



THE HONORABLE SHENG THAO • MAYOR OF OAKLAND

CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612 • (510) 238-3141 • SThao@OaklandCA.Gov

Letter of Appointment

February 16, 2023

Dear President Bas and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

Cannabis Regulatory Commission

Tanya Boyce, to serve a two-year term on the Cannabis Regulatory Commission representing District 6 beginning August 1, 2022 and ending July 31, 2024 filling the seat previously held by Joshua Chase.

Hellen Harvey, to serve a two-year term on the Cannabis Regulatory Commission representing District 7 beginning August 1, 2021 and ending July 31, 2023 filling the seat previously held by Frank Tucker.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Sheng Thao". The signature is fluid and cursive, with the first name "Sheng" and last name "Thao" clearly visible.

Mayor Sheng Thao

Profile

Tanya

First Name

Boyce

Middle Initial

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

Home: (510)

Primary Phone

Home: (510)

Alternate Phone

Environmental democracy
Project

Employer

Executive Director

Job Title

Which Boards would you like to apply for?

Cannabis Regulatory Commission: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I hold a BA in American Government because I have a deep abiding dedication to civic participation necessary for the fullest expression of democracy. I earned my Master's Degree in Urban Planning in 1999 from one of the best inner city focused Urban Planning schools in America, City University of New York at Hunter College. My final planning studio project was award winning for its innovative approach to the housing needs of families striving for self sufficiency. My career as a professional Urban Planner began in 2000 with the City of San Francisco. I have also had the privilege of working as a current planner with the cities of Richmond and Oakland. In 2006, I was able to expand my career in Oakland by accepting a promotion to the Redevelopment Agency where I worked directly with businesses, religious institutions and community within the Coliseum Redevelopment Area also known as Deep East Oakland. Since leaving the employ of the City of Oakland in 2012, I operated a small woman owned land use consulting business, went to and graduated from Golden Gate University School of Law. Upon earning my JD I was invited to become the foundational executive director for a new environmental justice organization, Environmental Democracy Project. As the ED of EDP, I spearhead a campaign using the three pronged approach of Education, Advocacy and Litigation to bring the Oakland cannabis community into compliance with federal air quality laws. My goal as a CRC Commissioner would be to help ensure Oakland's cannabis industry grows in a way that is conducive to the environmental and economic health of the communities in which the business are located.

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

[T.Boyce_2021_Resume.pdf](#)

Upload a Resume

Please paste the text of your resume or curriculum vitae below.

Please click the acknowledgement below.

Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

☒ I Agree *

TANYA MONIQUE BOYCE

www.linkedin.com/in/tanyamoniqueboyce ▪ (510) [REDACTED] ▪ [REDACTED]@gmail.com

EDUCATION

Golden Gate University School of Law

San Francisco, CA

Doctor of Jurisprudence Candidate, *In Progress*- December 2021

Students for Sensible Drug Policy (Fall 2017- Spring 2018), Black Student Law Association (Fall 2017- Fall 2019), Environmental Legal Society (Fall 2021), Cali Award Small Firm/Solo Practice Law (Summer 2019)

City University of New York, Hunter College

New York, NY

Masters of Urban Planning, May 1999

Honors: HUD Fellowship Recipient, ACSP Marsha Ritzdorf Student Award for Best Paper.

Saint Mary's College of California

Moraga, CA

Bachelor of Arts in Government, May 1996

Activities: Division III Crew Team, BSU, Service Study-Abroad in Kingston, Jamaica

EMPLOYMENT

California Coastal Conservancy

Sept- Dec. 2021

Work-study Legal Clerk (2021 Fall Semester)

Conducted land use related legal research and drafted research memorandum.

Golden Gate School of Law Environmental Law and Justice Clinic

Aug.- Dec. 2021

Certified Student Attorney (2021 Fall Semester)

Interviewed clients for purposes of clinic intake and declaration drafting. Drafted various documents including a citizen's declaration, a litigation analysis memo, and a brief challenging CEQA exemption. Prepared and submitted California Public Records Act request to obtain information from various departments within the City and County of San Francisco. Reviewed hundreds of public records to uncover city staff communications that supported the client's position. Testified on client's behalf at the California Lands Commission. Conducted litigation analysis research developing an environmental justice case on behalf on Bayview Hunters Point residents. Attended various on-line environmental law trainings.

City Attorney Office, San Ramon, California

June- July 2021

Legal Extern (2021 Summer Semester)

Reviewed and analyzed police reports and body cam footage regarding alleged domestic violence arrest and subsequent search warrant performance. Drafted pleadings for weapons confiscation petition. Conducted legal research and draft research memorandum regarding the legal difference between fines and fees.

Holland & Knight LLP, San Francisco, California

May 2019- Mar. 2021

Senior Legal Secretary

Assisted six- fifteen attorneys with various legal task including: writing engagement letters, opening new cases, preparing and processing court filings in state and federal court, preparing and process subpoenas and discovery requests, arranging travel, preparing case expense reports, drafting shell pleadings ad processing reimbursements.

Vanguard Legal Group, San Francisco & Pleasanton, California

August 2017-Nov. 2020

Legal Notary

Provided mobile notary services to the Northern California clients of a Southern California law firm specializing in living trust and estate planning. Contacted and scheduled appointments with clients. Organized and prepared documents for signature. California Notary Public Commissioned until November 2020.

TANYA MONIQUE BOYCE

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Affirm Land Use Consulting Services, Oakland, California

February 2012- January 2019

Zoning/Planning Consultant, Permit Expeditor, Construction Project Manager

Following 12 years of civil service as an urban planner, I transitioned into a small businessperson, successfully operating Affirm Land Use Consulting Service since 2012. As a Zoning/Planning Consultant I became an expert on several planning codes across the Bay Area to provide clients with clear concise zoning information and analysis of development goals. The information I provide is crucial in the development of realistic project budgets and achievable construction schedules. Serving as applicant on behalf of my client I secure complex land use entitlements; subdivision approval, as well as wage and fend off construction project approval appeals. As a construction manager, I provide clients with access to my well-developed network of development and construction professionals; simplified explanations of local ordinances, state regulations and permitting processes; and provide direct representation in public hearing required for development approval.

Law Offices of Miles and Westbrooke, Pleasant Hill, California

Sept-November 2017

Legal Assistant

Developed and implemented office wide physical filing system. Managed discovery calendar. Worked with clients to prepare discovery responses. Assisted lead attorney in drafting various pleadings. Generated various routine correspondences. Conducted field research including interviewing witnesses. Organized exhibit and point and authorities' binders for use in court and/or depositions.

Superior Court of Contra Costa County, Richmond, California

June-August 2017

Criminal Clerk III

Conducted high volume hard copy filing and managed high-volume mail intake and inter office delivery. Worked directly with judges and court clerks to manage daily dockets, coordinated with the District Attorney's office to process new criminal complaint intake. Worked directly with officers to prepare and issue warrants for search/arrest.

Law Offices of Matthew Webb, Hayward, California

October 2016-May 2017

Legal Assistant

Managed day to day activities of solo practitioner law office. Assisted in case management and client relations. Managed all reception activities such as bill payment, message taking, greeting clients, and scheduling meetings. Developed and implemented filing and case accountings systems. Managed incoming and outgoing mail, as well as mailing service equipment and accounts. Implemented electronic (PACER) and in person case filings, conducted legal research, drafted correspondences, conducted deposition interviews, performed document serving, and developed office marketing.

Oakland Redevelopment Agency Oakland, California

May 2008-Februray 2012

Urban Economic Analyst III

Coordinated with developers, the City Attorney and City Council to negotiate and draft ENA's (exclusive negotiating agreements) for affordable mixed-use projects. Regularly drafted grant agreements to provide small business with façade and tenant improvement funding. Managed multimillion-dollar infrastructure grant reporting to county, state and federal agencies. Managed infrastructure design and construction. Coordinated construction at the Coliseum BART station. Secured railroad ROW easements. Negotiated land deals for public acquisition and redevelopment. Authored RFP's (request for proposals) for major redevelopment construction projects.

City of Oakland Planning Department Oakland, California-

January 2006- May 2008

Processed various planning entitlement applications; explained zoning codes and permitting processes to members of the public; crafted and enforced conditions of approval and mitigation monitoring programs; wrote and presented staff reports to Boards, Commissions and Councils; and selected and supervised various environmental consultants

Profile

Hellen

First Name

Y

Middle Initial

Harvey

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

Home: (510)

Primary Phone

Home: (510)

Alternate Phone

U S P S - RETIRED

Employer

MANAGER CUSTOMER
SERVICES

Job Title

Which Boards would you like to apply for?

Cannabis Regulatory Commission: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

I was born and raised in Oakland. I grew up in what you call deep East Oakland I call it Columbia Gardens. I attended all Oakland schools and UC Berkeley and I worked in Oakland. I have seen this city change in so many different ways with the loss of the businesses and three generations of drug addiction. I saw the white flight and now they are returning but not in our best interest. I have been a Deacon at Community Reformed Church since 2003 but I have been attending this church since I was nine years old. This church is located in Sobrante Park where the drug scene was hit hard and heavy for years. I have watched the neighborhoods change and the grandmothers trying to raise their grandchildren. My mother loved her city, and I watched her help close down crack houses with our law enforcement teams. I am a Board member on Sobrante Park Resident Action Council we have a cannabis operation in our one way in, one way out community surrounded by railroad tracks. I want to be a part of the positive decisions that are made concerning cannabis and its locations throughout our city. I know that people voted yes on this product because of a promise of funds would come back to the communities, and I need to see this happen. Sitting on this commission would be an honor because it gives me an opportunity to serve my community.

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[resume_HYH.docx](#)

Upload a Resume

Please paste the text of your resume or curriculum vitae below.

██████████@gmail.com ██████████
EDUCATION U.C. Berkeley Merritt College Castlemont High School - Oakland EXPERIENCE Board Member & Treasurer for Sobrante Park Resident Action Council -Present Working with Emerald New Deal A Messenger for the Black Cultural Zone Currently running the Food Pantry at Community Reformed Church which is connected to the Alameda County Food Bank – every Wednesday Hospital Strike in Salinas, Ca. 2-day preparation and a 3-day Strike and I learned every aspect in Nutrition Services accept being the chef. May 2016 Actively working in the Community of Oakland, Ca with our Mayor & City Supervisors and the Sobrante Park Hopeful Resources – Secretary 2016- Present Community - Currently working on the Oakland beautification Committee California Senior Leaders of U.C. Berkeley working to help get legislation passed AS-191 concerning our children and our Elders with the Legislators of our State of California RCA General Synod Council Member Commission 2018-2022 African American Black Council - Executive Secretary 2014-Present African American Black Council -Councilperson 2012-2014 African American Black Council – Delegate 2005-2012 Attending Community Reformed Church at the age of 9 and Baptized in 1988 and becoming a member Deacon at Community Reformed Church Ordained in December 2003 Church Treasurer for 10 Years 2006-2016 Currently keeping books for a smaller church in Oakland Co-Administrator for Sobrante Park Time Banking Project – 2006-2016 Cleared by the State of California to provide and maintain records for Background Checks 2014 - present Security Guard for California Check Cashing Stores & Round Table Pizza 2006-2017 Executive Secretary for Falcon Enterprises United 2006-2013 U S Postal Service Manager of Customer Services 1993-2003 U S Postal Service Customer Services Supervisor 1977-1993 U S Postal Service 1968-2003 SKILLS I can communicate effectively with people on all levels. I retired from USPS having 109 employees on my rooster. I can type and use the computer using word and excel and some of the other programs I can organize and plan events large and small I have prepared meals for a group setting of (250) people, banquets, parties & etc.. I have organized Health Fairs for the last 8 years with an attendance of 400 to 600 people. I have been the administrator over stamp shows for the U.S. Postal Service. I and my employees have sold thousand of dollars of stamps in different environments and all occasions. I am helping to run our food pantry at Community Reformed Church. We are an agency that is participating with Alameda County Food Bank in providing food for the needy. Our clients come in to shop one a month and we also provide them with a meat product. I have taken my mother's place in our choir and I have been faithful in providing my services to this extension of my music ability. I have helped to plan Vacation Bible school through the years at church. I was also the high teacher for VBS. I am constantly trying to work with the kids in our neighborhood. I worked with the City of Oakland in having the summer lunch program. I planned and executed Red & White Sunday (Valentine) for many years. I worked with our building and grounds committee and have painted over plenty of graffiti on our buildings and fences. I have been the contact person for all contractors entering our building and ensuring that their work is completed. I put up most of the Holiday decorations throughout the church yearly. Since my retirement from my job I have dedicated my time in giving back to the church any many ways even as a secretary.

Please click the acknowledgement below.

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☒ I Agree *



HELLEN HARVEY

[REDACTED]@gmail.com [REDACTED] 510-[REDACTED]

EDUCATION

U.C. Berkeley
Merritt College

♦ Castlemont High School - Oakland

EXPERIENCE

Board Member & Treasurer for Sobrante Park Resident Action Council -Present

Working with Emerald New Deal

A Messenger for the Black Cultural Zone

Currently running the Food Pantry at Community Reformed Church which is connected to the Alameda County Food Bank - every Wednesday

Hospital Strike in Salinas, Ca. 2-day preparation and a 3-day Strike and I learned every aspect in Nutrition Services except being the chef. May 2016

Actively working in the Community of Oakland, Ca with our Mayor & City Supervisors and the Sobrante Park

Hopeful Resources - Secretary 2016- Present

Community - Currently working on the Oakland beautification Committee

California Senior Leaders of U.C. Berkeley working to help get legislation pass AB-191 concerning our children and our Elders with the Legislators of our State of California

RCA General Synod Council Member Commission 2018-2022

African American Black Council - Executive Secretary 2014-Present

African American Black Council -Councilperson 2012-2014

African American Black Council - Delegate 2005-2012

Attending Community Reformed Church

at the age of 9 and Baptized in 1988 and becoming a member

Deacon at Community Reformed Church

□ Ordained in December 2003

Church Treasurer for 10 Years 2006-2016

Currently keeping books for a smaller church in Oakland

Co-Administrator for Sobrante Park Time Banking Project - 2006-2016

Cleared by the State of California to provide and maintain records for

Background Checks

2014 - present

Security Guard for California Check Cashing Stores & Round Table Pizza 2006-2017

Executive Secretary for Falcon Enterprises United 2006-2013

U S Postal Service Manager of Customer Services 1993-2003

U S Postal Service Customer Services Supervisor 1977-1993

U S Postal Service 1968-2003

SKILLS

- ♦ I can communicate effectively with people on all levels. I retired from USPS having 109 employees on my roster.
- ♦ I can type and use the computer using word and excel and some of the other programs
 - ♦ I can organize and plan events large and small
- ♦ I have prepared meals for a group setting of (250) people, banquets, parties & etc..
- ♦ I have organized Health Fairs for the last 8 years with an attendance of 400 to 600 people. I have been the administrator over stamp shows for the U.S. Postal Service. I and my employees have sold thousand of dollars of stamps in different environments and all occasions.
- ♦ I am helping to run our food pantry at Community Reformed Church. We are an agency that is participating with Alameda County Food Bank in providing food

for the needy. Our clients come in to shop one a month and we also provide them with a meat product.

- ♦ I have taken my mother's place in our choir and I have been faithful in providing my services to this extension of my music ability.

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CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR SHENG THAO

RESOLUTION CONFIRMING THE APPOINTMENT OF HELLEN HARVEY AND TANYA BOYCE AS MEMBERS OF THE CANNABIS REGULATORY COMMISSION

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, the Oakland Cannabis Regulation and Revenue Act, also known as Measure Z, adopted by the voters of Oakland, November 2, 2004, in the General Municipal Election, created the Cannabis Regulatory Commission to oversee the Ordinance's implementation and make recommendations to the City Council regarding implementation of City licenses, taxes, and regulations for adult use of cannabis; and

WHEREAS, the Oakland Cannabis Regulation and Revenue Act specifies that members of the Cannabis Regulatory Commission are to be appointed one by the Mayor, one by the City Auditor, one by the City Administrator, and one from each Member of the City Council, to serve unlimited two-year terms; and

WHEREAS, that Ordinance Number 12694 C.M.S., which established the Procedures of the CRC, provides in relevant part “ . . . that an appointment to fill a vacancy shall be for the unexpired terms only”; and

WHEREAS, the Honorable Mayor Sheng Thao has appointed Hellen Hervey and Tanya Boyce to serve two-year terms subject to confirmation by the City Council; now, therefore, be it

RESOLVED: That pursuant to City Charter Section 601, the City Council hereby confirms the Mayor’s appointments to the Cannabis Regulatory Commission:

Tanya Boyce, to serve a two-year term on the Cannabis Regulatory Commission representing District 6 beginning August 1, 2022 and ending July 31, 2024, filling the seat previously held by Joshua Chase.

Hellen Harvey, to serve a two-year term on the Cannabis Regulatory Commission representing District 7 beginning August 1, 2021 and ending July 31, 2023, filling the seat previously held by Frank Tucker.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, JENKINS, KALB, KAPLAN, RAMACHANDRAN, REID, AND
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California