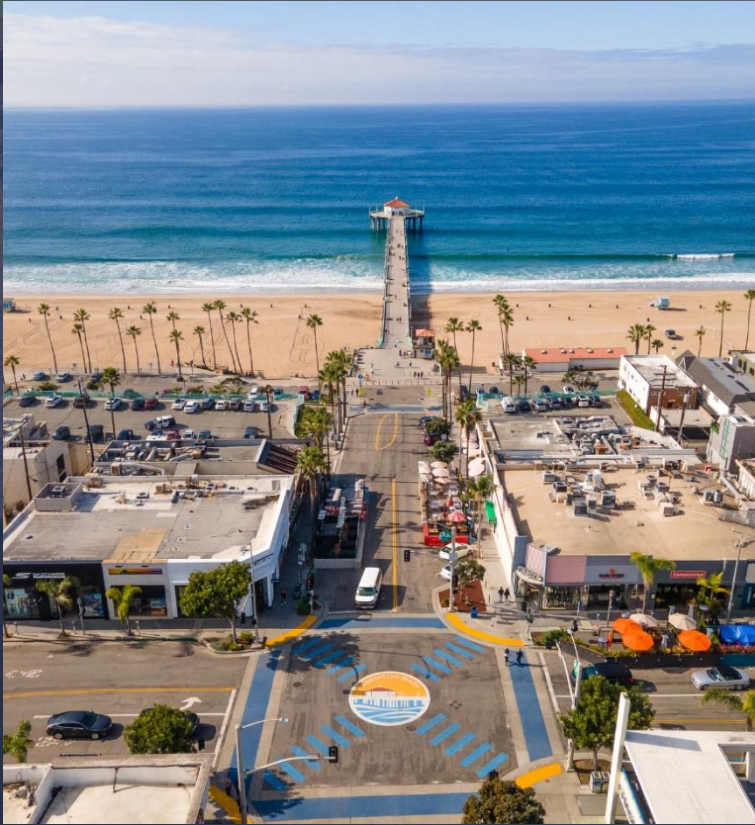


Conduct Public Hearing to Consider:



1. Proposed Mobile Vending Business Permit Fees and Appeal Fee for Revocation or Denial of Permit (Amends Comprehensive Fee Schedule)
2. Proposed Administrative Citations Related to Mobile Vending Violations

Finance Department – November 4, 2025



Note: This PowerPoint presentation is intended solely as a visual aid to an oral staff presentation of an agenda report topic. In the event of any differences between the presentation and the agenda report, the information in the agenda report prevails.

OVERVIEW/BACKGROUND

- October 21, 2025 - The City introduced Ordinance No. 25-0011 to regulate Mobile Vending
- November 4, 2025 - Consider proposed fees and citations related to the Mobile Vending Program
- Fiscal Impact is nominal as fees and citation revenue would recover the costs to regulate and enforce the Program
- Public Outreach to impacted businesses, legal notice in local newspaper and website updates



PROPOSED MOBILE VENDING BUSINESS PERMIT FEES

- Ordinance No. 25-0011 establishes a Mobile Vending Business Permit through Section 3.68.030
- The Permit process entails multi-department review and approval as follows:

#	Department	Description
1	Finance	Staff reviews permit application materials including Seller's Permit, LA County Health Permit, acknowledgement of operating requirements and compliance with business license requirements
2	Risk Management	Staff reviews permit application materials including Certificate of Insurance and Indemnification and Hold Harmless Agreement
3	Community Development	Staff reviews permit application materials and mobile vending vehicle dimensions and pictures
4	Fire	Staff reviews permit application and performs a Fire Inspection
5	Finance	Upon completeness of all requirements, staff approves or denies Permit, notifies applicant and appropriate departments of approval status and distributes a vehicle decal to applicant

- Proposed Mobile Vending Business Permit fee calculates to \$518 based on process described above



PROPOSED RE-REVIEW/RESUBMITTAL FEES

- If additional staff time is warranted due to missing application materials or failed fire inspection, applicant would be subject to Re-review/ Resubmittal fees as follows:

#	Department	Description	Re-review Fee
1	Finance	Upon incomplete application, review of resubmitted Permit materials	\$46
2	Risk Management	Upon incomplete application, review of resubmitted insurance coverage or Indemnification and Hold Harmless Agreement	\$47
3	Community Development	Upon incomplete application, review of resubmitted Permit materials	\$115
4	Fire	Re-Inspection of mobile vending vehicle following non-compliant results from initial inspection	\$83

- The proposed Re-review/Resubmittal fees would be assessed individually based on the need and would not be charged collectively unless required



PROPOSED APPEAL FEE

- Ordinance No. 25-0011 establishes an Appeal process through Section 3.68.070
- If a mobile vendor's Permit is denied or revoked and wishes to appeal the decision, they must file the appeal and pay an appeal fee with the City Clerk within fifteen (15) days following the date of the Finance Director's decision
- Proposed appeal fee is based on a \$500 deposit, plus actual costs (billed at fully burdened hourly rates)
 - ✓ Consistent with other adopted appeal fees; and
 - ✓ Ensures cost recovery for staff time and external hearing officer to consider the appeal



PROPOSED ADMINISTRATIVE CITATION FINES

- Ordinance No. 25-0011 allows for the enforcement of the Mobile Vending Program through Administrative Citations (Section 3.68.070)
- To encourage compliance and discourage repeated violations of the City's Mobile Vending Business Ordinance, the proposed enforcement activities and Administrative Citation fines would apply:

Description	Fine*
<u>1st</u> Administrative Citation for Violation of Mobile Vending Ordinance	\$500
<u>2nd</u> Administrative Citation for Violation of Mobile Vending Ordinance within one year of the first violation	\$750
<u>3rd</u> Administrative Citation for Violation of Mobile Vending Ordinance and each additional violation within one year of the first violation	\$1,000

*Fines are subject to late penalties as provided in Section 1.06.080 MBMC



RECOMMENDED ACTION:

- Conduct Public Hearing to consider proposed:
 1. Mobile Vending Business Permit Fees
 2. Appeal Fee for Revocation or Denial of Permit
 3. Administrative Citations
- Adopt Resolution Nos. 25-0123 and 25-0124
- If approved, Permit and Appeal Fees would go into effect beginning February 1, 2026, with a deadline of April 30, 2026, to submit application and pay fee
 - ✓ Coincides with Business License Renewals
- Administrative citations and code enforcement activities would take effect on December 4, 2025
 - ✓ Coincides with effective date of Ordinance No. 25-0011



