

**SPECIAL CITY COUNCIL MEETING
CITY HALL, 291 N. MAIN STREET
PORTERVILLE, CALIFORNIA
OCTOBER 22, 2020, 5:30 PM**

Pursuant to Executive Order N-29-20, signed by Governor Newsom on March 17, 2020, and in an effort to protect public health and slow the rate of transmission of COVID-19, the City of Porterville is allowing for and encouraging electronic participation at City Council Meetings. Until further notice, Porterville City Council Meetings will be livestreamed on YouTube at <https://www.youtube.com/channel/UC5KuhSrNMNL9nwHJVtnJvvA>. Public comments may be submitted to CouncilMeetingComments@ci.porterville.ca.us and will be read aloud for Council consideration during Oral Communications or during any public hearings as applicable. Members of the public are encouraged to submit comments prior to 5:30 p.m., Thursday, October 22, 2020, to participate in this meeting. Staff will periodically check for emails that may have been submitted after 5:30 p.m., however it is not guaranteed that those emails will be read prior to Council action. Please direct any questions to the Office of City Clerk at 559-782-7464.

Call to Order

Roll Call

Pledge of Allegiance Led by Mayor Flores

Invocation

ORAL COMMUNICATIONS

This is the opportunity to address the Council on any matter of interest, whether on the agenda or not. Unless additional time is authorized by the Council, all commentary shall be limited to three minutes.

SCHEDULED MATTERS

- 1. RFP Cannabis Business Operating Permit for Retail Dispensary - Applicant Interviews**
Re: Interviewing qualified applicants for the City's RFP for Cannabis Business Operating Permit for Retail Dispensary; and determining the basis and timing for transmitting the interview scores to staff.

ADJOURNMENT to the meeting of November 3, 2020.

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the Office of City Clerk at (559) 782-7464. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet.

Materials related to an item on this Agenda submitted to the City Council after distribution of the Agenda packet are available for public inspection during normal business hours at the Office of City Clerk, 291 North Main Street, Porterville, CA 93257, and on the City's website at www.ci.porterville.ca.us.



CITY COUNCIL AGENDA – OCTOBER 22, 2020

SUBJECT: RFP Cannabis Business Operating Permit for Retail Dispensary - Applicant Interviews

SOURCE: City Attorney

COMMENT: At its regular meeting on October 6, 2020, the City Council authorized the scheduling of this meeting to conduct the interviews of the qualifying RFP applicants. The Council also authorized staff to coordinate with its Ad Hoc Committee (comprised of Vice Mayor Reyes and Council Member Peñaloza) in finalizing the interview process. Consequently, the following process was finalized and reviewed by and with input from the Committee.

The order of interviews should be chosen via a random method (e.g. lottery). Due to the pandemic, interviewees are permitted (and were encouraged) to participate remotely via videoconference. The number of interview participants is limited to not more than three people per application, and the background(s) of the interviewees shall be plain, with no promotional, branding, or advertisement for the company in the backdrop.

The names of the teams moving forward to the interview process, in alphabetical order, are as follows:

Bloom Farms
Culture Cannabis Club
Element 7
Haven
Tule River Economic Development Corporation
Uncle Green

Part 1 of the interview

Applicants are expected to conduct a fifteen (15) minute uninterrupted narrated presentation. Presentations may include PowerPoint or similar formatted visual aid, which were required to be emailed to designated City staff by no later than 4:00 P.M. on Thursday, October 22, 2020. The visual aids and/or handouts are limited to a total of three pages, including: a one page executive summary, and two pages of illustrations of the interior and exterior of the proposed business. It was requested that the applicants focus on the following elements:

- Introduce the proposed business and explain the ownership structure; describe the primary qualities of their business brand.
- Identify all *local* and *non-local* applicants, representatives, and

managers

- Describe the qualities that set their business apart from the rest
- Describe the professional qualifications of all *local* applicants, representatives and managers
- Provide a three year pro-forma (projection) illustrating all projected start-up and general operating costs, estimated gross revenues and anticipated taxes to be generated.
- Describe their approach to operating a safe and successful cannabis business in the city of Porterville
- Describe their understanding of the City's community benefits objectives
- Outline their proposed community benefits offering/ideas

Part 2 of the interview

Ten (10) minutes will be then be allotted to each applicant for the following questions from the Council, which were provided to the applicants ahead of time. Applicants will have approximately three minutes to respond to each question.

1. Describe the applicants' and local representatives' experience inside and outside the cannabis industry: what is your experience in the cannabis industry; and how do you (and will you) stay current and in compliance with all cannabis business legal requirements and avoid the corruption issues that have arisen in other jurisdictions?
2. Describe your prior experience with community benefits programs; and detail any proposed volunteer services, in-kind donations and/or charitable donations.
3. If you commence business in the City, where do you see your business in two years and in five years in terms of economic development? This should take into account the possibility that there could be more competitors/permits granted in the City.

Scoring of the interview

The City Council previously determined that the Council has a maximum of twenty-five (25) points to award per applicant, and that each Council Member has up to five points they may award each presentation.

The Council may consider a proposed point scale based on the following (or may formulate an alternative basis for award/deduction of points):

- 1 to 2 points Applicant failed to adequately response to Council's questions
- 3 to 4 points Applicant's response to Council's questions met expectations
- 5 points Applicant's response to Council's questions was exceptional and far exceed expectations

The timing of award of these points has also been discussed by the Committee, with the Committee recommending that each Council Member provide their

individual scores to the City Attorney via email at the conclusion of the interviews and no later than a half hour after the end of the meeting.

RECOMMENDATION: That the City Council:

1. Determine the basis and timing for transmitting the interview scores to staff, and
2. Conduct the interviews of the qualifying applicants, consistent with its prior authorizations and direction.

ATTACHMENTS:

Appropriated/Funded:

Review By:

Department Director:

John Lollis, City Manager

Final Approver: John Lollis, City Manager