



# CITY OF POMONA COUNCIL REPORT

---

December 17, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Benita DeFrank, Neighborhood Services Director

Subject: **Approve the Requirement to Obtain a Los Angeles County Permit, to Comply with the County Health Code and California Retail Food Code (Cal Code), as Part of the Process for City of Pomona Special Event Applicants Who Are Serving Food to the Public**

## OVERVIEW

**Recommendations** - That the City Council:

1. Approve the requirement to obtain a Los Angeles (LA) County permit, if applicable, to comply with LA County's Health Code and the California Retail Food Code (Cal Code), as part of the process for City of Pomona Special Event applicants who are serving food to the public as part of their special event.

**Fiscal Impact-** There is no fiscal impact with this action.

## EXECUTIVE SUMMARY

The Los Angeles (LA) County Public Health Department requires community event organizers to comply with the California Retail Food Code (Cal Code) when serving food to the public as part of a proposed community event. The City of Pomona requires that event organizers, who are utilizing public space for their event, obtain a Special Event Permit. Staff is requesting City Council to approve the requirement of obtaining a LA County Event Organizer permit (if applicable), when a Pomona Special Event Permit applicant is requesting to serve food to the public as part of their special event. To assist with this process, the Community Services Division has created a two page summary (See Attachments 1 and 2) of the Los Angeles County "Health Code Requirements for Community Events in LA County" to be distributed with Special Event Permits, if Council approves the requested requirement.

## DISCUSSION

Pursuant to Pomona City Code Sec. 24-3, Special Event Permits are required for events occurring on public property within the City. The City's Community Services Division is responsible for processing the applications for Special Event Permits. Many times those applying to host a special event request permission to serve food to the public during the event. In such cases, the circumstances of the event requires the applicant also to adhere to Los Angeles County regulations which state, if the community event is open to the public or lasts longer than 3 days, a Los Angeles (LA) County Event Organizer permit may be required and the event organizers may be required to possess a valid LA County health permit or temporary food facility (TFF) permit. Many of the regulations covered by the County permit are in place to adhere to the California Retail Food Code (Cal Code). These regulations are in place to ensure that food service operators and event organizers operate in a safe and sanitary manner when serving food to the public. Under specified conditions, event organizers who participate in a community event may be exempt from County permit fees and/or the requirements of the Cal Code. (See Attachment 3)

### "Health Permit Requirements and Guidelines for Event Organizers" Informational Flyer

To inform the Special Event Permit applicant of all necessary compliance standards, the City's Community Services Division created the "Health Permit Requirements and Guidelines for Event Organizers" information flyer in both English and Spanish (See Attachments 1 and 2). This flyer does not supersede or replace the Los Angeles County "Health Code Requirements for Community Events in LA County" booklet. The document simply offers general information on health permit requirements and provides direct links to the LA County Department of Public Health website for full details and forms. It also outlines the City's Special Event application approval process.

As Los Angeles County health permits are out of the City's jurisdiction, the intent of the information flyer is to increase customer service delivery through disseminating accurate material in a clear and efficient manner with the following information:

1. **Event Organizer Requirements Checklist** - It is the event organizer's responsibility to verify that temporary food facilities (TFF) have adequate hand washing sinks, dish washing sinks and toilet facilities before the community event begins.
2. **Exemptions** - Some food booth and event organizers may be exempt from County permit fees and/or the requirements of Cal Code. Applicants are referred to an *Exemption Certification for Community Events* form available on the County's website. (See Attachment 3)
3. **Frequently Asked Questions (FAQ)** – A section for FAQs allows applicants to find information quickly about health permit requirements for non-profit organizations, out of county businesses, and mobile food facilities.

To complete the information flyer, staff carefully researched Los Angeles County's health permit guidelines and temporary food facility requirements and verified information with the Pomona District Surveillance and Enforcement (DSE) office and its Chief Environmental Health Specialist (EHS) to ensure that the proposed document was accurate and correct.

On November 16, 2017, staff presented the document to the Parks and Recreation Commission for review and comment. The document was also provided to the City's Risk Manager, City Administration, and the City Attorney's office for review. Lastly, the document was professionally translated to Spanish to increase access of information.

Staff recommends that City Council approve the requirement to obtain a LA County Health Permit, as part of the process for City of Pomona Special Event applicants who are serving food to the public and authorize Community Services to use and distribute the "Health Permit Requirements and Guidelines for Event Organizers" information flyer as part of the special event application process so that City staff can assist food service operators and event organizers to have a safe, healthy and successful event.

Attachments:      1. Health Permit Requirements and Guidelines for Event Organizers (English)  
                         2. Health Permit Requirements and Guidelines for Event Organizers (Spanish)  
                         3. Los Angeles County Exemption Certification for Community Events

Prepared by: Monica Belloso, Technical Specialist II