Food Truck Pilot Timeline, Application & Scheduling Process, Billing Information, and Enforcement Procedures

Timeline, Application, and Scheduling Process

While all food truck operators are encouraged to apply to any Food Truck Pilot location, the following process will be used to determine individual truck schedules:

1. Truck operators select the shifts they want as part of their Food Truck Pilot application.
2. Applications are reviewed by CDD staff who employ a point system to organize trucks. Truck operators are awarded one point for possessing any of the following business characteristics:
   a. 51% women or minority-owned business
   b. 51% Cambridge resident-owned
   c. Food Truck business that is two years old or younger
   d. Food Truck business with no Cambridge brick-and-mortar restaurants
   e. Food Truck business with no more than 2 brick-and-mortar restaurants outside of Cambridge
   f. Food Truck business not currently vending in any other Cambridge outdoor spaces (e.g. Cambridge Redevelopment Authority “Working Lunch” food truck program)
3. Applications are then reviewed by CDD staff to determine if any food truck’s menu items directly compete with identified abutting brick-and-mortar businesses at a location. Menus have been collected from identified abutting brick-and-mortar business to aid in this process.
   a. For example, “directly compete” would mean putting a pizza truck in front of a pizza shop, putting a pizza truck in front of an Italian restaurant that predominantly features pizza, or putting an Italian truck whose menu is predominantly pizza in front of a pizza shop.
4. Trucks can submit applications until November 30th 2017.
5. In December 2017, CDD staff will then review schedule requests and plot locations according to the number of truck operators that have expressed interest in a given shift.
   a. For example, there might be 30 trucks interested in Monday lunch at Kendall Square.
6. For any shifts that are in high demand and have multiple trucks who want to vend there, EDD will put that shift in the People’s Choice poll which will run starting in January. The People’s Choice poll is an online poll which will be widely shared on social media and promoted across web and print platforms to encourage food truck fans to vote on which truck they would like to see at which of the high demand shifts. Truck operators are encouraged to use the People’s Choice poll as a convenient marketing tool for their business and encourage members of the public to vote for their truck.
   a. In our example, EDD would post all 30 trucks that want Monday lunch at Kendall Square onto the “Monday lunch at Kendall Square” slot of the poll. Voters would be allowed to vote.
7. People’s Choice results would be tallied at the end of January 2018 and winning trucks would each get one point for winning.
8. The winning point is added to a truck operator’s point total from initial application
review by EDD staff.

a. Therefore, for example, the winning truck of Monday lunch at Kendall Square might be a minority-owned business with no brick and mortar restaurants in Cambridge and no brick and mortar restaurants outside of Cambridge. That truck would now have 4 points.

9. **January 31, 2018**, People’s Choice voting ends
10. An internal review committee would then review the total schedule, total truck points, and schedule trucks accordingly.
11. All public sites can host up to three trucks. The internal review committee will ensure a diverse offering of trucks at each site and a good mix of new to established trucks.
12. **February 2018**, Truck operators contacted and schedule are confirmed
13. **February 28, 2018**, Truck operators must submit any outstanding permits and license (see complete list in the Food Truck Pilot application and guidelines).
15. **March 2018**, Payment for month of April vending due to the Traffic, Parking & Transportation Department (see additional information below).
17. **October 31, 2018**, Vending ends.

**Billing & Schedule Forfeiture**

Shifts secured through the Food Truck Pilot are paid on a monthly basis, one month in advance. Truck operators can expect their first bill to be invoiced and due, in March 2018.

Billing is conducted through the Traffic, Parking & Transportation Department. Bills are generated based on food truck schedule information provided from EDD staff. Bills are paid one month in advance of vending at:

**Traffic, Parking & Transportation Department**

**City Hall Annex**

**344 Broadway, Cambridge MA 02139**

**First office on the left**

Note: Failure to pay for scheduled shifts in advance of vending will result in shift forfeiture.

Truck operators are expected to maintain a regular schedule and frequent or consistent absenteeism will result in forfeited shifts. No refunds will be given.

- “Frequent absenteeism” is being defined as failure to arrive at a scheduled shift more than once a month with no advance notice to EDD staff.
- “Consistent absenteeism” is being defined as failure to arrive at a scheduled shift more than once a month for two months in a row at any time during the season (April 2017 to October 2018)
Trucks are encouraged to contact EDD staff directly with any questions or information about changing circumstances that could impact the ability to regularly vend.

Shifts that are vacated – either due to truck forfeiture or other circumstances – will result in the shift returning to the general pool of applicants and filled with a new truck operator.

**Parking & Enforcement**

In the event that a location space is occupied during the hours of a food truck shift by any automobile other than the scheduled truck, please contact the Cambridge Police Department who dispatch a unit to ticket and tow the vehicle.

**Non-emergency line 617-349-3300**

For any questions not covered here, please contact CDD staff, Christina DiLisio, Associate Economic Development Specialist at (617) 349 4601 or cdilisio@cambridgema.gov.