



Cannabis Business Administrative Rules, Regulations, and Process

6.21.2018

Cannabis Business Administrative Rules, Regulations, and Process

Section 1 – Application Period

- A. The application period for Cannabis Business Permits begins on June 25, 2018 and closes on October 15, 2018. Applicants must submit a complete application by October 15, 2018 in order to be eligible for a Cannabis Business Permit.
- B. The City Manager may reopen the application period at his or her discretion.

Section 2 – First Step of Application Process

For the first step of the application process, applicant shall submit the items listed below. An applicant must submit all the items listed below in order to move on to the second step of the application process.

- A. The legal name, and any other names, under which the applicant will be operating.
- B. Copies of the applicant's (i) Articles of Incorporation or Articles of Organizations, (ii) bylaws or operating agreement, (iii) Certificate of Status issued by the California Secretary of State, (iv) Entity Status Letter from the California Franchise Tax Board, and (v) Federal Employer Identification Number.
- C. The complete legal name and any aliases, the date of birth, and a copy of a valid government issued photo identification card or license for the applicant and each owner. The applicant and each owner must be at least twenty-one (21) years of age.
- D. The physical address and physical description (e.g., one story commercial building, etc.) of the proposed premises.
- E. Evidence of the applicant's legal right to occupy and use the proposed premises as a delivery center or indoor nursery. In the event that the applicant is not the owner of record of the proposed premises, the applicant must provide a statement from the property owner acknowledging and consenting to the applicant's use of the proposed premises as a delivery center or indoor nursery.
- F. Evidence that the proposed premises is in conformance with the zoning and sensitive use restrictions contained in Article 59 of the Zoning Ordinance.
 - 1. Applicant shall submit a Zoning Verification Letter issued by the Community Development Department Planning Division. An applicant requesting a Zoning Verification Letter is required to submit a written request to the Community Development Director. Applicant shall include the address of the proposed premises with the written request for a Zoning Verification Letter. The zoning review process typically takes approximately ten (10) City working days. The issuance of a Zoning Verification Letter does not constitute permission from the City of Redwood City or any of its officials or employees to operate a cannabis business, nor does it not mean "permit" within the meaning of the Permit Streamlining Act, nor does it constitute an entitlement under the Zoning

Ordinance or Building Code. Applicant shall pay a Zoning Verification Letter fee to the Community Development Department Planning Division unless the applicant is seeking to operate a cannabis business which will require a use permit.

2. Applicant shall submit a map as printed by the Community Development Department indicating the proposed premises and the buffers from all sensitive use restrictions as defined in Article 59 of the Zoning Ordinance. An applicant requesting a Sensitive Use Verification map is required to submit a written request to the Community Development Director. Applicants shall include the address of the proposed premises with the written request for a Sensitive Use Verification Map. The sensitive use review process typically takes approximately ten (10) City working days.
- G. Proof that the applicant and each owner completed fingerprinting via Live Scan and authorized the use of the results to run a state and federal (FBI) criminal background check conducted by the Redwood City Police Department. The application for the Live Scan is available at www.redwoodcity.org/cannabis. Live Scan fees are payable to the Redwood City Police Department at the conclusion of the scan. At the conclusion of the Live Scan session, each applicant and owner will be provided an applicant transaction identifier (ATI) number as proof that the Redwood City Police Department has submitted the applicant's or owner's fingerprints for a criminal arrest and conviction search for records. The completed return and analysis takes between fifteen (15) to thirty (30) calendar days before results are available for the police department to provide a review and preliminary suitability determination from the return results of the fingerprint check.

Section 3 – Second Step of Application Process

For the second step of the application process, applicant shall submit a Cannabis Business Permit application, which shall include the items listed below. The Cannabis Business Permit application shall be accompanied by a non-refundable application fee and, if applicable, delivery plan review fee. An applicant must submit a complete Cannabis Business Permit application and pay all applicable fees in order to move on to the third step of the application process.

- A. Identification of all persons who own or have a financial interest in the cannabis business, including the address, phone number, e-mail address, and government-issued identification of each such person and a description of each such person's percentage ownership interest in the cannabis business.
- B. The applicant's organizational chart showing the role and responsibility of each operational position. Individuals with positions of ownership, at the time of the application, should be clearly identified on the organizational chart.
- C. Proof of payment of any applicable taxes and fees due to the City.
- D. The proposed cannabis business' telephone number and the name, electronic mail address, and mobile phone number of an owner or manager who will act as an on-call

community relations staff person to whom the City may contact and provide notice, 24 hours a day and seven days a week, of any operating issue associated with the cannabis business. The role of on-call community relations staff person may be filled by multiple individuals on a rotating basis as long as the applicant includes the proposed rotation and the contact information for each such person.

- E. The applicant, for himself or herself and each owner, must: provide a detailed explanation of the person's involvement with any other cannabis business, including but not limited to, the name and address of the business, the capacity in which the person was involved with the business, whether the business is or was the subject of any criminal investigation or prosecution, civil investigations, administrative action or civil lawsuit, whether the person or business with which the person is or was associated has ever been denied, or is in the process of being denied registration, a permit, a license or any other authorization required to operate a cannabis business in any other city, county or state, and whether the person or business with which the person is or was associated has ever had a registration, license, permit or any other authorization required to operate a cannabis business in any other city, county or state suspended or revoked, and the reasons therefore; and completed results from completing California DMV Form #INF 1125: Request Your Own DL/ID Record. The background check fee established by resolution of the City Council shall be made payable to the City of Redwood City at the submission of your application.
- F. A copy of the signage plan that complies with all applicable local ordinances.
- G. A security plan demonstrating compliance with all applicable operating requirements set forth in the Municipal Code and these regulations and including the following:
 - 1. Identification of companies providing security services, including California Business, private patrol operator;
 - 2. Identification of physical security measures;
 - 3. Identification of surveillance system coverage and recording;
 - 4. Number of security personnel and hours of coverage;
 - 5. Detailed description of security plan including security diagrams; and
 - 6. Fire and emergency response plan.
- H. Comprehensive site plan and floor plan of the proposed premises– including: the dimensions of the interior floor plan; location of all exit doors, width of doors and panic hardware; and principal uses of the floor area including storage areas and restricted areas.
- I. Photographic evidence accurately depicting the entire interior and exterior of the proposed premises, including entrances, street frontage(s) parking, front, rear and sides of the proposed site.
- J. For any delivery center, a plan that identifies the steps the cannabis business will take to ensure that prior to the transfer of any cannabis or cannabis products during a delivery, the customer placing the order is registered with the business in a format approved by

the Chief of Police; the steps the cannabis business will take to ensure that cannabis will be sold only to the registered customers; the hours of the day and days of the week the cannabis business will be conducting deliveries; the procedures to be used by the delivery driver for verifying the receiving person's government issued identification and doctor's recommendation for medicinal deliveries; the procedures to ensure the safety of customers and drivers; security procedures, including safeguards for handling cannabis, cannabis products and cash; and practices and procedures to ensure that delivered cannabis and cannabis products are subject to the applicable traceability requirements that otherwise apply to cannabis and cannabis products.

- K. An odor management plan, including a detailed description of the ventilation system to be used in the proposed premises including but not limited to how the ventilation systems will prevent odor from escaping the premises and how the cannabis business will mitigate noxious fumes or gases.
- L. A waste management plan describing how waste from the premises will be secured and stored and the pick-up schedule.
- M. Procedures for ensuring consumer safety, including the cannabis business' inventory tracking software and procedures.
- N. An environmental benefits plan describing any proposed "green" business practices relating to energy and climate, water conservation, greenhouse gas emissions and waste management.
- O. A business plan, including information on capital investment, operating reserves, and revenue and expense projections.
- P. Signed consent form allowing the inspection and copying by the Chief of Police, and any other City official charged with enforcing Municipal Code, Chapter 32, Article V, Division 7, of any recordings and records required to be maintained under the Municipal Code or these regulations without requirement for a search warrant, subpoena or court order. Any cannabis business that receives a Cannabis Business Permit must maintain on file with the police department an up-to-date signed consent form allowing the inspection and copying set forth above at any time and without notice during the cannabis business' hours of operation and at any other time upon reasonable notice. Nothing in the Municipal Code or these regulations require the disclosure of any qualified patient member's private medical record.
- Q. Signed consent form allowing the inspection of the proposed premises by the Chief of Police, and other City official charges with enforcing Municipal Code, Chapter 32, Article V, Division 7, without requirements for a search warrant or court order. Any cannabis business that receives a Cannabis Business Permit must maintain on file with the police department an up-to-date signed consent form allowing the inspection set forth above at any time without notice during the cannabis business' hours of operation and at any other time upon reasonable notice.

- R. Signed authorization form allowing the Assistant City Manager or their designee to seek other information that the Assistant City Manager deems necessary for a complete review of the application and to conduct an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process, including but not limited to a criminal history investigation by the Chief of Police with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), and any other law enforcement agencies.
- S. Signed consent form by a person authorized to sign on behalf of and legally bind the cannabis business to provide the Assistant City Manager with the information and authorization described in this section and for the inspection and copying of records as specified in this section.
- T. Policies and procedures for adopting, monitoring, implementing and enforcing all other requirements of the Municipal Code, Chapter 32, Article V, Division 7 and these regulations governing cannabis businesses.
- U. Identifying information for all savings accounts, checking accounts, credit and debit card processing accounts, investment accounts and trusts associated with the operation of the cannabis business.
- V. A dated statement signed by a person authorized to represent and legally bind the cannabis business, certifying under penalty of perjury that the information provided in the application and any attachment thereto is true, complete and correct.

Section 4 – Third Step of Application Process

- A. The Economic Development Manager shall administer the review of applications for a Cannabis Business Permit.
- B. After an applicant has completed the first and second step of the application process, the Economic Development Manager shall convene a committee of City staff as designated by the City Manager. The committee shall evaluate whether the application is timely and meets the criteria in Municipal Code section 32.161(B). Timely applications that meet the criteria in Municipal Code section 32.161(B) will be recommended to the Assistant City Manager for approval and issuance of a Cannabis Business Permit.
- C. No later than ninety (90) calendar days from the close of the application period, the Assistant City Manager shall notify an applicant whether his or her application has been denied or recommended for approval and issuance of a Cannabis Business Permit. If the Assistant City Manager does not deny or approve an application within ninety (90) calendar days from the close of the application period, the application shall be deemed denied. If an application has been recommended for approval and issuance of a Cannabis Business Permit, the Assistant City Manager shall also notify the applicant that the annual operating fee is now due and payable to the City.
- D. Within ten (10) City working days of receiving an approved applicant's payment of the operating fee or selected installment thereof, and any other applicable fees, the Assistant

City Manager shall issue and mail the Cannabis Business Permit to the applicant's agent for service of process.

- E. When a use permit pursuant to Article 42 of the Zoning Ordinance is required in order to operate the cannabis business, the applicant must apply for and receive a Cannabis Business Permit before the applying for a use permit. The Cannabis Business Permit shall not be valid unless and until the applicant receives a use permit. Annual operating fee shall not be due unless and until a use permit is issued.

Section 5 - Payment Schedule of Annual Operating Fee

- A. A cannabis business shall have the option of paying the operating fee in annual, semi-annual, or quarterly payments.
- B. The selection of the payment dates shall be made within fifteen (15) calendar days of notification that the payment is due, and shall remain unchanged for the duration of the permit.
- C. The operating fee or selected installment thereof shall be paid prior to issuance of a Cannabis Business Permit. Subsequent installments shall be paid on or before the fifteenth of the three, six, nine months following the initial installment if the quarterly payment term is selected.
- D. No portion of any operating fee shall be refunded.

Section 6 – Process for Evaluating of a Cannabis Business Permit Renewal Application

- A. The Economic Development Manager shall receive and administer the review of Cannabis Business Permit renewal applications.
- B. Upon receipt of a renewal application, the Economic Development Manager shall evaluate whether the application meets the criteria in Municipal Code section 32.161(B). Applications that meet the criteria in Municipal Code section 32.161(B) will be recommended to the Assistant City Manager for renewal of the Cannabis Business Permit.
- C. Within sixty (60) calendar days of receipt of the renewal application, the Assistant City Manager shall notify a permittee whether or not the permit has been recommended for renewal. If the Assistant City Manager does not deny or approve the application within sixty (60) calendar days of receipt of the application, the application shall be deemed denied. If the permit has been recommended for renewal, the Assistant City Manager shall also notify the permittee that the annual operating fee is now due and payable to the City.
- D. Within ten (10) City working days of receiving the approved permittee's payment of the operating fee and any other applicable fees, the Assistant City Manager shall mail the Cannabis Business Permit to the permittee's agent for service of process.

Section 7 – Change in Premises and/or Ownership

- A. If a cannabis business wishes to change premises and/or ownership, the permittee shall submit an application to amend the Cannabis Business Permit along with payment of an amendment processing fee. The Economic Development Manager shall receive and administer applications to amend the Cannabis Business Permit.
- B. Upon receipt of the application, the Economic Development Manager shall evaluate whether the new premises and/or ownership meet the criteria in Municipal Code section 32.161(B). Applications that meet the criteria in Municipal Code section 32.161(B) will be recommended to the Assistant City Manager for an amended Cannabis Business Permit.
- C. Within fifteen (15) City working days of receipt of the application, the Assistant City Manager shall notify the permittee whether or not an amended Cannabis Business Permit will be issued. If the Assistant City Manager does not deny or approve the application within fifteen (15) City working days of receipt of the application, the application shall be deemed denied. If an amended Cannabis Business Permit will be issued, the amended permit will be mailed to the permittee’s agent for service of process.

Section 8 – Background Check for Permittee’s Managers and Employees

- A. Manager Background Check. Before the date of hire or within thirty (30) calendar days of issuance of a Cannabis Business Permit, whichever is later, a permittee shall:
 - 1. Require the manager to complete and submit a Live Scan Application to the Redwood City Police Department and authorize the use of the results to run a state and federal criminal background check. Live Scan fees are payable to the Redwood City Police Department at the conclusion of the scan.
 - 2. Provide the Redwood City Police Department with a detailed explanation of the manager’s involvement with any other cannabis business, including but not limited to the name and address of the business, the capacity in which the person was involved with the business, whether the business is or was the subject of any criminal investigation or prosecution, civil investigations, administrative action or civil lawsuit, whether the person or business with which the person is or was associated has ever been denied, or is in the process of being denied registration, a permit, a license or any other authorization required to operate a cannabis business in any other city, county or state, and whether the person or business with which the person is or was associated has ever had a registration, license, permit or any other authorization required to operate a cannabis business in any other city, county or state suspended or revoked, and the reasons therefore.
 - 3. Provide the Redwood City Police Department completed results from the manager completing California DMV Form #INF 1125: Request Your Own DL/ID Record from DMV.
 - 4. Pay the background check fee.

- B. Employee Background Check. Before the date of hire or within thirty (30) calendar days of issuance of a Cannabis Business Permit, whichever is later, the permittee shall require the employee to complete and submit a Live Scan Application to the Redwood City Police Department and authorize the use of the results to run a state and federal criminal background check. Live Scan fees are payable to the Redwood City Police Department at the conclusion of the scan.

Section 9 – Requirements for Closed-circuit Monitoring and Security and Fire Systems

- A. The web-based, closed-circuit television required under Municipal Code, Chapter 32, Article V, Division 7 shall meet the following requirements:
 - 1. The camera and recording system must be of adequate quality, color rendition and resolution to allow the ready identification of any individual committing a crime anywhere on or adjacent to the premises and comply with specifications set by Redwood City Police Department for camera recording capability and video management software compatibility.
 - 2. The system shall be fully functional prior to the operation of the cannabis business at the premises.
 - 3. The recordings of the monitoring shall be maintained for a period of not less than ninety (90) calendar days and shall be made available and accessible to the Chief of Police and any other City official charged with enforcing the provisions of Municipal Code, Chapter 32, Article V, Division 7 or these regulations immediately upon request for review and copying during normal hours of operation, without the need for a search warrant, subpoena or court order.
 - 4. The cannabis business shall also provide the Chief of Police with the URL address of any on-site web-based video surveillance to monitor remotely at any time without a warrant, subpoena or court order.
- B. The fire and burglar alarm systems required under Municipal Code, Chapter 32, Article V, Division 7 shall meet the following requirements:
 - 1. Both systems shall be fully functional at all times and shall be installed prior to the operation of the cannabis business at the premises.
 - 2. At a minimum, these systems shall cover the perimeter of the premises and shall focus on those areas where cannabis is cultivated or where cannabis and/or cannabis products are stored and/or sold.
 - 3. The burglar alarm system shall be installed and programmed to be a functionally complete burglar alarm system per the manufacturer’s guidelines. The system shall be provided with secondary power and monitoring by a UL listed central station service.
 - 4. The fire alarm system shall be an automatic fire alarm system meeting NFPA 72 Standards that provides both fire department notification by transmitting a signal to

- a UL listed Central Station Monitoring company and occupant notification utilizing approved notification devices.
5. Where an approved automatic sprinkler system is installed in the building, the fire alarm system shall monitor water flow.
 6. A minimum of one manual fire alarm box shall be provided in a location to initiate a fire alarm signal that has been approved by the Fire Marshall. The system shall be provided with secondary power and monitoring by a UL listed central station service.

Section 10 – Requirements for Keeping Premises in a Clean and Safe Condition

The owner and/or manager of a cannabis business shall keep the premises in a clean and safe condition by, at a minimum, performing all of the following tasks:

- A. Properly removing and storing all trash, litter, rubbish, and debris on the premises at the end of each business day;
- B. Properly disposing of all trash, litter, rubbish, and debris from the premises;
- C. Removing graffiti placed upon the premises within forty-eight (48) hours of its occurrence;
- D. Keeping driveways, sidewalks, park strips, and fire access roads on or adjacent to the premises clear and clean;
- E. Providing lighting on the premises to ensure the safety of the public and the employees of the cannabis business; and
- F. Otherwise operating in a manner that does not create or result in any significant adverse impacts upon its premises or within three hundred feet of the premises and location.

Section 11 – Requirements for Cannabis Business' On-site Designated Representative

The cannabis business' on-site designated representative shall meet the following minimum requirements:

- A. Be a manager for the cannabis business;
- B. Comply with all laws and ordinances;
- C. Carry on his or her person, at all times when he or she is functioning as the on-site representative, a valid government issued photo identification card or license, and the unique Redwood City Police Department issued cannabis business identification card clearly visible at chest level;
- D. Upon request by the Chief of Police, any other City official charged with enforcing the provisions of these regulations or Municipal Code, Chapter 32, Article V, Division 7, or any state official charged with enforcing state law regarding cannabis businesses, produce such photo identification card or license for inspection;
- E. Be available at the telephone number identified in the application for Cannabis Business Permit as the on-site landline telephone number for the premises;

- F. Cooperate fully with the Chief of Police, any other City official charged with enforcing the provisions of these regulations or Municipal Code, Chapter 32, Article V, Division 7, or any state official charged with enforcing state cannabis laws, with any inquiry, inspection, request, or investigation necessary or appropriate to implement these regulations, the requirements of Municipal Code, Chapter 32, Article V, Division 7, or to enforce any other state or local law;
- G. Immediately report to the Chief of Police any violations of state or local law or conditions which the on-site designated representative knows, or reasonably should know, exist on the premises and could result or have resulted in harm or an imminent threat of harm to the health, safety or general welfare of any person or member of the public; and
- H. Immediately report to the Chief of Police and the county health department, any information indicating that any person experienced an adverse reaction to, or other difficulty related to, any cannabis or cannabis product procured from the cannabis business.
- I. Within twenty four (24) hours, report to the Chief of Police any activity occurring at the business or involving a delivery driver or vehicle that involves an industrial accident reportable to OSHA, any activity that constitutes criminal activity, any vehicle accident that results in a police report or exchange of information.

Section 12 – Required Information on Delivery Log and Delivery Manifest

- A. “Delivery log” means a list of all deliveries of cannabis and/or cannabis product completed per delivery vehicle. The delivery log shall contain the following information:
 - 1. Name of the cannabis business.
 - 2. Address of the cannabis business.
 - 3. Phone number of the cannabis business.
 - 4. Date of the delivery or deliveries.
 - 5. Time of departure from the cannabis business of the delivery vehicle.
 - 6. Time of return to the cannabis business of the delivery vehicle.
 - 7. Name, Chief of Police-issued ID Badge number, and delivery driver endorsement number of the delivery driver.
 - 8. Make, model, license plate number, and GPS tracking device ID assigned to the vehicle.
 - 9. Order number associated with each unique delivery.
 - 10. Address of the delivery for each order number.
 - 11. Time of delivery for each order number.
 - 12. Price or total value for each order number.
 - 13. Total price or value of all completed orders delivered.
 - 14. Name and signature of a manager certifying that the delivery log is complete and accurate.
 - 15. Total number of deliveries completed for that vehicle during that shift.

16. Explanation and information concerning any unanticipated circumstances that occurred during the delivery (e.g. vehicle accident, flat tire, theft of product).
- B. "Delivery manifest" means a detailed accounting of the cannabis and cannabis product authorized by the delivery center to be contained in the delivery vehicle at the time of departure from the delivery center and at the time of return to the delivery center. The delivery manifest shall contain the following information:
 1. Name of the cannabis business.
 2. Address of the cannabis business.
 3. Phone number of the cannabis business.
 4. Date of departure of cannabis or cannabis product from the cannabis business and the time of return to the cannabis business.
 5. Time of departure of cannabis or cannabis product from the cannabis business and the time of return to the cannabis business.
 6. Name, Chief of Police issued ID Badge number, and delivery driver endorsement number of the delivery driver.
 7. Make, model license plate number, and GPS tracking device ID assigned to the vehicle.
 8. Type of product (e.g. flower, concentrate, edible, infused product).
 9. Itemized product description (e.g. strain, manufacturer, description of edible such as candy bar, cookie, description of infused product such as tincture, lotion).
 10. Itemized amount of product by quantity or weight as appropriate for the type of product.
 11. Itemized value of product by quantity or weight as appropriate for the type of product.
 12. Total amount of product by quantity or weight as appropriate for the type of product at the time of departure from the cannabis business and at the time of return to the cannabis business if a transaction(s) did not occur or was modified.
 13. Total value of all medicinal cannabis and medicinal cannabis products in the vehicle at the time of departure from the cannabis business and at the time of return to the cannabis business.
 14. Amount of money leaving the cannabis business (for example, to be used as change).
 15. Amount of money returned to the cannabis business.
 16. Name and signature of a manager certifying that the delivery manifest is complete and accurate at the time of departure from the cannabis business.
 17. Name and signature of a delivery driver certifying that the delivery manifest is complete and accurate at the time of departure from the cannabis business.
 18. Name and signature of a delivery driver certifying that the delivery manifest is complete and accurate at the time of return to the cannabis business.

19. Name and signature of a manager certifying that the delivery manifest is complete and accurate at the time of return to the cannabis business.
20. Explanation and information concerning any unanticipated circumstances that occurred during the delivery trip (e.g. vehicle accident, flat tire, theft of product).

Section 13 – Delivery Vehicle Requirements For Deliveries Originating In Redwood City

- A. Prior to delivering cannabis or cannabis products, and at any time during normal business hours, each delivery vehicle must pass an inspection and be approved by the Chief of Police. During hours of operation and without notification, vehicles may at times be spot checked for continued compliance with the provisions of Municipal Code, Chapter 32, Article V, Division 7 and these regulations.
- B. Each delivery vehicle shall be equipped with a secure container. A secure container means an enclosed container affixed to a vehicle, the contents of which are not visible from the outside of the vehicle, which is made of sufficient materials and design so as to prevent entry without key or combination, and cannot be easily removed from the vehicle.
- C. The delivery vehicle shall not carry or transport at any one time more than a total of \$3,000 worth of cash, cannabis, and cannabis products in any combination.
- D. Each delivery vehicle shall carry or transport cannabis and cannabis product for only one permitted cannabis business at a time.
- E. Each delivery vehicle shall be equipped with a functioning dual-facing video camera and recording system affixed to the vehicle and positioned in such a way so as to capture the driver/interior of the vehicle, as well as the front outside of the vehicle.
- F. Video recordings from each delivery vehicle recording system shall be retained for ninety (90) calendar days. Such recordings shall be made available and accessible to the Chief of Police and any other City official charged with enforcing the provisions of Municipal Code, Chapter 32, Article V, Division 7 or these regulations immediately upon request for review and copying during normal hours of operation, without the need for a search warrant, subpoena or court order.
- G. The delivery vehicle video and recording system must be of adequate quality, color rendition, resolution, and position to allow the ready identification of any individual driving the delivery vehicle, approaching the delivery vehicle, or occupying the passenger compartment of the delivery vehicle.
- H. Delivery vehicle video recordings shall be made available and accessible to the Chief of Police and any other City official charged with enforcing the provisions of these regulations or Municipal Code, Chapter 32, Article V, Division 7 immediately upon request for review and copying.

- I. All delivery vehicles shall be subject to inspection by the Chief of Police or any law enforcement officer.
- J. The delivery vehicle shall be equipped with a GPS tracking system provided by the Chief of Police. The purpose of the GPS tracking system is to provide the Chief of Police with:
 - 1. Live remote monitoring of the delivery vehicle from when it leaves the cannabis business to when it returns to the cannabis business and is no longer in service as a delivery vehicle.
 - 2. Historical driving data will be stored for at least sixty (60) calendar days.
- K. A cell phone does not meet the GPS tracking system requirement (in addition to the GPS tracking system provided by the Chief of Police, a cell phone or other device may be used for routing, order management or other functions; however, it cannot be used as a substitute for the vehicle GPS tracking system provided by the Chief of Police).
- L. Costs associated with the vehicle GPS tracking system shall be borne by the cannabis business.
- M. The vehicle GPS tracking device shall be the property of the Redwood City Police Department.
- N. The Chief of Police shall be notified within 24 hours of the discontinued use of a GPS tracking device, along with the reason for the discontinued use of the device.
- O. The GPS tracking device shall be returned to the Chief of Police within 72 hours of the discontinued use of the GPS tracking device or of the discontinued use of the delivery vehicle associated with the GPS tracking device.
- P. The cannabis business shall reimburse the Redwood City Police Department for all costs associated with lost, stolen, or unreturned GPS tracking devices.
- Q. The cannabis business shall establish a process to assure each delivery vehicle and driver meet all of the insurance requirements as may be presently or in the future required by any financial responsibility laws of the State of California.
- R. Should the insurance coverage for any particular driver or vehicle expire, be revoked or cancelled, such driver or vehicle shall be taken out of service immediately.

Section 14 – Additional Records Required to Be Kept By Cannabis Businesses

In addition any records required to be maintained by Municipal Code, Chapter 32, Article V, Division 7, each cannabis business shall maintain all the information and records listed below:

- A. The name, address, and telephone number(s) of the owner, landlord and/or lessee of the premises;

- B. Up-to-date information for all savings accounts, checking accounts, investment accounts, credit or debit card processing accounts and trusts associated with the operation of the cannabis business;
- C. All receipts of the cannabis business, including but not limited to all sales, contributions and all expenditures incurred by the cannabis business;
- D. An up-to-date log documenting each and every sale or transfer of cannabis and cannabis product reflecting the amount sold or transferred, the form or product category in which the cannabis or cannabis product was sold or transferred, and the date and time sold or transferred;
- E. An up-to-date log documenting the date, time, nature, and response by the cannabis business to all complaints received by the cannabis business;
- F. A copy of the annual audit reports required pursuant to Municipal Code, Chapter 32, Article V, Division 7; and
- G. Proof of a valid Cannabis Business Permit issued by the Assistant City Manager in conformance with these regulations.