

Building Overview

Location: 2401 & 2403 Stagecoach Road, Stockton CA, 95215

Building Details: 2401 and 2403 are co-located on premise. The building is approximately 31,250 square feet. Currently the building is vacant. Previous uses of the premise included specialty automobile sales and warehouse space. Stagecoach Dispensary will take approximately 6,000 square feet for retail and office space in 2401. The remainder of the building will be leased to another tenant.

Surrounding uses include primarily office park. There are no sensitive uses in the immediate area surrounding the building.

Stagecoach Dispensary - Business Plan

Mission and Vision Statement

Stagecoach Dispensary is committed to being an excellent community partner by providing our patients with the highest quality medical cannabis, consistently and safely dispensed at an affordable price. If selected, Stagecoach Dispensary, hereafter referred to as "Stagecoach", will specialize in procuring and cultivating rare and exotic strains of medical cannabis that are not readily available in any other dispensary in the Central Valley.

After in depth and long-term analysis of the medical cannabis available to patients in the Central Valley, Stagecoach has determined that there is a demonstrated need and desire for high CBD, CBN, "exotic" strains. Traditionally, these strains are not readily available as they have lower yields and therefore smaller profit margins. Stagecoach has chosen to forego this traditional business model in order to more completely satisfy the needs and desires of our patients through our comprehensive library of rare strains.

Stagecoach will utilize a closed loop, vertically integrated, environmentally sound operating structure that provides both transparency and efficiency in operations. In addition, our vertically integrated model allows us the ability to produce high quality, effective, and safe medicine, while ensuring the safety of our patients, staff, and community. These best practice standards demonstrate our commitment to improving the quality of life of our collective members.

Vision

Stagecoach intends to serve a thriving community in which patients' medical needs are readily and affordably met with the highest quality products delivered in a safe and controlled environment. Meeting these goals will provide Stagecoach with challenges and opportunities to grow.

Values

Stagecoach's first responsibility is to consistently deliver products in a safe and controlled environment, and to provide patient access to affordable high grade, laboratory-tested medical cannabis and derivative products.

Stagecoach's long-term and short-term strategies are modeled on its core values. Stagecoach believes this approach will help create long-term relationships and growth for our organization, our patients, and our community. Stagecoach's values include:

Quality

Stagecoach's patients will consistently receive laboratory tested high quality medical cannabis. Stagecoach's product selections will reflect findings from the most recent scientific studies and research. We will respond to market demands and dynamically adjust our inventory to meet the requirements of our patients.

Care

Stagecoach recognizes and values the differences, dignity and well-being of each patient we serve. Stagecoach's patients deserve our respect, understanding and patience in listening to their requests. We strive to exceed patient expectations in product affordability, quality, and secure delivery.

Leadership

Stagecoach's leadership approach is built upon our combined industry experience, sound business practices, and well-established relationships with staff, industry partners, and our community. Stagecoach's experience and proficiency, research, and solution-oriented teamwork has established us as a leader in the medical cannabis field.

Integrity

Stagecoach has demonstrated its commitment as a responsible neighbor and citizen. At Stagecoach each board member, manager, employee, and volunteer is held personally accountable to the highest standard of behavior, honesty and fairness in all aspects of our work.

Objectives

To establish strong, positive relationships with all patients of our community, the City of Stockton, and the State of California; to create a sustainable business with a locally directed focus, thus contributing to our community financially and aesthetically; to advocate for patient's rights and responsible public policy; to promote health and empowerment through access and knowledge; and to protect and care for our neighbors and community by adopting environmentally sound business practices

Plan of Operations/Daily Activities

The following sections summarize day-to-day operations policies that will be utilized by Stagecoach dispensary staff to ensure conformance with California law, Attorney General's Guidelines, and to avoid becoming a nuisance or having negative impacts on our neighbors and the surrounding community.

Hours of Operation

Stagecoach's proposed hours of operation:

Monday – Sunday 10:00AM–8:00PM;

Closed on Martin Luther King Day, Labor Day, Thanksgiving, Christmas, New Years Day,

Member Verification

Operating Standards

Accessible and Welcoming Environment

Stagecoach's mission puts members first. Members with compromised health, particularly severe immune disorders and cancer, are extremely sensitive to their surroundings, and it can be a daily struggle for them to be comfortable. Therefore, Stagecoach intends to create an aesthetically pleasing, spa-type atmosphere that balances tranquility and relaxation with the reassurance of a safe, clean and secure medical facility.

A member entering our facility will be greeted by a Member Care Specialist who will determine whether this is a new or existing member. New members will be directed to a Member Welcoming Representative, who will oversee their paperwork and confirm their medical verification. Once members are confirmed, they will be given a tour of the facility by the Member Welcoming Representative, to ensure that they feel comfortable upon return visits.

Existing members are verified upon each visit and then directed to the lobby until their turn to enter the dispensing area, where a Product Specialist can advise them. In addition, Stagecoach will also provide members with recommendations for complementary social and therapeutic services at various times throughout the month.

Patient Intake

Patient Management System

The objective of the Stagecoach patient management system is to provide fast and accurate patient check-in and to track key indicators and paperwork required for legal compliance. At the same time, the management system ensures protection of Stagecoach patients' privileged and confidential information.

Patient Verification

Stagecoach staff shall verify that recommendations for all patients and primary caregivers are current and valid before allowing patients and primary caregivers to enter Stagecoach. During patient initial intake, the Front Desk Manager will review the California registry identification card for each patient and will ask for a second photo identification document to verify patient identity. Once verified, patients will be required to review and execute a copy of the collective's membership agreement, acknowledging that they understand and will comply with the collective's rules and regulations. For a listing of our membership rules and regulations please see section "Membership Rules and Regulations"

A patient record is then created, as prescribed by BMC Section 12.27.090 C., using the patients State of California Medical Cannabis ID Card number issued by the County or a copy of a written doctor's recommendation. Additionally, Stagecoach will verify the prospective patient's CA Issued Identification card information matches that of the

State Card ID or doctor's recommendation to complete the verification of their identity. Upon return visits, the patient's California registry identification card barcode is scanned to bring up the patient record. Scanned images of patient paperwork ID cards and California registry identification card are made, uploaded to the Stagecoach computer system, and will be attached to the digital patient record. This policy ensures that Stagecoach shall only distribute or give medical cannabis to qualified and verified patients or primary caregivers.

In addition, a purchase history will be associated with the patient record and will be accessible in the computer system with a single mouse-click. Tracking of key information such as medical cannabis registry identification card expiration dates can also be accessed immediately. The system used by Stagecoach is an integrated real-time system and once a patient is entered into the system there is no need for a Stagecoach Patient Welcoming Representative to re-verify the patient's registry identification card.

The Stagecoach database will record preferred strains per patient, and the maximum amount permitted to be dispensed at any given day so as not to exceed local regulation limits. Such information will be maintained and tracked in a state of the art system that will also protect the patient confidentiality and ensure patient sensitive and private diagnostic and health information is protected.

All patients who enter the Stagecoach facility, regardless of whether or not they make a purchase, will be provided with educational material regarding California state law and regulations, as well as federal law, regarding the consumption of medical cannabis. Not only will we provide this information in handout form, we will post all relevant information regarding possession limits and consumption.

Membership Verification

Pursuant to Stockton Municipal Code and California Law:

- All employees and volunteers must be Members who are at least 18 years of age.
- Stagecoach shall not admit any person under 18 years of age to membership without written authorization of a parent or legal guardian. Any Member under 18 years of age shall be accompanied by a parent or legal guardian at all times that such person is at Stagecoach.
- Smoking of Medical Cannabis is prohibited at Stagecoach and within 50 feet of the facility on the public right of way.
- Sale or consumption of tobacco is prohibited at Stagecoach.
- Sale, service and consumption of alcoholic beverages at Stagecoach is prohibited, and will prohibit any person in possession of an alcoholic beverage from entering or remaining on the premises.

- Stagecoach shall terminate the membership of any Member of whom it is aware who purposely or repeatedly violates the limitations in this Section or who operates a motor vehicle after ingesting any Medical Cannabis Product at that Dispensary. Prompt termination of membership under this subdivision shall be considered in any enforcement proceeding against a Dispensary. Stagecoach shall consist only of registered Patient Members.
- Stagecoach will only obtain Medical Cannabis from, and supply Medical Cannabis to, our Patient Members.
- Stagecoach shall not allow any person other than a Patient Member to Cultivate Medical Cannabis on our behalf.
- Stagecoach shall not admit any person as a Patient Member without first verifying his or her status as a qualified patient or primary caregiver as defined by state law, and shall immediately cancel the membership of any person who diverts Medical Cannabis for non-medical use or in any manner not permitted.
- Physicians' recommendations shall be verified prior to granting membership and at least every twelve (12) months thereafter, and a physical or digital record shall be kept of such verification. No Medical Cannabis may be dispensed except to a Member and pursuant to a recommendation that is no more than twelve (12) months old, unless the recommendation expressly states that it has a longer term or does not expire.

Signage

- A sign shall be posted at the entrance to Stagecoach that includes the following language:
- This Dispensary only provides medical cannabis to its members, who must have legally recognized California Medical Cannabis Identification Cards or a verifiable, written recommendation from a physician for medical cannabis.
- The required text shall be of sufficient size to be easily read from a distance of five feet.
- A sign shall be posted in a conspicuous location inside the structure at the location advising:
 - This Dispensary is registered in accordance with the laws of the City of Stockton. The sale of cannabis and the diversion of cannabis for non-medical purposes are violations of State law. The use of cannabis may impair a person's ability to drive a motor vehicle or operate heavy machinery.
 - A sign or signs shall be posted in a location or locations conspicuous from all sales areas inside the structure that state: WARNING: Medical cannabis products including edibles are not tested by local, state or

federal governmental agencies for health, safety, or efficacy. There may be health risks associated with the consumption of these products.

The required text shall be of sufficient size to be easily read from a distance of five feet.

Day to day operations

Day to Day Operations & Dispensary Management

Roles and Responsibilities

Executive Director

- Ensures compliance with all laws and regulations associated with medical cannabis in the State of California
- Maintains financial integrity and transparency
- Serves as ambassador to the local community
- Liaises with organizations, governmental and non-governmental organizations (NGO)
- Conducts budget oversight
- Reviews performance of employees and managers

Director of Training and Education

- Responsible for member education and outreach
- Executes community relations and outreach with Director of Marketing
- Works with local government and policy officials to promote "Patients" rights
- Addresses recruiting needs and supports hiring and on-boarding process with General Manager

Director of Marketing

- Supports and facilitates development and implementation of marketing plans
- Plans and administers the marketing operations budget
- Designs and plans quarterly marketing training seminars
- Oversees website design and updates
- Administers social media effort

Director of Community Outreach

- Organizes and implements Community Outreach

Program Director of Accounting

- Prepares statements and monthly closing and cost accounting reports
- Compiles and analyzes financial information to prepare entries to accounts, such as ledger accounts, and document transactions
- Establishes, maintains and coordinates implementation of accounting and accounting control procedures
- Monitors and reviews accounting and related system reports for accuracy and completeness
- Prepares and reviews budget, revenue, expense, payroll entries, invoices and other accounting documents
- Analyzes revenue and expenditure trends and recommends appropriate budget levels and ensures expenditure control

- Resolves accounting discrepancies
- Interacts with internal and external auditors in completing audit

General Manager

- Supervision of daily operations
- Reviews daily and weekly batch reports and conduct weekly flash audits to mitigate financial risks and fraud; these audits to be reviewed with external accountant on a regular basis
- Reviews daily and weekly inventory reporting and reconciles with financial batch reports
- Signs for and approves all purchases
- Conducts periodic security reviews with the Security Manager
- Sets standards, conducts reviews, and sets policies and standard operating procedures
- Hires employees and addresses HR issues with internal legal counsel as necessary
- Oversees all operations of facility and staff
- Acts as liaison for all security issues

Product Inventory Manager

- Receives bulk medicine from Senior Buyer
- Double-checks weight and applies barcode-tracking number
- Oversees sorting and breaking down into retail packaging
- Applies bar-coding to retail packaging that relates to the bulk inventory item
- Conducts visual inspection ensuring medication is in good condition, and free of toxins, molds, fungi, insects, or other types of contaminants
- Calibrates scales every morning
- Backs-up Senior Buyer when needed

Dispensary Manager

- Allocates and reconciles cash drawers each shift
- Allocates retail medication to memberProduct Specialists
- Performs cash drops when registers are over limits
- Reconcile retail sales reports into a daily batch
- Manages displays, signage, pricing, training and team member reviews
- Secures medication and secures cash in vault at closing
- Secures facility for close
- Daily updates from Security Manager

Security Manager

- Provides security for all authorized personnel
- Maintains all security equipment including camera systems, communication systems, alarms, DVR recorders and locks, door sensors and the vault
- Monitors access points and check in areas as well as displays of internal and external multi-camera monitoring system

- Coordinates with the off-site security monitoring Dispensary
- Coordinates mobile patrol of the entire facility including member areas, sorting areas, parking lots for suspicious activity
- Coordinates security team and allocate resources throughout the facility
- Provides security for deliveries, loading and unloading, and other operations
- Removes problematic persons from the facility
- Trains staff on detection and prevention of diversion/fraud and financial risks
- Makes daily, weekly and monthly work schedules for staff
- Assists in keeping an ongoing incident log
- Handles incidents, intrusions, emergencies and other events and communicates with Stockton Police Department on a regular basis

Senior Buyer

- Greets vendors and security guard at secure access point, checks and verifies ID, signs vendors into visitor log, and issues name tag
- Escorts vendors to buying and review office
- Inspects medicine for medical suitability
- Negotiates appropriate compensation with vendor
- Writes purchase orders and forwards same to General Manager
- Receives compensation funds from General Manager only after product has been transported from buying and review office
- Delivers bulk packages and tracking tickets to General Manager for delivery to secure product room

Security Transportation Guard

- Accompanies drivers to and from all Members
- Surveys building exterior for any potential risks or threats prior to allowing any delivery to be made
- Provides security during loading and unloading of medical cannabis or any related products

Member Care Specialist/Welcoming Representative

- Greets members upon their arrival
- Monitors member areas for cleanliness, equipment issues or any other concern
- Addresses member complaints and refers to appropriate manager for resolution

Member Enrollment Specialist

- Enrolls new members and verification of medical status
- Orients member to the facility through education and tour
- Acts as a recurring resource for members for follow-up needs and concerns
- Checks and verifies through electronic system that member is a qualified medical cannabis member who has not exceeded the maximum amount of medical cannabis allowed by California regulations
- Adds members into digital database

- Provides information package

Member Product Specialist

- Receives retail medicine from Dispensary Manager
- Receives cash drawers and verifies counts
- Arranges personal member area for daily activity
- Verifies and records valid medical status of new patients
- Reviews medicines, efficacy and types of cannabis with patients
- Discusses methods of taking medication
- Processes transactions with the member and collects money or credit/debit card payment
- Properly packages medicine for member transportation and/or delivery

Staff Procedures

Managerial Staff Procedures

Employees report to their Managers on a daily basis and always follow the Dispensary Operations Manual. All employees must participate in comprehensive training, including conflict resolution training, electronic security monitoring and recording use, building entrance and exit protocols, restricted and unrestricted access area procedures and procedures for handling violent incidents, emergencies, and contacting the Stockton Police Department.

As part of their daily duties, each Manager must:

- arrive at the facility 30 minutes prior to staff starting time
- perform a building walk-through with security personnel and check security cameras to ensure everything is operating and recording properly
- check Manager notes from the previous day and prepare for deliveries, activities and other issues that may need to be resolved
- grant employees access into the facility at the start of each business day
- verify all staff who have reported for work and secure all entrances to the facility
 - conduct a daily morning staff meeting to review the duties and goals to be accomplished
 - perform an inventory check on all products needed to maintain specific areas of operation and administration needs
 - ensure work areas are clean and ready for daily operations
 - ensure all products are put in their proper place and no additional supplies are needed
 - load labeled products into the vault and enter product information into the database to ensure the inventory count is accurate
 - consistently check on staff and assist them with any needs or work issues
 - prepare for the end of day cleanup and lock-up all production rooms
 - secure and lock the Inventory Vault
 - contact Security to confirm staffing for overnight coverage and