



Oxnard Commercial Cannabis Application Phase 2 Evaluation Report

CCB 2021-24 - Harbor Management Group LLC dba Safeport

Tracking Number - Applicant Name/DBA

2150 Trabajo Drive, Oxnard, CA 93030

Proposed Location

Retail (Store-front)

License Type

SCORE SUMMARY

1,187 Points Received

1,200 Points Available

98.92% Score

Pass CBA & Local Equity Program

Criteria	<i>Scoring Basis</i>	Points Available	Points Received	Evaluation
1 Business Plan (500 pts)		500	494	
1.1 A budget for construction, operation and maintenance, compensation of employees, equipment costs, utility cost, and other operation costs.	<i>Percentage</i>	85	85	Addressed criteria.
1.2 Proof of capitalization in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.	<i>Percentage</i>	90	84	Proof of capitalization was not current for the \$1M loan from Bill Wolfkiel. On pg 22 of PDF File #4, the letter from Fidelity Investments confirming Wolfkiel had sufficient funds available was dated October 9, 2019, and no documentation was provided showing the funds were current as of the time of application submittal.
1.3 3-year pro forma for at least three years of operation.	<i>Percentage</i>	85	85	Addressed criteria.
1.4 Fully describe hours of operation and opening and closing procedures.	<i>All or none</i>	50	50	Addressed criteria.
1.5 Fully describe the day-to-day operations for each license type being sought.	<i>Percentage</i>	90	90	Addressed criteria.
1.5.1 Additional criteria for RETAIL applications only:				
a. Describe customer check-in procedures.				
b. Identify location and procedures for receiving deliveries during business hours.				
c. Identify number of Point-of-Sales location and estimated number of customers to be served per hour/day.				
d. Describe the proposed product line and estimate the percentage of sales of flower and manufactured products.				
e. Describe the product handling procedures.				
f. If proposed, describe delivery service procedures, number of vehicles and product security during transportation.				
1.6 Fully describe cash handling procedures.	<i>All or none</i>	50	50	Addressed criteria.
1.7 Fully describe inventory control procedures including identification of point-of-sales and track and trace software.	<i>All or none</i>	50	50	Addressed criteria.
Summary	According to the application form, 70% of the proposed business will be owned by Lonnie and Nancy Jarvis (35% each) and the remaining 30% will be owned by CFO Bill Wolfkiel and two financial investors. Budget for buildout and general infrastructure was projected to be \$600k for the retail business, and 3 months operating expenses was estimated be approx. \$350k, for total capital needed of approx. \$950k. Up to \$500k in startup capital will be provided by the Jarvis' company Ahoy, Inc., which demonstrated liquid assets of approx. \$1.3M. Capital to cover the remaining startup costs will be provided through a loan from CFO Wolfkiel or a third party. The proposed business will have 6 POS locations in the retail space and will use the TREEZ POS system. Proposed product line will include flower (projected to be 35% of sales), edibles (18%), cartridges (16%), prerolls (15%), extracts (9%), and other products (7%), and will include brands like THC Design, Lowell Herb Co., Stiiizy, Maven, Kiva, and Foria. Annual retail revenue projections start at approximately \$11.3M in 2022 and grow to \$16.3M by 2024.			



Oxnard Commercial Cannabis Application Phase 2 Evaluation Report

CCB 2021-24 - Harbor Management Group LLC dba Safeport

Tracking Number - Applicant Name/DBA

Criteria	Scoring Basis	Points Available	Points Received	Evaluation
2 Labor and Employment Plan (300 pts)				
2.1 Describe compensation to and opportunities for continuing education and employee training.	<i>Percentage</i>	105	105	Addressed criteria.
2.2 Describe the extent to which the CCB will be a locally managed enterprise whose owners and/or managers reside within the Ventura County area.	<i>All or none</i>	45	45	Addressed criteria.
2.3 Describe the number of employees, title/position and their respective responsibilities.	<i>Percentage</i>	105	105	Addressed criteria.
2.4 Thoroughly describe employee policies and procedures (complete manuals are not required to be submitted).	<i>All or none</i>	45	45	Addressed criteria.
Summary Proposed business will have between 18 and 30 management and staff-level employees; 8 will be full-time. Annual salaries range from \$30k for administrative assistant to \$90k for Senior Managers. Employee benefits include group health care, paid time off, tuition reimbursement, and continuing education and training. The Applicant has entered into discussions with UFCW Local 1167 regarding the execution of a Labor Peace Agreement. Owners Lonnie and Nancy Jarvis, management and staff employees are or will be from the City of Oxnard or surrounding Ventura County area.				

Criteria	Scoring Basis	Points Available	Points Received	Evaluation
3 Safety Plan (200 pts)				
3.1 The Safety Plan shall be prepared by a professional fire prevention and suppression consultant. An assessment of the facility's fire safety plan by a qualified licensed fire prevention and suppression consultant. An appropriate plan will consider 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. Identify all gases and/or chemicals to be used and their storage locations (testing).	<i>Percentage</i>	70	63	- Safety plan addressed the minimum required topics and referenced additional safety situations, but provided less detail on those additional situations than applicants who received full points. - The majority of the fire safety consultant's assessment, which started on pg 69 of PDF File #3, was difficult to understand. There was a general lack of paragraph structure, especially beginning on pg 71, and incomplete or unclear sentences that made it difficult to understand what the consultant was recommending and/or how it tied in with the business' plan to address safety situations.
3.2 Identify fire alarm and monitoring system including the name and contact information for the alarm company	<i>All or none</i>	7	7	Addressed criteria.
3.3 Describe accident and incident reporting procedures	<i>All or none</i>	8	8	Addressed criteria.
3.4 Describe evacuation routes	<i>All or none</i>	8	8	Addressed criteria.
3.5 Location of fire extinguishers and other fire suppression equipment	<i>All or none</i>	8	8	Addressed criteria.
3.6 Describe procedures and training for all fire and medical emergencies	<i>All or none</i>	8	8	Addressed criteria.
3.7 Describe and identify the location of all gas monitoring equipment. A detailed diagram of the overall facility's safety features.	<i>All or none</i>	7	7	Addressed criteria.
3.8 Written description of safety features, including but not limited to fire prevention, suppression, HVAC and alarm systems.	<i>Percentage</i>	70	70	Addressed criteria.
3.9 Clarify if your building has sprinklers?	<i>All or none</i>	7	7	Addressed criteria.
3.10 What date was the subject building constructed?	<i>All or none</i>	7	7	Addressed criteria.
Summary The proposed business' fire safety plan was assessed by Leyth Dauod of RFS Consulting. The building was constructed in 1988 and the proposed space allotted for the cannabis retail facility is 3,930 sq. ft. The full Plan was not provided due to page limitations, but parts relevant and responsive to the evaluation criteria were abbreviated and excerpted for the application. The Plan included a matrix that identified potential emergencies, their level (green, yellow, red), and procedures for dealing with each. The diagram showed the following safety features: fire extinguishers, steamer hydrant, and evacuation exit routes. The Applicant will use G I Alarm for its fire alarm and monitoring system.				



Oxnard Commercial Cannabis Application Phase 2 Evaluation Report

CCB 2021-24 - Harbor Management Group LLC dba Safeport

Tracking Number - Applicant Name/DBA

Criteria	Scoring Basis	Points Available	Points Received	Evaluation
4 Security Plan (200 pts)		200	200	
4.1 The Security Plan shall be prepared by a professional security consultant. A thorough Security Plan should consider all access control, inventory control, cash handling procedures. Complete policy/procedures manuals are not required at this point of the application process. Please only provide a detailed description for each criteria.	<i>All or none</i>	30	30	Addressed criteria.
4.2 Premises (Security) Diagram. In addition to diagrams submitted for other sections of the application, applicants are expected to submit a premises diagram (floor plan, detail) which, focuses on the proposed security measures and how they relate to the overall business. (Pursuant to CCR Title 16, Division 42, §5006. Premises Diagram).	<i>Percentage</i>	70	70	Addressed criteria.
4.2.1 The diagram shall be accurate, dimensioned and to scale (minimum scale 1/8"). The scale may be smaller if the proposed location exceeds more than a 1/2 acre parcel but must not be printed on larger than an 11" x 17" sheet of paper. (Blueprints and engineering site plans are not required at this point of the application process).				
4.2.2 The diagram must be drawn to scale and clearly identify property boundaries, entrances, exits, interior partitions, walls, rooms, windows and doorways. The activity in each room and the location of all cameras must be identified on the diagram.				
4.2.3 Description of cannabis activity that will be conducted in each area of the premise. Commercial cannabis activities that must be identified on the diagram/floor plan may include but are not limited to the following if applicable to the business operations; storage areas, batch sampling areas, loading/unloading of shipment areas, packaging and labeling, customer sales areas, training areas, employee break room areas, and testing areas.				
4.2.4 Limited-access areas, defined as areas in which cannabis goods are stored or held and only accessible to a licensee, its employee or contractors, and areas used for video surveillance monitoring and storage devices (Pursuant to CCR Title 16, Division 42, §5000 (m) Limited-Access Area and §5042. Limited-Access Area).				
4.2.5 Number and location of all video surveillance cameras.				
4.3 Identify intrusion alarm and monitoring system including the name and contact information for the monitoring company.	<i>All or none</i>	30	30	Addressed criteria.
4.4 Discuss whether the CCB will utilize the services of on-site security guards. Include in the discussions:	<i>Percentage</i>	70	70	Addressed criteria.
4.4.1 Number of guards				
4.4.2 Hours guards will be on-site				
4.4.3 Locations they will be positioned				
4.4.4 Their roles and responsibilities				
Summary The Security Plan was created by Dan Perez of GI Security. The Plan addressed operational security, ingress and egress access/perimeter security, product security, area specific access, security alarm and surveillance systems, and IT security. The business will utilize security cameras (indoor and outdoor), panic alarms and alarm key pads as part of its security plan. The facility will be monitored 24/7 by security guards and a GI Alarm security system.				



Oxnard Commercial Cannabis Application
Phase 2 Evaluation Report

CCB 2021-24 - Harbor Management Group LLC dba Safeport

Tracking Number - Applicant Name/DBA

Criteria	Scoring Basis	Points Available	Points Received	Evaluation
5 Community Benefit Agreement and Local Equity Program (Pass/Fail)				
5.1 Executed Cannabis Community Benefit Agreement and Local Equity Program	Pass/Fail	Required	Pass	Addressed criteria.
Summary Applicant signed the Cannabis Community Benefit Agreement and Local Equity Program form.				