advisor, FIH	Medicinal Purpose, Research, Application	Phoenix, AZ
Kartik Shukla	VP Client Services, <i>HSBC</i>	Logistics Advisor, FIH	Implementation & Execution of Division Strategies	Oakland, CA
Avinash Mamidi, PharmD	Regional Clinic Pharmacy & Formula Manager, <i>Sutter Health</i>	Pharmacotherapy Advisor	Patient Care Policies, Formuluary Research Coordinator	Dublin, CA
TBD	TBD	Community Relations Advisor	Community Outreach, Benefits, & Programming	TBD

## **ROHITH POTTABATHNI**

### ***Tactical Advisor***

With almost a decade of experience as a San Francisco-based, top-tier software engineer, Rohith Pottabathni, a Bay Area native, brings exceptional technological expertise to Jiva. After working on Yahoo!'s flagship email platform, Rohith brought his considerable organizational knowledge to smaller businesses, where he managed employees, built teams, and allocated resources. An avid tennis enthusiast, he understands that a startup business, like a tennis match, is a protracted process where the focus is on periodic wins for eventual overall success.

Having first gained exposure to the cannabis industry through his older brother's foray into the Washington market, his interest was further piqued with California's own advent into the legalized cannabis space. His prior background will deliver an unprecedented business and personnel advantage to Jiva's planned cannabis retail operation. With firsthand experience in



the running of an efficient, effective company, Rohith will not only develop and engineer the Jiva's technology infrastructure, he will also prove to be a steady force for a company navigating an evolving unconventional new market.

### **JOHN "JAY" HANDAL**

#### ***Retail Operations Advisor***

Mr. John Handal is an accomplished entrepreneur and public servant with significant experience in the cannabis operations space. After working in high-profile positions with the United Nations Trade Commission, the American Heart Association and various city organizations throughout Los Angeles, he helped build and manage four Proposition D-compliant medical marijuana dispensaries throughout Southern California. As a successful business owner and mediator for multiple cannabis companies, he is well versed in the challenge of following strict regulations and operational protocols on both a local and state level.

He brings his considerable heft of retail experience to Jiva and as its Retail Operations Director will be a driving force in developing and implementing their operational and compliance framework. Jay will be directly involved in the hiring and training of the key retail management staff and in executing the procedures and protocols that will allow Jiva to become a premiere medical/adult-use retail dispensary brand in California.

Mr. Handal has owned and operated commercial cannabis retail brands Marina Caregivers in Los Angeles since 2009 (Adult-Use as of 2018) and Erba Collective as a medical (2017) an adult-use (2018) facility. He is opening a 3<sup>rd</sup> and 4<sup>th</sup> location in Sawtelle and Brentwood in Los Angeles County respectively.

Mr. Handal successfully co-founded and continues to run Marina Caregivers Cooperative Inc (DBA Marina Caregivers) and the Los Angeles Wellness Center (DBA Erba). Mr. Handal has ten (10) years of prior experience in operating under the California Prop 215 Compassionate Use Act, the City of Los Angeles Prop "M" Medical Marijuana Program with authorized LA Office of Finance Business Tax Registration Certificate(s) ("BTRC"), 2 of the 170 Department of Cannabis Regulation ("DRC") Existing Medical Marijuana Dispensaries ("EMMD") qualifying for "Prop M Priority Processing," and finally transitioning both to BCC Type 10 licences. Both retail operations are in compliance with California law with documented proof of payment of taxes. Both Marina Caregivers & Erba has created over 35 jobs in the greater Los Angeles area. Mr. Handal will extend this spirit of entrepreneurship and looks forward to bringing quality paying jobs to Hayward. While Mr. Handal's retail operations began as a verified Mutual Benefit Nonprofit Corporation, it has blossomed into two stores serving both medical patients and recreation customers. With every location, Mr. Handal has cultivated and maintained long-standing relationships with members of City Council and other local officials to operate compliant businesses with a clear understanding of the law.

As a licensed dispensary owner in California, Mr. Handal has a decade of experience in regulatory cannabis compliance. He, along with Jiva's team of attorneys and advisors, will ensure the dispensary operates in full compliance with the BCC regulations, City of Hayward Ordinance Chapter 5.78, the Medicinal and Adult-Use of Cannabis Regulation and Safety Act, and all other applicable state and local laws, regulations, ordinances, and other standards.





Since its founding as a verified Mutual Benefit Nonprofit Corporation 11 years ago, Mr. Handa, has maintained an impeccable reputation in the community and has a long history of positive customer feedback and online reviews. Erba is vertically integrated, and this capability translates into improved pricing for patients and customers while retaining maximum quality. Additionally, being vertically integrated allows for more control throughout the supply chain, which further supports a professional product selection, and shelf stock for the consumer. Mr. Handal understands Jiva's drive for brand selection and quality product variety. Thus, Jiva has secured Letters of Intent from distinguished distributors currently utilized and for the proposed Hayward CCB retail operation.

In summary, both Marina Caregivers and Erba have the right blend of industry experience, in-house business professionals, successful company track record, and history of good paying job creation to be a positive addition to both consumer and community. This business resiliency and impeccable compliance standards will be transferred to Jiva.

### **HECTOR VILLASENOR**

#### ***Licensing Advisor***

Hector Villasenor will serve as Jiva's licensing advisor and provide staff with support in maintaining licensing standards and requirements. Hector Villasenor obtained his Bachelors of Science degree in Neurobiology, Physiology, and Behavior from the University of California Davis where he worked on multiple research projects varying from benchmark sciences to clinical studies. He worked as a Research & Development Manufacturing Chemist at Citragen Pharmaceuticals in Fremont and was an early member of the company. During his work there, he helped establish many of the GMP protocols which are currently used by the company. Hector was responsible for preparing Standard Operating Procedures (SOP), product formulation environmental monitoring, safety data sheets, purchase orders for pharmaceutical equipment, keeping accurate records from dispensing to packaging and seeing products all the way through from Product Development to commercialization and stability monitoring. It is from these skills while working at an FDA regulated facility at a regulated level that Jiva will be able to structure its business with sound protocols so that Jiva is fully compliant at the local, state, and federal level.

### **GAURAV BALI, ESQ**

#### ***Compliance Advisor***

Gaurav's career in the legal field has seen him focus on criminal, family and civil law. A graduate of UC Berkeley and San Jose's Lincoln Law School, he boasts hands-on litigation, criminal defense and civil trial work. While offering reduced-rate legal services for impoverished, low-level drug offenders, he developed a clear and unwavering view that drug crimes must be treated differently than violent crimes.

A long-time proponent for the legalization of cannabis with significant outreach experience, he'll provide counsel on legal and compliance manners as well as insight into Alameda county, where he has resided for more than 25 years. As Jiva's Chief Compliance Officer, he will take a proactive role in ensuring the establishment operates according to all prescribed local and state regulations.

### **KARTHEEK REDDY, MD, BBA**



### ***Medical Development Advisor***

Raised as a proud Texan having attended Texas Tech University, Kartheek is an accomplished physician that has embraced California culture following a trauma fellowship in San Diego. He served in Haiti after a catastrophic earthquake in 2010 and became interested in a highly specialized medical area: Orthopedic Traumatology. Following 4 years at the prestigious Fort Wayne Orthopedic center in Indiana, where he met his fiancé, Dr. Reddy has since taken a position at the Natividad Center and permanently resides in Monterrey as of June 2018. An avid traveler, Kartheek has visited over 20 countries and diligently makes time to speak to local doctors to acquire a general knowledge of the global medical market.

Jiva's medical first approach and overall outlook towards patient/customer service resonated with Kartheek's general philosophy of preventive and proactive therapeutic care. His keen insight and expertise will be used to construct material and execute programs advising as Jiva's Director of Patient Safety & Education. Throughout his career, Kartheek has viewed cannabis as a natural source of pain relief and relishes the opportunity to explore the possibilities of a variety of potential medical benefits through validated informational guidelines to improve patient usage via cognition.

### **HARKANWAL SACHDEV, MD**

#### ***Medical Science Advisor***

Dr. Sachdev is a board certified and fellowship trained anesthesiologist practicing in Scottsdale, Arizona with Valley Anesthesiology & Pain Consultants. He completed his undergrad at Stanford University, his Master's Degree at the University of California Berkeley, underwent a fellowship at Cornell University, and obtained his medical degree at the University of California San Francisco. Currently, he serves as a division manager for a large Anesthesiology practice and consults for a multimodal pain practice in the Southwest. Dr. Sachdev is dedicated to helping patients who suffer from chronic and acute pain achieve a better standard of living through various treatment methods.

Dr. Sachdev identified Jiva as a company that aligns with his views on expanding the availability of medical cannabis products as an alternative to opiate based pain management, which can have overwhelmingly deleterious effects. As the Director of Patient Care for Jiva, he will develop and manage pain management policies, advice to promote overall wellness in customers, and prescribe a compassionate care approach that employees can implement.

### **AVINASH MAMIDI, PharmD, BCPS**

#### ***Pharmacotherapy Advisor***

Avinash (Avi) Mamidi has been working in the pharmacy industry in various practice settings for 12+ years. He graduated with his Doctorate of Pharmacy (Pharm.D) with honors, from Creighton University in 2005. He has extensive experience in working with chronic pain, psychiatric and workers compensation patients from all walks of life. He helped establish a satellite multidisciplinary team approach pain management clinic in Brea affiliated with St. Jude Hospital of Fullerton, Ca. It was during his 3 years there where he was able to acquire significant knowledge and experiences in managing and coordinating care for a multitude of chronic pain and chemotherapeutic patients who were on high doses of opioid formulated medications. He was able to help these patients by using alternative methods of pain



management such as biofeedback, medical marijuana, physical and occupational therapy and yoga and breathing exercises within his multidisciplinary team. He found tremendous enjoyment in being able to help his patients taper down and sometimes even discontinue their opioid medications altogether. He still keeps in contact with many of his pain patients from those years at his SoCal pain clinic.

Within Jiva, Avinash's role is the primary liaison for all patient-medication related questions, and cases as well as helping patients understand the drug interactions that could potentially arise with concomitant medical marijuana use. He also acts as Jiva's resident patient safety & medication education advocate to ensure patients are compliant with their chronic medications as well as educating them on the different variety of pain medications and treatment modalities, currently in the market today.

### **KARTIK SHUKLA**

#### ***Logistics Advisor***

With almost a decade of experience in the finance industry, Kartik has a proven, successful track record of spearheading key financial initiatives and managing complex, cross-functional projects. This makes him a perfect fit for Jiva's logistical and financial brain trust. A *cum laude* Business Administration graduate from Temple University, he has worked at some of the country's highest-profile banks, including Citigroup, where he joined the financial institution's prestigious graduate analyst program.

Currently serving as Vice President for Client Relations at HSBC, he will bring his targeted, tested knowledge of managing complicated, highly regulated financials to Jiva's cannabis business. He plans to focus on business sustainability and financial stability for Jiva's proposed operation.

NAME	CURRENT QUALIFICATIONS	TITLE	ROLE	CITY
<b>CONSULTANT COUNCIL</b>				
<b>[Subject to Change (No Direction, Control, or Management)]</b>				
<b><i>Members of the Consultant Council are strategically integrated to lend their vast experience and skills to our Executive and Management Committee. They serve to enhance all aspects of the business to function effectively, efficiently, responsibly, and optimally.</i></b>				
Ankur Patel, RA, BArch	Director, <i>Allen + Kellystone Architects</i>	Facility Development Consultant	Architectural Development + Project/Construction Management	New York, NY
Patrick Harrity, Esq.	Partner, <i>McCarter English</i>	Legal Business Counsel	Corporate Structure & Strategy	East Brunswick, NJ
Jeff Bolote, Esq.	Partner, <i>Clark Hill</i>	General Counsel Consultant	CA Cannabis Law Consulting Services	San Francisco, CA
Trent Thiel	Molecular Filtration Segment Manager, <i>Camfil USA</i>	Air Quality Consultant	Odor Control & Mitigation Professional	Lafayette, CA
Guillermo Bravo	CEO, <i>Foottraffik</i>	Marketing Consultant	Digital Marketing & Social Media Development	San Francisco, CA
Tim Kuchac, LT	Former Lieutenant <i>San Jose PD</i> ,	Security and	Facilities Surveillance & Security Strategy	Fremont, CA



	Training Director, <i>V5 Systems</i>	Safety Consultant		
Dan Kennerk	Local Veteran Employment Representative, <i>CA State</i>	Labor & Employment Consultant	Labor & Employment Best Practices & Union Relations	Fremont, CA
Todd Kleperis	CEO, <i>Hardcar</i> & <i>NCIA</i> Chairman "Legal & Banking Committee"	Cash Management Consultant	Legal Banking Solutions, Armored Car Service	Palm Springs, CA

## OPERATIONS OVERVIEW

### GENERAL SECURITY

A fundamental obligation of a regulated CCB is to provide safety to its employees, customers, and the surrounding community. In Jiva's retail cannabis facility, the Ownership Group will implement a combination of design features, technologies, procedures, employee practices, training, and administrative strategies to deter, detect, and delay intrusion and prevent theft or diversion by persons employed by, associated with, or entirely independent of the licensed cannabis operations. Current industry best practices exceed security requirements established by the California State regulations, and are comprised of four basic elements: (1) Architectural Security, including, but not limited to: site and building perimeter protection, Crime Prevention Through Environmental Design ("CPTED"), exterior lighting, physical barriers, and secure storage; (2) an Electronic Security System ("ESS"), comprised of an access control system, intrusion alarm system, and closed circuit television ("CCTV") surveillance system, all equipped with remote monitoring and notification capabilities; (3) Organizational Security, including, but not limited to: policies, procedures, and protocols required of all employees and visitors, background checks, remote monitoring of employees using ESS, and the use of internal and third-party security experts and resources; and (4) Information Technology Security, designed to protect company, employee, and customer information via monitoring systems, strict password requirements, data usage analysis, and prompt incident identification protocols. The following SOPs related to security are available upon request:

- Access Control
- Anti-Diversion
- Information Technology (IT) Security
- Organizational Security
- Premises Security

### PATIENT AND CUSTOMER MANAGEMENT

Jiva's defining mission of all regulated CCB's should be to provide quality, innovative approaches to better care for registered patients and adult-use customers. Jiva will continuously improve policies and procedures for educating qualified patients, caregivers, and adult-use customers. Jiva's company ethos pays special attention to ensuring patients and customers receive the care and knowledge they require for responsible use via robust employee training policies, face-to-face counseling and education, written cannabis education materials, and



educational events. Due to the sensitive nature of patient and caregiver relationships with medical dispensary operations, maintaining Health Insurance Portability and Accountability Act (HIPAA) compliance, protecting individually identifiable health information, keeping patient health records up-to-date, and creating a general state of confidentiality and trust are also integral elements of maintaining patient loyalty in the regulated industry. Additionally, the newly established California Marijuana Tax Fund will direct a portion of its revenue to educate youth against substance abuse. By incorporating substance abuse education, identification, and prevention strategies into licensed business models, cannabis businesses can better engage with members of the community to align with their vision for responsible adult consumption. The following are SOPs related to patient and customer management activities are available upon request:

- Patient and Customer Check-In Procedures
- Patient and Customer Good Neighbor Policy
- Patient and Customer Counseling and Education
- Patient and Customer Management and Confidentiality
- Substance Abuse Prevention

## **PARKING**

The existing parking condition consists of 20 slanted parking spaces that are one-way entering from C Street and exiting into Foothill Boulevard including 1 ADA space. Our proposed improvements are to make the access driveways two way accessible from both Foothill Boulevard as well as C Street. We would retain the 20 parking spaces under City of Hayward Municipal Code Section 10-1.2900 “Nonconforming uses” and reassign them to meet the following parking specifications.

<b>Total Proposed Parking</b>		
12	Standard Parking	<b>Retail Cannabis Customer Parking</b>
2	Compact Parking	
1	Van Accessible ADA Space	
1	Bicycle Rack	
1	Distribution/Delivery Loading Flex Space	<b>Employee/Vendor Loading Parking</b>
5	Standard Parking	<b>Salon Customer Parking</b>

It is important to note that the salon as well as our proposed facility are also accessible via free municipal parking at Municipal lot #3 & Municipal lot #4 as well as on-street parking in both Foothill Boulevard and C-street. We do not anticipate that our retention of parking spaces will severely impact the salon use.

## **PRODUCT MANAGEMENT**

To be clear, Jiva does not cultivate or manufacture products at this time and is a retail CCB. Jiva will only accept pre-packaged, child-resistant, and licensed products from legally permitted CCB's with valid distribution licenses. However, product quality, purity, safety, and security are



top concerns. Robust information regarding best practices in inventory control, product management, signage, packaging and labeling, recall and withdrawal, and delivery and receiving are mainstays for Jiva's retail operation of a safe and legal CCB. Jiva's Ownership Group will direct the General Manager, Operations Manager, and Inventory Coordinator to conduct adherence checks in compliance with the following:

- Title 16 C.F.R. 1700 of the Poison Prevention Packaging Act provides federal guidelines for all final cannabis product packaging, which should occur in plain, opaque, tamper-evident, and child resistant packaging to keep products out of the hands of children, pets, or an unauthorized end user.
- The California Adult Use of Marijuana Act also requires delineation of cannabis products into clearly labeled serving sizes and prohibits advertising or marketing of nonmedical cannabis in a manner that is aimed at minors or is near schools.

Jiva's responsibility as regulated CCB is to ensure product requirements are met using California's authorized track and trace system Metrc established by the Adult Use of Marijuana Act and to be implemented by the following agencies:

- Bureau of Cannabis Control - a bureau within the California Department of Consumer Affairs, ("BCC") is responsible for licensing retailers, distributors, testing laboratories and microbusinesses.
- CalCannabis Cultivation Licensing - a division within the California Department of Food & Agriculture, ("CalCannabis") is responsible for licensing cultivators (including nurseries and processors) and implementing the state's Track-and-Trace system to record movement of cannabis from seed to sale.
- Manufactured Cannabis Safety Branch - a branch within the California Department of Public Health, ("MCSB") is responsible for licensing manufacturers of cannabis products. This includes nearly all non-flower products (edibles, concentrates, tinctures, etc.)

All cannabis product inventory will be counted, recorded, and maintained at required intervals and discrepancies must be documented, investigated, and reported to the appropriate authorities under state law.

Jiva is aware and cognisant that a lack of stringent policies for any of these items will not be tolerated by the aforementioned state regulatory agencies. Jiva will use an automatic data processing and point-of-sale system that includes an inventory management module capable of producing reports on all cannabis flower and products in process, finished, stored, and distributed by licensed facilities. Licensed distributors' transportation measures must include internal controls, reconciliation of shipping records with receiving records, protocols for reporting discrepancies to the appropriate state department, and procedures for taking corrective action in cases where discrepancies are identified. The following SOPs in relation to the various mentioned aspects of product management and more are available upon request:

- Inventory Control and Management
- Packaging and Labeling
- Recall and Withdrawal



- Delivery Shipping and Receiving

### **QUALITY ASSURANCE BEST PRACTICES**

While Jiva is not manufacturing or cultivating cannabis flower and/or products, the Ownership Group will source goods from licensed CCB operators that ensure there is a strict compliance program implemented throughout their company to guarantee consumer and customer satisfaction. Jiva's understands that it is paramount to implement best practices related to process controls, emergency management and response, sampling and testing, current Good Manufacturing Practices, Good Agricultural Practices, Good Handling Practices, and quality control measures in the spirit of federal standards, including OSHA, USDA and the FDA regulations. Jiva will strive to work with authorized distributors advocating that safety topics must also be continuously addressed, including quarterly inspections, worker safety and health programs, use and maintenance of Safety Data Sheets, required personal protective equipment, safety training for all employees, hazard communication policies, general safety rules, and facility safety requirements. Jiva will operate in accordance with the MCSB and the BCC whom oversee these various aspects of manufacturing and testing, while CalCannabis will oversee cultivation activities.

To the best of Jiva's ability, the retail sale of cannabis products will facilitate that all cannabis and manufactured cannabis products must be cultivated, processed, handled, packaged, labeled, stored, and dispensed in a safe and sanitary manner, within consistent environmentally controlled spaces. Jiva will emphasize with licensed CCB's that maintaining Good Agricultural Practices and current Good Manufacturing Practices will involve implementing multifaceted efforts that ensure cannabis products are safe for human use and consumption. The following SOPs in relation to maintaining quality assurance and best practices are available upon request:

- Emergency Management and Response
- Hygiene Sanitation and Facility Requirements
- Process Controls
- Quality Assurance and Quality Control
- Authorized Lab Tested Product Inventory
- Worker Safety

### **GENERAL CCB RETAIL DISPENSARY OPERATIONS**

Jiva's organizational structure and practices are designed to facilitate smooth retail operations that are managed by qualified operators and documented via comprehensive automatic data processing and point-of-sale system. Jiva's goal is to provide a model for effective and consistent business management in all aspects of retail dispensary operations, including marketing, advertising, implementing industry best practices, ensuring compliance with California regulations, and exceeding the BCC's expectations regarding the retail dispensary experience. Patient education, community integration, protection from diversion, sales and cash management, and accounting guidelines must be implemented to ensure all sales and transactions are carried out in accordance with state laws and regulations. Implemented and facilitated by the Retail Operations Director, the General and Operational Managers, in coordination with the Inventory Coordinator, are responsible for proper collection of all sales and



excise taxes. The following SOPs related to these complex retail dispensing activities are available upon request:

- Dispensary Operations
- Marketing and Advertising
- Sales, Cash Management, and Accounting

## **COMPANY EMPLOYMENT**

Creating and sustaining a successful retail CCB hinges upon the acquisition and maintenance of high quality, professional employees. Jiva is committed to providing all employees with a safe, healthy, and economically beneficial working environment in accordance with California Division of Occupational Safety and Health requirements. Fair employment practices, including the prohibition of all forms of illegal discrimination, shall be prioritized and enforced through the Jiva's codes of conduct. All employees will receive access to generous benefits packages and rates of compensation that exceed state minimum standards. By providing equal access and fair treatment to all employees, Jiva will enable its ability to succeed while enhancing the progress of individuals and the Hayward community. Staffing and training procedures will describe all positions that shall be filled in the company's regulated facilities, provide a complete organizational chart, give detailed job descriptions, describe hiring criteria for each position, provide employee day-to-day schedules, and illustrate all procedures in staffing and training. Strict identification and recordkeeping measures will be addressed, as well as vetting and training requirements for employees, terminable offenses, and other organizational management considerations. SOPs related to staffing and training are available upon request.

- Labor and Employment Practices
- Staffing and Training

These SOPs are tried and true having been battle tested in the real world and currently in use in compliant dispensaries across both California and Washington. As seasoned operators in the regulated cannabis space, John Handal operates two Los Angeles compliant pre-ICO brick and mortar dispensaries Marina Caregivers and Erba for over a decade with an unblemished record of compliance. Principal Director, Rajiv Pottabathni, has been approved for retail storefront dispensaries in Washington. Jiva has further been awarded 3 more retail permits in the Bay Area based on the teams ability to perform on its operating procedures. Along with their team of managers and consultants, Jiva can assure the City of Hayward that following these SOPs will render a highly optimized, functional and compliant dispensary.

## **FINANCIAL PLAN (*Capital Costs & Financial Forecast + Pro-Forma Available Upon Request*)**

### **FINANCIAL ANALYSIS**

Anticipated and estimated capital expenses including 3 months of operational expenses are \$981,424, including up to \$600,000 for tenant improvements + furnishings, fixtures and equipment (FF&E). These capital expenditure estimates are based on a conceptual design of a ~4,500 SqFt. location with the intent to develop an enhanced customer experience and a





premium retail facility for Hayward residents. In the event that initial capital expenditures exceed these estimates, Jiva's initial access to funds will be sufficient to cover any unexpected capital requirements for preparing the facility for operations.

### **FINANCIAL OPERATIONS**

In order to generate a forecast and realistic operating pro forma, Jiva examined local cannabis market data, along with metrics from Jiva's other dispensary locations on revenues, cost of goods sold, wages for employees, management, and security personnel, marketing expenditures, and other operational expenses. Retail operations are expected to commence within 8 months of receiving all required licenses and permits.

### **MARKET ANALYSIS**

Revenue projections are based on local characteristics of the Hayward market, including population demographics, cannabis use prevalence, and prevailing market prices for cannabis products. Jiva utilizes internal experience from other retail CCB operations to inform Jiva's estimates of customer spending patterns and profit margins. Jiva expects to primarily serve customers from the City of Hayward, with additional customers from the Alameda County, primarily Fremont and Newark. Based on regional demographic characteristics and cannabis use patterns, Jiva estimates that there are ~31,400 (~20% of ~157,000 City residents) adult and medical cannabis users and ~83,000 (5% of ~1.66M) in Alameda County. With only three anticipated retail dispensaries in the City, Jiva expects to serve more than 33% of the local market, or ~10,500 customers. While Alameda County residents have options in other municipalities, Jiva expects to capitalize on the City of Pleasanton & City of Dublin market (currently prohibit CCB activity); collectively ~140,000 people. 10% of that market, or an additional ~14,500 potential customers, may yield a total of a potentially serving over ~100,000 patients/customers by 2022 as the market and Jiva's market share continues to grow. Through private California market reports, it was established that Bay Area customers spent ~\$197 per month in 2018, on average. Jiva's model is based on a conservative \$65 retail storefront transaction rate, \$75 for delivery services, and \$80 for medical sales, while anticipating customers to visit twice per month over 360 days. As observed in other legalizing states, cannabis expenditures among adults are expected to increase after legalization. Jiva anticipates a 2020 price of \$12 per gram of cannabis flower. As observed in other legalized states, Jiva expects this price to fall as the market matures, to \$9 per gram by 2022. Based on a conservative approximation of ~212 daily anticipated customers for retail and delivery sales, Jiva, using the figures described above, makes an estimation of ~170 storefront transactions per day coupled with ~42 deliveries to estimate gross sales revenues of \$5.8M in Year 1, increasing to \$12M in Year 5.

### **EXPENSE ANALYSIS**

Jiva has established relationships with BCC licences distributors and base Jiva's projected cost of goods sold on prevailing wholesale prices and retail markups. Lease expenses include rent,



common area maintenance fees, property taxes, property insurance, utilities, and other minor lease related costs subject to the property. Payroll fees are inclusive of salaries for sales associates and store managers, along with payroll taxes, fringe expenses related to employment costs, benefits, and other payroll related expenses. Employee compensation will total ~\$1.25M by year 5 as staffing needs grow. Jiva estimates marketing expenses to be ~5% of Cash Flow, with an annual allocated overhead of ~\$100,000. Based on Jiva's projections for expenses detailed in Jiva's business plan, total expenses (Start-Up Costs ~\$2.6M + Employee Compensation ~\$650K) are forecasted to be approximately \$3.25M in Year 1.

### **PRO-FORMA FINANCIAL STATEMENT**

Our financial pro-forma statement projects annual revenue, cost of goods sold, and operating expenses for 5 years. As indicated in the attached pro-forma, Jiva anticipates a conservative positive EBIDTA in the first year of operations of ~\$203K, increasing to ~\$1.5M by year 5. Estimated State and local business taxes include BCC retail consumer cannabis excise tax (15%), sales tax [9.75% (CA Sales Tax 6% + Alameda County Sales Tax (0.25%) + Hayward Tax (0.50%) + Special Tax (3%)), and Hayward's CCB retail tax (6%). Jiva's financial model can be made available upon request.

### **FUNDING AND PROOF OF CAPITALIZATION**

Owners and/or Non-Owners as Financial Interest Holders (FIHs) will make bank/investment statements demonstrating liquidity available upon request.

## **PRE-OPERATIONS TIMELINE**

<b><u>TIMELINE</u></b>	<b><u>ACTIVITY</u></b>
<b>Entitlements</b>	Prepare for property occupancy: identify permits required by Hayward; discuss modifications to the location with municipal agencies; confirm with planning department for reviews of zoning, fire, seismic, and ADA requirements to verify standing with current codes; identify and seek bids from general contractors, plumbers, and electricians (as applicable); re-evaluate tenant improvements timetable and budget; assign contractor; evaluate incentives for eco-friendly building practices and standards.
<b>Weeks 1-20</b>	Tenant improvements and installation as needed per Jiva's development plan: finalize contracts with all groups involved with improvements: architect, engineering, general contractors, plumbers, electricians, security, as required. Update planned timeline.
<b>Weeks 20-24</b>	Network development: reach out to other local area licensees and begin to develop industry best practices; identify supply chain connections;



discuss planned product offerings; identify potential contractors: armored transport, bookkeeping, janitorial, tech support, secure storage, etc.

### **Weeks 24-28**

Develop and circulate marketing materials: fact sheets, website, training seminars, patient presentations, community outreach, etc. Engage with the local community. Volunteer at events, discuss with non-profit organizations the potential to sponsor or host a major fundraiser or event.

Once available from the Bureau of Cannabis Control, acquire mandatory electronic Track and Trace system software. Test internally, and identify user to report for State-mandated training.

Compliance commitment: internally finalize standard operating procedures and prepare on-site manual; verify compliance; monitor the state website on scheduled publication dates for updates to regulations.

### **Weeks 28-30**

Prepare for launch of operations: secure insurance and workers' compensation; meet with local labor union representatives; hire Managers, finalize interviews and begin hiring support staff.

### **Weeks 30-32**

Finish hiring and training all staff on all Company SOPs; receive unique product identifiers and begin inventory control.

## **Facade Improvements**

Jiva's new proposed plan set contains significant improvements to the building façade as well as the landscape and site accessibility of the site. We are proposing to completely remove both the Patio Enclosure along with a portion of the building and constructing it to new standards.

The applicant is also proposing several exterior modifications, which include:

- |  |   |
|--|---|
| <input type="checkbox"/> New security camera system  | <input type="checkbox"/> Replacement of existing awnings  |
| <input type="checkbox"/> Security Lighting   | <input type="checkbox"/> New paint for the exterior walls |
| <input type="checkbox"/> New ADA bathroom  | <input type="checkbox"/> New charcoal filtration system   |
| <input type="checkbox"/> Replacement of existing plywood fence with open walkway including ADA accessible ramp | <input type="checkbox"/> Trash Enclosure                  |
|  | <input type="checkbox"/> Wall Mural (To be Approved)      |

## **DAY-TO-DAY OPERATIONS**

### **REGULATORY COMPLIANCE**

Jiva is dedicated in its mission to ensure that the sale of cannabis is conducted in a safe and orderly manner to protect the welfare of qualified individuals, the community, and ensuring transparency with the City of Hayward and State of California. The Company's values and initiatives align perfectly with this vision. As an awarded licensee in Hayward, Jiva will deliver an elevated sense of security and professionalism to the community, transparency with the City



of Hayward and State of California, and an open door policy for City staff and the Hayward Police Department.

The Company's day-to-day operations, plans and policies have been derived from over twenty years of collective management experience in the retail cannabis dispensary space. Rajiv Pottabathni (Principal & Managing Director) and Jay Handal (Retail Operations Advisor), collectively, have personal and hands-on knowledge of how to build a successful cannabis dispensary from the ground-up. As seasoned owner/operators in the State of Washington and the City of Los Angeles, they will be instrumental in interviewing and selecting potential team members to fill the key positions of Assistant General Manager and Quality Controls Specialist. The aforementioned managers will ensure that the robust operations plans and procedures are followed diligently by all dispensary staff, vendors, and visitors. Gaurav Bali, Jiva's Compliance Advisor will certify that dispensary managers are kept apprised of any new local or state regulations affecting operations and monitor its adoption into standard operating practices.

## CUSTOMER RETAIL EXPERIENCE

### **ADULT-USE & MEDICAL RETAIL STOREFRONT SERVICES**

Similar to the feeling when checking into a relaxing spa, when customers visit Jiva's retail storefront, they will pass the luscious green living wall and be welcomed into a comfortable and inviting reception area designed with privacy in mind. The use of reclaimed materials in the display cases and the glass sculpture wall will provide a warm environment with the feeling of vitality. The point of sale stations will include an express station for those experienced customers who place an online order. Jiva security will control traffic into the retail storefront to ensure a one on-one experience between the customer and one of Jiva's retail clerks or Hospitality & Operations Associates ("HOA"). Jiva HOAs fulfill the dual role of educator and a salesperson, greeting each customer after the check-in process and delivering one-on-one care while the customer is in the retail storefront. Each HOA will receive continued training on how to deliver the Jiva in-store experience, as well as extensive training on customer service, cannabis and cannabinoids, how cannabis works in the body, product quality and safe use, responsible consumption, and extensive training on specific product effects. Jiva's goal is to ensure that customers leave Jiva's retail storefront feeling confident in their selection, how to store products to maintain their quality, and how to use and enjoy the cannabis products.

The Retail Showroom sales floor is designed to be an immersive space for meaningful interaction between customers, specially trained Hospitality & Operations Associates ("HOAs"), brand ambassadors, and the thoughtfully selected cannabis products that can be seen in over ten (10) secure display cases or specific products at brand activation counters.

HOAs and management staff will be available for educational information on product usage and effects. These interactions help fulfill Jiva's mission of allowing its customers to find their personalized cannabis regiment for optimal health and wellness or recreational adult-use. Inclusive immersive customer service not only satisfies the customer's experience, but has an organic benefit of reducing opportunities for theft. Thus, Jiva has four (4) options for customers to seamlessly process their order.



- 1) Customers, while in the Retail Showroom sales floor, can opt to make an order with a HOA from the sales floor directly by identifying a product(s) of choice from any of the displays or brand activation counters.
  - a) The HOA efficiently enters and processes the order digitally, which is redirected electronically to the Back of House ("BOH") and the order is processed by the Inventory Coordinator ("IC").
  - b) An IC, sees the order, procures the product, places it in secure High Farma exit packaging, it is then transferred to one of the eight (10) POS stations.
  - c) The number assigned to the Customer by the HOA is visually seen on a high resolution screen located in plain sight above all the POS stations.
  - d) During this process, the customer does not have to wait in a line, rather can continue browsing or obtaining education information via a kiosk or at the Concierge Center.
  - e) If the customer had voluntarily opted to join Jiva's CRM loyalty program, they will receive a text message indicating that their product is ready for pick-up and payment processing.
  - f) HOAs will also be equipped with credit/debit payment processing equipment. If a transaction is processed in this manner, the respective HOA or CES will receive or obtain the product(s) in the associated exit packaging for the customer. Cash transactions must take place at a physical POS.
- 2) Customers can go directly to any of the POS stations and interact with staff directly.
  - a) Once a customer selects their product(s), their order is processed in the BOH.
  - b) Here the customer can pay and pick up their product(s) at the secured POS terminals
- 3) Customers that already know what they want to purchase can either order online through Jiva's website or phone application for an Online Express Pick-Up as the Retail Showroom has one (1) dedicated POS stations specifically for this purpose.
- 4) For customers may use one of the instore automated kiosks to place an order. Once the order is placed, the customer, upon receiving a text message, can head directly to a POS terminal to pay and pick up their order.

These four (4) options provide expedited flow, which shall allow staff members the ability to observe a customers instincts and focus on customers and/or patients that require more attention while giving savvy customers a path to get in and out quickly.

HOAs will be the initial point of contact for customers as they work the retail showroom floor and can take orders digitally from customers. They shall all be trained to utilize Jiva's POS system including reception work and cashiering in a regulatory compliant fashion, and will equally learn each function's respective roles to enable them to act as flex positions during high volume days or peak hours. This enables High Farma to efficiently serve customers with an enhanced retail experience.

Jiva's security will control traffic into the retail storefront to ensure a personal experience between the customer and one of Jiva's Hospitality & Operations Associates ("HOA"). Jiva's



HOAs fulfill the dual role of educator and a salesperson, greeting each customer after the check-in process and delivering one-on-one care while the customer is in the retail storefront. Each HOA will receive continued training on how to deliver the High Farma in-store experience, as well as extensive training on customer service, cannabis and cannabinoids, how cannabis works in the body, product quality and safe use, responsible consumption, and extensive training on specific product effects. Jiva's goal is to ensure that customers leave Jiva's retail storefront feeling confident in their selection, how to store products to maintain their quality, and how to use and enjoy the cannabis products.

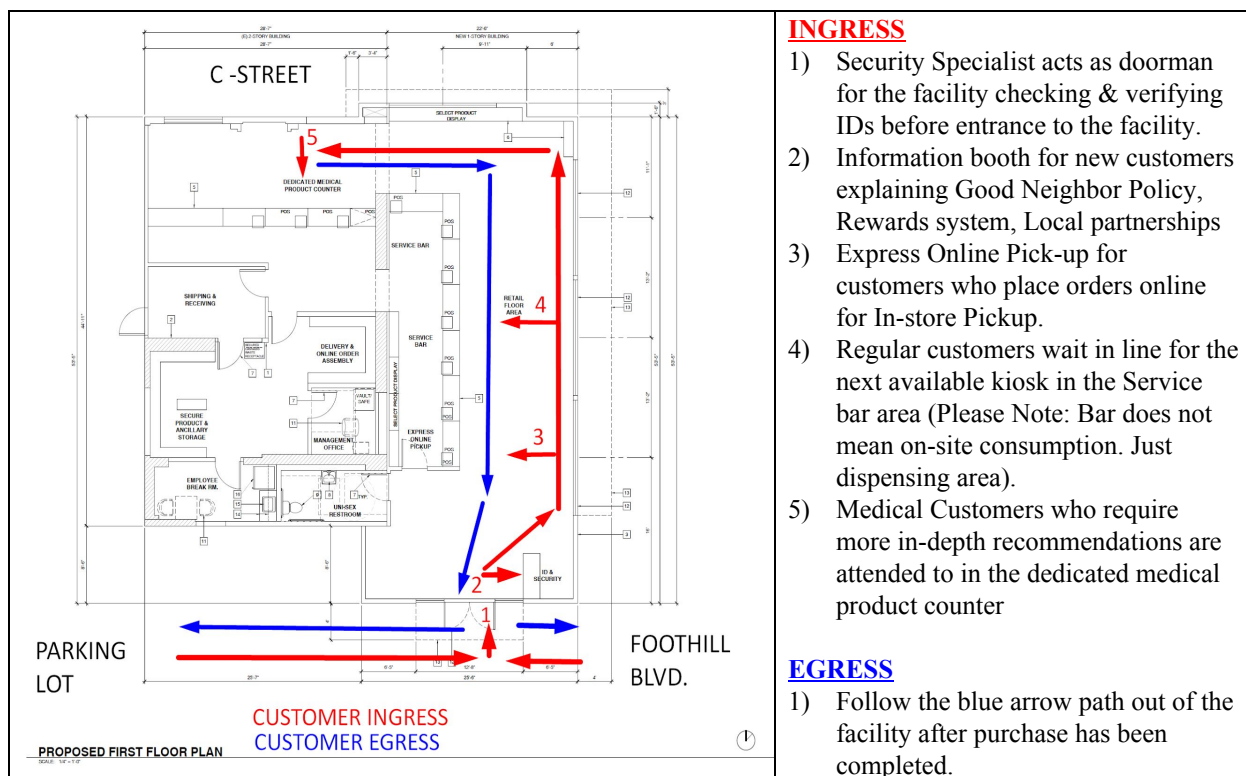
### **CUSTOMER RECEPTION, CHECK-IN, & ID VERIFICATION**

Jiva's enhanced retail experience is based on efficiency and a seamless transition from "Park to Purchase." An expansive sales floor concept features a retail showroom that allows customers to browse with ease or engage with staff as needed.

One Security Specialist will be inconspicuously located just inside the entrance, out of the natural path of customers and act as the door keeper when a customer is approaching the facility.

The following color-coded flow chart of the customers transaction process beginning from the entrance into the site to exiting the facility.

- The **red** denotes the ingress pathway.
- The **blue** denotes the egress pathway





Customers shall be required to provide a government issued photo ID prior to entering the facility. Only after the proper ID verification is quickly processed by a certified scanner, will a customer be granted access to the facility through a controlled "buzz-in" mechanical entry system controlled by the Security Specialist.

The Company's security personnel will ensure access to the licensed premises is limited to individuals that have been correctly identified with a government-issued photo identification card, and have a bona fide purpose for entering. The facility will be limited to individuals who are at least 21 years of age or 18 with a valid CA State physician's recommendation. Patients will only be granted access to the medical consultation office and medical retail floor to purchase cannabis goods after the individual has been properly identified.

**Please Note:** If a customer cannot produce a valid and proper ID or an expired ID, he or she will be asked to leave in a cordial fashion.

The Company will designate and permit only authorized individuals for entrance into limited access areas mentioned below, including employees, vendors, contractors, and or others requiring secure access.

The dispensary entrance shall be ADA accessible and in a visible location that provides an unobstructed view from the public right of way.

An HOAs will greet all customers at the Reception & Lobby counter area, where ID Verification is processed.

The Applicant's has pre-selected a Point-of-Sales ("POS") system and software, ("Treez"), and a Customer Relationship Management ("CRM") software, ("Baker") which will allow for a streamlined process of storing all relevant customer data for future visits.



Baker is the leading CRM for the cannabis industry, helping nearly thirty percent of the U.S. CCB's grow their business and build relationships with their customers. The Baker platform features three key products including SMS targeted messaging, loyalty and online ordering. With the combination of all three, Baker enables its clients to increase efficiency with communication tools more effectively and efficiently serve their customers. Baker integrates directly with the proposed POS system (Treez) and allows Jiva to easily manage the customer lifecycle.

All new customers will be politely asked to use kiosks or engage with a HOA (who are equipped with digital devices to enter shared information) in the Reception & Lobby area to voluntarily register with Jiva. This includes customer information such as: name, date of birth, and acknowledgement of Jiva's community agreement to a Good Neighbor Policy.



Customers may voluntarily sign-up for Jiva's CRM discount and special offerings customer loyalty program by entering a phone number and/or email address. This record is dated and signed for all subsequent customer transactions for ease of access of returning customers.

The retail sales floor is designed to be an immersive space for meaningful interaction between customers, specially trained Hospitality & Operations Associates ("HOAs"), brand ambassadors, and thoughtfully selected cannabis products that are displayed in brand activation areas.

HOAs will be available for educational information on product usage and effects. These interactions help fulfill Jiva's mission of allowing its customers to find their personalized cannabis regiment for optimal health and wellness. Inclusive immersive customer service has an organic benefit of reducing opportunities for theft. Once a customer selects their products, their order is processed in the merchandise pick-up area. Here the customer can pay and pick up their products at the secured points-of-sale terminals manned by staff members

Customers that already know what they want to buy can either order online for instore pick up or use one of the instore automated kiosks to place an order. Once the order is placed through either of these platforms, the customer can head directly to an express pick up window to pay and pickup their order. This expedited flow will allow staff members to focus on customers and patients that require more attention while giving savvy customers a path to get in and out quickly.

Jiva will feature high quality and hand curated products from top licensed cannabis vendors via a store-in-store design. This concept allows product brands to have a prominent space on the retail floor and provide further product education to potential customers. In addition to these permanent brand activation stations, the Company will feature Product Appreciation Days ("PAD") or temporary pop-up stations from other licensed cannabis vendors to increase product education, offering, and awareness for Jiva's customers. Similar to the successful loyalty program currently in place at Jiva's dispensaries, Jiva will be proactive about maintaining a positive relationship with customers by continuing to use the CRM to reward returning customers. The CRM platform is expected to provide growth of nearly twenty percent in year 1 as it will function as a tool for Jiva to build relationships with their customers. The CRM platform features three key products including SMS targeted messaging, loyalty and online ordering. With the combination of all three, the CRM platform enables its clients to increase efficiency with communication tools more effectively and efficiently serve their customers. The CRM platform integrates directly with the POS system and allows Jiva to easily manage the customer lifecycle.

### **SALE OF CANNABIS GOODS**

Cannabis goods for inspection and sale will be displayed within the retail floor and will only be visible from the interior of the premises. Packaged products will not be accessible to patients or customers without the assistance of a staff member. Jiva **does not** intend on selling live plants (at any maturity and/or seeds at the commercial cannabis retail dispensary. Jiva will only sell pre-packaged products as they will be sold to customers. Please see examples below for a reference of products and packaging.





All cannabis goods for sale will be purchased from a licensed & authorized distributor, cultivator, manufacturer, and/or micro-business and will be verified to not have exceeded their expiration or sell-by date. The products will be compliant with all requirements of CA Business and Professions Code 26130 and all other relevant laws. The dispensary will not label or package cannabis goods, nor will it accept, possess, or sell cannabis products that are not packaged as they will be sold at final sale, in compliance with state law. Cannabis goods will not leave the premises unless the items are placed in an opaque exit package. Upon purchase, the Company will confirm that no consumption or ingestion of cannabis or cannabis products occurs on the premises, including outdoor areas and parking lots.



The Company will adhere to all daily limit amounts for customers as detailed per CA Business and Professions Code 26130 and CA Health and Safety Code Sections 11362.1 and 11362.77. **The Company may conduct retail business between the hours of 6:00 a.m. and 10:00 p.m. as per the BCC and mandated by Hayward regulations. Preferable operating hours would be 9:00am to 10 p.m.** Cannabis, cannabis-related paraphernalia, or other instruments that may be used to administer cannabis or cannabis products will not be sold outside of business hours.

Jiva envisions an adult-use cannabis retail business model that transcends the “average” retail experience by fusing together the unique aspects of the Hayward’s community and creative well-being through product activations. “Jiva”, a Sanskrit word, originates from Eastern Hindu philosophy with the root [Jiv]: to breathe. Further adding to the essence of life, it has the same Indo-European root as the Latin word [Vivus]: alive. One’s “Jiva”, a living being, is the essence of one’s soul or life force. All aspects of Jiva’s adult-use cannabis retail business—from storefront design and marketing to product curation and customer interactive experiences—will nurture the soul of each living being who chooses us, thereby activating their own Jiva. Jiva’s intention is to provide customers with cannabis products that deliver an array of desired effects, ranging from the traditional relaxation, pain relief, increased mental alertness to mood enhancing nontraditional pioneering products in categories such as sensual and canna-cosmeceutical. New opportunities for recreational cannabis consumption are constantly emerging, and Jiva, with its team’s impressive resume, is positioned to investigate and bring the best innovations to its customers. Jiva will expand beyond conventional by creating a safe and welcoming experience for those who may not have previously considered cannabis as a recreational option. Existing cannabis customers will appreciate the breadth and depth of Jiva’s product selection and Jiva’s venture into new product categories, while maintaining the Principal’s well-known reputation for deep commitment to the science of cannabis and increased quality and safety standards provided by new laboratory testing requirements.

The Applicant shall utilize table and wall display fixtures with locking mechanisms similar to those seen above to display product packaging in the sales floor area. Wall display to be used in areas where no windows occur Table displays shall be used in areas where glass is present along with glazed glass to prohibit view from public right of way. Display cases shall only display product packaging without any cannabis products. All cannabis products will be stored in the “Secured Product and Ancillary Storage” area until requested by a customer for purchase. New storefront glazing shall be frosted to block visibility from public right-of-way field of view.



Customers who choose Jiva will notice the Jiva difference immediately upon entering the retail storefront. Traditional cannabis retailers display products according to type of product and how that product is packaged. For example, all vape products are shelved together regardless of their medical or adult-use designation. Jiva will break from such tradition and exclusively dedicate a section of the planned retail storefront to adult-use products. There will



be a dedicated medical specialty section in Jiva's retail storefront to care for the needs of medical cannabis patients. Cannabis products will be shelved according to the well-being affect experienced when using the product. For example, if a customer is seeking a relaxing sleep aid, they will find cannabis flower, lotion, edibles, and other products that aid in relaxation and sleep together, thereby delivering a unique customer experience. Jiva's customer experience design takes away the confusion or intimidation experienced in many other cannabis retail storefronts, especially for customers new to cannabis. Additionally, Jiva's one-on-one customer assistance allows customers to discuss their wants and desires privately and confidently.

Please refer to the **ENHANCED PRODUCT SAFETY** section for full descriptions regarding the Applicant's products and quality assurance practices.

Please refer to the **SECURITY PLAN** section for full descriptions of distributor to dispensary, employee product access, and delivery service protocols.

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## ACCOUNT RECORDS

### **RECORDKEEPING & TAX PAYMENT**

Records of sales shall be accessible through a Point of Sale (POS) system which can be audited at any time by the City of Hayward. Information stored on the POS system will include, but not be limited to, the following:

- The name and employee number of the employee processing the sale
- The name of the customer and assigned customer number, subject to HIPAA
- The date and time of the transaction
- The items purchased, including the quantity purchased (if applicable)
- Payment information (including a breakdown of taxes paid for each item sold)
- The cannabis items sold (traceable to the seller/distributor, from whom the Company purchased the cannabis items)

In addition, the Company will:

- Register with the CDTFA for a seller's permit
- Charge and collect applicable taxes on all products sold
- Maintain daily records of taxes collected for products sold
- Electronically file sales and use tax returns and pay the sales and/or use tax to the CDTFA
- Charge and collect the cannabis excise tax from customers who purchase cannabis and/or cannabis products
- Pay the cannabis excise tax that is due to the distributor



- Provide customers with an invoice, receipt, or other document which includes the statement "The cannabis excise taxes are included in the total amount of this invoice."
- Obtain a cannabis retail license issued by the California Bureau of Cannabis Control within the Department of Consumer Affairs prior to opening for business
- Provide detailed patient verification and documentation information per state law. (BCC 5402, 5404, 5425, and 5426)
- Provide protocols to ensure the correct sale of product per state law. (BCC 5409 and 5411)
- Ensure their return/exchange policy abides by state law (BCC 5053).

## **REPORTING & MONITORING**

All commercial cannabis activity will be recorded in the track-and-trace system, including any:

- Packaging of cannabis goods (if applicable) and the source of the goods
- Sale of cannabis goods
- Transportation of cannabis goods from licensee as part of intake process
- Receipt of cannabis goods
- Return of cannabis goods
- Destruction and disposal of cannabis goods
- Laboratory testing and results (if applicable)
- Any other activity as required by any other licensing authority

Furthermore, additional information will be recorded for each activity entered in the track-and-trace system:

- Name and type of the cannabis goods
- Unique identifier of the cannabis goods
- Amount of the cannabis goods, by weight or count
- Date and time of the activity or transaction.
- Name and license number of other licensees involved in the activity or transaction

A record of inventory shall be reconciled daily to verify physical inventory (meeting BCC 5051). The POS system, along with the aforementioned software, will be used in that regard. All records will be maintained on-site and shall be provided to any state or local agency upon request. The records shall include the following:

- A description of each item and source (seller's license information)
- An accurate measurement of the quantity of the item
- The date and time the cannabis goods were received
- The sell-by or expiration date (if applicable)
- The name and license number of the licensee that delivered the goods
- The price paid for the cannabis goods, including delivery, taxes, and any other costs

All appropriate agencies will be notified if any discrepancy is discovered.

## **RECORD RETENTION**

The Company will maintain the following records of all commercial cannabis activity for a minimum of seven years as applicable for a medical retail dispensary:



- Financial records including, but not limited to, bank statements, sales invoices, receipts, tax records
- Personnel records
- Training records
- Contracts with other licensees regarding commercial cannabis activity
- Permits, licenses, and other local authorizations to conduct commercial cannabis activity
- Security records
- Records relating to the composting or destruction of cannabis goods
- Documentation of data or other information entered into the track and trace system
- Records relating to branding, packaging, and labeling (if applicable)
- Inventory logs and records
- Transportation bills of lading and shipping manifests for transit of all cannabis goods
- Vehicle and trailer ownership records (if applicable)
- Quality-assurance records
- Laboratory-testing records
- Records related to tax payments collected and paid
- All other documents including but not limited to operations, purchases, sales, payments for services, costs, maintenance records, and security records in connection with the licensed commercial cannabis business

## RECORDS SOFTWARE

Jiva shall comply with the following recordkeeping requirements refined by its existing operations:

- A. Accurately maintain and securely store all information required to be collected pursuant to Section 5037 of the BCC Regulations.
- B. Store records primarily at the Facility and secondarily at another premise offsite from the Facility to serve as a backup in the event that the records stored at the Facility are destroyed or compromised by a force majeure.
- C. Maintain all records required by MAURCSA for a minimum of seven years and make such records available to the officers, employees, or agents of the State or the City upon request, except for private medical records that shall be made available only pursuant to a properly executed search warrant, subpoena, or court order.
- D. Maintain accurate records in digital format detailing all revenues and expenses of the business, including all assets and liabilities and shall provide:
  - i. On an annual basis (or as requested by the City) a sworn statement detailing the number or sales under each permit held by Company during the prior 12-month period, with a month-by-month breakdown;
  - ii. A statement including gross receipts for each month and proof of all applicable taxes paid or due; and
  - iii. Annually submit audited financial statements to the City, audited by an Independent Certified Public Accountant.

As a nonpublic facing business all shipments will occur outside of public view. Distribution vehicles will pull into a designated and secure transport / receiving area. An Inventory



Coordinator and at least one (1) licensed security guard will monitor the unloading of cannabis products. Upon receipt of cannabis products from a licensed distributor, the Inventory Coordinator shall enter the following information into the POS which is required to be provided by the authorized distributor on their invoice and shipping manifest (such that any discrepancies will be immediately reported to distributor):

- The cultivator, manufacturer, or distributor's name and license number.
- Type and kind of cannabis products.
- Amount received, by weight or count.
- Best-by, sell-by, born-on or expiration date of the batch.
- The person who holds title to the cannabis products.
- The date of receipt of cannabis products.
- The unique identifiers associated with the cannabis products.
- Certificate of Analysis by a State licensed testing laboratory.

After the information is recorded in the POS an electronic copy of the shipping manifest and invoice will be sent to accounts payable department. A hard copy of the invoice (with the shipping manifest attached) shall be stored onsite in a receiving binder.

### **PRIVATE MEDICAL RECORDS**

Information contained in a physician's recommendation issued in accordance with Article 25 (commencing with Section 2525) of Chapter 5 of Division 2 and received by the Company, including, but not limited to, the name, address, or social security number of the patient, the patient's medical condition, or the name of the patient's primary caregiver is hereby deemed "medical information" within the meaning of the Confidentiality of Medical Information Act (Part 2.6 of Division 1 of the Civil Code) and shall not be disclosed by the Company except as legally required for authorized officers, employees, or agents of the State or the City to perform official duties under Applicable Law. In accordance with HIPAA restrictions and the Confidentiality of Medical Information Act restrictions, Company shall allow the City to access all business books, records and accounts within twenty-four (24) hours of City's request.

### **PATIENT MANAGEMENT**

This HIPAA compliant system also tracks patient records and allows the organization to enter patients into a queue. This queue will enable staff to better serve patients by being able to look up previous transactions and make recommendations based on previous visits. It will also enable the staff to know who is in the facility at any given time and quickly look to see if a patient/customer has been there previously. The Patient Track feature will allow the assignment of each transaction to a patient/customer so that the system may be audited regularly to identify any possible abuses. Staff can quickly look up profiles and histories to help accommodate the patient/customer better and avoid possible problems. For the safety and security of patient/customer information, the system has unique access levels and only approved employees will be given access cards for the system.



## MARKETING

Jiva's commitment to being interwoven into the Hayward community is reflected in Jiva's marketing plan. The essence of the company name, Jiva, is rooted in treating the soul as a living organism that is to be nurtured. Jiva's holistic awareness of the "living being" is the theme that will drive Jiva's marketing messaging, placement, and partnerships. As previously mentioned, much of traditional cannabis marketing focuses on customers who are already comfortable using cannabis. Jiva's seeks to expand the local cannabis market reach by inviting in those customers who have not previously explored using cannabis. A well designed and inviting retail space will attract new cannabis customers. Through an ecommerce portal and delivery service, patients and customers may access cannabis in a completely private environment. Jiva will implement inclusive marketing strategies that touch more people based on Jiva's three market segments as explained above. A mix of digital marketing and community marketing will reach the most number of customers, because even in a digital world, people still want to connect on-on-one.

### **DIGITAL MARKETING STRATEGY**

Jiva's digital marketing plan delivers two-way communication to customers through outreach to new customers and continued engagement with existing customers. Jiva's website design will support Jiva's ecommerce and delivery vision, while being an extensive educational resource to achieve target audience expansion objectives and allowing customers the ability to better understand Jiva's products from the comfort of their own home or wherever they may be online.

Utilizing content marketing via blogging and other content strategies Jiva will focus on the needs of local customers and will include links to community resources focused on the interests of the customer base. Additionally, with their approval, email will be used to keep in touch with customers, inform them about new products and scientific research, and share important local and State issues related to cannabis. Further, Jiva will utilize Social Media tools like Facebook, YouTube, and Instagram to promote educational content and awareness. Along with social media platforms, Jiva will utilize SEO (search engine optimization) to target local residents, area residents, and visitors so they can more easily locate and access Jiva's Hayward retail storefront and products. Finally, Jiva will add Internet advertising (to the extent allowable under the law) to the marketing plan to include display advertising and co-branding to integrate with other Hayward businesses.

### **COMMUNITY MARKETING OUTREACH**

Jiva's community marketing plan will employ traditional marketing strategies to engage new and existing customers. Jiva's engaging community marketing programs will build ongoing connections with local customers that continually weave responsible recreational cannabis use into the fabric of the community. Marketing programs targeting visitors and vacationers will be designed to showcase Old Hayward so they take home an unforgettable, positive experience. In accordance with local and State regulations, certain strategies to be employed include:

- Event Marketing – participation in local events, hosting Jiva's own events, and co-hosting events with other local businesses;





- Advertising – traditional advertising in print media such as magazines, fliers, community publications, etc.;
- Cross-Marketing Promotions – partnerships with complimentary local businesses will create new opportunities for customers to learn about cannabis products and new scientific information; and
- Word-of-mouth – this traditional marketing strategy is critical to building channels for unserved customers to learn about incorporating cannabis into their care plans.

## COMMUNITY BENEFITS & NEIGHBORHOOD PLAN

Jiva is committed to having a positive impact in the City through employment for residents of the City, community contributions, and economic incentives. The Company plans to benefit the Hayward community through investment, educational programs, and partnerships with the City and local non-profit organizations.

Jiva will strive to advance Hayward as a community in which to live, work, and thrive sustainably. The Company will use its resources to improve the local landscape through community-based projects and local funding opportunities. Jiva will partner with local charities and non-profit organizations to provide support and financing for worthwhile projects by offering grants and volunteering. Associations tackling issues such as hunger, low-income opportunities, education, youth development, drug abuse, the environment and public services will be the Company's primary focus. One of Jiva's primary community goal is to create, support and fund a new organization aimed at giving those individuals affected by cannabis criminalization the required education and training to be successful in the cannabis industry.

The various policies, procedures, and initiatives that the Company will institute in order to be a valuable community member are outlined in the narrative below. This proposal is designed to incorporate the themes of: health education, prevention strategies, economic benefits, alignment with the City's Strategic Initiatives, neighborhood benefits, and community outreach and support. All themes will be operationalized through targeted and specific benchmarks that Jiva has set for its first year of operation. As such, the Company is proposing the following community-focused objectives for its first year of operation:

- Establish a generative relationship with the community
- Develop responsible community benefit strategies
- Stimulate economic prosperity within the community
- Champion the community's most important goals
- Advance the holistic wellness of the community

The following proposal provides an overview of these goals, and how the Company will operationalize each one in order to establish and maintain a beneficial presence in the community.

### **JIVA'S COMMUNITY APPROACH**

Jiva looks to create, develop, and lead a comprehensive outreach initiative program which will prioritize programs located in Hayward. Jiva embodies the opportunity to be on the forefront of educating the community about the law, the risks of youth use and adult misuse, risks of use



while pregnant, and other health and safety issues associated with using cannabis. The Company will collaborate with the City and future local commercial cannabis businesses in the development of this program.

## **GENERATIVE RELATIONSHIP**

### **Objective 1A: Establish a Generative Relationship with the Community**

At the core of this Community Benefits Proposal is the relationship between the Company and the community members. The City's elected officials and their constituents are best situated to understand their community's mission and values, thus having personal stake in the safety and success of their City. As such, the Company is committed to engaging local stakeholders by incorporating input from local community leaders, teachers, administrators, school board members, and elected officials when determining how to move forward with decisions that will impact that community. Jiva has initiated this relationship through the commitments outlined in this section.

The Company will begin by structuring its organization with policies to mitigate typical community concerns such as neighborhood safety. Through regular business operations and hiring practices, the Company will enhance the prosperity and vitality of the surrounding community with the provision of living wages, generous benefits, and union membership. The Company will further launch initiatives and have a positive impact on community health outcomes. The Community Relations Advisor will lead and encourage the Company and its employees in surpassing goals and continuously giving back to the community through service initiatives, community partnerships, and charitable contributions in alignment with the City's strategic initiatives and funding suggestions. This section details how all of the initiatives will be operationalized.

### **Objective 1B: Establish Community Coordinator and Youth Awareness Initiatives**

The Company's Community Relations Advisor, in conjunction with the Logistics Advisor and the General Manager will actively hire and employ a qualified Hayward resident as Jiva's Community Coordinator. This group will collectively be the primary points of contact for local stakeholders who wish to express concerns, ask questions, or engage in dialogue of any kind with the Company. Contact information will be posted on the Company's website and on all community outreach and promotional materials. Before initiating operations, the Community Coordinator will distribute a letter to neighboring businesses, residents, and the local police department introducing themselves and inviting the community to contact him/her with comments, concerns, or complaints. To accommodate the diverse needs of the community, all of the Company's outreach materials will be available in English and Spanish. Furthermore, the Community Liaison will work with an interpreter when necessary to communicate with a non-English speaking community member.

The Company intends to continually strengthen the efficacy of all policies that pertain to promoting positive community conditions. As such, the Company will seek to incorporate the insights of community groups that work to create an environment in which Hayward youth can thrive. Immediately upon issuance of a permit, the Community Relations Advisor will meet with representatives from the Hayward organizations to collaborate and strategize the most effective



means of supporting the organization’s mission of bringing hi-tech education to underserved youths and young adults. The Company will welcome any recommendations put forward by these organizations on how the cannabis retail dispensary management can best support the wellness of local youth via policies, advocacy support, financial contributions, and/or other forms of collaboration. Once the dispensary is in operation, the Community Coordinator (with direction from the Community Relations Advisor) will host a monthly Community Wellness Forum where residents, patient customers, elected officials, and local business owners can meet with Jiva representatives to discuss concerns, voice questions, and plan community service collaborations with a primary of focus on youth awareness initiatives.

### **Objective 1C: Service Economically Disadvantaged Community Patients**

The Company will offer a reduced pricing plan for qualified low-income patients/customers and military veterans, as well as a program offering complimentary medicine upon approval to qualified patients/customers in accordance with City and the State of California.

**Discount Programs:** Jiva honors Jiva's seniors, military veterans, and SSI patients with regular discounts on their final total for medical cannabis products and services. Jiva will offer a 20%-30% discount on all Jiva products to these groups of patient customers.

**Jiva Life Program:** Patient customers will face economic hardships or physical disabilities that limit their ability to purchase cannabis medicine. Patients who qualify will receive complimentary cannabis medicine every week and have access to all services, as per Hayward’s local laws. Jiva’s medical-first approach certifies that patients that are less fortunate must have access to generous patient care programs. The Company’s Executive & Management Committee will determine qualification for the Jiva Life Program on a case-by-case basis considering factors such as economic hardship and the severity of a patient’s medical condition.

## **GOOD NEIGHBOR**

### **Objective 2A: Institute and Train all Employees to Embody “The Good Samaritan” Role**

In order to fully implement policies and procedures that contribute to the safety and peace of the community, the Company will have a “buy-in” methodology from all parts of the organization: principals, owners, operators, and employees. If awarded a license, the owners will introduce the Good Neighbor Policy to all operators and employees as soon as training begins. This policy includes the following aspects:

**Monitoring the community:** The facility will provide a safe environment and enforcement of medical dispensary guidelines with the hiring of third-party Security Specialists/Guards, hired through a preferred local Hayward security company to provide on-site security personnel. Two guards will be present on-site during operating hours. These Security Guards will be trained to observe and report any suspicious circumstances in the neighborhood and will conduct occasional neighborhood walk-throughs to ensure no diversion is happening within the vicinity and that no customers are administering their medication in a way that would constitute a neighborhood nuisance.



***Listening to the community:*** All neighborhood outreach materials will be posted publicly and will include a phone number and email address for providing comments, concerns, and complaints. In all cases, an employee will respond to any received message within one business day and will notify the Community Coordinator in writing of any such community messages. All employees will receive training on handling these messages respectfully and diligently.

***Getting to know the neighbors:*** All employees will be encouraged to patronize local businesses, and the Principals/Owners will seek opportunities for conversation with fellow local business owners, representing the Company and the cannabis industry in a professional and upright manner.

***Representing professionalism:*** Each employee will be trained that he/she is a representative of the medical cannabis marketplace and is required to take ownership of demonstrating the best standards of the industry: professional demeanor and appearance while providing respectful and competent service.

During initial training, and regularly thereafter, the General & Assistant Managers will work with Jiva's employees to build on these principles of respect and ownership for the community.

## **NEIGHBORHOOD IMPACT**

### **Objective 2B: Train Employees to Contribute to Neighborhood Security and Beautification**

The Company's priority is ensuring the safety and security of employees, customers, local businesses, and residents of the areas surrounding the medical facility. When a medical retail dispensary opens, the surrounding residents and businesses may worry that crime will increase. However, studies now show that neighborhood crime rates often decrease when a dispensary opens due to the additional security presence. Described in detail within the Security Plan, the Company will have the perimeter fully covered by security and surveillance equipment, in addition to the on-site presence of security guards during operations. One of the Security Specialists will make random neighborhood patrols to verify that no patients or employees are becoming a nuisance in the neighborhood. The security guard will also observe any indications of graffiti, excessive litter, or other items that could be prospective employee cleanup projects. These security practices and presence will contribute to the safety and security of the neighborhood.

### **Objective 2C: Establish and Introduce all Customers to the Jiva Community Agreement**

Customers also can contribute to the perception of the Company and the cannabis industry. For this reason, and to contribute to the safety of employees, the Company recommends that all patients be presented with an optional Jiva Community Agreement. Similar procedures in other states have demonstrated these community agreements promote mutual respect, customer loyalty, and productive dialogue. When customers visit the facility, a Customer Experience Specialist will, as part of the process to verify their identification, notify first time customers of the loyalty program benefits they can receive by simply adhering to the Jiva Community



Agreement. The Customer Experience Specialist will review the Company's Community Agreement, a process that includes reading each item aloud as it reinforces the importance of the Company's desire of establishing a community cannabis center. After this process, the Patient Experience Specialist will suggest that the customer can electronically sign-up for the Jiva Community Agreement and will be automatically given loyalty program benefits. The establishment will retain the original and provide the customer with a duplicate to retain via email.

The Company's Community Agreement will explicitly require that customers treat all individuals in the area surrounding the dispensary with respect and courtesy at all times. Jiva maintains a zero-tolerance policy to protect employees and patient customers while maintaining a positive presence in the neighborhood. Overall, the Jiva Community Agreement will ensure that medical dispensary employees and patient customers all take responsibility for their social impact and choose actions that maintain a positive atmosphere for the community.

#### **Objective 2D: Enforce Disturbance Prevention Responsibly**

To prevent disturbances to neighbors of the medical dispensary, patients will be reminded that they may not use cannabis on-site or in public areas. Pursuant to the Company's standard operating procedures, dispensary employees who observe any patients violating this policy will report to the General or Operations/Assistant Manager, who will take disciplinary measures as needed. One of the Patient Experience Specialists will act as a host alongside the Head of Security in the reception area. Collectively, they will monitor the surveillance feeds, including the exterior cameras covering the perimeter of the medical dispensary, thus facilitating observation of such disturbances.

Signage, aesthetically aligning with Hayward, will be posted in the facility and in parking areas dedicated to the medical dispensary to remind patient customers that no cannabis use is allowed on the premises. Furthermore, no loitering will be permitted on, around, or near the medical dispensary facility.

The General and Assistant Managers will instruct all employees and customers take responsibility for maintaining the cleanliness of the dispensary and the immediate surrounding area. This will include picking up any stray trash or litter that may be present, as well as reporting any graffiti directly to City officials.

Upon entering the medical retail dispensary, a Security member and a Customer Experience Specialist will verify that the customer is above the age for entrance will inform the individual that he or she may not go beyond the general lobby area. If the individual attempts to enter further, or if he or she lingers excessively, the aforementioned employee staff will notify the General Manager, who will respond professionally. If necessary, the General Manager may notify the Head of Security to responsibly and professionally escort him or her off the premises. Law enforcement will only be notified in an emergency as detailed in Jiva's Security Plan.

#### **Objective 2E: Establish a Community Dispute Resolution Procedure**

As reiterated in the *Listening to Community* sub-heading above, The Company will post contact information on the exterior of the facility and surrounding fencing clearly illustrating the process for raising concerns or making complaints. The Community Coordinator will regularly check



emails/voicemails and will respond to any concerns within one business day. If the Company's solution does not resolve the situation, the Community Coordinator will work with the Community Relations Advisor to strategize and propose reasonable alternatives, crafted to appease all parties. If the situation cannot be resolved in this way, the Company will seek an appropriately trained local mediator to facilitate a process in which a resolution can be reached.

## **ECONOMIC INCENTIVES: LOCAL JOBS & CITY TAX REVENUE**

### **Objective 3A: Stimulate Economic Prosperity in the Community**

In its first year of operation, the Company will generate tax revenue for Hayward based on a general City tax on commercial cannabis businesses. Furthermore, as described in detail in the Labor and Employment Practices plan, the Company will contribute to the community's economic prosperity by creating well-paying jobs for a diverse range of community members. The Company takes pride in being able to offer stable jobs and provide the local community with an economic boost.

### **Objective 3B: Create 15+ Full-Time Jobs Within the First Year of Operation**

Within the first year, the Company intends to hire local Hayward employees in the form of 4 full-time dispensary managers (General Manager, Assistant Manager, Head of Security and Quality Controls Specialist), 6-8 Hospitality & Operations Associates, 2 Inventory Coordinators, 2 Customer Experience Specialists, 2-4 Flex and Delivery Personnel, an Administrative Assistant, and a Community Coordinator. The Company will also contract with a local Hayward security company to provide 2 Security Guards at the facility at all times and will have additional opportunities for local companies to provide services such as bookkeeping, landscaping, and marketing.

### **Objective 3C: Provide Employees with Generous Compensation and Benefits**

All of these roles will be fairly compensated. The Company is considering comparable salaries for roles in the surrounding region and plans to offer comprehensive and generous health benefits, sick leave policy, and career development training. The total anticipated salaries within the first year will total approximately \$650,000, plus a robust benefits package for full-time employees. The Company plans for annual cost of living increases in salary and will offer internal promotion opportunities. The Company will approach hiring, promotions, and other personnel decisions with best-practice procedures for maintaining a diverse staff.

### **Objective 3D: Local First Approach for 3<sup>rd</sup> Party Vendors and Services**

The Company will join the *Hayward Chamber of Commerce* and will partner with this group to help identify qualified local businesses that can help support the growth of the Company's retail operation. Jiva will seek local businesses for all any applicable purchases and services such as cannabis product procurement, construction, furniture and fixtures, employee food and snacks, employee equipment and clothing, and other items.

## **REVENUE CONTRIBUTIONS**

### **Objective 4A: Champion the City's Most Important Goals**

The Company will look to the City and the people who live in it as the ultimate arbiters of how to positively contribute to the community. The Company has reviewed the current strategic



initiatives, and may base all of its proposed charitable contributions on the goals put forth by these documents.

**Objective 4B: Create and Support a Local Organization to help Individuals Affected by Cannabis Criminalization**

The Company will spearhead the creation of a new organization in a joint-effort with other local cannabis licensed operators, community leaders, and City officials. This new organization will focus its efforts on creating economic opportunities for those individuals who have been impacted by cannabis criminalization in the past. The organization will provide education, training and job placement opportunities to work in the new legal cannabis industry. Through this organization, the Company will further look to establish an internship program for every licensed cannabis operator in Hayward, in which members of the aforementioned group can get paid internships to build up their skillset in the cannabis industry. The Company will pledge up to 2% of annual profits (further detailed in *Objective 4C*) and up to 500 collective man-hours annually (further detailed in *Objective 4D*) to help create and support this program.

**Objective 4C: Provide Charitable Contributions/Funding Towards Recommended Hayward Nonprofits**

A representative of Jiva shall meet with a representative of the City at a minimum of once a year to identify City funding priorities for the upcoming year and to review programs funded in the prior year. Jiva has voluntarily agreed to contribute, and shall contribute to Hayward's CCB Permit Community Benefit Structure for charitable programs and non-profit organizations. Jiva obliges that the City would require these donations as a standard condition for the approval of any commercial cannabis business, regardless of business type. The Hayward Community Foundation would then distribute these proceeds to local area non-profits as determined by the Foundation's board.

<b>Gross Receipt Thresholds</b>	<b>Annual Donation Rate</b>
\$0-\$499,999	0.25%
\$500,000-\$1,999,999	0.50%
\$2,000,000-\$4,999,999	0.75%
\$5,000,000+	1.00%

**Objective 4D: Contribute and Volunteer Competent Professional Services Annually**

Jiva as an organization will contribute up to 500 collective man-hours annually through volunteering efforts for various charitable and/or non-profit organizations within Hayward.

**HEALTH EDUCATION: ADVANCE HOLISTIC WELLNESS**

**Objective 5A: Offer Non-Cannabis Related Services to Supplement the Overall Health of the Community**



In order to promote the holistic wellness of its clientele, the Company plans to offer holistic health and wellness services such as therapeutic massage, acupuncture, meditation, and yoga opportunities to its patient customers. These services will be available at no cost to patients whom satisfy the Jiva Community Agreement which includes special loyalty program benefits. These services and will be provided by licensed practitioners from the Hayward and local county community including a strategic partnership with local health and wellness services providers. These practitioners, who will be compensated for their services by the Company, and will have the opportunity to provide quality care to the local community while promoting their businesses to Jiva's clientele.

#### **Objective 5B: Supplement Community Food Banks and Encourage Community Dialogue**

The Company will also sponsor and develop an ongoing strategic partnership with a community food bank. This will provide lunches for school children in Hayward who would otherwise go without. As part of the Hayward Community Foundation, it also connects the children and their families with the Welfare organization and services that may benefit them. These participants will be able to pick up one pre-packaged bag of food for themselves and/or their families. Each bag will also contain referral sheets for additional food banks within Hayward for those who are in need of additional resources.

The Company's Community Coordinator will create a schedule of class offerings that educate and engage the local community in dialogue about the issues deemed relevant by the City's strategic initiatives. These topics include substance abuse prevention, accessing health care through local clinics, and emergency preparedness. These classes will also be curated based on input by neighbors and customers, solicited by the Community Coordinator in the form of surveys. All classes will be taught by qualified individuals. For example, substance abuse prevention courses will be taught only by licensed medical professionals. As often as possible, these classes will be taught in both English/Spanish and will feature bilingual educational materials.

The Company will also consult local community groups to determine how to best serve the community's educational needs. For example, the Community Relations Advisor will develop the aforementioned programs and classes through collaborative efforts. As mentioned in Objective 1B, Jiva will establish a relationship with youth organizations in order to determine class offerings that parents would support to establish a united objective of preventing premature exposure to cannabis in youth.

#### **DIMINISH STIGMA AROUND CANNABIS**

#### **Objective 5C: Reduce the Negativity and Opprobrium Associated with Cannabis Through Community Outreach and Education**

The Company's vision to be a steward within the community stems from serving customers in a safe service oriented first-class facility that offers a premium experience to its medical patients. Part of this mission is engaging with local community members to reduce the stigma of cannabis usage. In order to operationalize this goal, the Community Relations Advisor and the appointed Community Coordinator will identify opportunities to reach out to the local business owners, neighbors, and other community stakeholders. These outreach conversations will include:





discussions from working with community groups to address any and all general cannabis concerns, outreach to local rehabilitation and pain clinics with information on evidence-based approaches to reducing the opioid epidemic with cannabis, and small discussion groups with patients and their families to discuss the efficacy of self-titration while continuing to share educational resources on the many medicinal elements in cannabinoid medicines.

The Company's Medical Development Advisor will collectively provide advisory guidelines in conjunction with the Advisory Board. Each will contribute to these outreach efforts by overseeing the development of fact sheets and resource guides. These informational pamphlets will focus exclusively on providing the community with information that will increase their familiarity and comfort with the cannabis industry generally and Jiva as an operational organization.

Topics may include, but are not limited to:

- Responding to myths about cannabis
- FAQs about medical cannabis dispensaries
- The latest research on the impact of medical dispensaries on their surrounding neighborhoods
- Testimonials from local residents or news articles about patients who have had success with medical cannabis (Only with Patient/Customer consent)
- Reassurance that minors will not be able to readily access the retail dispensary

Each fact sheet will also provide the medical dispensary's contact information, including an email address, and an invitation for community members to reach out with questions or concerns. By engaging community leaders and people in the neighborhoods surrounding the dispensary on a regular basis, the Community Relations Advisor and the Community Coordinator will be able to document and address community members' concerns – even when those community members are not prepared to proactively reach out to the medical dispensary through the provided contact information. Beyond merely minimizing negative impact on the local community, the Company will actively contribute to community-oriented programs that will facilitate positive change to the City and its citizens. By establishing a safe, clean, and well-managed medical facility, the Company will demonstrate that the legal regulated cannabis industry can make significant and needed contributions to the community.

**Objective 5D: Provide Exceptional Service and Access to Cannabis for Elderly, Adults with Disabilities, and Terminally-ill Clients Through a Delivery service**

The Company intends to obtain a permit from the City to operate a Commercial Cannabis Delivery through its CCB retail proposal. Contingent upon receiving this permit from the City, the Company will be able to deliver high-quality lab tested cannabis products to clients who are unable to leave their homes, including homebound seniors, individuals whose disabilities preclude them from visiting the dispensary, and the terminally ill. The Company intends to develop a relationship and partnership with a Hayward nonprofit organization which has been committed to providing impactful programs and services to adults and seniors living with disabilities.



## **ART PROGRAM**

Jiva will establish a dedicated art wall museum for local artisans to display artwork on a monthly rotating basis. This program will be established through a potential partnership with the Hayward art & culture based organizations which focuses on cultural arts.

### **Idealism, Creativity and Innovation**

Jiva strongly believes in supporting creativity and innovation within and outside the cannabis industry. Jiva's Hayward Dispensary will integrate cutting edge technological solutions for business operations, regulatory compliance, and an enhanced customer experience. Jiva will be looking directly to the local community to fill its technological needs and will train those local residents who are interested. Jiva believes that growth is always a continuing process, and therefore will be holding regular "Hack-a-thons" to encourage local innovators to tackle business operation problems as they arise, and to continually enhance the consumer experience. During the final design phase Jiva will coordinate with local surrounding businesses on art projects to help beautify and individualize the exterior structures (to the extent legally and contractually possible). All upper management through Jiva's California footprint will visit and train at Jiva's Hayward store in order to infuse the vitality of Hayward throughout every location.

Jiva seeks to foster the creative spirit with the Jiva Arts Program. The Company will designate portions of its wall space for the display of local artists works, giving exposure and promotion. Jiva will invite local artists to have an art residence or showing at the dispensary. Jiva will give high priority to those artists currently in the Hayward arts registry with an enhanced stipend.

## **JIVA COMMUNITY IDEOLOGY**

### **Respect and Support for People**

As part of its employment and operating agreements, Jiva requires each customer to sign a Statement of Non-Discrimination. This binds each and every member to practice non-discrimination in hiring practices, day-to-day business operations and at all times when acting as an agent or representative of the business. To Jiva, non-discrimination is not limited solely to those "protected classes" enumerated in law. Just as Hayward respects and supports all people, Jiva embraces a similar approach, extending its respect and support to all people, no matter race, creed, religion, age, sexual or gender orientation. Jiva promotes mutual respect, courtesy, and thoughtfulness in all interactions.

### **Responsiveness to the Public**

Through Jiva's Community Relations Advisor, Jiva is committed to fast and meaningful responsiveness to community concerns. The Community Relations Advisor will educate and actively engage with the community serving as the first point of contact for any concerns that may arise – the community can reach the Community Relations Advisor 24/7 through the website and by phone in the event of an emergency.

### **Quality of Residential Life**

In an effort to ensure a pleasant, safe and supportive community environment, Jiva will provide cultural and educational opportunities that will result in overall safe and affordable access. Through these programs Jiva will create an environment that facilitates community



empowerment and public safety resulting in an enhanced quality of life. Quality of residential life should remain unaffected by the presence of the dispensary and it is the goal of Jiva for the community to see a net positive impact. To that end, Jiva and its security team will establish a continuous dialogue with local law enforcement promoting an anti-abuse campaign aimed at educating the City's minors to stay away from drugs and alcohol. UCPD and the City's fire and life safety personnel will be invited to Jiva's retail facility on a regular basis to assess vulnerabilities. The facility will perform regular outreach to community watch groups to apprise them of activities and provide an open-door policy for residents to voice concerns or provide feedback.

### **Promote Economic Development**

Jiva envisions economic development in three parts: integration with local businesses, focus on local hiring and supporting individuals affected by cannabis criminalization. As discussed, Jiva will offer local suppliers "first-look" at fulfilling Jiva's business needs, seek to promote local businesses goods and services whenever possible and create an organization that will help educate and train individuals affected by cannabis criminalization to be successful in the cannabis industry.

Jiva will embrace local hiring practices for all jobs including an internal promotion structure and opportunities for educational training. To ensure local residents are given an advantage with new opportunities, Jiva's job opportunities will first be made available through the local job boards, newspapers, and other local venues. The search will only be broadened beyond the local community if positions cannot be properly filled with local talent. Jiva's internal training and education program will allow us to hire initially less-experienced local candidates who can be trained through Jiva's on-the-job training programs designed to improve their technical skills. Jiva will also utilize educational job training and enhancement seeking to promote from within instead of seeking applicants from outside Hayward. Jiva will encourage and at times subsidize the costs for employees to attend workshops and conferences aimed at improving employees' understanding of the industry and/or enhance their overall managerial skills. Jiva will help sponsor an internship program offered to those persons affected by cannabis criminalization so they can get involved directly into the cannabis industry. Finally, Jiva commits to a livable wage that will have a far-reaching impact on the economy within Hayward.

### **Public Safety**

As detailed in Jiva's Security Plan, Jiva have secured a highly regarded and experienced Security Team to design and implement the dispensary security plan. The Security Manager will be tasked with directly communicating with Hayward's sheriff, fire, and other first-responders, to address any and all concerns and comments. Jiva takes a proactive stance on public safety and intends on inviting local Deputy Sheriffs and firefighters to tour the operation and provide a threat vulnerability assessment.

### **Responsibility for the Environment**

As part of Jiva's commitment to environmental sustainability, Jiva will design a robust recycling program to ensure compliance with Assembly Bill 341's (Chapter 476, Statutes of 2011) and Hayward Ordinances 8.61.170 and 8.61.175 regarding waste management. In general, seventy-five percent (75%) of waste is recyclable. A list of recyclable products will be hung near



all waste bins to ensure best practices and compliance with Jiva's zero-waste policy. As part of a zero waste practices and to address one of the most pressing environmental challenges within the cannabis industry Jiva will implement a disposable vape cartridges recycling program. Customers can responsibly dispose of vape cartridges and batteries to Jiva for recycling. Jiva's goal is to empower Jiva's customers to consume their cannabis products responsibly and sustainably.

We have updated our Fleet Greening procedures to enhance our Environmental Impact Mitigation Statement. These changes include but are not limited to.

### **FLEET GREENING PLAN FOR DELIVERY SERVICES**

- **Reduce Vehicle Miles Traveled**
  - Add all stops to the GPS system and coordinate the route with the most fluid path of travel
  - We will ideally keep our delivery range to be within 1 Hour Max from our facility
- **Smart Driving Education Program for Business Services**
  - Reducing excess weight in vehicles
  - Driving the speed limit
  - Turning off the engine when stopped for more than two minutes such as parking at the facility and waiting to load new orders.
- **Low-Emission Vehicles**
  - Jiva will use up to two (2) hybrid or similar vehicles (to reduce carbon footprint) at commencement of operations and thereafter determine how many additional vehicles may be needed to meet local demand.
- **Maintaining Vehicle Fleets**
  - **Be proactive:** Proper tire inflation, oil changes, etc. can all negatively impact fuel efficiency when maintenance goes unchecked.
  - **Recycle batteries:** This includes EV batteries as well.
  - **Analyze & Reiterate:** Regularly analyze maintenance costs to specification needs for the job. Use green fleet resources like the EPA's SmartWay designation.

## **WASTE MANAGEMENT**

All waste, including waste containing finished cannabis and cannabis products, must be stored, secured, locked, and managed in accordance with California laws and regulations.

### **Cannabis Waste Procedures**

"Cannabis Waste" means waste that contains cannabis and that has been made unusable and unrecognizable. Jiva shall not dispose of cannabis goods, unless



disposed of as “cannabis waste”. Cannabis waste shall be stored, managed, and disposed of in accordance with all applicable waste management laws, including but not limited to, Division 30 of the Public Resources Code. Cannabis waste is considered organic waste if it is not combined or contains any hazardous or toxic material. The law considers organic waste a type of solid waste that can be composted on-site by licensees of CalCannabis and the Bureau in accordance with Title 14.

Cannabis goods intended for disposal shall remain on the licensed premises until rendered into cannabis waste. Jiva shall ensure that:

1. Access to the cannabis goods is restricted to the licensee, its employees or agents
2. Storage of the cannabis goods allocated for disposal is separate and distinct from other cannabis goods.

Cannabis goods shall be rendered unusable and unrecognizable under the following circumstances:

- If the cannabis goods went unused post the use by or sell by date;
- If quality control assessments determine that the cannabis goods are unusable;
- If the cannabis goods are subject to recall; or
- If the cannabis goods have been returned to Jiva by customers.

To be rendered as cannabis waste for proper disposal, including disposal as defined under Public Resources Code section 40192, cannabis goods shall first be destroyed on the licensed premises. This includes, at a minimum, removing or separating the cannabis goods from any packaging or container and rendering it unrecognizable and unusable. Nothing in this subsection shall be construed to require vape cartridges to be emptied of cannabis oil prior to disposal, provided that the vape cartridge itself is unusable at the time of disposal. Please note, physical access to the receptacle or area is restricted only to the licensee, employees of the licensee, or the local agency, a waste hauler franchised or contracted by a local agency, or a private waste hauler permitted by the local agency. Public access to the designated receptacle or area shall be strictly prohibited.

Jiva shall report all cannabis waste activities, up to and including disposal, into the track and trace system, as required under Chapter 1, Article 6 of this division.

### **Non-Cannabis Waste Procedures**

The diagram below represents the typical non-cannabis waste we expect to see on a typical basis at our facility which include customer areas and back of house uses.



Please note we do not anticipate disposing of any California Hazardous Waste within our business operation. In accordance with applicable non-cannabis waste storage and disposal requirements, the disposal of trash or any other kind of waste on the property of another legal entity or any public place is strictly prohibited.



## Recycling

In an effort to reduce greenhouse gas (“GHG”) emissions, the Applicant will fully comply with State requirements mandating commercial recycling in accordance with Assembly Bill 341 Chapter 476, Statutes of 2011) and Senate Bill 1018. Furthermore, Jiva is committed to operating in line with the waste reduction strategies recommended by City staff and our environmental consultants. Since the Applicant anticipates that over seventy- five (75%) of all Facility waste will be recyclable, it will initially maintain one 3-yard trash dumpster, one 3-yard organic dumpster and one 3-yard recycling dumpster on site and request larger or additional bins from the third-party waste hauler as demand requires. A list of recyclable products will be posted near each waste bin to encourage employees to implement BMPs and comply with Jiva's internal zero- waste policy/objective. A co-benefit of increased recycling is reduced methane emissions at landfills from the decomposition of organic materials.

## Landfill

Jiva understands that despite our current best efforts, we still anticipate having some components of our operation ultimately generate landfill waste. This waste may be from receiving materials that contain packaging materials. We expect approximately 20% of our facility waste will be designated for landfill waste.



## Organics

Organic waste (also referred to as organics throughout this resource) means food waste, green waste, landscape and pruning waste, non hazardous wood waste, and food-soiled paper waste that is mixed in with food waste. Jiva will maintain an organics container that will be used to dispose of all the back of house food waste and landscape and pruning waste. We expect this to account for approximately 5% of waste.

## Recycling and Waste Disposal Procedures

Jiva will select a third-party waste hauler (GAIACA) for hauling the cannabis waste generated at the Facility (**See Appendix E - GAIACA WASTE MANAGEMENT MEMO**). Additionally, the Inventory Coordinator, along with at least one (1) other employee acting as witness, shall be present prior to the destruction of any cannabis goods, which will be rendered as such within the Facility in an area designated for such activity that is under digital video surveillance, and the activity will be monitored in METRC.

## Hazardous Waste (If applicable || Not Expected)

The Applicant does not intend to house or use chemicals or hazardous materials at the Facility.

In the event the Applicant's needs change and hazardous materials are necessary at the Facility, the Applicant shall first notify the City and adhere to the requirements of the California Health and Safety Code, California Fire Code ("CFC") and California Building Code ("CBC") Section 414, as well as any additional City and State laws and regulations. The provisions of the CFC Sections 407.2 through 407.7 shall be applicable where hazardous materials are subject to permits under the CFC Sections 105.6 and 105.7 and are located on the premises or where required by the Fire Code. If the product contains hazardous or toxic material, proper hazmat disposal measures shall be implemented and stored in the internal Secured Cannabis Waste Receptacle until picked up by a waste hauler qualified to dispose of the corresponding hazardous waste.

## Waste Management SOP

The Applicant's **APPENDIX M - WASTE MANAGEMENT PROCEDURE** accounts for the following waste types:

- Cannabis Waste Disposal
- Non-Cannabis Waste Disposal
- Waste Minimization
- Hazardous Waste Disposal (if applicable)



## ENHANCED PRODUCT SAFETY

**COMMERCIAL CANNABIS BUSINESS**  
MEDICAL & ADULT-USE RETAIL & DELIVERY SALES





## ENHANCED PRODUCT SAFETY

### PRODUCT OVERVIEW

Jiva Life LLC's, ("The Applicant") and/or ("Jiva") top priority are to improve the health and wellness of its patients and customers through an engaging and safe experience that offers quality products, services and advice. Jiva will ensure consumers receive timely and appropriate access to safe high-quality cannabis products to meet their unique needs. Visitors will be provided with quality services and oversight by a knowledgeable Patient Care & Educational Director with assistance from ancillary staff.

All medical cannabis activity shall be conducted between State of California commercial cannabis business licensees (distributors, cultivators, and manufacturers who are licensed to transport herein referred to as licensed supplier). The Applicant will only receive cannabis and cannabis products from above mentioned license holders, and will not package or label cannabis goods. Jiva will not accept, possess, or sell cannabis goods that are not packaged, as they will be sold at final sale.

The Applicant will act in compliance with all City, State and/or County Health Officials and are open to any permit requirements and regulations, including inspections, established by the Alameda County Public Health Department, City of Hayward, and/or the State of California.

### LOCAL & STATE OF CALIFORNIA COMPLIANCE

*Jiva will implement and adhere to all required mandates by both the State of California Bureau of Cannabis Control (BCC) and California Department of Public Health (CDPH), including but not limited to the following:*

- Applicant should confirm they will adhere to all THC limits per state law (BCC 5029), which states: beginning January 1, 2018, licensees shall not transport or sell any edible cannabis product that exceeds 10 milligrams of tetrahydrocannabinol (THC) per serving.:
- Applicant should confirm they will adhere to all THC limits per state law (CDPH 40306), which states:
  - (a) A cannabis product that is not an edible product and that is manufactured for the medicinal market shall not contain more than 2,000 mg of THC per package.
  - (b) Topical cannabis products shall only contain ingredients permitted for cosmetic manufacturing in accordance with Title 21, Code of Federal Regulations, Part 700, subpart B (section 700.11 et seq.)
- Applicant should include they will ensure all products are marked with the universal symbol per state law, (CDPH 40412), which states: The primary panel of a cannabis product shall be marked, stamped, or otherwise imprinted with the universal symbol.
  - (a) The symbol shall replicate the following in form and color:



- (b) The symbol shall be no smaller in size than half (.5) inch by half (.5) inch and shall be printed legibly and conspicuously.
- Applicant should provide a recall policy that includes all requirements, per state law (CDPH 40268), which states: A licensee shall establish and implement written procedures for recalling cannabis products manufactured by the licensee that are determined to be misbranded or adulterated. These procedures shall include:
  - (a) Factors which necessitate a recall;
  - (b) Personnel responsible for implementing the recall procedures; and
  - (c) Notification protocols, including: (1) A mechanism to notify all customers that have, or could have, obtained the product, including communication and outreach via media, as necessary and appropriate; (2) A mechanism to notify any licensees that supplied or received the recalled product; (3) Instructions to the general public and/or other licensees for the return and/or destruction of recalled product.
  - (d) Procedures for the collection and destruction of any recalled product. Such procedures shall meet the following requirements: (1) All recalled products that are intended to be destroyed shall be quarantined for a minimum of 72 hours. The licensee shall affix to the recalled products any bills of lading, shipping manifests, or other similar documents with product information and weight, and shall notify the Department of the quarantine. The product held in quarantine shall be subject to auditing by the Department. (2) Following the quarantine period, the licensee shall render the recalled cannabis product unusable and unrecognizable in accordance with Section 40290 and do so on video surveillance in accordance with Section 40205. Except as provided in subparagraph (A), recalled cannabis product that has been rendered unusable and unrecognizable is considered cannabis waste and shall be disposed of in accordance with Section 40290, cannabis waste management. (3) A licensee shall dispose of chemical, dangerous, or hazardous waste in a manner consistent with federal, state, and local laws. This requirement shall include but is not limited to recalled products containing or consisting of pesticide or other agricultural chemicals, certain solvents or other chemicals used in the production of manufactured cannabis batches, and cannabis soaked in a flammable solvent for the purpose of producing manufactured cannabis batches. (4) A licensee shall not dispose of recalled product in an unsecured area or waste receptacle that is not in the possession and/or control of the licensee.
  - (e) In addition to the tracking requirements set forth in Section 40512, a licensee shall use the track-and-trace database and on-site documentation to ensure that recalled cannabis products intended for destruction are identified, weighed, and tracked while on the licensed premises and when disposed of in accordance with this section. For recalled cannabis products, the licensee shall enter the following details into the track and trace database: the weight of the product, reason for destruction, and the date the quarantine period will begin.
  - (f) The licensee shall notify the Department of any recall within 24 hours.

As Jiva's Compliance Advisor, Gaurav Bali JD, will be responsible for interacting with all local



and state officials so Jiva is kept apprised of the latest rules and regulations pursuant to the City of Hayward and the State of California. He will further regularly review and recommend changes that are necessary to dispensary operations so that they are compliant with any new rules and regulations. The Compliance Advisor will consult with the General Manager and report directly to the Applicant's Chief Operating Officer, Jay Handal. Through their legal team, the Applicant will monitor all cannabis related laws and ordinances and will be responsible for ensuring that all Standard Operating Procedures (SOPs) are in constant compliance with state and local ordinances. The Applicant will use a system of checks and balances and a multidimensional reporting protocol so Jiva maintains a premier standard within the State.

## **PATIENT & CUSTOMER EDUCATION & SAFETY**

The Applicant is dedicated to providing a safe, secure, and pleasurable experience for all patients, customers, visitors, and employees. The intent is to create a seamless experience for all patients and customers while providing a high-level of safety and security in the facility in an effort to detect, report, and minimize any dangerous situations, bad behaviors, or criminal activities. A highly visible and capable security staff member/employee will help better achieve the ultimate goal of a safe environment. Security staff will always be present during operational hours as detailed in the *Safety and Security* section of this application.

To best serve its patients and customers, Jiva will work hard to create an extraordinary environment of sourcing medical cannabis products to service potential medical care and general healing. The dispensary will provide patient-centered services in a therapeutic and safe environment directed towards benefits for the individual and community. Critically ill patients and customers will be given priority access to medicinal cannabis to alleviate debilitating symptoms and preserve quality of life.

Dr. Kartheek Reddy, the Applicant's Patient Safety & Education Advisor will serve as Jiva's primary advising liaison thru development of educational material. He will consult with the Applicant's Patient Care Advisor, Dr. Harkanwal Sachdev, as needed. Collectively, they have over 15 years of medical experience, and will ensure safe and compliant use of cannabis by advising and consulting on the development of educational materials for patients and customers and employees on the variety of pain medications available on the market and their interactions with cannabinoids as a potential medical component.

The patient care consultants will be knowledgeable and comfortable sharing symptom-specific support. The clear leadership of both Advisors will provide the foundation of care, supplemented by training in industry-leading certifications. These may include cannabis-specific courses, updated information on cannabinoid and entourage effects and best practices courses such as the ASA Patient-Focused Certification. As per the City of Hayward, Jiva will not provide patient evaluations or medical/physician recommendations.

### **WARNING**

Jiva shall post the following warning notices in at least 30-point type or larger and must include the word "**WARNING**" in all capital letters conspicuously in relation to the warning notice text at the entrance to the Dispensary and within the Customer Intake and Verification Area:

- A. "The sale and use of cannabis are violations of federal law. The use of cannabis may



impair a person's ability to operate a motor vehicle or heavy machinery. As such, (i) no individual shall be allowed within the dispensary unless the individual is a qualified customer or primary caregiver and (ii) the smoking or vaping cannabis on the premises or within the vicinity of the facility is strictly prohibited, except as permitted in accordance with local (Smoking Regulations) and State Law.

- B. "According to the California Department of Public Health, consuming cannabis can affect the health of your baby and is not recommended for women who are pregnant or breastfeeding, or who plan to become pregnant soon."
- C. "According to the U.S. Centers for Disease Control and Prevention, vaporized and concentrated cannabis can have a lot more THC, which increases the risk of poisoning; and vaporizing cannabis may expose you to toxic substances."

#### **Information on Possible Side Effects and Contraindications of Cannabis**

In spite of its many benefits there are some potential side effects. Jiva will work hard not only to identify these potential side effects, but also provide information on how to limit them if they occur.

- *Dry Mouth and Increased Appetite:* Thirst is often associated with the initial stage of cannabis use when inhaled. As time passes the thirsty feeling often gives way to hunger. Thirst and hunger are sensations Jiva's body is likely to confuse. Some consumers will use cannabis as an appetite stimulant or nausea suppressant, so this effect could be warranted. However, if an individual is concerned about possible weight gain from overeating, customers are recommended to drink plenty of water. This will reduce thirst as well as the feeling of hunger. If an individual is taking medication to regulate blood pressure, particularly a diuretic, staff would instruct them to speak with their personal physician and monitor their blood pressure.
- *Anxiety and Paranoia:* Consumers have reported a feeling of unease or a general, unfocused distress when using cannabis. Some experience feelings of guilt or that people are watching, criticizing or plotting against them. If an individual experiences these symptoms, they should try to relax, breathe deeply and slowly and try to avoid stressful environments. However, an individual may be over-consuming cannabis. If the individual lowers the dosage and still has feelings of anxiety and/or paranoia they should consult with their healthcare professional.
- *Red Eyes:* Consumers report bloodshot eyes, which is usually temporary and harmless.
- *Sleepiness:* Like the thirst to hunger pattern, drowsiness versus insomnia is often associated with how much time has elapsed since the cannabis was consumed. In the first few minutes to a couple of hours following consumption, one is more likely to feel



energetic, or even restless and unable to sleep. As the effects of the cannabis wears off, one is more likely to feel drowsy.

- *Loss of Short Term Memory:* This is a rather common side effect. Consumers should try to avoid cannabis usage when engaged in complicated mental tasks or reduce the dosage if it becomes hard to concentrate on everyday tasks.
- *Heart Palpitations:* Unexpected changes in blood pressure and weak or unsteady heartbeat may be a sign of over-consumption. If reducing the dose does not eliminate the side effect, consult a healthcare professional.

**Possible Drug Interactions:** If an individual consumes alcohol on a regular basis, uses prescription medications, supplements, or other non-prescription drugs there may be the potential for drug-drug interactions. It is the position of Jiva that all individuals should consult their physician before consuming cannabis with any other drugs. In light of the fact that the THC molecule is alcohol soluble, using cannabis with alcohol will magnify the effect of the cannabis. Common contraindications are:

- Barbiturate and CNS depressant sedatives may create too much sleepiness.
- Prozac interaction may cause irritability, nervousness and excitability.
- There is a small risk that cannabis may increase the effects of Warfarin, including the risk of bruising or bleeding.
- Cannabis may counteract estrogen thus decreasing the effectiveness of birth control pills.

#### **GUIDELINES FOR SELF-ASSESSMENT / TREATMENT LOG**

Each new customer will receive a Treatment Log Book in addition to other educational materials to and are suggested to track the following:

1. Date and time of use;
2. Cannabis strain, method of delivery, dosage;
3. Symptom(s), i.e. pain, nausea, lack of appetite, muscle spasms, seizures, agitation, or other;
4. Rating their symptoms before consuming using the Rating Scale of 0-10, 0 being mild – 10 being the most severe;
5. Rating their symptoms after consuming using the Rating Scale of 0-10 being mild – 10 being the most severe;
6. From the list of mental and physical symptoms enter any general mental or physical effects experienced; and
7. From the list of mental and physical symptoms enter any negative effects experienced.

#### **EDUCATIONAL RESOURCES LANDING PAGES**

Jiva's website will include the following pages where all the information discussed above as well as additional materials can be accessed by Jiva's patron's.

- Customer & Patient feedback
- Test Dosing
- Customer & Patient Journal



- Patient Bill of Rights
- Educational Events
- Keeping up with Cannabis ~ Federal & State Law Updates
- List of strains and conditions they treat
- Ingestion handout – methods of using cannabis
- List of mental and physical symptoms
- What is cannabis flyer
- Treatment log
- Online Menu
- Secured Access to a Virtual Hospitality & Operations Associate

Jiva's management will coordinate with its team of knowledgeable medical and industry professionals to train staff and create educational materials. By employing this strategy Jiva staff will have the tools to provide customers with the most up-to-date information about cannabis products strains and the growing list of palliative benefits that can be experienced by responsible cannabis consumption. All of this information will be readily available on Jiva's website and instore on informational kiosks strategically placed in the store.

Jiva's policy will be to ask if new patrons would like a packet of information containing an introductory set of educational materials included with their order. Jiva staff will be periodically updating the materials to ensure the Company is providing the most up-to-date information. Staff will encourage customers to utilize a cannabis journal and leave reviews on the Company website.

Jiva will train its employees to be cannabis ambassadors offering customers new to cannabis a virtual educational tour of the various products and their uses. Jiva's employees will be available to answer online customers through the POS, via phone or by clicking "Talk to a Virtual Hospitality and Operations Associate" on Jiva's website.

The following is an example of the type of educational information that will be readily available:

### **COMPONENTS OF CANNABIS**

Cannabinoids are the active components in cannabis that affect the brain and body to provide a number of benefits, ranging from pain relief to feelings of calm and well-being. Each strain contains varying levels of individual cannabinoids; together the various cannabinoids create an entourage effect that can be tailored to impact the unique physiology of the consumer.

In terms of measurable effects on the body, the two main cannabinoids are THC (tetrahydrocannabinol) and CBD (cannabidiol). In most cannabis strains, THC is significantly higher and results in the high sensation users feel due to the psychoactive properties of THC. Strains high in CBD, on the other hand, have a significantly different effect, as CBD primarily affects the body rather than mind and produces many of the palliative effects of cannabis – pain relief, for example. Some users prefer strains with low THC content to avoid the psychoactive effects of cannabis, but it is imperative to note that CBD and THC work synergistically.

### **DESCRIPTIONS OF STRAINS & PRODUCTS**

Choosing the right cannabis strain to achieve the consumer's desired effect can be a challenge. It is Jiva's goal to educate Jiva's customers about the best possible strain options to



suit their specific needs, as well as the best method of administration – flower, edibles, concentrates, and topicals.

Jiva will provide a rotating variety of cannabis strains with a specific focus on providing a large variety of those strains, which are organically and locally grown.

**Sativa:** Sativa-dominant strains affect thoughts and feelings. Given its stimulating effect many prefer to consumer sativa during the day. Sativa strains normally have medium to high THC potency and relatively low CBD content. Some therapeutic effects felt by customers include feeling stimulated or energized, increased sense of well-being, focus, creativity, reduced depression and elevated mood, relief of headaches/migraines, anti-nausea.

**Hybrids:** Hybrid strains provide the best of both worlds broken down into the following:

- *Sativa-dominant:* often associated with a cerebral high with a relaxing body effect. These hybrids can provide physical and mental relief.
- *Indica-dominant:* These strains provide full-body pain relief, with a relaxing head high. Often recommended for nighttime to aid with insomnia or daytime relief from minor pain. These strains are ideal for customers who suffer from all types of autoimmune diseases as well as insomnia or depression.
- *Even Hybrids (50/50):* Ideal strains for people seeking a balance of head and body.

**Indica:** Indica primary effect on the body is a feeling of relaxation or sedation. Generally having medium to high THC content as well as comparatively high CBD content. Some individuals experience feelings of reduced stress, relaxed muscles spasms, a restful nights sleep, reduced anxiety, reduced nausea and stimulated appetite, reduced intraocular pressure, reduced seizure frequency / anticonvulsant.

**Test Dosing:** Each customer will experience the effects of cannabis differently. In general, however, the strength of the effect is dependent upon the amount of THC and other cannabinoids. The amount and potency of THC varies by strain. The key is to use just enough to get the desired effect, while minimizing the negative side effects. Jiva recommends customers start with a low dose of 2.5 to 5 mg of THC and wait two hours before consuming any more cannabis especially when consuming edibles. The digestive system processes THC slowly, especially if consumed after a substantial meal. Once inside the liver, THC is converted into Delta-9, which is more potent, explaining the intensity and significant palliative benefits of edibles.

## CONSUMPTION METHODS

**Inhalation – Smoking and Vaporizing:** Smoking is a quick and efficient way to deliver an optimum therapeutic dose of cannabinoids because the user is able to feel the effects almost immediately and can stop as soon as the desired effect is achieved. The trade-off is an increased risk of bronchitis or other respiratory irritation. Vaporization is an effective way to deliver the therapeutic components of cannabis without the toxic by-products of combustion. Methods to smoke and vaporize cannabis include using a pipe, a water pipe or a cannabis cigarette often referred to as a joint or pre-roll. A pipe is lit directly and can cause irritation due to the heat of the smoke. A water pipe can be useful because it cools down the



cannabis smoke and all but eliminates second hand smoke. A cannabis cigarette is consumed like a normal cigarette. Each of these options will be talked about with customers to determine the desired result and which method best suits the customer's needs.

**Oral – Edibles (infused baked goods & tinctures):** Ingesting cannabis is an option that avoids the risks of bronchitis or lung irritations associated with inhaling smoke and also provides longer lasting and concentrated result. The active ingredients in cannabis are fat and alcohol soluble, so they can be extracted and added to food entering the system through the digestive tract rather than through the lungs. This type of consumption of cannabis tends to be metabolized slower and more efficient than smoking.

**Topicals (lotions, saves, patches):** Topicals are cannabis-infused lotions, balms, and oils that are absorbed through the skin for localized relief of pain, soreness, and inflammation. Anecdotal and clinical evidence is emerging to show a widening spectrum of potential benefits, ranging from psoriasis, dermatitis, and itching to headaches and cramping. Topicals are generally heavy in CBD and non-psychoactive; ideal for individuals who want the therapeutic benefits of cannabis without the cerebral euphoria associated with other ingestion methods. Topicals can also be strain-specific to harness certain terpenes and cannabinoids and can also be mixed with essential oils like cayenne, wintergreen and clove for additional relief.

**Concentrates (wax, shatter, dabbing):** Concentrates are designed to have a skillet or nail made from glass, quartz or titanium that is heated with a handheld torch that the user then 'dabs' a small amount of the extract onto the hot nail causing the concentrate to flash into a vapor inhaled through a glass pipe.

## PRODUCT QUALITY

The Applicant is dedicated to sourcing the highest quality products for their patients and customers as the first line of defense against unsafe products. Flowers, topical oils, edibles, and concentrates will only be ordered from manufacturers, cultivators and distributors who have sent their products to a third-party licensed cannabis laboratory to screen for pesticides, fungus, and mold, as well as test levels of active cannabinoids. Jiva will require comprehensive reports be provided to them on items sent in for testing to confirm the results do not contain more than the permissible levels of pesticides, microbiological contaminants, and residual flammable solvents prior to patient dispensation. Products that may return with discrepant test results will be rejected and not sold to patients or customers. Jiva maintains strict in-house standards for their products, including a very low threshold for residual solvents or pesticides and prefer carrying products that are both solvent and pesticide free.

## PRODUCT QUALITY CONTROL

Jiva will feature high quality and hand curated products from top licensed cannabis vendors via a store-in-store design. This concept allows product brands to have a prominent space on the retail floor and provide further product education to potential customers. In addition to these permanent brand activation stations, the Applicant will feature Product Appreciation Days





("PAD") or temporary pop-up stations from other licensed cannabis vendors to increase product education, offering, and awareness for Jiva's customers

By way of example and best practices the Company shall ensure all cannabis products:

- A. Designed so as not to appear appealing to children or easily confused with commercially sold candy or foods that do not contain cannabis.
- B. Produced and sold with a standardized concentration of cannabinoids not to exceed ten (10) mg of THC per serving. The 10 mg serving size shall be delineated or scored into standardized serving sizes if the cannabis product contains more than one serving.
- C. Described using only generic food names for the ingredients in the cannabis product.
- D. Homogenized to ensure uniform disbursement of ingredients throughout the product.
- F. Manufactured and sold under sanitation standards established by the State Department of Public Health and the Office of Manufactured Cannabis that are similar to the standards for preparation, storage, handling, and sale of food products.
- G. Provided to customers with sufficient information to enable the informed consumption of the product, including the potential effects of the cannabis product and directions as to how to consume cannabis products, as necessary.
- H. Marked with the State Department of Public Health's cannabis product symbol and warning

GOVERNMENT WARNING: THIS PRODUCT CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS PRODUCTS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED CUSTOMER. THE INTOXICATING EFFECTS OF CANNABIS PRODUCTS MAY BE DELAYED UP TO TWO HOURS. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS PRODUCTS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.

## PRODUCT PACKAGING

Each product will be packaged uniquely by licensed suppliers and in compliance with safety standards. Cannabis Care Techs will be appropriately trained in handling the products and packaging requirements.

**Flower:** Cannabis is packaged in a traditional pharmaceutical bottle with a child-resistant cap.

**Pre-Rolls:** Pre-rolls are delivered to the dispensary pre-packaged and will be dispensed to a patient the same traditional pharmaceutical bottle with a child-resistant cap as the flower.

**Edibles:** All edibles will be individually wrapped at the original point of preparation with tamper-evident packaging and a warning emphasizing that the product is to be kept away from children. The packaging will be opaque and not look attractive to



children or imitate candy.

**Concentrates:** Concentrates are pre-packaged in acrylic containers or in syringe applicators. Certain concentrates are packaged at the dispensary for additional consumer safety. This process includes weighing out a specific amount in a clean, secure area and packaging in an acrylic dish.

**Oils:** Oils are pre-packaged and sealed in a variety of applications including tinctures, spray bottles, or syringe applicators.

## REVIEW OF PRODUCT LABELS

The Inventory Coordinator will ensure all cannabis goods maintain appropriate labeling for the safety and protection of the purchasers. Specifically, they will ensure all information required to be listed on a label is written in English, unobstructed and conspicuous, and located on the outside container or wrapper of the finished product so that it can be easily read by the patient. The Inventory Coordinator will ensure the product's informational panel includes the licensed manufacturer, its contact number or website address, and the date of the cannabis product's manufacture. All cannabis products for sale will be labeled with the following statement per the CA Department of Health Title 17, Subchapter 5:

*“GOVERNMENT WARNING: THIS PRODUCT CONTAINS CANNABIS, A SCHEDULE I CONTROLLED SUBSTANCE. KEEP OUT OF REACH OF CHILDREN AND ANIMALS. CANNABIS PRODUCTS MAY ONLY BE POSSESSED OR CONSUMED BY PERSONS 21 YEARS OF AGE OR OLDER UNLESS THE PERSON IS A QUALIFIED PATIENT. THE INTOXICATING EFFECTS OF CANNABIS PRODUCTS MAY BE DELAYED UP TO TWO HOURS. CANNABIS USE WHILE PREGNANT OR BREASTFEEDING MAY BE HARMFUL. CONSUMPTION OF CANNABIS PRODUCTS IMPAIRS YOUR ABILITY TO DRIVE AND OPERATE MACHINERY. PLEASE USE EXTREME CAUTION.”*

Additionally, labels for edibles will be legible and clearly distinct located on the front of the package and include:

- Warning if nuts or other known allergens are used
- Warning that the item is a medication containing Medical Cannabis
- Total weight (in ounces or grams)
- Amount of Active Ingredients in the package
- Date of manufacture
- Date of expiration on perishables
- Statement that the contents are not a food product
- Information indicating any caloric impact on the patient
- Baked goods will include a statement that the cannabis used in the product was tested for contaminants

The labels also include a direct number for the Inventory Coordinator if a patient experiences adverse effects or a reaction. Staff members are trained in proper protocol for handling phone calls or walk-in visits by patients and customers seeking assistance.



## EXIT PACKAGING

The Applicant ensures that no cannabis goods purchased by a customer leaves the dispensary unless placed in an exit package that meets all of the following requirements:

- The package shall be designed or constructed to be significantly difficult for children under five years of age to open and not difficult for adults to use properly
- The package shall be opaque so that the cannabis goods cannot be seen from outside the packaging
- For any cannabis goods that are intended for more than a single use, the package shall have the ability to be resealed
- The package shall be labeled properly

## CUSTOMER REVIEWS

The online ordering section of our website will have a dynamic product review element. For each company and product offered, Jiva will have an overview provided by the vendor, embellished by Jiva's staff recommendation and assessment in addition to customer reviews. In order to facilitate customer-based reviews, customers will receive an email prompting them to review what they purchased. The review request will include 5-star rating system as well as an option to include a testimonial about what they did or did not like as well as lead the customer directly to the specific product, making the process seamless. The reviewer will be incited to predicate in the peer review community with loyalty points. The review corner will also feature a message board chat area where customers can interact and ask questions of each other about Jiva product offerings.

An example of online reviews from our principal's compliant dispensary is included as a reference:

### Marina Caregivers

13453 Beach Ave, Marina Del Rey, CA

[Write a review](#)

Sort by: Most relevant ▾



**vanessa calvert**

3 reviews

★★★★★ 2 days ago

I use their website to order in advance, my order is always ready when I get there. Their selection is on point, flower and edibles are awesome! staff is great, everyone is so nice.

Like



**jess priel**

6 reviews

★★★★★ a week ago

my friend suggested I check out marina caregivers, I am glad I did, amazing selection of quality herbs, edibles are strong! the bud tenders were nice and helpful answering all my questions, I will be coming back!!!

Like



**david lentz**

6 reviews

★★★★★ 3 weeks ago

I order on their website which is easy and straight forward, very happy with the selection of bud and edibles. Always friendly when I pick up my order in the store and plenty of parking in front of the building.

Like



## INVENTORY MANAGEMENT

### STORAGE OF INVENTORY

The Applicant will store all cannabis goods in an environment designed to permit control of temperature and humidity that will prevent the entry of contaminants such as smoke and dust. The area in which aforementioned cannabis goods are stored will not be exposed to direct sunlight. Cannabis goods will never be stored outdoors. All employee breakrooms, changing facilities, and bathrooms shall be separated from any and all storage and patient facing areas. Harvest batches and edible cannabis products that require refrigeration will be stored at 35 to 42 degrees Fahrenheit or as specified by the product label. In addition, the Product Inventory Consultant will provide necessary consultation and advice to the GM & COO to ensure that harvest batches are stored in a darkened area with no more than 60% humidity.

### RETURNS & FREE SAMPLES

All cannabis goods returned by a customer will be destroyed and no returned products will be resold. No free cannabis goods will be given to any person by the dispensary or its employees.

### NATURAL PRODUCT OFFERINGS

Jiva is devoted to providing the healthiest and highest quality products to our customers and therefore will focus on offering a menu of items that are naturally produced, without the use of pesticides or harmful or inorganic chemicals. Jiva is proud to spotlight our most noteworthy planned partnerships, which are in large part a continuation of existing relationships forged by the Company's industry leading Principals.



**Dosist** performs extensive testing at every stage of the manufactured process thereby ensuring the final product is clean. The final formulas are tested for cannabinoids, pesticides, terpenes, microbiological and residual solvents. The Dosist pen uses recyclable material in the pen's plastic case, shell and electronic components. Dosist offers a five-dollar discount to customers who recycle their empty pens.



**Apothecanna** thoughtfully sources organic and "wild-crafted" essential oils from native regions of the world. The Company has a zero-tolerance policy for the use artificial ingredients, fillers, parabens or GMO ingredients. Apothecanna believes that natural treatments are the best treatments and strive to create products with uncompromised purity, quality, and functionality, which aligns with the Jiva's mission to enhance its customers life force.



**Humble Flower Co.** is a women-owned and operated company founded in Humboldt County with operation in Los Angeles. They pride themselves on



using all natural and ethically sourced ingredients and recyclable packaging.



**Jetty Extracts** makes the finest, carefully crafted products, free of pesticides, chemicals and fillers, all from California. There are no byproducts, particulates, or additives.



**Lowell Herb Co** cultivates their flowers with only organic fertilizers, never synthetic pesticides. They also committed to pay their farmers a proper living wage and use natural materials from seed to sale.



**Henry's Original** creates the highest quality Clean Green Certified cannabis products grown under the strictest of standards. Their cannabis is handcrafted in small batches and comes from their family-run farms in legendary Mendocino County. They cultivate using all-organic soil and products. Prior to the state's requirements Henry's has been lab testing their products at ISO certified laboratories to ensure consistency and quality.



**Habit CBD** products are meticulously handcrafted using only the finest solvent free cannabis oils. All products are tested by SClabs the industry leader in testing protocols with nearly a decade of experience.



**Kush Queen** is the premier female-focused hemp CBD lifestyle brand specializing in beauty and wellness products such as bath balls, lotions and massage oils.

## TRACK & TRACE

The Applicant will create and maintain an active and functional account within an approved State of California track and trace system prior to engaging in any commercial cannabis activity to prevent the possible diversion, theft, or loss of any cannabis product. The Applicant will report all identifying information for all cannabis and cannabis products including: purchase, sale, test, packaging, transfer, transport, return, destruction, or disposal of any cannabis goods. The GM will oversee the process and designate an employee as the track and trace system Account Manager. This managerial-level employee may authorize additional employees as track and trace system users and will ensure that each user is trained on the track and trace system prior to its access or use. This track and trace Account Manager and any other track and trace designated staff will attend and successfully complete all required track and trace system training, including orientation and continuing education activities.

Jiva's designated Account Manager will monitor all compliance notifications from the track and trace system and provide timely resolution to the issues detailed in the compliance notification. The General Manager and/or Assistant Manager will keep a record, independent of the track and trace system, of all compliance notifications received from the track and trace system and



note down how and when compliance was achieved.

The Applicant, thru its existing operational directors, operations management coordinators, and consultants has developed relationships with existing licensed laboratory testing and results facilities which will ensure only safe products are made available for purchase.

Jiva's team has experience with cannabis industry POS and inventory management systems. Specifically, the team operates state-compliant dispensaries in Washington State and the City of Los Angeles, utilizing a CRM (customer relationship management), a POS (point of sales) system and METRC (track and trace). All software shall be HIPAA compliant, meeting and exceeding security standards set for the transmission, encryption, and storage of patient records.

For Hayward, the Company is looking to implement a POS and inventory tracking information technology system, that will provide the required technical infrastructure for the retail operation and will integrate with the State's authorized trace and trace system; METRC. Jiva will ensure that its system follows and records unique identifiers assigned to cannabis products. The track and trace system shall be capable of producing historical transactional data. Upon the retail sale of cannabis products to a customer, staff will enter the following information into the POS:

- The name of the Company employee who processed the sale.
- The name or identification number of the customer who made the purchase.
- The date and time of the transaction.
- A list of all of the cannabis products, including a description of the quantity purchased.
- The unique identifiers associated with the cannabis products.
- Any other information required elsewhere by the State or City Cannabis Laws.

The POS will monitor daily sales limits as outlined in BCC 5409 to ensure they are not exceeded. For adult-use customers, Jiva shall not sell more than (i) one ounce of cannabis flower or (ii) eight (8) grams of concentrated cannabis in addition to the limitation of six (6) immature cannabis plants in a single business day.

## **CERTIFICATE OF ANALYSIS TESTING REQUIREMENTS**

Jiva will leverage its industry network and expand existing distribution partners for the procurement of cannabis products. Having an established footprint and track record within the industry affords the Jiva the advantage of partnering with the most highly respected licensed supply chain operators. Jiva will not accept any cannabis or cannabis product that has not been cleared for market associated with a Certificate of Analysis ("COA") obtained from a licensed third-party testing lab provided by a licensed Distributor.

## **INVENTORY MONITORING**

An accurate record of inventory shall be kept at all times and reconciled at least once every 7 days to verify physical inventory matches the records. The records will be made available to any state or local agency upon request. The records shall include the following:

- A description of each item
- An accurate measurement of the quantity of the item



- The date and time the cannabis goods were received
- The sell-by or expiration date, if any
- The name and license number of the licensee that delivered the goods
- The price paid for the cannabis goods, including delivery, taxes, and any other costs

As detailed above, all cannabis activity will be recorded in the track and trace system, including packaging and the sale of cannabis goods, transportation of cannabis goods from a vendor to confirm receipt of cannabis goods, return of cannabis goods, and the subsequent destruction and disposal.

## **PRODUCT COMPLIANCE RECORDS**

The Applicant shall hold the company and all personnel to the strictest level of compliance with all applicable laws and regulations regarding the tracking and record keeping of cannabis inventory. Comprehensive inventory protocols will begin day one of any cannabis inventory onsite. Thorough record keeping will be a requirement of all employment roles at the facility and will include information such as: regularly scheduled counts of all packaged inventory onsite, monthly audit and reconciliation of all cannabis inventory onsite, inventory check at the time of each received shipment, cross check of each transportation manifest and accurate input of all recorded analytics into tracking software to ensure counts are consistent. All appropriate agencies will be notified if a significant discrepancy is discovered. A significant discrepancy in inventory means a difference in actual inventory compared to records pertaining to inventory of at least \$1,000 or 1 percent of the average monthly sales of the licensee, whichever is less.

## **POS SYSTEM**

In conjunction with any and all state required tracking software, the Applicant will implement and utilize a POS system and software (TREEZ) to ensure all inventory received, stored, and distributed via the company's facility is accounted for. When a product is approved, quality control information will be entered into the POS system. The product will then be made available for dispensing and it will be entered into the appropriate inventory module of the POS system.

The system uses an integrated scale to track the exact amount of each package to the tenth of a gram to verify correctness of packaged product. This will enable the Applicant to keep precise records. Type of cannabis, quality control information, net weight, and prominent warnings will be printed on the system's label maker and will be affixed to the package for informative purpose only as needed. The POS system produces detailed sales reporting and interfaces with *Quickbooks* software for financial record keeping.

# Compliance

Complex Customer Data Entry

Increasing Customer Volumes



Rigid Compliance Tracking

Decentralized "Apple Store" Experience

TREEZ ADD DIRECTORY INTAKE1 Please enter Driver License ID Search DL

CUSTOMER QUEUE (0)

TREEZ ADD DIRECTORY INTAKE1 Please enter Driver License ID Search DL

First Name	Last Name	Birthday	Age	Member ID	Phone	Street	City	State	Zip	
	SUSAN	ADAMS	05-02-1984	34	189445	(555) 555-5555	213514 SUSAN STREET	ADAMS CA	18944	Check-In
	APPLE	SMITH	05-06-1980	38	190327			CA		Check-In






New Patient CARMEL SMITHAM  
New Patient ALAN ZHANG  
Resume Editing ELIZABETH ADAMS  
Resume Editing KILEY CALDARERA  
Resume Editing APPLE SMITH  
Resume Editing ADAM ANSEL  
Resume Editing AMANDA ADAMS


**SUSAN ADAMS**  
Membership ID: 189445  
Age: 34  
Expiration: 05/05/2021  
Last Visit: 05/22/2018 10:08 PM


MEMBER  
First Name: SUSAN  
Last Name: ADAMS  
Date of Birth: 05/02/1984


NOTES  
Notes:  
Susan often causes fights in the parking lot.


**CUSTOMER QUEUE**  
Scan customer ID or select customer from the queue

Customer	Member ID	Age	Membership	Expiration	Walk Time	Customer Group
	189445	34	43 days	05/05/2021	1 min	004 Group
	190327	38	16 days	05/05/2021	1 min	004 Group
	190327	38	4 days	05/05/2021	1 min	004 Group
	189445	34	43 days	05/05/2021	1 min	004 Group
	190327	38	16 days	05/05/2021	1 min	004 Group









TREEZ

Rapid Customer Intake

Document Imaging Workflow

Compliance Checks

Mobile Employee App



# Inventory Management

Complex State Reporting Requirements

Increasing industry efficiency driving the migration from **Deli Style** to **Prepackaged goods**.

Unique Cannabis Specific Inventory Considerations

The screenshot displays the TREEZ software interface for managing cannabis inventory. It includes sections for product definition, bulk flower sales summary, and a detailed breakdown of inventory by grade and weight.

**Product Definition:** Strain: BUBBA KUSH, Brand: HYBRID, Size: 3g, Subtype: SHATTER.

**Bulk Flower Sales Summary:**

Starting Weight (g)	Packaged for Sale (g)	Packaged for Sale (%)	Crumb (g)	Shake (g)	Shake + Crumb (g)	Shake + Crumb (%)	Item Count (g)	Mold (g)	Packaging Loss (g)	Total Loss (g)	Total Loss (%)	Total Sold (g)	Total Sold (%)
991.50	991.10	99.96%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	991.50	100.00%

**Grade Breakdown:**

- Grade A Sizes: 1g (1 unit), 3.5g (31 units), 7g (15 units), 14g (10 units), 28g (2 units), 410.5g total (89% of Total Weight)
- Grade A Other: 0% of Total Weight
- No Value: 23 Stem, 5 Mold
- Grade B: 0% of Total Weight

**Inventory Summary:**

- Grade A Sizes and Other (410.5g): 89%
- Grade B (0g): 0%
- No Value (43.85g): 10%
- Packaging Loss (5.65g): 1%

**Grade A Inventory:**

Weight	Units	Weight
1g	1 units	1 g
7g	15 units	105 g
14g	10 units	140 g
28g	2 units	56 g
3.5g	31 units	108.5 g
<b>Total:</b>	<b>410.5g</b>	<b>89% of Weight</b>

**Grade A Other Inventory:**

Weight	Units	Weight
1g	0 units	0 g
0.5g	0 units	0 g
1.5g	0 units	0 g
<b>Total:</b>	<b>0g</b>	<b>0% of Weight</b>

**Grade B Inventory:**

Weight	Units	Weight
Strain Shake 7 G	0 units	0 g
Strain Crumb 3.5 G	0 units	0 g
Shake	0 units	0 g
Crumb	0 units	0 g
<b>Total:</b>	<b>0g</b>	<b>0% of Weight</b>

**Navigation:** Daily Production, Inventory, Retail Products, Reports, Patient, Menu, Configuration.

**Actions:** Enter Starting Weights, Enter Breakdown, Review Breakdowns (1).

TREEZ

Automated METRC Integration

Optimized Packaging Workflow

Packaging Efficiency Reports

Cannabis Specific Inventory Management

# Compliance II

Cannabis Specific Taxes

Customer and Patient Purchase Limits

Customer and Patient SignUp Verification

Point of Sale Tax Setup

MEDICAL ADULT USE

Tax Calculation Example

Item Taxable Price \$100.00

Layer 1 \$125.00

Tax Label	Applies To	Rate	
Excise Tax	Cannabis Tax	*Automated	\$15.00
MBT	Everything Tax	10.00%	\$10.00

Layer 2 \$137.50

Tax Label	Applies To	Rate	
Sales Tax w/ MMID Cannabis Exemption	Everything Tax	10.00%	\$12.50

Total \$137.50

Excise Tax: \$3.60  
MBT: \$3.20  
Sales Tax: \$3.88  
Taxes: \$10.69  
Total: \$42.69

Checkout

EXCISE TAX REPORT

May 1, 2018 - May 23, 2018

Type	Taxable Amount	Taxes Collected	Taxes Paid	Taxes Owed
Total Excise Taxes	\$8,130.70	\$1,219.68	\$422.84	\$796.84
Arms Length Taxes	\$4,024.27	\$603.71	\$422.84	\$180.87
Non-Arms Length Taxes	\$4,106.42	\$615.97	\$0.00	\$615.97

Purchase Limits

Visit Restrictions

How many visits per day? 2

How many hours between visits? 4

Purchase Restrictions

Customer Limits

Medical: Non-Concentrated 28.8, Concentrated 8, Plants 6

Adult: Non-Concentrated 28.8, Concentrated 8, Plants 6

ELIZABETH ADAMS

Membership ID: 189496

Age: 59

Last Visit: 05/23/2018 12:38 AM

Unable to check-in Reason: Not Enough Time Elapsed

ELIZABETH ADAMS

Membership ID: 189496

Age: 59

Expiration:

Last Visit: 05/23/2018 12:38 AM

View Profile

89496

IDENTIFICATION EXP DATE

DRIVERS LICENSE

PHOTO

AGE 21+

SIGNATURE



Advanced Tax Calculation, Itemization, and Reporting

Purchase Limit Restrictions by Customer Type

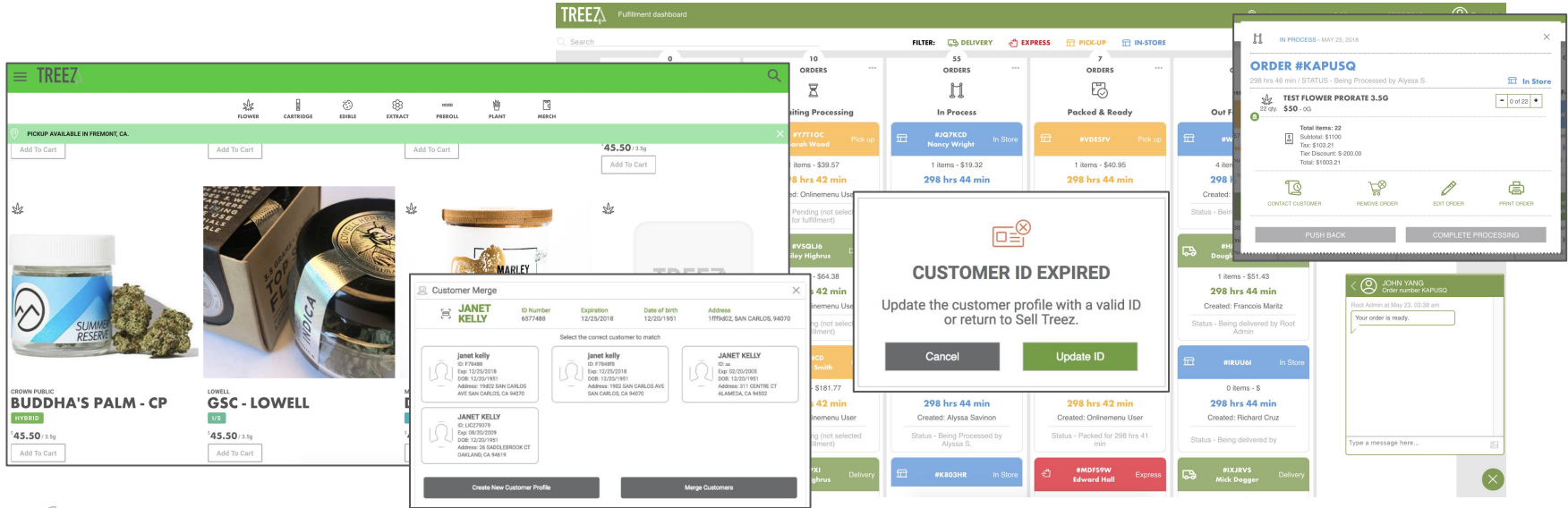
Customer Profile Restrictions (Age, Documentation, etc)

In-Store and Online Signups

Difficult Integrations with Online Ordering

Difficult in Tracking and Managing Online Orders

Updating Customer on Order Status



Online Sign-Up, Verification, and Match Workflow

Fully Integrated Online Shopping Cart and In Store Experience

Fulfillment Dashboard - Kitchen Display Type

Mobile Text Messaging and Chat

# Our Features Include



## POINT OF SALE HARDWARE

Empower your employees  
to sell more, sell faster, and  
sell smarter



## RAPID PATIENT INTAKE

Fast, compliant, & complete  
patient signup in seconds



## ADHOC ANALYTICS

Analyze key data patterns  
in every aspect of your  
business, anywhere



## INVENTORY MANAGEMENT

Streamline inventory  
management: maximize  
yields & reduce shrinkage



## MODERN COMMERCE

Online, mobile, in-store,  
kiosk all customized with  
your branding



## EMPLOYEE ACCOUNTABILITY

Enforce tasks while  
detering theft and  
shrinkage



## CONSTANT COMPLIANCE

Auto updates to reflect  
changing local, state and  
federal regulations



## CONSTANT CONNECTIVITY

In the event of an outage,  
you are still locally  
connected



## LABOR & EMPLOYMENT PLAN

**COMMERCIAL CANNABIS BUSINESS**  
**MEDICAL & ADULT-USE RETAIL & DELIVERY SALES**



## LABOR & EMPLOYMENT

### LOCAL EMPLOYMENT

Jiva has pledged to contribute towards Hayward's economic prosperity through development of a Commercial Cannabis Business ("CCB") retail storefront by creating living-wage jobs, for a diverse range of local community members, working with a Hayward ("City") based labor union to support strong worker's rights, and providing career and leadership development opportunities for its employees. Jiva will approach hiring, promotions, and other personnel decisions with best-practice procedures for maintaining a diverse efficient, and content staff. The Applicant understands that a diverse, well-trained and compensated staff will create the best environment for medical patients and adult-use customers. The team of employees assembled by Jiva will embrace core Jiva values including being a steward of the City's CCB program. Please see the Employee Roster & Responsibilities section for more information regarding job roles.

Within the first year, the Applicant intends to hire up to eighteen (18) local Hayward employees including four (4) managerial salaried positions and fourteen (14) general wage employees.

The managerial positions consist of:

- (1) General Manager
- (2) Assistant Manager
- (1) Inventory Coordinator

The general employee positions consist of:

- (1) Neighborhood Liaison
- (2) Administrative Assistant
- (9) Hospitality & Operations Associate
- (2) Delivery Operations Associate

The Applicant shall additionally contract a local security company to provide (2) Security Specialists at the facility at all times during business hours.

The applicant expects to increase staffing to 25 employees by Year 2 and 31 Employees by Year 3

### EMPLOYEE ROSTER & RESPONSIBILITIES

#### DIRECTOR (OWNER/OPERATOR): EXECUTIVE MANAGEMENT

##### **Principal & Managing Director**

Mr. Pottabathni, the Principal Director ("PMD"), provides leadership in achieving the Jiva vision, mission, strategy, and annual goals. The PMD is responsible for leading the Directors, initial staffing, communicating and cooperating with the BCC and the City of Hayward. The PMD, with the help of the neighborhood liaison, is also responsible for the development of strategic communications strategies and representing Jiva at events and activities that involve interaction with customers, the public, the media, and employees. The PMD builds and sustains the company's reputation for quality, reliability, and consumer satisfaction, approves press releases,



and oversees all communication sent to the public and, when necessary, the BCC, the City of Hayward, State and local law enforcement and any other applicable governmental entities. Other responsibilities include managing the Jiva's brand and reputation. Additionally, the PMD will focus on business development that provides both operational and programmatic support to the organization. The PMD supervises the build out and implementation of new programs. The PMD directly assists the Tactical Advisor on strategic program management matters as they relate to organizing, developing, and implementing new programs.

The PMD provides both operational and programmatic support to the Company and will supervise expenses/budget with the chief financial spokesperson for the Company. The PMD directly collaborates with other Directors and/or applicable Advisors on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, and the securing of new funding.

### YEAR 1: ROSTER & COMPENSATION

JIVA LIFE LLC							
PROPOSED EMPLOYEE ROSTER & COMPENSATION							
COMPENSATION BY ROLE							
Management Salaries (Annual)							
	Rate		FTEs		Total \$		
<b>Management Salaries</b>							
Retail Operations Manager	\$85,000		1.00		85,000		
Assistant Manager	\$65,000		2.00		130,000		
Inventory Coordinator	\$60,000		1.00		60,000		
-	-		1.00		0		
-	-		1.00		0		
-	-		1.00		0		
-	-		1.00		0		
<b>Total</b>			<b>5.00</b>		<b>275,000</b>		
<b>Business Hourly Positions</b>							
Days Open Per Year		355					
Hours Open Per Day		12.0					
Annual Hours Per Role ----->		4,260					
Standard FTE hours		40					
FTE conversion ----->		106.5					
Wage Employees							
	Standard Hours / Week	Wage Rate	Annual Hours 52 Wk/Year	Expected Annual Compensation per Employee Category	Number of Employees in Category	Total Expected Annual Employee Compensation per Category	
Neighborhood Liaison	20.00	20.00	1,040.00	\$20,800.00	1	\$20,800	
Administrative Assistant	40.00	20.00	2,080.00	\$41,600.00	1	\$41,600	
Hospitality & Operations Associate	40.00	18.00	2,080.00	\$37,440.00	9	\$336,960	
Delivery Operations Associate	40.00	18.00	2,080.00	\$37,440.00	3	\$112,320	
<b>Total</b>					<b>13</b>	<b>\$490,880</b>	

### FACILITY DAILY OPERATIONS ROLES

#### Retail Operations Manager

The Retail Operation Manager ("ROM") oversees all phases of receiving, storing, and selling cannabis goods. The ROM will plan, organize, and control day-to-day retail operations to ensure industry standards are exceeded and ensure that cannabis goods are acquired, stored,



handled, displayed, sold, and delivered efficiently and to internal, state, and local standards. Additionally, one of the Managers will have a focus on security and safety compliance. He/She reports to the ROM will oversee the installation and operation of security systems, ensures compliance with all rules and regulations, and supervise Security Specialists in Jiva's dispensary facility, as well as ensure safety protocols for visiting customers and all cannabis goods moved within the dispensary facility. This Manager is responsible for all security-related matters and will work closely with the Directors and Corporate Security Consultant to ensure security protocols are being followed.

### **Assistant Manager**

The Assistant Manager ("AM") works closely with the Retail Operations Manager in helping them complete their job duties. These positions are trained to take control of the operations in the case a Retail Operations Manager is not currently available. AM will still require sign-off approval on some job functions from the Retail Operations Manager. The AM will oversee the Hospitality & Operations Associates and ensure they are trained to the facilities latest standards. The AM and the IC shall work together to arrange deliveries to qualified consumers. The AM ensures the Delivery Operations Associates follow all delivery, tracking, recordkeeping, and security procedures that are pertinent to cannabis delivery. The AM will also work with the Corporate Security Consultant and local law enforcement to ensure all risk involved in the delivery of cannabis goods is mitigated to the greatest extent possible.

### **Inventory Coordinator**

At Jiva, the Inventory Coordinator ("IC") has the responsibility of keeping and protecting inventory from damage, theft and loss as well as performing inventory counts. The IC is responsible for ensuring that incoming product is receipted and managed appropriately according to Jiva procedures, ensuring materials are ready and available for production as and when required, and accuracy of the inventory. The Inventory Manager oversees the proper and timely ordering and retail of all products, merchandise, and office supplies at all locations. The IC executes inventory procedures using the Jiva's seed-to-sale software and the statewide track and trace system and responds to any discrepancies by notifying management and investigating reasons for the discrepancy. The IC also supervises and coordinates activities of workers engaged in verifying and keeping records on incoming shipments. The IC will work with the Assistant Manager and Delivery Operations Associates to coordinate and ensure all deliveries are appropriately carried out and proper inventory is maintained to meet patient and consumer demand.

### **Neighborhood Liaison**

The Neighborhood Liaison ("NL") will act as a neighborhood liaison and will be a resident of Hayward. The NL will be responsible for assisting the Directors and Managers in organizing and carrying out the ongoing public information program to inform City residents of cannabis issues and proper/safe/legal use of cannabis products. The NL will also prepare a schedule for communication and receiving feedback from all entities within 500 feet of the business at least two times a year. The NL will be essential in developing a process and schedule for at least two public outreach meetings per year that meet City approval. This includes working with the City and the PMD to ensure the meetings are productive and exceed local standards. Responsibilities will entail preparing meetings and relevant materials, as well as developing a plan to address all neighborhood feedback.





### **Administrative Assistant**

Manages all administrative tasks, filing of documents, company maintenance online, and works directly for the Retail Operations Manager, Assistant Managers, and Inventory Coordinator.

### **Hospitality & Operations Associates**

The Hospitality & Operations Associates (“HOA”) report to the Managers. The individuals who fill HOA roles will be the face of the storefront operation and critical players in cultivating consumer loyalty and satisfaction. HOAs will work primarily in the retail area of the dispensary facility and will provide assistance to consumers who enter the store to make a purchase. HOAs must have excellent interpersonal communication skills, expertise regarding a range of different cannabis goods and consumption methods, an upbeat demeanor, and the ability to carry out a regulated transaction in full compliance with all applicable laws and regulations while creating a fun experience for the consumer. Appropriate training will be provided to ensure those skills are met. HOAs will be responsible for making sales, stocking the displays in the retail area, securing inventory in the vault at the close of business, carrying out opening and closing procedures, maintaining a clean and welcoming retail environment, and all other tasks as directed by the Manager or ROM.

### **Delivery Operations Associates**

The Delivery Operations Associates (“DOA”) are responsible for the safe movement of cannabis products between the licensed cannabis retail premises and consumer addresses. This position is supervised by the AM. The DOAs are responsible for preparing delivery orders, loading and unloading cannabis products, securely moving products between approved locations, generating sales receipts (if authorized), maintaining delivery records, and operating and maintaining the delivery vehicle(s). Each DOA must be at least twenty-one (21) years of age and hold a valid driver's license.

### **Security Specialists**

Jiva will enter a contract with a private patrol operator who will furnish Security Specialists to secure and protect the retail operation. At least two Security Specialists will be on the Jiva dispensary facility premises during all hours of operation. Jiva has already established a relationship with local Hayward security company, California Metro Patrol. Security Specialists must comply with all applicable provisions of Chapter 11.5, Division 3 of the California Business and Professions Code (“BPC”) and all other applicable state and local laws and regulations. All security guards will hold a valid registration card from the Bureau of Security and Investigative Services and complete mandatory training. The registration card must be held on their person while on duty. Security Specialists will comply with the requirements of the State of California and City of Hayward and maintain an active American Red Cross first-aid card. The Security Specialists are responsible for securing access points, authorizing entrance to Jiva dispensary facility, monitoring surveillance footage, maintaining control of the premises, providing immediate on-site response in the event of a security threat, and other security-related tasks as directed by the ROM, Corporate Security Consultant, and Compliance Advisor.

At any single given time, Jiva expects to have the following employee categories working on-site:



Employee Classification	Employee Description	Employee count
Management	Retail Operations Manager	1
Management	Assistant Manager	1
Management	Inventory Coordinator	1
General	Administrative Assistant	1
General	Hospitality & Operations Associate	5
General	Delivery & Operations Associate	2
Third-Party Vendor	Security Specialists	2
<b>Total Employee Working at a Single Time</b>		<b>13</b>

## COMPENSATION PACKAGE

### EMPLOYEE RETENTION & WAGES

Jiva is dedicated to providing an enhanced retail experience, therefore seeking quality employees by offering above market rate compensation to drive employee retention. Each employee will be paid a living wage that far exceeds the County's Living Wage Ordinance, State, Federal, and City living wage minimums, including a full benefits package – health and dental insurance, a 401(k) plan and other benefits – after 90 days of employment. Jiva shall offer employees \$18-2-\$20/Hr. for employment opportunities that normally pay \$12-15/Hr. Other jobs positions will be created in direct proportion to Jiva's growth. The Applicant is committed to ensuring that all staff members can benefit from above market wages for their commitment to working diligently. Management are compensated at a higher rate because of their increased responsibilities and all staff members will have the opportunity for promotions.

Jiva understands the cost of living in California and Alameda County continues to increase at a rapid rate and the Applicant will continue to ensure that the wage scale is reflective of those increases over time via a mandatory year over year cost of living adjustment to base compensation for all staff. Should the City pass a Living Wage ordinance in the future, Jiva will ensure that all compensation policies exceed the requirements set forth. The Applicant's wage scale is approximate as every human resource case is unique to the person's performance, needs, education, and abilities and may change due to the labor peace agreement or collective bargaining agreement to be established with the local union. (Please see Attachment E for a copy of our Labor Peace Agreement)

The Applicant will contribute to the community's economic stability by creating well-paying jobs for a diverse range of local residents and community members.



Jiva has reviewed comparable salaries for the aforementioned roles in the surrounding areas and has come up with a compensation plan that rewards each employee fairly. The baseline benefits package for all full time employees includes annual cost of living adjustments, quarterly performance reviews with a chance for salary adjustments and/or promotions, incentive based bonus structures, comprehensive and generous health benefits, a flexible sick leave policy, and career development training.

- The Applicant will infuse the local community with over \$765,880 in salary compensation and continually seek to promote from within before considering external employees.
- To align with its core values, Jiva will create a well-rounded business that reflects its patient base and the Hayward community by hiring a diverse set of local employees of differing backgrounds and perspectives.
- Jiva considers its employees to be one of its most valuable resources. As such Jiva will offer quality compensation, benefits, employee training and continuing education to ensure that staff is knowledgeable in customer service practices, information on the cannabis products carried, and maintaining regulatory compliance with CCB retail storefront operations.

### **HEALTH INSURANCE BENEFITS**

Jiva will make group health benefits available to eligible employees. Eligible employees are full time employees who work thirty plus (30+) hours a week. Employees can receive details about benefits provided, contribution rates and eligibility from the plan administrator. As required by law, Jiva will provide workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Additionally, to protect employees who miss work due to non-work-related injuries or illnesses, the law requires that a small percentage of an employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance.

### **VACATION BENEFITS**

**Compensated Days Off:** Employers shall provide at least fifteen (15) compensated days off per year for sick leave, vacation, or personal necessity at the employee's request.

**Uncompensated Days Off:** Employers shall provide employees at least ten (10) uncompensated days off per year for sick leave for the illness of the employee or immediate family where the employee has exhausted his or her compensated days off for that year.

### **PAID & UNPAID LEAVE**

Jiva's paid sick leave policy is intended to comply with the requirements of the Healthy Workplaces/Healthy Families Act. Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. Other forms of paid leave provided to Jiva employees include: time off to vote, bereavement, jury duty, witness duty, bone marrow donation, organ donation, and military duty. Jiva will additional opportunities for unpaid leave such as temporary disability, volunteer emergency responder, victims of felony crime, civil air patrol, school leave for disciplinary matters, pregnancy disability, military spousal, parental school activities, domestic violence/sexual assault, rehabilitation.

### **RETIREMENT PACKAGE**

Jiva will offer a comprehensive retirement package to full time employees. Jiva will offer these employees the option to stay on the company's plan until they are eligible for Medicare or by offering the retiree health care coverage. Jiva will include a one-time cash benefit and any entitled severance. For example, the employee might receive four weeks of severance pay for



each year of service, plus an additional six months. Jiva will plan to include a continuation of employer-sponsored life insurance.

## **EMPLOYEE TRAINING & CONTINUED EDUCATION**

Jiva prides itself on employing the best in the industry and is dedicated to continually educating its employees in all areas, particularly regarding product offerings, potency, customer service, and local and State laws. In order to train the next generation of employees at the Hayward location managers from the existing locations will initial staff and train Jiva's new employees. The Company's comprehensive Employee Handbook upon request which thoroughly details the company's policies and procedures, employee health and safety, workplace commitments and conduct, hiring and termination practices, benefits, and disciplinary practices.

Jiva strives to be the premier company in the industry. Jiva is committed to coordinating with medical professionals knowledgeable with cannabis and cannabinoid therapies to train staff in order to provide them with the most up-to-date information about Jiva's cannabis strains and the growing list of ailments cannabis can benefit. Hospitality & Operations Associates ("HOAs") will be trained to teach customers how to test dose in order to properly determine how much cannabis is appropriate for their desired effect.

Customer service is a top priority at Jiva Jiva believe the ordering process should be an enriching experience. Jiva's trained HOAs are not only knowledgeable, but also courteous and helpful. Jiva's employees will be held to the standards of being proactive, approachable, and relatable. Keeping Jiva's community in mind, Jiva will have frequent trainings on anti-discrimination policies to encourage thoughtfulness in all interactions.

Jiva believes that open communication is vital to any relationship, including that of a professional one and encourage employees to ask questions whenever necessary. New hires will shadow an experienced HOA or delivery employee for several days after their training period. As part of this, employees will role-play with a manager to ensure they have proper knowledge and customer service skills.

Jiva recognizes that ordering cannabis for the first time can be a daunting experience especially remotely. It is important to be polite and helpful to those who are not yet familiar with cannabis. Therefore, employees will be trained to spend extra time with these customers and make them feel comfortable while discussing their needs and addressing all questions. Additionally, Jiva will have a Budsman, or a cannabis ambassador, onsite who is specifically trained to speak with first-time customers through Jiva's secured website, mobile application or call center.

Jiva is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of Jiva's employees and patrons, the Company reserves the right to test any employee for the use of illegal drugs or alcohol under state, federal, or local laws. Employees are strictly prohibited under any circumstances from using cannabis products in public places and anywhere on Company property.



Jiva will ensure that at all times there is adequate staffing. Employees will be trained to work in all aspects of the CCB related to sales which enable these employees to have a “flex” role, which aligns with Jiva’s integrated business model for efficiency. On any given day there will be the General Manager and/or the Assistant Manager on site to oversee all the employees and be available to answer questions and troubleshoot any issues that may arise.

An educated and well-trained staff will allow the Applicant to best serve its customers. This is an ongoing process through the duration of employment. Jiva shall educate new staff on best practices and keep them current with the latest information and resources for efficient and service driven CCB retail storefront.

### **EMPLOYEE HANDBOOK**

All staff members will receive a comprehensive “Employee Handbook”, outlining protocol, procedures, guidelines, expectations, and other official company policies. Subjects and topics included in the Handbook are outlined at the end of this Labor & Employment plan. In addition, staff will be trained and educated on security, safety, product inventory, sanitation, and regulations that are critical to operating a compliant CCB.

During the hiring process, which includes recruitment, background check verification, and execution of required documentation, the new employee shall participate in a mandatory training program. Upon hiring, starting the first day, new employees receive individual, hands-on training on all related roles from customer engagement to the final sale as outlined below:

### **MANDATORY TWO-WEEK TRAINING PROGRAM**

- **Step 1: Safety & Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment. Each employee shall receive a copy of the Safety Manual as highlighted in the Safety Plan, for review and future reference. Management shall conduct Q&A sessions with employees to ensure knowledge and understanding of safety protocol and policies. Management will instruct all employees that compliance with the Safety Manual is required. All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace Safety Manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

- **Step 2: Cannabis Product & Inventory Education**

Trainees will begin with cannabis inventory education with a focus on products that are raw flower/pre-rolls, concentrates, edibles, medical patient products (capsules, tinctures, topicals). All trainees will observe and learn factual information demonstrating knowledge of Jiva’s retail product base, THC and CBD product and terpene profile variations, and track-and-trace. Jiva will provide employees with a basic understanding of medical cannabis product use with direction from the Americans for Safe Access Patient Focused Certification guidelines, which is a non-profit organization that provides certification in the medical cannabis industry featuring physical and online training options.



- **Step 3: Jiva Hospitality Standards**

Management will focus on portraying Jiva’s mission, vision, and goals to all staff. Employees will be given the opportunity to express themselves, however, they must follow employee code of conduct and maintain the Applicant’s customer service oriented standard. Additionally, Employees will be given information regarding Jiva’s Neighborhood Plan and Community Benefits, including volunteering opportunities, neighborhood engagement, and local approach.

- **Step 4: Regulatory Compliance & Best Practices**

Employees will be given a rigorous course on the City’s CCB program and the State’s Bureau of Cannabis Control regulations for operating a retail storefront. During this phase of training, employees shall be given day-to-day operational guidelines, point of sales system familiarliary, cashiering, inventory control management, security standards from open to close, operational standards, and business best practices.

- **Step 5: Accompanied Shifts**

Upon completion of the two week training course, Management will pair with newly hired employees and shall allow them to act as a “shadow” to observe and gain live work experience, typically for 3 shifts. Seasoned staff members shall mentor new employees to maintain a staff in union that is connected with open lines of communication.

## **CONTINUED EDUCATION & TRAINING**

Staff members will be eligible to attend company sponsored education and paid training outside of their initial on boarding at least once a year as outlined in the official Employee Handbook. The Applicant’s management will encourage and enable all staff to seek out opportunities to maintain and update respective skill sets. The cannabis industry is evolving each day, and the Applicant will do its best to keep staff ahead of the curve to maintain continued quality service to customers. Employees can approach management, present an continued education or training enhancement opportunity, and request for it to be paid for by the Applicant. Through the Applicant’s alignment with a labor union, in addition to collective bargaining and worker protections, employees shall have additional career development and mentorship opportunities.

Employees need information about new products and new procedures. The Applicant will encourage and enable associated licenced distributors and vendors to showcase information regarding their respective cannabis products.

The Applicant’s commitment to furthering employee education is integrated into Jiva’s business model and philosophy, which is essentially a continued cycle to learn and serve. Employees that embody this approach will realize various education, training, and development opportunities are within their grasp, which the Applicant will continuously convey throughout each staff member’s employment with Jiva.

## **CAREER & LEADERSHIP DEVELOPMENT**

The Applicant will internally provide development opportunities for all employees. The management team will be responsible for developing staff advancement and encouraging staff



to attend courses and workshops, which may be paid for by the Applicant, that may enable them to qualify for current or future open positions. Jiva shall continue to expand and grow, and will allow employees to seek leadership roles within the Applicant's management team as each new operation needs at least 4 salaried positions: Inventory Coordinator, two Assistant Managers and a General Manager.

## PAYROLL & HUMAN RESOURCE SOFTWARE

Jiva shall utilize a software platform known as Wurk, which exists to help underserved businesses fortify, comply, and thrive in the face of uncertain regulatory environments. Designed specifically for the cannabis industry, the Wurk platform allows Jiva to protect and streamline operations while providing an environment where employees are a priority every step of the way. Wurk's intuitive, all-in-one solution automates the most complicated and risk-prone processes associated with hiring, scheduling, and paying employees.



## LABOR PEACE AGREEMENT / COLLECTIVE BARGAINING AGREEMENT

The Applicant will sign a Labor Peace Agreement or a Collective Bargaining Agreement (neutrality and card check agreement) with a local labor union, Teamsters Local #70 based in the City and servicing all of Alameda County. The Applicant is committed to providing all employees with fair wages and benefits and strongly supports union representation so that employees have the best worker protection possible. Please reference **APPENDIX N – COLLECTIVE BARGAINING / LABOR PEACE AGREEMENT** for a copy of the current agreement. *The attached labor peace agreement will be in effect once Jiva has reached the 20 employee threshold as required by the BCC. (Please view corresponding Letter of Support & Intent from Teamsters Local #70 including a Labor Peace Agreement.)*



## EQUALITY & INCLUSION POLICIES

### SOCIAL EQUITY COMPONENT

Jiva will also partner with organizations such as California Minority Alliance to offer jobs to disenfranchised groups. The benefit of this program is to provide more opportunities to minorities to succeed as entrepreneurs in the burgeoning cannabis industry. Jiva has highlighted its intent to participate, proactively in the City's Social Equity program, which is currently under development. Upon release of information by the City, Jiva is committed to supporting the City Social Equity program.

### SOCIAL EQUITY PROGRAM PARTICIPATION (SF OFFICE OF CANNABIS)

The Applicant's Managing Director is a founder and equity interest shareholder of the entity that has applied with the San Francisco Office of Cannabis' Social Equity Program and was instrumental in procuring and developing a relationship with the eligible social equity applicant. This is one of only nine (9) entities that is currently finalizing plans with the SF Department of



Building Inspection and is under construction of the over 133 social equity applications received by the SF Office of Cannabis.

### **DIVERSITY**

The Applicant understands and supports the importance of diversity. Diversity comes in many shapes and forms including ethnic, gender, socioeconomic, political, sexual orientation, and a variety of other differences. The Applicant will always provide equal opportunity and access in employment and contracting. Jiva will ensure that all applicants are accorded equal opportunity to work. Jiva's hiring and employment practices will seek to meet or exceed the standards promulgated by the US Equal Employment Opportunity Commission (EEOC) and is thereby compliant with Title VII of the Civil Rights Act, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), and Genetic Information Nondiscrimination Act (GINA).

The Applicant values the insights, relationships, and holistic understandings that are deepened when divergent paths come together. With this in mind, the following goals will guide decisions made with respect to staffing, recruitment, programming, policy, service provision, outreach, and education:

- Utilizing hiring practices that lead to a diverse applicant pool, directed to the ultimate good of the individual and community
- Fostering a fair and inclusive community where everyone can thrive
- Developing leadership and empowering employees with skills to provide quality services in a safe environment
- Working to make cannabis accessible to qualified customers from all backgrounds and experiences
- Respecting the community by maintaining compliance with City, County, State, and Federal regulations

### **NON-DISCRIMINATION POLICY**

The Applicant will not tolerate discrimination and harassment based on race, color, national origin, disability (Section 504 and Title III of the ADA), failure to accommodate, sexual orientation or preference, gender identity, gender expression, Title IX sexual harassment, sexual discrimination, sexual violence, veteran status, HIV status, socioeconomic status, or religion. This policy applies to allegations arising from conduct by employers.

### **EQUAL OPPORTUNITY EMPLOYMENT**

Jiva's policy to provide equal employment opportunities to all qualified individuals and administer all aspects and conditions of employment without regard to the following: race, color, age, sex, sexual orientation, gender, gender identity, religion, national origin, pregnancy, marital status, AIDS/HIV, genetic information, including family medical history, physical or mental disability, medical condition, political activities or affiliations, child or spousal support withholding, domestic violence, assault, or stalking victim status, lawful conduct occurring during nonworking hours away from the employer's premises, military or veteran status, credit report or credit information, prior non-conviction arrest record, citizenship and/or immigration status, or any other protected class, in accordance with applicable federal, State, and local laws.





Jiva takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted. If any of our employees are caught violating this policy, they will be subject to immediate disciplinary action and termination. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination. In order to meet these goals, the Applicant has drafted an expansive non-discrimination policy, anti-harassment policies, and reasonable accommodation procedures within the Handbook and employment contracts.

### **WORKER'S COMPENSATION DISCLAIMER**

Pursuant to California Labor Code § 132(a), the Applicant will never discharge, threaten, or otherwise discriminate in any way against an employee who has received an award from the Workers Compensation Appeals Board, filed or intends to file a worker's compensation claim, or testified or intends to testify on behalf of other injured employees.

### **ANTI-HARASSMENT POLICY**

The Applicant will train all staff in anti-harassment procedures, which will apply to all aspects and stages of employment, from recruitment to termination, including compensation, benefits, and promotions. Jiva employees will not be subject to harassment because of their race, sex, gender, disability status, religion, or national origin. Employees will be trained, and patients informed, to promptly go to the dispensary General or Assistant Operations Manager if they believe they have been subject to harassment because of their race, sex, gender, disability status, religion, or national origin. Any employee, staff member, or contractor who believes they have been subject to retaliation should contact the dispensary General Manager.

This anti-harassment policy will be communicated to all dispensary employees and managers annually via email. Additionally, training will be provided annually to all employees on the identification and prevention of harassment based on race, sex, gender, disability status, religion, or national origin. This training will include:

- A clear grievance procedure or set of steps for an employee who has experienced or witnessed discrimination
- A declaration of the Applicant's commitment to prompt investigation of complaints of discrimination
- A promise of protection against retaliation
- A commitment by the Applicant to be legally bound by its policy

This policy will be internally and externally distributed. Furthermore, managers will be trained to monitor the environment for the presence of any forms of harassment, intimidation, or coercion and, where warranted, take corrective action.

The Applicant will ensure that applicants and employees who are individuals with disabilities have equal access to all of its personnel processes, as per ADA compliance. Printed material containing information on all anti-harassment and discrimination policies described in this section will be made available in employee common spaces. The contact information for the CCB managers will be prominently displayed on the employee bulletin board to facilitate requests for reasonable accommodation from applicants or employees with disabilities.



## **REASONABLE ACCOMMODATIONS**

Managers will be trained to recognize an accommodation request. When requesting an accommodation, employees will only need to use plain English and do not have to mention the ADA or use legal terminology such as the phrase "reasonable accommodation." In general, all an employee needs to say is that he/she needs an adjustment or change at work for a reason related to a medical condition. Any time an employee indicates that a medical condition is causing a problem, the dispensary General Manager will treat it as an accommodation request until a definite determination is made.

Managers will be trained in processing accommodation requests. Furthermore, if some accommodations are available to all employees as a matter of policy, the managers will ensure that employees with disabilities will not have to jump through unnecessary hoops to get those accommodations. The managers will be trained to respond efficiently to accommodation requests and to keep employees informed about the status of their requests.

Once a manager has determined and implemented an accommodation, they will monitor and update the accommodation if required. For example, if the accommodation involves equipment, the equipment may need periodic maintenance. Upon receipt of the accommodation, employees will be informed that they can revisit an accommodation if needed. The manager will document accommodation efforts

## **EMPLOYEE BACKGROUND CHECK STANDARDS**

The following employment rules and regulations will be in the Handbook and also explained to all staff (including the Applicant's management team) during the onboarding process. The following employment rules and regulations will clearly be stated in the Handbook and also to be verbally explained and expressed to all staff including the Applicant's management team during the onboarding process.

- All employees of the Applicant must be at least twenty-one years of age.
- All employees of the Applicant shall be subject to a background investigation and approval by the City (designee, or any other City official authorized to enforce the Hayward Municipal Code for purposes of determining compliance with this section prior to performing any work. Applications for City background check authorization for an employee to work for a CCB retail operation shall be developed and processed by the City and/or Applicant.
- The Applicant and/or the City may deny authorization to an employee seeking to work for a retail operator of a CCB if the employee:
  - Is on parole or probation for the possession, sale, manufacture, use, distribution or transportation of a controlled substance; or
  - Has been convicted of a crime of moral turpitude; or
  - Has been convicted of any misdemeanor or felony within the last ten years involving the following: the use of violence, force, fear, fraud or deception; or the unlawful possession, sale, manufacture, use, distribution or transportation of a controlled substance; or the use of money to engage in criminal activity; or the unlawful possession or use of a firearm.



- Employee authorization may be denied for individuals with criminal convictions that substantially relate to the qualifications, functions, or duties of the business or profession, including a felony conviction involving fraud, deceit, or embezzlement, a criminal conviction for the sale or provision of illegal controlled substances to a minor, or any criminal conviction for a crime moral turpitude
- A retail operator of a CCB shall maintain on-site a current register of all the employees currently employed by the operator and shall produce such a register to the City
- The City may be authorized to take all actions necessary in order to implement an employee authorization system, which may include requiring any employee of a retail CCH to obtain a work permit from the City or requiring an employee of a CCB retail operator to undergo future background investigations.

## EMPLOYEE HANDBOOK: OVERVIEW OF TOPICS

The Applicant shall have a complete Handbook made available upon request for the City. Below are topics and section headings to depict an overview of policy and procedural material that shall be expanded upon within the Handbook.

### EMPLOYEE HANDBOOK

Our number one goal is to provide outstanding customer service. Set both your personal and professional goals high. We have great confidence in your ability to achieve them, so our employee handbook is very simple. We have only one rule...

**OUR ONE RULE**  
Use good judgment  
in all situations.

<p><b><u>INTRODUCTORY POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*EMPLOYEE RELATIONS</li> <li>*PHILOSOPHY</li> <li>*DISPUTE RESOLUTION</li> <li>*PROCEDURES</li> <li>*SPECIAL NOTES</li> <li>*EQUAL EMPLOYMENT</li> <li>*OPPORTUNITY</li> <li>*NO HARASSMENT-NO</li> <li>*DISCRIMINATION POLICY</li> <li>*EMPLOYEE STATUS</li> </ul>	<p><b><u>SAFETY &amp; SECURITY POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*CASH HANDLING</li> <li>*DRUG AND ALCOHOL POLICY</li> <li>*FIRE SAFETY</li> <li>*FOOD SAFETY</li> <li>*PERSONAL SAFETY</li> <li>*THEFT/DIVERSION</li> <li>*SAFETY PROGRAM</li> <li>*SECURITY/LOSS PREVENTION</li> <li>*REPORTING WORK-RELATED</li> <li>*ACCIDENTS &amp; HAZARDS</li> </ul>	<p><b><u>PAY &amp; BENEFITS</u></b></p> <ul style="list-style-type: none"> <li>*COMPENSATION</li> <li>*PAID SICK DAYS</li> <li>*PAID VACATION</li> <li>*SOCIAL SECURITY INSURANCE</li> <li>*UNEMPLOYMENT INSURANCE.</li> <li>*CIVIC DUTY PAY</li> <li>*BEREAVEMENT LEAVE</li> <li>*MILITARY LEAVE OF ABSENCE</li> <li>*PERSONAL LEAVE OF ABSENCE</li> </ul>	<p><b><u>PAY &amp; BENEFITS</u></b></p> <ul style="list-style-type: none"> <li>*FAMILY &amp; MEDICAL LEAVE OF ABSENCE (FMLA)</li> <li>*MAINTENANCE OF HEALTH</li> <li>*BENEFITS</li> <li>*JOB RESTORATION</li> <li>*NOTICE OF MEDICAL CERT.</li> <li>*EXTENDED MEDICAL LEAVE</li> <li>*FAILURE TO RETURN FROM LEAVE/COMPLY</li> <li>*REASONABLE ACCOMMODATIONS</li> </ul>
<p><b><u>GENERAL POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*ABSENTEEISM/TARDINESS</li> <li>*BUSINESS RECORDS</li> <li>*PERSONNEL RECORDS</li> <li>*COMPANY PARKING LOTS</li> <li>*COMPANY PROPERTY</li> <li>*CONFIDENTIAL INFORMATION</li> <li>*CUSTOMER COMPLAINTS</li> <li>*CUSTOMER SERVICE</li> <li>*EMPLOYER POSTING AREA</li> <li>*EXIT INTERVIEW</li> </ul>	<p><b><u>GENERAL POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*JOB RESPONSIBILITIES</li> <li>*LOANS &amp; PAY ADVANCES</li> <li>*MEDIA POLICY</li> <li>*NOTICE OF RESIGNATION</li> <li>*KEYS/ACCESS CARDS/ACCESS</li> <li>*OVERTIME</li> <li>*PERSONAL ELECTRONICS</li> <li>*PERSONAL RULES OF CONDUCT</li> <li>*PERSONAL TELEPHONE CALLS</li> <li>*SHIFT MANAGER TRAINING</li> </ul>	<p><b><u>GENERAL POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*TOBACCO POLICY</li> <li>*SOCIALIZING</li> <li>*STANDARDS OF CONDUCT AT WORK</li> <li>*TIMEKEEPING PROCEDURES</li> <li>*UNIFORM</li> <li>*UTILITY CONSERVATION</li> <li>*WAGE &amp; SALARY REVIEWS</li> <li>*WORKPLACE APPEARANCE &amp; BEHAVIOR</li> <li>*WORK SCHEDULE</li> </ul>	<p><b><u>MISCELLANEOUS POLICIES</u></b></p> <ul style="list-style-type: none"> <li>*ACKNOWLEDGEMENT OF UNDERSTANDING</li> <li>*RECEIPT OF EMPLOYEE POLICIES HANDBOOK</li> <li>*AUTHORIZATION TO DEDUCT</li> <li>*WAIVER OF UNPAID OFF-DUTY</li> <li>*MEAL BREAKS</li> <li>*EMPLOYEE CREDIT CARD</li> <li>*TIPS REPORTING</li> <li>*ALCOHOL / DRUG POLICY</li> </ul>



## FIRE & LIFE SAFETY PLAN

**COMMERCIAL CANNABIS BUSINESS**  
MEDICAL & ADULT-USE RETAIL & DELIVERY SALES



## FIRE & LIFE SAFETY PLAN

### STATEMENT OF COMPLIANCE [HAYWARD MUNICIPAL CODE]

Jiva Life LLC, the (“Applicant”) has applied for Commercial Cannabis Business (“CCB”) retail with delivery permit/license in the City of Hayward (“Municipality”) as defined in the Hayward Municipal Code Section (“HMC”) SEC. 6-14.10. The Security Plan and protocols shall be compliant with the requirements of SEC. 6-14.13(b).

The Fire & Life Safety Plan and protocols shall be compliant with the requirements of Section 6-14.13(b)(5) & Section 6-14.15(b):

#### **SEC 6-14.13(b)(5) OPERATING AND PERFORMANCE STANDARDS - SECURITY**

Security measures shall be designed to ensure emergency access is provided to the Hayward Police Department and Hayward Fire Department for all areas on the premises in the case of an emergency.

#### **SEC. 6-14.15 PERMIT RENEWAL**

As part of the renewal process permittees shall allow inspection of any permitted facility by the Building Official, Fire Marshall or their designees, and other City officials to verify compliance with applicable building and safety regulations. Any violations noted shall be corrected within a reasonable time as determined by City staff.

#### **FIRE EMERGENCY CONTACTS**

1. In case of a fire, medical, or other emergency, staff will be directed to dial 911.
2. For nonemergency issues, staff shall contact the Hayward Fire Department Dispatch **(510) 583-4900** and/or the Hayward Police Department directly at **(510) 293-7272** as an alternative to seek assistance with non-emergency issues.

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## **FIRE SAFETY STANDARDS [BCC ARTICLE 3. LICENSING]**

### **5037(B2) - RECORD RETENTION**

Records shall be stored in a secured area where the records are protected from debris, moisture, contamination, hazardous waste, fire, and theft.

### **5038(F)(G) - DISASTER RELIEF**

For the purposes of this section, “disaster” means condition of extreme peril to the safety of persons and property within the state or a county, city and county, or city caused by such conditions as air pollution, fire, flood, storm, tidal wave, epidemic, riot, drought, terrorism, sudden and severe energy shortage, plant or animal infestation or disease, Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or similar public calamity, other than conditions resulting from a labor controversy, for which the Governor has proclaimed a state of emergency in accordance with Government Code sections 8558 and 8625, or for which a local governing body has proclaimed a local emergency in accordance with Government Code sections 8558 and 8630. A licensed premises that has been vacated by the Applicant due to a disaster shall not be deemed to have been abandoned or quit under section 5022 of the BCC regulations.

### **5501(I) - MICROBUSINESS APPLICATION INCLUDING CULTIVATION ACTIVITIES**

An attestation that the local fire department has been notified of the cultivation site if the applicant entity is an indoor license type. Since the Applicant does not expect to do onsite cultivation, this section does not apply to the Applicant for the proposed facilities requested use.

## **OBJECTIVE & NARRATIVE**

The Applicant understands that fire can be a hazard in any part of the premises. The risk of fire is present at any business, including cannabis retail dispensaries. Our fire safety and emergency management plans applies to the entirety of the premises which we occupy. Its owners/operators, managers, and employees will be trained on the fire safety, prevention, and suppression protocol. Fire safety precautions are required to eliminate and minimize the risk of fire. A fire can have catastrophic consequences that are life-threatening, affect the environment, community, and neighboring business operations. A combination of appropriate prevention and protection measures will be implemented to eliminate all risks and ensure the safety of the community.

The Applicant will obtain all required permits and approvals which would otherwise be required for any business of the same size and intensity operating in the commercial zone, and will take all reasonably practicable measures with the approval of the fire department and building inspector, in accordance with local and state laws. Prior to commencing operations, all mandatory building and fire inspections will be completed.

## **GENERAL FIRE & LIFE SAFETY OVERVIEW**

The Applicant will take all reasonably practicable measures with the approval of the fire department, in accordance with local and state laws, and implement the following:

1. Provide and maintain passive and active fire prevention, protection, and suppression measures as appropriate for a cannabis retail storefront



2. Provide comprehensible and relevant information to management and employees that include written documents and physical mechanisms in place to deal with each specific situation
3. Emergency instructions, fire safety plans, hazardous material on site (if any), and inhalation issues/threats will be available to anyone on the premises
4. Risks identified by a qualified fire prevention and suppression consultant, relevant risk assessments, and emergency response protocol
5. Employee training program for fire safety, prevention, and suppression
6. Written fire risk assessment to understand, process, and analyze building fire risks
7. Periodic reviews of the written fire risk assessment
8. Carry out fire training exercises, including but not limited to random fire drills
9. Follow industry standard fire prevention and protective measures and identify areas for improvement
10. A program to improve and maintain existing fire safety specifications
11. Identify a sufficient number of persons (staff or security) to be present at all times while the building is occupied and designate an employee to initiate the fire evacuation procedure during any given shift
12. Provide information and assistance to the fire department about any and all changes in the building or otherwise and obtain approval from the fire department prior to the implantation of any new or updated policy
13. Provide all staff with a list of emergency service contacts, including local public health agencies (updated quarterly or as needed)
14. Ensure the correct entrance and exit signage is hung and illuminated at all times
15. Ensure that there are no obstructions to any entrance, exit, emergency exit, or other escape route
16. Ensure that this Site Safety Plan will be kept in a secure location accessible to all staff
17. Ensure no harmful odor will be present on the interior or exterior of the dispensary at any times
18. Identify any inhalation issues or threats associated with a cannabis retail storefront

## **FIRE PREVENTION [SAFETY & SUPPRESSION]**

The Applicant is cognizant that the best practice for fire prevention and overall facility safety is working with the Municipality to ensure compliance with local and state laws and going beyond the minimum safety requirements. In this regard, the Applicant will obtain all required city and county permits and approvals and schedule building inspections as required. This includes but is not limited to obtaining any required building permits, Fire Department approvals, Health Department approvals and other zoning and land use permits and approvals.

Equally important is the proper training of employees regarding the safety protocol in the event of a fire emergency. Training will include the location of fire extinguishers, fire alarm pull stations (pictured below under *Inhalation Issues*), and building exits. Staff will be educated on the use and operations of fire safety equipment including: fire masks, fire extinguishers, suppression systems, smoke alarms, and fire alarm pull stations. Training will also include evacuation procedures on how to locate all people throughout the building, initiating evacuation and securing a safe place for all outside the building. The applicant will seek guidance from the Municipalities Fire Department and its consultants to conduct ongoing fire safety education and training on-site annually.



## **BUILDING PERMITS AND INSPECTIONS**

The Applicant is applying for a commercial cannabis retail dispensary and will satisfy the requirements set by the municipality regarding cannabis business building permits and inspections. Applicant will provide adequate electricity, sewage, debris disposal, water, fire protection and storm drain facilities for the retail dispensary. Applicant will work closely with the Municipality building, planning, and fire department to ensure that the site is equipped with more than the minimum requirements to reduce the risk of fire and other hazards.

The Applicant will not conduct cannabis manufacturing or extraction operations at its facility. Compressed gases, hydrocarbons, butane, isobutane, propane, or heptane or other solvents or gases that exhibit low to minimal potential human-related toxicity will not be present at the retail dispensary. Therefore, the Applicant does not expect hazardous materials to be present in the proposed use.

## **QUALIFIED FIRE PREVENTION & SUPPRESSION CONSULTANT**

The Applicant intends to retain a Fire Protection & Life Safety Consultant ("FPLSC"), preferably a local company in the Municipality, to provide fire and life safety services for its retail dispensary. The licensed FPLSC shall be responsible for assessing the proposed locations fire prevention and suppression protocols. In the event that the Applicant is granted a commercial cannabis business permit, a FPLSC will be retained to conduct a thorough site assessment, provide fire prevention equipment, testing, maintenance, and 24-hour emergency service. The FPLSC's field service technicians will ensure that fire protection systems are inspected, tested, and maintained in accordance with the National Fire Protection Association (NFPA) standards and Title 19 of the State of California Fire Code.

The goal is to ensure the safety of the surrounding community. In reaching that goal, Applicant is prepared to go beyond industry standard minimum requirements. With the assistance of the FPLSC, the following services will be integrated into Applicant's operations:

1. Fire Protection Inspection, Testing, Maintenance and Installation
2. Fire Protection Consulting
3. Fire Protection Design
4. Fire Protection Water Supply Analysis
5. Fire Department Interface and Permit Processing
6. Fire Hose Testing

In conducting inspections at the proposed site, the FPLSC will ensure that all system components will be checked at various intervals. The FPLSC identified the following list of equipment and systems required to be inspected by the Uniform Fire Code, State of California Title 19 and NFPA:

1. Waterflow Devices
2. Private Fire Service Mains
3. Water Tanks
4. Deluge Systems
5. Fire System Valves
6. Halon Alternatives
7. Standpipes
8. Fire Pumps
9. Water Spray Systems
10. Foam-Water Spray Systems





11. Halon Systems

12. Fire Hose Stations

Along with inspection and testing, Applicant will ensure that maintenance of all equipment is done more often than required or recommended to prevent any unforeseen dangers.

Prior to any remodeling at the proposed site, FPLSC will provide full service fire protection consulting if it determines that certain equipment should be integrated with the remodel. Ideally, a customized fire prevention system may provide an additional benefit to the retail dispensary.

## **FIRE SAFETY EQUIPMENT**

### **1. FIRE SAFETY SYSTEMS**

The Applicant will engage the FPLSC to install additional alarm systems capable of detecting smoke, fire and carbon monoxide. Following the recommendations promulgated by the NFPA to design and ensure the rapid detection of smoke and fire, smoke detectors will be positioned in the center of the ceiling of each room. For larger rooms that exceed the detector range for a single alarm, the vendor will install additional alarms to ensure complete coverage and rapid detection. These detectors will be connected to a centrally monitored integrated alarm system connected to the Municipality's Fire Department.

### **2. FIRE EXTINGUISHERS**

The Applicant will place the appropriate hand-held fire extinguishers (pictured below under *Inhalation Issues*) throughout the facility, mounted 3 feet to 5 feet off the ground, with visible signage, maintenance, and sufficient quantity as per local and state regulations.

### **3. ALARM SYSTEMS**

The consultants shall ensure the proper working condition of existing fire alarms and shall install additional fire alarms as determined by the Municipalities Fire Department. Even if additional fire alarms are not required, Applicant will look to install additional fire alarm detection systems to ensure additional measures are taken to prevent a fire.

### **4. FIRE SYSTEM MONITORING**

The fire security system will meet all NFPA72 inspections and is to be equipped with a Control Panel with land-line and cellular communication backup. All communications and detection devices will be monitored and serviced by the FPLSC. The Fire System design will be subject to Municipalities Fire Department's approval as needed.

### **5. PLANNED SUPPRESSION SYSTEMS / HVAC**

The Applicant will contract with its consultants to install or upgrade a sprinkler suppression system, if necessary, to be determined by the Municipality's Planning Department. The proposed location currently meets all known fire hazard requirements and will have an upgraded HVAC system, if needed.

## **FIRE ASSESSMENT**

Aside from the Municipality's Fire Department, the Applicant will obtain an additional fire assessment from the FPLSC. The FPLSC will conduct inspections and trainings and will demonstrate how to use the equipment, devices, systems, products, technologies, and materials. The design, operation, and use of all equipment will be conducted by consultants and employees will receive specific training per the fire assessment models. The Applicant will comply with all applicable local and state building, fire, electrical, and municipal codes.



The Applicant's staff will assume the responsibility to be aware of all possible safety hazards that could possibly injure people or interfere with the smooth operation of the facility. Should major safety issues be discovered, it is the staff's responsibility to control the area and make sure no damage or injury happens until the situation can be rectified. It is a duty of the employees within the staff to maintain compliance with the Applicant's fire hazard policy.

### **FIRE SAFETY PREPARATION IN CASE OF FIRE EMERGENCY**

The exit doors are located throughout the facility and will be clearly marked with appropriate signage. All hallways and exits will have electrical and battery backup power to all exit lights and exit signs. Escape and exit floor plans will be mounted to the walls on both levels. Doors that lock will read "Doors to remain unlocked during business hours."

Key Contact Information and utility services, including shut-off valves for water, gas and electric, will be indicated on fire safety map. The Municipality's Fire Department will have access to a key to the facility to provide emergency access to the interior of the facility if needed.

### **RESPONSE TO EMERGENCIES**

Staff will be trained in effective response procedures for all types of emergencies and assess the situation to call 911, the fire department, police, ambulance, and/or medical professionals when necessary. On a semi-annual basis, the Applicant will conduct fire safety training, including a staged evacuation of the facility. A *Critical Incident Report* will also be completed and submitted for review.

The Applicant intends on hiring a Security Specialist company. The Security Specialists (guards) will be on-site at all times during business hours. All of the Security Specialists shall be trained BLD/Heart saver technicians. Furthermore, the Security Specialist company shall be able to provide guards with CPR, First Aid, and AED certifications. These added certifications will ensure that if an emergency arises, first aid can be given to customers and civilians while waiting for emergency services to arrive. Security Specialists will also make daily written reports of activity on the proposed site for review.

#### **1. Fire Safety Procedures in Case of Fire Emergency**

- 1.1. Activate alarm system
- 1.2. Call Fire Department and use fire extinguisher if able to do so safely
- 1.3. Refer to plan by which all staff can be reached as quickly as possible
- 1.4. Guide to a safe place outside of building for evacuation – as per training for evacuation procedures
- 1.5. Enlist additional staff to act as support personnel in the case of evacuation or other action (some who direct others as to where to go or what to do, and some who can make a count of those present – example: a person who directs everyone to the emergency exit and the designated safe place outside the building)

### **HAZARDOUS MATERIALS**

The Applicant does not intend to house or use chemicals or hazardous materials at the Facility.



In the event the Applicant's needs change and hazardous materials are necessary at the Facility, the Applicant shall first notify the City and adhere to the requirements of the California Health and Safety Code, California Fire Code ("CFC") and California Building Code ("CBC") Section 414, as well as any additional City and State laws and regulations. The provisions of the CFC Sections 407.2 through 407.7 shall be applicable where hazardous materials are subject to permits under the CFC Sections 105.6 and 105.7 and are located on the premises or where required by the Fire Code.

The Applicant plans to operate similar to other service-oriented or retail establishments. There is no open flame or cooking on site and there are no immediate dangers of a fire emergency that would create heightened risk. Possession, storage, or use of firearms, explosives, ammunition or other weapons or dangerous articles or substances, including non-lethal items such as pellet guns or fireworks, is strictly prohibited.

### **NO USE OF FLAMMABLE OR OTHER COMBUSTIBLE MATERIALS**

The Applicant does not process any items it vends. Therefore, the proposed location will not carry any hazardous or toxic materials involved in such production or processing. The Applicant will that any branded packaging and labelling materials (shopping bag/case) will be flame resistant and stored in a cool dry place. Products will be placed for visibility in glass display cases of non-toxic inflammable materials. There will not be any flammable liquids or combustible metals on the premises.

### **NO SMOKING POLICY**

Smoking or vaping of any kind is prohibited in the proposed location. Cigarette smoke outside the facility is subject to local and state laws. No cannabis materials may be consumed in the facility or public spaces and are also subject to local and state laws. Appropriate "NO SMOKING" signs as well as CA Prop 65 signs will be posted at and around the facility. No hazardous materials, including volatile solvents or gases, will be used as part of the retail operation. The Applicant will provide evidence of exemption from, or compliance with, Division 12 of the California HSC (Health and Safety Code) outlining fire prevention. The Applicant will not allow any smoking use on the Proposed Location site, vicinity or parking lot. All employees and/or customers will be required to adhere to the No Smoking Policy and must vacate the premises if violated. Police will be called for illegal activity and unlawful consumption of cannabis products.

## **INHALATION ISSUES**

The Applicant is strictly applying for a permit to operate a medical and adult-use retail facility, where no cultivation or manufacturing will occur. As a result, the risk for a fire emergency and smoke or toxic fumes inhalation is greatly diminished. There will be no hazardous materials, including volatile solvents or gases, as part of the Applicant's medical and adult-use retail operations, further reducing the threat of toxic fumes in the event of a fire emergency.

### **ANTI-SMOKE MASKS**

However, the applicant is cognizant that even in a fire where no such hazardous materials are present, inhalation issues can still arise. In addition to having fire prevention, detection, and response strategies in place, the Applicant plans to have available a sufficient number of the *Firemask FM 60*, anti-smoke masks (pictured below in the center) on site.



This personal smoke respirator provides 60 minutes of safe breathing in dense smoke and fumes so that individuals can make their way out of a burning building. Its neoprene neck band stretches to allow the mask to go over the head and then comfortably secure around the neck keeping smoke and toxic fumes out. Each one time-use smoke mask comes vacuum sealed for immediate use. Smoke respirator filters supply air for 60 minutes and the smoke hood reflects heat protecting the head and face. A clear visor protects the eyes from dense smoke, fumes, and chemicals. The use of this respirator will be part of the Applicant's fire safety training curriculum for all staff along with instructions on how to assist patients, visitors, contractors, or any other occupants during a fire emergency.

## EMPLOYEE SECURITY

### SAFETY EDUCATION

1. **Employee Policies:** The Applicant's employee policies integrate industry best practices to ensure employee security during operations. These include but are not limited to:
  - 1.1. Each employee shall conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.
    - 1.1.1. Although most safety regulations and company policies are consistent throughout each department, each employee has a responsibility to identify and familiarize themselves with the emergency plan for their working area.
  - 1.2. Employee handbooks shall be provided to staff prior to employee training.
  - 1.3. Staff shall be instructed not to intercede or otherwise place themselves in danger during an emergency.
    - 1.3.1. Staff shall be shown the location of stationary panic button alarms throughout the CCB retail facility, and instructed to use them only if they can do so safely.
    - 1.3.2. Stationary and wireless panic buttons will automatically contact emergency services when deployed.
    - 1.3.3. Staff members shall be instructed to keep calm during a crisis, and to remain aware of any criminal activity that is occurring, including noting any details of the perpetrators and any activity that happens.
  - 1.4. The employees shall complete accident and incident reports for any issue, even if a customer is not involved. If a customer is involved in an incident not rising to the level of criminal activity, management shall be contacted immediately to determine the appropriate action.



2. **Employee Safety & Training:** The Applicant believes in providing a safe and healthy work environment for our employees and customers.
  - 2.1. The Manager or Head of Security shall be responsible for maintaining the proper functionality of all security and alarm systems, including all surveillance and monitoring equipment.
  - 2.2. All authorized personnel shall be issued a Company identification card.
    - 2.2.1. Only managerial and director level personnel shall be granted access to the secure storage rooms and secure storage vaults located on-site.
    - 2.2.2. This card shall be required to check-in at the security office before entering into the operational areas of the facility.
    - 2.2.3. Badges issued to employees shall indicate levels of access that have been granted to the individual.
  - 2.3. The facility shall have posted Emergency Plans detailing procedures in handling emergencies such as fire, earthquakes, extreme weather conditions, and medical crises.
  - 2.4. The Applicant has established the following policies and procedures that allow us to provide a safe and healthy work environment. The Applicant expects each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to a supervisor in a timely manner.
    - 2.4.1. **How to report unsafe conditions or practices:** Employees are expected to continually be on the lookout for unsafe working conditions or practices. If an employee observes an unsafe condition, the employee is expected to correct the issue if possible, warn others, and/or report that condition to a supervisor immediately. If a coworker is observed using an unsafe practice, the employee that observes it is encouraged to contact a supervisor immediately.
    - 2.4.2. **Maintaining a safe work environment:** The Applicant expects employees to establish and maintain a safe work environment. This includes, but is not limited to, the following applications: monitoring security cameras, only buzz patients in if the lobby is secure, do not allow customers to use the security buzzer, wear the supplied security devices at all times (ear pieces, radios, etc.), and communicate to all team members if and when a security situation is present
    - 2.4.3. **Using safety equipment:** The Applicant provides safety equipment and devices. Employees are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to use safety equipment in a proper manner can lead to disciplinary action, up to and including immediate termination.
    - 2.4.4. **Reporting an injury:** Employees are expected to report any injury, accident, or safety hazards immediately to your supervisor, fill out an incident report, and contact 911 if warranted. Minor cuts or abrasions shall be treated on the spot. If not treatable, the employee shall be advised to go to the emergency room or contact their primary care physician (Applicant to offer transportation service). Serious injuries should be reported to a supervisor immediately and an ambulance shall be called.
  - 2.5. All cannabis products shall be sealed at all times during its lifespan in and around the retail space.



- 2.5.1. Any violation of this rule shall be immediately dealt with, with the appropriate actions taken and appropriate parties notified.
- 2.6. The Applicant shall provide specific training to management and employees in the following areas:
  - 2.6.1. Interacting with a disruptive customer.
  - 2.6.2. Alarm activation response.
  - 2.6.3. Working with local law enforcement and firefighters.
  - 2.6.4. Medical emergencies.
  - 2.6.5. Obeying traffic laws at all times.
  - 2.6.6. Driving no faster than the posted speed limit.
  - 2.6.7. Proper use of the "Panic Button"/remote alarm.
- 2.7. Employees shall be tested on training content and shall pass a comprehensive test by their third (3rd) attempt in order to remain employed. All emergency procedures shall be rehearsed in periodic drills.
- 2.8. Delivery drivers shall have GPS monitoring systems on the delivery vehicles, so the delivery manager can real-time track the whereabouts of the delivery team to know if anyone is off course and call for law enforcement at a particular location if necessary to assist.
- 2.9. Delivery drivers shall be restricted to going directly from the Applicant's facility to the delivery location, next delivery location(s) and directly back to the facility to limit the opportunity for diversion or illegal activity.
- 2.10. The delivery vehicle and driver shall not wear or exhibit any cannabis advertising, thereby limiting the attention paid to their activities by third parties during delivery.

## **FIRE SAFETY RELATED MATERIAL [EXAMPLES]**

[REMAINDER OF THIS PAGE WAS LEFT BLANK INTENTIONALLY. FIRE SAFETY RELATED MATERIAL EXAMPLES TO FOLLOW]



## FIRE SAFETY MAINTENANCE CHECKLIST [EXAMPLE]

	YES	NO	N/A	COMMENTS
<b>Daily Checks (not normally recorded)</b>				
<b>Escape Routes</b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape/evacuation routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs, or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape Lighting</b>				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weekly Checks</b>				
<b>Escape/Evacuation Routes</b>				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Warning Systems</b>				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape/Evacuation Lighting</b>				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Are all firefighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 3-5 feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monthly Checks</b>				
<b>Escape/Evacuation Routes</b>				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Escape/Evacuation Lighting</b>				
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Firefighting Equipment</b>				
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	YES	NO	N/A	COMMENTS
<b>Three Monthly Checks</b>				
General				
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Six Monthly Checks</b>				
General				
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the sprinkler system been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape/Evacuation Lighting				
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Annual Checks</b>				
Escape/Evacuation Routes				
Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Do all luminaries operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting Equipment				
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Miscellaneous</b>				
Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any firefighters switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





## FIRE SAFETY TRAINING PROGRAM [EXAMPLE]

All employees will receive adequate fire safety training and these fire safety training sessions will be delivered by a competent staff member. There will be one to two fire drills per year to test the fire safety training.

### Fire Safety Training Sessions

**New Employees:** Induction Program

**Current Employees:** One to two training-session per year

**Fire Wardens:** One to two training-session per year specific to their duties

**Managers:** Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, and fire safety policies and procedures.

### FIRE SAFETY TRAINING TOPICS

- The significant findings from the fire risk assessment and fire safety policies
- What to do upon on discovery a fire
- How to raise the alarm, including the locations of fire alarm call points (break glass points)
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape/evacuation routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures
- Equipment fault reporting procedures

### FIRE SAFETY TRAINING RECORDS

All fire safety training will be recorded and include: the date of instruction, the duration, name of the person giving the instruction, names of persons receiving the instruction, and the nature of the instruction and/or drill.

Date:	Duration:
Given By:	Session For:



## FIRE SAFETY TRAINING RECORD [EXAMPLE]

### Subjects Covered:

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raise the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- The arrangements for calling the fire and rescue service
- The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape/evacuation routes including stairways and especially those not in regular use
- How to open all emergency exit doors
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures
- Equipment fault reporting procedures.

### Names of those attending:

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_



## FIRE SAFETY MANAGEMENT STRUCTURE [EXAMPLE]

<p>The person with the <b>overall responsibility for fire safety</b>:</p> <p><b>Planning:</b> Structure of organization  <b>Organization:</b> Setting objectives, policy, and procedures  <b>Control:</b> Identify person responsible to tasks / actions  <b>Monitoring:</b> Checks and the implementation of standards  <b>Review:</b> Reviews of fire safety performance standards</p>	<p><b>Responsible Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for <b>fire safety risk assessment</b>:</p> <ul style="list-style-type: none"> <li>- Carrying out fire safety risk assessment</li> <li>- Review of fire safety risk assessments</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for the <b>maintenance program</b>:</p> <ul style="list-style-type: none"> <li>- Fire detection and warning system</li> <li>- Emergency lighting</li> <li>- Escape/evacuation routes</li> <li>- Fire safety signs and notices</li> <li>- Fire resisting walls, partitions, and doors</li> <li>- Firefighting facilities</li> <li>- Electrical appliances and premises installations</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for developing and reviewing the premises <b>Fire Safety Management Plan</b> which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>
<p>The person with responsibility for <b>staff training</b>:</p> <ul style="list-style-type: none"> <li>- What to do in the event of fire</li> <li>- What to do upon hearing the fire alarm</li> <li>- Liaison with the fire service</li> <li>- Emergency shut-down procedures</li> <li>- Firefighting arrangements</li> <li>- Importance of good housekeeping to avoid hazards</li> </ul>	<p><b>Competent Person:</b></p>
	<p><b>Position:</b></p>



## NFPA STANDARDS

### NFPA 13

- The Applicant is proposing a new fire sprinkler system that shall conform to NFPA 13 Standards. These include but are not limited to:
  - Automatic fire sprinkler systems must be installed in all newly built commercial buildings with a fire area that exceeds 5,000 square feet, after any remodeling or renovation that extends the fire area beyond 5,000 square feet, or any single tenant expansion requiring a new certificate of occupancy that increases the fire area beyond 12,000 square feet. Fire sprinkler systems must be installed throughout the building and must be designed to provide the maximum amount of coverage.
  - Sprinkler systems must be installed in townhomes that contain more than two residential occupancy units per building.
  - Fire pumps should be installed to increase the amount of pressure in a sprinkler system when the system is fed by a non-pressurized water tank or when the municipal water system does not have sufficient pressure to provide enough water to sprinklers. Wherever possible, fire pumps should be housed in separate buildings. If pumps are located in the same building, they should be in a fire-rated room with an exterior entrance. Pump room entrances should be clearly marked to make them easier to find and access.
  - Water supply control valves must be accessible for easy operation. Valves located in stairways must be protected and easily accessible during a fire. Valves should be clearly identified and marked, with exterior signs showing locations of indoor valves. Valves should be marked with information indicating areas or locations covered.
  - Self-storage facilities must have automatic sprinklers installed throughout the facility, except in one-story facilities with no indoor corridors and with a one-hour fire barrier.

### NFPA 72

- Due to Jiva's automatic fire sprinkler system, a waterflow detector shall be installed to monitor waterflow. The fire alarm system shall conform to NFPA 72 Standards.
  - The detector shall be composed of an electro-mechanical device designed to send an alarm to a fire alarm panel and/or fire department when a continuous flow of water occurs through the fire sprinkler system's piping from an activated sprinkler head or leak in the system.
- All activations of Fire Safety systems shall be accompanied by a report to identify the cause of alarm activation
- The Applicants NFPA 72 Standards include but are not limited to:
  - **Scope:** Application, installation, location, performance, inspection, testing and maintenance requirements for fire alarm systems and emergency warning equipment.



(The need for a fire alarm system and the required system attributes are not specified by NFPA 72. These are from higher level codes such as NFPA 101, Life Safety Code, or from “local” statutes.)

**o Content Overview:**

- Fundamental requirements (power supplies, supervision of wiring, signal type distinction, general performance, documentation and approval requirements)
- Requirements for detection devices (heat detection, smoke detection, manual initiation, supervisory initiation – coverage, location and spacing)
- Requirements for systems (control unit interconnection, interface with other systems, suppression system actuation)
- Requirements for notification appliances (audible, visible, tactile – see “occupant notification overview” below)
- Requirements for offsite monitoring (supervising stations, public fire alarm reporting systems)
- Requirements for inspection, testing and maintenance
- Requirements for residential smoke alarms and household fire alarm systems

**o Occupant Notification Overview:**

- General requirements for notification appliances (listing, physical construction, mechanical protection, mounting, connection)
- Audible signaling – general requirements (high ambient noise area, maximum total sound pressure 110 dBA, intelligibility for voice systems, minimum sound level for alert and evacuation tones)
- Public mode audibility requirements (public mode includes signaling to general occupants for them to take action on their own to evacuate or relocate etc.)
  - o 15 dB above average ambient sound levels or 5 dB above maximum ambient sound level (which ever is greater)
  - o Allowances for reduction of audibility under certain conditions
- Private mode audibility requirements (private mode includes signaling to facility staff or emergency personnel to take action)
  - o 10 dB above average ambient sound levels or 5 dB above maximum ambient sound level (which ever is greater)
  - o Allowances for reduction of audibility under certain conditions
- Sleeping area audibility requirements Location (mounting height) requirements for audible appliances
  - o 15 dB above average ambient sound levels, or 5 dB above maximum ambient sound level or 75dBA (which ever is greater)
- Visible signaling requirements – general requirements (light color, flash rate, flash duration, listing to UL 1971)
- Location (mounting height) requirements for visible appliances
- Spacing for visible appliances in rooms (indirect signaling – a minimum intensity of reflected light)



- Spacing for visible appliances in corridors (direct signaling – occupants view strobes directly)
- Synchronization for visible appliances (more than two appliances in same room or field of view must be synchronized to reduce potential risk of seizure to people with photosensitive epilepsy)
- Requirements for emergency voice / alarm communication systems (performance and operation)



## SECURITY PLAN

**COMMERCIAL CANNABIS BUSINESS**  
**MEDICAL & ADULT-USE RETAIL & DELIVERY SALES**



## SECURITY PLAN

### STATEMENT OF COMPLIANCE [HAYWARD MUNICIPAL CODE]

Jiva Life LLC, the (“Applicant”) has applied for Commercial Cannabis Business (“CCB”) retail with delivery permit/license in the City of Hayward (“Municipality”) as defined in the Hayward Municipal Code Section (“HMC”) SEC. 6-14.10. The Security Plan and protocols shall be compliant with the requirements of SEC. 6-14.13(b).

#### **SECURITY MEASURES**

The following security measures shall be provided by the Applicant pursuant to SEC. 6-14.13(b) Operating and Performance Standards-Security . The Applicant shall adhere to the following requirements:

- (1) Security surveillance IP video cameras shall be installed and maintained in good working order to provide coverage on a twenty-four (24) hour real-time basis of all internal and exterior areas where Cannabis is stored, transferred, and dispensed. The cameras shall allow for remote access to be provided to the Hayward Police Department. The security surveillance cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas. IP cameras shall remain active at all times and shall be capable of operating under any lighting condition. Security video shall use standard industry format to support criminal investigations and shall be maintained for sixty (60) days.
- (2) A professionally monitored security alarm system shall be installed and maintained in good working condition. The alarm system shall include sensors to detect entry and exit from all secure areas and all windows. The Applicant shall keep the name and contact information of the alarm system installation and monitoring company as part of the Applicants onsite books and records. The Applicant shall also identify a local contact who will be responsible for addressing security and safety issues and shall provide and keep current that contact information to the Hayward Police Department as part of the permitting process.
- (3) All points of ingress and egress to the Applicant’s shall be secured with Building Code compliant commercial-grade, nonresidential door locks and/or window locks.
- (4) The Applicant shall utilize security officers possessing a valid Department of Consumer Affairs "Security Guard Card" during hours of operation.
- (5) Security measures shall be designed to ensure emergency access is provided to the Hayward Police Department and Hayward Fire Department for all areas on the premises in the case of an emergency.

#### **EMERGENCY CONTACTS**

1. For fire, medical emergency, or other emergency, staff shall be directed to dial **911**.
2. For nonemergency needs the following direct number shall be used for the Hayward Police Department: **(510) 293-7272**. This shall allow the Applicant to contact local police as quickly as possible.





## **SECURITY MEASURES ATTESTATION [BCC ARTICLE 5]**

### **5042 [LIMITED ACCESS AREAS]**

1. The Applicant shall ensure that only employees and other authorized individuals access the limited-access areas of the licensed premises.
2. Authorized individuals include outside vendors, contractors, or other individuals conducting business that requires access to the limited-access areas.
3. An individual who enters the limited-access area that is not employed by the Applicant shall be escorted by an employee of the Applicant at all times while within the limited-access area.
4. The Applicant shall maintain a record of all authorized individuals that are not employees of the Applicant who enter the limited-access area. The records shall include the name of the individual, the company the individual works for, the reason the individual entered the limited-access area, the date, and the times the individual entered and exited the limited-access area. These records shall be made available to the Bureau of Cannabis Control ("BCC") immediately upon request.
5. The Applicant shall not receive consideration or compensation for permitting an individual to enter the limited-access areas.
6. Entrances to all limited-access areas shall have a solid door that can be securely locked using commercial-grade, non-residential door locks. The Applicant shall also use commercial-grade, non-residential door locks on all points of entry and exit to the licensed premises.

### **5043 [LICENSEE EMPLOYEE BADGE REQUIREMENT]**

1. All agents, officers, or other persons acting for or employed by the Applicant shall display a laminated or plastic-coated identification badge issued by the licensee at all times while engaging in commercial cannabis activity. The identification badge shall, at a minimum include:
  - 1.1. The Applicant's "Doing Business As" name and license number
  - 1.2. Employee's first name
  - 1.3. Employee number exclusively assigned to that employee for identification purposes
  - 1.4. Color photograph of the employee that clearly shows the full front of the employee's face and that is at least 1 inch in width and 1.5 inches in height

### **5044 [VIDEO SURVEILLANCE SYSTEM]**

1. The licensed premises by the Applicant shall have a digital video surveillance system with a minimum camera resolution of 1280 x 720 pixels.
2. The video surveillance system shall at all times be able to effectively and clearly record images of the area under surveillance.



3. Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the premises, and allows for the clear and certain identification of any person and activities in all areas required to be filmed.
4. Areas that shall be recorded on the video surveillance system include the following:
  - 4.1. Areas where cannabis goods are weighed, packed, stored, loaded, and unloaded for inventory onboarding, prepared, or moved within the licensed premises
  - 4.2. Limited-access areas
  - 4.3. Security room
  - 4.4. Areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area.
  - 4.5. Entrances and exits to the licensed premises, which shall be recorded from both indoor and outdoor vantage points.
5. The Applicant shall also record Point-of-Sale (“POS”) areas and areas where cannabis goods are displayed for sale on the video surveillance system. At each POS location, camera placement shall allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.
6. Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS).
7. The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft.
8. Surveillance recordings shall be kept for a minimum of 90 calendar days.
9. Surveillance recordings shall be subject to inspection by the BCC and shall be kept in a manner that allows the BCC to view and obtain copies of the recordings at the licensed premises immediately upon request. The Applicant shall also send or otherwise provide copies of the recordings to the BCC upon request within the time specified by the BCC.
10. Recorded images shall clearly and accurately display the time and date. Time is to be measured in accordance with the standards issued by the United States National Institute of Standards and Technology.
11. The video surveillance system shall be equipped with a failure notification system that provides notification to the Applicant if any interruption or failure of the video surveillance system or video surveillance-system storage device.
12. If multiple licensed premises are contained within the same building, a single video surveillance system covering the entire building may be used by all of the licensees under the following conditions:
  - 12.1. Each applicant or licensee, including the Applicant, shall disclose on their premises diagram where the surveillance recordings are stored.
  - 12.2. Each applicant or licensee, including the Applicant, shall include in their security operating procedures, submitted with the application pursuant to section 5002(c)(29)(D) of the BCC an explanation of how the video surveillance system shall be shared, including who is responsible for monitoring the video footage and storing any video recordings.
  - 12.3. All licensees, including the Applicant, shall have immediate access to the surveillance recordings to produce them pursuant to subsection (i) of this section.



- 12.4. All licensees, including the Applicant, shall be held responsible and subject to discipline for any violations of the video surveillance requirements.

#### **5045 [SECURITY PERSONNEL]**

1. The Applicant shall hire or contract for security personnel who are at least 21 years of age to provide on-site security services for the licensed retail premises during the hours of operation. All security personnel hired or contracted for by the Applicant shall be licensed by the BSIS and shall comply with Chapters 11.4 and 11.5 of Division 3 of the Business and Professions Code.
2. The Applicant understands a licensed non-storefront retailer or licensed microbusiness who is not engaged in storefront retail sale is not required to hire or contract for security personnel.
3. The Applicant understands that if multiple licensed premises are contained within the same building, security personnel may be shared by all of the licensees, including the Applicant, to cover the entire building under the following conditions:
  - 3.1. Each licensee, including the Applicant, shall include in their security operating procedures, submitted with the application pursuant to section 5002(c)(29)(D) of the BCC, an explanation of how security personnel shall be shared, including who is responsible for employing or contracting the security personnel.
  - 3.2. All licensees, including the Applicant, shall be held responsible and subject to discipline for any violations of the security personnel requirements.

#### **5046 [LOCKS]**

1. The Applicant shall ensure that the limited-access areas described in section 5042 of the BCC, can be securely locked using commercial-grade, non-residential door locks. The Applicant shall also use commercial-grade, non-residential door locks on all points of entry and exit to the licensed premises.

#### **5047 [ALARM SYSTEM]**

1. The Applicant shall maintain an alarm system as defined in Business and Professions Code section 7590.1(n) at the licensed premises.
2. The Applicant shall ensure an approved alarm company operator or one or more of its registered alarm agents installs, maintains, monitors, and responds to the alarm system.
3. Upon request, the Applicant shall make available to the BCC any and all information related to the alarm system, monitoring, and alarm activity.
4. If multiple licensed premises are contained within the same building, a single alarm system covering the entire building may be used by all of the licensees, including the Applicant, under the following conditions:
  - 4.1. Each licensee, including the Applicant, shall include in their security operating procedures, submitted with the application pursuant to section 5002(c)(29)(D) of the BCC, an explanation of how the alarm system shall be shared, including who is responsible for contracting with the alarm company.



- 4.2. All licensees, including the Applicant, shall have access to and be able to provide the information under subsection (c) of this Code.
- 4.3. All licensees, including the Applicant, shall be held responsible and subject to discipline for any violations of the alarm system requirements.

## OBJECTIVE & NARRATIVE

The Applicant's proposed location is 22701 Foothill Blvd., Hayward, CA 94541. The premises is zoned as Downtown Mainstreet (DM), and has been deemed compliant and qualified with the City of Hayward's Cannabis Screen Map App. The proposed CCB retail facility is two (2) existing buildings totaling approximately seven thousand two hundred fifty (7,250) square feet, including one single-story building of approximately two thousand four hundred square feet (+/- 2,400 s.f.) and one two-story building of approximately four thousand eight hundred fifty square feet (+/- 4,850s.f.) located on two parcels representing approximately (+/- 22,000 square feet of total lot area) at 22701 Foothill Blvd (otherwise known as 1065 C Street and/or 1055 C Street), City of Hayward ("City"), County of Alameda ("County"), State of California, Assessor's Parcel Number ("APN") 428-0066-056 and 428-0066-058-01 (the "Property"). (Security Floor Plan: Exhibit 1).

The CCB retail facility shall have sufficient security measures to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the commercial cannabis business.

The following security principles capture the essence of this Security Plan:

1. Prevent individuals from remaining on the premises of the commercial cannabis business if they are not engaging in an activity directly related to the permitted operations of this commercial cannabis business.
2. Establish limited-access areas accessible only to authorized commercial cannabis business personnel.
3. Ensure all cannabis and cannabis products shall be stored in a secured and locked room, safe, or vault to prevent diversion, theft, and loss.
4. Install 24-hour security surveillance cameras of at least HD-quality to monitor all entrances and exits to and from the premises, all interior spaces within the commercial cannabis business which are open and accessible to the public, all interior spaces where cannabis, cash or currency, is being stored for any period of time on a regular basis and all interior spaces where diversion of cannabis could reasonably occur.
5. Install sensors to detect entry and exit from all secure areas.
6. Install stationary and wireless panic buttons for employee and customer safety.
7. Have professionally installed, maintained, and monitored alarm system.
8. Have the capability to remain secure during a power outage and ensuring that all access doors are not solely controlled by an electronic access panel and to ensure that locks are not released during a power outage.



## GENERAL SECURITY OVERVIEW

A fundamental obligation of a regulated CCB is to provide safety to its employees, customers, and the surrounding community. In the Applicant's retail cannabis facility, the Ownership Group shall implement a combination of: design features, technologies, procedures, employee practices, training, and administrative strategies to deter, detect, and delay intrusion and prevent theft or diversion by persons employed by, associated with, or entirely independent of the licensed cannabis operations.

### INDUSTRY BEST PRACTICES

1. Current industry best practices exceed security requirements established by BCC regulations, and are comprised of four basic elements:
  - 1.1. **Architectural Security:** Including, but not limited to: site and building perimeter protection, Crime Prevention Through Environmental Design ("CPTED"), exterior lighting, physical barriers, and secure storage;
  - 1.2. **Electronic Security System ("ESS"):** Comprised of an access control system, intrusion alarm system, and closed circuit television ("CCTV") surveillance system, all equipped with remote monitoring and notification capabilities;
  - 1.3. **Operational Security:** Including, but not limited to: policies, procedures, and protocols required of all employees and visitors, background checks, remote monitoring of employees using ESS, and the use of internal and third-party security experts and resources; and
  - 1.4. **Information Technology Security:** Designed to protect company, employee, and customer information via monitoring systems, strict password requirements, data usage analysis, and prompt incident identification protocols. The Applicant has the following additional procedures available upon request:
    - 1.4.1. Access Control
    - 1.4.2. Anti-Diversion
    - 1.4.3. Information Technology (IT) Security
    - 1.4.4. Operational Security
    - 1.4.5. Physical Security
2. The Applicant shall take a multi-faceted approach to designing, implementing and reviewing a thorough and effective security plan. The focal point of the Applicant's security plan is crime prevention and detection. The security features of the proposed CCB retail facility shall include, but are not limited to: electronic security, surveillance systems, Security Specialist s, mobile patrols, armored transport for cash management, limited access areas and access control, entry and exit logs for employees, alarms, and a vault/safe room. The entire premises (indoor and outdoor) shall be under 24-hour surveillance and shall include motion sensors to detect entry and exit from all secure areas. The Applicant is dedicated to providing a safe, secure, and pleasurable experience for its customers and maintaining the integrity of the neighborhood. To achieve this end, the Applicant intends to utilize a local licensed security firm.
3. The Applicant has also confirmed that Hardcar Distrabution Security ("Hardcar") as seen in (Exhibit 5) shall provide an armored vehicle service for transportation of cash to depository approved by Municipality staff. Hardcar is also able to transport cannabis



products from a distributor to the Applicant's facility. With the implementation of industry best practices that go above and beyond minimum security requirements and dedication to improving the community, the Applicant shall be an asset to the local community. Most importantly, the Applicant shall develop a long-term partnership with local law enforcement to ensure that the facility and daily operations are secure and crime free. The Applicant's "open door policy" shall allow, with notice, for Municipality law enforcement to enter the facility at any time and for any reason. The Applicant shall hire a "Head of Security" as its employee to oversee all security operations and be the point of contact for local law enforcement.

4. Prior to implementing this security plan, the Applicant shall seek the approval of the authorized Police/Sheriff Department representative . The Applicant has a zero-tolerance policy for criminal activity. The Applicant's Head of Security shall work closely with law enforcement and the security company regarding any suspected criminal activity. The Head of Security shall be the main liaison regarding security operations, and shall be available to meet with Municipality staff at any time. If criminal activity is ever detected, the security staff shall contact law enforcement immediately.
5. The Applicant's key personnel include seasoned retail operators with security protocol and policy implementation expertise from metropolitan cities such as Los Angeles and Seattle. Collectively, the Applicant carries over 20 years of experience within the legally regulated medical cannabis industry.

### **GENERAL SAFETY POLICIES**

The Applicant believes a highly visible and capable security staff shall ensure the ultimate goal of a safe environment. Below is the foundation to the Applicant's approach to overall safety while visiting the CCB retail facility.

1. **Be Aware:** It is important to always be aware of what is happening inside and in the area of the Applicant. Most bad behaviors and criminal activity can be eliminated by being an alert presence at all times.
2. **Observe & Report:** Security staff shall observe the CCB retail facility and its surroundings and report any dangerous or unsavory issues to management, or in the case of an emergency, the proper authority. Critical Incident Reports are used to document all major issues and shall be filled out and submitted to the collective leadership in 72 hours or sooner.
3. **Deter & Detect Crime:** An outgoing and knowledgeable staff shall often deter crime by creating a heightened sense of awareness, thus making the criminal element uncomfortable and less likely to target this location.
4. **Maintain Good Public Relations:** It benefits the Applicant's image and creates good public relations to be friendly, outgoing and display general concern for all that visit or reside near the CCB retail facility. The security position is also a service position that has the same level of respect and compassion for customers as is expected from all staffers. Mastering friendly and positive communications helps the organization be a successful and well-respected member of the local community.
5. **Emergencies Response:** The security staff shall be trained in effective response procedures for all types of emergencies and understand the Applicant's proper protocol



- for handling different emergency situations.
6. **Control Access & Manage Alarm Systems:** We expect our security staff to be the gatekeeper of the organization and properly control entrance and exit areas for all security zones of the facility. Upon a person approaching the front door, a security staff shall buzz them into the reception area and verify their reason for being there. If they are a registered qualified patient, caregiver, or adult use customer, they shall then be granted access to the dispensing area through another buzz in device. Security staff monitors ALL activity coming in and out of the facility. It is the duty of the security staff and/or manager on duty to manage the alarm systems, disarming them in the morning and ensuring they are armed after closing.
  7. **Area Patrol:** The Applicant shall have set patrol routes for security staff to follow to ensure the Applicant is regularly covering all areas surrounding the collective and ensuring against bad behaviors or dangerous activities. The Applicant's security team shall patrol regularly and observe any possible threats or unsavory activity. If problems or issues arise while on patrol, security shall have radios to communicate to on-site management and Head of Security so appropriate actions can be taken to manage the situation.
  8. **Fixed-Post/Reception:** A Security Specialist shall greet and grant entrance to all visitors who are customers that provide valid identification to the Applicant's retail storefront premises. The security post shall be located directly inside the main entrance, allowing full site visuals of the entire approach to the facility. The guard assigned to manage the reception station is required to stay close to the post to ensure the entrance is always under supervision and to allow for proper access to the CCB retail facility. The fixed post/reception position is also responsible for regular monitoring of the security systems, including ongoing observance of all camera locations. This position shall also help patients or caregivers who need assistance entering or leaving the facility when needed.
  9. **Security Center & Patrol Post/Rover:** A Security Specialist shall be assigned to the Security Center to monitor security systems. The Security Specialist is expected to patrol the grounds of the property and surrounding areas to ensure compliance with the Good Neighbor Policy and to deter criminal activity and bad behavior. This position is also responsible for overseeing any parking lot activity, and walking customers to their vehicle if the customer needs or requests assistance.
  10. **Patrols:** Foot patrols of the complex and surrounding areas are to be done three times an hour at random intervals. This ensures customer adherence to the Applicant's code of conduct and provides a secure and comfortable environment for safe access.
  11. **Control Traffic:** Security staff shall help direct people into appropriate parking spaces and help to alleviate any problems that may arise from traffic congestion as needed.
  12. **Locate & Report Safety Hazards:** Security team members shall understand their duty to be aware of all possible safety hazards that could possibly injure people or interfere with the smooth operation of the Applicant's facility. Should major safety issues be discovered, it is the safety staff's responsibility to control the area and take appropriate action to minimize risk of damage or injury until the situation can be rectified.
  13. **Protect:** People, property, information, confidentiality, and the Applicant's intellectual property are all things that the security team is expected to protect in their daily activities and assure that there are no safety or security issues that generate adverse impact.



14. **Post Priority:** If an emergency arises, the fixed reception post shall:
  - 14.1. Assist patrons in exiting in a safe and organized manner,
  - 14.2. Ensure no obstructions to exiting, and
  - 14.3. Manage a calm and responsible evacuation of the facility, should the situation call for it.
  - 14.4. Other Security Specialist s and staff members are required to respond directly to the management team if safe to do so or find the collective leadership and follow the direction they put forth.
15. **Proper Assessment and Reaction** - A primary security function is to observe and report, not to overreact or assume the worst regarding potential nuisance activity. The Applicant's safety team shall be cautious and observant regarding these matters. Taking time to assess the situation before reacting is crucial. Difficult customers shall be dealt with in a respectful manner; arguing only serves only to aggravate the situation, increasing hostility, and failing to address the conduct in question. Courtesy and diplomacy yield the best results.
16. **Critical Incident Reporting & Reporting Requirements:** A Critical Incident Report is required in the event of theft, loss, or vandalism of the Applicant Life property or private property located on the premises. Any diversion, theft, or vandalism at the workplace shall be reported to the police immediately, within 24 hours of the incident.
  - 16.1. It is also necessary to file a Critical Incident Report and inform law enforcement immediately of misuse of CCB retail facility or equipment, employee misconduct allegations, or threats to the facility, as well as assaults, attacks, or inappropriate interaction upon employees while on company property and/or in performance of their work. The purpose of Critical Incident Reporting is to document areas of concern for management, directors, and members of the Board to accurately review, as well as provide information for any decisions being made about an incident.
  - 16.2. It shall assist in the recovery of lost or stolen goods and document any need for restitution where applicable. The reports shall help to develop better security and safety policies in the future. Security staff is required to fill out a Critical Incident Report for all issues and submit it to management during their shift. Law enforcement shall be notified within 24 hours of any diversion, theft, or other criminal conduct.
17. **Diversion:** Cannabis shall be strictly controlled by the Applicant. Diversion of cannabis to unauthorized recipients shall not be tolerated. Any diversion shall be reported to the local authorities and shall be grounds for immediate termination and dismissal from the facility. Law enforcement shall be notified immediately, within 24 hours of the incident.





### **GOOD NEIGHBOR POLICY**

1. The Applicant shall include the following Good Neighbor Policy as part of its Standard Operating Procedures for all staff:
  - 1.1. “The Applicant’s team and its patient/customers have a responsibility to be the best neighbors possible. Help us to ensure that the Applicant is perceived as a good neighbor. Always be nice, friendly and respectful and caring of our neighbors. Never let your actions negatively interfere with other activities or happenings. It is important for us to have a great relationship with those in our community, including our neighbors, the Municipality , and law enforcement. Be mindful that you are representing the CCB retail facility and that you are expected to be a good neighbor and a good citizen in your travels in the community. We expect our patients/customers and staff to be courteous and respectful in their experiences with those in our neighborhood. It is important that we be considerate of those who live and work nearby. Please respect these relationships and avoid activities that could disturb others.”

### **INSPECTIONS & FACILITIES TOUR**

1. The Applicant believes in operating openly and transparently. Municipality Officials, Fire Department, Police Department, and Bureau of Cannabis Control staff are always welcome to come by and inspect any areas of the CCB retail facility necessary to remain in compliance. The staff shall be happy to show them around and give these agencies access to any and all areas of the facility and applicable documentation. The Applicant asks that inspecting agents make every effort to protect the privacy of patients/customers and relevant confidentiality standards. All other law enforcement agencies shall have clearance from the leadership to access the facility without proper documentation.
2. Any media or visitors that would like to tour the facility shall have to be granted permissions by authorized management staff. They shall be given a temporary ID badge for the duration of their visit and shall wear it visibly at all times in the facility. The community is welcome to access the facilities with pre-approved permissions, and accompanied by staff and/or security for a tour.

### **FACILITY SECURITY**

1. **Security Specialists & Perimeter Security:** The Security Specialists’ daily duties shall include operating the entrance of the facility and maintaining regular patrols. The Security Specialists working at the facility shall carry handcuffs pursuant to BPC Section 7583 and any other apparatus as permitted by the authorized Police/Sheriff Department representative. Security Specialists shall be responsible for the safety of patients/customers, employees, and the premises. If problems arise, the Security Specialists may detain unruly persons only if safe to do so, not putting any other person at harm. Alternatively, Security Specialists may call police first.



2. **Police Patrols & Perimeter Security:** If circumstances warrant, the Applicant shall pay for additional police patrols to increase business and neighborhood trust and ward off potential criminal activity in the area.
3. **Entrance to Building:** The building entrance is secured by a Security Staff member at all times during normal business hours. CCTV with fixed angle camera to record all persons entering and exiting the building. All persons shall enter through a single point of entry under video surveillance and recording. The Applicant shall have a Security Specialist at the only point of entry of the CCB retail facility. Patrons shall have a valid form of identification to present at the point of entry. No child shall be allowed on the premises. Once a patient/customer is granted access, a buzz-in door shall be unlocked, and staff shall guide the patient/customer upon entry.
4. **Visitor Entrance & Visitor Logs:** Upon entry, visitors shall be escorted and attended to by staff at all times. At the check-in counter, the Applicant staff shall create electronic profiles for first-time visitors/customers on the Applicant's database. All visits shall be logged on customers' profiles. Purchases shall also be logged on customers' electronic profiles.
5. **Age & Badge Requirement:** All agents, officers, or other persons acting for or employed by the Applicant shall be over the age of 21, and shall display an RF-coded and laminated or plastic-coated identification badge at all times while engaging in commercial cannabis activity.
  - 5.1. The ID badge shall be required for limited-access areas and at a minimum shall include:
    - 5.1.1. The licensee's "doing business as" name and license number
    - 5.1.2. The employee's first name
    - 5.1.3. An employee number exclusively assigned to that employee for identification purposes
    - 5.1.4. A color photograph sized at least 1 inch in width by 1.5 inches in height that clearly shows the full front of the employee's face
6. **Security Level Access System:** Within the Applicant's facility, all limited access areas shall be controlled via the access control system ("ACS"). Doors into these areas shall be equipped with card readers that log each entry in the ACS database. Only badged personnel are allowed in limited-access areas.
  - 6.1. Badged personnel shall use their photographic ID badges to be granted access to limited-access areas if their assigned system permissions allow it. Employees shall only be granted access into those spaces that are required for the performance of their duties. Some of the access levels shall include the following:
    - 6.1.1. Owner/Manager - All access at all hours
    - 6.1.2. Security - All access except money and product storage areas. Hours restricted to contracted hours
    - 6.1.3. Reception - Limited access during business hours
    - 6.1.4. Sales Associated - Limited access during business hours
  - 6.2. Non-badged or unauthorized persons shall be escorted at all times while in any limited-access areas.



- 6.2.1. A limited-access area log shall be maintained for any access into the area by non-badged persons identifying date, time, area, and purpose of visit / description of incident.
7. **Safe Lighting Features:** A well-lit facility is a much safer facility. All lighting for the interior and exterior of the building shall meet all requirements of the municipal code and provide adequate foot-candle power to ensure safety. The exterior lighting for the facility shall have several commercial fixtures on the sides of the building and commercial pole fixtures that illuminate all areas and provide visibility for over 40-feet, enabling the easy view of criminal activity or possible threats in the facility including the parking area. Interior lighting provides adequate lighting in all areas to promote safety and to allow for easy monitoring.
8. **Power Outage Contingencies:** A backup generator shall be in place to ensure continuity of business in the event of a power outage. The establishment shall remain secure and operational during a power outage and all access doors that are regularly controlled via electronic access panel, shall have manual release functionality in case they do not unlock as needed in such situations. If the manual release functionality is used, physical keys shall control the doors. The onsite management team shall have the authority to cease sales activities and close the establishment depending on the severity of the situation.
9. **Policies and Procedures for Facility Security:** The Applicant's operators shall annually update a list of local contacts, state emergency contacts, and local public health officials.

### **SITE SECURITY IMPLEMENTATION**

Upon approval by the authorized Police/Sheriff Department representative and designated Municipality Official of the site security plan and prior to the Applicant opening for business, the Applicant's operators, under the direction of the Head of Security, shall ensure implementation of the requirements of Municipality Code Sections as follows:

1. Creating a worksheet and check-list of action items in the same sequential order as the Municipality Code Section.
2. Site security plan logs that include the date, time, operator reviewing the action item and verifying implementation.
3. Final site security plan log for use by the Head of Security to confirm compliance with Municipal Code Sections and sign-off on implementation of individual action items.

### **OPERATIONAL SECURITY**

The Applicant has established a security plan and best practices which shall be implemented to ensure the security of the product, the facility, and the staff. The standards and procedures established here provide a safe working environment while protecting against diversion and theft. All security measures have been adopted from current Best Management Practices pertaining to the security of a CCB retail facility specific to property and facility. This Security plan applies to all company employees, visitors, vendors, and outside carriers.

1. **Security Objectives**



- 1.1. Maintain comprehensive risk management and response measures for all operations.
- 1.2. Evaluation of security policies and systems with regular updating.
- 1.3. Utilize state of the art monitoring and alarm systems to ensure security and tracking.
- 1.4. Manage zone control and restricted access measures effectively to prevent loss.
- 1.5. Implement effective security communications and emergency response protocols.
- 1.6. Oversee the safe handling and secure storage of all cash and product inventories.
- 1.7. Hire well-trained licensed, uniformed Security Specialists to enforce the policies of the CCB retail facility.
- 1.8. Create a security culture that is evident and apparent to all staff and members.
- 1.9. Require heightened attention to detail and organized record keeping standards.
2. **Verifying Security Vendors and Systems:** Permits and licenses of companies working with the Applicant to provide security systems and guards shall be: a) Verified through the BSIS and, b) Compliant with Business and Professions Code (“BPC”) Section 7583. The Head of Security shall test electronic surveillance equipment, confirm storage of surveillance video for at least 90 days, review the transfer plan, security, protocol for storage of cannabis and money, and implement all necessary procedures to ensure failsafe operations of all electronic security systems in case of a power outage.
3. **Surveillance System Recordkeeping & Maintenance:** The Head of Security shall log all tests of the electronic surveillance systems, confirm compliance with municipal code provisions, and provide the information to the authorized Police/Sheriff Department representative and designated Municipality Official upon request. The Applicant shall maintain up-to-date and current records and existing contracts on the premises that describe the location and operation of the electronic surveillance systems. .
4. **Electronic Security System Vendor Selection:** The Applicant shall also engage a qualified, local security vendor to install, monitor, and maintain a comprehensive electronic security system, including security alarms that shall be continuously active and monitored. Management staff shall be trained on proper use of the electronic surveillance systems and shall provide access to the documents related thereto if requested by the local Police Department, designated Municipality Official, or person with appropriate credentials as determined by the Municipality or State.
5. **Establishing Security Culture:** By establishing the Applicant’s CCB retail facility as a legitimate business that values security and protection for employees and customers, the Applicant shall be a trusted and valuable asset to the community. Prior to initiation of business operations, internal security measures shall be taken. Specifically, the Applicant’s operators shall:
  - 5.1. Identify critical information that should not be disseminated to employees.



- 5.2. Analyze the threats to the Applicant, especially as it relates to product storage and cash on site.
- 5.3. Analyze the vulnerabilities of dealing with product storage and cash in the presence of Employees.
- 5.4. Understand the risk of employees' knowledge of vulnerabilities.
- 5.5. Apply appropriate countermeasures to minimize or remove the risk.
6. **Transportation of Cash:** Cash shall not leave the premises unless being transferred to a financial institution (to be approved by Municipality staff for its payment). The Applicant shall work with the Municipality to transport cash deliveries via an armored truck. The Applicant shall establish a relationship with a credit union or other financial institution for cash deliveries. Cash on site shall be limited to \$10,000 if possible.
7. **Visitor Security:** Front entry door to remain locked from the outside, access to be granted only after guard has checked I.D. of all persons entering facility. Fixed angle CCTV camera shall record all faces entering the building. Visitors shall then check-in with receptionist and in lobby/waiting area until the Applicant staff escorts them to the appropriate staff member. Customers shall be escorted at all times.
8. **Vehicular/Pedestrian Access:** Upon arrival customers may park in designated parking spaces, or any available public parking spaces with adherence to all Municipality parking codes. Employees to park in designated parking spaces.
9. **Inventory Delivery Procedures/Delivery Security:** Inventory delivery shall occur by scheduled appointment only and shall primarily be limited to one hour before opening, or based on demand and as allowed by the locality. The Security Specialist, a Manager, and one employee are to be onsite for receiving inventory, which shall be immediately transferred to the storage area by Employees. The on-site Security Specialist shall monitor the delivery and shall not assist handling product at any time. No delivery service agent shall be allowed beyond the vestibule. After all product has been delivered, manager and delivery service agent to complete transactional paperwork in Buyer's Office/Delivery Receiving area. Delivery Service Agent shall exit building once the Guard has ensured the area is clear.
10. **Product Security:** All products to be stored in a temperature-controlled area to maintain freshness and quality. The controlled area shall be locked at all times. Only management shall have access to replenish supplies and enter the area.
11. **Opening Procedures:** Manager, Security Specialist, and one employee shall be present before opening. Employees and Guard to coordinate with Manager for precise arrival times to mitigate any "gathering" at Secondary Entry before opening for business. Manager to open Secondary Entry, all appropriate employees including Guard to enter the building, closing the door behind them. Once inside, Burglar Alarm system shall be deactivated by Manager. CCTV shall continue to record as programmed 24/7/365. Manager to carry wireless panic button on their person at all times while on premises.
12. **Closing Procedures:** Security Specialists shall ensure remaining customers exit. Entry door to be locked and closed for business. Security Specialists shall remain onsite and continue monitoring but shall not help move product or assist in any other closing procedures. Manager and employees shall finalize the day's receipts. Employees to move all inventory left over from the day to product storage room for the



- night. Manager takes all cash to on-site vault. Employees and Guard to wait inside with manager while manager activates all security systems. All employees including Guard exit building together. Upon exiting the building, Security Specialists to escort employees and manager to designated employee parking area.
13. **Transaction Security:** Transactions for medical cannabis patients shall be handled at a private counter. Retail transactions shall be handled by staff assigned to registers for that shift.
    - 13.1. All cash transactions involving \$50 or \$100 bills shall be marked with a money marker to detect counterfeit bills. All marked bills shall be kept in a separate drawer. If a fraudulent bill is detected, the Security Specialist shall be notified discretely to contact the police immediately.
    - 13.2. Credit card transactions shall be conducted on POS machines. A valid identification card shall be presented prior to processing any credit card transaction. If an alert of fraud is detected and not resolved by the customer on-site, the customer may not transact business and shall be asked to leave. Depending on the nature of the fraud alert, the credit card may be retained by staff.
  14. **Employee Badges:** All employees shall wear their approved Employee Photo ID Badge when entering Secured or Operational areas. The badge shall be worn above the waist and be visible at all times visible to others in the Secured or Operational Areas. Any employee who forgets his/her badge should immediately advise his/her supervisor and contact the nearest badge station to obtain a replacement Employee Photo ID Badge.
  15. **Onsite Records & Contact Information:** All pertinent names and contact information for the local security company providing monitoring shall be kept onsite. All guards, managers, and employees shall be made aware of where this information is kept. The store manager shall also serve as the key local contact and shall be responsible for addressing safety and security issues that may arise. The store manager's information shall be submitted to the local Police Department for their records.
  16. **Security Plan Confidentiality:** The Security Plan shall be kept in a secure location and shared only on a "need-to-know" basis with appropriate regulatory officials and employees.

## **PHYSICAL SECURITY**

The security measures at the Applicant's facility are designed to reduce the likelihood of security breaches and shall trigger an immediate response in the event of a breach.

1. **Security Equipment:** The Applicant shall use security equipment which includes but is not limited to the following:
  - 1.1. **Burglar Alarm:** U.L. certified, cellular communication, with door contacts, motion detectors, safe contacts, and wireless/stationary panic buttons. System shall be monitored by a local security company's central monitoring station.
  - 1.2. **Access Control:** All doors to have electrified door locks with RF readers.



- 1.3. **CCTV:** 2.1mp 1080p HD IP cameras with remote viewing from a smartphone, tablet, or desktop. Remote access to be made available to the local Police Department.
- 1.4. **Fire System Monitoring:** Local fire security company to monitor all fire system signals and devices.
- 1.5. **Entrance to Building:** The building entrance is manned by a Security Specialist at all times during normal business hours. CCTV with fixed angle camera to record all persons entering and exiting the building. All persons shall enter through a single point of entry under video surveillance and recording. There are no other points of entry to this building.
- 1.6. **Video Surveillance of all Exterior Access Points:** All exterior access points of the Premises shall be under constant video surveillance with a closed-circuit camera system featuring ninety (90) day DVR storage. Remote access of CCTV system to be granted to Police Department or Security Service as deemed necessary by all parties involved.
- 1.7. **Physical Doors** – Perimeter entry door shall be of reinforced steel, along with interior door granting egress to common retail area, as well as inventory storage and vault room, as well as secondary entrance.
- 1.8. **Video Surveillance of Key Areas:** The interior surveillance shall be installed in key areas
- 1.9. **Alarm System:** Alarm system shall be a state of the art perimeter and interior burglar alarm system with the following features:
  - 1.9.1. **High Decibel Point of Entry Detection:** All doors and exterior access points shall be alarmed for high decibel entry detection. Entry has 30 second delay to accommodate daily opening and closing of operation. All other access points have immediate alarm detection.
  - 1.9.2. **Panic Buttons (Stationary and Wireless):** Premises equipped with stationary and wireless panic buttons capable of immediately tripping the alarm system when activated.
  - 1.9.3. **Door/Window Contacts:** All perimeter doors to be equipped with burglar alarm contacts. Windows shall be monitored via ceiling mounted glass break detectors.
2. **Access Control:** Interior and Exterior doors to be equipped with electrified door lock-sets. Doors to be equipped with RF readers: front entry, secondary entry if present, lobby and/or reception waiting room, secure product storage, all offices – permission to enter office limited to those with credentials granted by management. Doors with electrified door locks and RF reader shall be programmed to only open for





those with permission. This system shall also offer reports of dates, times, and unique user codes of door being accessed. System shall be controllable from administrator's smart phone giving them full control to open and close electrified locks. All agents, officers, or other persons acting for or employed by the Applicant shall be over the age of 21, and shall display an RF-coded and laminated or plastic-coated identification badge while engaging in commercial cannabis activity. The ID badge shall also be required for limited-access areas

3. **Vault/Safe Room:** Vault/Safe to be secured to floor and equipped with UL Certified safe contacts. In the event vault is tampered with when the alarm system is active, the alarm shall immediately trigger and notify emergency contact list.

### **SECURITY PERSONNEL**

Once the CCB retail facility is operational, security contractor uniformed personnel shall provide onsite security service. The security contractor shall provide BSIS certified uniformed guard security personnel that have been screened, trained and strictly supervised by the Applicant's Head of Security. The Head of Security shall provide their contact information to law enforcement and who shall make themselves available to meet with the Police Chief or his/her designee to discuss security measures and operations.

1. **Security Specialists:** The Applicant shall have at least two (2) on-site Security Specialists at all times during business hours to ensure the safety of the facility and employees.
  - 1.1. Security patrol personnel shall perform and keep records of having conducted routine regular inspections of all security systems, barriers, gates, doors, and locks; immediately reporting any malfunctioning or compromised security feature to the Security Manager.
  - 1.2. Security Specialists shall be licensed and have a "Security Specialist Card" issued by the Department of Consumer Affairs and in addition to monitoring of the Applicant's facility and premises shall do patrols of a 300-foot radius around the facility to deter neighborhood crime, loitering or other nuisances originating from the Applicant's business and/or customers.
  - 1.3. Security Specialists shall be responsible for the safety of customers, employees, and the premises. If problems arise, the Security Specialists may detain unruly persons only if safe to do so, not putting any other person at harm. Alternatively, Security Specialists may call police first.
  - 1.4. The Security Specialists' daily duties shall include operating the entrance of the facility and maintaining regular patrols. The Security Specialists working at the facility shall carry handcuffs pursuant to BPC §7583, et seq. and any other apparatus as permitted by the authorized Police/Sheriff Department representative .
  - 1.5. Security Specialist shall physically open front entry door for customers entering the building during business hours.





- 1.5.1. Security Specialist shall check customers' credentials including I.D and/or driver's license before permitting entry into the building.
- 1.5.2. All persons shall show I.D. and check-in with Security Specialist before entering lobby and checking in with reception.
- 1.6. Security Specialists shall take required breaks and lunches at scheduled times per California labor laws while maintaining complete security coverage of facility.
- 1.7. If needed during a Security Specialist's scheduled breaks, a manager or designated employee shall monitor door and check customer's I.D.
- 1.8. If guards shall attend to an unexpected incident or disturbance, manager or designated employee shall guard locked doors.
- 1.9. All Security Specialists shall comply with Business and Professions Code §7583, et seq. and have their paperwork on file.
- 1.10. Security Specialists shall follow their training pursuant to California Bureau of Security and Investigative Services (BSIS).
- 1.11. Security Specialists are to provide security to the CCB retail facility and report any and all suspicious criminal activity to police immediately upon observation. While a citizen's arrest may be permitted in a situation, Staff should avoid that route to the extent possible. Engaging customers until police arrive is the preferred approach, and not detaining them unless necessary.

2. **Security Background, Priorities, & Front Lines:** The Security experience achieved by the Applicant's business is a culmination of the following factors:

Our Background	Our Priorities	Our Front Line
Retired Law Enforcement Managers	Customer Relationships	Patrol Fleets
Pre/Post/Current Law Enforcement Staff	Faster Response Times	Alarm Response Units
Pre/Post/Current Military on Staff	Community Cleanliness	Dual Purpose "Medical Stand-in" Units
Security/Emergency Medical Technicians on Staff	Community Outreach	Private Investigator Team
Security Certified Staff	Business Community Networking	Good Neighbor Policy Advocates
BSIS Certified Staff	Local Law Enforcement Relationships	Crime and/or Loitering Deterrence

## **ELECTRONIC SECURITY SYSTEM**

The video surveillance system shall cover the entire facility except for the bathrooms, and with particular attention to all entrances and exits from the facility with facial imagery software for better identification of perpetrators.

1. **Video Surveillance:** In accordance with State law, all video recordings shall be stored for no less than ninety (90) days and remotely accessible by local law enforcement and Municipality Staff. The exterior cameras shall be encased in vandal-proof and



weather resistant casing. Both the interior and exterior cameras shall be equipped with motion detection and infrared technology for low light conditions, capable of identifying activity at night or in unlit rooms. The camera system shall integrate with the fire and burglary systems for comprehensive coverage and enhanced response time.

2. **Surveillance Systems Vendor:** The Applicant shall confirm that the surveillance vendor is licensed, bonded, and insured. The Applicant shall verify the permits and licenses of any companies that install security and surveillance systems, and that all Security Specialists are licensed, as follows:

2.1. Verified through the California Bureau of Security and Investigative Services (“BSIS”) and,

2.2. Compliant with Business and Professions Code (“BPC”) Section 7583

3. **Provisions For Security And Surveillance**

**Camera Footage:** Security cameras shall be checked every day to ensure that all surveillance systems are properly operating. Security camera data storage shall be verified to be in good working order. The security cameras shall be running 24 hours per day throughout the calendar year and shall be capable of remote viewing from a smartphone, tablet, or desktop. Remote access shall be granted to the designated Municipality Official and local Police Department. All security cameras and surveillance systems shall feature ninety (90) day DVR storage. Some security surveillance cameras shall capture audio and



video. The internal and external areas of the site location where cannabis is dispensed shall be under constant video surveillance of at least HD quality to monitor all entrances and exits to and from the premises, all interior spaces where cannabis, cash or currency is being stored. The attached architectural design shows the location of all interior and exterior security cameras at the proposed facility. The video and image quality of all security cameras shall be oriented in a manner that provides clear and certain identification of all individuals within those areas and shall be capable of operating under any lighting condition. The security video shall use industry standard format to support criminal investigations.

4. **Locations of Security Cameras:** The perimeter and interior of the site location shall be equipped with 2.1mp 1080p HD IP dome cameras providing coverage of entire perimeter including: front entry, secondary entry, and all exterior areas. Cameras



shall show each POS location, register with a time/date stamp. The interior of the CCB retail facility shall have fixed angle cameras in every room as identified on the Security Floor Plan (Exhibit 1), including the lobby and reception waiting area, secure product storage, and all offices. All areas where cannabis is dispensed shall be under constant video and audio surveillance.

5. **Video Surveillance of all Exterior Access Points & Perimeter Security:** All exterior access points of the site location shall be under constant video surveillance with a closed-circuit camera system. The entire perimeter of the facility shall be secured with security cameras to ensure every area is recorded 24 hours per day. Remote access to all CCTV systems shall be provided to the designated Municipality Official and law enforcement. All paths directly surrounding the proposed facility and building shall be viewable from security surveillance cameras.
6. **Video Surveillance of all Interior Areas:** Similar to exterior areas, all interior areas of the site location shall be under constant video surveillance. Remote access of security surveillance cameras shall be provided to law enforcement. Interior security cameras shall be oriented to capture every square foot of the premises. The attached architectural diagram shows that all interior areas, including the lobby, reception, limited access areas, secure product storage, retail floor area, management office, conference room, and administrative office are under constant surveillance.
7. **Entry Vestibule:** All persons entering the facility shall be recorded by a fixed camera in the Entry Vestibule. The camera shall stream live video images to a monitor in the staffing area. These images shall be stored on DVR for 90 days. Upon entry, the visitor's identification card shall be verified, scanned, and uploaded to the Applicant's database, which includes a timestamp. If an investigation is ever necessary, the Applicant shall be able to identify every person that enters its facility.
8. **Inventory & Payment + "Path of Travel" Surveillance:** All paths of travel, ingress and egress shall be surveilled. As stated earlier in this plan, every square foot of the Applicant's interior space shall be recorded – there shall be no blind spots. Card access readers shall protect limited access areas and employee areas. Only employees with access shall be able to enter secure areas. Only upper management and the General Manager shall have access to the vault room. Inventory and payment transaction shall be under constant video surveillance, as follows:
  - 8.1. **Hallway Between Rooms:** All hallways feature 1 fixed camera recording all movement.
  - 8.2. **Complete Coverage of Customer Transactions & Processing:** Employee and customer interactions to be under video and audio surveillance with fixed angle cameras throughout facility, making it impossible for anyone to handle inventory or payment without being recorded.



- 8.3. **Vault & Cash Handling:** Vault room shall be under 24-hour video surveillance with fixed angle camera in the limited access area. A card access reader shall be installed.

Please refer to the **APPENDIX S- SECURITY EQUIPMENT IMAGES** section for spec sheets of some of our site security features.

## PRODUCT SECURITY

### **PRODUCT INTAKE**

The Applicant shall ensure that all product intake follows these procedures:

1. All intake deliveries shall occur during a predetermined and prearranged window of time between the store and distributor.
  - 1.1. Any distributor attempting the deliver shipments without an appointment shall be promptly turned away by security.
  - 1.2. The Applicant prefers distributors to make deliveries in the hour preceding the opening of business, but shall accept delivers during business hours as well.
2. Before intake, a Security Specialist shall check the ID and distributor license of the vendor just outside the intake entrance (seperate from the general public entrance).
3. The Security Specialist shall conduct a quick pat down and upon satisfaction, shall follow the distributor to inside the product intake area.
  - 3.1. A quality assurance specialist shall meet both the Security Specialist and distributor and conduct the standard protocol for receiving inventory under the watch of the Security Specialist.
  - 3.2. The process mentioned above shall all take place within line of sight of the security camera system and videos shall be reviewed to audit the process.
  - 3.3. At any point of time during the intake processes, the Security Specialist has the authority to remove the distributor from the premises if he or she deems the distributor a threat.
4. A complete manifest of any cannabis shipped or received by the Applicant shall include:
  - 4.1. The date and time of transfer.
  - 4.2. Name and address of supplier with state permit number.
  - 4.3. Quantity and form of cannabis.
  - 4.4. Batch and lot number of cannabis transferred.
  - 4.5. Time of arrival or departure of cannabis product from facility to facility.
  - 4.6. Names of personnel transporting the cannabis product and the cost of each purchase or delivery.
5. All Municipality and State requirements shall certify the scale used to weigh incoming and outgoing product in accordance with measurement standards established.
6. Entries to the inventory records shall note the transport manifest and shall be easily reconciled with the applicable transport manifest.



## **PRODUCT ACCESS**

All interior and exterior doors are to be equipped with electrified door lock-sets. Doors shall be equipped with RF readers, requiring an appropriate-level employee ID card, include: the front entry, inventory intake entrance, reception and concierge lobby, secure product storage, and secure access room. Permission to enter the management and executive offices shall be limited to those with credentials approved by a representative from the Executive & Management Committee. Electrified locks and RF reader entrances shall be programmed to only open for those with permitted access cards.

1. **Door Access During Power Failure:** All secured access doors shall operate in the event of a power failure by a physical master key that only the business owner shall have access to. All electronic locks shall not release if power is lost.
2. **Secure Product Storage:** All products shall be stored in a safe/security room that shall be secured by a metal door and metal frame. The walls of the room shall be layered with a metal barrier mesh for additional security. The room shall be accessible by permissioned access control and ID badge verification protocols. The safe room shall initially have two commercial grade safes made of metal which shall be securely anchored to the building foundation.
  - 2.1. **Regular Product Storage:** All products shall be kept behind sales counters and in secure locking drawers. The sample display cannabis items shall be in a location that is clearly visible to sales area employees to prevent any possible opportunity for theft.
  - 2.2. **Refrigerated Products:** Any required refrigerated products shall be in a lockable refrigerator that is securely fastened to the building.
3. **Anticipating Product Demand:** Prior to business hours each day, only the quantity of cannabis and cannabis products reasonably anticipated to meet the daily demand shall be moved from the secured storage to the retail area.
4. **Product Compliance Assurance:** Only cannabis items that have been confirmed to be in compliance with all testing, packaging and labeling requirements – and have been properly entered into the POS system along with the Applicant’s applicable business records – shall be allowed to be transported from secure storage into the consumer sales area.

## **CASH MANAGEMENT**

It is the Applicant’s policy to store minimal cash onsite. Cash shall be transported offsite to a secure location or bank and shall be counted and documented in a manifest by a senior manager and signed over to a specialized cash transportation security firm that utilizes armored transport vehicles and BSIS certified security officers.

## **CASH MANAGEMENT & RECORDKEEPING**

1. At the beginning of business each day, the Manager on duty shall transfer sufficient cash from the safe into the POS cash drawers to allow for the support of ordinary transactions such as providing change to patrons.



2. During business hours, the Manager shall ensure that excessive cash amounts do not accumulate in the POS cash boxes – and when cash receipts reach a predetermined level (not to exceed \$1500), the Manager shall, with a Security Specialist's cooperation, transfer excess cash to the facility Vault/Safe and shall accurately record such deposits in accordance with the Applicant's cash management and recordkeeping policy.
  - 2.1. To ensure compliance with such cash policy, registers shall be cashed-out every hour.
3. At the end of each business day, cash shall be counted and reconciled against the records of track-and-trace software to account for all purchases.

### **ON-SITE VAULT/SAFE**

1. At the close of business, any and all cash from business transactions shall be stored in a large locked fire and waterproof safe anchored to the concrete floor within a secured limited access key-card controlled room accessible only by senior management.
2. The cash safes shall be monitored 24/7 with a camera monitoring service.
3. All cash shall be stored in the safe overnight.
4. Cash drawers shall be maintained at minimal levels through the day.
5. If a cash drawer exceeds \$1500, appropriate operators shall be informed and cash shall be put in the safe.
6. Only the Applicant, upper management, and the General Manager shall have access to the safe to prevent and minimize theft and diversion.

### **TRANSPORTATION OF CASH**

1. **Armored Vehicle Service:** The Applicant shall not remove any cash from the site location unless by armored truck, and directly to a financial institution.
  - 1.1. To the extent the business shall have any cash transactions, the Applicant has secured a commitment from Hardcar to handle all necessary cash transfers.
  - 1.2. Hardcar is a specialized cash transportation security firm that utilizes armored transport vehicles and BSIS certified security officers.
2. Financial Relationships - The Applicant shall establish a relationship with a credit union or other financial institution for its cash deposits.



## **EMPLOYEE SECURITY**

### **SAFETY EDUCATION**

1. **Employee Policies:** The Applicant's employee policies integrate industry best practices to ensure employee security during operations. These include but are not limited to:



- 1.1. Each employee shall conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.
  - 1.1.1. Although most safety regulations and company policies are consistent throughout each department, each employee has a responsibility to identify and familiarize themselves with the emergency plan for their working area.
- 1.2. Employee handbooks shall be provided to staff prior to employee training.
- 1.3. Staff shall be instructed not to intercede or otherwise place themselves in danger during an emergency.
  - 1.3.1. Staff shall be shown the location of stationary panic button alarms throughout the CCB retail facility, and instructed to use them only if they can do so safely.
  - 1.3.2. Stationary and wireless panic buttons will automatically contact emergency services when deployed.
  - 1.3.3. Staff members shall be instructed to keep calm during a crisis, and to remain aware of any criminal activity that is occurring, including noting any details of the perpetrators and any activity that happens.
- 1.4. The employees shall complete accident and incident reports for any issue, even if a customer is not involved. If a customer is involved in an incident not rising to the level of criminal activity, management shall be contacted immediately to determine the appropriate action.
2. **Employee Safety & Training:** The Applicant believes in providing a safe and healthy work environment for our employees and customers.
  - 2.1. The Manager or Head of Security shall be responsible for maintaining the proper functionality of all security and alarm systems, including all surveillance and monitoring equipment.
  - 2.2. All authorized personnel shall be issued a Company identification card.
    - 2.2.1. Only managerial and director level personnel shall be granted access to the secure storage rooms and secure storage vaults located on-site.
    - 2.2.2. This card shall be required to check-in at the security office before entering into the operational areas of the facility.
    - 2.2.3. Badges issued to employees shall indicate levels of access that have been granted to the individual.
  - 2.3. The facility shall have posted Emergency Plans detailing procedures in handling emergencies such as fire, earthquakes, extreme weather conditions, and medical crises.
  - 2.4. The Applicant has established the following policies and procedures that allow us to provide a safe and healthy work environment. The Applicant expects each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to a supervisor in a timely manner.
    - 2.4.1. **How to report unsafe conditions or practices:** Employees are expected to continually be on the lookout for unsafe working conditions or practices. If an employee observes an unsafe condition, the



- employee is expected to correct the issue if possible, warn others, and/or report that condition to a supervisor immediately. If a coworker is observed using an unsafe practice, the employee that observes it is encouraged to contact a supervisor immediately.
- 2.4.2. **Maintaining a safe work environment:** The Applicant expects employees to establish and maintain a safe work environment. This includes, but is not limited to, the following applications: monitoring security cameras, only buzz patients in if the lobby is secure, do not allow customers to use the security buzzer, wear the supplied security devices at all times (ear pieces, radios, etc.), and communicate to all team members if and when a security situation is present
  - 2.4.3. **Using safety equipment:** The Applicant provides safety equipment and devices. Employees are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to use safety equipment in a proper manner can lead to disciplinary action, up to and including immediate termination.
  - 2.4.4. **Reporting an injury:** Employees are expected to report any injury, accident, or safety hazards immediately to your supervisor, fill out an incident report, and contact 911 if warranted. Minor cuts or abrasions shall be treated on the spot. If not treatable, the employee shall be advised to go to the emergency room or contact their primary care physician (Applicant to offer transportation service). Serious injuries should be reported to a supervisor immediately and an ambulance shall be called.
- 2.5. All cannabis products shall be sealed at all times during its lifespan in and around the retail space.
    - 2.5.1. Any violation of this rule shall be immediately dealt with, with the appropriate actions taken and appropriate parties notified.
  - 2.6. The Applicant shall provide specific training to management and employees in the following areas:
    - 2.6.1. Interacting with a disruptive customer.
    - 2.6.2. Alarm activation response.
    - 2.6.3. Working with local law enforcement and firefighters.
    - 2.6.4. Medical emergencies.
    - 2.6.5. Obeying traffic laws at all times.
    - 2.6.6. Driving no faster than the posted speed limit.
    - 2.6.7. Proper use of the "Panic Button"/remote alarm.
  - 2.7. Employees shall be tested on training content and shall pass a comprehensive test by their third (3rd) attempt in order to remain employed. All emergency procedures shall be rehearsed in periodic drills.
  - 2.8. Delivery drivers shall have GPS monitoring systems on the delivery vehicles, so the delivery manager can real-time track the whereabouts of the delivery team to know if anyone is off course and call for law enforcement at a particular location if necessary to assist.





- 2.9. Delivery drivers shall be restricted to going directly from the Applicant's facility to the delivery location, next delivery location(s) and directly back to the facility to limit the opportunity for diversion or illegal activity.
- 2.10. The delivery vehicle and driver shall not wear or exhibit any cannabis advertising, thereby limiting the attention paid to their activities by third parties during delivery.

### **THEFT REDUCTION**

1. **Tracking Software:** The facility and its inventory shall be monitored with industry leading software that allows for seed-to-sale tracking.
  - 1.1. The system traces the life cycle of the plant from seed through sale, thereby helping to prevent theft and/or unauthorized sale throughout the supply chain.
2. **Security Cameras:** Security-monitored camera surveillance captures product and inventory movement as well as the faces and identifying features of the parties making the purchase and the CCB retail facility employee handling the sale.
  - 2.1. Security cameras shall be placed at all POS locations and over secure storage areas, as well as all CCB retail facility entrances and exits.
3. **Inventory Tracking:** Inventory control shall be manually performed daily by background-checked employees to verify the accuracy of the Applicant's computerized inventory management system and managed by the Applicant's Inventory Coordinator.
4. **Product Storage:** All cannabis and cannabis products shall be stored inside a dedicated access-controlled product storage room.
  - 4.1. The storage room is only accessible by authorized personnel through the use of a proximity key card that shall record both access and departure of those accessing the room, along with the security cameras capturing the image of those entering or leaving.
5. **Reporting Theft Incidents:** The Applicant shall report any stolen or lost cannabis or cannabis products by filing a police report, by calling 911, or in person with the Municipality police department where the Applicant's registered business resides either in person or in writing within twenty-four (24) hours of becoming aware of the theft or loss.
  - 5.1. Any employee caught stealing shall be immediately terminated.
  - 5.2. Any customer caught stealing shall be immediately banned from the facility.

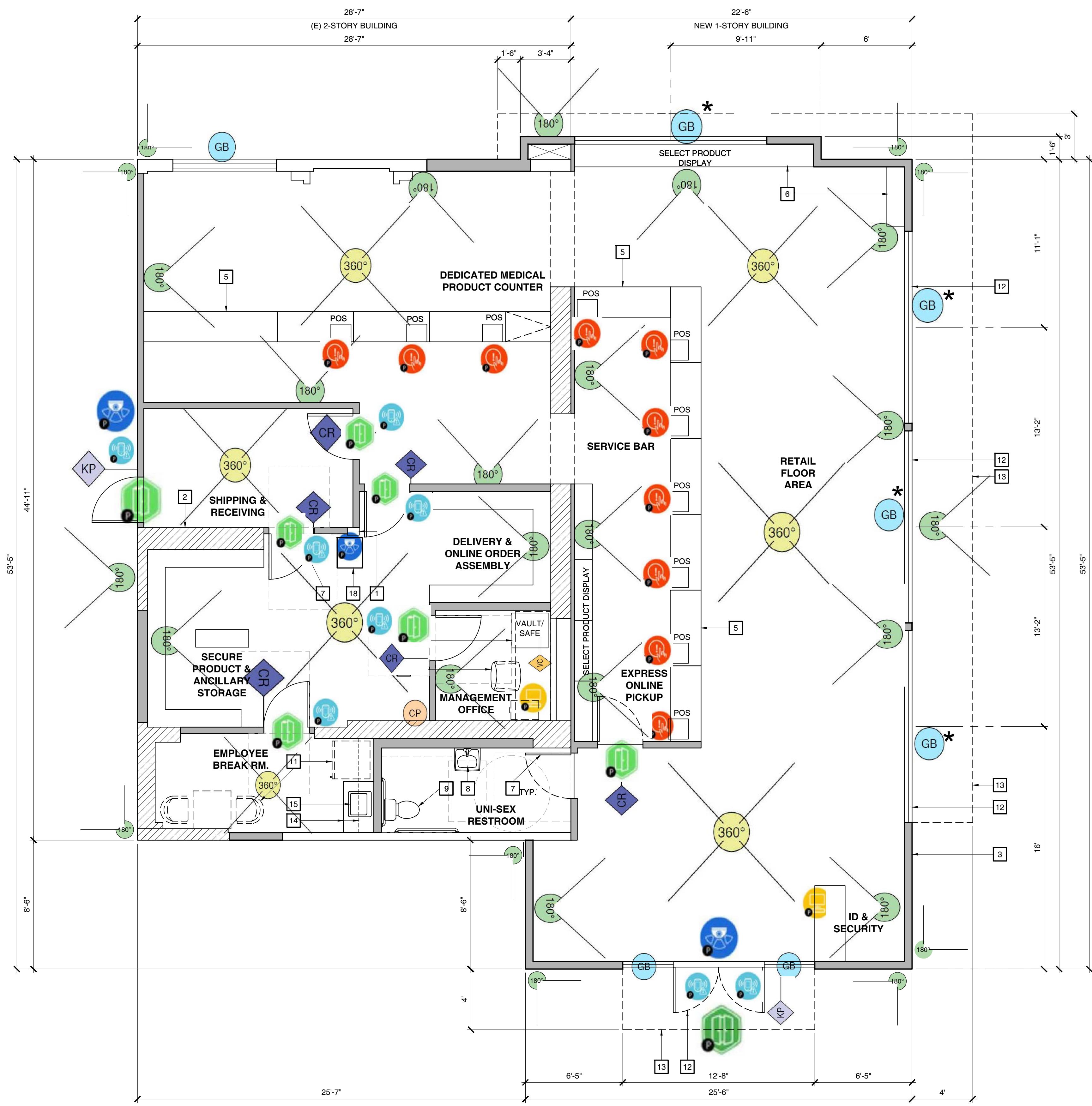
### **BACKGROUND CHECK**

The Applicant shall not employ anyone that has been convicted of a felony within the last seven (7) years and shall take disciplinary action up to termination for those not exhibiting proper professional behavior.

1. **Employees:** The Applicant intends to conduct background checks including LiveScans for all employees.
2. **Contractors & Vendors:** The Applicant shall also vet any contractors or vendors who regularly work within the facility or may be employed for an extended time.

**[SECURITY FLOOR PLAN IN NEXT PAGE]**

# SECURITY FLOOR PLAN



## SECURITY LEGEND

	Glass Break Detector*		Face Capture Camera
	Control Panel		Motion Sensor
	180° View Camera**		Panic Button
	360° View Camera**		Limited Control Access Single Door
	Keypad Location		Limited Control Access Double Door
	Card Access Reader		Security View System
	Vault Contact		

\* Set of 2 or 4  
\*\* Cameras may be used interchangeably

- ### KEYED NOTES
- 1 EXISTING STEEL COLUMN TO REMAIN
  - 2 EXISTING MASONRY WALL TO REMAIN, TYPICAL AS SHOWN
  - 3 NOT USED
  - 4 NOT USED
  - 5 NEW TRANSACTION COUNTER, TYPICAL AS SHOWN.
  - 6 NEW DISPLAY COUNTER/ MILLWORK
  - 7 NEW DOOR
  - 8 NEW WALL MOUNTED SINK
  - 9 NEW WATER CLOSET AND GRAB BARS BY CODE
  - 10 ACCESSIBILITY LIFT AS REQUIRED BY CODE
  - 11 FURNITURE SHOWN FOR REFERENCE ONLY
  - 12 NEW STOREFRONT DOOR(S) AND/OR WINDOW SYSTEM. PROVIDE FROSTED FILM TO GLAZING AS REQUIRED TO BLOCK MERCHANDISE VISIBILITY FROM PUBLIC RIGHT OF WAY FIELD OF VIEW.
  - 13 NEW METAL AWNING ABOVE
  - 14 NEW UPPER AND LOWER CASEWORK
  - 15 NEW STAINLESS STEEL SINK
  - 16 REFRIGERATOR SPACE, SHOWN FOR REFERENCE.
  - 17 POINT OF SALE (POS)
  - 18 SECURED CANNABIS WASTE RECEPTACLE

- ### LEGEND
- EXISTING MASONRY WALL TO REMAIN INTACT.
  - EXISTING WOOD STUD FRAMED WALL TO REMAIN INTACT
  - EXISTING DOOR AND/OR WINDOW TO REMAIN INTACT
  - NEW WOOD STUD FRAMED WALL
  - NEW DOOR
  - NEW WINDOW

**COMMERCIAL CANNABIS BUSINESS | RETAIL STOREFRONT**  
 22701 FOOTHILL BLVD & 1055 C STREET, HAYWARD, CALIFORNIA 94541

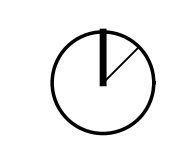
APN: 428-0066-(056-00) (058-01)

SUBMITTALS / REVISIONS	
04.14.20	PLANNING DEPT SUBMITTAL

DRAWING TITLE/ NO.  
PROPOSED SECURITY FLOOR PLAN

# A202

**PROPOSED SECURITY FLOOR PLAN**  
SCALE: 1/4" = 1'-0"





## DELIVERY OPERATIONS & SECURITY

**COMMERCIAL CANNABIS BUSINESS**  
MEDICAL & ADULT-USE RETAIL & DELIVERY SALES



## DELIVERY OPERATIONS & SECURITY

The Applicant shall provide delivery service for patients, prioritizing this service for medical patients who need or prefer the convenience of having their products delivered to them directly. Delivery hours shall be between 6am and 10pm as per BCC regulations or to be determined by specified conditions of approval by the Municipality . While the service channel may differ, there shall be the same level of focus on employee and patient security and safety. This includes full compliance with state law (BCC 5406):

1. A retailer shall not make any cannabis goods available for sale or delivery to a patient unless:
  1. The cannabis goods were received from a licensed distributor;
  2. The retailer has verified that the cannabis goods have not exceeded their expiration or sell-by date if one is provided; and
  3. In the case of manufactured cannabis products, the product complies with all requirements of Business and Professions Code section 26130 and all other relevant laws.

### **DELIVERY DRIVER REQUIREMENTS**

1. **Employee Requirement:** The Applicant shall employ its delivery vehicle drivers and shall not use the services of independent contractors or courier services for delivery of its cannabis products.
2. **Age Requirement:** All delivery vehicle drivers shall be at least twenty-one (21) years of age or older and possess a valid California driver's license.
3. **Hiring & Training:** The hiring and training process for delivery employees shall be as thorough and exhaustive as for those employees who shall be working on site primarily to ensure there are no gaps in their procedural or product knowledge. The Applicant shall maintain an accurate database of the list of employees authorized to serve as delivery vehicle drivers. Copies of the following shall be on file at the facility and in the delivery employee's personnel file:
  1. California Driver's License for each employee delivering cannabis products
  2. Copy of Insurance for each vehicle used for delivery
  3. Copy of Vehicle Registration for each vehicle used for delivery
4. **Criminal Background Check:** The Applicant's delivery drivers shall complete a criminal background check and shall not have been convicted of or pled guilty or no-contest to (i) a crime that serves as grounds for denial of licensure pursuant to the City cannabis regulations; or (ii) an "offense that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made" under Section 26057(b)(4) of the Bus & Prof Code.
5. **Traffic Violations:** In addition to the general hiring process, the Applicant shall also look at the potential employee's driving record to filter out individuals who have had excessive traffic violations within the last five years.
6. **Driving Under the Influence Disqualification:** Exercising an abundance of caution, any applicant who has been convicted of a DUI within the last 10 years shall not be considered for a delivery position.



### **DELIVERY VEHICLES**

The Applicant shall purchase up to two (2) electric or hybrid or similar vehicles (to reduce carbon footprint) at commencement of operations and thereafter determine how many additional vehicles may be needed to meet local demand.

1. Delivery vehicles features shall include:
  1. Capability of securing (locking) cannabis products during delivery in containers secured to the vehicle
  2. Store cannabis products in containers according to their adult-use and medicinal-use designation
  3. The alarm system shall activate each time driver leaves and locks the vehicle
  4. Dedicated GPS device for identifying the geographic location of the delivery vehicle at all times
    1. Applicant's GPS devices shall be permanently affixed to the delivery vehicle and shall remain active at all times during the delivery
    2. Via the GPS, the Applicant's delivery manager shall have access to delivery driver's location at all times
2. Delivery vehicles shall be insured at or above the legal requirement.

### **VEHICLE DRIVER RECORDS**

The Applicant shall maintain an accurate database of its delivery vehicles, which shall include the following information:

1. Vehicle Make
2. Model
3. Color
4. VIN
5. License Plate

### **DELIVERY SAFETY & SECURITY REQUIREMENTS**

Delivery drivers employed by the Applicant shall abide by the following requirements:

1. The Applicant's delivery drivers and associates are strictly prohibited from consuming controlled substances, drugs, or alcoholic beverages while operating a delivery vehicle or prior to such operation.
2. Delivery drivers shall ensure that cannabis products are not visible to the public from the exterior of the delivery vehicle.
3. Cannabis products are to be placed in separate locked containers in the trunk of the delivery car.
4. Delivery drivers shall carry the following items during deliveries:
  1. A copy of the Applicant's cannabis business permit.
  2. California driver's license.
  3. Laminated identification badge issued by the Applicant.
  4. Limited cash (no more than \$200) for making patron change all other cash shall be stored in a lock box system in the vehicle.

### **PRODUCT DELIVERY**

#### **1. Order Acceptance**

1. Patients shall be allowed to place an order via the Applicant's online portal or by calling the retail establishment directly.



1. The online portal shall be integrated with the Applicant's POS and Track and Trace system to ensure accurate inventory tracking.
  2. On site employees who take telephone orders shall also place them directly in the POS system.
  2. The employee shall verify that the relevant medical information (if applicable) and documentation is recorded and current in the system.
    1. If the information is not available or if any of the documentation is expired, the order shall be cancelled immediately.
  3. Once the order has been successfully recorded in the system and all information verified, an employee shall gather the requested products and place them in the delivery container.
    1. If any products are unavailable, the employee shall contact the patient and update the order as required.
  4. The delivery container along with the printed order manifest and patient receipt shall then be placed in a separate delivery section of the establishment, that is accessible only to the Applicant's employees.
  5. The delivery employee shall verify the contents of the container against the manifest to ensure accuracy and then seal the container with the patient receipt inside. The order manifest shall be attached to the outside of the container with all relevant information about the order including:
    1. The Applicant's name and facilities address and phone number
    2. The Applicant's local permit and state license numbers
    3. The recipient's name, address, and phone number
    4. A full description of the contents in the container including quantity and brand names
  6. The Applicant shall keep a physical and digital copy of each delivery receipt for record keeping and inventory management and made available to any and all authorities upon request.
- 2. Transportation Process**
1. The Applicant shall meet all requirements per state law (BCC 5417):
    1. A retailer's delivery employee, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle operated by a delivery employee of the licensee.
    2. While carrying cannabis goods for delivery, a retailer's delivery employee shall ensure the cannabis goods are not visible to the public.
    3. A retailer's delivery employee shall not leave cannabis goods in an unattended motor vehicle unless the motor vehicle is locked and equipped with an active vehicle alarm system.
  2. The sealed delivery container shall be taken directly to the employee's delivery vehicle and placed inside a locked box.
  3. All delivery vehicles shall be capable of securing by lock the products during transportation and be capable of being temperature controlled if perishable products are being transported.
    1. The lock-box shall be securely affixed inside the delivery vehicle.
  4. The delivery container shall remain inside this lock- box until the employee reaches the patient's residence.
  5. The delivery employee shall not carry with them more than \$3,000 worth of cannabis products, cash, or any combination of cash and products that exceeds that limit.



6. Delivery employees shall be trained to take the most direct route taking into consideration and security concerns, and to not make any unnecessary stops along the way.
7. If at any point there is a safety or security concern, the employees shall be instructed to return back to the facilities and/or to contact the local authorities.
8. Part of the condition of employment with the Applicant shall be to agree to have a dashcam installed within the delivery vehicle.
  1. The dashcam shall remain on at all times for the duration of the employee's shift with the video being regularly backed up onto the Applicant's computers.
  2. This footage shall be regularly audited by the Head of Security to ensure that proper procedures and best practices are being observed by the Applicant's employees.

### **3. Patient & Qualified Location Verification**

1. These rules and procedures are in place to ensure that the utmost care is given to both employee and patient safety and security and to ensure full compliance with local and state laws. Violation of these procedures can lead to the immediate termination of the employee.
2. Deliveries shall only be allowed to customers in municipalities within California as per local and state law.
3. All deliveries shall only be made to a customer's place of residence and cannot be made to any public location or place of work (per BCC 5416).
4. The address shall be verified initially at the time of order through the POS system, and then verified by the employee and time of delivery.
  1. If the address is judged to not be a place of residence, then the delivery shall not be completed.
5. No changes shall be made to the recipient address once the delivery container has left the Applicant's premises.
  1. Changes can only be made by cancelling the original order, returning the product(s) to the facilities, and reprocessing a new order with the changed address.
6. Patients shall be notified in the online portal as well as verbally for phone orders that they must present a valid photo ID in order to complete delivery of their ordered products.
  1. Delivery employees shall also be trained to verify patient identities by examination of a valid photo ID.
  2. If the patient is unable to produce a proper ID, fail the age check or if the information on the ID does not match the information on the order manifest, the delivery employee shall not hand over the delivery container to the patient and shall be instructed to return the products back to the store.

### **4. Interacting with Authorities**

1. The Applicant's employees shall be trained to always be fully cooperative in the event they have to interact with local or state authorities.
2. Once the individual has properly identified themselves as a local or state law enforcement official, the employee shall be instructed to promptly identify his/herself as an employee of the Applicant.
3. A copy of the Applicant's local permit and state license shall always be kept in the delivery vehicle and shall be produced at the behest of a law enforcement officer.



4. Local and/or state authorities shall always be allowed to search the lock-box holding the delivery containers, and if needed, to unseal the containers themselves so as to examine the actual products.
  5. If for any reason the officer chooses to confiscate the products, the employee is not to interfere in any manner and only to obtain an official report of the confiscation.
  6. In the event of a normal traffic stop or other such interaction, the employee is to call in and officially report the interaction with a manager before continuing to complete the delivery.
  7. In the case of non-routine incident, especially if the seal of the delivery container has been broken for any reason, the employee shall call in a report to a manager and immediately return to the facilities.
  8. Employees shall be required to fill out a detailed Incident Report for official record keeping purposes upon returning to the CCB retail facility when an interaction with authorities has occurred.
    1. Every incident shall be reviewed by the General Manager and Head of Security to make sure that best practices were followed and to administer any retraining if necessary.
- 5. Communication & Tracking**
1. A criterion for the delivery position shall include agreeing to always have their cellphone on their person and utilizing a Bluetooth device to make and receive calls for the duration of their shift.
  2. Incoming calls from the retail establishment shall be answered unless it is unsafe to do so at that time.
    1. It is expected that the employee shall return the missed call as soon as possible.
    2. The Applicant's Tactical Director shall spearhead the efforts to identify, develop and implement a software solution to provide real-time tracking of the delivery driver. This solution shall be integrated with the Applicant's POS system as well as their online portal to allow both management and patients to track delivery status.
  3. Future enhancements to the software that shall be considered includes key tools such as:
    1. Smart routing
    2. Extended stop notifications
    3. Unplanned stop notifications
    4. Driver distress notifications
    5. Push and/or text notification





## APPENDIXES

- APPENDIX A - HISTORICAL RESOURCE EVALUATION
- APPENDIX B - LSA TRAFFIC ANALYSIS MEMO
- APPENDIX C - AMG TRIP GENERATION MEMO
- APPENDIX D - ODOR MITIGATION & AIR QUALITY MEMO
- APPENDIX E - GAIACA WASTE MANAGEMENT MEMO
- APPENDIX F - ENVIRONMENTAL BENEFITS MEMO
- APPENDIX G - DISTRIBUTOR TO DISPENSARY SOP - TESTING PROCEDURE
- APPENDIX H - DISTRIBUTOR TO DISPENSARY SOP - INVENTORY CONTROL PROCEDURES
- APPENDIX I - DISTRIBUTOR TO DISPENSARY SOP - QUALITY CONTROL PROCEDURES
- APPENDIX J - DISTRIBUTOR TO DISPENSARY SOP - RECORDKEEPING PROCEDURE
- APPENDIX K - DISTRIBUTOR TO DISPENSARY SOP - TRACK AND TRACE PROCEDURE
- APPENDIX L - DISPENSARY TO END-USER - DELIVERY PROCEDURE
- APPENDIX M- WASTE MANAGEMENT PROCEDURE
- APPENDIX N - COLLECTIVE BARGAINING / LABOR PEACE AGREEMENT
- APPENDIX O - FIRE & LIFE SAFETY MEMO (J&C)
- APPENDIX P - BAY ALARM MEMO
- APPENDIX Q - SOUTH COUNTY SECURITY MEMO
- APPENDIX R - HARDCAR MEMO
- APPENDIX S - SECURITY EQUIPMENT IMAGES

# Historic Resource Evaluation

22701 Foothill Blvd/1065 C Street  
Hayward, California

*Prepared for:*

**City of Hayward**

Development Services Department  
Planning Division

*Prepared by:*

**Richard Patenaude, AICP**

M.A. in Public History & Historic Preservation, California State University, Dominguez Hills

*August 25, 2019*

## I. INTRODUCTION

This historical resource evaluation was prepared by Richard Patenaude at the request of the City of Hayward Planning Division, to determine whether the structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward (APN 428-0066-058-01) qualifies as an historical resource in accordance with Article 5, §15064.5 of the California Environmental Quality Act (CEQA) Guidelines and the Hayward Historic Designation Criteria.

## II. METHODOLOGY

The methodological approach for this historical property evaluation consisted of a site visit and research on the history of the property and the associated persons and events at the Hayward Area Historical Society (HAHS), the City of Hayward Planning and Building Divisions, and the County of Alameda Assessor. Historic Sanborn Fire Insurance Company Maps of Hayward were viewed at the HAHS and the City (Appendix I). Research conducted at the HAHS Archive Room included a review of the Polk's Directories dating back to 1925 (Appendix II).

In August 2019, a site visit was conducted to photograph the structures (Appendix III) and the surrounding neighborhood setting. During the site visit, notes on the architectural features of the building and neighborhood were taken for later use to create site and building descriptions.

### III. HISTORICAL OVERVIEW

Historically, the commercial environment in early Hayward, apart from that associated with the canneries and truck farming, was rather small and locally owned. Some enterprises were started to serve the community by selling them goods and services. Other were started to exploit the natural advantages of the area such as the cool canyons and agricultural products. All provided jobs to the residents and were vital to the local economy. In this way, they added to the unique atmosphere of the area and helped to define Hayward as a community.

*Important Names and Sites of the Downtown Business Development period:*

- Hayward Hotel
- Oakes Hotel
- I.B. Parsons
- Horry Meek
- Bank of Haywards
- Bank of Italy
- Palmtag & Heyer Brewing and Malting Company
- Hayward Journal
- George Oakes
- Tony Oakes
- Hayward Plunge
- Eggert Brothers

Possible property types and/or sites associated with this period might include:

- Pre-1960 banks, breweries, commercial buildings
- Pre-1960 Recreational facilities
- Pre-1960 hotels and lodging houses
- Mid-century roadside architecture, including signage
  - Commercial buildings
  - Restaurants, etc.
  - Drive-thrus
  - Drive-ins
  - Motor courts and motels<sup>1</sup>

The subject property is not associated with these contexts established as significant in the history of Hayward.

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<sup>1</sup> City of Hayward Historic Context Statement, Circa: Historic Property Development, July 2010

## IV. HISTORY OF SUBJECT PROPERTY

### ***Building Chronology***

The Alameda County Assessor Commercial Building Record and the City of Hayward GIS Extended Property Report indicate that the original structure was built in 1910 at 1065 C Street. The subject structure appears on the 1923, updated to 1960, Sanborn Fire Insurance Map (Appendix I).

The Polk Hayward City Directories (Appendix II) first lists information for the subject address in 1925-26. Through 1946, various persons are indicated as short-term residents. In 1942<sup>2</sup>, Agostino & Eugenia Aguiar opened a fish store at 22707 Main Street, a space in a building that still exists, being the first permanent home of the Hayward Area Historical Society and the currently the location of the Hayward Police downtown substation.

The Alameda County Assessor assesses the subject property as a commercial restaurant building beginning in 1952. Building 1, which is the original dwelling, contains a first floor area of 2,101 square feet, and a storefront of 46 square feet at that time. The second floor contains 1,309 square feet. A utility access space (non-habitable) contains 1,036 square feet.

By 1951, the Aguiars have moved their business, as Hayward Fishery, to 1065 D Street; they are also residing here. In 1953, the business has transferred to Peter Rivers and Manuel Silva; Manuel & Eileen Silva are now residing here. By 1955, residential use of the property has ended. Through, at least, 1976, the property does not yet have frontage on Foothill Boulevard.

In 1954, a significant, but architecturally nondescript, addition of 2,540 square feet (Building 2) is added to the westerly elevation of the original structure to house additional dining area, a new kitchen and restrooms. In 1981, the structural awning covering 901 square feet is indicated, to include the fish market and a lounge, as well as a 975-square-foot patio area facing Foothill Boulevard were added. The design of this addition is inconsistent with that of the original dwelling's architectural design.

The Hayward Fishery was sold to Art's Crab Shak in 2005.<sup>3</sup>

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<sup>2</sup> Daily Review, *Remodeled Hayward Fishery holds on to a bit of the past*, August 22, 1980

<sup>3</sup> Daily Review, *Nothing fishy about sale of landmark diner*, January 3, 2005

## V. ARCHITECTURAL ANALYSIS

### ***Site Description/Architectural Style Employed***

The original dwelling was likely designed as a Folk Victorian, common from 1870-1910. This style is characterized by the presence of Victorian decorative detailing on simple folk house forms, which generally are less elaborated than the Victorian styles they attempt to mimic. The porch, which would have fronted C Street, has been removed in favor of a storefront entrance and the ground floor of all elevations has been altered significantly; only the roof and the original cornice line remain undisturbed, which is noted by the signature simple brackets under the eaves.

As indicated by the historic Assessor records, the original dwelling was built as a two-story, concrete block structure on a concrete foundation forming a non-habitable utility access space. The original structure consisted of a rectangular shape. The assessor records indicate that stucco was applied to the exterior walls. It has a hipped roof, covered by composition shingles. The first floor became the store and restaurant with two restrooms. The second floor became a residence with a living room, kitchen, and three bedrooms and one bath.

In general, all elevations have experienced significant alterations due to market and restaurant additions. The City's 2010 Historic Resources Survey, performed by Circa:Historic Property Development, indicates that the property retains no historic significance.

## VI. APPLICATION OF CEQA

The California Environmental Quality Act (CEQA) Public Resources Code §21084.1 provides that any project that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment. Public resources Code §5020.1(q) defines “substantial adverse change” as demolition, destruction, relocation or alteration such that the significance of the historical resource would be impaired. According to the Public Resources Code §5024.1, an historical resource is a resource that is listed in or determined to be eligible for listing in the California Register of Historical Resources; included in a local register of historical resources; or is identified as significant in a historic resource survey if that survey meets specified criteria.

According to CEQA Guidelines §15064.5(a)(3), a lead agency can find a resource has been determined to be significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military or cultural annals of California provided that the determination is supported by substantial evidence in light of the whole record.

The structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, does not meet the level of significance necessary to be individually or collectively eligible for the California Register. The structure is not included in a local register of historic resources or designated as an historically significant site. The City’s 2010 Historic Resources Survey, performed by Circa:Historic Property Development, indicates that the property retains no historic significance; this review concurs that the structure does not embody the distinctive characteristics of a type, period, region or method of construction, or represent the work of a master, or possess high artistic values.

## VII. APPLICATION OF CALIFORNIA REGISTER CRITERIA

Under the California Environmental Quality Act (CEQA), resources that meet the criteria of the California Register of Historical Resources are considered historical resources for the purposes of CEQA. Determinations of historical significance require that several factors are considered, including: the property's history (both construction and use); the history and context of the surrounding community; an association with important persons or uses; the number of resources associated with the property; the potential for the resources to be the work of a master architect, builder, craftsman, landscape gardener, or artist; the historical, architectural or landscape influences that have shaped the property's design and its pattern of use; and alterations that have taken place; and lastly how these changes may have affected the property's historical integrity.

These issues must be explored thoroughly before a final determination of significance can be established. To be eligible for the California Register, historic resources must possess both historical significance and retain historic integrity. The following are the four significance criteria of the California Register. To be eligible for the California Register, an historical resource must be significant at the local, state or national level under at least one of the following criteria:

### **Criterion 1: Event or Patterns of Events**

*It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States.*

Historical research has determined that the structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, does not qualify under Criterion 1: Event/Patterns of Events. The structure has an association with the historic Downtown Business development of the City of Hayward but does not retain its original characteristics needed to rise to a level of significance to justify individual California Register eligibility.

### **Criterion 2: Important Person(s)**

*It is associated with the lives of persons important to local, California or national history.*

Historical research has determined that the structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, is not associated with any individuals who have had an important role in local, California or national history. As a result, the structures do not qualify individually under California Register Criterion 2: Important Person(s).

### **Criterion 3: Design/Construction**

*It embodies the distinctive characteristics of a type, period, region or method of construction, or represents the work of a master, or possesses high artistic values.*

No significant architect or designer has been identified with the property. The original dwelling does not retain enough of its original features to be considered an outstanding example of its



## APPENDIX A

respective architectural style within the context of the styles as represented in Hayward, and thus is not individually eligible for the California Register.

***Criterion 4: Information Potential***

*It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.*

Since the structure does not possess individual historical significance, an analysis of integrity has not been undertaken. It should be noted however that the residential structure does not retain the distinctive characteristics of a type, period, region or method of construction, represent the work of a master, possess high artistic values or retain important identifying features.

## VIII. APPLICATION OF HAYWARD HISTORIC DESIGNATION CRITERIA

Article 11 – Historic Preservation Ordinance, of the Hayward Municipal Code, was adopted to provide for the identification, protection, enhancement, perpetuation and use of historical resources, including buildings, structures, signs, objects, features, sites, historic and prehistoric archaeological sites, places, districts, designed landscapes, cultural landscapes and other areas within the City that reflect special elements of the City’s architectural, artistic, cultural, engineering, aesthetic, historic, political, social and other heritage.

An improvement may be designated an historic landmark or historic site by the Planning Commission if it meets the following criteria:

***Criterion 1: An association with events that have made a significant contribution to the broad patterns of national, state and/or local history and cultural heritage.***

Historical research has determined that the structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, does not qualify under Criterion 1. The structure possesses no significant association with the development of the City of Hayward needed to rise to a level of significance to justify individual City Register eligibility. The structure is not singularly distinctive and is only generally illustrative of types and patterns of development of Downtown.

***Criterion 2: An association with the lives of persons significant in national, state and/or local past.***

Historical research has determined that the structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, is not associated with any individuals who, or events which have had an important role in local, California or national history. As a result, the structure does not qualify individually under Criterion 2.

***Criterion 3: The embodiment of distinctive characteristics of a type, period, region, or method of construction, or that represents the work of a master or important creative individual, or that possesses high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.***

The structure is not an outstanding example of an historic architectural style within the context of the styles as represented in Hayward, and thus is not individually significant under Criterion 3.

## APPENDIX A

***Criterion 4: Details that have yielded, or may be likely to yield, information important in prehistory or history.***

No significant builder, architect or designer has been identified with the property. The structure does not retain significant identifiable features from its past. Therefore, the structure is not individually significant under Criterion 4.

## IX. CONCLUSION

The structure at 22701 Foothill Boulevard/1065 C Street, in the City of Hayward, does not possess historical significance, is not a strong example of a style or type, was not designed by a master architect or builder, and is not associated with important events or persons. It is the professional opinion of Richard Patenaude, AICP that the structure is not individually eligible for the California Register of Historical resources and does not qualify as an historical resource under CEQA Guidelines §15064.5(a)(3), nor is it eligible for historic designation under Article 11 – Historic Preservation Ordinance of the Hayward Municipal Code.

## X. BIBLIOGRAPHY

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Hayward Area Historical Society. Map of Town of Haywood.

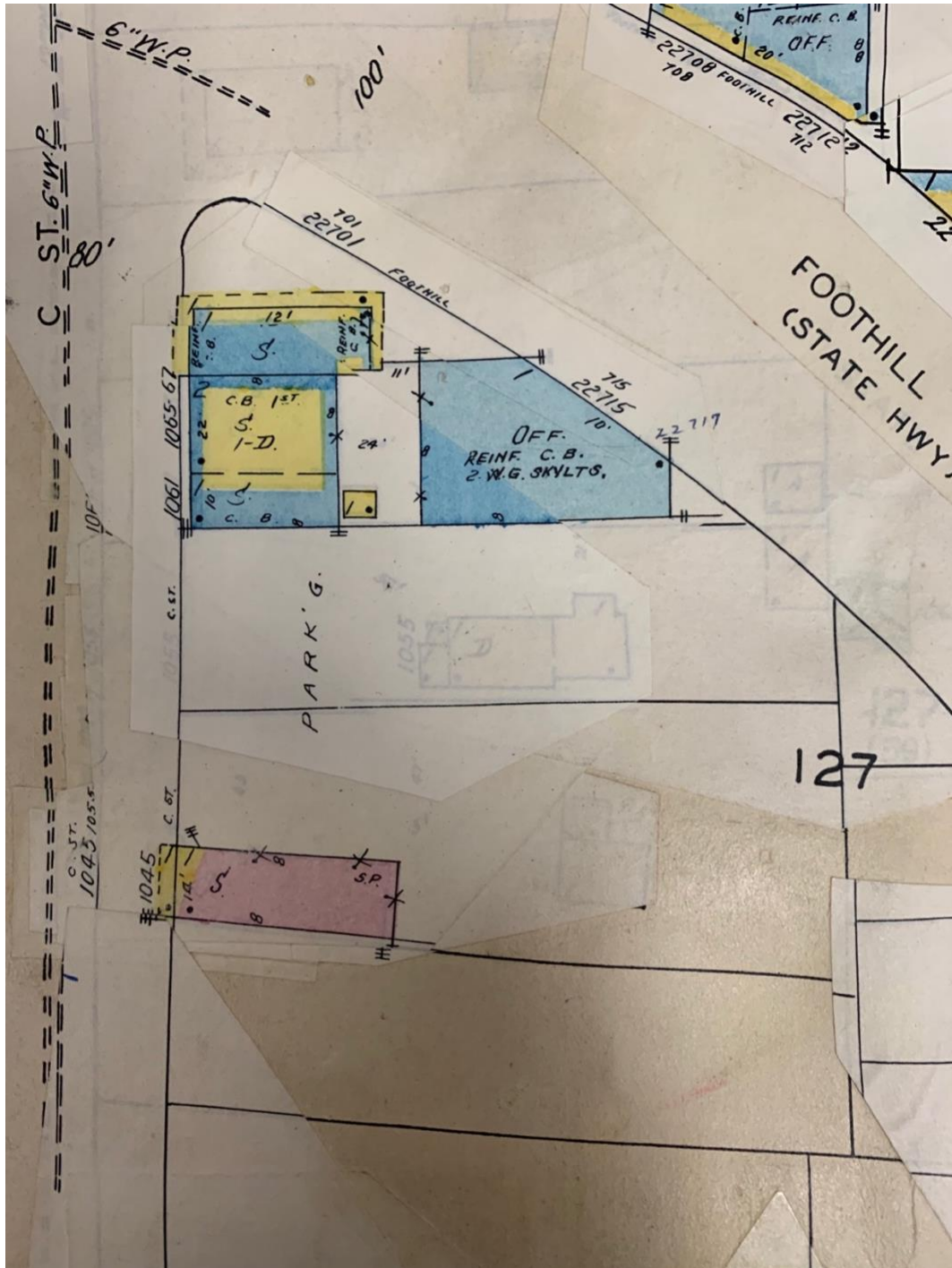
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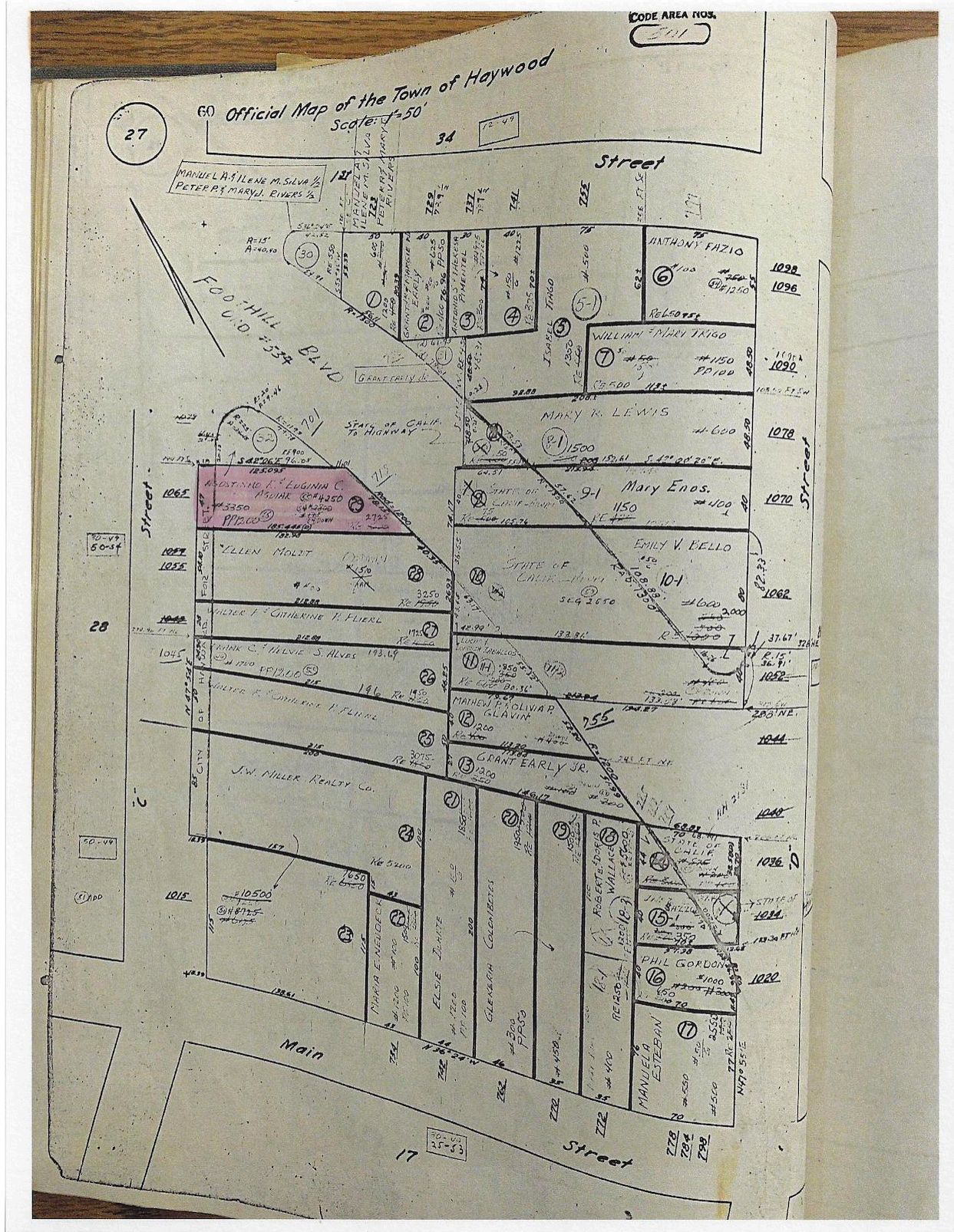
# APPENDIX I

## Sanborn Fire Insurance Company Maps



1923, updated thru 1960

APPENDIX A



Official Map of the Town of Haywood

## APPENDIX A

## APPENDIX II

## Polk's Hayward City Directories

YEAR	(22)707 MAIN ST	1063 C STREET	1065 C STREET
1925-26			Tony & Mary Marshall <i>farmer</i> 1065a William & Leith Frakes
1934			<i>Vacant</i>
1938			Francis M & Minnie Fuller
1940			John M & Faye Foster <i>mechanic</i>
1946	Agostino R & Eugenia Aguiar <i>fish</i>		Joseph T & Etta R Lopez <i>clerk</i> Ralph S & Sarah D Olivan
1948	<i>h 1335 Terrace av</i>		<i>Vacant</i>
1951		Russell's Quality Meats	Hayward Fishery r Agostino R & Eugenia Aguiar
1953		Dick Wong <i>meats</i>	Hayward Fishery (Peter P Rivers/Manuel Silva) r Manuel & Eileen Silva
1955		Hayward Fishery	
1956-57		(Peter Rivers/Manuel Silva)	
1959		Hayward Fishery <i>seafood restaurant</i>	
1962		(Peter Rivers/Manuel Silva)	
1964		Hayward Fishery <i>seafood</i>	
1965		(Peter Rivers/Manuel Silva)	
1967	<b>22701 FOOTHILL</b>		
1969	Pierre's Cleaners		
1970	<i>clothes cleaner</i>		
1971	Anthony's Cleaners		
1972		Hayward Fishery <i>seafood</i>	
1973	Alpine Cleaners	(Peter Rivers)	
1976			

Source: Hayward Directory, R.L. Polk & Co. (of California), Publishers



## APPENDIX A

## APPENDIX III

## Site Photos



Front Elevation

APPENDIX A



## APPENDIX A

C Street Elevation



Rear Elevation

## APPENDIX A



Southerly Elevation

APPENDIX A

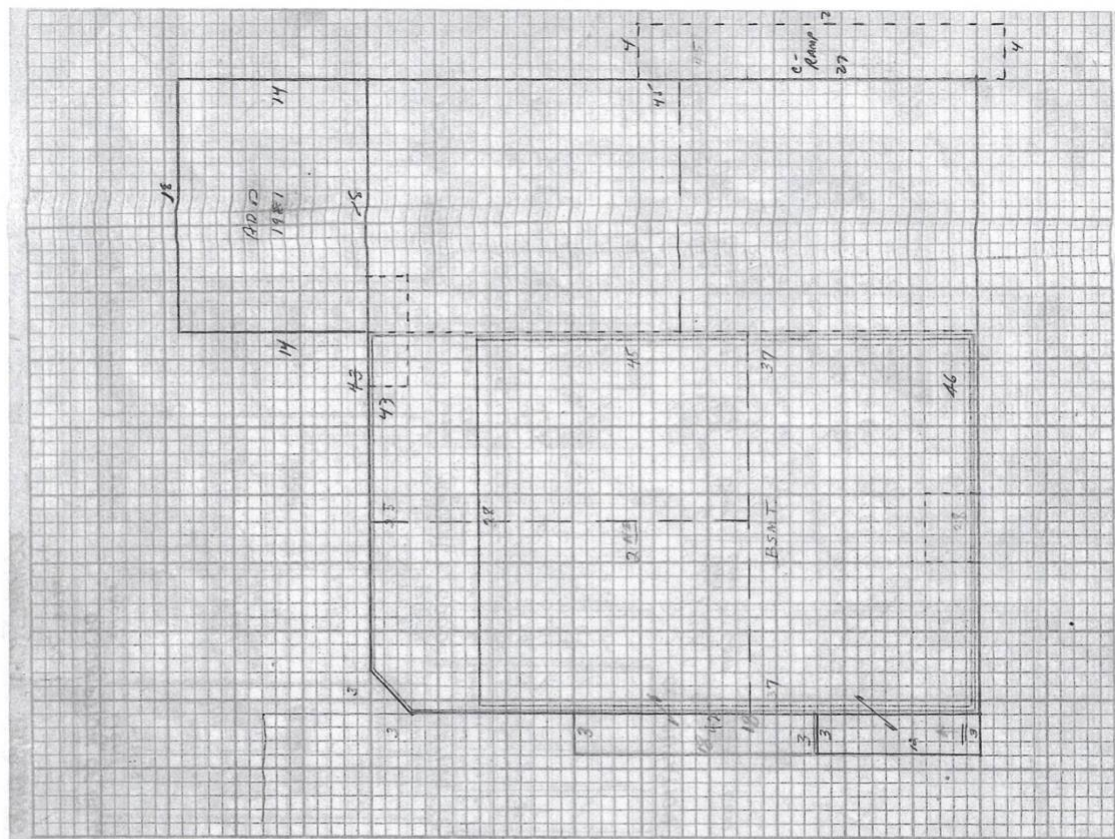
APPENDIX IV

Historic Assessor Records

UNIVERSITY BUILDING ALVARO  
ADDRESS: 1065 C STREET  
PARCEL SHEET X-3 0' 8" SHEETS

CLASS & SHAPE	CONSTRUCTION	STRUCTURAL	EXTERIOR	DESCRIPTION OF BUILDING				FRONT	LIGHTING	AIR CONDITION	ROOMS	FLOORS			ROOM AND FINISH DETAIL			INTERIOR FINISH
				Frame	Finish	Roof	Plumbing					1	2	3	Floor	Material	Grade	
C 5 A	Sub-Standard Heavy Special	7-4-9, 20" Concrete Reinforced	Unfinished 3-C Brick Terra Cotta Stucco	Recessed Transom	X Heating X Cooling	X Heating X Cooling	X Flat X Gable	X K.T. X Cable	X Forced X Humid	Living Dining Bed Bath Kitchen B.T.U.	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
ARCHITECTURE	2 Stories	Plaster Foundation	Plaster Stucco	Recessed Transom	X Heating X Cooling	X Heating X Cooling	X Flat X Gable	X K.T. X Cable	X Forced X Humid	Living Dining Bed Bath Kitchen B.T.U.	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
USE TYPE	Apartment Garage Hotel Loft Market Office Store	Concrete Reinforced Light Heavy Wood/Frame Steel	Plaster Stucco Terra Cotta Stucco	Recessed Transom	X Heating X Cooling	X Heating X Cooling	X Flat X Gable	X K.T. X Cable	X Forced X Humid	Living Dining Bed Bath Kitchen B.T.U.	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
CONSTRUCTION RECORD	Permit No. Date Amount	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905	1905 1905 1905
APPR. YEAR	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905	1905
REMAINING LIFE	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
NORMAL % GOOD	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46
COMPUTATIONS	9-15-04	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078	12078
Appraiser & Date	Unit Area Cost	590 2101 18,183	690 2101 18,183	790 2101 18,183	890 2101 18,183	990 2101 18,183	1090 2101 18,183	1190 2101 18,183	1290 2101 18,183	1390 2101 18,183	1490 2101 18,183	1590 2101 18,183	1690 2101 18,183	1790 2101 18,183	1890 2101 18,183	1990 2101 18,183	2090 2101 18,183	2190 2101 18,183
TOTAL	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305	287,305
NORMAL % GOOD	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
R.C.L.N.D.	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102	18,102

APPENDIX A



Structure	Found	Cons.	Ext.	Roof	Floor	Int.	Size, etc.
<b>COMPUTATIONS</b>							
1st	46 x 45	2070			BSMT	28 x 37 = 1036	
	3 x 12	36					
	- 3 x 1.5	- 4.5					
		2101.5					
<b>REMARKS:</b>							
Work In Box At Base of Base Considered P.P.							
% S.P. COVERED Due To Terrain Other P.P. 1/3.5 P							
ALL RENOVATION AREAS IN SCOPE CONSIDERED B.P.P.							
Ret. Type 7243							
	BASE	14.36	Base	18.81	2.17	17.65	Area
	INT 2%	- .27	INT (7%)	- .98		19.95	P.P.
	NET C.F.	14.09	W.C.E.	18.49			8.32
	BASE	7.62	W.C.				7.62
							- 7.62
							+ 16.74

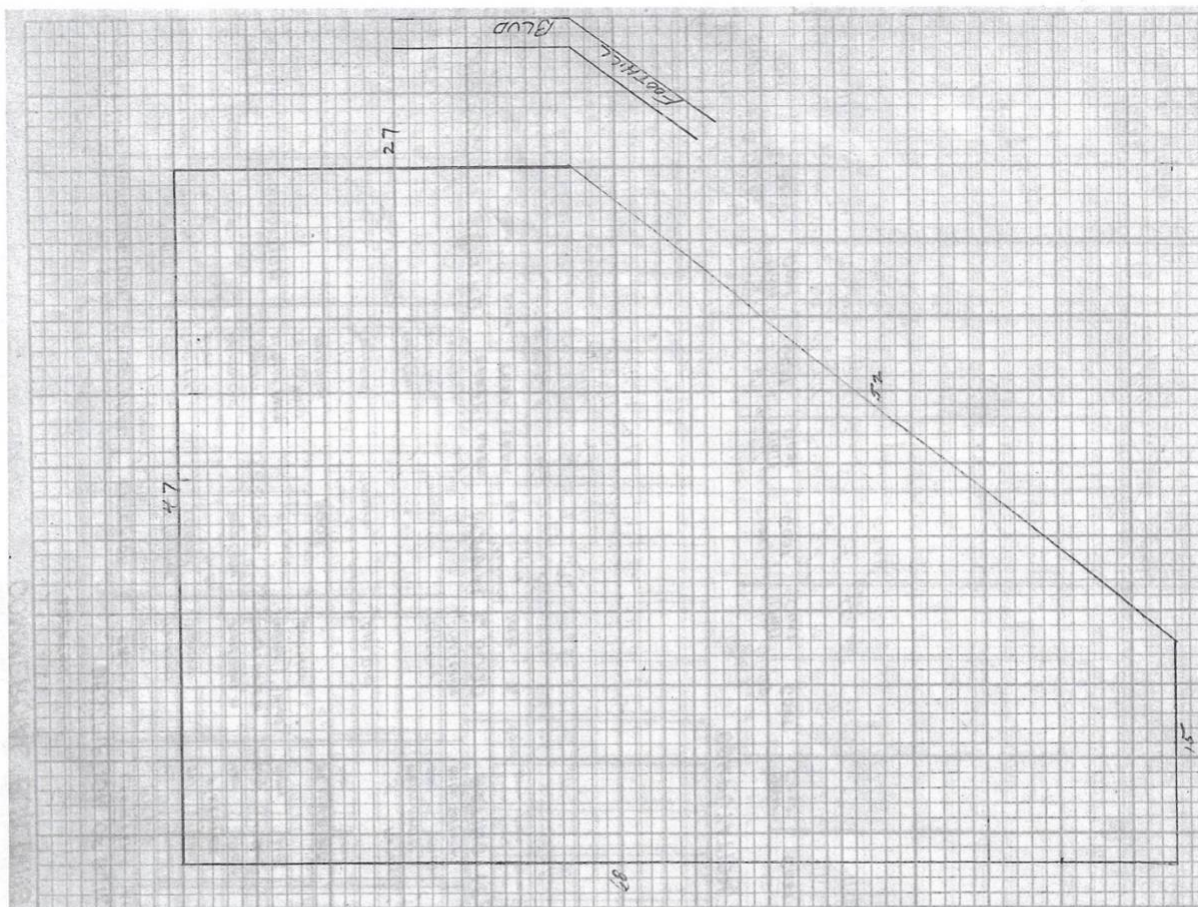
APPENDIX A

760-60-54  
SHEETS  
14 OF 34

COMMERCIAL BUILDING RECORD  
22717 Foothill Blvd, Bldg  
ADDRESS: 22717

CLASS & SHAPE		DESCRIPTION OF BUILDING										ROOM AND FINISH DETAIL																																																																	
CLASS	SHAPE	CONSTRUCTION		EXTERIOR		FRONT		LIGHTING		AIR CONDITION		ROOMS		FLOORS		ROOF		BATH & LAVATORY DETAIL																																																											
		Light	Sub-Standard	Frame	Unfinished	Recessed	Wiring	Heating	K.T.	Conduct	Forced	Fl.	B	I	2	3	Top	Material	Grade	Trim	Interior Finish																																																								
22717	RMNDL	X	Concrete	X	Brick	X	Transom	X	X	X	X	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office																																																								
<p><b>CONSTRUCTION RECORD</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Permit</th> <th>For</th> <th>Amount</th> <th>Date</th> <th>APPR. YEAR</th> <th>AGE</th> <th>REMAINING LIFE</th> <th>% GOOD</th> <th>TABLE</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>22717</td> <td>RMNDL</td> <td>1954</td> <td>45,000</td> <td>9/19</td> <td>1978</td> <td>24</td> <td>56</td> <td>100%</td> <td>79</td> <td>79</td> </tr> <tr> <td>1954</td> <td></td> <td></td> <td>1954</td> <td>1977</td> <td>23</td> <td>57</td> <td>86</td> <td>86</td> <td>86</td> <td>86</td> </tr> <tr> <td>1954</td> <td></td> <td></td> <td>1954</td> <td>1978</td> <td>24</td> <td>56</td> <td>86</td> <td>86</td> <td>86</td> <td>86</td> </tr> </tbody> </table> <p><b>RATING (E,G,A,F,P)</b></p> <p>Arch. Func. Plan: A, Cond: A, Stor. Space: A, Sweets: A, Mark: A, Con. Cost: A, Street: A, Int. Ship: A</p>																						No.	Permit	For	Amount	Date	APPR. YEAR	AGE	REMAINING LIFE	% GOOD	TABLE	%	22717	RMNDL	1954	45,000	9/19	1978	24	56	100%	79	79	1954			1954	1977	23	57	86	86	86	86	1954			1954	1978	24	56	86	86	86	86												
No.	Permit	For	Amount	Date	APPR. YEAR	AGE	REMAINING LIFE	% GOOD	TABLE	%																																																																			
22717	RMNDL	1954	45,000	9/19	1978	24	56	100%	79	79																																																																			
1954			1954	1977	23	57	86	86	86	86																																																																			
1954			1954	1978	24	56	86	86	86	86																																																																			
<p><b>COMPUTATION</b></p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Area</th> <th>Unit Cost</th> <th>Cost</th> <th>Unit</th> <th>Area</th> <th>Unit Cost</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>1st Floor</td> <td>2,350</td> <td>8.60</td> <td>20,110</td> <td>2nd Floor</td> <td>2,100</td> <td>9.70</td> <td>20,370</td> </tr> <tr> <td>1st Floor</td> <td>1</td> <td>360.00</td> <td>360.00</td> <td>2nd Floor</td> <td>1</td> <td>400.00</td> <td>400.00</td> </tr> <tr> <td>1st Floor</td> <td>3</td> <td>100.00</td> <td>300.00</td> <td>2nd Floor</td> <td>3</td> <td>120.00</td> <td>360.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>22,504</b></td> <td></td> <td></td> <td></td> <td><b>25,397</b></td> </tr> <tr> <td><b>NORMAL % GOOD</b></td> <td></td> <td></td> <td><b>99</b></td> <td></td> <td></td> <td></td> <td><b>71</b></td> </tr> <tr> <td><b>R.C.L.N.D.</b></td> <td></td> <td></td> <td><b>22,278</b></td> <td></td> <td></td> <td></td> <td><b>18,000</b></td> </tr> </tbody> </table>																						Unit	Area	Unit Cost	Cost	Unit	Area	Unit Cost	Cost	1st Floor	2,350	8.60	20,110	2nd Floor	2,100	9.70	20,370	1st Floor	1	360.00	360.00	2nd Floor	1	400.00	400.00	1st Floor	3	100.00	300.00	2nd Floor	3	120.00	360.00	<b>TOTAL</b>			<b>22,504</b>				<b>25,397</b>	<b>NORMAL % GOOD</b>			<b>99</b>				<b>71</b>	<b>R.C.L.N.D.</b>			<b>22,278</b>				<b>18,000</b>
Unit	Area	Unit Cost	Cost	Unit	Area	Unit Cost	Cost																																																																						
1st Floor	2,350	8.60	20,110	2nd Floor	2,100	9.70	20,370																																																																						
1st Floor	1	360.00	360.00	2nd Floor	1	400.00	400.00																																																																						
1st Floor	3	100.00	300.00	2nd Floor	3	120.00	360.00																																																																						
<b>TOTAL</b>			<b>22,504</b>				<b>25,397</b>																																																																						
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<b>R.C.L.N.D.</b>			<b>22,278</b>				<b>18,000</b>																																																																						

APPENDIX A



MISCELLANEOUS STRUCTURES							
Structure	Found	Cons.	Ext.	Roof	Floor	Int.	Size, etc.
<b>COMPUTATIONS</b>							
1st.							
			615				
			656				
			1269				
			2540				
<b>Remarks:</b>							
A. V. 80 % 54 R.P.O.							
100% COMPACT 8-2-55							
A. V. 100% 55 4250							
P.F. 8/6/83. PLANS BY CY BLDG REMODELED AND IS NOW							
A SALON. UPGRADE ELEC, PLUMB & BATHRM IS NOW MADE							
ACCESSIBLE. FINAL 10/1/09. EST NO BASE 9.75							
SIGNIFICANT INCREASE IN MPT VTL. WITH IMPROV. 4%							
OK AS IS GREEN 1/19/10 Area 1.30%							
BASE 18.32 Base 21.80 C.F. 10.65							
WHT 2.4 + .36 (8.8) 22.67							
I.E.C.F. 16.62 (WHIT) + .45							
Map S.F. 9.65							







APPENDIX A

**COMMERCIAL BUILDING RECORD**  
1065 C ST  
ADDRESS 22701 FOOTHILL BLVD

PARCEL 428-66-53  
SHEET 1 OF 34 SHEETS

CLASS & SHAPE		CONSTRUCTION		STRUCTURAL		EXTERIOR		FRONT		LIGHTING		AIR CONDITION		ROOMS		FLOORS		ROOM AND FINISH DETAIL		INTERIOR FINIS				
Permit No.	For	Amount	Date	Effec. Year	Appr. Year	Age	Remaining Life	Table	%	Cond	Arch. Attic	Func. Plan	Coor. Storage	Space	Work-Shop	Fl. No.	Floors	Wc. Lo. Tub Ur.	Type	Grade	St. D. T. G. D.	Finish		
22237	2064	500	4/24/62	1956	1964	8	52	0.60	97	A	A	A	A	A	A	1	1	2	2	2	2	2	2	
2027	5123	1200	11-2-53	1956	1978	22	34	0.20	83	A	A	A	A	A	A	2	2	2	2	2	2	2	2	
2027	REMED	4000	3-30-81	1956	1982	26	34	0.20	83	A	A	A	A	A	A	2	2	2	2	2	2	2	2	
46	20-2-56																							
<b>COMPUTATION</b>																								
Appraiser & Date	Area	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	
McCarty 1-24-56	865	2.70	2338	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40	9370	10.40
McCarty 11-19-57	30	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00	600	2.00
McCarty 11-20-62	36	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86	670	1.86
McCarty 11-21-63	701	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00	2804	4.00
McCarty 11-22-63	975	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50	1463	1.50
<b>TOTAL</b>			11515		13196		11596		13096		13096		13096		13096		13096		13096		13096		13096	
<b>NORMAL % GOOD</b>			120		99		99		99		99		99		99		99		99		99		99	
<b>R.C.L.I.N.D.</b>			11515		13064		11480		13176		13176		13176		13176		13176		13176		13176		13176	





## MEMORANDUM

**DATE:** April 29, 2020

**To:** Rajiv Pottabathni, Jiva Life LLC

**FROM:** Dean Arizabal, LSA

**SUBJECT:** 22701 Foothill Boulevard Traffic Analysis

LSA is pleased to present this traffic analysis for the proposed cannabis dispensary (project) at 22701 Foothill Boulevard in Hayward, California. This analysis was prepared based on recent comments from the City of Hayward (City).

### Project Description

The 22701 Foothill Boulevard project site is at the southwest corner of the intersection of Foothill Boulevard/C Street. The proposed project is within the Downtown Main Street (DT-MS) area of the City of Hayward Downtown Specific Plan and Code (adopted April 30, 2019). Figure 1 (attached) illustrates the project location. The architect plans (attached) depict the existing site, conceptual site, floor, and security plans.

The proposed project will include a 2,536-square-foot (sf) cannabis dispensary at 22701 Foothill Boulevard. The dispensary will feature 1,786 sf of retail area and the remaining 750 sf will serve as back of house exclusively for employees with secure product storage, ancillary product storage, a loading area, a management office, and an employee lounge/break room.

The proposed project is expected to operate between 8:00 a.m. and 10:00 p.m. every day. There will be up to 10 employees on site at one time (8 employees for the first shift from 8:00 a.m. to 2:00 p.m. and 10 employees for the second shift from 2:00 p.m. to 10:00 p.m., including security personnel). It is expected that the project will serve up to 300 daily patients/customers from Hayward and surrounding areas.

### Existing and Proposed Land Uses

The existing site is comprised of two parcels (22701/22715 Foothill Boulevard and 1055 C Street). The 22701/22715 Foothill Boulevard parcel includes two buildings: a vacant 4,555 sf building (3,257 sf ground floor and 1,298 sf upper floor) at 22701 Foothill Boulevard that was previously occupied by the Hayward Fishery/Art's Crab Shack restaurant and a 2,500 sf building at 22715 Foothill Boulevard that is currently occupied by Visions Beauty Salon. A 20-space surface parking lot at the adjacent 1055 C Street parcel currently serves the site.

The proposed 2,536 sf cannabis dispensary will occupy and reconfigure the vacant 4,555 sf building at 22701 Foothill Boulevard. The proposed project will abandon the 1,298 sf upper floor (it will become an inaccessible attic) and reduce the 3,257 sf ground floor by 721 net sf. The Visions Beauty Salon will remain in the 2,500 sf building at 22715 Foothill Boulevard. The existing parking lot at 1055 C Street will be reconfigured to retain 20 parking spaces (17 standard, 1 van accessible, and 2 compact spaces).

The proposed project is a “Commercial Cannabis Business” storefront and delivery operation that includes possession, storing, delivery, and sale of cannabis products. A Commercial Cannabis Business is a conditionally permitted use within the DT-MS area and the 22701 Foothill Boulevard project site.

### Existing and Proposed Access

In the project vicinity, C Street provides one-way (eastbound) travel, and Foothill Boulevard provides one-way (northbound) travel. Access to the project site is currently provided via a 24-foot (ft) wide inbound-only driveway on C Street (for right-turn vehicles from C Street) and a 25 ft wide outbound-only driveway on Foothill Boulevard (for left-turn vehicles onto Foothill Boulevard).

The existing driveways along C Street and Foothill Boulevard will remain with the project. However, the one-way inbound driveway on C Street and the one-way outbound driveway on Foothill Boulevard will both be converted to two-way inbound and outbound driveways. In addition, the existing surface parking lot with 45-degree parking spaces for inbound vehicles from C Street only will be restriped to 90-degree parking spaces to accommodate inbound vehicles from both C Street and Foothill Boulevard. The proposed project will continue to provide 20 surface parking spaces on site at the 1055 C Street parcel.

C Street has a 20 ft wide outside lane that accommodates two-hour on-street parking from 9:00 a.m. to 4:00 p.m., as well as right-turn vehicles into the driveway. Employees and patrons of the proposed project will have adequate access to and from C Street and the surface parking lot (e.g., inbound and outbound right-turn movements), as there are no sight distance obstructions along C Street.

Foothill Boulevard has a 12 ft wide acceleration lane that merges with northbound through traffic and terminates before the on-street parking spaces adjacent to the Visions Beauty Salon (e.g., two-hour parking spaces from 9:00 a.m. to 4:00 p.m.). This lane will serve as the left-turn lane into the surface parking lot from Foothill Boulevard. As there are no sight distance obstructions along Foothill Boulevard, adequate access to and from Foothill Boulevard and the surface parking will be provided for employees and patrons of the proposed project (e.g., inbound and outbound left-turn movements).

### Project Trip Generation and Distribution

#### *Institute of Transportation Engineers (ITE) Trip Generation*

LSA examined the trip generation of the proposed project by applying the trip generation rates for Land Use Code 882 (Marijuana Dispensary) from the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 10<sup>th</sup> Edition (2017). The ITE trip rates were developed from surveys of cannabis dispensaries in Oregon and Colorado. The ITE *Trip Generation Manual* does not state whether delivery services were provided at the survey locations. However, many cannabis dispensaries include deliveries as part of their operations, or they utilize third party delivery services. As such, delivery trips are included in the trip surveys and contribute to the ITE trip rates for cannabis dispensaries.

Table A summarizes the project trip generation using the ITE trip rates.

## APPENDIX B



**Table A: ITE Project Trip Generation**

Land Use	Size	Unit	Weekday							Weekend			
			ADT	AM Peak Hour			PM Peak Hour			ADT	Peak Hour of Generator		
				In	Out	Total	In	Out	Total		In	Out	Total
<b>ITE Trip Rates<sup>1</sup></b>													
Dispensary	1.000	TSF	252.70	5.85	4.59	10.44	10.92	10.91	21.83	259.31	18.22	18.21	36.43
<b>ITE Project Trip Generation</b>													
Dispensary	2.536	TSF	641	15	12	27	28	28	56	658	46	46	92

<sup>1</sup> Trip rates from the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 10<sup>th</sup> Edition (2017).

· Land Use Code 882—Marijuana Dispensary

ADT = average daily trips

TSF = thousand square feet

As Table A indicates, the proposed project could generate 641 daily weekday trips, including 27 trips in the a.m. peak hour (15 inbound and 12 outbound) and 56 trips in the p.m. peak hour (28 inbound and 28 outbound), based on the ITE trip rates. The project could also generate 658 daily weekend trips, including 92 trips during the peak hour (46 inbound and 46 outbound), using the ITE trip rates.

Because the ITE trip rates are based on surveys of cannabis dispensaries outside of California (e.g., Oregon and Colorado), they may not best represent the trip-generating characteristics of the proposed cannabis dispensary project in Hayward.

### *Survey-Based Trip Generation*

At the direction of City staff, trip generation data was collected for three cannabis dispensaries in Alameda County that are similar to the proposed project. Many cannabis dispensaries have delivery services, or they utilize third party delivery services. As such, these three local dispensaries are assumed to include deliveries in some capacity of their operations. The 22701 Foothill Boulevard Trip Generation Memorandum (Advanced Mobility Group [AMG]; April 28, 2020 [attached]) summarizes the trip generation survey data for the following three dispensaries:

- Blüm Dispensary (578 W. Grand Avenue, Oakland, CA 94612)—approximately 4,000 sf
- Blüm Dispensary (1915 Fairway Drive, San Leandro, CA 94577)—approximately 3,595 sf
- Telegraph Health Center (3003 Telegraph Road, Oakland, CA 94609)—approximately 4,000 sf

The trip generation surveys, provided as an attachment to the AMG memorandum, were conducted for seven consecutive days (January 16–22, 2019) at each site between 6:00 a.m. and 11:00 p.m. to develop average daily trip (ADT) rates and peak-hour trip rates (on a per 1,000 sf basis) for weekday and weekend conditions.

Table B summarizes the survey-based trip rates and the anticipated trip generation of the proposed project based on the highest trip rates (shaded in gray) of the comparable facilities.

As shown in Table B, the proposed project could generate 161 daily weekday trips, including 6 trips in the a.m. peak hour (4 inbound and 2 outbound) and 18 trips in the p.m. peak hour (8 inbound and 10 outbound), based on the highest trip rates developed (averaged) from the survey data. The project could also generate 78 daily weekend trips, including 17 trips in the peak hour (9 inbound and 8 outbound), using the survey-based trip rates.

## APPENDIX B



**Table B: Survey-Based Project Trip Generation**

Land Use	Size	Unit	Weekday Average							Weekend Average			
			ADT	AM Peak Hour			PM Peak Hour			ADT	Peak Hour of Generator		
				In	Out	Total	In	Out	Total		In	Out	Total
<b>Survey-Based Trip Rates<sup>1</sup></b>													
Blüm (Oakland)	1.000	TSF	63.25	0.84	0.41	1.25	3.22	3.78	7.00	26.25	2.36	2.77	5.13
Blüm (San Leandro)	1.000	TSF	27.54	0.55	0.38	0.93	1.63	2.26	3.89	30.74	3.33	3.07	6.40
Telegraph Health Center	1.000	TSF	34.42	1.56	0.52	2.08	1.42	2.75	4.17	24.38	2.28	2.47	4.75
<b>Survey-Based Project Trip Generation</b>													
Dispensary	2.536	TSF	161	4	2	6	8	10	18	78	9	8	17

Note: The highest trip rates are shaded in gray.

<sup>1</sup> Trip rates developed from surveys of three cannabis dispensaries in Alameda County for seven consecutive days (January 16–22, 2019), as presented in the 22701 Foothill Boulevard Trip Generation Memorandum (Advanced Mobility Group; April 28, 2020).

ADT = average daily trips

TSF = thousand square feet

Given that the surveyed cannabis dispensaries are in Alameda County, the project is anticipated to operate more closely to Blüm (Oakland and San Leandro) and Telegraph Health Center than the facilities surveyed in Oregon and Colorado for the ITE *Trip Generation Manual*.

### *Project Trip Distribution*

The proposed project is intended to serve customers/patients in Hayward and the surrounding communities. With full access proposed for the two driveways, it is anticipated that project trips will be split 50/50 between C Street and Foothill Boulevard.

The project could generate 14 trips in the a.m. peak-hour and 28 trips in the p.m. peak hour along C Street, as well as 13 trips in the a.m. peak hour and 28 trips in the p.m. peak hour along Foothill Boulevard, based on the ITE weekday trip rates.

Using the weekday trip rates developed from surveys of three similar facilities in Alameda County, the project could generate 3 trips in the a.m. peak hour and 9 trips in the p.m. peak hour along C Street, as well as 3 trips in the a.m. peak hour and 9 trips in the p.m. peak hour along Foothill Boulevard.

I trust this information will be useful in your planning efforts. Please let me know if you have any questions.

Attachments: Figure 1—Project Location  
 Architect Plans (Existing Site, Conceptual Site, Floor, and Security Plans)  
 22701 Foothill Boulevard Trip Generation Memorandum

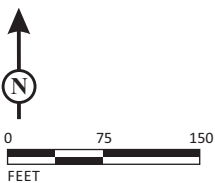


APPENDIX B



FIGURE 1

LSA

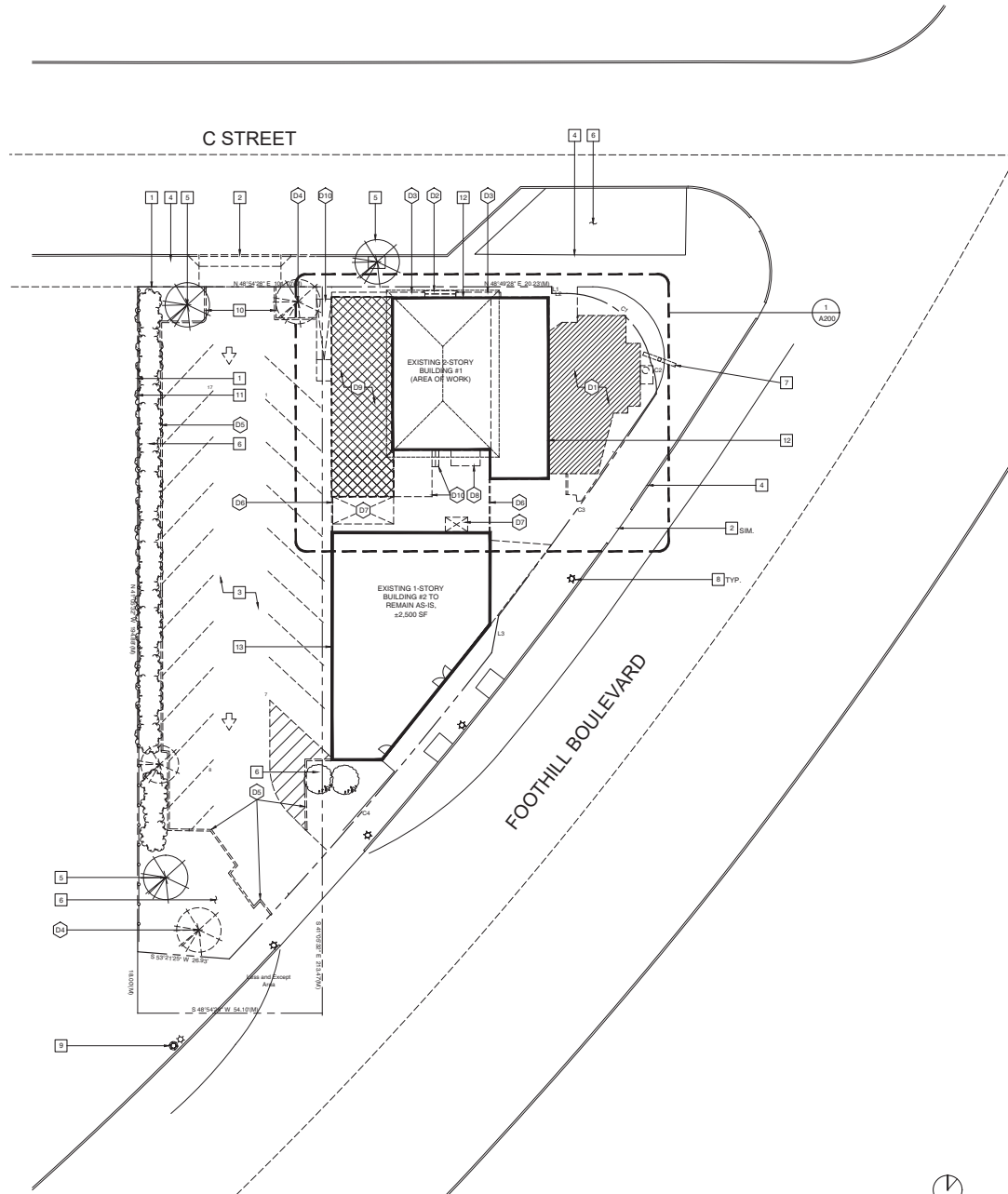


SOURCE: Google Earth

I:\JVA1901\G\Project Location.cdr (8/28/2019)

22701 Foothill Boulevard  
Project Location

APPENDIX B



**01 EXISTING CONDITIONS / DEMOLITION SITE PLAN**

SCALE: 1/8" = 1'-0"

**PROPERTY BEARINGS**

LINE	BEARING	DISTANCE		
L1	S 41° 10'32" E	2.00'		
L2	N 48° 49'28" E	4.43'		
L3	S 30° 32'08" E	11.02'		

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CORD BEARING
C1	25.00'	34.45'	31.73'	N 88° 18'04" E
C2	25.00'	5.46'	5.37'	S 51° 11'44" E
C3	1195.00'	75.73'	75.78'	S 05° 42'04" E
C4	1200.00'	118.22'	118.18'	S 00° 29'43" E

**DEMOLITION KEY NOTES**

- THE DEMOLITION KEY NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY.
- (1) REMOVE AND LEGALLY DISPOSE OF EXISTING COVERED PATIO IN ITS ENTIRETY (SHOWN DASHED), INCLUDING BUT NOT LIMITED TO FOUNDATION, WALL AND ROOF ASSEMBLIES (I.E. POSTS, DOORS, WINDOWS, ELECTRICAL, ETC.)
  - (2) REMOVE AND LEGALLY DISPOSE OF EXISTING CONCRETE STEPS
  - (3) REMOVE AND LEGALLY DISPOSE OF PLANTER BOXES
  - (4) REMOVE EXISTING TREE TO ACCOMMODATE NEW WORK
  - (5) REMOVE AND LEGALLY DISPOSE OF EXISTING CONCRETE CURB TO ACCOMMODATE NEW WORK
  - (6) REMOVE AND LEGALLY DISPOSE OF EXISTING WOODCHAIN LINK FENCING
  - (7) REMOVE AND LEGALLY DISPOSE OF EXISTING STORAGE SHED
  - (8) REMOVE AND LEGALLY DISPOSE OF EXISTING AWNING ABOVE.
  - (9) REMOVE AND LEGALLY DISPOSE OF EXISTING PORTION OF EXISTING BUILDING IN ITS ENTIRETY (SHOWN CROSS HATCHED), INCLUDING BUT NOT LIMITED TO FOUNDATION, WALL AND ROOF ASSEMBLIES, ETC. PREP AREA FOR NEW WORK
  - (10) REMOVE AND LEGALLY DISPOSE OF (E) CONCRETE RAMP, STAIRS AND LANDING.

**KEYED NOTES**

- 1) EXISTING PROPERTY LINE
- 2) EXISTING CONCRETE DRIVEWAY APPROACH TO REMAIN
- 3) EXISTING AC PAVEMENT TO REMAIN
- 4) EXISTING CONCRETE CURB, GUTTER & SIDEWALK IN PUBLIC RIGHT OF WAY
- 5) EXISTING TREE TO REMAIN
- 6) EXISTING LANDSCAPED AREA TO REMAIN, NO WORK.
- 7) EXISTING MONUMENT SIGN TO REMAIN - REFURBISH UNDER SEP PERMIT
- 8) INDICATES EXISTING STREET LAMP TO REMAIN
- 9) EXISTING FIRE HYDRANT TO REMAIN
- 10) EXISTING CONCRETE CURB
- 11) EXISTING FENCING TO REMAIN
- 12) NOT USED
- 13) INDICATES EXISTING 1-STORY BUILDING EXTERIOR WALL, NO WORK.
- 14) INDICATES EXISTING 2-STORY BUILDING EXTERIOR WALL, ROOF PROFILE AND EXTERIOR WALL AT SECOND STORY SHOWN DASHED.

SUBMITTALS / REVISIONS  
 04.09.20 PLANNING DEPT  
 SUBMITTAL

DRAWING TITLE/ NO.

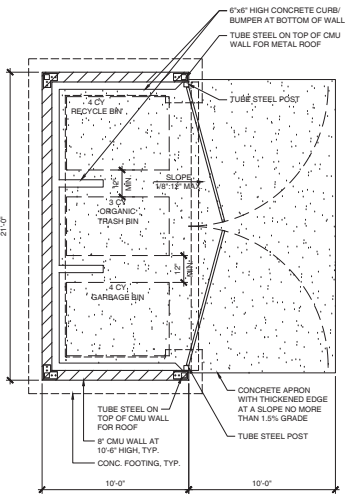
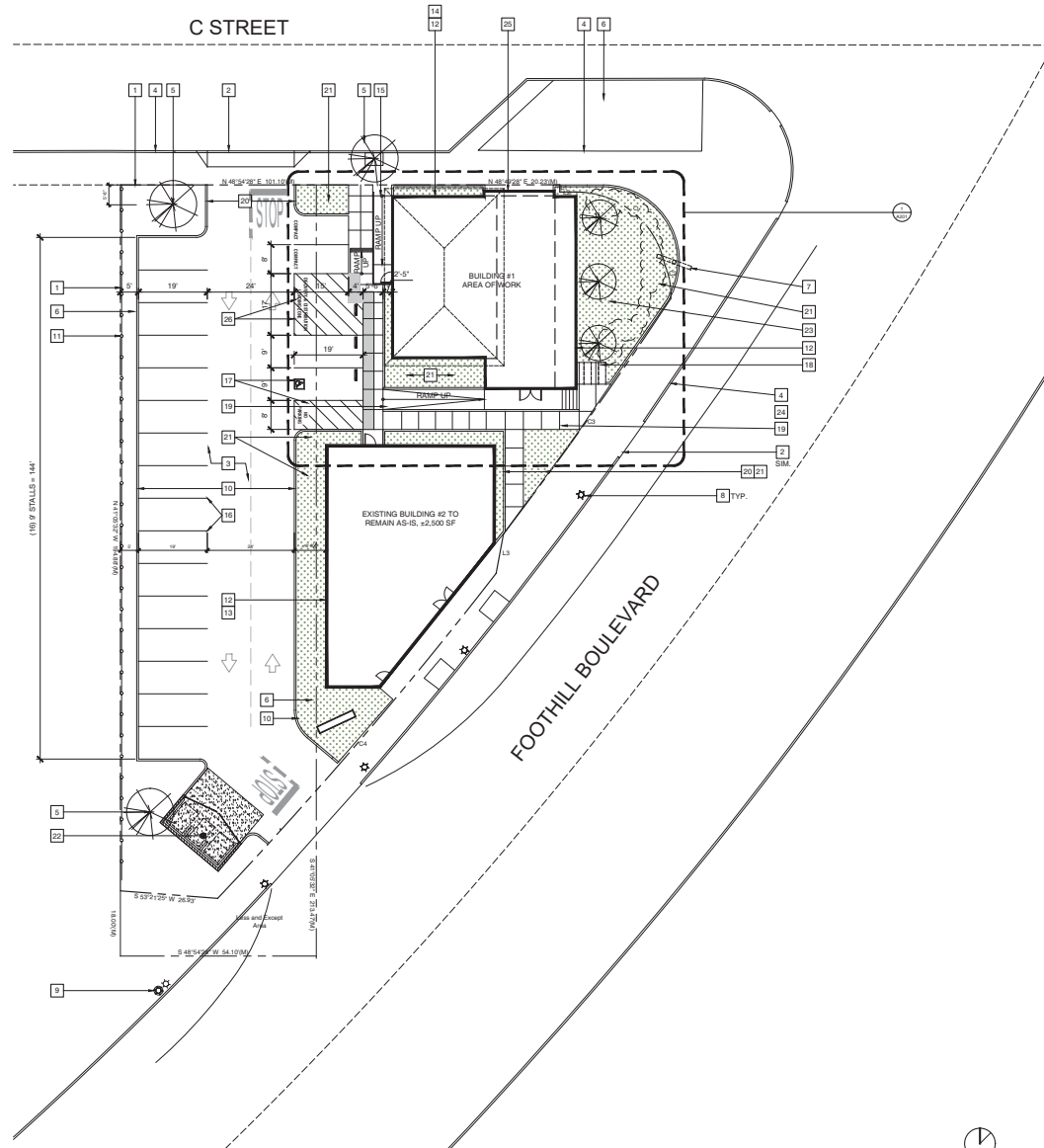
EXISTING CONDITIONS / DEMOLITION SITE PLAN

**A100**

**COMMERCIAL CANNABIS BUSINESS | RETAIL STOREFRONT**  
 22701 FOOTHILL BLVD & 1055 C STREET, HAYWARD, CALIFORNIA 94541

APN: 428-0086-(056-00) (058-01)

APPENDIX B



**02 TRASH ENCLOSURE PLAN**  
SCALE: 1/4"=1'-0"

**01 SITE PLAN**  
SCALE: 1"=10'

**PROPERTY BEARINGS**

LINE	BEARING	DISTANCE		
L1	S 41° 10'32" E	2.00'		
L2	N 48° 49'28" E	4.43'		
L3	S 30° 32'08" E	11.02'		
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CORD BEARING
C1	25.00'	34.45'	31.73'	N 88° 18'04" E
C2	25.00'	5.46'	9.37'	S 51° 11'44" E
C3	1195.00'	75.70'	75.70'	S 05° 42'04" E
C4	1200.00'	118.22'	118.16'	S 00° 28'40" E

- KEYED NOTES**
- 1 EXISTING PROPERTY LINE
  - 2 EXISTING CONCRETE DRIVEWAY APPROACH TO REMAIN
  - 3 EXISTING AC PAVEMENT TO REMAIN
  - 4 EXISTING CONCRETE CURB, GUTTER & SIDEWALK IN PUBLIC RIGHT OF WAY
  - 5 EXISTING TREE TO REMAIN
  - 6 EXISTING LANDSCAPED AREA TO REMAIN, NO WORK.
  - 7 EXISTING MONUMENT SIGN TO REMAIN - REFURBISH UNDER SEP PERMIT
  - 8 INDICATES EXISTING STREET LAMP TO REMAIN
  - 9 EXISTING FIRE HYDRANT TO REMAIN
  - 10 NEW 6" HIGH CONCRETE CURB
  - 11 EXISTING FENCING TO REMAIN
  - 12 INDICATES EXISTING BUILDING EXTERIOR WALL
  - 13 EXISTING 1-STORY BUILDING TO REMAIN, NO WORK.
  - 14 EXISTING 2-STORY BUILDING AREA OF IMPROVEMENT, ROOF STRUCTURE SHOWN DASHED.
  - 15 NEW CONCRETE RAMP AND LANDING
  - 16 NEW WHITE STALL STRIPING PER CITY STDS
  - 17 NEW VAN ACCESSIBLE PARKING STALL & ACCESS AISLE PER CBC REOMTS
  - 18 NEW BIKE PARKING PER CITY STDS
  - 19 NEW ACCESSIBLE CONCRETE RAMP/ WALKWAY
  - 20 NEW 6" HIGH CONCRETE CURB
  - 21 INDICATES NEW LANDSCAPE AREA - SEE 'CONCEPTUAL PLANTING PLAN'
  - 22 NEW SECURED CMU TRASH ENCLOSURE PER CITY STDS. SEE DETAIL 02/A110
  - 23 NEW SMALL TREES IN GRID
  - 24 NEW CONCRETE STAIRS
  - 25 NEW 1-STORY BUILDING FOOTPRINT
  - 26 NEW DISTRIBUTION/ DELIVERY LOADING ZONE

SUBMITTALS / REVISIONS  
 04.09.20 PLANNING DEPT SUBMITTAL

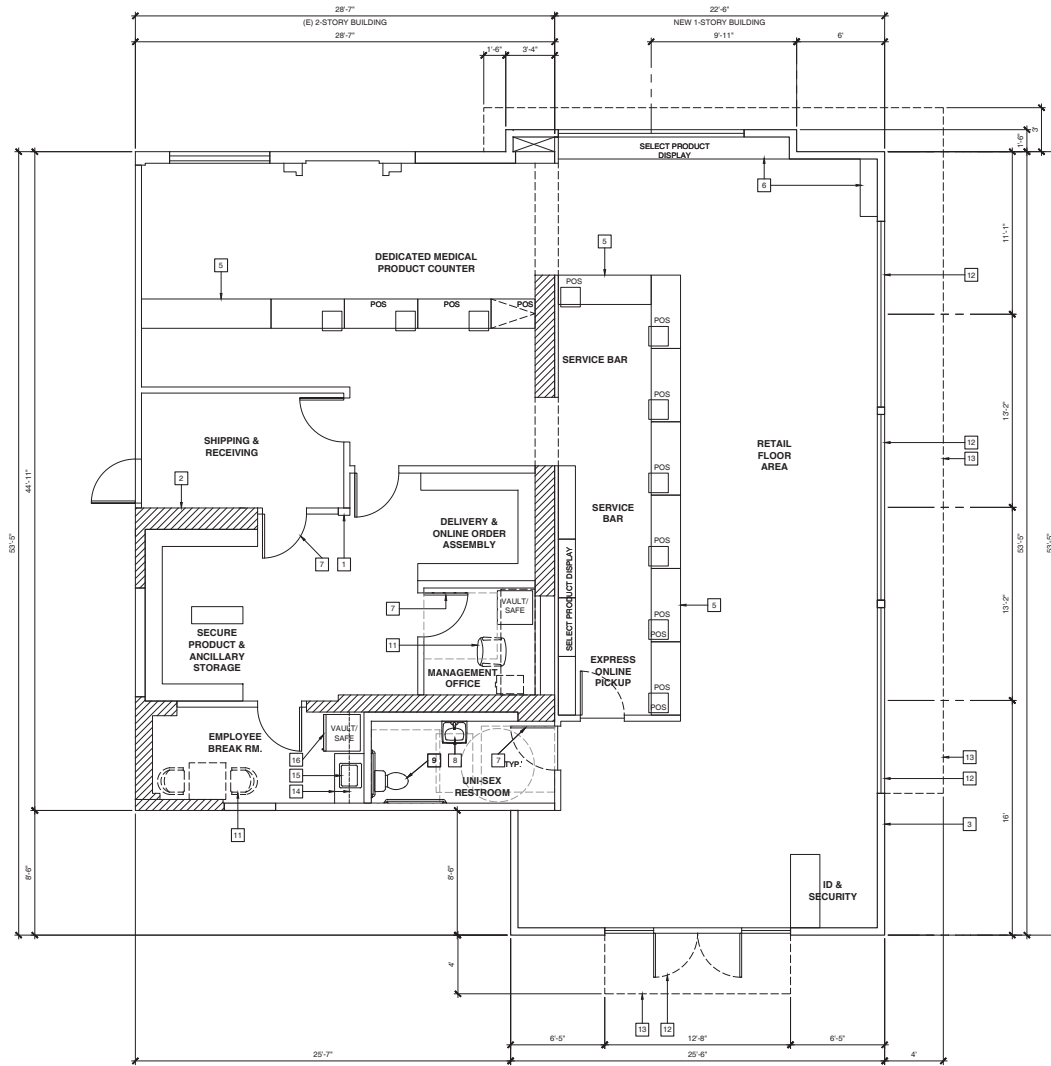
DRAWING TITLE/ NO.  
 SITE PLAN

**A110**

COMMERCIAL CANNABIS BUSINESS | RETAIL STOREFRONT  
 22701 FOOTHILL BLVD & 1055 C STREET, HAYWARD, CALIFORNIA 94541

APN: 428-0086-(056-00) (058-01)

APPENDIX B



**PROPOSED FIRST FLOOR PLAN**

SCALE: 1/4" = 1'-0"

KEYED NOTES	
1	EXISTING STEEL COLUMN TO REMAIN
2	EXISTING MASONRY WALL TO REMAIN, TYPICAL AS SHOWN
3	NOT USED
4	NOT USED
5	NEW TRANSACTION COUNTER, TYPICAL AS SHOWN.
6	NEW DISPLAY COUNTER/MILLWORK
7	NEW DOOR
8	NEW WALL MOUNTED SINK
9	NEW WATER CLOSET AND GRAB BARS BY CODE
10	ACCESSIBILITY LIFT AS REQUIRED BY CODE
11	FURNITURE SHOWN FOR REFERENCE ONLY
12	NEW STOREFRONT DOOR(S) AND/OR WINDOW SYSTEM. PROVIDE FROSTED FILM TO GLAZING AS REQUIRED TO BLOCK MERCHANDISE VISIBILITY FROM PUBLIC RIGHT OF WAY FIELD OF VIEW.
13	NEW METAL AWNING ABOVE
14	NEW UPPER AND LOWER CASEWORK
15	NEW STAINLESS STEEL SINK
16	REFRIGERATOR SPACE, SHOWN FOR REFERENCE.
17	POINT OF SALE (POS)

LEGEND	
	EXISTING MASONRY WALL TO REMAIN INTACT.
	EXISTING WOOD STUD FRAMED WALL TO REMAIN INTACT
	EXISTING DOOR AND/OR WINDOW TO REMAIN INTACT
	NEW WOOD STUD FRAMED WALL
	NEW DOOR
	NEW WINDOW

**COMMERCIAL CANNABIS BUSINESS | RETAIL STOREFRONT**  
 22701 FOOTHILL BLVD & 1055 C STREET, HAYWARD, CALIFORNIA 94541

APN: 428-0086-(056-00) (058-01)

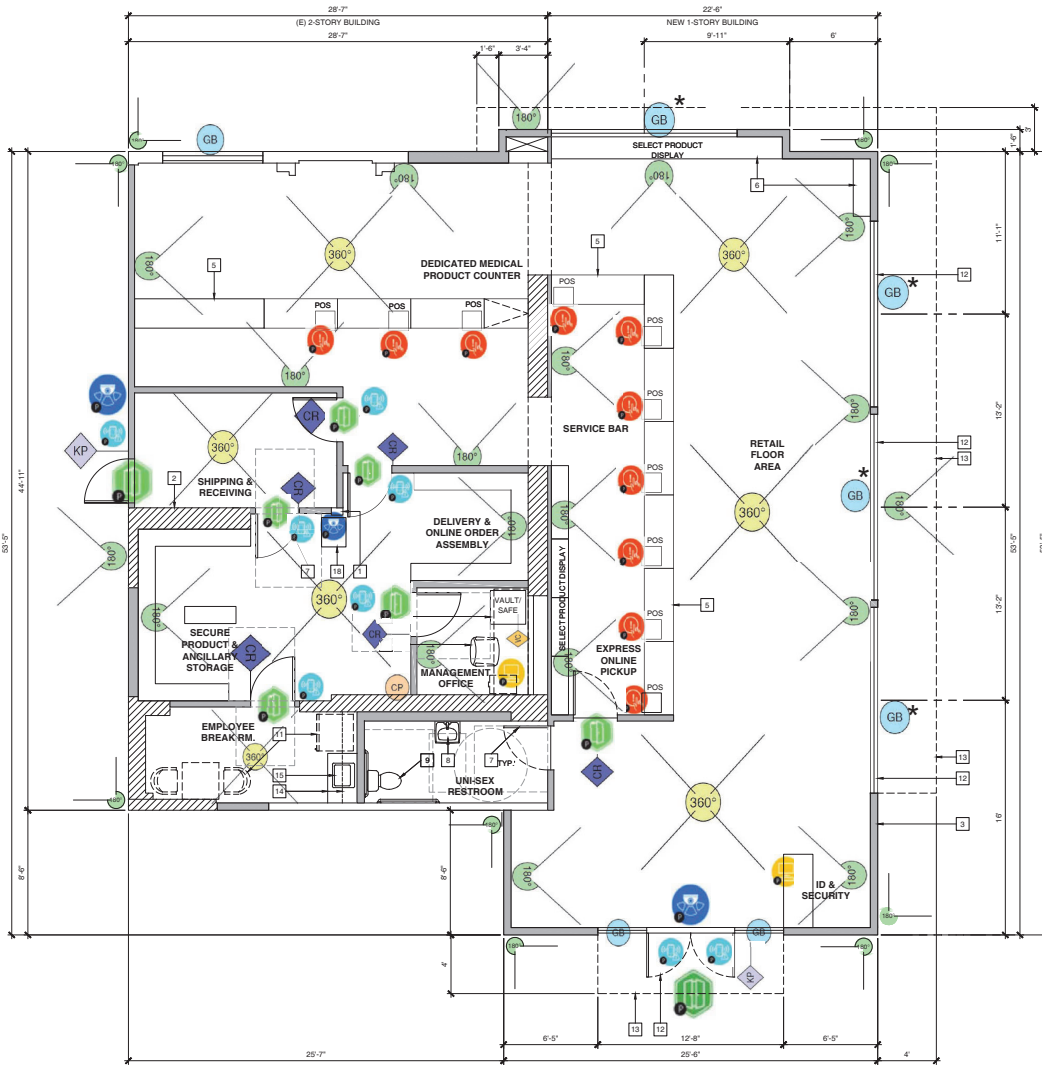
SUBMITTALS / REVISIONS  
 04.09.20 PLANNING DEPT  
 SUBMITTAL

DRAWING TITLE/ NO.

PROPOSED  
 FIRST FLOOR PLAN

**A201**

APPENDIX B



**PROPOSED SECURITY FLOOR PLAN**

SCALE: 1/4" = 1'-0"

### SECURITY LEGEND

<ul style="list-style-type: none"> <li> Glass Break Detector*</li> <li> Control Panel</li> <li> 180° View Camera**</li> <li> 360° View Camera**</li> <li> Keypad Location</li> <li> Card Access Reader</li> <li> Vault Contact</li> </ul>	<ul style="list-style-type: none"> <li> Face Capture Camera</li> <li> Motion Sensor</li> <li> Panic Button</li> <li> Limited Control Access Single Door</li> <li> Limited Control Access Double Door</li> <li> Security View System</li> </ul>	<p>* Set of 2 or 4 ** Cameras may be used interchangeably</p>
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**KEYED NOTES**

- 1 EXISTING STEEL COLUMN TO REMAIN
- 2 EXISTING MASONRY WALL TO REMAIN, TYPICAL AS SHOWN
- 3 NOT USED
- 4 NOT USED
- 5 NEW TRANSACTION COUNTER, TYPICAL AS SHOWN.
- 6 NEW DISPLAY COUNTER/ MILLWORK
- 7 NEW DOOR
- 8 NEW WALL MOUNTED SINK
- 9 NEW WATER CLOSET AND GRAB BARS BY CODE
- 10 ACCESSIBILITY LIFT AS REQUIRED BY CODE
- 11 FURNITURE SHOWN FOR REFERENCE ONLY
- 12 NEW STOREFRONT DOOR(S) AND/OR WINDOW SYSTEM. PROVIDE FROSTED FILM TO GLAZING AS REQUIRED TO BLOCK MERCHANDISE VISIBILITY FROM PUBLIC RIGHT OF WAY FIELD OF VIEW.
- 13 NEW METAL AWNING ABOVE
- 14 NEW UPPER AND LOWER CASEWORK
- 15 NEW STAINLESS STEEL SINK
- 16 REFRIGERATOR SPACE, SHOWN FOR REFERENCE.
- 17 POINT OF SALE (POS)
- 18 SECURED CANNABIS WASTE RECEPTACLE

**LEGEND**

- EXISTING MASONRY WALL TO REMAIN INTACT.
- EXISTING WOOD STUD FRAMED WALL TO REMAIN INTACT
- EXISTING DOOR AND/OR WINDOW TO REMAIN INTACT
- NEW WOOD STUD FRAMED WALL
- NEW DOOR
- NEW WINDOW

**COMMERCIAL CANNABIS BUSINESS | RETAIL STOREFRONT**

22701 FOOTHILL BLVD & 1055 C STREET, HAYWARD, CALIFORNIA 94541

APN: 428-0086-(056-00) (058-01)

SUBMITTALS / REVISIONS  
04.14.20 PLANNING DEPT  
SUBMITTAL

DRAWING TITLE/ NO.

PROPOSED  
SECURITY FLOOR PLAN

**A202**



## Memo

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To:	From:
Rajiv Pottabathni Jiva Life, LLC email: raj@jivalife.org	Advanced Mobility Group 2999 Oak Road Suite 420 Walnut Creek, CA 94597  Date: April 28, 2020

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**Reference: 22701 Foothill Boulevard Trip Generation Memorandum**

This memorandum presents the trip generation rate calculation conducted for a proposed commercial cannabis retail dispensary to be located at 22701 Foothill Boulevard in the City of Hayward. The main objective of the study is to present the data collected at three comparable commercial cannabis retail dispensaries that are operational to determine the expected trip generation rates for the proposed project.

The proposed project is located on a parcel that has two existing buildings. A vacant two-story (approximately 4,555 sf) building and another building that is approximately 2,500 sf, which has an existing salon. An adjacent parcel addressed 1055 C Street is the private parking lot for the proposed project and has 20 existing parking spaces, which would be restriped and adjusted to retain 20 customer parking spaces (17 standard spaces, 1 van accessible space, 2 compact spaces), bicycle rack spaces, and a dedicated delivery/distribution loading zone. The vacant structure would be transformed into a 2,536-sf retail storefront featuring 1,786 sf of sales floor area and 750 sf as the back of house exclusively for employees with secure product storage, ancillary product storage, a loading area, a management office, and an employee lounge/break room.

### ITE TRIP GENERATION

Institute of Transportation Engineers (ITE) provides trip generation rates for the Land Use (Marijuana Dispensary – Land Use 882) in the *Trip Generation Manual, 10<sup>th</sup> Edition, 2017*. The marijuana dispensary land use is defined as a standalone facility where cannabis is sold to patients or consumers in a legal manner.

As shown in **Table 1**, ITE rates for marijuana dispensaries are available for weekdays, but data is very limited for the weekends. The weekday trip rates were based on four separate studies with data collected in Oregon and Colorado. Based on the trip rates, a dispensary is expected to generate approximately 10.44 trips per 1,000 square feet (ksf) during the a.m. peak period (7-9 a.m.) and 21.83 trips/ksf during the p.m. peak period (4-6 p.m.). ITE does not mention whether delivery services were provided at the count locations. However, most retailers do have delivery services, or they utilize third party delivery services.

## APPENDIX C

April 28, 2020

**Reference: 22701 Foothill Boulevard Trip Generation Memorandum****Table 1: ITE Trip Generation Rates****Weekday Average**

Trips			Rate
	Enter %	Exit %	Trips per KSF
Daily	50%	50%	252.70
AM Generator	52%	48%	20.88
AM Adjacent Street (7-9am)	56%	44%	10.44
PM Generator	50%	50%	29.93
PM Adjacent Street (4-6pm)	50%	50%	21.83

**Weekend Average**

Trips			Rate
	Enter %	Exit %	Trips per KSF
Daily	50%	50%	259.31
AM Generator	-%	-%	36.43

**DATA COLLECTION**

In order to get local data from dispensaries operating in California, AMG collected 7-day, including weekdays and weekends, driveway counts between 6 a.m. and 11 p.m. at the following dispensaries in the Bay Area:

1. Blum Dispensary located at 578 W. Grand Avenue, Oakland, CA 94612. The dispensary is 4,000 square feet in size.
2. Blum Dispensary located at 1915 Fairway Drive, San Leandro, CA. The Blum Dispensary in San Leandro is in a building of approximately 13,300 square feet, but only utilizes approximately 3,595 square feet of the commercial space for its retail dispensary operation.
3. Telegraph Health Center located at 3003 Telegraph Avenue, Oakland, CA 94609. This dispensary is approximately 4,000 square feet in size.

Most retailers do have delivery services, or they utilize third party delivery services, so it is assumed that the three local retailers also availed delivery services in some form. Based on the data collected at each of the location, the following tables summarizes the trip generation rates for each location.

## APPENDIX C

April 28, 2020

Reference: 22701 Foothill Boulevard Trip Generation Memorandum

**Table 2: Trip Generation Rates – Blum Oakland**  
**Weekday Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	63.25
AM Generator	56%	44%	6.83
AM Adjacent Street (7-9am)	67%	33%	1.25
PM Generator	48%	52%	8.75
PM Adjacent Street (4-6pm)	46%	54%	7.00

**Weekend Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	26.25
AM Generator	53%	47%	2.38
AM Adjacent Street (7-9am)	100%	0%	0.13
PM Generator	46%	54%	5.13
PM Adjacent Street (4-6pm)	52%	48%	3.88

**Table 3: Trip Generation Rates – Blum San Leandro**

**Weekday Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	47%	53%	27.54
AM Generator	50%	50%	3.34
AM Adjacent Street (7-9am)	59%	41%	0.93
PM Generator	43%	57%	5.19
PM Adjacent Street (4-6pm)	42%	58%	3.89

**Weekend Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	48%	52%	30.74
AM Generator	45%	55%	2.78
AM Adjacent Street (7-9am)	100%	0%	0.28
PM Generator	52%	48%	6.40
PM Adjacent Street (4-6pm)	52%	48%	6.12



## APPENDIX C

April 28, 2020

Reference: 22701 Foothill Boulevard Trip Generation Memorandum

**Table 4: Trip Generation Rates – Telegraph Health Center  
Weekday Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	34.42
AM Generator	52%	48%	5.25
AM Adjacent Street (7-9am)	75%	25%	2.08
PM Generator	50%	50%	5.50
PM Adjacent Street (4-6pm)	34%	66%	4.17

**Weekend Average**

Trips			Rate
	Enter %	Exit %	Trips per Unit
Daily	50%	50%	24.38
AM Generator	48%	53%	4.75
AM Adjacent Street (7-9am)			
PM Generator	45%	55%	4.25
PM Adjacent Street (4-6pm)	50%	50%	2.75

As shown in Tables 2, 3, and 4, the trip generation rates observed at the three Bay Area dispensaries are significantly lower than the trip generation rates as published by ITE. Based on the collected data, the highest trip generation rate for a.m. peak period (7-9 a.m.) is 2.08 trips/ksf during the weekday and weekend rates are much lower. The highest trip generation rates for p.m. peak period (4-6 p.m.) is 7 trips/ksf during the weekday and 6.12 trips/ksf during the weekend. The detailed data collected at 15-minute intervals for the three study locations are included in Appendix A.

**Advanced Mobility Group**


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# Appendix C

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## TRIP GENERATION DATA

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 578 W Grand Ave Date: 01/16/2019  
 City: Oakland Day: Wednesday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	2	1	3
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	1	1
7:45 AM	1	0	1
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	1	0	1
9:15 AM	1	0	1
9:30 AM	1	1	2
9:45 AM	4	0	4
10:00 AM	3	2	5
10:15 AM	5	4	9
10:30 AM	6	3	9
10:45 AM	5	4	9
11:00 AM	1	4	5
11:15 AM	2	2	4
11:30 AM	2	1	3
11:45 AM	2	4	6
12:00 PM	3	3	6
12:15 PM	5	2	7
12:30 PM	5	4	9
12:45 PM	1	4	5
1:00 PM	2	0	2
1:15 PM	3	4	7
1:30 PM	0	1	1
1:45 PM	5	2	7
2:00 PM	7	8	15
2:15 PM	2	5	7
2:30 PM	1	2	3
2:45 PM	3	1	4
3:00 PM	3	4	7
3:15 PM	6	5	11
3:30 PM	3	4	7
3:45 PM	4	4	8
4:00 PM	5	6	11
4:15 PM	1	5	6
4:30 PM	4	1	5
4:45 PM	2	3	5
5:00 PM	0	2	2
5:15 PM	1	2	3
5:30 PM	1	1	2
5:45 PM	5	3	8
6:00 PM	5	6	11
6:15 PM	3	2	5
6:30 PM	2	4	6
6:45 PM	3	2	5
7:00 PM	1	4	5
7:15 PM	0	1	1
7:30 PM	2	0	2
7:45 PM	2	2	4
8:00 PM	0	1	1
8:15 PM	1	2	3
8:30 PM	1	1	2
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	2	1	3
Totals	132	130	262

578 W Grand Ave & 23rd St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	3	2	1
6:15	0	0	3	2	1
6:30	0	0	4	3	1
6:45	2	1	5	3	2
7:00	0	0	3	2	1
7:15	1	0	3	2	1
7:30	0	1	2	1	1
7:45	1	0	2	2	0
8:00	0	0	1	1	0
8:15	0	0	2	2	0
8:30	1	0	3	3	0
8:45	0	0	4	3	1
9:00	1	0	8	7	1
9:15	1	0	12	9	3
9:30	1	1	20	13	7
9:45	4	0	27	18	9
10:00	3	2	32	19	13
10:15	5	4	32	17	15
10:30	6	3	27	14	13
10:45	5	4	21	10	11
11:00	1	4	18	7	11
11:15	2	2	19	9	10
11:30	2	1	22	12	10
11:45	2	4	28	15	13
12:00	3	3	27	14	13
12:15	5	2	23	13	10
12:30	5	4	23	11	12
12:45	1	4	15	6	9
13:00	2	0	17	10	7
13:15	3	4	30	15	15
13:30	0	1	30	14	16
13:45	5	2	32	15	17
14:00	7	8	29	13	16
14:15	2	5	21	9	12
14:30	1	2	25	13	12
14:45	3	1	29	15	14
15:00	3	4	33	16	17
15:15	6	5	37	18	19
15:30	3	4	32	13	19
15:45	4	4	30	14	16
16:00	5	6	27	12	15
16:15	1	5	18	7	11
16:30	4	1	15	7	8
16:45	2	3	12	4	8
17:00	0	2	15	7	8
17:15	1	2	24	12	12
17:30	1	1	26	14	12
17:45	5	3	30	15	15
18:00	5	6	27	13	14
18:15	3	2	21	9	12
18:30	2	4	17	6	11
18:45	3	2	13	6	7
19:00	1	4	12	5	7
19:15	0	1	8	4	4
19:30	2	0	10	5	5
19:45	2	2	10	4	6
20:00	0	1	6	2	4
20:15	1	2	5	2	3
20:30	1	1	2	1	1
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	1	0	1
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	2	2
22:15	0	0			
22:30	0	0			
22:45	2	1			
Totals	132	130			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	262	50%	50%	65.50
AM Generator	32	59%	41%	8.00
AM Adjacent Street (7-9am)	3	67%	33%	0.75
PM Generator	37	49%	51%	9.25
PM Adjacent Street (4-6pm)	27	44%	56%	6.75

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 578 W Grand A Date: 01/17/2019  
 City: Oakland Day: Thursday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	1	1	2
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	1	1	2
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	5	1	6
10:00 AM	3	0	3
10:15 AM	1	2	3
10:30 AM	2	1	3
10:45 AM	3	2	5
11:00 AM	6	3	9
11:15 AM	0	4	4
11:30 AM	4	1	5
11:45 AM	3	3	6
12:00 PM	4	2	6
12:15 PM	1	5	6
12:30 PM	3	3	6
12:45 PM	3	2	5
1:00 PM	2	3	5
1:15 PM	3	1	4
1:30 PM	3	2	5
1:45 PM	2	3	5
2:00 PM	4	6	10
2:15 PM	6	6	12
2:30 PM	3	4	7
2:45 PM	4	3	7
3:00 PM	3	4	7
3:15 PM	6	4	10
3:30 PM	3	3	6
3:45 PM	3	3	6
4:00 PM	4	5	9
4:15 PM	4	3	7
4:30 PM	6	3	9
4:45 PM	1	5	6
5:00 PM	5	3	8
5:15 PM	3	4	7
5:30 PM	5	4	9
5:45 PM	1	5	6
6:00 PM	1	3	4
6:15 PM	2	0	2
6:30 PM	1	5	6
6:45 PM	1	0	1
7:00 PM	4	1	5
7:15 PM	2	5	7
7:30 PM	1	2	3
7:45 PM	0	1	1
8:00 PM	1	2	3
8:15 PM	2	1	3
8:30 PM	0	1	1
8:45 PM	0	1	1
9:00 PM	1	0	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	2	1	3
Totals	132	129	261

Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	2	1	1
6:15	0	0	3	2	1
6:30	0	0	3	2	1
6:45	1	1	3	2	1
7:00	1	0	1	1	0
7:15	0	0	2	1	1
7:30	0	0	2	1	1
7:45	0	0	3	2	1
8:00	1	1	3	2	1
8:15	0	0	1	1	0
8:30	1	0	1	1	0
8:45	0	0	1	1	0
9:00	0	0	7	6	1
9:15	0	0	10	9	1
9:30	1	0	13	10	3
9:45	5	1	15	11	4
10:00	3	0	14	9	5
10:15	1	2	20	12	8
10:30	2	1	21	11	10
10:45	3	2	23	13	10
11:00	6	3	24	13	11
11:15	0	4	21	11	10
11:30	4	1	23	12	11
11:45	3	3	24	11	13
12:00	4	2	23	11	12
12:15	1	5	22	9	13
12:30	3	3	20	11	9
12:45	3	2	19	11	8
13:00	2	3	19	10	9
13:15	3	1	24	12	12
13:30	3	2	32	15	17
13:45	2	3	34	15	19
14:00	4	6	36	17	19
14:15	6	6	33	16	17
14:30	3	4	31	16	15
14:45	4	3	30	16	14
15:00	3	4	29	15	14
15:15	6	4	31	16	15
15:30	3	3	28	14	14
15:45	3	3	31	17	14
16:00	4	5	31	15	16
16:15	4	3	30	16	14
16:30	6	3	30	15	15
16:45	1	5	30	14	16
17:00	5	3	30	14	16
17:15	3	4	26	10	16
17:30	5	4	21	9	12
17:45	1	5	18	5	13
18:00	1	3	13	5	8
18:15	2	0	14	8	6
18:30	1	5	19	8	11
18:45	1	0	16	8	8
19:00	4	1	16	7	9
19:15	2	5	14	4	10
19:30	1	2	10	4	6
19:45	0	1	8	3	5
20:00	1	2	8	3	5
20:15	2	1	6	3	3
20:30	0	1	3	1	2
20:45	0	1	2	1	1
21:00	1	0	1	1	0
21:15	0	0	1	0	1
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	2	2
22:15	0	0			
22:30	0	0			
22:45	2	1			
Totals	132	129			

	Trips Total	Enter %	Exit %	Rate Trips per Unit
Daily	261	51%	49%	65.25
AM Generator	24	54%	46%	6.00
AM Adjacent Street (7-9am)	3	67%	33%	0.75
PM Generator	36	47%	53%	9.00
PM Adjacent Street (4-6pm)	31	48%	52%	7.75

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 578 W Grand A Date: 01/18/2019  
 City: Oakland Day: Friday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	1	1	2
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	1	0	1
8:15 AM	0	0	0
8:30 AM	1	1	2
8:45 AM	0	0	0
9:00 AM	1	1	2
9:15 AM	0	1	1
9:30 AM	1	0	1
9:45 AM	2	0	2
10:00 AM	5	3	8
10:15 AM	3	2	5
10:30 AM	5	6	11
10:45 AM	1	4	5
11:00 AM	4	2	6
11:15 AM	1	2	3
11:30 AM	6	4	10
11:45 AM	1	2	3
12:00 PM	2	2	4
12:15 PM	0	3	3
12:30 PM	2	0	2
12:45 PM	3	2	5
1:00 PM	1	1	2
1:15 PM	4	2	6
1:30 PM	7	3	10
1:45 PM	2	5	7
2:00 PM	6	6	12
2:15 PM	2	4	6
2:30 PM	8	4	12
2:45 PM	5	6	11
3:00 PM	5	4	9
3:15 PM	6	7	13
3:30 PM	9	3	12
3:45 PM	2	4	6
4:00 PM	5	6	11
4:15 PM	7	5	12
4:30 PM	2	5	7
4:45 PM	4	2	6
5:00 PM	1	6	7
5:15 PM	3	3	6
5:30 PM	4	2	6
5:45 PM	4	2	6
6:00 PM	3	6	9
6:15 PM	4	1	5
6:30 PM	5	4	9
6:45 PM	4	5	9
7:00 PM	1	6	7
7:15 PM	7	2	9
7:30 PM	5	7	12
7:45 PM	2	6	8
8:00 PM	0	1	1
8:15 PM	1	2	3
8:30 PM	0	0	0
8:45 PM	0	2	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	1	1
9:45 PM	1	0	1
10:00 PM	1	0	1
10:15 PM	1	1	2
10:30 PM	0	1	1
10:45 PM	0	2	2
Totals	163	163	326

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	0	0	2	1	1
6:15	0	0	3	2	1
6:30	0	0	3	2	1
6:45	1	1	3	2	1
7:00	1	0	1	1	0
7:15	0	0	1	1	0
7:30	0	0	1	1	0
7:45	0	0	3	2	1
8:00	1	0	3	2	1
8:15	0	0	4	2	2
8:30	1	1	5	2	3
8:45	0	0	4	2	2
9:00	1	1	6	4	2
9:15	0	1	12	8	4
9:30	1	0	16	11	5
9:45	2	0	26	15	11
10:00	5	3	29	14	15
10:15	3	2	27	13	14
10:30	5	6	25	11	14
10:45	1	4	24	12	12
11:00	4	2	22	12	10
11:15	1	2	20	10	10
11:30	6	4	20	9	11
11:45	1	2	12	5	7
12:00	2	2	14	7	7
12:15	0	3	12	6	6
12:30	2	0	15	10	5
12:45	3	2	23	15	8
13:00	1	1	25	14	11
13:15	4	2	35	19	16
13:30	7	3	35	17	18
13:45	2	5	37	18	19
14:00	6	6	41	21	20
14:15	2	4	38	20	18
14:30	8	4	45	24	21
14:45	5	6	45	25	20
15:00	5	4	40	22	18
15:15	6	7	42	22	20
15:30	9	3	41	23	18
15:45	2	4	36	16	20
16:00	5	6	36	18	18
16:15	7	5	32	14	18
16:30	2	5	26	10	16
16:45	4	2	25	12	13
17:00	1	6	25	12	13
17:15	3	3	27	14	13
17:30	4	2	26	15	11
17:45	4	2	29	16	13
18:00	3	6	32	16	16
18:15	4	1	30	14	16
18:30	5	4	34	17	17
18:45	4	5	37	17	20
19:00	1	6	36	15	21
19:15	7	2	30	14	16
19:30	5	7	24	8	16
19:45	2	6	12	3	9
20:00	0	1	6	1	5
20:15	1	2	5	1	4
20:30	0	0	2	0	2
20:45	0	2	3	0	3
21:00	0	0	2	1	1
21:15	0	0	3	2	1
21:30	0	1	5	3	2
21:45	1	0	5	3	2
22:00	1	0	6	2	4
22:15	1	1			
22:30	0	1			
22:45	0	2			
Totals	163	163			

	Trips		Exit %	Rate
	Total	Enter %		
Daily	326	50%	50%	81.50
AM Generator	29	48%	52%	7.25
AM Adjacent Street (7-9am)	3	67%	33%	0.75
PM Generator	45	53%	47%	11.25
PM Adjacent Street (4-6pm)	36	50%	50%	9.00

APPENDIX C

Prepared by National Data & Surveying Services

Driveway In & Out

Location: 578 W Grand A Date: 01/19/2019  
 City: Oakland Day: Saturday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	1	0	1
6:15 AM	0	1	1
6:30 AM	0	0	0
6:45 AM	1	0	1
7:00 AM	1	0	1
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	1	0	1
10:15 AM	1	1	2
10:30 AM	0	1	1
10:45 AM	2	1	3
11:00 AM	1	1	2
11:15 AM	3	1	4
11:30 AM	0	2	2
11:45 AM	4	0	4
12:00 PM	1	4	5
12:15 PM	3	1	4
12:30 PM	2	4	6
12:45 PM	3	2	5
1:00 PM	2	3	5
1:15 PM	2	1	3
1:30 PM	4	1	5
1:45 PM	1	5	6
2:00 PM	4	2	6
2:15 PM	3	1	4
2:30 PM	5	4	9
2:45 PM	8	3	11
3:00 PM	1	5	6
3:15 PM	6	4	10
3:30 PM	4	10	14
3:45 PM	0	1	1
4:00 PM	3	1	4
4:15 PM	3	4	7
4:30 PM	4	2	6
4:45 PM	3	4	7
5:00 PM	3	3	6
5:15 PM	6	6	12
5:30 PM	0	4	4
5:45 PM	5	2	7
6:00 PM	0	3	3
6:15 PM	1	1	2
6:30 PM	0	1	1
6:45 PM	1	0	1
7:00 PM	0	1	1
7:15 PM	0	1	1
7:30 PM	7	1	8
7:45 PM	4	5	9
8:00 PM	1	4	5
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	2	2
Totals	105	105	210

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	1	0	3	2	1
6:15	0	1	3	2	1
6:30	0	0	2	2	0
6:45	1	0	2	2	0
7:00	1	0	1	1	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	1	1	0
9:30	0	0	3	2	1
9:45	0	0	4	2	2
10:00	1	0	7	4	3
10:15	1	1	8	4	4
10:30	0	1	10	6	4
10:45	2	1	11	6	5
11:00	1	1	12	8	4
11:15	3	1	15	8	7
11:30	0	2	15	8	7
11:45	4	0	19	10	9
12:00	1	4	20	9	11
12:15	3	1	20	10	10
12:30	2	4	19	9	10
12:45	3	2	18	11	7
13:00	2	3	19	9	10
13:15	2	1	20	11	9
13:30	4	1	21	12	9
13:45	1	5	25	13	12
14:00	4	2	30	20	10
14:15	3	1	30	17	13
14:30	5	4	36	20	16
14:45	8	3	41	19	22
15:00	1	5	31	11	20
15:15	6	4	29	13	16
15:30	4	10	26	10	16
15:45	0	1	18	10	8
16:00	3	1	24	13	11
16:15	3	4	26	13	13
16:30	4	2	31	16	15
16:45	3	4	29	12	17
17:00	3	3	29	14	15
17:15	6	6	26	11	15
17:30	0	4	16	6	10
17:45	5	2	13	6	7
18:00	0	3	7	2	5
18:15	1	1	5	2	3
18:30	0	1	4	1	3
18:45	1	0	11	8	3
19:00	0	1	19	11	8
19:15	0	1	23	12	11
19:30	7	1	22	12	10
19:45	4	5	14	5	9
20:00	1	4	5	1	4
20:15	0	0	1	0	1
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	2	0	2
22:15	0	0			
22:30	0	0			
22:45	0	2			
Totals	105	105			

	Trips		Rate	
	Total	Enter %	Exit %	Trips per Unit
Daily	210	50%	50%	52.50
AM Generator	19	53%	47%	4.75
AM Adjacent Street (7-9am)	1	100%	0%	0.25
PM Generator	41	46%	54%	10.25
PM Adjacent Street (4-6pm)	31	52%	48%	7.75

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 578 W Grand A Date: 01/20/2019  
 City: Oakland Day: Sunday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM			0
6:15 AM			0
6:30 AM			0
6:45 AM			0
7:00 AM			0
7:15 AM			0
7:30 AM			0
7:45 AM			0
8:00 AM			0
8:15 AM			0
8:30 AM			0
8:45 AM			0
9:00 AM			0
9:15 AM			0
9:30 AM			0
9:45 AM			0
10:00 AM			0
10:15 AM			0
10:30 AM			0
10:45 AM			0
11:00 AM			0
11:15 AM			0
11:30 AM			0
11:45 AM			0
12:00 PM			0
12:15 PM			0
12:30 PM			0
12:45 PM			0
1:00 PM			0
1:15 PM			0
1:30 PM			0
1:45 PM			0
2:00 PM			0
2:15 PM			0
2:30 PM			0
2:45 PM			0
3:00 PM			0
3:15 PM			0
3:30 PM			0
3:45 PM			0
4:00 PM			0
4:15 PM			0
4:30 PM			0
4:45 PM			0
5:00 PM			0
5:15 PM			0
5:30 PM			0
5:45 PM			0
6:00 PM			0
6:15 PM			0
6:30 PM			0
6:45 PM			0
7:00 PM			0
7:15 PM			0
7:30 PM			0
7:45 PM			0
8:00 PM			0
8:15 PM			0
8:30 PM			0
8:45 PM			0
9:00 PM			0
9:15 PM			0
9:30 PM			0
9:45 PM			0
10:00 PM			0
10:15 PM			0
10:30 PM			0
10:45 PM			0
Totals	0	0	0

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	0	0	0
9:30	0	0	0	0	0
9:45	0	0	0	0	0
10:00	0	0	0	0	0
10:15	0	0	0	0	0
10:30	0	0	0	0	0
10:45	0	0	0	0	0
11:00	0	0	0	0	0
11:15	0	0	0	0	0
11:30	0	0	0	0	0
11:45	0	0	0	0	0
12:00	0	0	0	0	0
12:15	0	0	0	0	0
12:30	0	0	0	0	0
12:45	0	0	0	0	0
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	0	0	0
13:45	0	0	0	0	0
14:00	0	0	0	0	0
14:15	0	0	0	0	0
14:30	0	0	0	0	0
14:45	0	0	0	0	0
15:00	0	0	0	0	0
15:15	0	0	0	0	0
15:30	0	0	0	0	0
15:45	0	0	0	0	0
16:00	0	0	0	0	0
16:15	0	0	0	0	0
16:30	0	0	0	0	0
16:45	0	0	0	0	0
17:00	0	0	0	0	0
17:15	0	0	0	0	0
17:30	0	0	0	0	0
17:45	0	0	0	0	0
18:00	0	0	0	0	0
18:15	0	0	0	0	0
18:30	0	0	0	0	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0	0	0	0
22:30	0	0	0	0	0
22:45	0	0	0	0	0
Totals	0	0	0	0	0

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	0	#DIV/0!	#DIV/0!	0.00
AM Generator	0	#DIV/0!	#DIV/0!	0.00
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	0	#DIV/0!	#DIV/0!	0.00
PM Adjacent Street (4-6pm)	0	#DIV/0!	#DIV/0!	0.00

APPENDIX C

Prepared by National Data & Surveying Services

Driveway In & Out

Location: 578 W Grand A Date: 01/21/2019  
 City: Oakland Day: Monday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	1	1
6:30 AM	0	0	0
6:45 AM	2	0	2
7:00 AM	1	0	1
7:15 AM	1	0	1
7:30 AM	1	1	2
7:45 AM	0	1	1
8:00 AM	2	0	2
8:15 AM	0	1	1
8:30 AM	2	0	2
8:45 AM	1	0	1
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	2	0	2
10:00 AM	3	2	5
10:15 AM	3	2	5
10:30 AM	1	2	3
10:45 AM	3	1	4
11:00 AM	2	1	3
11:15 AM	3	2	5
11:30 AM	1	3	4
11:45 AM	1	0	1
12:00 PM	0	2	2
12:15 PM	6	1	7
12:30 PM	1	4	5
12:45 PM	2	2	4
1:00 PM	1	2	3
1:15 PM	0	2	2
1:30 PM	1	0	1
1:45 PM	3	3	6
2:00 PM	1	2	3
2:15 PM	3	0	3
2:30 PM	2	2	4
2:45 PM	2	3	5
3:00 PM	2	2	4
3:15 PM	1	2	3
3:30 PM	1	1	2
3:45 PM	4	2	6
4:00 PM	2	3	5
4:15 PM	2	4	6
4:30 PM	3	2	5
4:45 PM	1	2	3
5:00 PM	3	1	4
5:15 PM	4	4	8
5:30 PM	1	8	9
5:45 PM	2	2	4
6:00 PM	1	3	4
6:15 PM	3	0	3
6:30 PM	3	3	6
6:45 PM	1	1	2
7:00 PM	1	2	3
7:15 PM	1	1	2
7:30 PM	0	1	1
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	1	2	3
8:30 PM	0	0	0
8:45 PM	0	1	1
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	1	0	1
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	1	2
Totals	92	91	183

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	0	0	3	2	1
6:15	0	1	4	3	1
6:30	0	0	4	4	0
6:45	2	0	6	5	1
7:00	1	0	5	3	2
7:15	1	0	6	4	2
7:30	1	1	6	3	3
7:45	0	1	6	4	2
8:00	2	0	6	5	1
8:15	0	1	4	3	1
8:30	2	0	3	3	0
8:45	1	0	2	2	0
9:00	0	0	3	3	0
9:15	0	0	8	6	2
9:30	1	0	13	9	4
9:45	2	0	15	9	6
10:00	3	2	17	10	7
10:15	3	2	15	9	6
10:30	1	2	15	9	6
10:45	3	1	16	9	7
11:00	2	1	13	7	6
11:15	3	2	12	5	7
11:30	1	3	14	8	6
11:45	1	0	15	8	7
12:00	0	2	18	9	9
12:15	6	1	19	10	9
12:30	1	4	14	4	10
12:45	2	2	10	4	6
13:00	1	2	12	5	7
13:15	0	2	12	5	7
13:30	1	0	13	8	5
13:45	3	3	16	9	7
14:00	1	2	15	8	7
14:15	3	0	16	9	7
14:30	2	2	16	7	9
14:45	2	3	14	6	8
15:00	2	2	15	8	7
15:15	1	2	16	8	8
15:30	1	1	19	9	10
15:45	4	2	22	11	11
16:00	2	3	19	8	11
16:15	2	4	18	9	9
16:30	3	2	20	11	9
16:45	1	2	24	9	15
17:00	3	1	25	10	15
17:15	4	4	25	8	17
17:30	1	8	20	7	13
17:45	2	2	17	9	8
18:00	1	3	15	8	7
18:15	3	0	14	8	6
18:30	3	3	13	6	7
18:45	1	1	8	3	5
19:00	1	2	8	3	5
19:15	1	1	5	2	3
19:30	0	1	6	2	4
19:45	1	1	5	2	3
20:00	0	0	4	1	3
20:15	1	2	4	1	3
20:30	0	0	2	0	2
20:45	0	1	2	0	2
21:00	0	0	2	1	1
21:15	0	1	3	1	2
21:30	0	0	2	1	1
21:45	1	0	2	1	1
22:00	0	1	3	1	2
22:15	0	0			
22:30	0	0			
22:45	1	1			
Totals	92	91			

	Trips	Enter %	Exit %	Rate
Total	183	50%	50%	45.75
Daily	17	59%	41%	4.25
AM Generator	6	67%	33%	1.50
AM Adjacent Street (7-9am)	25	40%	60%	6.25
PM Generator	25	40%	60%	6.25
PM Adjacent Street (4-6pm)				



APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 578 W Grand A Date: 01/22/2019  
 City: Oakland Day: Tuesday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	1	0	1
6:30 AM	1	1	2
6:45 AM	0	0	0
7:00 AM	3	1	4
7:15 AM	1	0	1
7:30 AM	1	2	3
7:45 AM	1	0	1
8:00 AM	0	0	0
8:15 AM	0	1	1
8:30 AM	0	0	0
8:45 AM	2	0	2
9:00 AM	0	1	1
9:15 AM	1	1	2
9:30 AM	3	2	5
9:45 AM	4	1	5
10:00 AM	5	1	6
10:15 AM	3	4	7
10:30 AM	2	2	4
10:45 AM	4	5	9
11:00 AM	2	3	5
11:15 AM	2	2	4
11:30 AM	1	0	1
11:45 AM	1	0	1
12:00 PM	1	2	3
12:15 PM	4	1	5
12:30 PM	2	4	6
12:45 PM	4	3	7
1:00 PM	7	8	15
1:15 PM	2	2	4
1:30 PM	3	2	5
1:45 PM	2	2	4
2:00 PM	2	2	4
2:15 PM	4	2	6
2:30 PM	1	2	3
2:45 PM	1	3	4
3:00 PM	3	3	6
3:15 PM	3	2	5
3:30 PM	4	8	12
3:45 PM	4	0	4
4:00 PM	0	1	1
4:15 PM	2	2	4
4:30 PM	2	3	5
4:45 PM	3	4	7
5:00 PM	3	1	4
5:15 PM	4	4	8
5:30 PM	2	4	6
5:45 PM	3	5	8
6:00 PM	3	3	6
6:15 PM	0	0	0
6:30 PM	2	4	6
6:45 PM	3	2	5
7:00 PM	2	4	6
7:15 PM	0	1	1
7:30 PM	1	1	2
7:45 PM	0	0	0
8:00 PM	1	0	1
8:15 PM	0	1	1
8:30 PM	0	1	1
8:45 PM	1	0	1
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	1	1
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	2	3
<b>Totals</b>	<b>118</b>	<b>118</b>	<b>236</b>

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	0	0	3	2	1
6:15	1	0	7	5	2
6:30	1	1	7	5	2
6:45	0	0	8	5	3
7:00	3	1	9	6	3
7:15	1	0	5	3	2
7:30	1	2	5	2	3
7:45	1	0	2	1	1
8:00	0	0	3	2	1
8:15	0	1	4	2	2
8:30	0	0	5	3	2
8:45	2	0	10	6	4
9:00	0	1	13	8	5
9:15	1	1	18	13	5
9:30	3	2	23	15	8
9:45	4	1	22	14	8
10:00	5	1	26	14	12
10:15	3	4	25	11	14
10:30	2	2	22	10	12
10:45	4	5	19	9	10
11:00	2	3	11	6	5
11:15	2	2	9	5	4
11:30	1	0	10	7	3
11:45	1	0	15	8	7
12:00	1	2	21	11	10
12:15	4	1	33	17	16
12:30	2	4	32	15	17
12:45	4	3	31	16	15
13:00	7	8	28	14	14
13:15	2	2	17	9	8
13:30	3	2	19	11	8
13:45	2	2	17	9	8
14:00	2	2	17	8	9
14:15	4	2	19	9	10
14:30	1	2	18	8	10
14:45	1	3	27	11	16
15:00	3	3	27	14	13
15:15	3	2	22	11	11
15:30	4	8	21	10	11
15:45	4	0	14	8	6
16:00	0	1	17	7	10
16:15	2	2	20	10	10
16:30	2	3	24	12	12
16:45	3	4	25	12	13
17:00	3	1	26	12	14
17:15	4	4	28	12	16
17:30	2	4	20	8	12
17:45	3	5	20	8	12
18:00	3	3	17	8	9
18:15	0	0	17	7	10
18:30	2	4	18	7	11
18:45	3	2	14	6	8
19:00	2	4	9	3	6
19:15	0	1	4	2	2
19:30	1	1	4	2	2
19:45	0	0	3	1	2
20:00	1	0	4	2	2
20:15	0	1	3	1	2
20:30	0	1	3	1	2
20:45	1	0	2	1	1
21:00	0	0	1	0	1
21:15	0	1	2	0	2
21:30	0	0	1	0	1
21:45	0	0	1	0	1
22:00	0	1	4	1	3
22:15	0	0			
22:30	0	0			
22:45	1	2			
<b>Totals</b>	<b>118</b>	<b>118</b>			

	Trips	Enter %	Exit %	Rate
Total	236	50%	50%	59.00
Daily				
AM Generator	26	54%	46%	6.50
AM Adjacent Street (7-9am)	9	67%	33%	2.25
PM Generator	32	47%	53%	8.00
PM Adjacent Street (4-6pm)	26	46%	54%	6.50

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/16/2019  
 City: San Leandro Day: Wednesday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	1	0	1
8:45 AM	1	1	2
9:00 AM	1	0	1
9:15 AM	0	0	0
9:30 AM	3	1	4
9:45 AM	1	4	5
10:00 AM	2	0	2
10:15 AM	0	2	2
10:30 AM	3	1	4
10:45 AM	2	3	5
11:00 AM	1	4	5
11:15 AM	1	0	1
11:30 AM	0	0	0
11:45 AM	1	0	1
12:00 PM	1	0	1
12:15 PM	0	1	1
12:30 PM	1	0	1
12:45 PM	1	2	3
1:00 PM	1	2	3
1:15 PM	4	4	8
1:30 PM	1	2	3
1:45 PM	3	0	3
2:00 PM	0	2	2
2:15 PM	1	1	2
2:30 PM	1	3	4
2:45 PM	1	2	3
3:00 PM	0	0	0
3:15 PM	0	0	0
3:30 PM	3	2	5
3:45 PM	0	0	0
4:00 PM	1	2	3
4:15 PM	3	3	6
4:30 PM	0	1	1
4:45 PM	0	0	0
5:00 PM	3	4	7
5:15 PM	1	1	2
5:30 PM	0	1	1
5:45 PM	0	1	1
6:00 PM	0	1	1
6:15 PM	0	1	1
6:30 PM	1	0	1
6:45 PM	0	0	0
7:00 PM	0	0	0
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	44	53	97

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	1	1	0
8:00	0	0	3	2	1
8:15	0	0	4	3	1
8:30	1	0	4	3	1
8:45	1	1	7	5	2
9:00	1	0	10	5	5
9:15	0	0	11	6	5
9:30	3	1	13	6	7
9:45	1	4	13	6	7
10:00	2	0	13	7	6
10:15	0	2	16	6	10
10:30	3	1	15	7	8
10:45	2	3	11	4	7
11:00	1	4	7	3	4
11:15	1	0	3	3	0
11:30	0	0	3	2	1
11:45	1	0	4	3	1
12:00	1	0	6	3	3
12:15	0	1	8	3	5
12:30	1	0	15	7	8
12:45	1	2	17	7	10
13:00	1	2	17	9	8
13:15	4	4	16	8	8
13:30	1	2	10	5	5
13:45	3	0	11	5	6
14:00	0	2	11	3	8
14:15	1	1	9	3	6
14:30	1	3	7	2	5
14:45	1	2	8	4	4
15:00	0	0	5	3	2
15:15	0	0	8	4	4
15:30	3	2	14	7	7
15:45	0	0	10	4	6
16:00	1	2	10	4	6
16:15	3	3	14	6	8
16:30	0	1	10	4	6
16:45	0	0	10	4	6
17:00	3	4	11	4	7
17:15	1	1	5	1	4
17:30	0	1	4	0	4
17:45	0	1	4	1	3
18:00	0	1	3	1	2
18:15	0	1	2	1	1
18:30	1	0	1	1	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	1	0	1
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	44	53			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	97	45%	55%	26.98
AM Generator	16	38%	63%	4.45
AM Adjacent Street (7-9am)	3	67%	33%	0.83
PM Generator	17	41%	59%	4.73
PM Adjacent Street (4-6pm)	14	43%	57%	3.89

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/17/2019  
 City: San Leandro Day: Thursday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	0	1	1
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	1	1
9:00 AM	1	0	1
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	1	1	2
10:00 AM	5	2	7
10:15 AM	0	2	2
10:30 AM	2	2	4
10:45 AM	1	0	1
11:00 AM	0	1	1
11:15 AM	1	0	1
11:30 AM	2	2	4
11:45 AM	1	2	3
12:00 PM	0	1	1
12:15 PM	2	2	4
12:30 PM	2	0	2
12:45 PM	2	0	2
1:00 PM	3	2	5
1:15 PM	2	3	5
1:30 PM	0	1	1
1:45 PM	1	0	1
2:00 PM	0	2	2
2:15 PM	0	2	2
2:30 PM	1	0	1
2:45 PM	3	1	4
3:00 PM	0	1	1
3:15 PM	2	3	5
3:30 PM	2	4	6
3:45 PM	1	0	1
4:00 PM	2	4	6
4:15 PM	1	2	3
4:30 PM	0	0	0
4:45 PM	1	2	3
5:00 PM	1	0	1
5:15 PM	0	0	0
5:30 PM	0	0	0
5:45 PM	0	1	1
6:00 PM	3	2	5
6:15 PM	4	4	8
6:30 PM	1	1	2
6:45 PM	1	2	3
7:00 PM	1	2	3
7:15 PM	1	1	2
7:30 PM	1	1	2
7:45 PM	1	0	1
8:00 PM	0	1	1
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	1	1	2
9:30 PM	0	1	1
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	56	62	118

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	1	1	0
7:15	0	0	2	1	1
7:30	0	0	2	1	1
7:45	1	0	2	1	1
8:00	0	1	2	0	2
8:15	0	0	2	1	1
8:30	0	0	2	1	1
8:45	0	1	3	2	1
9:00	1	0	4	3	1
9:15	0	0	10	7	3
9:30	1	0	12	7	5
9:45	1	1	15	8	7
10:00	5	2	14	8	6
10:15	0	2	8	3	5
10:30	2	2	7	4	3
10:45	1	0	7	4	3
11:00	0	1	9	4	5
11:15	1	0	9	4	5
11:30	2	2	12	5	7
11:45	1	2	10	5	5
12:00	0	1	9	6	3
12:15	2	2	13	9	4
12:30	2	0	14	9	5
12:45	2	0	13	7	6
13:00	3	2	12	6	6
13:15	2	3	9	3	6
13:30	0	1	6	1	5
13:45	1	0	6	2	4
14:00	0	2	9	4	5
14:15	0	2	8	4	4
14:30	1	0	11	6	5
14:45	3	1	16	7	9
15:00	0	1	13	5	8
15:15	2	3	18	7	11
15:30	2	4	16	6	10
15:45	1	0	10	4	6
16:00	2	4	12	4	8
16:15	1	2	7	3	4
16:30	0	0	4	2	2
16:45	1	2	4	2	2
17:00	1	0	2	1	1
17:15	0	0	6	3	3
17:30	0	0	14	7	7
17:45	0	1	16	8	8
18:00	3	2	18	9	9
18:15	4	4	16	7	9
18:30	1	1	10	4	6
18:45	1	2	10	4	6
19:00	1	2	8	4	4
19:15	1	1	6	3	3
19:30	1	1	4	2	2
19:45	1	0	2	1	1
20:00	0	1	1	0	1
20:15	0	0	1	0	1
20:30	0	0	3	1	2
20:45	0	0	4	1	3
21:00	0	1	4	1	3
21:15	1	1	3	1	2
21:30	0	1	1	0	1
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	56	62			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	118	47%	53%	32.82
AM Generator	15	53%	47%	4.17
AM Adjacent Street (7-9am)	2	50%	50%	0.56
PM Generator	18	39%	61%	5.01
PM Adjacent Street (4-6pm)	12	33%	67%	3.34

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/18/2019  
 City: San Leandro Day: Friday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	1	1
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	2	1	3
8:45 AM	1	0	1
9:00 AM	4	0	4
9:15 AM	2	3	5
9:30 AM	0	3	3
9:45 AM	1	2	3
10:00 AM	1	2	3
10:15 AM	5	1	6
10:30 AM	0	2	2
10:45 AM	3	1	4
11:00 AM	1	1	2
11:15 AM	3	5	8
11:30 AM	1	0	1
11:45 AM	3	5	8
12:00 PM	2	1	3
12:15 PM	3	4	7
12:30 PM	0	2	2
12:45 PM	2	1	3
1:00 PM	4	2	6
1:15 PM	1	2	3
1:30 PM	3	3	6
1:45 PM	1	1	2
2:00 PM	1	1	2
2:15 PM	2	1	3
2:30 PM	1	5	6
2:45 PM	2	4	6
3:00 PM	3	3	6
3:15 PM	1	1	2
3:30 PM	0	4	4
3:45 PM	0	2	2
4:00 PM	2	1	3
4:15 PM	2	1	3
4:30 PM	2	3	5
4:45 PM	2	1	3
5:00 PM	1	0	1
5:15 PM	4	3	7
5:30 PM	1	1	2
5:45 PM	1	2	3
6:00 PM	1	3	4
6:15 PM	1	1	2
6:30 PM	3	3	6
6:45 PM	0	2	2
7:00 PM	9	5	14
7:15 PM	3	5	8
7:30 PM	3	1	4
7:45 PM	0	3	3
8:00 PM	0	1	1
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	1	1
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	2	2
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	89	104	193

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	1	1	0
6:45	0	0	2	1	1
7:00	0	0	2	1	1
7:15	1	0	2	1	1
7:30	0	1	1	0	1
7:45	0	0	3	2	1
8:00	0	0	4	3	1
8:15	0	0	8	7	1
8:30	2	1	13	9	4
8:45	1	0	13	7	6
9:00	4	0	15	7	8
9:15	2	3	14	4	10
9:30	0	3	15	7	8
9:45	1	2	14	7	7
10:00	1	2	15	9	6
10:15	5	1	14	9	5
10:30	0	2	16	7	9
10:45	3	1	15	8	7
11:00	1	1	19	8	11
11:15	3	5	20	9	11
11:30	1	0	19	9	10
11:45	3	5	20	8	12
12:00	2	1	15	7	8
12:15	3	4	18	9	9
12:30	0	2	14	7	7
12:45	2	1	18	10	8
13:00	4	2	17	9	8
13:15	1	2	13	6	7
13:30	3	3	13	7	6
13:45	1	1	13	5	8
14:00	1	1	17	6	11
14:15	2	1	21	8	13
14:30	1	5	20	7	13
14:45	2	4	18	6	12
15:00	3	3	14	4	10
15:15	1	1	11	3	8
15:30	0	4	12	4	8
15:45	0	2	13	6	7
16:00	2	1	14	8	6
16:15	2	1	12	7	5
16:30	2	3	16	9	7
16:45	2	1	13	8	5
17:00	1	0	13	7	6
17:15	4	3	16	7	9
17:30	1	1	11	4	7
17:45	1	2	15	6	9
18:00	1	3	14	5	9
18:15	1	1	24	13	11
18:30	3	3	30	15	15
18:45	0	2	28	15	13
19:00	9	5	29	15	14
19:15	3	5	16	6	10
19:30	3	1	8	3	5
19:45	0	3	4	0	4
20:00	0	1	2	0	2
20:15	0	0	2	0	2
20:30	0	0	2	0	2
20:45	0	1	4	0	4
21:00	0	1	3	0	3
21:15	0	0	2	0	2
21:30	0	2	2	0	2
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	89	104			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	193	46%	54%	53.69
AM Generator	20	45%	55%	5.56
AM Adjacent Street (7-9am)	4	75%	25%	1.11
PM Generator	30	50%	50%	8.34
PM Adjacent Street (4-6pm)	16	56%	44%	4.45

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/19/2019  
 City: San Leandro Day: Saturday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	1	0	1
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	1	1	2
9:45 AM	1	0	1
10:00 AM	2	0	2
10:15 AM	0	1	1
10:30 AM	0	1	1
10:45 AM	1	1	2
11:00 AM	1	0	1
11:15 AM	3	3	6
11:30 AM	0	2	2
11:45 AM	0	0	0
12:00 PM	2	0	2
12:15 PM	2	1	3
12:30 PM	1	4	5
12:45 PM	2	2	4
1:00 PM	1	0	1
1:15 PM	4	1	5
1:30 PM	0	1	1
1:45 PM	1	3	4
2:00 PM	0	2	2
2:15 PM	0	1	1
2:30 PM	1	3	4
2:45 PM	0	0	0
3:00 PM	2	0	2
3:15 PM	2	3	5
3:30 PM	2	1	3
3:45 PM	4	2	6
4:00 PM	1	4	5
4:15 PM	1	2	3
4:30 PM	7	4	11
4:45 PM	3	1	4
5:00 PM	1	4	5
5:15 PM	0	0	0
5:30 PM	0	0	0
5:45 PM	1	1	2
6:00 PM	4	0	4
6:15 PM	2	3	5
6:30 PM	1	1	2
6:45 PM	1	5	6
7:00 PM	0	1	1
7:15 PM	0	0	0
7:30 PM	2	0	2
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	1	1	2
9:15 PM	0	4	4
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	59	64	123

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	1	1	0
6:45	0	0	1	1	0
7:00	0	0	1	1	0
7:15	1	0	1	1	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	2	1	1
9:00	0	0	3	2	1
9:15	0	0	5	4	1
9:30	1	1	6	4	2
9:45	1	0	5	3	2
10:00	2	0	6	3	3
10:15	0	1	5	2	3
10:30	0	1	10	5	5
10:45	1	1	11	5	6
11:00	1	0	9	4	5
11:15	3	3	10	5	5
11:30	0	2	7	4	3
11:45	0	0	10	5	5
12:00	2	0	14	7	7
12:15	2	1	13	6	7
12:30	1	4	15	8	7
12:45	2	2	11	7	4
13:00	1	0	11	6	5
13:15	4	1	12	5	7
13:30	0	1	8	1	7
13:45	1	3	11	2	9
14:00	0	2	7	1	6
14:15	0	1	7	3	4
14:30	1	3	11	5	6
14:45	0	0	10	6	4
15:00	2	0	16	10	6
15:15	2	3	19	9	10
15:30	2	1	17	8	9
15:45	4	2	25	13	12
16:00	1	4	23	12	11
16:15	1	2	23	12	11
16:30	7	4	20	11	9
16:45	3	1	9	4	5
17:00	1	4	7	2	5
17:15	0	0	6	5	1
17:30	0	0	11	7	4
17:45	1	1	13	8	5
18:00	4	0	17	8	9
18:15	2	3	14	4	10
18:30	1	1	9	2	7
18:45	1	5	9	3	6
19:00	0	1	3	2	1
19:15	0	0	2	2	0
19:30	2	0	2	2	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	2	1	1
20:30	0	0	6	1	5
20:45	0	0	6	1	5
21:00	1	1	6	1	5
21:15	0	4	4	0	4
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	59	64			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	123	48%	52%	34.21
AM Generator	11	45%	55%	3.06
AM Adjacent Street (7-9am)	1	100%	0%	0.28
PM Generator	25	52%	48%	6.95
PM Adjacent Street (4-6pm)	23	52%	48%	6.40

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/20/2019  
 City: San Leandro Day: Sunday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	1	0	1
9:00 AM	0	0	0
9:15 AM	1	0	1
9:30 AM	0	1	1
9:45 AM	0	1	1
10:00 AM	1	0	1
10:15 AM	0	0	0
10:30 AM	1	3	4
10:45 AM	0	0	0
11:00 AM	1	1	2
11:15 AM	1	0	1
11:30 AM	1	1	2
11:45 AM	1	1	2
12:00 PM	0	0	0
12:15 PM	0	3	3
12:30 PM	3	1	4
12:45 PM	2	1	3
1:00 PM	1	0	1
1:15 PM	3	2	5
1:30 PM	3	2	5
1:45 PM	0	1	1
2:00 PM	2	2	4
2:15 PM	1	2	3
2:30 PM	0	1	1
2:45 PM	0	0	0
3:00 PM	0	1	1
3:15 PM	0	0	0
3:30 PM	1	0	1
3:45 PM	2	1	3
4:00 PM	2	2	4
4:15 PM	0	1	1
4:30 PM	1	2	3
4:45 PM	2	1	3
5:00 PM	4	3	7
5:15 PM	2	1	3
5:30 PM	3	5	8
5:45 PM	0	0	0
6:00 PM	0	1	1
6:15 PM	0	0	0
6:30 PM	1	1	2
6:45 PM	2	1	3
7:00 PM	0	1	1
7:15 PM	2	1	3
7:30 PM	1	2	3
7:45 PM	0	1	1
8:00 PM	1	1	2
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	2	2
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	47	51	98

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	1	1	0
8:15	0	0	1	1	0
8:30	0	0	2	2	0
8:45	1	0	3	2	1
9:00	0	0	3	1	2
9:15	1	0	4	2	2
9:30	0	1	3	1	2
9:45	0	1	6	2	4
10:00	1	0	5	2	3
10:15	0	0	6	2	4
10:30	1	3	7	3	4
10:45	0	0	5	3	2
11:00	1	1	7	4	3
11:15	1	0	5	3	2
11:30	1	1	7	2	5
11:45	1	1	9	4	5
12:00	0	0	10	5	5
12:15	0	3	11	6	5
12:30	3	1	13	9	4
12:45	2	1	14	9	5
13:00	1	0	12	7	5
13:15	3	2	15	8	7
13:30	3	2	13	6	7
13:45	0	1	9	3	6
14:00	2	2	8	3	5
14:15	1	2	5	1	4
14:30	0	1	2	0	2
14:45	0	0	2	1	1
15:00	0	1	5	3	2
15:15	0	0	8	5	3
15:30	1	0	9	5	4
15:45	2	1	11	5	6
16:00	2	2	11	5	6
16:15	0	1	14	7	7
16:30	1	2	16	9	7
16:45	2	1	21	11	10
17:00	4	3	18	9	9
17:15	2	1	12	5	7
17:30	3	5	9	3	6
17:45	0	0	3	1	2
18:00	0	1	6	3	3
18:15	0	0	6	3	3
18:30	1	1	9	5	4
18:45	2	1	10	5	5
19:00	0	1	8	3	5
19:15	2	1	9	4	5
19:30	1	2	6	2	4
19:45	0	1	3	1	2
20:00	1	1	2	1	1
20:15	0	0	2	0	2
20:30	0	0	2	0	2
20:45	0	0	2	0	2
21:00	0	2	2	0	2
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	47	51			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	98	48%	52%	27.26
AM Generator	9	44%	56%	2.50
AM Adjacent Street (7-9am)	1	100%	0%	0.28
PM Generator	21	52%	48%	5.84
PM Adjacent Street (4-6pm)	21	52%	48%	5.84

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/21/2019  
 City: San Leandro Day: Monday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	2	1	3
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	2	0	2
8:15 AM	0	0	0
8:30 AM	1	2	3
8:45 AM	3	0	3
9:00 AM	1	0	1
9:15 AM	1	0	1
9:30 AM	0	1	1
9:45 AM	1	0	1
10:00 AM	0	0	0
10:15 AM	1	1	2
10:30 AM	0	0	0
10:45 AM	0	1	1
11:00 AM	2	1	3
11:15 AM	2	1	3
11:30 AM	1	2	3
11:45 AM	2	2	4
12:00 PM	2	2	4
12:15 PM	1	2	3
12:30 PM	1	2	3
12:45 PM	2	2	4
1:00 PM	3	2	5
1:15 PM	1	3	4
1:30 PM	1	0	1
1:45 PM	3	3	6
2:00 PM	0	3	3
2:15 PM	1	0	1
2:30 PM	3	2	5
2:45 PM	1	1	2
3:00 PM	1	4	5
3:15 PM	1	0	1
3:30 PM	2	2	4
3:45 PM	1	1	2
4:00 PM	1	1	2
4:15 PM	1	1	2
4:30 PM	2	2	4
4:45 PM	0	2	2
5:00 PM	1	1	2
5:15 PM	2	1	3
5:30 PM	2	2	4
5:45 PM	1	0	1
6:00 PM	1	2	3
6:15 PM	0	0	0
6:30 PM	0	2	2
6:45 PM	1	2	3
7:00 PM	1	0	1
7:15 PM	0	1	1
7:30 PM	2	1	3
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	1	3	4
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	59	62	121

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	3	2	1
6:45	0	0	3	2	1
7:00	0	0	3	2	1
7:15	2	1	5	4	1
7:30	0	0	2	2	0
7:45	0	0	5	3	2
8:00	2	0	8	6	2
8:15	0	0	7	5	2
8:30	1	2	8	6	2
8:45	3	0	6	5	1
9:00	1	0	4	3	1
9:15	1	0	3	2	1
9:30	0	1	4	2	2
9:45	1	0	3	2	1
10:00	0	0	3	1	2
10:15	1	1	6	3	3
10:30	0	0	7	4	3
10:45	0	1	10	5	5
11:00	2	1	13	7	6
11:15	2	1	14	7	7
11:30	1	2	14	6	8
11:45	2	2	14	6	8
12:00	2	2	14	6	8
12:15	1	2	15	7	8
12:30	1	2	16	7	9
12:45	2	2	14	7	7
13:00	3	2	16	8	8
13:15	1	3	14	5	9
13:30	1	0	11	5	6
13:45	3	3	15	7	8
14:00	0	3	11	5	6
14:15	1	0	13	6	7
14:30	3	2	13	6	7
14:45	1	1	12	5	7
15:00	1	4	12	5	7
15:15	1	0	9	5	4
15:30	2	2	10	5	5
15:45	1	1	10	5	5
16:00	1	1	10	4	6
16:15	1	1	10	4	6
16:30	2	2	11	5	6
16:45	0	2	11	5	6
17:00	1	1	10	6	4
17:15	2	1	11	6	5
17:30	2	2	8	4	4
17:45	1	0	6	2	4
18:00	1	2	8	2	6
18:15	0	0	6	2	4
18:30	0	2	7	2	5
18:45	1	2	8	4	4
19:00	1	0	5	3	2
19:15	0	1	4	2	2
19:30	2	1	3	2	1
19:45	0	0	0	0	0
20:00	0	0	4	1	3
20:15	0	0	4	1	3
20:30	0	0	4	1	3
20:45	1	3	4	1	3
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	59	62			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	121	49%	51%	33.66
AM Generator	14	50%	50%	3.89
AM Adjacent Street (7-9am)	8	75%	25%	2.23
PM Generator	16	44%	56%	4.45
PM Adjacent Street (4-6pm)	11	45%	55%	3.06

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 1911 Fairway D Date: 01/22/2019  
 City: San Leandro Day: Tuesday

AREA 3595 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	2	0	2
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	0	2	2
8:15 AM	1	1	2
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	0	0	0
10:15 AM	0	1	1
10:30 AM	0	0	0
10:45 AM	0	0	0
11:00 AM	0	0	0
11:15 AM	0	1	1
11:30 AM	0	0	0
11:45 AM	0	0	0
12:00 PM	0	0	0
12:15 PM	0	1	1
12:30 PM	0	0	0
12:45 PM	0	0	0
1:00 PM	0	0	0
1:15 PM	0	0	0
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	2	1	3
2:30 PM	3	0	3
2:45 PM	0	2	2
3:00 PM	2	0	2
3:15 PM	0	2	2
3:30 PM	2	0	2
3:45 PM	7	3	10
4:00 PM	1	4	5
4:15 PM	0	2	2
4:30 PM	2	2	4
4:45 PM	1	0	1
5:00 PM	1	2	3
5:15 PM	2	1	3
5:30 PM	2	2	4
5:45 PM	3	3	6
6:00 PM	0	1	1
6:15 PM	1	0	1
6:30 PM	0	1	1
6:45 PM	4	1	5
7:00 PM	0	3	3
7:15 PM	1	2	3
7:30 PM	0	0	0
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	1	1
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	1	1
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	1	1	2
10:45 PM	0	0	0
Totals	40	42	82

1911 Fairway Dr Dwy 1 & Fairway Dr					
Date	Area		3595		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	2	2	0
6:45	0	0	2	2	0
7:00	0	0	3	3	0
7:15	2	0	5	3	2
7:30	0	0	5	2	3
7:45	1	0	5	2	3
8:00	0	2	4	1	3
8:15	1	1	2	1	1
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	0	0	0
9:15	0	0	0	0	0
9:30	0	0	1	0	1
9:45	0	0	1	0	1
10:00	0	0	1	0	1
10:15	0	1	1	0	1
10:30	0	0	1	0	1
10:45	0	0	1	0	1
11:00	0	0	1	0	1
11:15	0	1	1	0	1
11:30	0	0	1	0	1
11:45	0	0	1	0	1
12:00	0	0	1	0	1
12:15	0	1	1	0	1
12:30	0	0	0	0	0
12:45	0	0	0	0	0
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	3	2	1
13:45	0	0	6	5	1
14:00	0	0	8	5	3
14:15	2	1	10	7	3
14:30	3	0	9	5	4
14:45	0	2	8	4	4
15:00	2	0	16	11	5
15:15	0	2	19	10	9
15:30	2	0	19	10	9
15:45	7	3	21	10	11
16:00	1	4	12	4	8
16:15	0	2	10	4	6
16:30	2	2	11	6	5
16:45	1	0	11	6	5
17:00	1	2	16	8	8
17:15	2	1	14	7	7
17:30	2	2	12	6	6
17:45	3	3	9	4	5
18:00	0	1	8	5	3
18:15	1	0	10	5	5
18:30	0	1	12	5	7
18:45	4	1	11	5	6
19:00	0	3	8	2	6
19:15	1	2	5	2	3
19:30	0	0	2	1	1
19:45	1	1	3	1	2
20:00	0	0	1	0	1
20:15	0	0	1	0	1
20:30	0	1	2	0	2
20:45	0	0	1	0	1
21:00	0	0	1	0	1
21:15	0	1	1	0	1
21:30	0	0	0	0	0
21:45	0	0	2	1	1
22:00	0	0	2	1	1
22:15	0	0			
22:30	1	1			
22:45	0	0			
Totals	40	42			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	82	49%	51%	22.81
AM Generator	5	60%	40%	1.39
AM Adjacent Street (7-9am)	5	60%	40%	1.39
PM Generator	21	48%	52%	5.84
PM Adjacent Street (4-6pm)	16	50%	50%	4.45



APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/16/2019 Day: Wednesday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	1	0	1
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	4	0	4
8:30 AM	0	2	2
8:45 AM	2	0	2
9:00 AM	4	0	4
9:15 AM	1	1	2
9:30 AM	3	1	4
9:45 AM	1	0	1
10:00 AM	1	0	1
10:15 AM	1	0	1
10:30 AM	1	3	4
10:45 AM	1	0	1
11:00 AM	0	0	0
11:15 AM	1	0	1
11:30 AM	0	0	0
11:45 AM	3	0	3
12:00 PM	1	4	5
12:15 PM	2	1	3
12:30 PM	0	2	2
12:45 PM	3	2	5
1:00 PM	2	2	4
1:15 PM	2	1	3
1:30 PM	0	5	5
1:45 PM	0	0	0
2:00 PM	1	0	1
2:15 PM	1	1	2
2:30 PM	0	0	0
2:45 PM	0	1	1
3:00 PM	2	4	6
3:15 PM	1	1	2
3:30 PM	1	4	5
3:45 PM	1	1	2
4:00 PM	2	2	4
4:15 PM	1	1	2
4:30 PM	0	0	0
4:45 PM	0	2	2
5:00 PM	3	2	5
5:15 PM	0	0	0
5:30 PM	1	2	3
5:45 PM	0	0	0
6:00 PM	0	3	3
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	0	0	0
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	51	48	99

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	1	1	0
7:00	0	0	2	2	0
7:15	0	0	4	4	0
7:30	1	0	8	8	0
7:45	1	0	9	7	2
8:00	2	0	10	8	2
8:15	4	0	12	10	2
8:30	0	2	10	7	3
8:45	2	0	12	10	2
9:00	4	0	11	9	2
9:15	1	1	8	6	2
9:30	3	1	7	6	1
9:45	1	0	7	4	3
10:00	1	0	7	4	3
10:15	1	0	6	3	3
10:30	1	3	6	3	3
10:45	1	0	2	2	0
11:00	0	0	4	4	0
11:15	1	0	9	5	4
11:30	0	0	11	6	5
11:45	3	0	13	6	7
12:00	1	4	15	6	9
12:15	2	1	14	7	7
12:30	0	2	14	7	7
12:45	3	2	17	7	10
13:00	2	2	12	4	8
13:15	2	1	9	3	6
13:30	0	5	8	2	6
13:45	0	0	3	2	1
14:00	1	0	4	2	2
14:15	1	1	9	3	6
14:30	0	0	9	3	6
14:45	0	1	14	4	10
15:00	2	4	15	5	10
15:15	1	1	13	5	8
15:30	1	4	13	5	8
15:45	1	1	8	4	4
16:00	2	2	8	3	5
16:15	1	1	9	4	5
16:30	0	0	7	3	4
16:45	0	2	10	4	6
17:00	3	2	8	4	4
17:15	0	0	6	1	5
17:30	1	2	6	1	5
17:45	0	0	3	0	3
18:00	0	3	3	0	3
18:15	0	0	0	0	0
18:30	0	0	0	0	0
18:45	0	0	0	0	0
19:00	0	0	0	0	0
19:15	0	0	0	0	0
19:30	0	0	0	0	0
19:45	0	0	0	0	0
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	51	48			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	99	52%	48%	24.75
AM Generator	13	46%	54%	3.25
AM Adjacent Street (7-9am)	10	80%	20%	2.50
PM Generator	17	41%	59%	4.25
PM Adjacent Street (4-6pm)	10	40%	60%	2.50

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/17/2019 Day: Thursday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	1	0	1
8:30 AM	2	2	4
8:45 AM	0	0	0
9:00 AM	3	0	3
9:15 AM	0	0	0
9:30 AM	1	0	1
9:45 AM	2	2	4
10:00 AM	4	3	7
10:15 AM	4	2	6
10:30 AM	0	1	1
10:45 AM	1	0	1
11:00 AM	2	1	3
11:15 AM	2	2	4
11:30 AM	4	3	7
11:45 AM	1	3	4
12:00 PM	0	0	0
12:15 PM	0	0	0
12:30 PM	0	1	1
12:45 PM	0	1	1
1:00 PM	0	0	0
1:15 PM	4	2	6
1:30 PM	1	0	1
1:45 PM	1	0	1
2:00 PM	4	3	7
2:15 PM	3	1	4
2:30 PM	1	1	2
2:45 PM	1	2	3
3:00 PM	2	1	3
3:15 PM	1	2	3
3:30 PM	1	0	1
3:45 PM	0	3	3
4:00 PM	1	1	2
4:15 PM	2	2	4
4:30 PM	1	4	5
4:45 PM	0	1	1
5:00 PM	1	1	2
5:15 PM	3	3	6
5:30 PM	0	6	6
5:45 PM	0	2	2
6:00 PM	0	0	0
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	1	0	1
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	1	1
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	1	1
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	58	58	116

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	1	1	0
7:15	0	0	3	3	0
7:30	0	0	4	4	0
7:45	1	0	8	6	2
8:00	2	0	7	5	2
8:15	1	0	8	6	2
8:30	2	2	7	5	2
8:45	0	0	4	4	0
9:00	3	0	8	6	2
9:15	0	0	12	7	5
9:30	1	0	18	11	7
9:45	2	2	18	10	8
10:00	4	3	15	9	6
10:15	4	2	11	7	4
10:30	0	1	9	5	4
10:45	1	0	15	9	6
11:00	2	1	18	9	9
11:15	2	2	15	7	8
11:30	4	3	11	5	6
11:45	1	3	5	1	4
12:00	0	0	2	0	2
12:15	0	0	2	0	2
12:30	0	1	8	4	4
12:45	0	1	8	5	3
13:00	0	0	8	6	2
13:15	4	2	15	10	5
13:30	1	0	13	9	4
13:45	1	0	14	9	5
14:00	4	3	16	9	7
14:15	3	1	12	7	5
14:30	1	1	11	5	6
14:45	1	2	10	5	5
15:00	2	1	10	4	6
15:15	1	2	9	3	6
15:30	1	0	10	4	6
15:45	0	3	14	4	10
16:00	1	1	12	4	8
16:15	2	2	12	4	8
16:30	1	4	14	5	9
16:45	0	1	15	4	11
17:00	1	1	16	4	12
17:15	3	3	14	3	11
17:30	0	6	8	0	8
17:45	0	2	2	0	2
18:00	0	0	0	0	0
18:15	0	0	1	1	0
18:30	0	0	1	1	0
18:45	0	0	1	1	0
19:00	1	0	1	1	0
19:15	0	0	0	0	0
19:30	0	0	1	0	1
19:45	0	0	1	0	1
20:00	0	0	1	0	1
20:15	0	1	2	0	2
20:30	0	0	1	0	1
20:45	0	0	1	0	1
21:00	0	1	1	0	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	58	58			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	116	50%	50%	29.00
AM Generator	18	61%	39%	4.50
AM Adjacent Street (7-9am)	8	75%	25%	2.00
PM Generator	16	56%	44%	4.00
PM Adjacent Street (4-6pm)	16	25%	75%	4.00

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/18/2019 Day: Friday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	2	0	2
7:45 AM	1	0	1
8:00 AM	2	0	2
8:15 AM	4	0	4
8:30 AM	3	1	4
8:45 AM	0	2	2
9:00 AM	4	2	6
9:15 AM	1	0	1
9:30 AM	3	2	5
9:45 AM	5	2	7
10:00 AM	4	1	5
10:15 AM	1	1	2
10:30 AM	3	3	6
10:45 AM	4	3	7
11:00 AM	1	5	6
11:15 AM	5	4	9
11:30 AM	1	2	3
11:45 AM	3	2	5
12:00 PM	3	2	5
12:15 PM	2	1	3
12:30 PM	5	4	9
12:45 PM	2	1	3
1:00 PM	0	1	1
1:15 PM	2	2	4
1:30 PM	5	6	11
1:45 PM	5	6	11
2:00 PM	3	3	6
2:15 PM	4	4	8
2:30 PM	1	3	4
2:45 PM	4	4	8
3:00 PM	5	5	10
3:15 PM	2	4	6
3:30 PM	3	4	7
3:45 PM	4	4	8
4:00 PM	3	2	5
4:15 PM	3	3	6
4:30 PM	0	2	2
4:45 PM	1	6	7
5:00 PM	2	2	4
5:15 PM	2	4	6
5:30 PM	4	3	7
5:45 PM	3	7	10
6:00 PM	0	2	2
6:15 PM	2	1	3
6:30 PM	4	3	7
6:45 PM	2	1	3
7:00 PM	4	2	6
7:15 PM	0	0	0
7:30 PM	2	1	3
7:45 PM	4	2	6
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	1	0	1
8:45 PM	0	0	0
9:00 PM	2	1	3
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	136	126	262

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	2	2	0
7:00	0	0	3	3	0
7:15	0	0	5	5	0
7:30	2	0	9	9	0
7:45	1	0	11	10	1
8:00	2	0	12	9	3
8:15	4	0	16	11	5
8:30	3	1	13	8	5
8:45	0	2	14	8	6
9:00	4	2	19	13	6
9:15	1	0	18	13	5
9:30	3	2	19	13	6
9:45	5	2	20	13	7
10:00	4	1	20	12	8
10:15	1	1	21	9	12
10:30	3	3	28	13	15
10:45	4	3	25	11	14
11:00	1	5	23	10	13
11:15	5	4	22	12	10
11:30	1	2	16	9	7
11:45	3	2	22	13	9
12:00	3	2	20	12	8
12:15	2	1	16	9	7
12:30	5	4	17	9	8
12:45	2	1	19	9	10
13:00	0	1	27	12	15
13:15	2	2	32	15	17
13:30	5	6	36	17	19
13:45	5	6	29	13	16
14:00	3	3	26	12	14
14:15	4	4	30	14	16
14:30	1	3	28	12	16
14:45	4	4	31	14	17
15:00	5	5	31	14	17
15:15	2	4	26	12	14
15:30	3	4	26	13	13
15:45	4	4	21	10	11
16:00	3	2	20	7	13
16:15	3	3	19	6	13
16:30	0	2	19	5	14
16:45	1	6	24	9	15
17:00	2	2	27	11	16
17:15	2	4	25	9	16
17:30	4	3	22	9	13
17:45	3	7	22	9	13
18:00	0	2	15	8	7
18:15	2	1	19	12	7
18:30	4	3	16	10	6
18:45	2	1	12	8	4
19:00	4	2	15	10	5
19:15	0	0	9	6	3
19:30	2	1	9	6	3
19:45	4	2	7	5	2
20:00	0	0	1	1	0
20:15	0	0	4	3	1
20:30	1	0	4	3	1
20:45	0	0	3	2	1
21:00	2	1	3	2	1
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	136	126			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	262	52%	48%	65.50
AM Generator	28	46%	54%	7.00
AM Adjacent Street (7-9am)	12	75%	25%	3.00
PM Generator	36	47%	53%	9.00
PM Adjacent Street (4-6pm)	27	41%	59%	6.75

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/19/2019 Day: Saturday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	3	1	4
9:30 AM	1	0	1
9:45 AM	0	0	0
10:00 AM	5	2	7
10:15 AM	3	1	4
10:30 AM	2	1	3
10:45 AM	2	2	4
11:00 AM	1	1	2
11:15 AM	4	4	8
11:30 AM	1	2	3
11:45 AM	3	4	7
12:00 PM	1	0	1
12:15 PM	0	0	0
12:30 PM	0	0	0
12:45 PM	0	1	1
1:00 PM	0	0	0
1:15 PM	2	2	4
1:30 PM	3	8	11
1:45 PM	0	0	0
2:00 PM	2	2	4
2:15 PM	3	2	5
2:30 PM	0	1	1
2:45 PM	2	2	4
3:00 PM	1	3	4
3:15 PM	1	1	2
3:30 PM	2	2	4
3:45 PM	2	2	4
4:00 PM	1	0	1
4:15 PM	1	2	3
4:30 PM	0	0	0
4:45 PM	2	2	4
5:00 PM	0	0	0
5:15 PM	0	0	0
5:30 PM	1	1	2
5:45 PM	0	0	0
6:00 PM	1	1	2
6:15 PM	1	1	2
6:30 PM	0	0	0
6:45 PM	1	1	2
7:00 PM	1	1	2
7:15 PM	0	0	0
7:30 PM	0	0	0
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	1	1	2
8:45 PM	1	1	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	56	56	112

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	4	3	1
8:45	0	0	5	4	1
9:00	0	0	5	4	1
9:15	3	1	12	9	3
9:30	1	0	12	9	3
9:45	0	0	14	10	4
10:00	5	2	18	12	6
10:15	3	1	13	8	5
10:30	2	1	17	9	8
10:45	2	2	17	8	9
11:00	1	1	20	9	11
11:15	4	4	19	9	10
11:30	1	2	11	5	6
11:45	3	4	8	4	4
12:00	1	0	2	1	1
12:15	0	0	1	0	1
12:30	0	0	5	2	3
12:45	0	1	16	5	11
13:00	0	0	15	5	10
13:15	2	2	19	7	12
13:30	3	8	20	8	12
13:45	0	0	10	5	5
14:00	2	2	14	7	7
14:15	3	2	14	6	8
14:30	0	1	11	4	7
14:45	2	2	14	6	8
15:00	1	3	14	6	8
15:15	1	1	11	6	5
15:30	2	2	12	6	6
15:45	2	2	8	4	4
16:00	1	0	8	4	4
16:15	1	2	7	3	4
16:30	0	0	4	2	2
16:45	2	2	6	3	3
17:00	0	0	2	1	1
17:15	0	0	4	2	2
17:30	1	1	6	3	3
17:45	0	0	4	2	2
18:00	1	1	6	3	3
18:15	1	1	6	3	3
18:30	0	0	4	2	2
18:45	1	1	4	2	2
19:00	1	1	4	2	2
19:15	0	0	2	1	1
19:30	0	0	2	1	1
19:45	1	1	4	2	2
20:00	0	0	4	2	2
20:15	0	0	4	2	2
20:30	1	1	4	2	2
20:45	1	1	2	1	1
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	56	56			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	112	50%	50%	28.00
AM Generator	20	45%	55%	5.00
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	20	40%	60%	5.00
PM Adjacent Street (4-6pm)	8	50%	50%	2.00

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/20/2019 Day: Sunday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	0	0	0
9:30 AM	0	0	0
9:45 AM	2	1	3
10:00 AM	3	1	4
10:15 AM	1	4	5
10:30 AM	3	3	6
10:45 AM	0	0	0
11:00 AM	0	0	0
11:15 AM	2	2	4
11:30 AM	3	3	6
11:45 AM	2	1	3
12:00 PM	1	2	3
12:15 PM	2	2	4
12:30 PM	1	1	2
12:45 PM	3	1	4
1:00 PM	0	0	0
1:15 PM	0	0	0
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	0	0	0
2:30 PM	1	1	2
2:45 PM	0	0	0
3:00 PM	2	2	4
3:15 PM	1	2	3
3:30 PM	0	1	1
3:45 PM	0	0	0
4:00 PM	1	0	1
4:15 PM	0	1	1
4:30 PM	0	0	0
4:45 PM	2	2	4
5:00 PM	2	2	4
5:15 PM	2	2	4
5:30 PM	1	1	2
5:45 PM	1	0	1
6:00 PM	2	2	4
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	1	1	2
7:15 PM	1	1	2
7:30 PM	0	0	0
7:45 PM	1	3	4
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	41	42	83

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	0	0	0
8:45	0	0	0	0	0
9:00	0	0	3	2	1
9:15	0	0	7	5	2
9:30	0	0	12	6	6
9:45	2	1	18	9	9
10:00	3	1	15	7	8
10:15	1	4	11	4	7
10:30	3	3	10	5	5
10:45	0	0	10	5	5
11:00	0	0	13	7	6
11:15	2	2	16	8	8
11:30	3	3	16	8	8
11:45	2	1	12	6	6
12:00	1	2	13	7	6
12:15	2	2	10	6	4
12:30	1	1	6	4	2
12:45	3	1	4	3	1
13:00	0	0	0	0	0
13:15	0	0	0	0	0
13:30	0	0	0	0	0
13:45	0	0	2	1	1
14:00	0	0	2	1	1
14:15	0	0	6	3	3
14:30	1	1	9	4	5
14:45	0	0	8	3	5
15:00	2	2	8	3	5
15:15	1	2	5	2	3
15:30	0	1	3	1	2
15:45	0	0	2	1	1
16:00	1	0	6	3	3
16:15	0	1	9	4	5
16:30	0	0	12	6	6
16:45	2	2	14	7	7
17:00	2	2	11	6	5
17:15	2	2	11	6	5
17:30	1	1	7	4	3
17:45	1	0	5	3	2
18:00	2	2	4	2	2
18:15	0	0	2	1	1
18:30	0	0	4	2	2
18:45	0	0	4	2	2
19:00	1	1	8	3	5
19:15	1	1	6	2	4
19:30	0	0	4	1	3
19:45	1	3	4	1	3
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	0	0	0
20:45	0	0	0	0	0
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	41	42			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	83	49%	51%	20.75
AM Generator	18	50%	50%	4.50
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	14	50%	50%	3.50
PM Adjacent Street (4-6pm)	14	50%	50%	3.50

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/21/2019 Day: Monday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	0	0	0
7:45 AM	0	0	0
8:00 AM	0	0	0
8:15 AM	0	0	0
8:30 AM	0	0	0
8:45 AM	0	0	0
9:00 AM	0	0	0
9:15 AM	1	1	2
9:30 AM	0	0	0
9:45 AM	0	0	0
10:00 AM	0	0	0
10:15 AM	2	0	2
10:30 AM	0	1	1
10:45 AM	2	2	4
11:00 AM	2	3	5
11:15 AM	0	0	0
11:30 AM	3	0	3
11:45 AM	1	1	2
12:00 PM	0	0	0
12:15 PM	0	3	3
12:30 PM	1	1	2
12:45 PM	1	1	2
1:00 PM	1	1	2
1:15 PM	1	1	2
1:30 PM	0	0	0
1:45 PM	0	0	0
2:00 PM	0	0	0
2:15 PM	0	0	0
2:30 PM	2	2	4
2:45 PM	1	1	2
3:00 PM	2	1	3
3:15 PM	0	1	1
3:30 PM	1	1	2
3:45 PM	0	0	0
4:00 PM	1	1	2
4:15 PM	2	2	4
4:30 PM	1	1	2
4:45 PM	2	2	4
5:00 PM	0	0	0
5:15 PM	0	0	0
5:30 PM	2	1	3
5:45 PM	1	2	3
6:00 PM	1	1	2
6:15 PM	0	0	0
6:30 PM	0	0	0
6:45 PM	0	0	0
7:00 PM	2	2	4
7:15 PM	0	0	0
7:30 PM	1	1	2
7:45 PM	1	1	2
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	0	0	0
9:00 PM	0	0	0
9:15 PM	1	1	2
9:30 PM	1	1	2
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	1	1	2
Totals	38	38	76

3003 Telegraph Ave Dwy & 30th St					
Date	Area		4000		
	15 Minute		Hourly		
	Enter	Exit	total	enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	0	0	0
7:00	0	0	0	0	0
7:15	0	0	0	0	0
7:30	0	0	0	0	0
7:45	0	0	0	0	0
8:00	0	0	0	0	0
8:15	0	0	0	0	0
8:30	0	0	2	1	1
8:45	0	0	2	1	1
9:00	0	0	2	1	1
9:15	1	1	2	1	1
9:30	0	0	2	2	0
9:45	0	0	3	2	1
10:00	0	0	7	4	3
10:15	2	0	12	6	6
10:30	0	1	10	4	6
10:45	2	2	12	7	5
11:00	2	3	10	6	4
11:15	0	0	5	4	1
11:30	3	0	8	4	4
11:45	1	1	7	2	5
12:00	0	0	7	2	5
12:15	0	3	9	3	6
12:30	1	1	8	4	4
12:45	1	1	6	3	3
13:00	1	1	4	2	2
13:15	1	1	2	1	1
13:30	0	0	0	0	0
13:45	0	0	4	2	2
14:00	0	0	6	3	3
14:15	0	0	9	5	4
14:30	2	2	10	5	5
14:45	1	1	8	4	4
15:00	2	1	6	3	3
15:15	0	1	5	2	3
15:30	1	1	8	4	4
15:45	0	0	8	4	4
16:00	1	1	12	6	6
16:15	2	2	10	5	5
16:30	1	1	6	3	3
16:45	2	2	7	4	3
17:00	0	0	6	3	3
17:15	0	0	8	4	4
17:30	2	1	8	4	4
17:45	1	2	5	2	3
18:00	1	1	2	1	1
18:15	0	0	4	2	2
18:30	0	0	4	2	2
18:45	0	0	6	3	3
19:00	2	2	8	4	4
19:15	0	0	4	2	2
19:30	1	1	4	2	2
19:45	1	1	2	1	1
20:00	0	0	0	0	0
20:15	0	0	0	0	0
20:30	0	0	2	1	1
20:45	0	0	4	2	2
21:00	0	0	4	2	2
21:15	1	1	4	2	2
21:30	1	1	2	1	1
21:45	0	0	0	0	0
22:00	0	0	2	1	1
22:15	0	0			
22:30	0	0			
22:45	1	1			
Totals	38	38			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	76	50%	50%	19.00
AM Generator	12	50%	50%	3.00
AM Adjacent Street (7-9am)	0	#DIV/0!	#DIV/0!	0.00
PM Generator	12	50%	50%	3.00
PM Adjacent Street (4-6pm)	12	50%	50%	3.00

APPENDIX C

Prepared by National Data & Surveying Services

**Driveway In & Out**

Location: 3003 Telegraph City: Oakland Date: 01/22/2019 Day: Tuesday

AREA 4000 sq. ft.

TIME	Vehicle		TOTAL
	IN	OUT	
6:00 AM	0	0	0
6:15 AM	0	0	0
6:30 AM	0	0	0
6:45 AM	0	0	0
7:00 AM	0	0	0
7:15 AM	0	0	0
7:30 AM	1	0	1
7:45 AM	1	0	1
8:00 AM	1	1	2
8:15 AM	2	1	3
8:30 AM	1	0	1
8:45 AM	0	0	0
9:00 AM	2	0	2
9:15 AM	1	0	1
9:30 AM	1	0	1
9:45 AM	3	2	5
10:00 AM	1	2	3
10:15 AM	1	0	1
10:30 AM	1	2	3
10:45 AM	1	1	2
11:00 AM	1	1	2
11:15 AM	3	4	7
11:30 AM	5	4	9
11:45 AM	4	4	8
12:00 PM	4	4	8
12:15 PM	0	1	1
12:30 PM	4	6	10
12:45 PM	5	3	8
1:00 PM	2	2	4
1:15 PM	2	2	4
1:30 PM	3	1	4
1:45 PM	7	7	14
2:00 PM	1	2	3
2:15 PM	3	2	5
2:30 PM	6	5	11
2:45 PM	2	2	4
3:00 PM	2	3	5
3:15 PM	0	0	0
3:30 PM	1	0	1
3:45 PM	1	2	3
4:00 PM	1	3	4
4:15 PM	4	4	8
4:30 PM	2	3	5
4:45 PM	0	4	4
5:00 PM	3	2	5
5:15 PM	2	1	3
5:30 PM	4	8	12
5:45 PM	0	0	0
6:00 PM	0	1	1
6:15 PM	2	2	4
6:30 PM	0	0	0
6:45 PM	1	0	1
7:00 PM	1	3	4
7:15 PM	3	3	6
7:30 PM	1	1	2
7:45 PM	0	0	0
8:00 PM	0	0	0
8:15 PM	0	0	0
8:30 PM	0	0	0
8:45 PM	1	1	2
9:00 PM	0	0	0
9:15 PM	0	0	0
9:30 PM	0	0	0
9:45 PM	0	0	0
10:00 PM	0	0	0
10:15 PM	0	0	0
10:30 PM	0	0	0
10:45 PM	0	0	0
Totals	98	100	198

Date	Area		4000		
	15 Minute		total	Hourly	
	Enter	Exit		enter	exit
6:00	0	0	0	0	0
6:15	0	0	0	0	0
6:30	0	0	0	0	0
6:45	0	0	1	1	0
7:00	0	0	2	2	0
7:15	0	0	4	3	1
7:30	1	0	7	5	2
7:45	1	0	7	5	2
8:00	1	1	6	4	2
8:15	2	1	6	5	1
8:30	1	0	4	4	0
8:45	0	0	4	4	0
9:00	2	0	9	7	2
9:15	1	0	10	6	4
9:30	1	0	10	6	4
9:45	3	2	12	6	6
10:00	1	2	9	4	5
10:15	1	0	8	4	4
10:30	1	2	14	6	8
10:45	1	1	20	10	10
11:00	1	1	26	13	13
11:15	3	4	32	16	16
11:30	5	4	26	13	13
11:45	4	4	27	12	15
12:00	4	4	27	13	14
12:15	0	1	23	11	12
12:30	4	6	26	13	13
12:45	5	3	20	12	8
13:00	2	2	26	14	12
13:15	2	2	25	13	12
13:30	3	1	26	14	12
13:45	7	7	33	17	16
14:00	1	2	23	12	11
14:15	3	2	25	13	12
14:30	6	5	20	10	10
14:45	2	2	10	5	5
15:00	2	3	9	4	5
15:15	0	0	8	3	5
15:30	1	0	16	7	9
15:45	1	2	20	8	12
16:00	1	3	21	7	14
16:15	4	4	22	9	13
16:30	2	3	17	7	10
16:45	0	4	24	9	15
17:00	3	2	20	9	11
17:15	2	1	16	6	10
17:30	4	8	17	6	11
17:45	0	0	5	2	3
18:00	0	1	6	3	3
18:15	2	2	9	4	5
18:30	0	0	11	5	6
18:45	1	0	13	6	7
19:00	1	3	12	5	7
19:15	3	3	8	4	4
19:30	1	1	2	1	1
19:45	0	0	0	0	0
20:00	0	0	2	1	1
20:15	0	0	2	1	1
20:30	0	0	2	1	1
20:45	1	1	2	1	1
21:00	0	0	0	0	0
21:15	0	0	0	0	0
21:30	0	0	0	0	0
21:45	0	0	0	0	0
22:00	0	0	0	0	0
22:15	0	0			
22:30	0	0			
22:45	0	0			
Totals	98	100			

	Trips			Rate
	Total	Enter %	Exit %	Trips per Unit
Daily	198	49%	51%	49.50
AM Generator	32	50%	50%	8.00
AM Adjacent Street (7-9am)	7	71%	29%	1.75
PM Generator	33	52%	48%	8.25
PM Adjacent Street (4-6pm)	24	38%	63%	6.00

## AIR QUALITY & ODOR CONTROL PLAN

June 19, 2018

Subject: JIVA | Commercial Cannabis Business (Retail) Air Quality & Odor Control Plan

Honorable Mayor, Council Members, City Manager & Staff of Hayward,

My name is Trent Thiel, BS Chemical Engineering North Carolina State University. I have represented Camfil as the North American Molecular Filtration Segment Manager for the past 6 years and managed a process gas purification and dehydration service business in the Bay Area for 8 years prior to joining Camfil.

For those of you unfamiliar with our company; Camfil is a global filtration company with over 3,000 employees, 9 PhD's, 27 production and R&D facilities, two of which are dedicated solely to the research and development of molecular filtration. In 2012, a Canadian colleague of mine began working on a solution to resolve the odor issue on large scale medical cannabis cultivation facilities. Since then not only have we supported the cannabis industry with over \$3 MM in solutions in 4 countries, and 17 states, but are now working on design criteria documents and partnering with companies that are essential to the growth and federal legalization of Cannabis Cultivation. This is how I became aware of Jiva's need for an odor control initiative.

### **Understanding Molecular Contaminants and How to Remove Them for Cannabis**

Airborne molecules impact businesses in several ways:

- 1) As odors
- 2) As irritants
- 3) As toxins or poisons
- 4) As corrosive and/or yield impacting agents

Many molecules are known to be harmful to humans, the environment, manufacturing processes (microelectronics, pulp and paper, oil refining, etc.) and more sensitive items such as artifacts in museums and art galleries. Understanding the environment that you are in, the functions of your facility, and assets within your building is essential to selecting the most appropriate molecular filtration solution, and upon my review Jiva has gone above and beyond the requirements for their facility designation and application which I will address in the next section.

As the world leaders for the research and development of clean air filtration solutions we are frequently called upon to aide in new applications and emerging industries to help determine the most effective methods to remove particulate and gaseous contaminants. During our initial involvement with this industry a third party sampled the air in a cannabis cultivation facility in Canada with over 500,000 square feet of grow space and provided us with the results for simulation purposes. It was determined that there is nothing harmful exhausted from cannabis cultivation facilities, but there are specific **odor** profiles from the terpenes in cannabis. The main ones were identified as alpha-pinene, beta-pinene, beta myrcene, beta-caryophyllene and limonene.



In our molecular test rig in Trosa, Sweden (pictured below) we are able to test molecular filters and/or media in accordance with ASHRAE 145.1, ASHRAE 145.2, ISO 10121-1 and ISO 10121-2 under a wide range of temperature and humidity conditions and challenged with different gases at 2,000 CFM. In short, we are the only filtration company in the world capable of testing molecular filters and media at realistic operating conditions.



Our simulation for the cannabis industry was conducted using alpha-pinene as our surrogate for the previous listed terpenes and we were able to determine that with a 60% CTC coconut shell media can guarantee over a 99% initial removal efficiency of the cannabis terpenes.

### **Applying this Data for Jiva**

The first thing that places Jiva's facility function at a lower need for odor mitigation is the fact that, whether recreational or medical, there is **no** cultivation, **no** extraction, **no** drying, **no** trimming, and **no** product packaging.

According to Chapter 2.2 of ASHRAE's<sup>1</sup> Heating, Ventilating, and Air-Conditioning Applications Handbook Jiva Dispensaries would qualify as *Small Store Retail*. Ventilation requirements of ASHRAE Standard 62.1 must be followed. Objectionable odors may necessitate special filtering, exhaust, and/or additional outdoor air intake.

Jiva presented me with an air quality plan that is not necessary for their facility. Dispensaries had historically emitted some cannabis odor due to poor packaging or consumer handling onsite. However, when California legalized marijuana last year they also passed Assembly Bill 110 which stipulates that all marijuana packaging (including pop top bottles and exit packaging as well as other forms of cannabis packaging) must be certified child-resistant. This is forcing all dispensaries to use Mylar bags which have been known primarily for military food storage due to their high tensile strength, flexible material, and isolating barrier properties. Once sealed they will isolate the product inside from the outside. This isolation allows you to control the oxygen content, humidity, and light exposure. Ultimately creating an odor-proof seal.

<sup>1</sup> ASHRAE is The American Society of Heating, Refrigerating and Air-Conditioning Engineers is a global professional association seeking to advance heating, ventilation, air conditioning and refrigeration systems design and construction.

## Conclusion

Based on what I have been presented, Jiva will be receiving all of their product in accordance with AB-110. Their plan states explicitly:

*Upon inventory intake as per State of California BCC regulations, Jiva will ONLY accept pre-packaged, sealed, child-proof medical cannabis products. Additionally, all purchased products by patients are placed in odor proof mylar opaque exit packaging. This will reinforce that odor will be mitigated outside of the facility.*

*§ 5412. Packaging and Labeling (a) A retailer shall not accept, possess, or sell cannabis goods that are not packaged as they will be sold at final sale, in compliance with this division. (b) A retailer shall not package or label cannabis goods. Authority: Section 26013, Business and Professions Code. Reference: Sections 26010 and 26120, Business and Professions Code.*

*§ 5413. Exit Packaging Cannabis goods purchased by a customer shall not leave the retailer's premises unless the goods are placed in an opaque exit package. Authority: Section 26013, Business and Professions Code. Reference: Section 26120, Business and Professions Code*

*Jiva has proposed a reinforced steel door allows entry into limited access area that encompasses a secure product storage room and an enclosed temperature controlled storage room. The majority of pre-packaged product will be stored within these respective rooms. After business hours, all product that is housed within displays on the retail floor area is taken into the secure storage area.*

There are two types of spaces within Jiva:

- 1) Product Storage (Limited Access Area)
  - a. There could be the potential for non-odor proof containers in this space. The primary concern for this space would be cannabis odor. I am recommending 10 to 12 air changes per hour in this space through a MERV 9A particulate filter followed by loose-fill thin bed molecular filter filled with a 60% CTC coconut shell media. This could be in the configuration of panels or cylinders; both of which would have >95% initial removal efficiency in a single pass against the terpenes listed in this document.
- 2) Public Access and Office Space
  - a. This space would only have product in exit packaging, so the risk of odor is much lower. Particulate filtration would be the most important in this area with minimal molecular filtration for comfort air purposes. I am recommending MERV 9A particulate filtration on their supply air and to design their air handling units to provide 6 - 10 air changes per hour through a MERV 14A combination embedded media filter with an ozone rating of 9. A filter changeout every six months would be recommended. This would exceed the requirements set by ASHRAE standard 62.1 for indoor air quality based on their space qualification.

Should their retail commercial cannabis business fall under pharmacy qualifications there could be the need for more stringent filtration depending on the type of pharmacy it would qualify as. Jiva has requested my consultative services to help design and implement the above recommendations should they be approved by the City of Hayward. Simply put, based on general compliance with the California State BCC laws and my recommendations, Jiva's retail commercial cannabis facility will mitigate cannabis odor (if any) and improve air quality for employees and patients. Cannabis odor will not emit outdoors let alone into neighboring businesses.

Should you have any questions regarding any details in this letter please feel free to contact me directly.



**Trent Thiel** / Molecular Filtration  
Segment Manager  
Camfil USA  
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## APPENDIX E

May 1, 2020

Rajiv J. Pottabathni | JIVA HWD LLC | Hayward, CA



**RE: Cannabis Waste Management Services for the proposed Jiva Cannabis Retail Dispensary**

Rajiv J. Pottabathni & JIVA HWD LLC.,

This letter is to confirm GAIACA's intent to provide Cannabis Waste Management Services for the High Farma Inc., (the "Company") cannabis retail dispensary located in Hayward, California. GAIACA is a full-service solution, ready to assist current and future cannabis operators in meeting State requirements pertaining to compliant cannabis waste management. Regulatory compliance is of utmost importance in any field; especially in a new, burgeoning one such as the cannabis industry. **Waste management services include, but are not limited to:**

According to State Regulation, it is the responsibility of the operator to identify their waste streams as waste/cannabis waste/hazardous waste and follow all applicable rules and regulations for proper disposal [Title 16 CCR, Division 42 "BCC"; Title 17 CCR, Division 1 "CDPH"; Title 3 CCR, Division 8 "Cal-Cannabis / CDFR"; PRC, Division 30 "Waste Management"; Title 40 CFR, Part 239-282].

- GAIACA will conduct an initial site inspection to evaluate each operators' needs and to help create a site-specific waste program. GAIACA will also help the operator in identifying and profiling their cannabis waste for compliance.

It is a requirement of all operators obtaining a State license to submit a Waste Management Plan that clearly illustrates compliant waste handling and disposal procedures per local and State law [BCC §5054 (a)(b); CDPH §40290 (a); CDFR §8108].

- Following the evaluation, GAIACA will create a site-specific waste management plan, addressing all applicable local, State, and Federal laws.

If not managed onsite, operators must demonstrate that all waste is properly handled by a licensed and permitted cannabis waste service provider [BCC, §5054; CDPH, §40290; CDFR, §8308]

- GAIACA is properly licensed to handle all streams of cannabis waste (hazardous and non-hazardous). GAIACA will provide the operator a Certification of Compliance that can be visibly posted onsite, demonstrating to any State official that the operator has a compliant Waste Management Program in place.

The State requires all cannabis waste to be stored in a secured area on the licensed premises, preventing the public for harm [BCC §5054 (e); CDPH §40290 (b); CDFR §8308 (d)].

- GAIACA will provide secure and lockable drums for cannabis waste accumulation. GAIACA will advise on an appropriate location within the facility in which to store the drums. In addition to a main waste storage area, GAIACA can assist in setting up satellite accumulation points throughout the facility.

All cannabis waste must be properly disposed of. It is the obligation of the operator to mitigate potential sources of odor [BCC §5054 (e); CDPH §40290 (b); CDFR §8308 (e)].

- GAIACA's HazMat-quality, UN-rated drums allow operators to easily and safely accumulate waste onsite. All drums are non-reactive and air-tight to help with cannabis odor control. Drums are equipped with biodegradable inner bag liners to add an extra level of hygiene.

Cannabis goods intended for disposal shall remain on the licensed premises until rendered into cannabis waste. [§ 5054 BCC CALIFORNIA CODE OF REGULATIONS (CCR) TITLE 16, DIVISION 42 (c)]

- GAIACA utilizes a combination of internal industrial processes and strategic partnerships to further treat cannabis waste. The goal being to compost, recycle, and transform, rather than adding to our growing landfills. GAIACA is on a 'zero-waste' mission.

All cannabis waste must be tracked and traced, illustrating that the cannabis product has been rendered "unusable and unrecognizable" and deposited at a licensed compost/landfill/solid waste facility [BCC" §5049 (a)(6) & §5054 (f) & §5314 (a)(3); CDPH" §40290 (d); CDFR §8308 (i)(j)(k) & §8402].

- GAIACA will complete a cannabis waste manifest upon collection of waste. GAIACA's waste manifest tracks the chain of custody of cannabis waste from its cradle (operator facility), through the rendering process, to its final grave (permitted compost/solid waste/recycling facility). GAIACA will provide the operator with a final Certificate of Destruction, showing proof of proper waste disposal. A copy will also be sent to the State, on behalf of the operator, to meet Track-and-Trace requirements.

Thank you for the opportunity to submit our letter of intent to you. We look forward to working with you on this project. If you have any questions please call us at 833.225.4242.

Sincerely Gaiaca, LLC

*Taylor Vozniak*

Taylor Vozniak | Account Executive



1000 New York Street, #107  
Redlands, California 92374  
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f: (909) 307-8922

September 15, 2019

Rajiv Pottabathni  
Managing Director & Business Development  
Jiva Life, LLC  
436 Clementina Street, Suite 303  
San Francisco, CA 94103

RE: Environmental Impact Mitigation, Energy Efficiency & Sustainability for Jiva Life LLC

Dear Raj:

Thank you for the opportunity to provide LEED consulting, energy analysis, and building systems commissioning for the proposed commercial cannabis retail business located on 22701 Foothill Blvd., Hayward, CA or another property during the allocated procurement period. I am pleased to offer our services to help develop a plan for green building efforts for this and future projects.

I understand that the Project is currently in entitlements and is seeking approval from the City of Hayward through the Application Procedure for a Commercial Cannabis Business Permit.

After the Project is fully vetted and approved by the City and the Project moves forward, we would be pleased to provide our services to help the Project meet its green building goals, earn LEED certification, and comply with green building and energy codes. This letter shall serve as a will-serve declaration for the Project.

If you have any questions or need additional information, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric R. Shamp".

Eric R. Shamp  
AIA, NCARB, BCxP, LEED  
BD+C Principal  
Ecotype Consulting, Inc.

**Jiva Life, LLC****RE : City of Hayward Proposed Commercial Cannabis Business [Retail]****Location | Environmental Impact Mitigation Statement**

Date: 6/14/18

**Overview:**

Jiva Life LLC, (“The Applicant”) and/or (“Jiva”) takes pride in its sustainable facilities and operations. As a medical establishment, Jiva believes that green design and construction standards are an important part of improving the health and wellness of patrons, employees, and the community. Additionally, the Applicant understands the importance of third party verification of conformance with these standards. The forthcoming proposal reflects the requirements of the mandatory measures contained in the California energy code and green building code, the voluntary performance goals described in the US Green Building Council’s LEED Rating System, and the Applicant’s corporate mission.

The LEED Rating System awards construction projects for conservation of energy, water, material resources, and for the implementation of sound environmental practices that prevent pollution, waste generation, and greenhouse gas emissions. The applicant intends to pursue LEED certification for all of its new facilities under the LEED for Retail version 4 and has retained a green building consultant to guide that process.

**Energy and Climate:**

Jiva Life, LLC acknowledges that climate change can be measured, is caused by human activity, and is reversible. This core belief aligns with the State’s plan to reduce greenhouse gas emissions by 40% by 2030. This statewide goal was initially proposed in Assembly Bill 32 in 2006, and later reauthorized by the state legislature in July 2017. Through the AB 32 Scoping Plan, the state’s GHG emissions goals are being met in part through new requirements for general planning guidelines and building codes.

In addition, the City enforces all California Codes of Regulation, including CCR Title 24 Part 6 energy efficiency standards and CCR Title 24 Part 11 green building code (CALGreen).

**General Plan, 13 Energy and Water Conservation.** The Project is located in an existing building in a DM: Downtown Mainstreet zoning district. It will meet all of the requirements of that district, and its use is not likely to negatively impact any of the City’s GHG emissions efforts as described in its General Plan. In particular, the City has outlined goals for energy conservation in Chapter 13. While these goals are not

mandated for new Projects, the Applicant intends to take voluntary measures to assist the City in meeting the following goals:

- *13.1.1 Reduce the City's ongoing electricity use by 10 percent and set an example for residents and businesses to follow.*  
 The Project will exceed 2016 Title 24 energy code by a minimum of 10%, using the performance compliance approach. This will be achieved using a combination of measures potentially involving upgrades to the building envelope, lighting, HVAC, domestic hot water, and controls.
- *13.1.2 Ensure the incorporation of energy conservation features in the design of all new construction and site development in accordance with State Law.*  
 The Project design team will identify energy efficiency measures (EEMs) and renewable energy measures (REMs) for analysis using a whole building life cycle cost approach. EEMs and REMs that are selected for implementation will be tracked by a commissioning agent through design, construction, occupancy, and initial operation of the building to measure and verify performance.
- *13.1.3 Consider enrollment in the Community Energy Efficiency Program (CEEP), which provides incentives for builders who attain energy savings 30 percent above the National Model Energy Code, the Energy Star Program, which is sponsored by the United States Department of Energy and the Environmental Protection Agency and encourages superior energy efficiency by residents and businesses, or the State's Energy Efficiency and Demand Reduction Program, which offer rebates and incentives to agencies and developers who reduce energy consumption and use energy efficient fixtures and energy-saving design elements.* The Project team has set a goal of reaching the 70<sup>th</sup> percentile at minimum using the Energy Star Target Finder. The design team will reach out PG&E and East Bay Community Energy (EBC) to inquire about the Project's suitability for the Savings By Design program or other prescriptive rebate programs.
- *13.1.4 Require energy audits of existing public structures and encourage audits of private structures, identifying levels of existing energy use and potential conservation measures.*  
 The Project is an improvement of an existing building. As a part of identifying potential EEMs and REMs, the design team will perform an ASHRAE Level 1 energy audit to determine the suitability of existing building systems.
- *13.1.5 Encourage energy-efficient retrofitting of existing buildings throughout the City.*

The Project scope will include upgrades to indoor lighting, outdoor lighting, HVAC system, and irrigation. Depending on the findings in the energy audit, the scope may also include upgrades to the building envelope and domestic hot water systems.

- *13.1.8 Educate the public regarding the need for energy conservation, environmental stewardship, and sustainability techniques and about systems and standards that are currently available for achieving greater energy and resource efficiency, such as the U.S. Green Building Council's "Leadership in Energy and Environmental Design" (LEED) standards for buildings.*

The Project design team will seek LEED certification for the facility. The LEED for Retail version 4 rating system will likely be used, although a different LEED rating system may be more appropriate once the final scope of work is determined. Jiva Life, LLC has retained the services of a green building consultant who will provide LEED certification services, energy analysis, and building systems commissioning.

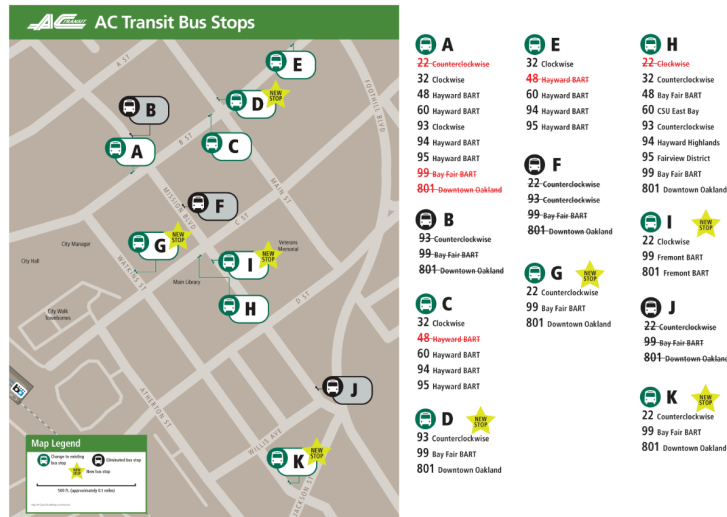
- *13.1.9 Encourage increased use of passive and active solar and wind design in existing and new development (e.g., orienting buildings to maximize exposure to cooling effects of prevailing winds, daylighting design, natural ventilation, space planning, thermal massing and locating landscaping and landscape structures to shade buildings).*

The Project is an alteration of an existing building, which limits the implementation of many passive energy and ventilation strategies. The building has excellent daylighting, which will be controlled for privacy, security, and solar heat gain using landscaping, glass treatment, and screening. Electric lighting will automatically dim when daylight is adequate for interior illumination.

**General Plan, 6 Circulation.** The General Plan Circulation element does not directly address greenhouse gas emissions; however, it does address alternative transportation such as public transit, ride sharing, bicycling, and walking. Strategies to lower automobile use reduce greenhouse gas emissions, air pollution, and energy consumption. By selecting this site for our Project, we are assisting the City in meeting the following goals:

- *6.6.1 Support the efforts of regional, state, and federal agencies to provide additional local and express bus service in the City*





- 6.6.7 Encourage measures that will reduce the number of vehicle-miles traveled during peak periods, including the following examples of these types of measures:

*Incentives for car-pooling and vanpooling.*

*Preferential parking for car-pools and vanpools.*

*An adequate, safe, and interconnected system of pedestrian and bicycle paths.*

*Conveniently located bus stops with shelters that are connected to pedestrian/bicycle paths*

Our operations manager will encourage participation in the City of Haywood “Green Your Commute” program, in which the City offers a potential City Shuttle, carpooling options, Bay Area Commuter Benefits Program, Hayward Transit Agency options, Bike Commuting in Hayward suggestions to employees who use any form of alternative transportation to commute to work. The parking lot will have spaces designated for clean-air vehicles, as required by code. In order to further incentivize alternative transportation, we will voluntarily locate the clean-air vehicle stalls in preferred locations. Jiva will provide safe, secure, and visible bike parking for customers, and secured bike parking for employees.

- 6.6.8 Promote the use of car-pools and vanpools by providing safe, convenient park-and-ride facilities.

The parking lot will have stalls allocated for carpool/vanpools, in preferred locations.

**2016 CCR Title 24, Part 6 California Energy Code.** The City requires compliance with the energy code. The Project will adhere to the requirements governing existing building alterations and will also voluntarily adopt additional measures required only of new construction, such as automatic daylight controls and building systems commissioning. Our goal is to align with the City’s energy

efficiency goal described in the General Plan, which is a 10% reduction in electricity consumption. We will use the energy code as a baseline for determining that reduction.

**2016 CCR Title 24, Part 11 California Green Building Standards Code.** The City requires compliance with the CALGreen building standards. The Project will adhere to CALGreen mandatory measures. In addition, the design team will submit CALGreen documentation to a third-party LEED reviewer to demonstrate compliance with the prerequisites of the LEED program. We will implement additional measures above and beyond the CALGreen mandatory measures to meet LEED certification requirements.

**Water conservation:**

Jiva Life, LLC believes that all people should have access to safe, clean water. This drives a design that is respectful of water, despite the relatively low water consumption. The Project will only use water for basic hygiene and cleaning needs and for landscape irrigation; there are no process water requirements, no food service, and no laundry. Water consumption will be significantly lower than the current occupant (fast-food service) requires.

The City's General Plan addresses water conservation and protection in Chapter 13 Energy and Water Conservation. In addition, the City enforces all California Codes of Regulation, including CCR Title 24 Part 6 energy efficiency standards and CCR Title 24 Part 11 green building code (CALGreen).

**Materials and waste management:**

In 2007, Architect Carl Elefante, FAIA proposed that "the greenest building is the one that is already built". By selecting an existing building for our Project, we have taken substantial steps towards conserving the embodied energy in materials and reducing construction and demolition debris sent to local landfills. Construction and demolition waste generated during construction will be sorted at a material reclamation facility, where 75% or more of the debris is typically diverted from landfill.

The facility will be designed to handle three non-hazardous waste streams: household trash, recyclables, and cannabis waste. Receptacles, protocols, and dumpsters for trash and recyclables will be identical in size, always side-by-side. Cannabis waste will be handled completely separately, using best practices described below. Though the Applicant cannot legally reuse cannabis containers, they will accept them for recycling. In addition, receptacles will be kept on site for the proper disposal of batteries and other ordinary household hazardous waste. There will be no fluorescent lamps used in the project which would require special disposal. All lamps will be LED.

While the Applicant does not anticipate a medical cannabis dispensary to create more hazardous waste than any other retail establishment, a Waste Management plan will be used to ensure the reduction of solid waste in accordance with the State of California's conservation goals. That plan consists of the following practices:

- No cannabis goods shall be disposed of as cannabis waste unless the cannabis goods have been removed from their packaging and rendered unrecognizable and unusable.
- The Applicant will not sell cannabis waste and will comply with all applicable waste management laws of the CA Public Resources Code.
- Waste and reuse shall be accumulated or stored in non-absorbent, water-tight, vector resistant, durable, easily cleanable, galvanized metal or heavy plastic containers with tight fitting lids.
- Do not overflow trash receptacles; always keep the lids closed.
- Remove onsite garbage and refuse within 7 days.
- Any cannabis waste will be disposed of in a secured waste receptacle or in a secured area on the licensed premises.
- Public access to the designated receptacle or area will be prohibited.
- Cannabis waste composted on the licensed premises (returned goods), will be done in compliance with Title 14 of the California Code of Regulations, Division 7, Chapter 3.1.
- A local agency or permitted private waste hauler will be used to collect and process any cannabis waste, and the Applicant will provide the name of the licensed entity hauling the waste.

**LEED certification:**

- As described above, the Applicant intends to pursue certification under the LEED green building rating system and has retained a consultant to assist with green building planning, energy analysis, and building systems commissioning. The guidelines, mandatory measures, and voluntary measures described above will contribute towards that certification.
- LEED credits are available in eight categories of sustainable design and construction practices. Our approach to each is described below:

**Integrative Process.** The project team will describe and document the baseline assumptions for all energy- and water-related systems for the project and will demonstrate how these preliminary analyses were used to optimize the design of the buildings energy- and water-related systems.

**Locations and Transportation.** The project site was previously developed, has access to public transit, will encourage carpooling and fuel-efficient cars by allotting existing parking spaces marked for carpool and fuel efficient cars in preferred parking locations, and will purchase green power.

**Sustainable Sites.** Outdoor lighting upgrades will reduce light pollution by complying with CALGreen backlight, uplight, and glare requirements.

**Water Efficiency.** Potable water consumption on this project will come largely from domestic and landscape demands. Our design intent is to specify low-flow water-efficient plumbing fixtures, without affecting convenience or maintenance requirements. Landscaped areas will be designed to primarily for drip irrigation and will be controlled by a central controller.

**Energy and Atmosphere.** The project team has set a goal of 10% reduction of energy consumption below the energy code baseline, and a 22.5% reduction below the LEED baseline. The design team will use an integrated design approach to develop a comprehensive energy strategy.

**Material Resources.** Major materials are selected on multiple criteria (life cycle analysis). Construction waste will be carefully documented and diverted from landfill.

**Indoor Environmental Quality.** The Contractor will implement a construction indoor air quality plan that insures optimal indoor air quality upon occupancy. HVAC will be designed to deliver air temperature, air speed, and humidity that satisfies the greatest number of occupants, per ASHRAE 55-2010 thermal comfort guidelines. Ventilation levels will exceed code requirements. Finish materials with high levels of VOC off-gassing will be avoided and must meet both LEED and CALGreen requirements.

**Innovation in Design.** We will pursue exemplary performance in a variety of different credits. We will also apply for an Innovation credit for lighting with low mercury levels.

**Conclusion:** No matter how well intentioned, human enterprise will always carry an environmental cost. Jiva Life, LLC understands the importance of recognizing, minimizing, and mitigating its environmental impacts. Its mission depends on having happy, healthy patrons, and health and environment are inextricably linked. Therefore, the Applicant believes that it is the duty of every person, business, and organization to employ sustainable practices. The Applicant will work with local and state level jurisdictions to ensure compliance with all greenhouse gas emissions standards, satisfy all water supply recommendations, and follow safe waste treatment protocols. Jiva Life, LLC intends to have a direct positive impact on the environment and acknowledges the importance of having a facility that is well-organized and designed with an environmental consciousness.



## Testing Procedure SOP

### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5303-5307.1, 5406, 5408(a)(3), 5411 (b)(2), 5700-5739; California Business and Professions Code (CBPR) §§ 26100-26106; and

### Policy

#### California and Local Policy

In the State of California, no cannabis product may be retailed without having first undergone and passed the appropriate testing procedures conducted by a licensed testing facility.

#### Company Zero Tolerance Policy

JIVA has a zero-tolerance policy regarding products which have not met the testing requirements of the State. Employees who are involved in the purchase of products from an unlicensed distributor or who engage in the sale of untested products are subject to immediate termination.

### Procedure

To ensure all products retailed at JIVA meet the State's testing requirements, we enforce the following internal procedures.

#### Extensive Employee Training

Educating employees properly is the first line of defense in preventing consumer harm. To adequately protect consumers, we educate employees on our internal company procedures to verify proper product testing and the State's product testing requirements.

#### Confirm Validity of State License

1. We only purchase products from licensed distributors.
  - a. Prior to engaging in business with a distributor, the Retail Operations Manager (ROM) or Assistant Manager (AM) or Inventory Coordinator (IC) will request a copy of the distributor's State of California issued cannabis license and confirm its validity. A copy of the license will be retained per our Record Retention Procedure.
2. The ROM / AM / IC will confirm that all batch testing initiated by a licensed distributor is conducted by a licensed testing laboratory which has obtained ISO/IEC 17025 accreditation.
  - a. The ROM / AM / IC will request a copy of the testing laboratory's State of California issued license and confirm its validity. A copy of the license will be retained per our Record Keeping SOP.

#### Confirm Testing/Labeling Requirements (16 CCR §§ 5303-5307.2 & 5700-5739)

Testing facilities working with our distributors are expected to fully comply with the State of California's regulations including, but not limited to, testing for: (1) Cannabinoids; (2) Foreign material; (3) Heavy



metals; (4) Microbial impurities; (5) Mycotoxins; (6) Moisture content and water activity; (7) Residual pesticides; (8) Residual solvents and processing chemicals; and (9) Terpenoids.

Certain products require a label containing the list of pharmacologically active ingredients, including, but not limited to, tetrahydrocannabinol (THC), cannabidiol (CBD), and other cannabinoid content, the THC and other cannabinoid amount in milligrams per serving, servings per package, and the THC and other cannabinoid amount in milligrams for the package total.

Prior to including a product in our inventory, the ROM / AM / IC will ensure that tested products are labeled accordingly. All testing information will be entered into the POS system and CCTT-METRC.

Employees will be trained and aware that City of Hayward Staff (CHS) or its designee has a right to collect from our retail facility samples of cannabis products from our inventory, at no cost to CHS, to verify compliance with the cannabis product laboratory testing and labeling requirements.

#### **Testing Sample ( 16 CCR §§ 5305, 5706)**

The ROM / AM / IC must confirm with the licensed distributor that:

1. The proper batch size was tested;
2. The distributor was physically present to observe the laboratory employee obtaining the sample of the product for testing and that increments were taken from throughout the batch;
3. A video recording, with verbal affirmations, was taken of the testing process;
4. The testing facility and distributor signed and dated a chain of custody; and
5. The distributor did not assist the laboratory employee nor touch the cannabis goods or sampling equipment while sample was being obtained.

#### **Confirm Record of Testing Results (Certificate of Analysis) (16 CCR § 5306)**

The ROM / AM / IC will confirm that all testing results are recorded by the laboratory on the certificate of analysis within the past 12 months. In regard to any product we carry, we reserve the right to:

1. Confirm with the testing laboratory that the required tests were conducted; and
2. Request (and retain) the certificate of analysis.

Should the validity of product testing be of concern to the ROM / AM / IC, a full-scale investigation will be launched with a detailed review of the data provided by the testing laboratory. As a final step, the ROM / AM / IC will ensure that all testing data is recorded properly in CCTT-METRC.

#### **Conduct Product Inspection (16 CCR §§ 5307, 5406, 5706)**

Following confirmation of compliance with 16 CCR § 5305, the ROM / AM / IC, will:

1. Confirm the shipment received from distributor matches the shipping manifest;
2. Inspect the physical product to confirm proper labeling and verify that it has not exceeded its expiration or sell-by date (if one is provided);
3. Confirm the product' s presence in CCTT- METRC to accurately preserve the chain of custody and review / confirm the testing results;

## APPENDIX G



4. Identify any questionable products, contact the distributor, and arrange for return of non-conforming products. Products returned as non-conforming must be noted as such in CCTT-METRC; and
5. Clear products for sale, enter them into inventory, and make them available to consumers.



## Inventory Control Procedure SOP

### Inventory Control Procedure

#### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5036, 5037, 5042-5045, 5048, 5049, 5423, 5424

#### Procedure

##### Secured Storage

Once cannabis products have been brought into Jiva's facility and inspected, they will be stored in one of two secured limited-access vaults. Only company Managers and employees with appropriate security clearance will have access to the cannabis storage areas. These authorized Managers and employees will wear a laminated badge that includes their name, employee ID number, and color photograph at all times. (16 CCR § 5043). In addition, authorized individuals, such as outside vendors, contractors, or other persons conducting business that require access to the limited-access areas, may enter the cannabis storage area if they are escorted and attended by a Manager. (16 CCR § 5042).

##### Secured Storage Security Measures

1. The licensed premises will be a restricted-access area and is only accessible to employees with a security clearance, key and alarm system access code.
2. The premises will be monitored by digital video surveillance cameras and alarm systems that will be active 24/ hours a day, as well as by security staff who will be stationed at the entrances and exits to the property. (16 CCR §§ 5044, 5045).
3. Each camera will be placed in a location that clearly records activity and persons within 20 feet of all points of entry and exit on the premises, limited-access areas, point-of-sale areas, areas where cannabis goods will be displayed for sale, storage areas, packaging and loading areas, and security rooms. Surveillance recordings will be kept for a minimum of 90 days. (16 CCR § 5044).
4. All staff will be required to wear a laminated badge that includes their name, employee ID number, and a color photograph. (16 CCR § 5043).
5. Inside the facility, cannabis goods will be stored in secured storage vaults that are locked with a double dead-bolt and key code locked door.
6. All movement of products throughout the facility will be clearly captured on video surveillance.

##### Secured Storage Conditions

1. The vault rooms will be connected to HVAC and dehumidification systems, which will be constantly maintained in good working order. These systems will be routinely cleaned and serviced to ensure proper functioning. The cleaning schedule will be posted and tracked electronically, and maintenance reminders will be sent to staff automatically.
2. A display screen indicating the room temperature and humidity conditions will be on the outside of the door to the Main Vault Room. If the temperature and humidity levels are inconsistent, a service technician will be contacted to promptly resolve any issues.
3. The vault rooms will be equipped with air purification systems to eliminate cannabis and other odors and to remove airborne pathogens.
4. Carbon air filters with activated charcoal will be placed on the ventilation system to minimize odors outside the vault. These filters will be changed quarterly or more frequently as needed.





5. No common areas shared by unauthorized employees or other persons are connected in any way to the Main Vault Room.

### **Inventory Control Employee Training**

As a condition of employment, all JIVA employees are required to complete extensive training on the proper receipt, storage, packaging and tracking of inventory. Employee training includes both hands on learning, where new employees shadow experienced employees, and lecture style presentations. All employees must pass a training exam prior to handling cannabis goods. Employees are trained in the following procedures:

1. The multiple steps involved in receiving inventory, entering product into the CCTT-METRC integrated software system, and Manager verification.
2. Proper inventory storage, which consists of cannabis goods being stored in secured, temperature controlled, limited-access vaults (Daily Inventory Vault and Main Inventory Vault Room) and handled only by employees with proper authorization.
3. Understanding JIVA's POS System and the State's CCTT-METRC system. Employees will receive continuing education regarding any updates in law or in JIVA's POS and inventory control procedures.

### **Receiving Cannabis Products**

JIVA only purchases cannabis goods from licensed distributors. Cannabis good will be received on site between the hours of 7 a.m. to 5 p.m. Cannabis goods will be received through the side door of JIVA's facility (See Site and Building Plans), which shall be the sole entry point for product delivery during business hours.

Only authorized management employees may receive and approve cannabis goods shipments. At the time of receipt, a security guard or additional employee will also be present for additional security. As described below, a JIVA Manager will receive and inspect goods and enter the goods into JIVA's POS System and CCTT-METRC. The goods will then be transported from the receiving area to the Main Vault Room or the Daily Inventory Vault, and their location will be recorded in the POS system which is synced to our inventory database. All subsequent movement of products will be immediately inputted into the POS and tracking systems.

### **Initiating Purchase Orders**

1. Jiva will place orders for cannabis goods online, on the telephone, or by using a purchase order from a licensed distributor, who will transport the cannabis goods to our retail facility;
2. All distributor deliveries will be placed to JIVA's vendor appointment schedule, which prevents any unannounced or non-scheduled deliveries from occurring; and
3. Each distributor will generate a shipping manifest before goods are transferred from its facility to JIVA, which lists all purchased goods.

### **Receiving Cannabis Goods Into the Facility**

1. Upon delivery to JIVA, the distributor's delivery employee will give the shipping manifest to the JIVA staff member receiving the delivery;



2. The Manager will inspect the shipment prior to accepting the order. This will allow for the return of any products ( prior to being unloaded into the storage area) due to any defects in the shipment, such as incorrect products in the shipment that do not match the shipping manifest, incorrect packaging/ labeling, no certificate of analysis for the batch, and expired products;
3. Once the shipment has been approved by visual inspection and matched to the list of products on the shipping manifest, the Manager will accept the shipment and transfer the products to the main inventory vault room;
4. All storage areas will be labeled, showing where each type of product is stored, such as flower, edibles, vape cartridges, topicals, tinctures, etc.; and
5. Once the product has entered the storage area, all product movement up to that point will be entered in CCTT-METRC and JIVA'S POS system, including: shipping manifest, date/ time the shipment entered the facility, the employee who received and inspected the product, and all certificates of analysis for the batch.

Jiva's POS will allow Managers and employees to store vendor information and product information into the system for ease of tracking. All new and existing vendors will be stored in the software along with vendor license expiration alerts.

The following information on incoming products will be added to JIVA's POS and CCTT-METRC:

- |                          |   |
|--------------------------|---|
| 1. SKU Number;           | 9. Cost;                                |
| 2. Category;             | 10. Flower Equivalent;                  |
| 3. Strain/ Product Name; | 11. Low Inventory Threshold;            |
| 4. Distributor;          | 12. Online Available E-Commerce;        |
| 5. Type;                 | 13. Online Title;                       |
| 6. Unit of Measurement;  | 14. Online Description;                 |
| 7. Amount (mg/ grams);   | 15. Taxability; and                     |
| 8. Retail Price;         | 16. Max Purchasablilty Per Transaction. |

### **Record Production**

JIVA can generate inventory logs of all inventory. At any point in time, an inventory log can be printed, which identifies the location of products within JIVA's facility (or out for delivery). When products are sold to a customer in the retail store, the customer will be provided with a detailed sales receipt. When products are delivered, the delivery employee will provide a detailed sales receipt to the customer and retain a copy with the customer's signature. JIVA and CCTT-METRC allow JIVA to electronically log all products and account for all inventory at all times.

### **Removing Cannabis Products From Inventory**

Products will only be removed from inventory for the following limited reasons:

1. A product is sold and accompanied by a sales receipt;
2. A product is packaged for delivery and carried on the delivery route; or
3. A product has defects or is recalled. It will be logged accordingly in the POS System and CCTT-METRC.



### **Inventory for Delivery**

Our inventory management for delivery is consistent with our storefront inventory management protocol with the following differences:

1. Any product removed from inventory to fulfill a delivery order will be scanned into JIVA's POS to alert the system that the item is being transported for delivery;
2. The identity of the delivery associate removing the product from our facility will be noted;
3. Upon delivery, the product will be scanned again and marked as delivered to notify the POS that the product is no longer in inventory; and
4. Transport Manifests will be printed once per day and provided for Management's review. Manifests include: (i) Delivery vehicle used for the delivery; (ii) Delivery associate assigned to the delivery; and (iii) products delivered.

Additionally, Jiva's delivery vehicles will be outfitted with a dedicated company owned Global Positioning System (GPS) device and dash cam. The GPS and dash cam will be affixed permanently to the delivery vehicle. At all times, the POS System will be able to identify the geographic location of delivery vehicles. Reports of this information will be available to the Bureau of Cannabis Control or the City upon request.

### **Preservation of Cannabis Products**

Jiva will implement several measures to ensure that products and our facility avoid contamination, including:

1. Food will not be permitted outside of the employee break area to ensure bugs are not attracted to any areas where product may be stored;
2. All cannabis product will be stored in a designated area free from contact with food or beverage;
3. Cannabis products will be stored in sealed, dry containers;
4. All cannabis products will be kept at least 6" from the floor to prevent contamination from accidents/
5. disasters;
6. Cannabis product will be conspicuously labeled with unique package and batch information (including product receipt date) to allow Jiva to use first in - first out inventory management and for easy quarantine, if necessary;
7. All cannabis products will be kept in a temperature- controlled area that will maintain the quality of the product;
8. All cannabis products will be kept in their original packaging for inspection;
9. Products will be stored in an orderly manner so that the packaging is not damaged;
10. Jiva employees will notify a Manager if there is possible theft or the integrity of a product or packaging is compromised and is no longer in compliance with standards for sale or consumption;
11. Jiva will maintain a separate area within the main inventory vault room for any products that are damaged, outdated, deteriorated, misbranded, opened or adulterated in any way. These



products will not be sold to customers, but, rather, destroyed and tracked in the inventory system. All segregated and degraded product must be appropriately labeled so; and

12. Defective cannabis products will be placed in a secure waste receptacle and disposed of according to our Waste Management Plan.

### **Cleaning Protocol**

1. Employees with appropriate security clearance will have an assigned cleaning schedule for the product storage areas to keep the areas clear of germs, bacteria, and bugs;
2. To verify the product storage areas are cleaned as scheduled, the Retail Operations Manager will keep a cleaning log near the entrance of the inventory vaults for employees to log the date, time, and persons involved in cleaning; and
3. The Retail Operations Manager will inspect the inventory vaults regularly to ensure that they remain sterile environments.

### **Inventory Reconciliation (16 CCR §§ 5424, 5036)**

Every week (usually on Friday), prior to the first incoming product delivery, the Manager and employees will physically reconcile cannabis inventory to ensure it matched what is recorded in the POS/ track-and-trace system. All commercial cannabis activity will halt during the audit.

#### **To perform the reconciliation:**

1. The Manager will print the inventory list for each batch currently in CCTT-METRC and the POS System;
2. An employee will physically count the cannabis goods in each batch to ensure they match the printed inventory list;
3. If a discrepancy between the physical inventory and the inventory log is discovered, the Manager will commence a full audit of the product;
4. The audit may include:
  - a. Reviewing video of the batch from the time it was delivered to the premises by the distributor;
  - b. Reviewing video from the last reconciliation;
  - c. Reviewing the delivery inventory ledgers and receipts to verify all product tracking occurred;or
  - d. Verifying that the POS/ tracking system does not have a malfunction.

The reconciliation is not complete until any discrepancies have been resolved. Once the physical inventory on hand matches the inventory shown in the POS System and CCTT-METRC, all employees involved in process will sign the inventory affidavit, which includes: their signature, the date, and the time the reconciliation was completed to attest the electronic log was accurate. Significant discrepancies that cannot be cured (including diversions, theft, loss, or any other criminal activity) will be reported to the Bureau of Cannabis Control utilizing Notification and Request Form BCC-LIC-027. Such forms will be stored in physical form, scanned in electronically, and saved for seven years to be made available for inspection by the Bureau.



## Quality Control Procedure SOP

### Quality Control Procedure

#### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5036, 5037, 5042-5045, 5048, 5049, 5423, 5424

#### Procedure

##### Labeling Verification

The Inventory Manager is responsible for accepting all incoming shipments from the licensed distributor and inspecting all products prior to entering them into inventory. The Inventory Manager will reference a quality control (QC) checklist mounted in the shipping and receiving room to utilize for QC verification of all goods received into the facility.

##### Product Labeling (Primary Panel and Information Panel)

All products must comply with Business and Professions Code Section 26130 and California Code of Regulations, Title 3, Division 8 and Title 17, Division 1, Chapter 13. Using the QC checklist, the Inventory Manager will verify the following:

1. The label on the product matches all contents on the certificate of analysis, including THC/CBD content and weight;
2. The batch number is identified on the package of cannabis goods and matches the batch number on the corresponding certificate of analysis;
3. All goods will be labeled with the universal California marijuana symbol;
4. All goods meet the requisite standards of the Department of Public Health and the Department of Food & Agriculture;
5. The cannabis goods have not exceeded the identified best-by, sell-by, or expiration date, if one is provided;
6. Edible cannabis products will:
  - a. Not be designed to appeal to children;
  - b. Not have a THC content in excess of 10 milligrams per serving;
  - c. Be delineated into standardized serving sizes if the cannabis product contains more than one serving; and
  - d. Provide sufficient information to enable the informed consumption of the product, including the potential effects of the cannabis product and directions as to how to consume the cannabis product.
7. For packages containing only dried flower, the packaging must indicate the net weight of cannabis contained therein;
8. Packaging must identify the source and date of cultivation, the type of cannabis or cannabis product, and the date of manufacture;
9. The appellation of origin, if any, must be evident;
10. The packaging must include a list of pharmacologically active ingredients, including, but not limited to, tetrahydrocannabinol (THC), cannabidiol (CBD), and other cannabinoid content, the THC and other cannabinoid amount in milligrams per serving, servings per package, and the THC and other cannabinoid amount in milligrams; and



11. The packaging must include a warning if nuts or other known allergens were used in the manufacturing.

### **Government Warning Label**

All government labeling should be present on the packaging at time of receipt, placed by the manufacturer or cultivator. The checklist has a space for government warning. The following warnings are for cannabis flower and manufactured products and should appear accordingly:

- a. For cannabis flower: "GOVERNMENT WARNING: This package contains cannabis, a Schedule I Controlled Substance. Keep out of reach of children and animals. Cannabis may only be possessed or consumed by persons 21 years of age or older unless a person is a qualified patient. Cannabis use while pregnant or breastfeeding may be harmful. Consumption of cannabis impairs your ability to drive and operate machinery. Please use extreme caution."
- b. For manufactured cannabis products: "GOVERNMENT WARNING: This package contains cannabis, a Schedule I Controlled Substance. Keep out of reach of children and animals. Cannabis may only be possessed or consumed by persons 21 years of age or older unless a person is a qualified patient. This product contains cannabis, the intoxicating effects of cannabis products may be delayed by up to two hours. Cannabis use while pregnant or breastfeeding may be harmful. Consumption of cannabis impairs your ability to drive and operate machinery. Please use extreme caution."

### **For Medical Use Only Label**

Our Inventory Manager will visually inspect all products to ensure that "For Medical Use Only" appears on (1) all packaging containing an edible product that is an orally-dissolving product, such as sublingual lozenges or mouth strips, containing up to 500 milligrams THC per package and (2) topical products or a cannabis concentrate containing more than 1,000 milligrams but not more than 2,000 milligrams THC per package.

### **Packaging Verification (16 CCR§§ 5413, 5303)**

The Inventory Manager will verify that the packaging of edible products meets the following requirements:

1. The package will protect the product from contamination and will not expose the product to any toxic or harmful substance;
2. The package is tamper-evident, which means that the product packaging is sealed so that the contents cannot be opened without obvious destruction of the seal;
3. If the product has multiple uses, the package is resealable;
4. The package will not imitate any package used for products typically marketed to children;
5. If the product is an edible product, the package is opaque. Amber bottles are considered opaque; and
6. The package is child-resistant.

### **2020 General Requirements**

Beginning on January 1, 2020, all products transferred to Jiva must adhere to the following requirements:

## APPENDIX I



1. An edible product, an orally-consumed concentrate, or a suppository must be child-resistant for the life of the product;
2. A package that contains more than a single serving is not required to be child-resistant if each individual serving is packaged in child-resistant packaging; and.
3. Cannabis or a cannabis product intended to be inhaled or a cannabis product that is applied topically may utilize packaging that is child-resistant only until first opened if the package is labeled with the statement "This package is not child-resistant after opening."
4. The following packages are considered child-resistant:
  - a. Any package that has been certified as child-resistant under the requirements of the Poison Prevention Packaging Act of 1970 Regulations (16 C.F.R. §1700.15(b)(1)) (Rev. July 1995);
  - b. A bottle sealed with a pry-off metal crown cork style bottle cap, provided that the bottle contains only a single serving; and
  - c. Plastic packaging that is at least 4 millimeters thick and heat-sealed without an easy-open tab, dimple, corner, or flap, provided that the package contains a cannabis product that is only a single serving.

Until January 1, 2020, child-resistant package requirements may be met through the use of a child-resistant exit package at the time of retail sale. Jiva will package all of our products in the appropriate packaging prior to delivering the products as well.

**Product Return (16 CCR§ 5410)**

Authorized Managers are the only individuals permitted to accept cannabis goods returns. No items collected as a return may be resold. Jiva Managers have some discretion in accepting returns, however, all items defective in nature will be reclaimed. Should the customer wish to have a product replaced, Jiva will replace the product with something of like nature and equal exchange value.

Defective manufactured cannabis products returned by customers to Jiva may be destroyed pursuant to 16 CCR § 5054, or returned to the licensed distributor from whom the cannabis goods were obtained in accordance with 16 CCR § 5053.

When a customer returns a cannabis product, the following return information is entered in the POS system and CCTT-METRC.

1. Date;
2. Time;
3. Product Type;
4. Customer Name; and
5. Reason for Return.



## Record Keeping Procedure SOP

### Record Keeping Procedure

#### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5037, 5044; 18 CCR§§ 1698, 4901

#### Procedure

At the start of each business day, the floor manager is responsible for confirming Jiva's electronic files are uploaded properly to Jiva's POS System cloud-based servers. If an error occurs, management will immediately contact POS System's technical support. In the event of a connection failure, management will print hard-copies of all new electronic files and maintain these files until connectivity is operational again.

Whether electronically stored on our state-of-the-art electronic storage system (our preferred method of record retention), or (as a back-up) maintained in physical form in a secured and protected area, all company records are handled by employees according to our strict statutorily based record keeping policy. Jiva will make records immediately available to the BCC or City of Hayward upon request.

To properly comply with the record keeping standards set by the BCC, Jiva will maintain current copies of the following records and preserve them for a minimum of seven calendar years:

1. Financial Records (bank statements, sales invoices, receipts, tax records, and all records required by the California Department of Tax and Fee Administration under 18 CCR§§ 1698, 4901);
2. Security records, except for surveillance recordings which are only retained for 90 calendar days;
3. Personnel records, including each employee's full name, social security or individual taxpayer identification number, date employment began, and date of termination (if applicable);
4. Training records, including, but not limited to, the content of the training provided and the names of the employees that received the training;
5. Contracts with other licensees regarding commercial cannabis activity;
6. Permits, licenses, and other local authorizations to conduct the licensee's commercial cannabis activity;
7. Records relating to the composting or destruction of cannabis goods;
8. Documentation for data or information entered into CCTT-METRC and POS System; and
9. All other documents prepared or executed by an owner, employee, or an assignee in connection with the licensed commercial cannabis business, including those required as part of the CCTT-METRC regulations.

In addition to the records listed above, Jiva strictly complies with all local and state CCTT-METRC record keeping policies. (See Track and Trace SOP).





## Track and Trace SOP

### Track and Trace Procedure

#### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5048-5052.1; 5054; 5411

#### Policy

In accordance with both local and State regulations, Jiva employees will enter all transactions into the California Cannabis Track and Trace (CCTT) METRC system within 24 hours of occurrence. In combination with CCTT-METRC, all employees will utilize IndicaOnline point of sale system, which is METRC certified and fully capable of integration, for additional tracking purposes.

#### Procedure

Per 16 CCR §§ 5048, prior to engaging in retail operations, Jiva will take the following steps to ensure compliance with local and State track-and-trace requirements. Pursuant to Section 26067(b) of CA Business and Professions Code, all information received and contained in the CCTT-METRC system will be confidential and will only be made available or viewed by those fully authorized by law.

#### Implementation of Track and Trace (16 CCR§ 5048(a))

Immediately upon licensing, but prior to engaging in any retail sales, Jiva will create an account with CCTT-METRC.

#### Assignment of an Account Manager (16 CCR§§ 5048(b)(1)-(e))

Jiva will designate one of its owners as the CCTT-METRC account manager (AM). Should additional assistance maintaining the system be necessary, the AM will authorize an additional owner or employee as a system user and ensure full and complete training on the system before access or use. The AM and each designated user will be assigned a unique log-in and are only permitted to access the CCTT system using their assigned and unique logins. An employee is never permitted to use the login of another employee. The following responsibilities are designated to the AM.

1. Attend and successfully complete all required New Business System Training sessions (including orientation, webinars, continuing education, and advanced topics) offered through Franwell Inc.;
2. If required training was not completed prior to receiving an annual license, sign up for and complete State mandated training within five (5) business days of license issuance;
3. Maintain a complete, accurate, and up-to-date list of all CCTT system users, consisting of their full names and login information; and
4. Strictly monitor all compliance notifications from the CCTT system and resolve any issues detailed in a compliance notification.

#### Maintenance of Compliance Notifications (16 CCR§ 5048(e))

Jiva will keep a record of all compliance notifications received from the State, indicating how and when compliance was achieved. If compliance cannot be met within three (3) business days of receiving a compliance notification, Jiva will notify the Bureau of Cannabis Control (BCC) immediately by submitting the Notification and Request Form, BCC-LIC-027.

**Reporting (16 CCR§ 5049)**

Jiva will generate CCTT reports within twenty-four (24) hours of each transaction. All reports will be stored electronically (unless otherwise required) according to our Record Keeping SOP.

Jiva employees will enter all cannabis activity in the CCTT system, including:

1. Sale and transfer of cannabis goods;
2. Receipt of cannabis goods from distributors;
3. Return of cannabis goods which do not comply with the law;
4. Destruction and disposal of cannabis goods; and
5. Laboratory testing and results once received by distributors.

For each activity entered in the CCTT system, the following information will be recorded:

1. Name and type of the cannabis goods;
2. Unique identifier (UID) of the cannabis goods;
3. Amount of the cannabis goods, by weight or count, and total wholesale cost of the cannabis goods, as applicable;
4. Date and time of the activity or transaction; and
5. Name and license number of other licensees involved in the activity or transaction.

If cannabis goods are being destroyed or disposed of, we will record in the CCTT system the following:

1. The name of the employee performing the destruction or disposal;
2. The reason for destruction and/or disposal;
3. The entity disposing of the cannabis waste; and
4. A description for the destruction/disposal, including, but not limited to, (i) spoilage or fouling of the cannabis goods or (ii) any event resulting in damage, exposure or compromise of the cannabis goods.

**Loss of Access (16 CCR§ 5050)**

Should a loss of access to the CCTT system occur for any reason, Jiva will prepare and maintain comprehensive records detailing all commercial cannabis activities that were conducted during the loss of access or connectivity. Jiva's POS System will aid in this process by providing back up storage of transaction records. In addition to maintaining detailed records, we will:

**Reconciliation (16 CCR§ 5051)**

Jiva will reconcile its physical inventory of cannabis with the records in CCTT at least once every fourteen (14) days. If Jiva identifies a discrepancy between the physical inventory and the information logged in the CCTT database, we will conduct an audit and notify the BCC of any reportable activity.

**Acceptance of Shipments (16 CCR§ 5052.1)**

Jiva will fully comply with all State regulations regarding the acceptance and/or rejection of full shipments of cannabis products. We will:

1. Only accept a shipment of goods that is accurately reflected on the sales invoice or receipt;
2. Reject portions of a shipment containing damaged items;
3. Reject any portion of a shipment that contains expired or mislabeled products;



4. Record all rejections of cannabis shipments, whole or in part, accurately in the CCTT system and indicate on any relevant manifest, invoice or sales receipt, the specific reason for the rejection.

**Cannabis Waste (16 CCR§ 5054)**

Jiva fully abides by State regulations relating to the disposal of cannabis goods, including destroying all cannabis goods prior to disposal. Jiva will use Waste Management of Alameda County as its cannabis waste management company. We will report all cannabis waste activities, up to and including disposal, into the CCTT system. (See Waste Management SOP).

**Free Giveaways (16 CCR § 5411)**

In compliance with California law, Jiva will not provide free cannabis goods to any person or advertise free cannabis goods. We will not allow our employees to provide free cannabis goods to any person on our licensed premises. Any medicinal cannabis goods qualified as "Free Cannabis Goods" will be properly recorded in the CCTT system as belonging to Jiva prior to providing it to a consumer patient or caregiver.

**Recalled Products**

Jiva will accurately enter all products which have been recalled into the CCTT system.



## Delivery Procedures SOP

### Delivery

#### Applicable Law

California Code of Regulations (CCR): Title 16 §§ 5403, 5415, 5416, 5417, 5418, 5419, 5420, 5421.

#### Procedure

#### Minimum Requirements for Employment

All delivery employees must comply with the following:

1. Must be 21 years of age at the time of applying and hire;
2. Must possess a valid CA Driver's License and have a clean driving record;
3. Must be willing to receive extensive training in Jiva's (POS system) and CCTT-METRC, as well as extensive training on the applicable law associated with cannabis delivery; and
4. Must be willing to adhere to our company policies and procedures.

#### Employee Training

A detailed description of our employee training is provided in the Employee Training SOP. In particular, Jiva Delivery Drivers are trained on the following topics:

1. Cannabis regulations (local, state, federal) associated with the delivery of cannabis products;
2. Jiva's POS system and CCTT-METRC;
3. Maintaining a clear and unbroken chain of custody, cash management, and inventory control;
4. Delivery Driver safety;
5. Consumer identification and medical status verification and record keeping;
6. Product education, recalls, and best practices; and
7. Order processing and customer service.

#### Hours of Operation

Jiva's hours of operation are from 9:00 a.m. until 9:00 p.m. daily. Deliveries will be made during the hours as permitted by the City. Deliveries will not be accepted past 8:00 p.m. to ensure that all products are delivered by the 9:00 p.m. cutoff time.

#### Physical Location Procedures

1. Employee delivery vehicles will not be stored on site.
2. Records of all vehicle information (make, model, color, VIN, license plate, and DMV registration information) will be kept in an accessible file at our principal place of business, should the information be requested for emergency or any other purposes.
3. Records of all licenses, permits and property, liability, and worker's compensation insurance will be kept in an accessible file at our principal place of business, and will be accessible upon request of the authorities.



### **Scope of Delivery Area**

Jiva's primary objective is to deliver cannabis products within the City of Hayward. Should we have additional capacity beyond delivering to persons within the County, we will expand our delivery area to include neighboring areas.

### **Consumer Ordering Procedure**

#### **Method of Ordering**

Consumers may place an order for delivery via our website, smartphone app, a secondary ordering platform, such as GreenRush or Meadow, or by telephone.

#### **Creation of Consumer Profile**

1. Upon placing their first order, all consumers will be required to create a consumer profile.
2. Consumer profiles will include the name, address, DOB, phone number, and email of the consumer as well as a photograph of the consumer's state issued identification (uploaded by the consumer if the consumer is ordering online/via mobile app).
3. Consumers intending to order for medical purposes will be required to provide the requisite medical documentation, which will be uploaded securely and directly to their consumer profile.
4. All consumers will be required to read and accept our company delivery Terms and Conditions.
5. All consumers will be assigned a unique consumer profile number.
6. Consumers who place an order by telephone will be assisted by a customer service associate who will manually create a consumer profile for the caller. Upon delivery, the delivery team member will verify the consumer's personal documentation, scan it, and add it to the consumer's profile.

#### **Product Information and Education**

When ordering electronically, all consumers have the opportunity to review product information, including:

1. Product origins;
2. Customer reviews;
3. Known effects of use;
4. Known medical uses; and
5. Ingredients.

#### **Post Order Confirmation**

Whether ordering online or by telephone, consumer will be provided with a summary of their order, applicable fees and costs, as well as an approximate delivery time frame.

#### **Confirmation of Order Details**

1. Confirm that the address provided for delivery is not located on publicly owned land or in a building leased by a public agency.



2. Confirm that consumer's age is at least 21 years of age for adult-use orders or at least 18 years of age for medical use orders (which will require appropriate documentation).

#### **Removal from Inventory & Packaging**

1. Remove from inventory all products necessary to fulfill the order;
2. Confirm that all products contain the requisite label warnings according to law; and
3. Seal individual orders in opaque company packaging and tag with designation slip which contains the following information:
  - a. Name and Address of Retailer;
  - b. Name and Employee ID # of delivery employee responsible for delivery of order;
  - c. First name and Employee ID # of fulfillment employee;
  - d. Date and time of order placement;
  - e. Customer's name, address, telephone number, and retailer-assigned consumer number;
  - f. Detailed summary of order with itemized list of products purchased and cost, including product weight, volume, or other measure as applicable;
  - g. Fee summary (total amount) including taxes and fees, cost of goods, and delivery fee; and
  - h. Upon delivery, date and time delivery was made and consumer signature.

#### **Product Tracking Procedures**

Jiva's Point of Sale System (POS) shall be integrated with CCTT-METRC. We use will use the POS System for inventory tracking, recording and reporting sales, housing consumer profiles (including secure storage of medical records), creating reports, transport manifests, providing educational materials, etc.

1. Every product intended for retail through our delivery service, must be properly labeled, tagged, and scanned into our inventory system upon arriving at our facility.
2. Any and all product being removed from inventory to fulfill a delivery order must be scanned into Jiva's POS to alert the system that the item is being transported for delivery.
3. The identity of the delivery associates removing the product from our facility will be noted in the POS system.
4. Upon delivery, the product will be scanned again and marked as delivered to notify our POS system that the product is no longer in our inventory.
5. Transport manifests will be printed once per day for management's review. Manifests include the following information:
  - a. (i) delivery vehicle used in delivery;
  - b. (ii) delivery associates assigned;
  - c. (iii) products delivered.

#### **Delivery Associate Duties**

1. The assigned delivery associate will pick up order(s) from the processing department.
  - a. **Loading**  
When ready to fulfill a delivery, the Delivery Associate shall park in the designated Delivery Vehicle Parking Space if available, otherwise they can park on the Loading /



Unloading Parking space granted there is no Product Intake taking place. The Delivery Associate beginning the shift will collect the inventory box with the first orders and shipping manifest along with their designated SafePak from inside the facility while the Retail Operations Manager / Inventory Coordinator and at least one Security Guard oversee the loading of cannabis goods and update the Track and Trace system accordingly.

**b. Unloading**

When the Delivery Associate has completed their order routes and is ready to return to the facility, they shall park in the designated Delivery Vehicle Parking space if available, otherwise they can park on the Loading / Unloading Parking space granted there is no Product Intake taking place. The delivery driver will retrieve from the trunk of the vehicle the inventory box along with the SafePak. The Retail Operations Manager / Inventory Coordinator and at least one Security Guard shall oversee the unloading of cannabis goods and update the Track and Trace system accordingly.

2. Utilizing GPS, the delivery associate will plan the most efficient route for executing delivery order(s).
3. The delivery associate (during each trip) will:
  - a. Carry a copy of the following items: company's current state and city licenses (Type 10), employee's government issued ID, and company issued ID card;
  - b. Ensure the cannabis goods and/or cash are always placed in a secure cage or lockbox (not visible to the public) unless being transferred to customer or dispensary management; and
  - c. Allow inspection by all Bureau personnel (upon providing proper identification) while in route or at the delivery dispensary.
4. The delivery associate (during each trip) will not:
  - a. Remove product from dispensary in excess of \$5,000 per delivery trip;
    - i. The value of cannabis goods carried in the delivery vehicle for which a delivery order was not received and processed by Jiva prior to the delivery employee departing from the licensed premises may not exceed \$3,000.
  - b. Leave cannabis goods in an unattended motor vehicle unless the vehicle is locked, parked in a well-lit and secure location, and equipped with an active alarm system;
  - c. Violate any parking regulations (parking in disabled person's spot, a loading zone, a red zone, a specified private or designated spot, or any non-public location);
  - d. Carry any weapons;
  - e. Consume cannabis goods, alcohol or other controlled substances while delivering cannabis goods to consumers or at any other time during their shift (unless for medical purposes within the legal limits of the law);
  - f. Deviate from the delivery path except for rest, fuel, vehicle repair, or because road conditions make continued use of the route unsafe, impossible or impracticable;
  - g. Allow for delivery of product to anyone other than the consumer specified on the order AND at the location specified on the order. Should this information be



unverifiable or change, delivery associate will under no circumstances release the product, and will return it to the dispensary;

- h. Disable the GPS device; or
- i. Disobey traffic laws.

### **Delivery of Product**

Upon arrival to delivery location, the delivery associate will:

1. Confirm physical delivery address;
2. Locate safe, legal parking and remain with the vehicle at all times;
3. Remove order from lock box and transport to delivery door;
4. Confirm identity, age, and address of the consumer by checking consumer's driver's license or other government issued ID and matching it to the name on order; confirm order with consumer; and scan any identification information not included in consumer profile (such as a driver's license or medical documentation);
5. Upon appropriate verification, transfer order and all associated documentation to consumer; and
6. Update Jiva's POS system with confirmation of delivery.

### **Order Fulfillment Process**

Upon receipt of an order (electronically or telephonically), a Jiva employee with order preparation access will initiate the order fulfillment process, which includes the following:

#### **1. Direct Fulfillment Model**

Jiva employees shall compile and pre-assemble orders at the Facility for the purpose of placing delivery vehicles and drivers on delivery routes that maximize the number of transactions that the driver can complete on a particular route or set of routes.

The delivery driver shall not leave the Facility with cannabis goods without at least one (1) delivery order that has already been received and processed by the inventory shift manager. This policy ensures no roaming delivery vehicles will be circulating for longer than thirty (30) minutes without an active order.

Before leaving the Facility, the delivery driver shall have a delivery inventory ledger of all finished cannabis goods provided to the delivery driver. The delivery inventory ledger shall include the following pieces of information for each cannabis product:

- Type of cannabis good
- The brand of the cannabis good
- The retail value of the cannabis goods
- The track and trace identified (UID)
- The weight, volume or other accurate measure of the cannabis or cannabis products.

All orders received and processed by the Applicant prior to the delivery driver's departure from the Facility will be clearly identified on the inventory ledger. After each delivery, the





ledger will be updated through the POS System to reflect the current inventory in possession of the delivery driver.

## 2. **Dynamic Delivery Model**

Deliveries that are processed and assembled by our delivery drivers while they are in-transit, whereby, the driver is routed to additional delivery locations to fulfill and deliver an order after completing the existing pre-fulfilled delivery orders will be dynamic orders. These "dynamic orders" are first received by our Facility staff (via the website, mobile app or phone at the licensed facility) and verified through the POS system to maintain compliance of delivery to verified addresses and Customers.

Once active processed orders have been fulfilled, delivery drivers can obtain digital notifications of additional orders to be fulfilled considering the inventory available in the vehicle. In addition, delivery drivers are able to "add" orders to their active processed deliveries on-site if the customer adds items to their order. Any additional deliveries or items added to active deliveries will trigger an active update to the delivery ledger via the POS System to maintain a real-time accurate record of inventory in possession of the delivery driver. The final sale is then reconciled and actively accounted for by the POS System. If the delivery driver does not have any delivery requests in excess of a 30-minute period, the delivery driver will cease engaging in any additional deliveries and will immediately return to the Facility.

The Applicant shall provide written or electronic documentation of the delivery transaction to the Customer upon completion of the sale and purchase of finished cannabis goods. The delivery documentation will include the following information:

- Jiva's license number and Facility Address
- The first name and employee number of the delivery driver who delivered the order and the employee who prepared the order; the first name and uniquely identified number of the Customer who requested the delivery
- The date and time the delivery request was made
- The delivery address
- The total amount paid for the delivery, including:
  - Any taxes or fees
  - The cost of the finished cannabis goods
  - Any other delivery charges
- The date and time the delivery was made
- The handwritten or electronic signature of the customer who received the delivery
- A list of all finished cannabis goods required for delivery including:
  - Weight
  - Volume
  - Any other accurate measure



### **Delivery Vehicles**

Jiva anticipates operating two (2) delivery vehicles at any one time. We will use vehicles that are environmentally friendly and possess advanced driver safety features and crash avoidance technology. It is our desire to leave as little a carbon footprint as possible. (See Ecotype Consulting Letter of Sustainability for more specific details on Jiva's eco-friendly practices.) Our delivery vehicles will be hybrid or fully electric. Company vehicles will be enclosed and will bear no markings that identify them as cannabis delivery vehicles. All vehicles will at all times be owned or leased by Jiva, insured, and properly licensed/registered.

### **Vehicle GPS**

Jiva's vehicles will be outfitted with a dedicated Global Positioning System (GPS) device owned by Jiva. The GPS will be affixed to the delivery vehicle and will remain active and inside the delivery vehicle at all times during delivery. Jiva will be able to identify the geographic location of all delivery vehicles on the road, in order to provide this information to the Bureau of Cannabis Control upon request.

### **Vehicle Security**

Jiva's vehicles will be equipped with a lock box to ensure cannabis goods and/or cash are not visible or accessible to the public. Goods and/or cash will only be removed from the lock box for the purpose of transferring to consumer or to dispensary management. Vehicles will also be equipped with dash-cams to ensure the safety of our delivery associates. (

### **Acceptable Forms of Payment**

Delivery associates can accept payment in the form of cash, credit card, and/or debit card. If a consumer provides a credit/debit card as payment, delivery associate must confirm that the name on the card matches the consumer's photo ID.

### **Payment Procedure**

At the time of delivery, the delivery associate will

1. Confirm receipt of payment and then transfer the order to the consumer;
2. Obtain a signature receipt from consumer upon delivery regardless of payment type; and
3. Place any cash received as payment in the lock box for safekeeping upon returning to vehicle.

### **Product Return Procedure**

Consumer returns and order cancellations may be made in the following ways:

1. By contacting customer service after placing order but before delivery has been made;
2. At the time of delivery by indicating to delivery associate that product is no longer wanted (delivery associate will notate and return the item to the Jiva location); or
3. After delivery has been completed, by contacting customer service and requesting a pick-up.

Should a price adjustment be necessary as a result of a return, delivery associate will Jiva's order fulfillment phone line for a price adjustment. Both the delivery associate and the order fulfillment employee will ensure that Jiva's POS has been updated with the new order. After inspecting the

## APPENDIX L



returned item(s) and verifying that they are untampered and safe for resale, a Jiva employee will return the unwanted item(s) to store inventory.

**Reconciliation and Closeout**

At close of business day or end of a shift, the delivery associate will:

1. Return all (tampered and non-tampered) products to management for disposal or reintroduction to inventory;
2. Reconcile accounts and verify all delivered orders;
3. Confirm all orders, inventory updates, deliveries, and consumer provided information has been updated in Jiva's POS System; and
4. Reconcile petty cash, close-out daily cash, file all executed orders with management, and report any issues to management.



**Waste Management**

**Waste Management Procedure**

**Applicable Law**

California Code of Regulations (CCR): Title 16 §§ 5049; 5054; 5000(9); Title 14 § 17850

**Procedure**

The state of California's cannabis regulations set forth rules for the proper storage and disposal of cannabis waste products. Jiva's Waste Disposal SOP mirrors the State regulations to ensure full compliance. It also incorporates County regulations to ensure our policy meets the needs of the City of Hayward. The main objective of Jiva's waste management policy is to secure cannabis waste so it is not accessible to children or anyone other than a trained cannabis waste management individual. Jiva team members will fully comply with all waste disposal regulations outlined in 16 CCR§ 5054 and Division 30 of the Public Resource Code.

**Non-Cannabis Waste Disposal and Waste Minimization**

<p><b>RECYCLING</b> RECICLE</p>	<p><b>LANDFILL</b> VERTEDERO</p>	<p><b>ORGANICS</b> ORGÁNICOS</p>
<p>CARDBOARD CARTON</p>	<p>FOAM CONTAINERS &amp; PACKAGING espuma de Poliestireno</p>	<p>UNTREATED WOOD madera sin tratar</p>
<p>Foam Containers Poliestireno</p>		<p>Foam Containers Poliestireno</p>
<p>State law and local regulations require that businesses implement separate collection of recyclables. <i>La ley estatal y los reglamentos locales requieren que los negocios implementen la recolección por separado de reciclables.</i></p>	<p>Safe Disposal of Hazardous Waste: <i>Eliminación segura de desechos peligrosos:</i> Visit StopWaste.Org or call 1-800-606-6606 for more information. <i>Para más información, visite StopWaste.Org o llame al 1-800-606-6606.</i></p>	<p>State and local regulations require that some businesses implement separate collection of organics. <i>See reverse for details.</i> <i>Los reglamentos estatales y locales requieren que algunos negocios implementen la recolección por separado de desechos orgánicos. Vea el reverso para más información.</i></p>
<p>Hayward.wm.com 510-537-5500</p>	<p>Hayward.wm.com 510-537-5500</p>	<p>Hayward.wm.com 510-537-5500</p>

**Cannabis Waste**

Cannabis waste is considered organic waste if it is not combined or contains any hazardous or toxic material. The law considers organic waste a type of solid waste that can be composted on-site by licensees of CalCannabis and the Bureau in accordance with Title 14.

It is anticipated that cannabis waste at the Facility will be minimal. Circumstances under which cannabis goods will be destroyed:



- If the cannabis goods went unused past the use by or sell by date;
- If quality control assessments determine that the cannabis goods are unusable (i.e. adulterated), which includes inaccurate labeling;
- If the cannabis goods are subject to recall; or
- If the cannabis goods have been returned by Jiva customers.

### **Cannabis Waste Disposal Company**

Jiva will use Waste Management of Alameda County (WMAC), an industry leading, eco driven, fully compliant cannabis waste management company to process all cannabis waste generated at our facility.

### **Waste Receptacles**

Jiva has secured storage receptacles for its cannabis waste within its facility that are separate and distinct from other cannabis goods. The “secured waste receptacle” is located in the back of house area, which is accessible only by authorized personnel, local regulatory agencies, and third-party waste hauler (i.e. WMAC personnel).

### **Receptacle Signage**

On or near each receptacle, Jiva will place a sign with thorough examples of what is and is not acceptable to place inside the receptacle. Only cannabis waste (adulterated and otherwise) will be placed inside the receptacle.

### **Destruction of Cannabis Goods**

To be rendered as cannabis waste for proper disposal, cannabis goods shall first be destroyed on the licensed premises and recorded on video surveillance in an area designated for such activity to limit cross-contamination. (16 CCR § 5054) This includes, at a minimum, removing or separating the cannabis goods from any packaging or container and rendering it unrecognizable and unusable. Cannabis goods will be ground up and then mixed into a 50/50 bokashi mix in order to render the cannabis and cannabis products as unrecognizable and unusable. Batteries will be removed from vape cartridges and the labels will be removed prior to disposal. Additionally, any vape pen cartridges will be rendered unusable i.e. breaking of the threads, mouthpiece, or similar action versus unrecognizable as directed by the Manufactured Cannabis Safety Branch to ensure worker safety.

### **Recording of Waste**

Prior to the disposal of any cannabis product from within the retail store, the appropriate Jiva employee will log the cannabis product on the disposal manifest provided by WMAC, as well as electronically log the disposal of the product in Jiva's POS system, which is linked with California's Track and Trace system. Both the physical and electronic log will include the type, the volume and the batch number of the waste. Only one batch will be disposed of at a time with absolutely no co-mingling.

### **Track and Trace for Waste Activities**

All cannabis waste activities, up to and including disposal shall be entered into the track and trace system following the guidelines enumerated below:

- (1) Name and type of the cannabis goods.
- (2) Unique identifier of the cannabis goods.



- (3) Amount of the cannabis goods, by weight or count, and total wholesale cost of the cannabis goods, as applicable.
- (4) Date and time of the activity (destruction) or transaction.
- (5) Name and license number of other licensees involved in the activity or transaction.

When cannabis goods are being destroyed or disposed of, an Inventory Coordinator shall record in the track and trace system the following additional information:

- (1) The name of the employee performing the destruction or disposal.
- (2) The reason for destruction and disposal.
- (3) The entity disposing of the cannabis waste.

A description will be included for any adjustments made in the track and trace system, including, but not limited to:

- (1) Spoilage or fouling of the cannabis goods.
- (2) Any event resulting in damage, exposure, or compromise of the cannabis goods.

### **Selling of Cannabis Waste**

Jiva strictly prohibits the sale of any cannabis waste.

### **Removal of Cannabis Waste**

Utilizing WMAC, a proper and experienced waste management company, Jiva will schedule predetermined, regular waste pick up days. Cannabis waste will be removed from the property at a minimum weekly and more frequently if necessary. Waste will never be stored for more than seven (7) calendar days. At no time will the cannabis waste containers be filled beyond the capacity, preventing complete closure of the lids.

### **Video Surveillance**

The waste receptacle will be located in a position where all interaction with the receptacle is visible on camera at all times.

### **Zero Waste Plan**

While cannabis waste may occur from time to time, Jiva strives to operate our cannabis businesses with zero waste. To accomplish this, we recycle or compost waste generated by our business. We have partnered with GAIACA, specifically, to process our cannabis waste, as they provide compliant environmentally conscious cannabis waste solutions. GAIACA will recycle, compost, or transform the cannabis waste from Jiva's facility as permitted by law and in compliance with 14 CCR § 17850. With regard to non-cannabis materials, team members are trained to make every effort possible to identify recyclable and compostable materials, including cannabis product packaging, separate them from other waste, and place them in appropriate containers. Non-cannabis trash, organics, and recyclable items will be picked up by WMAC, the City's contracted service provider. We plan to achieve a 25% landfill rate upon commencing our business, with the goal of reaching a 0% landfill rate by 2022.

**BROTHERHOOD OF TEAMSTERS LOCAL UNION NO. 70****ALAMEDA COUNTY, CALIFORNIA**

Auto Truck Drivers, Line Haulers, Car Haulers and Helpers

Affiliated with the International Brotherhood of Teamsters

Date: July 3<sup>rd</sup> 2018

To: Mayor, City Council, City Manager

Re: Hayward Retail Cannabis Permit;

This letter is to certify that we have entered into a bonafide Labor Peace Agreement with Jiva Life LLC. In our conversations with their leadership team, they have expressed a desire to include workers in the potential benefits of operating in Hayward.

For these reasons we strongly encourage the Mayor and Council to approve their retail permit. If there are any questions my contact information is below.

Sincerely,

Richard Fierro

(510) 673-0731

[rfierro@teamsterslocal70.org](mailto:rfierro@teamsterslocal70.org)

**Labor Peace Agreement**  
**By and between**  
JIVA LIFE LLC (“Employer”)  
**and**  
**Teamsters Joint Councils #7 and #42**

**Whereas** Employer holds or intends to apply for one or more State Licenses to engage in commercial cannabis activity, and intends to become a licensee to engage in commercial cannabis activity, as such terms are defined by section 19300 of the Business and Professions Code;

**Whereas** Union represents employees working within industries engaged in cultivating, processing, warehousing or transportation of perishable and consumer products, and such industries are within the historical and recognized jurisdiction of the Union;

**Whereas** Employer desires to construct and operate commercial cannabis activities within the Union’s geographic jurisdiction, and desires to do so without disruption, unrest or delay that may be occasioned by labor disputes;

**Whereas** the Union seeks a means of efficiently and amicably resolving disputes relating to its representation of employees engaged in the industry in which Employer seeks to operate;

**Whereas** the parties intend this agreement to satisfy the provisions of Business and Professions Code 19300(p) and 1931, and terms used herein shall have the definitions as set forth in Business and Professions Code section 19300;

*Wherefore*, the Parties voluntarily enter into this agreement, which shall be binding on them:

**1. Scope and term:**

- A. **Scope.** This agreement shall apply with respect to any and all commercial cannabis operations in which the Employer currently engages and any operations the Employer engages in the future, in addition to any businesses acquired by the Employer with respect to employees not already represented by a labor organization. This Agreement shall be submitted with any application made by Employer to obtain any License to engage in commercial cannabis activities.
- B. **Term.** This agreement shall be in effect and binding upon the parties from the date on which it is executed and continuing for all periods during which the Employer engages in commercial cannabis activities within the state of California. This agreement shall be binding with respect to all employees engaged in commercial cannabis activities employed by the employer, but shall cease to apply to employees for whom (1) a labor organization is recognized pursuant to the procedures set forth herein and the parties have entered into a collective bargaining agreement covering such employees; or (2) the National Labor Relations Board has issued a certification with respect to such employees.

**2. Obligations of the Employer**



- A. **Neutrality.** The Employer shall remain neutral with respect to the Union and its representation of employees covered by this agreement. Neutrality means that the Employer shall make no written or oral statement or take any action opposing or advocating unionization. The Employer also shall not demean the Union as an organization or its representatives as individuals, nor portray the Union in a bad light. The Employer shall neither retaliate against, disparage nor pressure any employee for voicing his or her support or opposition of the Union or union representation, and shall not conduct captive audience meetings. The Employer will inform all managerial employees, supervisors, or other agents of the Employer of their obligations under this Agreement and will take prompt and appropriate action to stop and correct any violations of this Agreement up to and including termination from employment for any violations of this neutrality provision.
- B. **Union Access.** The Company recognizes the Union's right to communicate with the workers it seeks to organize and the Union recognizes that access must accommodate the Company's concerns with minimizing disruption of business and productivity. The Company shall permit Union representatives access to employer property and facilities for the purpose of communicating with employees about Union representation. Employees will be allowed to distribute literature and distribute and collect authorizations cards.
- C. **Employee/Eligibility List.** Upon the hiring of any non-supervisory and non-management employees who will be engaged in commercial cannabis activities, the Employer shall provide to the Union the names, addresses, telephone numbers and email addresses of all such employees, together with a designation of the work location and department/function of each listed employee, which shall be described with respect to one or more of the following categories: cultivation, manufacture, processing, laboratory, labeling, packaging, storing or warehousing, transporting, distribution, sale, or security/guards.
- The Employer shall update this submission regularly and no less often than weekly if requested by the Union. Such list shall be used, and be regarded as a conclusive eligibility list for the purpose of determining whether the Union enjoys a majority of support among the employees, or a subset of such employees appropriate for purposes of collective bargaining as defined herein.
- Any disputes regarding eligibility, the eligibility list, or the sufficiency or authenticity of the Union's showing of interest shall be determined by the neutral third party appointed to ascertain the sufficiency of the Union's showing of interest.
- D. **No Lockout:** The employer may not engage in a lockout

### 3. Obligations of the Union

- A. **Union Neutrality.** The Union agrees to communicate with employees in a positive manner and shall not denigrate the Company, its managers, supervisors, agents or representatives. The Union shall not present or portray the Employer in a bad light to employees or to the public.

- B. **Non-disruption of business operations.** The Union's activities shall not disrupt or interfere with the Employer's operations or business.
- C. **No Strike.** The union and any employees it represents will not engage in or encourage any strikes, slowdowns, picketing or other concerted activity. The union will not engage in any hand-billing directed at the public except insofar as the parties agree in advance that such hand-billing is appropriate and not a breach of this agreement.
- D. **Assignment of Local Union.** The respective Joint Council which has the geographic jurisdiction shall assign

#### **4. Recognition and Representation**

- A. **Bargaining Unit.** The Employer shall recognize the Union upon the presentation of a confirmed showing of majority support, consisting of signed authorization cards of a majority of employees in a unit appropriate for collective bargaining. An appropriate unit may comprise of one or more of the following as designated by the Union upon its presentation of majority support:
- (1) all employees employed by the employer under a single License;
  - (2) all employees employed at a single location ;
  - (3) all employees employed within a particular classification at a particular location;
  - (4) all employees engaged in commercial cannabis activities.
- (A unit shall not include supervisors, management, or confidential employees. The Employer shall recognize the Union with respect to guards/security personnel.)
- B. **Recognition and Majority Interest.** When the Union has received signed authorization cards from a majority of employees in the unit, the Union will notify the Employer in writing and request recognition. Within five (5) days of such notification, the parties shall designate a neutral, disinterested third party to oversee the recognition process. Absent agreement on a neutral third party, the parties shall request the State Mediation and Conciliation Service to provide a neutral third party. The Union will present the authorization cards to the neutral third party for inspection and verification. Any authorization card which is dated more than one year prior to the date of the count by the neutral third party shall be considered stale and not counted. The neutral third party shall issue his/her written verification which shall also define the bargaining unit upon which the Employer shall recognize the Union as the exclusive bargaining representative of such employees of such unit(s).
- C. **Costs.** The Employer and the Union agree to equally share in the costs of this verification procedure.

#### **5. Collective Bargaining Obligations**

- A. **Commencement and Scope of Bargaining.** Within ten days of the issuance of a verification and concomitant recognition, the parties shall meet and confer in good faith, in person, to negotiate a collective bargaining agreement with respect to any mandatory

subject of bargaining over which either party desires to negotiate, and any permissive subjects over which the parties mutually agree to bargain.

- B. **Obligation to Bargain in Good Faith.** The parties shall meet thereafter no less often than weekly until a contract is reached or until one or the other party invokes the impasse procedure set forth below for the resolution of impasse disputes. The parties shall "TA" any proposals, or parts of proposals, on which they have tentatively agreed.
- C. **Discipline for Just Cause.** Following verification and recognition, the employer shall not discipline an employee represented by the Union without just cause. Disputes over just cause discipline shall be resolved in accordance with the procedure for resolution of disputes.

## **6. Resolution of Disputes**

- A. **Notice of breach.** Should a party determine that the other may be in breach of this agreement, it shall inform the other in writing. The party so informed shall have 24 hours to cease and desist from the practice and/or provide an explanation of its action. In the event the aggrieved party is not satisfied, it shall invoke this dispute resolution procedure as the sole means of resolving the dispute.
- B. **Resolution of Disputes.** Any and all disputes regarding the interpretation, application or compliance with this Agreement shall be subject to binding arbitration, with the sole exception being injunctive relief sought for the purpose of maintaining the *status quo* pending the resolution of the particular dispute under this procedure.

Should a dispute arise, either party may request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service ("FMCS"). Arbitrators on the FMCS Panel must be members of the National Academy of Arbitrators from Northern California. The parties shall alternately strike from the FMCS Panel. The selected arbitrator shall provide dates and the parties shall agree on a date that is no longer than sixty days following the date on which they have selected the arbitrator. If he or she is unable to offer dates within such sixty day period, the jurisdiction to hear the dispute shall be offered to each arbitrator on the FMCS Panel in the reverse order that they were struck by the parties.

At the conclusion of the hearing, the parties may submit oral argument, but neither party shall submit any written briefs. A final written decision may be issued by the arbitrator at the conclusion of the hearing or within three days of the close of the hearing. The parties shall request the arbitrator who first hears a dispute under this provision to accept designation as a permanent arbitrator if s/he is willing to continue to hear and resolve disputes on an expedited basis.

- C. **Exceptional Remedies for Willful Breach.** In the event the Arbitrator finds a party has willfully breached this agreement, s/he shall impose the following remedies as appropriate to fully remedy the breach: Injunctive relief; award of attorney's fees and arbitration costs; extension of the term of this agreement; foreseeable, reliance, consequential or actual damages; specific performance; and liquidated damages in an amount of no less than \$5,000. In the event a prevailing party must proceed to a court of

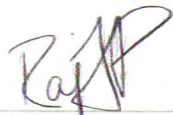
law to confirm and/or enforce an award issued under this agreement, the losing party shall be liable for payment of reasonable attorneys' fees and costs incurred to enforce and obtain compliance with the award.

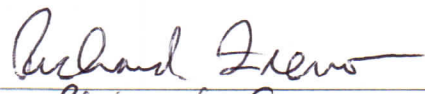
D. **Resolution of Bargaining Impasse.** In the event the parties reach an impasse with respect to their collective bargaining obligations, the parties shall engage the arbitrator, or another arbitrator selected in accordance with the procedures above, to resolve any outstanding contract terms. The parties shall provide a list of terms to which they have tentatively agreed, and a list of outstanding items including the party's last best and final offer. The arbitrator may hear presentations of the parties with respect to the outstanding issues, request statements, convene fact-finding, or otherwise obtain information regarding industry practice or standards pertinent to resolving the outstanding issues. The arbitrator shall then issue a written resolution in the form of contract provisions which shall resolve each outstanding issue in addition to the terms that were tentatively agreed to. The parties shall execute a collective bargaining agreement containing such terms which shall be effective from the date on which the arbitrator renders his/her decision and continuing for a period of one year thereafter. To the extent the terms cannot be immediately put into effect, they shall be put into effect as soon as practical and retroactive to the date of the issuance of the decision or ratification by the affected membership if so required by the Union's constitution or bylaws. The terms determined by the arbitrator shall remain in effect for one year, and continue thereafter unless reopened by either party upon sixty days advance written notice from the anniversary date of the date of the issuance of the order.

7. **Severability.** To the extent one or more terms of this agreement are determined to be invalid by a court of law or by a final decision of an administrative agency that is appealable only to a court of law, the remaining provisions shall be unaffected and shall remain in force and effect.

8. **Warranty of Authority.** The parties warrant that their respective representatives who have executed this agreement have full authority to bind and obligate the parties to the terms set forth herein.

Agreed and accepted this July 1 date of 2018 :

By:   
Name: **RAJIV "RAJ" POTTABATHNI**  
Title: **MANAGING DIRECTOR & BUSINESS DEVELOPMENT**  
For Employer: JIVA LIFE LLC

By:   
Name: Richard Ferro  
Title: Trustee Teamsters Local 70  
For the Union 07-03-2018

## APPENDIX O



## J & C SAFETY 1<sup>ST</sup> FIRE PROTECTION, INC.

July 1, 2018

**RE: Letter of Intent to Provide Fire & Life Safety Services for Jiva Life LLC's ("Jiva") Proposed Retail Operation in the City of Hayward (1223 A Street or Compliant City of Hayward Approved Retail Site)**

City of Hayward:

Founded in 2007, J&C Safety 1st Fire Protection (J&C Safety) is a local to the City of Hayward and Alameda County. We have worked with numerous clients in the City of Hayward for over a decade. Jiva expressed their interest to retain professional and established company that is local to the Hayward community to provide "general safety policy and protocols, including fire prevention and employee-specific safety policies and training" as per the City of Hayward's Commercial Cannabis Permit RFP.

As per review of Jiva's Site Safety plan, it identifies and addresses the City of Hayward Commercial Cannabis Permit RFP requirements including descriptions of "fire prevention, suppression, HVAC and alarm systems" the proposed retail facility will have in place. As a professionally qualified fire prevention and suppression consultant, J&C Safety will assess and review that Jiva's Safety Plan "considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation." J&C Safety will consult and recommend needed fire prevention equipment to ensure Jiva is in full compliance with the City, County, and State.

In the event Jiva is granted a commercial cannabis business retail permit to operate in the City of Hayward, J&C Safety will be retained to conduct a thorough site assessment, provide needed fire prevention equipment installation, testing, maintenance and 24-hour emergency service. All J&C Safety 1<sup>st</sup> Fire Protection Service field technicians are highly skilled, trustworthy individuals who will see that your fire protection systems are inspected, tested, and maintained per NFPA standards and Title 19 of the State of California Fire Code. Included below are the services J&C Safety will provide for Jiva as required to ensure satisfaction from the City of Hayward.

### **Certifications and Licenses**

Fire Protection C-16 Contractor License #964500

Oklahoma State University Industrial Fire Pumps School of Fire Protection Oklahoma State University

Industrial NFPA 13, 20, 25 School of Fire Protection Confined Space Entry Training

Hire Right Certified

National Fire Protection Association, Member



The services provided by J&C Safety insure compliance with the Uniform Fire Code, Title 19 of the State of California Code and NFPA Standards. Title 19 requires automatic fire protection systems to be tested by a qualified and licensed company.

### **J & C Safety 1st Fire Protection Services provides the following primary services:**

- Fire Protection Inspection, Testing, Maintenance and Installation
- Fire Protection Consulting
- Fire Protection Design
- Fire Protection Water Supply Analysis
- Fire Department Interface and Permit Processing

**J & C SAFETY #1 FIRE PROTECTION, INC.**

26203 Production Ave (STE #8) Hayward, CA 94545

(510) 293- 0976 | Fax (510) 887-5948 | [jcfireprotection@gmail.com](mailto:jcfireprotection@gmail.com) | [www.jcfireprotection.com](http://www.jcfireprotection.com)

## APPENDIX O



## J&C SAFETY 1<sup>ST</sup> FIRE PROTECTION, INC.

- Fire hose testing for municipalities and private industry (NFPA 1962)

### **Fire Inspection, Testing, Maintenance and Installation**

NFPA 25 is the industry Standard for the Inspection, Testing and Maintenance of Water Based Extinguishing Systems.

J&C Safety is committed to all NFPA standards, State of California Fire Codes, the Uniform Fire Code and the State of California State Contractor's Board. Additionally, the following standards and regulations apply to fire protection inspection, testing and maintenance:

#### **Uniform Fire Code**

#### **Standard Fire Code**

#### **Cal/OSHA Fire Protection Regulation**

**29 CFR, 1910.155; Federal OSHA Fire Protection Regulations Uniform Facilities Criteria – UFC 3-600-02, 1 January 2001**

The following NFPA Standards are referenced by the above regulations:

### **NFPA 25, Inspection, Testing and Maintenance for Water Based Extinguishing Systems.**

#### **NFPA 1, Fire Prevention Code**

#### **NFPA 14, Standard for the Installation of Standpipe and Hose Systems**

#### **NFPA 15, Standard for Water Spray Fixed Systems for Fire Protection**

#### **NFPA 16, Standard for the Installation of Deluge Foam-Water Sprinkler and Foam-Water Spray Systems**

#### **NFPA 20, Standard for the Installation of Centrifugal Fire Pumps**

#### **NFPA 22, Standard for Water Tanks for Private Fire Protection**

#### **NFPA 24, Standard for the Installation of Private Fire Service Mains and Their Appurtenances NFPA 1962, Standard for the Care, Use, Service and Testing of Fire Hose, including Couplings and Nozzles**

J&C Safety 1st maintains records on all testing, inspections, maintenance and repairs in order to conform to NFPA Standards, including NFPA 25 and 1962.

### **Records**

Records of inspections, tests and maintenance of systems and their components will be made available to the authority having jurisdiction upon request. Typical records include, but are not limited to, valve flow and drain tests, pump tests, and trip tests for dry pipe, deluge, and pre-action valves.

Records indicate the procedure performed (inspection, test or maintenance), the person who performed the work, the results and the date.

Records are maintained by J&C Safety 1<sup>st</sup> Testing and Equipment for a period of 3 years, and then discarded until the next completed inspection, which meets or exceeds NFPA requirements. Owners are encouraged to retain originals for the life of the fire protection system(s).

### **Inspections**

System components will be inspected at intervals specified by NFPA. The following is a list of equipment and systems required to be inspected by the Uniform Fire Code, State of California Title 19 and NFPA:

- Waterflow Devices Private Fire Service Mains Water Tanks

### **J & C SAFETY #1 FIRE PROTECTION, INC.**

**26203 Production Ave (STE #8) Hayward, CA 94545**

**(510) 293- 0976 | Fax (510) 887-5948 | [jcfireprotection@gmail.com](mailto:jcfireprotection@gmail.com) | [www.jcfireprotection.com](http://www.jcfireprotection.com)**

## APPENDIX O



## J&C SAFETY 1<sup>ST</sup> FIRE PROTECTION, INC.

- Deluge Systems
- Fire System Valves
- Halon Alternatives
- Standpipes
- Fire Pumps
- Water Spray Systems Foam-Water Spray Systems Halon Systems
- Fire Hose Stations

Inspection and periodic testing determine what, if any, maintenance actions are required to maintain the operability of fire protection systems. NFPA establishes minimum inspection/testing frequencies, responsibilities, test routines and reporting procedures, but do not define precise limits of anomalies where maintenance actions are required.

### Testing

All components and systems of fire protection systems must be tested to verify that they function as intended. The frequency of testing will be in accordance with appropriate NFPA and/or other regulatory requirements or authorities having jurisdiction. Tests of components or portions of fire protection systems require that the systems be tripped, all components checked, and valves opened or closed. Systems will be returned to service upon verification that they are operating normally. Plugs or caps for auxiliary drains or test valves will be replaced.

Test results will be compared with those of the original acceptance test (if available) and/or with the most recent test results.

The types of tests required for each protection system and its components will be determined by appropriate NFPA Standards or the manufacturer's recommendations.

### Maintenance

Maintenance will be performed to keep the system equipment operable or to make repairs. As-built system installation drawings, original acceptance test records and the manufacturer's maintenance bulletins should be developed and utilized to assist in the proper care and maintenance of the system and its components.

Preventive maintenance should include, but is not limited to, lubricating control valve stems, adjusting packing glands on valves and pumps, bleeding moisture and condensation from air compressors, air lines, and dry pipe system auxiliary drains, weighing containers, tripping alarm systems, operating mechanical devices and cleaning components and strainers. Frequency of maintenance is dictated by appropriate NFPA standards.

Corrective maintenance should include, but is not limited to, replacing loaded, corroded or painted sprinklers, replacing missing or loose pipe hangers, cleaning clogged fire pump impellers, replacing valve seats and gaskets, restoring heat in areas subject to freezing temperatures where water-filled piping is installed and replacing worn or missing parts or components.

Emergency maintenance should include, but is not limited to, repairs due to piping failures caused by freezing or impact damage; repairs to broken underground fire mains; and replacement of frozen or fused sprinklers, defective electric and power devices, or alarm and detection system wiring.

### Fire Protection Design & Consulting

J&C Safety can provide full service fire protection consulting for any project. This service is enhanced by the company's combined fire protection experience of over 30 years. J&C Safety 1st can provide reliable and professional assistance in every area of fire protection.

## APPENDIX O



## J&C SAFETY 1<sup>ST</sup> FIRE PROTECTION, INC.

### Safety

J&C Safety maintains the highest safety standards when conducting inspection, testing and maintenance activities. All work will be conducted in a safe manner. Daily Safety Briefings are held in the morning, prior to beginning work, to discuss planned operations and any safety concerns associated with the daily work plan at each job location



Marco Ortiz | Chief Executive Officer  
 Kelly Gonzalez | General Manager, Inspections and Testing  
 Arianna Bastidas | Office Manager  
 J&C Safety 1<sup>st</sup> Fire Protection, Inc.  
 26203 Production Ave (STE #8) Hayward, CA 94545  
 P: (510) 293-0976 | F: (510) 887-594  
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**J & C SAFETY #1 FIRE PROTECTION, INC.**  
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## APPENDIX P



OAKLAND OFFICE  
 9836 KITTY LANE  
 OAKLAND, CA, 94603  
 Kevin Janeiro  
 Direct: 510-423-1457 Fax: 510-639-2695

*A Family Business Since 1946*  
*Cal/Uc.AC028*  
*Contractors Uc. :t88D138*

www.bayalarm.com  
 Service: 1-800-470-1000

RE: JIVA LIFE, LLC

To Whom It May Concern,

As a qualified licensed security and fire prevention agent for Bay Alarm Company serving Hayward; an assessment of the proposed location has been conducted.

A Security Plan was developed that involves two major elements, Physical Security and Operational Security. This includes on site security, video surveillance of key areas, an alarm system, and access control system.

Bay Alarm will develop a quote and perform all necessary installation along with on-site security detail as required and needed if and when JIVA LIFE, LLC is issued, permitted, and granted cannabis retail license from the City of Hayward and the State of California.

Bay Alarm, one of the most trusted and premier one-stop security company, is committed and capable to complete the developed security implementation plan.

**Security Plan Created By:**

Kevin Janeiro

Commercial Sales Representative

Bay Alarm Company

9836 Kitty Lane, Oakland CA 94603

C: 510-423-1457 F: 510-639-2695

<https://www.bayalarm.com/learning-center/videos/about-us/>

## APPENDIX P



OAKLAND OFFICE  
 9836 KITTY LANE  
 OAKLAND, CA, 94603  
 Kevin Janeiro  
 Direct: 510-423-1457 Fax: 510-639-2695

A Family Business Since 1946  
 Cal Lic ACO 28  
 Contractors Lic. #880138

www.bayalarm.com  
 Service: 1-800-470-1000

This Security Plan involves two major elements, **Physical Security** and **Operational Security**.

## I. Physical Security – We employ the following systems to monitor and alarm premises:

**Burglar Alarm** – U.L. certified, cellular communication, with door contacts, motion detectors, safe contacts, and wireless panic buttons. System monitored by Bay Alarm's central monitoring station.

**Access Control** – All doors to have electrified door locks with RF readers.

**CCTV** – 2.1mp 1080p HD cameras with remote viewing from smart phone, tablet, or desktop.

**Fire System Monitoring** – Bay Alarm to monitor all fire system signals and devices

**A. Entrance to Building** – The building entrance is manned by Security Guard at all times during normal business hours. CCTV with fixed angle camera to record all persons entering and exiting the building. All persons must enter through a single point of entry under video surveillance and recording. There are no other points of entry to this building.

**B. Video Surveillance of all Exterior Access Points** – All exterior access points of the Premises will be under constant video surveillance with a closed-circuit camera system featuring ninety (90) day DVR storage. Remote access of CCTV system to be granted to Police Department or Security Service as deemed necessary by all parties involved.

**C. Physical Doors** – Perimeter entry door shall be of reinforced steel, along with interior door granting egress to common retail area, as well as inventory storage and vault room, as well as secondary entrance.

## II. Video Surveillance of Key Areas - The interior surveillance is installed with the following coverages:

**(1) Entry Vestibule** – All persons entering the facility will immediately be recorded by a fixed camera in the Entry Vestibule. The camera will stream live video images to a monitor in the staffing area. These images will be stored on DVR for 90 days.

**(2) Inventory & Payment "Path of Travel" Surveillance** – Inventory and payment transaction will be under constant video surveillance, as follows:

**A. Hallway Between Rooms** – All hallways feature 1 fixed camera recording all movement. These images will be stored on DVR for 90 days.

**B. Complete Coverage of customer transactions & processing** – Employee and Customer interactions to be under video surveillance with fixed angle cameras throughout facility, making it impossible for anyone to handle inventory or payment without being recorded.

**C. Vault and Cash Handling** – Vault room shall be under 24 hour video surveillance with fixed angle Camera.

**D. Manager to ensure there are 5 "flash-drives" (thumb drives) onsite capable of 1gb of storage each.** In case footage needs to be given to police or others.

**(3) CCTV Coverage Continued** – perimeter and interior of property to be equipped with 2.1mp 1080p HD dome cameras. Providing coverage of entire perimeter including: Front entry, secondary entry, and all exterior areas. Interior will have fixed angle cameras in all

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*What Have You Got To Lose?™*

## APPENDIX P



OAKLAND OFFICE  
 9836 KITTY LANE  
 OAKLAND, CA, 94603  
 Kevin Janeiro  
 Direct: 510-423-1457 · Fax: 510-639-2695

A Family Business Since 1946  
 Cal Lic ACO 28  
 Contractors Lic. #880138

www.bayalarm.com  
 Service: 1-800-470-1000

rooms including lobby, reception, waiting room, dispensary, product storage, buyers office, shared office, and break room.

**III. Alarm System** – Alarm system is a state of the art perimeter and interior burglar alarm system with the following features:

- (1) High Decibel Point of Entry Detection – All doors and exterior access points will be alarmed for high decibel entry detection. Entry has 30 second delay to accommodate daily opening and closing of operation. All other access points have immediate alarm detection.
- (2) “Panic” Buttons (wireless) – Premises equipped with 3 wireless “panic” buttons capable of immediately tripping the alarm system when activated.
- (3) Door/Window Contacts – All perimeter doors to be equipped with burglar alarm contacts. Windows will be monitored via ceiling mounted glass break detectors.
- (4) Vault Room – Vault to be secured to floor and equipped with UL Certified safe contacts. In the event vault is tampered with when alarm system is active, alarm will immediately trigger and notify emergency contact list.

**IV. Access Control** – Interior and Exterior doors to be equipped with electrified door lock-sets.

- (1) Doors to be equipped with RF readers: Front entry, secondary entry, lobby, reception, waiting room, product storage, buyers office, dispensary, – permission to enter office limited to those with credentials granted by management. Doors with electrified door locks and RF reader will be programmed to only open for those with permission. This system will also offer reports of dates, times, and unique user codes of door being accessed. System will be controllable from administrator’s smart phone giving them full control to open and close electrified locks.

**V. Fire System Monitoring** - Fire system to meet all NFPA72 inspections and to be equipped with Control Panel with land line and cellular communication back-up. All communications and devices monitored and serviced by Bay Alarm. Fire System design subject to FD approval.

**vi. Operational Security** – the following is operational protocol:

- A. Visitors – Front entry door to remain locked from the outside, access to be granted only after guard has checked I.D. of all persons entering facility. Fixed angle CCTV camera will record all faces entering building. Visitors will then check-in with receptionist and wait in waiting area till called upon.
- B. Vehicular/Pedestrian Access – Upon arrival customers may park in designated parking spaces, or any available public parking spaces with adherence to all city parking codes. Employees to park in designated parking spaces.
- C. Inventory Delivery Procedures – Inventory delivery will be regulated to 0800 (1 hour before opening) 3 to 4 times per week. Security Guard, Manager, and 1 employee to be onsite for receiving. Inventory to be immediately transferred to storage area by Employees. Security Guard to monitor delivery. Guard not to assist handling product at any time. No delivery service agent allowed beyond vestibule. After all product has been delivered, manager and delivery service agent to complete transactional paperwork in Buyer’s Office/Delivery Receiving. Delivery Service Agent to exit building

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after Guard has ensured area is clear.

**D. Opening Procedures** – Manager, Security Guard, and 1 employee must be present before opening. Employees and Guard to coordinate with Manager for precise arrival times to mitigate any “gathering” at Secondary Entry before opening for business. Manager to open Secondary Entry, all employees including Guard to enter building, closing door behind them. Once inside, Burglar Alarm system and Video Verification system will be deactivated by Manager. CCTV will continue to record as programmed 24/7/365. Manager and employees to carry wireless “panic” button on their person at all times while on premises.

**E. Closing Procedures** – Security guards will grant exit to any remaining customers. Entry door locked and closed for business by 2100. Guards to remain onsite and continue monitoring, guard is not to help move product or assist in any closing procedures. Manager and employees will finalize the day’s receipts. Employees to move all inventory left over from the day to product storage room for the night. Manager takes all cash, NO cash left onsite overnight. Employees and Guard to wait inside with manager while manager activates all security systems. All employees including Guard exit building together. Upon exiting the building, guards to escort employees and manager to designated employee parking area.

**F. Security Guard** – 2 Guards shall be posted on site at all times during business hours. 1 armed guard posted to the exterior of building. 1 unarmed guard posted to the interior. Interior guard will physically open front entry door for customers entering the building during business hours. Guard will check all customer credentials including I.D and/or driver’s license. Guard will allow one customer in at a time. If 2 or more persons wish to enter together, all persons must show I.D. and check in with security guard before entering lobby and checking in with reception. Guards will require breaks and lunches at scheduled times per California labor laws. Guards to stagger breaks and lunches to allow for complete security coverage of facility with help from Management during pre-scheduled breaks and lunches. During guard’s scheduled breaks, a manager or designated employee will monitor door and check customer’s I.D. If guards must attend to unexpected incident or disturbance, manager or designated employee will guard locked doors.

Security Plan Created By:

**Kevin Janeiro**

Commercial Sales Representative

Bay Alarm Company

9836 Kitty Lane, Oakland CA 94603

C: 510-423-1457 | F: 510-639-2695

<https://www.bayalarm.com/learning-center/videos/about-us/>

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# SOUTH COUNTY SECURITY AND INVESTIGATIVE SERVICES, INC.

---

22551 Second Street, Suite #240, Hayward, California 94541  
(510) 783-2696 FAX (510) 783-0481  
PPO #7221 PI #7727  
<http://www.southcountysecurity.net>

July 3, 2018

City of Hayward,

RE: JIVA LIFE, LLC

We welcome the opportunity to provide on-site security as a 3rd party contractor at 1223 "A" Street, Hayward, CA 94541 for the JIVA LIFE, LLC whom are applicants for a City of Hayward Commercial Cannabis Permit for retail sales serving the community as a medical and adult-use retail dispensary. If the permit is granted, we will conduct an assessment and evaluation of the site to provide interior and exterior perimeter security personnel at the site.

If JIVA is awarded and granted a City of Hayward Commercial Cannabis Permit to operate, South County Security Services, Inc. (Licensed, and Insured) can/will serve JIVA and the City of Hayward to ensure a safe and secure establishment for the community.

South County Security Services, Inc., is located at 22551 Second Street, Hayward, California. We have proudly served in the City of Hayward for over 50 years. Our #1 goal is to provide quality Security Services to all our clients and provide a 24-hour customer service commitment.

As a licensed Private Patrol Operator (PPO 7221) in the State of California, we are committed to leading the private security industry with our integrity, innovation, training, client's satisfaction, and financial strength.

## **Information on Training, Equipment, and Supervision**

South County Security Services, Inc., takes pride in preparing security programs to meet a client's individual needs. Determent, high visibility, and the presence of trained security officers are the very essence of any private security company.

We are approved to provide our security officers have the mandated 32 hours of training from a State licensed training facility, and additionally all our officers attend the State mandated continuing education in our in-house classroom on the first payday of each month. We document all this training and retain the documentation in a training file maintained in our office. All training and continuing education we provide for our personnel is recognized by the California Department of Consumer Affairs, Bureau of Security & Investigative Services. (BSIS).

We have managers and/or supervisors on duty 24 hours a day, 365 days a year. These managers and/or supervisors ensure security officers are timely, appropriately attired and groomed, knowledgeable of their posts, and are properly performing their assigned duties. Additionally, our company employs a Computerized Telephone Timekeeping System (MITC) with Caller-ID. This system requires all of our employees to clock-in and clock-out of our clients location using a touch-tone telephone. We invested in this computer technology to help us increase the consistency and quality of our service to our clients. It will automatically alert a supervisor in the event of absenteeism. The end result is a higher level of service and consistency at the client's facility.

All our posts and patrols can communicate by cellular phone with supervisors and/or management personnel. Clients, on request, can communicate with the security officer on their site, the on-duty supervisor, or a South County Security Services manager at any given time.

Listening to our clients' needs, training our personnel in response to those needs, and a rapid response to those needs, are assets we offer our clients. Dependability, reliability, and professional performance are qualities we hope our clients recognize in us.

We understand, teach, and practice these basic attributes, as well as remain receptive to new ideas and suggestions of clients and employees, making this the foundation of our company's quality performance in the security field.

### **Daily Activity and Incident Reports**

All security officers assigned to the client's premises will submit an individual Daily Activity Report, (DAR) of their daily security functions, as outlined in the Post Orders designed by our company. This shift report will contain a detailed account of the time and extent of patrols executed, all duties performed, and conditions on the site; including unsecure premises, (doors, windows or gates) site lighting conditions and other minor incidents. An Incident Report (IR) will be completed in the event of a major incident such as fire, safety issue, health hazard, accidents, thefts, property damage, or the presence of unauthorized persons and/or vehicles on the property. Naturally, serious incidents are reported at the time they occur.

All of these reports (major or minor) are submitted electronically to our Clients, managers, and our office staff so they can monitor the activities of each tour of duty and follow-up as necessary on any incidents or questionable performance.

### **In Conclusion**

We are ready to proceed to conduct an assessment and evaluation of the site to provide security services as soon as JIVA receives the City of Hayward's decision of its confirmation that JIVA is a permitted operator for their intended use. It is our policy to have our security operations staff to conduct an assessment and evaluation of the location's requirements prior to the start date and put in place interim post orders for the start of our service in accordance and approval of the City of Hayward and JIVA's preferences specific to security of a commercial cannabis business.

Robert A. Costa  
President/CEO  
rcosta@southcountysecurity.net (510) 783-2696  
www.southcountysecurity.com



June 21, 2018

Jiva Life LLC  
ATTN: Rajiv "Raj" Pottabathni  
Managing Director & Business Development  
436 Clementina Street STE 303  
San Francisco, CA 94103

RE: **Will-Serve Letter provided by HARDCAR on behalf of Jiva Life LLC for Cash Management Solutions & Armored Car Services related to a potential Commercial Cannabis Business Operation (Retail) located in Hayward, CA**

City of Hayward [Mayor, Council Members, City Manager & City Staff]:

As a licensed and insured security and distribution company, HARDCAR ([www.hardcarsecurity.com](http://www.hardcarsecurity.com)) is in the unique position to provide Jiva Life LLC ("Jiva") with armored car services to assist in securely handling daily cash inflow and to assist in compliance of all applicable local and State laws. HARDCAR will ensure the safety of Jiva's cash pickup and cannabis product deliveries on a daily basis.

HARDCAR is a veteran-owned and operated business and a long-time operator within the cannabis industry, with a proven track record of building and solidifying meaningful relationships throughout the industry. From servicing businesses involved in packaging to distribution, lab testing, retail sales, trimming, secured storage and transport, HARDCAR has all aspects of cannabis operations covered. Through collaboration with our experienced team of highly qualified and talented professionals, we help cannabis businesses by providing the highest quality industry services that keep our partners' products and neighborhoods safe, while maintaining excellence and compliance throughout our work.

Our fleet of armored vans are currently operating throughout California providing cash & cannabis product transportation services to an industry in need of a next generation level of security. All of our drivers thoroughly trained and background-checked, but are also prior service combat veterans, allowing HARDCAR to offer rewarding opportunities to veterans in the cannabis industry.

This Will-Serve Letter confirms HARDCAR's intentions and ability to enter into a formal agreement with Jiva Life LLC to provide armored car services as needed. HARDCAR's services are designed to fully satisfy the City of Hayward's cannabis regulations and requirements in the event Jiva is successful in obtaining all required permits and/or licenses from the City and the State.

We appreciate your consideration of HARDCAR and look forward to assisting Jiva in their efforts to secure a license and beyond. HARDCAR is ready, willing and able to enter into an Armored Car Service Agreement upon issuance of all necessary permitting/licensing.

Regards,



Todd Kleperis, CEO



# HARDCAR

HARDCAR has partnered with credit unions in the cannabis industry to safely bank your cash directly into the Federal Reserve

## CLIENT PREPARES CASH FOR DEPOSIT



Count and verify cash



Strap and bundle cash according to HARDCAR instructions



Prepares deposit ticket  
Prepares deposit bag

## HARDCAR PICKS UP DEPOSIT



At scheduled address and time



In armored vehicles



Driven by US Veterans/Agents

## HARDCAR PROCESSES CASH



In a secure location



Count and verify cash



Prepare for deposit to the Federal Reserve Bank

## DELIVER TO FRB



In armored vehicles driven by US Veterans/Agents



Credited to Credit Union's master account



Credit Union credited to Client's account



# BayAccess eMerge E-3 Series

APPENDIX S

## Access Control Made Easy

**Affordable, Scalable, Browser-Based Access Control**

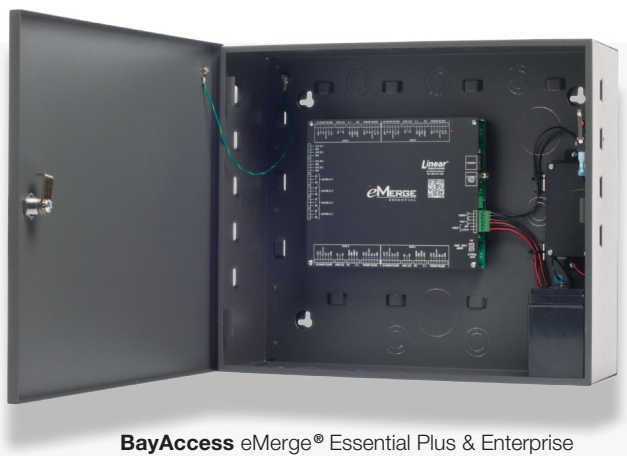


### Featuring:

- Faster set-up
- Enhanced features
- Industry-leading scalability
- Full-featured, self-contained system
- Easy to use
- Easy to expand
- Low cost of ownership

### Ideal for:

- Commercial
- Industrial
- Banking
- Medical
- Retail
- Hospitality
- Businesses that need to secure their facilities, manage access of personell, create and analyze reports, and monitor the system remotely from any browser



BayAccess eMerge® Essential Plus & Enterprise



BayAccess! Fast, Intuitive, Easy-To-Use

### Supported Web Browsers





## Not all Access Control Systems are Created Equal

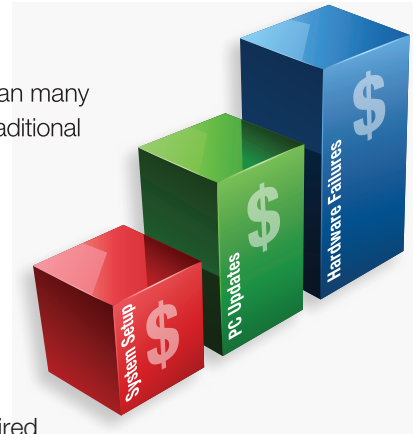
### The BayAccess Advantage: Total Cost of Ownership (TCO)

Long-term, total cost of ownership of a BayAccess system is significantly lower than many similar products. Users can realize significant cost reductions when compared to traditional access systems:

#### How BayAccess Lowers Your Total Cost:

- Browser-based access system is faster to setup, simpler to maintain
- Embedded Linux Operating System (O/S)
  - MVP (Minimized Virus Potential)
  - No Microsoft update dependencies
- Independent network, server, and dedicated workstation hardware are not required
- Includes SQL database engine; no add-on database software licenses required
- No client licenses to load
- Common hardware installation reduces hardware training and inventory cost
- Common software user interface reduces training costs as systems are migrated to more powerful models
- Open platform allows for cost-effective integration with other technologies

PC-based access servers fail, due to moving hard drives. Competitive models will typically require hard drive and server software replacement at least once over the life of their systems



**BayAccess's browser-based access system saves time and money!**

## Overview of System Features

BayAccess supplies the right amount of access control businesses need starting with 1-door / 2-reader capacity, plus immediate expansion capability to 4-doors / 8-readers (no additional hardware needed to expand to 4 doors).

- License-To-Go™ upgrade key provides more doors
- Housed in a compact plastic enclosure
- Housed in a steel enclosure; includes supervised AC battery back-up
- Easily scalable via software upgrade keys to higher-capacity Enterprise model

#### Additional Features

- Dashboard
- Graphic floorplans
- Card decoder
- SQL Database
- First-in-unlock rule
- Manager-first rule
- 2-man rule
- Portal unlock scheduling by time
- Multiple holiday schedules
- Multiple language support
- Audit trail
- CSV file import tool
- Custom reports



## BayAccess eMerge E-3 Series

# Capabilities that Outshine Other Systems

### Common Features

- Shared hardware and software architecture across BayAccess means easy upgrades and expansion
- Reliable, IT-friendly embedded Linux operating system significantly reduces:
  - Virus/spyware attacks
  - Operating system update dependency
- SQL database with optional API available
- Intuitive quick-start wizard allows for ultra-fast setup, saves hours of time versus traditional systems
- Browser-based management enables system status and updates from any place, on nearly any browser, using any operating system
- Easily upgradable to incorporate future E3 technology integrations via License-To-Go™ software keys. Video, badging, visitor management, asset tracking, etc.
- UL 294 Certification (pending)

### Hardware Features

- 100% solid state components for extended service life, providing lowest total cost of ownership
- High-speed, 1GHz processor handles multiple simultaneous users and more than 30 transactions per second
- Compact Micro-SD card included with every controller, for long-term event storage
- Integrated tamper switch and inputs / outputs for additional functionality
- Optional Power over Ethernet (PoE) available on all controllers, expansion nodes, and ACMs allowing for backup power through a UPS
- Controller and Expansion Node enclosure options:
  - Small footprint ruggedized plastic enclosure provides up to 4 doors / 8 reader capacity (does not include power supply)
  - Midsized metal enclosure with key lock includes 60 watt 12VDC PIP. Can house controller and one additional ACM for a total of 8 doors / 16 reader capacity
  - All metal enclosures include supervised AC battery backup system with charging circuit capable of charging two 7 amp-hour batteries (batteries not included)

### Software Features

- One common software platform that incorporates configuration keys for each model and upgrade keys for adding additional capabilities
- Optimized for use with iPhone, iPad, Android, tablets, and other mobile devices
- Dashboard displays full system status-at-a-glance including:
  - Event and activity log
  - Customizable door diagrams/floor plans with factory default templates
- Time-saving and convenient features:
  - Integrated card decoder tool
  - CSV flat file database import and export
  - Dynamic event filtering
  - E-mail, text message notifications
  - Built in audit-trail
  - Simple, easy-to-use predefined reports
  - Automatic daily data backup
  - Micro SD or FTP-based storage
  - Built-in documentation library
- Optional software updates for new feature and product enhancements



**BayAccess is fully optimized for mobile devices.**



**2.1** Megapixel  
 WDR  
 2.8-12mm Auto Focus Lens  
 Smart IR™  
 IP66 Rated  
**5 YEAR** Warranty

## Summary

MEGApix® IP cameras provide real-time 2.1 Megapixel resolution (1080p, 30fps). Advanced technologies include True Day/Night, 3D Digital Noise Reduction, Wide Dynamic Range (WDR) and Smart IR™ to deliver the best images in any type of environment. Power over Ethernet (PoE) simplifies installation by connecting both power and network through a single cable. All MEGApix® cameras are ONVIF conformant, assuring their successful integration with any open platform solution on the market. The MV82WiA comes in a unique IP66-rated Dome Enclosure with CleanView™ Self Cleaning Technology, reducing installation time and simplifying the configuration process.

## Features

- 2.1MP 1/2.7" Image Sensor at Real-time 30fps
- 2.8-12mm Remote Auto Focus P-Iris Lens
- True Wide Dynamic Range (WDR)
- Dual Codecs (H.264, MJPEG) with Simultaneous Streaming
- 100' Smart IR™ with Intelligent Camera Sync
- CleanView™ Hydrophobic Dome Coating Repels Water, Dust and Grease
- True Day/Night Mechanical IR Cut Filter
- Programmable Privacy Zones
- Auto Gain Control (AGC)
- Auto White Balance (AWB)
- Motion Detection
- Micro SD/SDHC/SDXC Class 10 Card Slot for Event and Continuous Recording (Card Not Included)
- Web Server Built-in
- PoE Class 3 / DC12V
- ONVIF Conformant, Profile S
- IP66 Certified Weather and Tampering Resistant
- IK10-Rated Impact-Resistant
- 5 Year Warranty

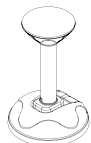
## Accessories (Optional)



DWC-VFZWM  
Wall Mount for Surface Mount Outdoor Domes and PTZ5X Models



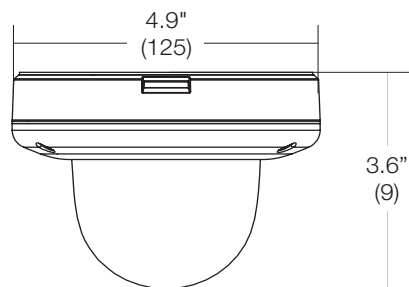
DWC-VFZJUNC  
Junction Box for Surface Mount Outdoor Domes and PTZ5X Models



DWC-VFZCM  
Ceiling Mount for Surface Mount Outdoor Domes and PTZ5X Models

## Dimensions

unit : inch (mm)



## Specifications

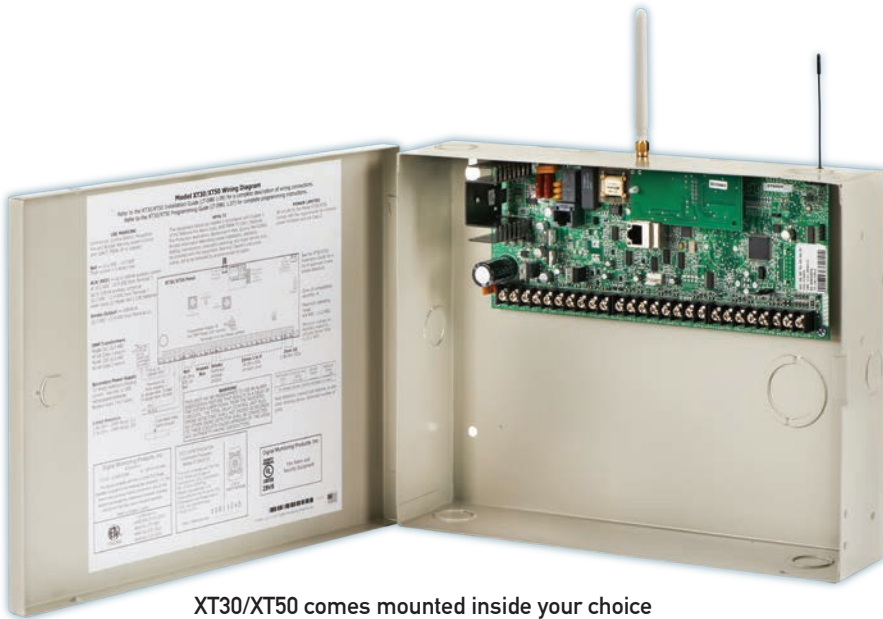
<b>IMAGE</b>	
Image Sensor	1/2.7" 2.1MP CMOS
Total Pixels	1928(H) X 1088(V)
Minimum Scene Illumination	F1.4 (30IRE): 0.12 Lux [Color] F1.4 (30IRE): 0.0 Lux [B&W]
<b>LENS</b>	
Focal Length	2.8-12mm, F1.4
Lens Type	P-Iris Remote Auto Focus
IR Distance	100ft Range IR
Angle of View	106° ~ 32°
Digital Zoom	x4.2 Optical Zoom
<b>OPERATIONAL</b>	
Shutter Mode	Auto, Manual, Anti-Flickering
Shutter Speed	1/15-1/32000
Smart DNR™ 3D Digital Noise Reduction	0-11
Auto Gain Control	Auto
Wide Dynamic Range (WDR)	On, Off
Day and Night	Auto, Day (Color), Night (B/W)
Privacy Zones	4 Programmable Privacy Zones
Alarm Notifications	Notifications Via E-mail, FTP Server or SD Card Recording
<b>NETWORK</b>	
LAN	802.3 Compliance 10/100 LAN
Video Compression Type	H.264, MJPEG
Resolution	H.264: 1920x1080 ~ CIF MJPEG: 1280x720 ~ CIF
Frame Rate	Up to 30fps at All Resolutions
Streaming Capability	Dual-Stream at Different Rates and Resolutions
IP	IPv4
Protocol	ONVIF, TCP/IP, UDP, RTP/RTSP(TCP/UDP), NTP, HTTP, DNS, DDNS, DHCP, FTP, SMTP, ICMP
Security	Password authentication, Multi-level user configuration
Maximum User Access	5 Users
ONVIF Conformance	Yes
Web Viewer	OS: Windows®, MAC® OS, Linux® Browser: Internet Explorer, Chrome, Firefox, Safari
Video Management Software	DW Spectrum™ IPVMS
Memory Slot	Micro SD / SDHC / SDXC Card up to 128GB, Card not Included
<b>ENVIRONMENTAL</b>	
Operating Temperature	-4°F ~ 122°F (-20°C ~ 50°C)
Operating Humidity	Less than 90% (Non-Condensing)
IP Rating	IP66 (Protects against dust and high pressure water)
Other Certifications	CE, FCC, RoHS
<b>ELECTRICAL</b>	
Power Requirement	DC 12V, PoE (IEEE802.3af Class 3)
Power Consumption	Auto Focus Working: 7.5W, 625mA LED Off: 2.5W, 208mA LED On: 4.2W, 350mA
<b>MECHANICAL</b>	
Material	Aluminum Die-casting
Dimensions	4.9 x 3.6 Inch (125 x 92 mm)
Weight	1.87 lb (0.85kg)



Z-Wave® Compatible

## One panel offers everything you want —

Network & Dialer on-board, and Add-On Cellular & Wi-Fi Communicators with optional on-board 900 MHz Z-Wave Receiver



XT30/XT50 comes mounted inside your choice of a small or medium gray enclosure

This extremely powerful panel is highly customizable, giving you the flexibility to tailor the panel in a configuration that meets the needs of both you and your customer. You get many of the features and technology expected in a larger panel with all of the quality and innovation you expect from DMP.

- Choose your preferred configuration for on-board communications: Network and/or Dialer
- On-Board Wireless Receiver (XT50)
- Add technology later to expand capabilities, including wireless or cellular (CDMA, HSPA+, or Wi-Fi)
- XT30 supports 10 hard-wired on-board zones and 32 expansion zones — wireless (with 1100D Series) or hard-wired
- XT50 supports 10 hard-wired on-board zones, and up to 32 hard-wired zones. Up to 32 wireless expansion zones when using an external 1100 Series receiver. 48 wireless expansion zones when using the on-board wireless receiver.

## XT SERIES™ — BURGLARY/FIRE/DOOR ACCESS CONTROL PANELS

### SYSTEM FEATURES

- DMP Network, Cellular, and Wi-Fi Communications
- MyAccess™ - Remote control via SMS messaging
- Virtual Keypad™ App - Compatible with Apple® and Android® smartphones and tablets.
- Late to Open/Early to Close and Traffic Count features for retail installations
- Door Access feature can be added with the 734 Wiegand module or DMP Thinline™, Aqualite™, or 7800 Series Graphic keypads with built-in proximity reader and relay. Codeless arming/disarming with proximity reader
- Eight keypad addresses
- 30 (XT30) / 99 (XT50) 4-digit user codes with authority levels
- All/Perimeter, Home/Sleep/Away or six Area System
- One two-wire smoke detector zone
- Arm only, ambush code, and temporary user code options
- Four on-board and eight wireless outputs for annunciation and control applications
- 16-character zone, user, and area names
- 100-event (XT30) or 200-event (XT50) memory
- Backward and forward compatibility with a variety of DMP products
- Supports DMP LCD keypads including the Thinline, Aqualite, Icon, and 9000 Series wireless keypads
- 500mA auxiliary output
- 100mA switched smoke detector
- Built-in English text programming from any LCD (liquid crystal display) keypad
- Open/Close schedules with Closing Check
- Attrition Detection™ monitors system for arming activity
- User Checkin allows you to monitor latchkey children
- Remote program/download with Remote Link™
- Programmable User Inactivity Monitor watches for on-site activity
- EASYconnect™ connection for the Virtual Keypad™ App when used with a network connection



## RECEIVER 1 & 2 OPERATION

Select one or two receivers via Network, Cellular or Dialer for messages regarding Alarms, Supervisory/Trouble, Opening/Closing, and Test Reports. Send all messages to both receivers, or identify one receiver for alarms and second for trouble messages to alert only the proper responder.

## FLEXIBILITY WHEN ORDERING

Factory-configurable options give you the freedom to order the panels to match your system and customer requirements with dialer and network connection options directly on-board. Knowing in advance what options you require saves time and money, helping make this the most affordable all-in-one security control panel available!

The XT Series™ also offers the freedom to add on a cellular module or connect a wireless receiver and devices to the panel at a later date.

## COMMUNICATION FLEXIBILITY IN PROGRAMMING

As the industry's first all-in-one control panel, the XT Series enables you to program up to three different communication paths, including digital dialer, on-board 10/100 Ethernet, or cellular communication to a SCS-1R or SCS-VR Receiver. This provides one primary path and up to two backup communication paths, using the same proven technology that secures countless banks and other high-security applications.

For added flexibility, the Receiver 1 & 2 Operation feature allows specific messages to be transmitted to one of two receivers, or both.

## MYACCESS: SMS MESSAGING

DMP MyAccess lets users send commands via text messages to their panel. Residential and smaller commercial users can now remotely control their systems, including the ability to arm or disarm their system, control outputs, retrieve system status, and perform other functions. Each command received by the panel is acknowledged back to the user via return SMS Message.

## VIRTUAL KEYPAD™ APP

The DMP App provides users with the ability to access a number of system functions remotely via a cellular or internet connection. As a dealer, the App provides the opportunity to brand it using your company logo.

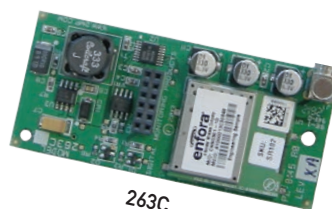
- At a glance, check system status including programmed areas.
- Arm or disarm the system in an instant
- Tap any programmed outputs to turn them on or off.
- Adjust lighting/thermostats/locks.
- Video capability - up to 6 cameras, remote viewing.
- View, add, edit, and delete system schedules for arming/disarming and favorites, outputs, and doors
- Users can click on the Alarm Push Notification and open the App to view a list of available camera views, giving them the ability to verify the alarm based on the video clips and live thumbnails.
- Users can watch real time device activation when clicking on hotspots embedded in the associated video stream with Rooms with a View

## MYVIRTUALKEYPAD.COM

Users can access their security system via internet connection on a tablet or computer. Customers log into myvirtualkeypad.com with their login and system user code.

## 263 SERIES CELLULAR ADD-ON

Want to add Cellular later? Simply install the 263C or 263H Digital Cellular Communicator plug-on expansion card. There is no additional enclosure, power supply, battery, cabling, or conduit required.



## 763 WI-FI ADD-ON

Want to add Wi-Fi? Simply install the 763 network communicator to the panel via J6.



## ON-BOARD WIRELESS

The XT50 Control Panel offers an 1100 Series Wireless Receiver on-board, supporting 1100 Series wireless devices. The 900MHz frequency-hopping spread-spectrum 1100 Series wireless features two-way communication for superior operation, supervision, and battery life. Two-way communication minimizes repetitive signaling and helps to quickly identify missing transmitters. Simple keypad access can be used to verify that wireless device zones are in working order.



## 1100 SERIES WIRELESS ADD-ON

Add any 1100D Series Wireless Receiver for up to 32 wireless zones on the XT30 and XT50, or up to 52 wireless zones with the on-board receiver on the XT50.

## 7800/9800 GRAPHIC KEYPAD

Provides Touchscreen control for all keypad functions. Slim profile in stylish gloss black or white finish with a 5 inch, full-color display.



Wired or Wireless Graphic Keypad

## 9000 SERIES WIRELESS KEYPAD

The 9060 and 9063 Wireless Keypads are fully functioning, supervised keypads that provide installation flexibility. These full-feature keypads include four 2-button panic keys and an internal speaker. The backlit keypad is easy to read, and both the keypad and logo turn Red in alarm conditions, providing a visual alert. Both keypads have a 32-character display, and can be programmed with a 16-character home or business name. The 9063 keypad also includes a built-in proximity reader for codeless arming and disarming.



## FIELD PANEL UPDATES

The Model 400 USB Flash Module allows you to easily field update firmware for panels that would otherwise require the use of a computer and a Model 399 Programming Harness.



## COMPATIBILITY

Like all DMP products, the XT Series was designed to provide extensive backward and forward compatibility with DMP wired and wireless keypads, expansion modules, and software including Remote Link and System Link.

## SIMPLE ARMING

XT Series panels provide multiple arming configurations: Area arming with six separate areas; All/Perimeter arming with perimeter and interior areas; or Home/Sleep/Away arming with perimeter, interior, and bedroom areas. Users can arm the perimeter and interior at night while leaving the bedroom area disarmed.

## FALSE ALARM FEATURES

Providing end users with a way to reduce false alarms, both Cancel/Verify™ and the False Alarm Question features prompt end users to validate whether an alarm has occurred after entering their code. In a Home/Sleep/Away or All/Perimeter system, the user can either press VERIFY or YES to manually confirm a valid burglar alarm and an alarm is then sent to the Central Station.

## KEYPAD SHORTCUT KEYS

Keypad shortcut keys are provided to simplify operation and allow the user to more quickly arm, check in, monitor, exit, or reset the system. One-button arming creates the simplest keypad available. Use the one-button shortcut keys for common functions.

## USER CHECKIN

With User Checkin you can easily monitor latchkey children and know that they are safe at home, checked in by receiving an email/SMS message to your computer, PDA, or cell phone.

## USER CODES

Program up to 30 user codes with the XT30, and 99 codes with the XT50 Series panels. Assign a Standard or Master Authority level to control each user's level of access to the system. Additionally, the XT50 provides scheduled and limited users.

## ATTRITION DETECTION™ PROMPTS YOU TO CALL YOUR CUSTOMER

The exclusive DMP Attrition Detection feature gives you advance warning that a customer may be preparing to cancel their monitoring contract. With this feature activated, you will receive a notification if there is no system activity for the number of days you select.

## CROSS ZONING

This powerful, false-alarm-reduction feature allows multiple zones to be cross-zoned and report alarms only when two or more zones fault within a programmable time of 4 to 250 seconds. Should just one zone trip, only a zone fault report is sent to the Central Station.

## EVENT MEMORY

The XT30 logs up to 100 and the XT50 logs up to 200 user and system events that you can view at any time through a keypad User Menu option. The Display Events feature allows users to view stored events such as openings and closings, zone events, user code changes, and supervisory events.

## BUILT-IN PROGRAMMER

An internal English-text programmer enables technicians to easily program and test the panel from any keypad. A lockout code restricts access to only authorized persons.



## PROGRAMMABLE OUTPUTS

Four open collector outputs can be used for a variety of remote control and annunciation applications. Each output is rated for 50mA maximum. Add the Model 860 Relay Output module to provide four Form C relay contacts.

## ZONE INACTIVITY

With Zone Inactivity, you can easily monitor a person living alone. If there is no activity at the premises within the programmed number of hours, the system transmits an email/SMS message to your computer, PDA, and/or cell phone. The Central Station also receives an alert. It's the perfect companion for customers looking after aging adults.

## ZONE AUDIT

The Zone Audit feature allows programming the panel to send an alert when the sensor fails to trip within the specified number of days. This feature helps identify potential sensor problems, including sensors deactivated to bypass faults.

## REMOTE PROGRAMMING

Remotely program panels using DMP Remote Link software. Upload panel programming, make the necessary programming change, and then download the revised programming into the panel.

## DOOR ACCESS FEATURE

Door Access can be added to any XT Series system by using a 734 Wiegand module or DMP keypad containing an on-board proximity reader and relay. These allow users to simply present their proximity credentials to the keypad to gain access to a protected area and provide system door access, arming, and disarming using proximity devices.

## FOR RETAIL INSTALLATIONS

Late to Open/Early to Close feature sends a message to the central station if the facility isn't opened on time or closed before the scheduled time. The Traffic Count sends a daily tally of trips for the specified zone.

With the Receiver 1 & 2 operation, Auxiliary 1 & 2 Zone messages can be sent to a specific receiver, enabling retail clients to alert a specific guard station of potential shoplifting in a certain area or other type of notifications.



- 16 Channels Total  
16 Channels PoE
- DW Mobile Witness<sup>™</sup>
- PathFinder<sup>™</sup>
- CCIP<sup>™</sup> Encryption
- Real-Time Monitoring
- Auto Device Discovery

## Summary

The VMAX<sup>®</sup> IP Plus<sup>™</sup> is an easy to use PoE NVR that allows you to go from power up to monitoring in less than three minutes! The NVR offers unique features such as CCIP<sup>™</sup> camera encryption and internal systems diagnostics, keeping your system healthy, secure and up to date. Combine with the DW Witness<sup>™</sup> app to turn the camera on a smartphone or tablet into a surveillance camera that can be viewed and recorded on the NVR.

Available with 16 PoE ports, the NVRs can record and manage single-sensor IP cameras up to 5 Megapixel, with 80Mbps maximum throughput.

## Features

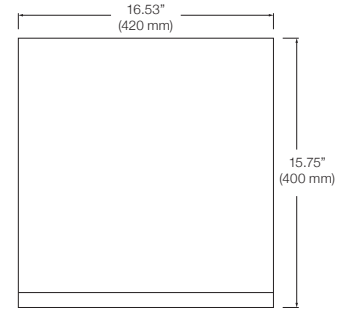
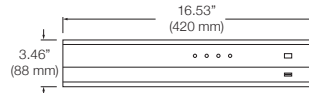
- Simple and easy to navigate VMAX GUI for the most user-friendly solution on the market
- Complete installation, setup and camera configuration in under three minutes!
- Control any ONVIF camera's setup and features remotely
- DW Witness<sup>™</sup> turns a smartphone or tablet into an additional surveillance camera
- Pathfinder<sup>™</sup> auto port forwarding
- Record and manage single-sensor IP cameras up to 5MP (2592x1920), with 80Mbps maximum throughput (equivalent to 16 2.1MP IP cameras)
- Local power for up to 16 IP cameras via resident PoE switch
- CCIP<sup>™</sup> system encryption protects your surveillance system from out of network attacks
- Pivot<sup>™</sup> camera management software
- Mobile application for iPhone, iPad, iPod, Android smart phones and tablets and Apple TV
- Automatic device discovery
- Dual stream recording
- Easy drag and drop camera management
- Instant backup during playback
- Full HD (1080p) output for local live & playback display
- Complete system analysis with real-time system, network and PoE status monitoring
- True HD & VGA simultaneous output support
- 4 sensor input, 1 alarm relay output
- Up to 16ch transaction verification via TCP and USB-serial
- Email event notifications with video clip
- Simple & free DDNS support for remote management
- Easy web-based client with multi-user access
- Advanced H.264 linux embedded NVR
- Simultaneous live, playback, recording, back-up, network
- NVR health check with e-mail notification
- NVR calculation and auto recording configuration
- Help menu on major functions
- Auto or manual firmware upgrade available
- Automatic private IP addressing
- NTP (network time protocol)
- Screen saver to protect monitor screen
- Import/export configuration between multiple NVRs
- USB mouse and GUI control
- 5 year limited warranty

## Available Models

- DW-VP163T16P – 3TB Internal Storage
- DW-VP1612T16P – 12TB Internal Storage
- DW-VP164T16P – 4TB Internal Storage
- DW-VP1618T16P – 18TB Internal Storage
- DW-VP166T16P – 6TB Internal Storage
- DW-VP1624T16P – 24TB Internal Storage
- DW-VP168T16P – 8TB Internal Storage

## Dimensions

Unit: Inch (mm)

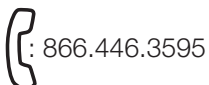


## Specifications



Operating System		Embedded Linux <sup>®</sup>
System	Channel	16 channel
	No. of PoE	16 Ch
	Communication Protocol	ONVIF <sup>®</sup>
	PoE Type	1Gbps, 802.3af
Display	Speed	480fps
	Screen Mode	1, 4, 9 & 16
Max. HDD Bay	4 x SATA HDD	
Video-In	IP Camera (Max. 5MP (2592x1920) )	
Video-Out	Monitor	True HD, VGA and Composite
	Resolution	True HD Output: 800x600, 1024x768, 1280x1024, 1920x1080
Recording Speed	FPS	360fps
	Resolution	CIF, D1, 1.3MP, 2.1MP, 5MP
	Max. throughput	80 Mbps
Recording Resolution	Dual Stream	
Recording Modes	Continuous, C+M, C+S, Scheduled, Sensor & Motion Detection Recording	
	Pre Alarm Recording, Emergency Recording, Quick Backup	
Playback & Search	Speed	x1, x2, x4, x8, x16, x32, x64, x100
	Function	Intelli-Search by Time Bar, Calendar (Date & Time) and Event Search
Audio Output	1 Ch	
Alarm Input / Relay Output	4 Ch / 1 Ch	
PTZ Control	RS-485, ONVIF	
Transaction Verification	TCP and USB-Serial Interface	
LAN	1xGigabit Ethernet (RJ45) – Fixed IP, DHCP & DDNS	
Remote Software	Pivot Pro <sup>™</sup> , Web Client, Mobile Client for Android <sup>®</sup> & Apple <sup>®</sup> Smart Phones and Tablets and Apple TV	
Backup Device	Local Backup by USB, Network Backup by CMS	
System Recovery after Power Failure	Auto-Reboot and Journaling File System	
Other Function	Firmware Upgrade	FTP, USB
	Back Up	USB
	Special Features	Local PoE Switch
	Health check	Real-Time System, Network and PoE Status Monitoring
System Operation	IR Remote Controller (Optional), USB Mouse, PTZ Control by Keyboard (Keyboard not included)	
Power Requirements	110~240V A/C	
Power Consumption	200W Total Power Budget, 8.3A, 15.4W per PoE Channel	
Operating Temperature and Humidity	41~104 °F (5~40 °C) / 20~90% RH	
Dimension (WxDxH)	16.53 x 15.75 x 3.46 Inch (420 x 400 x 88 mm)	
Certification	CE & FCC & KCC & WEEE, RoHS	

## Accessories (Optional)





## APPENDIX S



## Universal Access Program

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The Universal Access Program is intended to provide the Hayward Police Department access to secured communities during emergencies or calls for service, while maintaining the security of your property.

A gate key and/or a vehicle gate switch enabling the Hayward Police Department entry to the property will be stored in a secure, weather proof commercial lock box that is only accessible by police personnel.

### BENEFITS OF THE PROGRAM

- Immediate and unobstructed entry into secure gated communities, 24 hours a day, 7 days a week.
- Peace of mind the police and other emergency personnel can enter the property when needed.
- The Hayward Police Department will assist in the management and placement of your lock boxes.
- The Hayward Fire Department has been successfully using a similar entry system for gated communities.

### COSTS OF INSTALLMENT

Property owners / managers are responsible for the purchase and installation of lock boxes for each pedestrian and vehicle gate. Each lock box will contain either a key or a switch to operate gate locks. The estimated cost for each pedestrian gate lock box is \$85.00. The estimated cost for each vehicle lock box is \$270.00, which includes contracted installation by a third party. All participants *must* provide an access key for every pedestrian gate.

### PARTNERSHIP

The goal of this program is to create a working partnership between the Hayward Police Department and the community. When starting the program, the Hayward Police Department will meet with the Community Manager to consult on proper placement for security and aesthetic purposes. The Hayward Police Department will advise on the installation and operation of lock box equipment.

### CONTACT INFORMATION

*To get started please contact the Hayward Police Department at 510-293-5051*

## APPENDIX S

## UNIVERSAL ACCESS SPECIFICATIONS

All participants must purchase the following lock box for *each* pedestrian gate and *each* vehicle gate:

Manufacturer: **General Electric** 

Model: **Supra S7 "BigBox" StorAKeyLock Box #001267 with Rubber Weatherproof Cover**

- External Dimensions: H 4.75" x W 3.55" x D 2.5"
- Internal Dimensions: H 3.75" x W 2.25" x D 1.75"



*Lock Box combinations will be set by Hayward Police Department personnel.*

Lock Boxes available at the following locations:

Foothill Locksmiths Inc.  
595 E Lewelling Blvd.  
Hayward, CA  
(510) 278-2583

Grainger Industrial Supply  
1617 Industrial Pkwy W.  
Hayward, CA  
(510) 670-1095

Lock Box & Vehicle Gate Switch may be purchased and/or installed by:

AJR Door Services  
3518 Arden Road  
Hayward, CA  
(510) 278-2020

R&S Erection  
31298 San Antonio Street  
Hayward, CA  
(510) 489-6881

Available VIA the internet:

[www.sanzospecialties.com](http://www.sanzospecialties.com)

[www.victorystore.com](http://www.victorystore.com)

[www.davstarsecurity.com](http://www.davstarsecurity.com)

[www.selectlocks.com](http://www.selectlocks.com)

\*\*\*Your Maintenance Department may be able to install the Vehicle Gate Switch themselves, saving you the installation fee.