



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

COUNCIL WORK SESSION SUMMARY ROUTING SLIP

Meeting Date December 8, 2015

TITLE: FOOD TRUCKS

- Are there attachments to the Council Work Session Summary? Yes No
- Will there be a Video Presentation for this item? Yes No
- Will there be a PowerPoint Presentation for this item? Yes No
- If "yes", will a copy of the PowerPoint Presentation be included on the Council Work Session Agenda? Yes No

DEPARTMENT / ORGANIZATION	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>HWen</i>	X-3067	11-23-15
Department Director	<i>HWen</i>	X-3067	11-23-15
Other			
Assistant City Manager/CAO (if applicable)			
Assistant City Manager/COO (if applicable)	<i>David</i>		11-23-15
City Manager	<i>OTM</i>		11-25-15



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Council Work Session Summary

Meeting Date: December 8, 2015

TITLE: FOOD TRUCKS.

PURPOSE(S) OF DISCUSSION:

- Inform/Update
- Direction/Guidance
- Legislative Development/Policy

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Staff will make a presentation that provides an overview of the steps required to register as a Mobile Food Vendor with the City of Las Cruces. Information will include the application process, registration fees and annual renewal requirements.

SUPPORT INFORMATION:

1. Attachment "A", Food Truck PowerPoint.

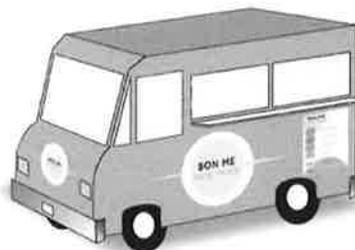
FOOD TRUCKS

City of Las Cruces Las Cruces
Public Schools
Joint Work Session

December 8, 2015

Overview

- Mobile Food Vending Registration
- Registration Process
- Approval & Annual Renewal
- Questions & Discussion



Registration Process

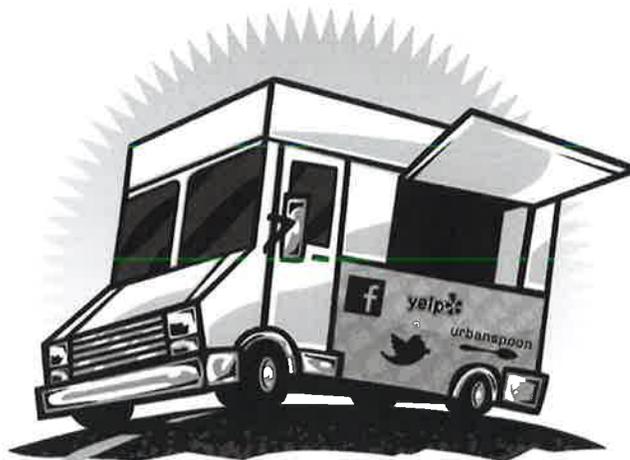


- Application
 - CLC Application & CRS Number
 - NM Environment Dept. Certification
 - Home Occupation Acknowledgement
- Registration Fee
 - Mobile Food Vender Fee - \$40
- Registration Issuance
- Annual Renewal

Approval & Annual Renewal

- Approval Requirements
 - NM Environment Dept. Food Certificate
 - One year approval
 - Property owner permission to operate on site
 - Daily set-up and take-down (no overnight stays)
- Renewal
 - New Mexico Environmental Dept. Food Certificate
 - Registration Renewal Fee
 - Valid Business/Home Occupation Acknowledgement

Questions and Discussion



State of New Mexico Agencies

- NM Environment Dept.
2301 Entrada Del Sol
Las Cruces, NM 88001
575-288-2050
- NM Tax & Revenue Dept.
2540 El Paseo
Las Cruces, NM 88004
575-524-6225