



# OFFICE OF THE CITY ADMINISTRATOR



Mark E. Farrell, Mayor  
Naomi M. Kelly, City Administrator

## MEMORANDUM

To: Angela Calvillo, Clerk of the Board

From: Naomi Kelly, City Administrator

Subject: Administrative Code - Office of Cannabis, Criminal History Information Access

Date: March 12, 2018

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Please see the attached ordinance amending the Administrative Code to authorize the Director of the Office of Cannabis to access summary criminal history information to perform permit and licensing duties. This ordinance clarifies the intent of Police Code, Article 16 by providing the Office of Cannabis with explicit authorization to receive and review applicants' conviction history for purposes of permitting, as required by the California Department of Justice.

If you have any questions, please contact Nicole Elliott (415) 554-4684. Thank you for your consideration.