



CYNTHIA A. HARDING, M.P.H.
Interim Director

JEFFREY D. GUNZENHAUSER, M.D., M.P.H.
Interim Health Officer

313 North Figueroa Street, Room 708
Los Angeles, California 90012
TEL (213) 240-8156 • FAX (213) 481-2739

www.publichealth.lacounty.gov

November 24, 2015

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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39 December 8, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012


PATRICK O'RAWA
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF AN ORDINANCE TO AMEND LOS ANGELES COUNTY CODE
TITLE 8 – CONSUMER PROTECTION, BUSINESS AND WAGE REGULATIONS AND
TITLE 11 – HEALTH AND SAFETY
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Approval to adopt an ordinance to amend Los Angeles County Code Title 8 – Consumer Protection, Business and Wage Regulations and Title 11 – Health and Safety.

IT IS RECOMMENDED THAT THE BOARD AFTER THE PUBLIC HEARING:

Introduce, waive reading, and place on the agenda for adoption the attached ordinance (Exhibit A) amending Los Angeles County Code (LACC) Title 8 – Consumer Protection, Business and Wage Regulations, and Title 11 – Health and Safety, to establish public health permit and service fee categories, and requirements for a Shared Kitchen Complex, effective thirty (30) days from the date of adoption.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will establish six (6) new public health permit fee categories (Shared Kitchen Complex, 9,999 square feet (sq. ft.) or less; Shared Kitchen Complex, 10,000 sq. ft. or more; Shared Kitchen Complex Tenant, Retail Food Operator, annual; Shared Kitchen Complex Tenant, Retail Food Operator, quarterly; Shared Kitchen Complex Tenant, Wholesale Food Processor, annual; and Shared Kitchen Complex Tenant, Wholesale Food Processor, quarterly); two (2) plan check fees (Shared Kitchen Complex, 9,999 sq. ft. or less and Shared Kitchen Complex,

10,000 sq. ft. or more); and two (2) service fees (Shared Kitchen Complex Tenant, Application Review – Retail Food Operator, and Shared Kitchen Complex Tenant, Application Review– Wholesale Food Processor).

Approval of the recommended action will also establish the duties of a Shared Kitchen Complex Manager; Shared Kitchen Complex Tenant, Retail Food Operator; and Shared Kitchen Complex Tenant, Wholesale Food Processor.

Implementation of Strategic Plan Goals

The recommended action supports Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

On August 2, 2011, your Board approved an ordinance to implement new and revised public health permit, license, and service fees for fiscal year FY 2011-12 based on a revised model in order to adjust the fees to reflect the actual cost of the services provided. The new public health fees associated with shared kitchen complexes are based on the revised model to recover the actual costs of the services provided. The new public health fee categories will apply to an estimated five (5) existing shared kitchen complexes, 150 annual shared kitchen complex tenants, and 50 quarterly shared kitchen complex tenants. If approved, the revised public health fees will become effective thirty (30) days from the date of adoption and will result in an increase in revenue of \$93,409 for FY 2015-16 to offset program costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Environmental Health Division (EH) within the Department of Public Health (DPH) is a regulatory agency that performs mandated services including, but not limited to, inspections and investigations related to food, housing, drinking water, water pollution, solid waste, and vector management. State and local health and safety codes provide EH the authority to carry out regulatory activities to protect public health and safety. These regulatory activities are principally offset by the collection of fees for licenses, permits, and services. State law permits EH to collect fees to offset the "reasonable expenses" that arise from its general enforcement activities and, in the area of retail food activities, the "actual expenses" incurred in enforcing the California Retail Food Code.

For several years, food businesses seeking to co-locate and share a kitchen with an existing food facility have sought permits from EH. This concept is often referred to as a shared kitchen, in which the businesses incubate in shared spaces, which are more cost effective, and later move into conventional kitchen spaces. Shared kitchens have previously been viewed as inconsistent with existing regulatory requirements. As a result, shared kitchens have been unable to secure the necessary regulatory approvals from EH to open and operate.

To address this, EH has recently completed a pilot project to identify structural and operating requirements for shared kitchens. EH now seeks to codify the requirements developed during the pilot for several types of shared kitchens. These changes will allow local food businesses to initiate operations in a shared kitchen space, supporting entrepreneurship and business development. These changes also allow cottage food operators, who were recently authorized in state law to

operate food businesses in private homes under specific circumstances, to move into commercial spaces for business expansion.

These entrepreneurs and small business owners are examples of the types of tenants in a shared kitchen complex. The shared complex and the tenants will require a public health permit to operate. Depending on their operation, tenants may need a retail or wholesale public health permit and may select the quarterly or annual option. The recommended ordinance will establish new permit fee categories for the complex and for the tenants of the shared kitchen complex, as follows:

- Shared Kitchen Complex 9,999 sq. ft. or less \$1,958
- Shared Kitchen Complex 10,000 sq. ft. or more \$2,413
- Shared Kitchen Complex, Tenant Retail Food Operator, Annual \$130
- Shared Kitchen Complex, Tenant Wholesale Food Processor, annual \$193
- Shared Kitchen Complex, Tenant Retail Food Operator, quarterly \$48
- Shared Kitchen Complex, Tenant Wholesale Food Processor, quarterly \$96

The following plan check fees for the review of plans and field inspections will be established.

- Plan Check, Shared Kitchen Complex, 1 to 9,999 sq. ft. \$2,697
- Plan Check, Shared Kitchen Complex, 10,000 or more sq. ft. \$3,244

The following service charges will be established for the review of the application submitted by proposed tenants of the shared kitchen complex.

- Shared Kitchen Complex, Application review – Tenant Retail Food Operator \$157
- Shared Kitchen Complex, Application review – Tenant Wholesale Food Processor \$157

The Auditor-Controller has reviewed and approved the proposed fees as to reasonableness. County Counsel has reviewed and approved Exhibit A as to form. By definition, these inspection and service fees are not a "tax" and are exempt from voter approval pursuant to Article XIII C section 1(e)(1)-(3) of the California Constitution, also known as Proposition 26.

Pursuant to California Government Code, Section 66018, a local agency must hold a public hearing as part of a regularly scheduled meeting of the Board of Supervisors, before adopting an ordinance, resolution, or other legislative enactment adopting a new fee, and shall publish notice of the public hearing in a newspaper in accordance with Government Code Section 6062(a).

ENVIRONMENTAL DOCUMENTATION

Adoption of the recommended Ordinance is for the purpose of meeting operating expenses and is exempt from the California Environmental Quality Act pursuant to Section 21080(b)(8) of the Public Resources Code and Section 15273(a) of the California Environmental Quality Act Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

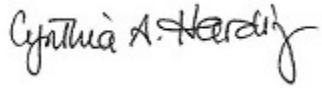
The Honorable Board of Supervisors

11/24/2015

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If adopted, the amended ordinance will allow DPH to add public health permit fee categories and service charges to reflect the actual cost of the services provided by EH for shared kitchen complexes.

Respectfully submitted,

A handwritten signature in black ink that reads "Cynthia A. Harding". The signature is written in a cursive style with a large, looped initial "C".

Cynthia A. Harding, M.P.H.

Interim Director

CAH:av

#03232

Enclosures

c: Chief Executive Officer
Interim County Counsel
Acting Executive Officer, Board of Supervisors
Auditor-Controller

ANALYSIS

An ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations and Title 11 – Health and Safety of the Los Angeles County Code, relating to fees, fee categories, and public health requirements for inspections conducted by the Department of Public Health by:

- Creating new Title 8 definitions relating to public health fees and business categories to add shared kitchen complexes as new categories of food facilities and food processing establishments;
- Creating new Title 8 public health license, permit, and service fees for shared kitchen complexes; and
- Creating a new chapter in Title 11 relating to public health requirements for shared kitchen complexes.

MARY C. WICKHAM
County Counsel

By 

GRACE V. CHANG
Principal Deputy County Counsel
Health Services Division

GVC:sc

Requested: 10/05/15
Revised: 11/18/15

ORDINANCE NO. _____

An ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations and Title 11 – Health and Safety of the Los Angeles County Code, relating to fees, fee categories, and public health requirements for inspections conducted by the Department of Public Health.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 8.04.422 is hereby added to read as follows:

8.04.422 Service Connection.

"Service connection" means the point of connection between a customer's piping or constructed conveyance, and a water system's meter, service pipe, or constructed conveyance.

SECTION 2. Section 8.04.424 is hereby added to read as follows:

8.04.424 Shall and May.

The word "shall" is mandatory, the word "may" is permissive.

SECTION 3. Section 8.04.425 is hereby amended to read as follows:

8.04.425 ~~Service connection~~ Shared Kitchen Complex.

~~"Service connection" means the point of connection between a customer's piping or constructed conveyance, and a water system's meter, service pipe, or constructed conveyance.~~ "Shared kitchen complex" means a food facility as defined under the California Retail Food Code or a food processing establishment as defined under the California Wholesale Food Code, or both, that is used as a place of business for the exclusive purpose of providing commercial space and equipment to multiple individuals

or business entities which commercially prepare or handle food that will be offered for sale. For purposes of this provision, "commercially prepare or handle" shall include, but shall not be limited to, the making, cooking, baking, mixing, processing, packaging, bottling, canning or storing of food, and other necessary or related activities thereto.

SECTION 4. Section 8.04.428 is hereby added to read as follows:

8.04.428 Shared Kitchen Complex Tenant, Retail Food Operator.

"Shared kitchen complex tenant, retail food operator" means an individual or business entity operating within a shared kitchen complex whose business is limited to the retail sale of food products. A shared kitchen complex tenant retail food operator shall be permitted to prepare food for sale or service at a location other than the shared kitchen complex, including but not limited to catered events, community events and trade shows. A shared kitchen complex tenant retail food operator shall comply with all equipment, food safety, and public health requirements set forth in applicable state and local laws, regulations, and ordinances when conducting those activities set forth in Section 8.04.425 within a shared kitchen complex.

SECTION 5. Section 8.04.430 is hereby amended to read as follows:

8.04.430 ~~Shall and may~~ Shared Kitchen Complex Tenant, Wholesale Food Processor.

The word "shall" is mandatory, the word "may" is permissive. "Shared kitchen complex tenant, wholesale food processor" means an individual or business entity operating within a shared kitchen complex who is authorized by the County health officer to conduct one of the following food processor businesses: (a) wholesale only, or

(b) wholesale and retail. A shared kitchen complex tenant wholesale food processor may prepare food for sale or service at another location. A shared kitchen complex tenant wholesale food processor shall be permitted to prepare food for sale or service at a location other than the shared kitchen complex, including but not limited to catered events, community events, and trade shows. A shared kitchen complex tenant wholesale food processor shall be permitted to prepare and package food for sale to third party distributors, wholesalers, and other permitted food facilities. The shared kitchen complex tenant wholesale food processor shall comply with all equipment, food safety, and public health requirements set forth in applicable state and local laws, regulations, and ordinances when conducting those activities set forth in Section 8.04.425 within a shared kitchen complex.

SECTION 6. Section 8.04.720 is hereby amended to read as follows:

8.04.720 Fee sSchedule.

Business Classification	Permit Fee
Animal food market	\$175.00
Animal keeper:	
Category I	454.00
Category II	562.00
Category III	616.00

Boarding home:	
7 to 15 persons	508.00
16 to 50 persons	616.00
51 or more persons	681.00
Body art facility:	
1 to 3 practitioners	368.00
4 or more practitioners	443.00
Chargeable re-inspection	141.00
Caterer:	
0 to 999 square feet	1,895.00
1,000 to 1,999 square feet	2,069.00
2,000 or more square feet	2,624.00
Certified farmers' markets sponsor:	
1 to 20 certified producers	187.00
21 or more certified producers	281.00
Children's camp	671.00
Children's day camp	865.00
Commercial sex venue	1,088.00

Commercial laundry:	
Less than 4,000 square feet	260.00
More than 4,000 square feet	671.00
Cottage food operation, Class B	254.00
Fertilizer manufacturer	1,557.00
Food demonstrator	379.00
Food facility or food establishment re-inspection	126.00
Food market, retail:	
1 to 1,999 square feet—low risk	251.00
1 to 1,999 square feet—moderate risk	629.00
1 to 1,999 square feet—high risk	1,003.00
2,000 or more square feet—low risk	337.00
2,000 or more square feet—moderate risk	719.00
2,000 or more square feet—high risk	1,166.00
Food market, wholesale	856.00
Food market complex, wholesale	1,250.00

Food processing establishment:	
Low risk	955.00
Less than 2,000 square feet of food preparation	2,000.00
2,000 to 5,999 square feet of food preparation	2,354.00
6,000 square feet or more of food preparation	2,624.00
Reinspection—all sizes	174.00
Food salvager	1,817.00
Food vehicle:	
Food vehicle, independent delivery	110.00
Mobile food facility—food cart, low risk	342.00
Mobile food facility—food cart, high risk	671.00
Mobile food facility—food truck, low risk	602.00
Mobile food facility—food truck, high risk	787.00
Food vehicle commissary:	
0 to 10 vehicles	498.00
11 or more vehicles	567.00
Food vehicle storage facility	332.00
Food vehicle cleaning and storage facility	366.00

Food warehouse:	
1 to 4,999 square feet	352.00
5,000 or more square feet	387.00
Garment manufacturing establishment:	
Up to 1,000 square feet	519.00
1,001 to 4,999 square feet	584.00
5,000 to 9,999 square feet	606.00
10,000 to 19,999 square feet	627.00
More than 20,000 square feet	692.00
Garment manufacturing complex	671.00
Hotel or motel:	
6 to 10 rooms	433.00
11 to 20 rooms	433.00
21 to 50 rooms	530.00
51 to 100 rooms	552.00
101 rooms and over	649.00

Laundry (self-service):	
Less than 4,000 square feet of work rooms	162.00
4,000 square feet or more of work rooms	221.00
Motion picture catering operation	1,009.00
Multiple-dwelling units:	
Apartments—5 to 10 units	299.00
Apartments—11 to 20 units	309.00
Apartments—21 to 50 units	368.00
Apartments—51 to 100 units	394.00
Apartments—101+ units	417.00
Condominiums—5 to 10 units	110.00
Condominiums—11 to 20 units	120.00
Condominiums—21 to 50 units	133.00
Condominiums—51 to 100 units	194.00
Condominiums—101 or more units	284.00
Personal hawker	195.00
Private boarding school	649.00
Private school cafeteria	476.00

Recycled water:	
Inspection	260.00
Use site registration	65.00
Residential hotel/single room occupancy:	
6 to 10 units	433.00
11 to 20 units	433.00
21 to 50 units	530.00
51 to 100 units	552.00
101 or more units	649.00
Restaurant:	
0 to 30 seats—low risk	277.00
0 to 30 seats—moderate risk	625.00
0 to 30 seats—high risk	1,049.00
31 to 60 seats—low risk	299.00
31 to 60 seats—moderate risk	663.00
31 to 60 seats—high risk	1,138.00
61 to 150 seats—low risk	322.00
61 to 150 seats—moderate risk	729.00

61 to 150 seats—high risk	1,196.00
151 seats or more—low risk	348.00
151 seats or more—moderate risk	810.00
151 seats or more—high risk	1,250.00
(In computing drive-in restaurant seating capacity, each customer parking space shall be calculated as equivalent to a seating capacity of two. Notwithstanding any of the foregoing, when the restaurant is a snack bar or refreshment stand on the premises of a walk-in or drive-in theater, as set forth in Section 8.04.400 of this chapter, the fee shall be equivalent to that imposed on a restaurant of less than thirty (30) seats.)	
Senior feeding site	314.00
Sewage cleaning and carrying vehicle	182.00
<u>Shared kKitchen eComplex:</u>	
<u>1 to 9,999 square feet</u>	<u>1,958.00</u>
<u>10,000 or more square feet</u>	<u>2,413.00</u>
<u>Tenant retail food operator, annual</u>	<u>130.00</u>
<u>Tenant retail food operator, quarterly</u>	<u>48.00</u>
<u>Tenant wholesale food processor, annual</u>	<u>193.00</u>
<u>Tenant wholesale food processor, quarterly</u>	<u>96.00</u>

Swap meet prepackaged food booth	158.00
Swimming pool or public swimming area:	
High risk:	
First pool at location	876.00
Each additional pool at the same location	454.00
Low risk:	
First pool at location	238.00
Each additional pool at the same location	141.00
Moderate risk:	
First pool at location	584.00
Each additional pool at the same location	303.00
Theater (including drive-in)	234.00
Tobacco retail license fee	235.00
Toilet rental agency	476.00
Vending machines:	
1-3 vending machines	62.00
Each additional machine	23.00
Water systems:	

15 to 24 service connections	1,103.00
25 to 99 service connections	1,233.00
100 to 199 service connections	1,363.00
Local small water system (1 to 4 service connections)	714.00
State small water system (5 to 14 service connections)	844.00
Non-community water system non-transient	844.00
Non-community water system transient	844.00
Wiping rag business	714.00

SECTION 7. Section 8.04.725 is hereby amended to read as follows:

8.04.725 Schedule of plan check fees.

The Schedule of plan check fees to be paid at the time plans are submitted to the County health officer shall be as follows:

Business Classification	Plan Check Fees
Body art facility:	
Permanent cosmetics	298.00
Remodel	298.00
Tattooing, Piercing, Branding	494.00
Cross-connection	1,557.00

Food facility remodel:	
300 square feet or less	274.00
Food market, retail:	
25 to 50 square feet	746.00
51 to 1,999 square feet	973.00
2,000 to 5,999 square feet	1,071.00
6,000 to 19,999 square feet	1,363.00
20,000 or more square feet	1,655.00
Food market, wholesale	1,304.00
Food market complex, wholesale	2,012.00
Food processing establishment:	
1 to 1,999 square feet	1,525.00
2,000 to 5,999 square feet	1,882.00
6,000 or more square feet	2,249.00
Food salvager	464.00
Food vehicle, retail	649.00
Food vehicle commissary	692.00
Food vehicle storage facility	175.00

Food vehicle cleaning and storage facility	175.00
Food warehouse:	
0 to 500 square feet	746.00
501 to 4,999 square feet	876.00
5,000 to 9,999 square feet	1,006.00
10,000 or more square feet	1,103.00
Onsite wastewater treatment systems:	
Post Coastal Commission approval (onsite wastewater treatment system or non-conventional onsite wastewater treatment system)	392.00
Pre-Coastal Commission approval (onsite wastewater treatment system)	1,329.00
Pre-Coastal Commission approval (non-conventional onsite wastewater treatment system)	1,727.00
Project review (onsite wastewater treatment system—new or replacement)	1,329.00
Project review (non-conventional onsite wastewater treatment system—new or replacement)	1,727.00
Onsite wastewater treatment system evaluation—with verification of prior system approval	389.00

Onsite wastewater treatment system evaluation—with no verification of prior system approval	454.00
Radiation health:	
Dental	357.00
Other	699.00
Restaurant:	
Less than 500 square feet	908.00
500 to 1,999 square feet	1,330.00
2,000 to 3,999 square feet	1,622.00
4,000 to 9,999 square feet	1,979.00
10,000 or more square feet	2,368.00
<u>Shared kKitchen eComplex:</u>	
<u>1 to 9,999 square feet</u>	<u>2,697.00</u>
<u>10,000 or more square feet</u>	<u>3,244.00</u>
Swimming pool, public—new	1,038.00
Swimming pool, public—major renovation	389.00
Swimming pool, public—minor renovation	130.00
Swimming pool, public—standard renovation	260.00

Water systems:	
Community water systems (new or revised or ownership change)	1,298.00
Non-community water system (new or revised or ownership change)	1,038.00

SECTION 8. Section 8.04.728 is hereby amended to read as follows:

8.04.728 Service ~~e~~Charges—Basis—Payment.

...

F. Following is the Schedule of Service Charges for services provided by the County health officer. Failure to pay said fees constitutes a violation of this section and may be prosecuted as such.

Backflow prevention assembly (each):	\$32.00
Backflow prevention device tester:	
Biennial certification examination tester fee	296.00
Listing of certified backflow prevention device testers	240.00
Body art:	
Bloodborne pathogens exposure control training approval	434.00
Practitioner annual certificate of registration	47.00
Temporary event promoter	1,426.00
Temporary facility	130.00

Community event (a separate permit is required for each event and each location):	
Community event organizer	311.00
Temporary food facility—demonstrator	51.00
Temporary food facility—prepackaged	71.00
Temporary food facility—prepackaged with food sampling	101.00
Temporary food facility—food preparation	160.00
Temporary food booth at single location—Annual, food preparation	441.00
Temporary food booth at single location—Annual, Prepackaged	143.00
Temporary food booth at single location—Annual, Prepackaged with food sampling	182.00
Cottage food operation:	
Class A, annual registration	103.00
Complaint investigation	184.00
Entomology:	
Specimen identification	41.00

Massage parlor:	
Massage parlor inspection	175.00
Mountain cabin site:	
County health officer inspection (per United States Forest Service requirements)	Standard Billing Hourly Rate
Nondiagnostic laboratories:	
Annual fee	150.00
Additional fee site	48.00
Additional diagnostic test fee	144.00
Owner initiated inspection:	
a. Restaurant—low risk	287.00
b. Restaurant—moderate risk	340.00
c. Restaurant—high risk, Caterer, Mobile Food Facility, or Motion Picture Catering Operation	383.00
d. Food market retail—low risk	250.00
e. Food market retail—moderate risk	312.00
f. Food market retail—high risk	333.00
Public health license waiver letter request (garment industry)	249.00

Public/state water system enforcement activities:	
Public water system administrative hearing	324.00
Public water system citation	649.00
Public water system NOV	260.00
State—local water system administration hearing	324.00
State—local water system citation	519.00
State—local water system NOV	260.00
Site transfer/site address change	51.00
<u>Shared kitchen complex:</u>	
<u>Application review – tenant retail food operator</u>	<u>157.00</u>
<u>Application review – tenant wholesale food processor</u>	<u>157.00</u>
Soft serve high count resample	389.00
Swimming pool service technician/apprentice exam and certification:	
Swimming pool service technician/apprentice exam	184.00
Swimming pool service technician/apprentice technician certification renewal fee	65.00
Water sampling—commercial for USDA	714.00

Water supply yield:	
Water supply yield test—commercial	1,038.00
Water supply yield test—residential four (4) connections or less	844.00
Water supply yield test—residential each additional connections beyond four (4)	519.00
Water treatment system evaluation	519.00
Wells:	
Monitoring well construction (less than twenty-five (25) wells per parcel)	519.00
Monitoring well construction twenty-five (25) or more wells per parcel	130.00
Well construction (production, cathodic, irrigation)	844.00
Well destruction—or renovation (production, cathodic, irrigation)	1,103.00
Geothermal heat exchange well construction	519.00
Well application cancellation	65.00
Well site plan review	584.00

SECTION 9. Chapter 11.09 is hereby added to read as follows:

Chapter 11.09

SHARED KITCHEN COMPLEX

Sections:

11.09.010 Definitions.

11.09.050 Shared Kitchen Complex Manager – Duties.

11.09.100 Shared Kitchen Complex Tenant, Retail Food Operator –

Duties.

11.09.150 Shared Kitchen Complex Tenant, Wholesale Food Processor –

Duties.

11.09.010 Definitions.

The following words and phrases shall apply to this Chapter, irrespective of their use in other Chapters of Division 1 of this Title.

- A. “Secured food processing station” means an enclosed room within a shared kitchen complex used by a shared kitchen complex tenant wholesale food processor pursuant to Section 11.12.110 of the Los Angeles County Code. A secured food processing station shall include one or more food preparation tables, a hand wash sink, a food preparation sink, when applicable, a warewashing sink, cooking equipment, and food storage space. A shared kitchen complex shall not allow multiple shared kitchen complex tenants wholesale food processors to occupy a single secured food processing station simultaneously. Each secured food processing station is to be occupied

exclusively by only one shared kitchen complex tenant wholesale food processor pursuant to a lease or other written arrangement for the term of that lease or other written arrangement.

- B. "Shared kitchen complex manager" means the individual responsible for managing a shared kitchen complex, as defined in Section 8.04.425 of the Los Angeles County Code, to ensure compliance with all applicable federal, state, and local laws, regulations, and ordinances.
- C. "Standard sanitary operating procedures" means written responsibilities and procedures for the operation of a shared kitchen complex, as defined in Section 8.04.425 of the Los Angeles County Code. The standard sanitary operating procedures shall identify the responsibilities of the shared kitchen complex manager and of the shared kitchen complex tenants for the following operational aspects of the shared kitchen complex, including each secured processing station:
1. Cleaning and sanitizing procedures for food equipment and utensils;
 2. Proper storage of food product, utensils, and equipment;
 3. Checking and recording of temperatures of refrigeration units and of hot water;
 4. Reporting required maintenance;
 5. Cleaning and maintenance of common or shared areas including but not limited to restrooms, storage areas, cooking equipment, hood systems, and warewashing sinks;

6. Providing and scheduling commercial pest control; and
7. Any other guidelines, orders, regulations or directives issued by the County health officer.

11.09.050 Shared Kitchen Complex Manager – Duties.

A shared kitchen complex manager shall have the following duties:

1. Ensure that any shared kitchen complex tenant complies with all applicable federal, state, and local laws and regulations pertaining to equipment and food safety requirements, including, but not limited, to those set forth in the California Health & Safety Code and the Los Angeles County Code.
2. Ensure that any shared kitchen complex tenant has a valid public health permit prior to occupying space within a shared kitchen complex.
3. Maintain a Person in Charge at the shared kitchen complex during operating hours as a point of contact for the County health officer and each shared kitchen complex tenant.
4. Ensure food contact surfaces of equipment shared by the shared kitchen complex tenants are cleaned and sanitized between use by each such tenant.
5. Ensure the shared kitchen complex conforms to sanitation requirements set forth in the Los Angeles County Code and the California Retail Food Code, as applicable.

6. Develop written standard sanitary operating procedures, as specified in Section 11.09.010 C.
7. Maintain on file or otherwise make immediately available at the shared kitchen complex the following records:
 - a. a list of all shared kitchen complex tenants and their contact information;
 - b. for each such tenant, a copy of the food products approved for preparation, sale and/or service by the County health officer;
 - c. list of all food allergens known to be processed and/or handled within the shared kitchen complex;
 - d. for each shared kitchen complex tenant, the name of such tenant's full-time employee holding a valid Certified Food Protection Manager certificate and copies of the California Food Handler Cards for all other of such tenant's employees responsible for handling food or cleaning equipment;
 - e. a copy of each executed lease or written agreement with each shared kitchen complex tenant; and
 - f. a copy of each shared kitchen complex tenant's current public health permit.
8. Provide dry and refrigerated storage space adequate for each shared kitchen complex tenant's storage needs.

11.09.100 Shared Kitchen Complex Tenant, Retail Food Operator –

Duties.

A shared kitchen complex tenant, retail food operator, as defined in Section 8.04.428 of the Los Angeles County Code, shall have the following duties:

1. Comply with all applicable equipment and food safety requirements set forth in this chapter and in the California Retail Food Code.
2. Acknowledge receipt of and comply with the standard sanitary operating procedures for the shared kitchen complex.
3. Secure all personal equipment and food product in the designated storage areas provided by the shared kitchen complex upon completion of food preparation and cleaning activities.
4. Report to the shared kitchen complex manager all cleaning required in common or shared areas and maintenance required to all common or shared equipment.
5. Report to the shared kitchen complex manager any food allergens handled and/or processed within the facility.
6. Label all food products packaged for sale or consumption with a statement that the food was prepared in a food facility where known food allergens are used.
7. Schedule access to the shared kitchen complex with the complex manager.
8. Obtain food from approved sources.

9. Conform to a menu approved by the health officer.
10. Have a valid public health permit or a copy thereof when onsite.
11. Keep and maintain on file at the shared kitchen complex the following records:
 - a. A Certified Food Protection Manager certificate, within sixty (60) days of receiving approval to operate within a shared kitchen complex; and
 - b. California Food Handler Cards for all food employees who do not hold a Certified Food Protection Manager certificate, within thirty (30) days of receiving approval to operate within a shared kitchen complex.

11.09.150 Shared Kitchen Complex Tenant, Wholesale Food Processor –

Duties.

A shared kitchen complex tenant, wholesale food processor, as defined in Section 8.04.430 of the Los Angeles County Code, shall have the following duties:

1. Comply with all applicable federal, state, and local laws and regulations pertaining to equipment and food safety, including but not limited to those set forth in the California Health and Safety Code and the Los Angeles County Code.
2. Comply with the standard sanitary operating procedures for the cleaning and sanitizing of all food contact surfaces, non-food contact surfaces, and utensils.

3. Secure all personal equipment and food product in the designated storage areas provided by the shared kitchen complex upon completion of food preparation and cleaning activities.
4. Report to the shared kitchen complex manager all cleaning required in common and/or shared areas and maintenance required to all common or shared equipment.
5. Report to the complex manager any food allergens handled and/or processed within the shared kitchen complex.
6. Follow all federal label requirements and guidelines.
7. Schedule access to the shared kitchen complex with the complex manager.
8. Ensure food is from approved sources.
9. Conform to the menu/food product(s) approved by the County health officer and/or State and federal regulators.
10. Have a valid public health permit, State and/or federal license or a copy thereof when onsite.
11. Keep and maintain on file at the secured food processing station the following records:
 - a. Certified Food Protection Manager certificate, within sixty (60) days of receiving approval to operate within a shared kitchen complex.
 - b. California Food Handler Cards for all food employees who do not hold a Certified Food Protection Manager certificate, within thirty

(30) days of receiving approval to operate within a shared kitchen complex.

12. Comply with any other responsibilities deemed necessary by the County health officer for the protection of public health and safety.

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