

Approved March 28, 2017 by Council (1)

NOTE: These Guidelines do not apply to sidewalk vending. For sidewalk vending, please refer to the proposed Administrative Guidelines for Sidewalk Vendors (9/6/2019)



***Guidelines for the issuance of Food Vending Permits
operating on private property and within public rights-of-way***

1. Purpose

On March 28, 2017, the Oakland City Council adopted Ordinance No. 13421 C.M.S., which amended the Oakland Municipal Code (OMC) and Planning Code to create a new citywide food vending program in OMC Chapter 5.51. The new regulations replace the previous interim food vending programs which had been in effect in Oakland since 2001. The purpose of these Administrative Guidelines ("Guidelines") is to provide flexibility in administering the new Food Vending Permit program, and to assist staff with the issuance and enforcement of Food Vending Permits. These Guidelines are to be made available to the public; are administrative in nature; and can be changed at the City Administrator's or his or her designee's discretion.

Nothing in these Guidelines is intended to restrict the City from continuing to issue Special Event Permits involving Food Vending when in compliance with the requirements in OMC Chapter 9.52.

2. Definitions

Definitions pertaining to Food Vending are found in OMC Section 5.51.020. Below are additional explanations that supplement the adopted definitions.

- **"Healthy foods"** include, but are not limited to: Fruits; Non-fried vegetables; dairy foods; food made from nuts, seeds, legumes, cheese; foods made from whole grains (defined as 51% or more); foods which do not contain trans-fat. Beverages for sale in this definition include: water (preferred beverage); 100% fruit or vegetable juice; nonfat and 1% milk (including nonfat chocolate milk); and non-dairy milk, such as soy. No sugar-sweetened beverages are in this definition.
- **"Public right-of-way"** means City streets or sidewalks.
- **"Late night vending"** means food vending allowed past the regular permitted hour limit of 10 p.m., to a time as determined by the city, not to exceed 3 a.m.

3. Limits on Locations, Number of Permits and Hours of Operation

- a. **The Food Vending Program Permitted Area** is defined by a set of maps of locations, as referred to in OMC Section 5.51.050. These maps are attached to the end of this document and are incorporated by reference.

In general, the food vending permitted area allows food vending in selected Commercial, Industrial, and Open Space Zones. Specific exceptions are:

- i. Vending from food trucks or similar vehicles is prohibited within the International Boulevard street right-of-way and on private property, between 1st and 105th Avenues during the construction period of the Bus Rapid Transit (BRT) Line, and for one year after the start of its full operation. Only vendors with a history of permitted food vending on International Blvd. will be issued permits to continue to vend on International Boulevard in this new program.
- ii. Vending from any type of food vending facility is prohibited within the Fruitvale Avenue public right-of-way (street and sidewalk) between East 12th Street and East 22nd Street. Vending from private property on Fruitvale Avenue is permitted.
- iii. Vending from food trucks or similar vehicles is prohibited within the Broadway street right-of-way between Embarcadero and 27th Street. Other types of food vending on this portion of Broadway is permitted.
- iv. Individual food vending will not be permitted in CN-1 Zones. Only Group Site food vending applications will be considered in CN-1 Zones.
- v. Distance from schools: Per OMC Section 5.51.050, food vending is not permitted within three hundred (300) feet of any school serving children between kindergarten and high school, with the following exceptions:
 1. Food sales are permitted after 6pm, Monday through Friday and on weekends.
 2. If a food vendor receives written consent from the supervising entity of the school to serve “healthy food” (as defined in these Administrative Guidelines) during certain hours. For OUSD Schools, the supervising entity is the Executive Director of OUSD Nutritional Services.
- vi. Distance from other individual food vendors or group sites: Per OMC Section 5.51.050(B), individual vendors and group sites are not permitted to operate within three hundred (300) feet of any other food vendor or group site, with the exception of individual vendors or group sites that are permitted to operate on different days of the week from the same location. Food vendors that are “grandfathered” in to a particular location as described in Subsection 4c. below may be exempted from this distance separation requirement, as long

as the granting of a Food Vending Permit for such a location will not have an adverse impact upon the public health, safety, or order.

- vii. Distance from restaurants: Per OMC Section 5.51.050(B), individual vendors and group sites are not permitted to operate within three hundred (300) feet of a Full Service or Limited Service Restaurant. This separation requirement will only apply during the normal hours of operation of the Full Service or Limited Service Restaurant. As further exceptions, individual vendors or group sites may locate: (1) within three hundred (300) feet of a Full Service or Limited Service Restaurant if a restaurant owner has provided the food vendor with permission to operate on the same lot as his/her restaurant, or if all applicable restaurant owners in the buffer area provide a signed waiver to the food vendor; (2) one hundred (100) feet from a Full Service or Limited Service Restaurant located on Telegraph Avenue between West MacArthur Boulevard and Alcatraz Avenue; (3) two hundred (200) feet from a Full Service or Limited Service Restaurant located on Leimert Boulevard between Clemens Road and Oakmore Road; or (4) on the lot at the southeast corner of the intersection of Mountain Boulevard and Werner Court.

Distance from a Full Service or Limited Service Restaurant will be measured to the front door of the restaurant. Restaurants which are not street-facing, but which are within buildings (i.e. on a mezzanine), will be measured from the building entrance.. Individual vendors and group sites that receive and hold a city food vending permit to vend at a particular location may be exempted from this distance separation requirement if a Full Service or Limited Service Restaurant is to open closer than three hundred (300) feet after initial issuance of the food vending permit, as long as the renewal of a Food Vending Permit for such a location will not have an adverse impact upon the public health, safety, or order.

- viii. Distance from farmer's markets and monthly special events: There is a 100-foot distance requirement during hours of operation between a scheduled farmer's market which features food vending as part of its regular program, and any non-affiliated food vendor; there is also a 100-foot distance separation requirement between a monthly special event (e.g. "First Fridays") and any non-affiliated food vendor during hours of operation of the special event.

- b. Stationary cart locations on sidewalks:** Food carts may be stationary (OMC Section 5.51.020). The preferred location for stationary food carts vending from a fixed location are on sidewalks ten (10) feet wide or greater. A map of sidewalk widths in the permitted area is available to staff and the public. Individual food vending facilities or group sites cannot block or impede access under the Americans with Disabilities Act (ADA) to the public facilities listed in OMC Section 5.51.050(c). In addition, stationary carts must maintain a minimum clearance of:

1. Fifty (50) feet of any vehicle entrance of any fire station, police department, hospital, or any other building with a health and safety activity;
2. Fifteen (15) feet from the angular return of any sidewalk, and may not obstruct the use of any corner or mid-block accessible curb ramps, or any access ramp designed for persons with disabilities;
3. Fifteen (15) feet from any building entrance or exit, intersection, or driveway;
4. Fifteen (15) feet from any delineated bus zone / bus stop;
5. Fifteen (15)) feet from fire hydrants or a fire escape;
6. Fifteen (15) feet from any outdoor seating area of a restaurant or café; or parklet;
7. Fifteen (15) feet from a red-zone/striped curb (distance does not apply to other colors of curb markings);
8. Ten (10) feet from the area in front of display windows of fixed location businesses;
9. Six (6) feet from existing street equipment, including but not limited to parking meters, pedestrian signal crossings, fire alarms, news racks, kiosks, benches, bike racks, etc.;
10. Two (2) foot clearance is required along the curbside for pushcarts operating adjacent to existing on-street parallel parking.

In addition to the minimum clearance regulations, the Permittee is prohibited from placing any freestanding A-frames, displays, signs, or other similar obstruction within the public right-of-way. No more than one (1) storage container or cooler, and one (1) refuse collection receptacle is allowed per vending operation within the public right-of-way.

c. Limitations of Food Vending Facilities in the street right-of-way.

- i. Prior to the effective date of this new program, the City will designate, sign and stripe up to 5 curb-side parking spaces in the 85th Avenue street right-of-way for food vending vehicles. In the first year of the new program, City will designate, sign and stripe up to 25 additional curb-side parking spaces in the street right-of-way for food vending vehicles within the Program Permitted Area. These sites will be the only parking spaces permitted for food vending in the street right-of-way.
- ii. Food Vehicles and trailers must obey the vending limitations and regulations in these guidelines. Vendors must pay the parking meter, if any, at regular rates during their hours of vending from the designated spaces.
- iii. In the new program, the City will select the designated parking spaces for food vending in the street right-of-way according to the following criteria:
 1. The buffer distances between parks, schools, farmers' markets and other vendors will be maintained.
 2. Prioritize curbside parking spaces in areas of the City which are currently underserved by food outlets (i.e. restaurants, cafes and grocery stores). For the purposes of this

subsection, “underserved” means areas of the city with no more than one (1) existing approved food outlet within a 300-foot radius.

3. Street parking spaces chosen will be at least one space away (if not further) from an AC Transit bus stop on one of AC Transit’s “Major Corridors.” Also, parking spaces adjacent to street corners where AC Transit buses on “Major Corridors” make regular turns will not be selected. These criteria will reduce conflict between routine transit operations, and Food Vehicles and their patrons.
- iv. Permits to vend from the designated spaces in the street right-of-way will be granted in these configurations:
 1. Five (5)-day per week permits, granted to a single vendor;
 2. Two (2)- and three (3)-day per week permits, where two individual vendors “share” five vending days per week; and
 3. One (1)-day per week permits.

At no point will vending from designated parking spaces in the street right-of-way be permitted for longer than five (5) days per week. Vendors will be allowed to apply for multiple designated street parking locations, based on the three configurations above. The City will consider whether all designated street parking spaces be eligible for the maximum 5-day per week permit.

- v. Each food vending facility at a group site must be sited in a manner to insure that the customer queue maintains a minimum five (5) feet of unobstructed clear path along any public sidewalk or right-of-way when the service window faces the street or sidewalk.

d. Limits on the number of certain types of Food Vending Permits issued. The following establishes a limit on the number of Food Vending Permits that the city may issue for individual food vending facilities and group sites on private property, and for pushcarts or stationary carts on public or private property during the first year of the new food vending program (2017):

- i. A maximum of seventy-five (75) Food Vending Permits may be issued for individual food vending facilities and group sites on private property. No more than seventy-five (75) such permits may be active at any one time.
- ii. Separately, a maximum of seventy-five (75) Food Vending Permits may be issued for pushcarts or stationary carts to operate on public or private property within the City. No more than seventy-five (75) such permits may be active at any one time.

In addition, no more than thirty (30) such Permits may be issued for pushcarts or stationary carts to operate within the following boundaries: Fruitvale Avenue and High Street between

Interstate-880 to the west and Foothill Boulevard to the east, Foothill Boulevard between 19th Avenue to the north and MacArthur Boulevard to the south, International Boulevard between First Avenue to the north and 105th Avenue to the south, and San Leandro Street between Fruitvale Avenue to the north and 98th Avenue to the south. East 12th Street between 4th Avenue to the west and 23rd Avenue to the east, 14th Avenue between East 11th Street in the south and East 19th Street in the north.

e. Hours of operation and late-night vending.

OMC Section 5.51.150 regulates hours of operation. Further administrative guidelines are:

- i. The regular permitted hours for all food vending facilities (including trucks, trailers, stationary carts and pushcarts) and group sites is 7 a.m. to 10 p.m., daily.
- ii. Permission for “late night vending” (past the regular permitted hour limit of 10 p.m. to a time as determined by the city, not to exceed 3 a.m.) will be considered in the following geographic areas:
 1. Downtown (including Jack London);
 2. Eastlake;
 3. Uptown;
 4. Fruitvale;
 5. Central and east Oakland streets formerly in the permitted food vending area.
- iii. “Late night vending” requests in these areas will be reviewed based on the following factors:
 1. The location’s proximity to homes and residences;
 2. Any history of complaints or Police calls for service against the vendor/applicant;
 3. Whether there is adequate space for customer parking and queuing; and
 4. Whether the vending operation is likely to create noise, odors, or crowds which could cause a public nuisance.

During the first year of the program, stationary carts and pushcarts are excluded from late night vending, except for locations downtown.

- iv. Group sites in the public right-of-way will have specific days and hours determined by the City Administrator or his/her designee, and may not exceed more than five (5) hours of food vending operation on any day of permitted group site activity, unless specified otherwise at the discretion of the City Administrator or his her designee.

There is no limit to the number of days that Group Sites can vend on private property.

f. Limits to number of Individual Vending and Group Site permits

During the first year of the program, each food vending applicant may hold no more than four (4) individual Food Vending Permits. A separate Food Vending Permit is required for each vending apparatus under common ownership (e.g. permit #1 for a pushcart, permit #2 for a food truck, etc.).

Also during the first year of the program, each Group Site Organizer may hold no more than five (5) group site permits/locations. A separate Food Vending Permit is required for each group site location.

4. Types of Permits, Priority for Issuance; “Grandfathering”; Lottery system; Proof of Insurance

a. Types of Permits

There are two types of Food Vending Permits, Annual and Temporary:

- i. Annual Food Vending Permits expire after one (1) year unless renewed under the provisions of Section 5.51.140.
- ii. Temporary Food Vending Permits expire after ninety (90) days and may be renewed for one additional 90-day time period. A renewal will require a new application and fee. *Temporary food vending permits will not be issued during year one of the program (2017).*

b. Priority for Issuance

The Special Permits Division within the City Administrator's Office will review and issue Food Vending Permits in the following order of priority:

- i. Priority Group One: Vendors with valid, unexpired Oakland Food Vending permits (i.e. 2016-2017 Food Cart “FC” or Food Vehicle “FV” permits);
- ii. Priority Group Two: Vendors with expired Oakland Food Vending permits (i.e. 2001-2015 Food Cart “FC” or Food Vehicle “FV” permits);
- iii. Priority Group Three: Vendors applying for City-designated parking spaces in the public right-of-way; and
- iv. Priority Group Four: All other vending applicants.

Applications in Priority Group One and Two will be reviewed based on the buffering standards that applied at the time of the initial permit issuance (that is, a 200-foot distance between two trucks and a 100-foot distance between a pushcart and all other food vendors). As a result, permits may be granted for a previously permitted location that does not meet the current buffer distances in OMC Section 5.51.050.

Applications in Priority Group Three and Four will be reviewed according to the current requirements for a Food Vending Permit in OMC Chapter 5.51 and/or in these Administrative Guidelines. However, all permits that are renewed on an annual basis will continue to be evaluated according to the standards that applied at the time of the initial permit issuance.

c. “Grandfathering”

In the process of administering the criteria above for issuing Food Vending Permits, the city may issue permits for vending locations that do not meet the current buffer distance requirements, as long as the vending applicant already possesses a valid, unexpired Oakland Food Vending permit for the requested location (i.e. 2016 Food Cart “FC” or Food Vehicle “FV” permits), or has a history of prior Oakland Food Vending permits for the requested location, but which have since expired.

Staff will review the new applications by current or previous food vending permit holders based on the buffering standards that applied at the time of the initial permit issuance; that is; a 200-foot distance between two trucks; and a 100-foot distance between a pushcart and all other food vendors. Staff will only “grandfather” in locations which were permitted within the original program permit area. The details of this procedure are in OMC Section 5.51.110.

If multiple applications are submitted for the same vending location, or within the same buffer distance from a school, restaurant, or other vendor, staff will first issue Food Vending Permits in the order of priority above in Section 4b. If the applications submitted are in Priority Groups Three or Four and meet the same level of permit priority, the City will institute a lottery system as described in Section 4d. below to ensure fairness and equity.

d. Lottery system

The Special Activity Permits Division will utilize the following lottery procedure in the issuance of food vending permits where two (2) or more applications within the same priority group as described in Section 4b. are seeking to vend at the same site, or within the same buffer distance from a school, restaurant, or other vendor; and have not established previous permit approvals for that specific site, per Section 4c., above.

- i. Only applications that are deemed complete will be eligible to participate in the lottery;
- ii. Each participant in the lottery will receive at least one lottery number. Participants may be eligible for one or more “bonus” lottery numbers in the following instances;
 1. Applicants who can confirm continuous years of vending at the subject site of the lottery, held Oakland Business Tax Certificates and Alameda County Environmental Health Certificates throughout that time, and do not have significant complaints or

citations over that same period, will be given an additional lottery number for each year of confirmed vending at the subject site.

iii. Special Activity Permits Division staff will hold the lottery at a time and place which is noticed to each of

the applicants. Lack of attendance by a particular applicant will not negate the results of the lottery.

e. Proof of Insurance

Vendors who operate in the public right-of-way (streets and sidewalks) must show proof of, and maintain adequate commercial general liability insurance, automobile liability insurance, and, worker's compensation insurance (if there are employees). The City of Oakland sets insurance requirements in "Schedule Q"¹ which are summarized here for reference:

- i. "Commercial General Liability insurance shall cover bodily injury, property damage and personal injury liability for premises operations, independent contractors, products-completed operations personal & advertising injury and contractual liability." And, vendor "shall provide insured status naming the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insured's under the Commercial General Liability policy."
- ii. Vendor "shall maintain automobile liability insurance for bodily injury and property damage liability with a limit of not less than \$1,000,000 each accident."
- iii. Vendor "certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to provide Workers' Compensation coverage, or to undertake self-insurance in accordance with the provisions of that Code."

5. Food Vending Permit approval, approval with conditions, or denial

- a. For the first calendar year of the program, the Special Activity Permits Division will accept Food Vending Permit applications during one or more designated application periods only. The application period(s) during the first year of the program will be one (1) calendar month in length; and if more than one application period is designated, will be set at different times throughout the first calendar year at approximately 2- to 6-month intervals. No "pre-applications" will be accepted. Applications will be date stamped upon receipt by the Special Activity Permits Division, and will be deemed complete when all required application materials are contained in the project file. No permits will be issued until after the close of each application period, which is necessary to allow time for staff to perform field visits, map the location of each application, and apply the priority process to each application to determine which vendors will be permitted in which locations.
- b. After the first year of the program, the Special Activity Permits Division will re-evaluate the above application procedure, and consider the feasibility of accepting new Food Vending Permit applications at any time throughout the calendar year.

¹ See Schedule Q, at the City's website,
<http://www2.oaklandnet.com/oakca1/groups/contracting/documents/form/oak023255.pdf>

- c. Notice of the Food Vending Permit application shall be given by mail or delivery to all persons shown on the last available equalized assessment roll as owning real property in the City within three hundred (300) feet of the vending site, except that the notice area shall be limited to one hundred (100) feet for vending sites located on Telegraph Avenue between West MacArthur Boulevard and Alcatraz Avenue; and two hundred (200) feet for vending sites located on Leimert Boulevard between Clemens Road and Oakmore Road, and on the lot at the southeast corner of the intersection of Mountain Boulevard and Werner Court; provided, however, that failure to send notice to any such owner where his or her address is not shown in said records shall not invalidate the affected proceedings. All such notices shall be given not less than ten (10) days prior to the date set for final decision on the application.
- ci. The Special Activity Permits Division will determine whether the subject application meets the requirements for a Food Vending Permit in OMC Chapter 5.51 and/or in these Administrative Guidelines.
- cii. Decision by the Special Activity Permits Division. The Special Activity Permits Division will approve, approve with conditions, or deny a Food Vending Permit application based on the standards and criteria in OMC Chapter 5.51 and/or in these Administrative Guidelines. The Special Activity Permits Division may impose conditions of approval on a Food Vending Permit in the exercise of his or her reasonable discretion. The applicant will be notified of any conditions of approval in writing.

6. Food Vending Permit expiration, renewal and abandonment

- a. Each Annual Food Vending Permit will be valid for twelve (12) months from the month of issuance, and expire and become null and void on the anniversary of its issuance if not renewed as described in Subsection b. below.
- b. Holders of an Annual Food Vending Permit who wish to vend in the city on a multi-year or ongoing basis will need to apply annually to the Special Activity Permits Division for a Food Vending Permit renewal prior to the expiration of their active Food Vending Permit. All renewal applications need to be filed with the Special Activity Permits Division pursuant to the procedures in OMC Chapter 5.51 and/or in these Administrative Guidelines. As stated in OMC Section 5.51.110.A, all Food Vending Permits that are renewed on an annual basis will continue to be evaluated according to the standards that applied at the time of the initial permit issuance.
- c. Each Temporary Food Vending Permit will expire and become null and void after ninety (90) days, and may only be renewed for one additional consecutive 90-day time period. As mentioned earlier in these Administrative Guidelines, Temporary Food Vending Permits will not be issued during year one of the program (2017).
- d. Vendors with permits issued by the City who choose to abandon a valid permit during the year it was issued may do so, upon the permission of the City Administrator, or his/her designee. This abandonment procedure will allow the vending site to become available for other applicants.

7. City Departments—Responsibilities

- a. **City Administrator.** Under OMC Section 5.51.030, “the City Administrator or his/her designee is authorized to issue such Administrative Guidelines, not inconsistent with this Chapter,

governing the issuance of Food Vending Permits.” The City Administrator has designated the Special Activity Permits Division, within the City Administrator's Office, to administer and issue Food Vending Permits, and periodically revise these Administrative Guidelines and the Program Permitted Area Map, following the procedure described in Section 11 of these Guidelines.

- b. City Administrator’s Office, Special Activities and Nuisance Abatement staff.** The Special Activities and Nuisance Abatement staff of the City Administrator will administer and issue Food Vending Permits, maintain a program website, provide outreach and informational materials, and publicize a phone number and email address for people to contact for more information. The Division will enforce the regulations, including citation and possible impoundment for violations. Newly created and newly hired Enforcement officers are to be hired for this role.
- c. Bureau of Planning.** The Bureau of Planning will help revise the food vending ordinance.
- d. Business Tax Office (Revenue):** The Business Tax Office will issue Business Tax Certificates to individual food vendors/applicants.
- e. Oakland Fire Department:** The Oakland Fire Department will inspect propane and other gas tanks on a vehicle, during an initial inspection, before the City’s permit is granted. One annual inspection will be completed at the time of application or renewal.
- f. Oakland Police Department (OPD):** OPD will be on call to support the enforcement efforts of the City Administrator’s Office. The OPD is not expected to initiate enforcement efforts, but rather to coordinate as needed with the City Administrator and/or Alameda County Environmental Health.
- g. Oakland Parks and Recreation (OPR):** OPR will issue a separate parks permit, for an additional fee, to vendors who seek a permit to vend in a park within the permitted area (such as Lakeshore Park/Lake Merritt). See Section 8, below.
- h. Department of Transportation – parking enforcement division:** will assist with identifying and citing violations of parking meter usage and painted curbs, along with permit placards identification.

8. Good Neighbor Policies

Permit holders will manage their food vending facility according to the following good neighbor policies:

- a. Vendor will maintain a quiet, safe and clean selling location.
- b. Vendor will provide adequate storage and disposal of garbage and trash.
- c. Noise and odors will not become a nuisance or burden on neighbors. This includes noise from food truck generators, motors and fans, and from customer's automobiles and radios, particularly at night.
- d. Vendors or their employees will walk a one hundred (100) foot radius from the food vending site after close of business, and dispose of beverage and serving materials or other trash left by their customers.

9. Parks

Food vending is allowed in larger Oakland parks and neighborhood parks Downtown with the permission of the Central Reservation office of Oakland Parks and Recreation. There will be an additional fee for food vending in Parks. Food vending applications for locations in Parks will be evaluated and permitted by staff under the following criteria:

- a. The Park must be within the permitted vending area.
- b. Any proposed vending location in a Park which is also within three hundred (300) feet of a school will be evaluated according to the OUSD procedure in Section 3(a) of these Administrative Guidelines.
- c. Vending inside Parks is limited to four (4) hours daily.
- d. The vending location in a Park should be oriented away from residences (some Parks are adjacent to residences); locations for vending should preferably be in the section of a Park which front onto a major street, when possible.
- e. Fees to OPR are those in the 2017-2018 Master Fee Schedule.

10. Revisions and changes to these Administrative Guidelines and the Program Permitted Area Map

Any proposed changes to these Administrative Guidelines and to the Program Permitted Area Map will follow the adoption sequence below, to ensure the public has an opportunity to review and comment on the changes:

- a. Any proposed changes to the Administrative Guidelines and to the Program Permitted Area Map will be coordinated by the City Administrator or his/her designee with the departments listed in Section 6 of this report.
- b. Any proposed changes will be posted on the city Food Vending web page, and made available for inspection and copying by the public at the Special Activity Permits Division.
- c. A copy of any proposed changes to the Administrative Guidelines and to the Program Permitted Area Map will also be mailed to each holder of a permit or license issued under this program.
- d. A thirty-day (30) public comment period to receive comments on the proposed changes to the Administrative Guidelines and to the Program Permitted Area Map will commence on the date the notice of the proposed changes is posted on the city Food Vending web page, and sent to those permitted or licensed under this program. During the comment period, any person may submit written comments regarding the proposed changes to the City Administrator or his/her designee.
- e. After the close of the public comment period, the City Administrator or his/her designee will consider all public comments on the proposed changes to the Administrative Guidelines and/or to the Program Permitted Area Map; and will approve the final changes.
- f. The final changes to the Administrative Guidelines and to the Program Permitted Area Map approved by the City Administrator or his/her designee will become final on the date the changes are posted on the City's food vending webpage.

11. Reports to the City Council

Special Activity Permits Division staff will make annual informational memoranda to the City Council. The informational reports will contain at least the following items:

- Numbers of Food Vending permits issued and outstanding in the previous year;
- Revenue collected from permit fees, from enforcement action;
- Changes made to the Administrative Guidelines;
- Changes made to the Program Permitted Area Map;
- Summary of community meetings, staff discussions with vendors and the public ; and
- Recommendations for future changes and adjustments to the program.

12. Contacts for further information

- City Administrator Office/Special Activities
MobileFoodVending@oaklandca.gov
Permit Information: 510-238-3294
Municipal Code Enforcement Officers: 510-238-7398
- Fire Department: Inspections, 510-238-3851
- Alameda County Environmental Health: 510-567-6700