

- 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: 510-238-2273
Municipal Code Enforcement Officers: 510-238-2273
- Fire Department: Inspections, 510-238-3851
- Alameda County Environmental Health: 510-567-6700