



Board of Supervisors Health and Mental Health Cluster Agenda Review Meeting

DATE: April 3, 2024

TIME: 11:30 a.m. – 1:30 p.m.

MEETING CHAIR: Angelica Ayala, 3rd Supervisorial District

CEO MEETING FACILITATOR: Atineh Sepanian

This meeting will be held in hybrid format which allows the public to participate virtually, or in-person, as permitted under the Board of Supervisors' March 19, 2024, order.

To participate in the meeting in person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 140

To participate in the meeting virtually, please call the teleconference number:

1 (323) 776-6996 and enter the following: 403 234 317# or [Click here to join the meeting](#)

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Two (2) minutes are allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

12:30 P.M. NOTICE OF CLOSED SESSION

CS-1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9(a)

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One Case

I. Call to order

II. Presentation Item(s):

- a. **DPH:** Approval of Two Ordinances to Amend Los Angeles County Code, Title 8 - Consumer Protection, Business and Wage Regulations, and Title 11 - Health

and Safety, To Establish a Microenterprise Home Kitchen Operations Program in the Unincorporated Areas of Los Angeles County (#07566)

- b. DPH:** Approval of Two Ordinances to Amend Los Angeles County Code, Title 8 – Consumer Protection, Business and Wage Regulations Code, to Establish a Rental Housing Habitability and a Rent Escrow Account Program and Authority to Execute Service Contracts for the Implementation of the Program in the Unincorporated Areas of Los Angeles County (#07429)

- III. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting
- IV. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda.
- V. Public Comment
- VI. Adjournment

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

DRAFT

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/3/2024	
BOARD MEETING DATE	5/14/2024	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Department of Public Health	
SUBJECT	Request approval of the enclosed ordinances that amend Los Angeles County Code, Title 8 – Consumer Protection, Business and Wage Regulations Code to establish a public health permit and fee requirement for microenterprise home kitchen operations, and Los Angeles County Code, Title 11 – Health and Safety Code that creates a microenterprise home kitchen operation program in the unincorporated and incorporated areas of Los Angeles County, except for the cities of Long Beach, Pasadena and Vernon.	
PROGRAM	Environmental Health Division	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$	Funding source: Public Health Permit and service fees offset costs.
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	In adopting the two ordinances the Board will allow the Department of Public Health (Public Health) Environmental Health Division (EH) to implement a permitting and inspection program for microenterprise home kitchen operations throughout the County with the exception of the cities listed above. Public Health EH regulatory oversight for the program includes: application reviews, initial site evaluations, one annual inspection, and complaint investigations. Public Health EH anticipates issuing public health permits and conducting inspections of approximately 1,000 microenterprise home kitchen operations.	

BACKGROUND (include internal/external issues that may exist including any related motions)	<p><u>State Law</u></p> <p>In 2018, AB 626 amended the California Retail Food Code (CRFC) to define a microenterprise home kitchen operation to mean a food facility that is operated by a resident in a private home where food is stored, handled, and prepared for, and may be served to, consumers, and that meets specified requirements, including annual sale limitations. In 2019, AB 377 amended CRFC to add a provision that “the governing body of a city, county, or city and county that is designated as the enforcement agency . . . may authorize, by ordinance or resolution, within its jurisdiction the permitting of microenterprise home kitchen operations.” The provision further specifies that “the authorization shall apply to all areas within its jurisdiction, including being applicable to all cities within a county that authorizes microenterprise home kitchen operations, regardless of whether each city located within the jurisdiction of the county separately authorizes them.”</p> <p><u>Board Motion</u></p> <p>On October 3, 2023, the Board approved the motion, Streamlining Access to Safe and Regulated Vending and Micro-Entrepreneurship Opportunities. In that motion, the Board of Supervisors directed the Director of Public Health, in collaboration with County Counsel and the Director of the Department of Economic Opportunity to report back with a draft ordinance authorizing Microenterprise Home Kitchen Operations within the Los Angeles County public health jurisdiction consistent with the provisions of the CRFC.</p>
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	<p>Name, Title, Phone # & Email:</p> <ul style="list-style-type: none"> Liza Frias Director of Environmental Health (626) 430-5115 lfrias@ph.lacounty.gov Joshua Bobrowsky Director of Government Affairs, Public Health jbobrowsky@ph.lacounty.gov Vanessa Miranda Deputy County Counsel vmiranda@counsel.lacounty.gov



DRAFT



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

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BOARD OF SUPERVISORS

Hilda L. Solis
First District

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Kathryn Barger
Fifth District

May 14, 2024

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

Dear Supervisors:

**APPROVAL OF TWO ORDINANCES TO AMEND LOS ANGELES COUNTY CODE,
TITLE 8 – CONSUMER PROTECTION, BUSINESS AND WAGE REGULATIONS, AND
TITLE 11 – HEALTH AND SAFETY, TO ESTABLISH A MICROENTERPRISE HOME
KITCHEN OPERATIONS PROGRAM IN LOS ANGELES COUNTY, EXCLUDING THE
CITIES OF LONG BEACH, PASADENA AND VERNON
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval of the enclosed ordinances for introduction that amend Los Angeles County Code, Title 8 – Consumer Protection, Business and Wage Regulations Code to establish a public health permit and fee requirements for Microenterprise Home Kitchen Operations, and Los Angeles County Code, Title 11 – Health and Safety Code that creates a Microenterprise Home Kitchen Operation Program within the incorporated and unincorporated areas of Los Angeles County, except within the cities of Long Beach, Pasadena and Vernon.

IT IS RECOMMENDED THAT FOLLOWING THE PUBLIC HEARING THE BOARD:

Introduce, waive reading, and place on the agenda for adoption, the enclosed ordinances (Exhibits A and B) amending Los Angeles County Code, Title 8 – Consumer Protection, Business and Wage Regulations Code to establish public health permit and fees for Microenterprise Home Kitchen Operations (MEHKOs) and Los Angeles County Code, Title 11 – Health and Safety Code to create a MEHKOs program within the Department of Public Health (Public Health).

PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTION

On October 3, 2023, the Board approved the motion, Streamlining Access to Safe and Regulated Vending and Micro-Entrepreneurship Opportunities. In that motion, the Board of Supervisors directed the Director of Public Health, in collaboration with County Counsel and the Director of the Department of Economic Opportunity (DEO) to report back with a draft ordinance authorizing MEHKOs within the Los Angeles County public health jurisdiction consistent with the provisions of the CRFC. The motion also directed the Director of Public Health, in collaboration with County Counsel and the Director of DEO to provide opportunities for public input during the drafting of the MEHKO ordinance and development of the MEHKO permitting program through proactive outreach and engagement with impacted stakeholders, including representatives from cities across the County, microentrepreneurs, sidewalk vendors, and brick and mortar businesses.

Public Health-Environmental Health Division (Public Health EH) surveyed the 85 contracted cities and the survey revealed that 10 cities had received inquiries from the public to obtain permits, and while half of the municipalities were concerned about parking and traffic issues, 12 cities were interested in discussing the implementation of a permitting program. Approximately 13 listening sessions were held throughout the Los Angeles County to give the public opportunities for input, including six sessions in Spanish.

Adoption of the recommended ordinances is necessary to authorize Public Health EH to establish a public health permit requirement for MEHKOs, as defined by the attached ordinance, to conduct health and safety inspections, and enforcement activities. MEHKOs will be inspected for compliance with the specific food safety and sanitation requirements of the CRFC.

Implementation of Strategic Plan Goals

The recommended action supports North Star 1, Make investments that transform lives, with a focus area goal of employment and sustainable wages, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

There is no net County cost associated with the recommended actions at this time as registration, inspections, and enforcement activities will be offset by public health permit and service fees.

Public Health EH will assess whether additional staff will be necessary for the increased workload and will address any need for additional staffing through the budget process.

FACTS AND PROVISION/LEGAL REQUIREMENTS

Public Health EH is empowered with public health regulatory authority to perform certain mandated services including, but not limited to, inspections and investigations related to food, housing, drinking water, solid waste, and vector management. State and local health and safety laws provide Public Health EH with the authority to enforce statutes and regulations related to public health. The cost of these regulatory activities is principally offset by the collection of fees for permits, registrations, licenses, and services.

The California Retail Food Code (CRFC) establishes uniform health and sanitation standards for retail food facilities for regulation by the California Department of Public Health, and requires local enforcement agencies to enforce these provisions. In the County of Los Angeles, the local enforcement agency is Public Health.

In 2018, Assembly Bill (AB) 626 amended the CRFC to define a microenterprise home kitchen operation to mean a food facility that is operated by a resident in a private home where food is stored, handled, and prepared for, and may be served to, consumers, and that meets specified requirements, including annual sale limitations. In 2019, AB 377 amended CRFC to add a provision that “the governing body of a city, county, or city and county that is designated as the enforcement agency . . . may authorize, by ordinance or resolution, within its jurisdiction the permitting of microenterprise home kitchen operations”. The provision further specifies that “the authorization shall apply to all areas within its jurisdiction, including being applicable to all cities within a county that authorizes microenterprise home kitchen operations, regardless of whether each city located within the jurisdiction of the county separately authorizes them.”

Approval of the recommendation will allow for the adoption of the MEHKO ordinances and Public Health EH to implement a permitting and inspection program for MEHKOs throughout the County. Public Health EH regulatory oversight for the program includes, but is not limited to: (1) application reviews, (2) initial site evaluations, (3) one annual inspection, and (4) complaint investigations. Public Health EH will be responsible for evaluating homes to ensure that they have the capability to support the proposed MEHKO.

Additionally, approval of the MEHKO ordinance will allow for MEHKOs to serve as a commissary for up to two Compact Mobile Food Operations as long as they are owned by the same permitholder. If a MEHKO is approved to serve as a commissary, the number of allowed meals that can be prepared in a week as well as the gross sales per year limit is expanded.

Public Health EH anticipates issuing public health permits and conducting inspections of approximately 1,000 MEHKOs within the first year of implementation.

County Counsel has reviewed the proposed ordinances (Exhibits A and B), as to content and form. The Auditor-Controller has approved the methodology of determining the fees as reasonable, based on its review of the Public Health worksheets to calculate the program costs.

IMPACT ON CURRENT SERVICES FOR PROJECT(S)

There is no anticipated impact on current services as a result of the approval of the recommended action.

CONCLUSION

If adopted, the amended ordinances will authorize Public Health EH, beginning on November 1, 2024, to process applications and issue public health permits for MEHKOs; and conduct inspections and complaint investigations related to these services. Enforcement for failure to comply with obtaining a public health permit will begin on January 1, 2025.

Authorizing MEHKOs in Los Angeles County would create a pathway for small food business entrepreneurs to operate in compliance with food safety requirements, and offers them equitable access to economic opportunities.

Respectfully submitted,

BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

BF:db
#07566

Enclosures

The Honorable Board of Supervisors

May 14, 2024

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c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller
Department of Economic Opportunity

ANALYSIS

This ordinance amends Title 8 – Consumer Protection, Wage and Business Regulations and Title 11 – Health and Safety of the Los Angeles County Code to regulate Microenterprise Home Kitchen Operations and Cottage Food Operations. The ordinance:

- Authorizes the permitting of Microenterprise Home Kitchen Operations in the incorporated and unincorporated areas of the County except within the cities of Long Beach, Pasadena, and Vernon, pursuant to California Health and Safety Code section 114367;
- Authorizes the Department of Public Health to administer the Microenterprise Home Kitchen Operations Ordinance;
- Defines a Microenterprise Home Kitchen Operation as a home-based food business that allows approved individuals to prepare and sell meals onsite and directly to a consumer as further described in California Health and Safety Code section 113825;
- Provides for an application and permitting process, including an initial home inspection, to ensure the home kitchen supports the proposed food operation;
- Allows for determination of a permitted area for the Microenterprise Home Kitchen Operation which may include the home kitchen, onsite consumer eating areas, food and other storage, equipment, toilet rooms, janitor and cleaning facilities, and refuse areas as authorized by California Health and Safety Code section 114367.2 and the Department of Public Health;

- Establishes an initial application fee and an annual permit fee required to operate a Microenterprise Home Kitchen Operation;
- Allows for Microenterprise Home Kitchen Operations to serve as a commissary for up to two (2) Compact Mobile Food Operations as long as they are owned by the same permitholder;
- If approved to serve as a commissary, the number of meals that a Microenterprise Home Kitchen Operation can prepare in a week and the gross sales per year limit is expanded.;
- Adds requirements for a Cottage Food Operation to align with the California Health and Safety Code and clarifies the potable water requirements for these operations; and
- Requires the Department of Public Health to provide notice to cities of any approved Microenterprise Home Kitchen Operations in their jurisdiction; and update its website within 15 days of issuance of a permit.

DAWYN R. HARRISON

County Counsel

By 
VANESSA MIRANDA
Deputy County Counsel

VM:rg

Requested: 12/6/2023
Revised: 3/26/2024

ORDINANCE NO. _____

An ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations of the Los Angeles County Code and Title 11 – Health and Safety of the Los Angeles County Code by adding Chapter 11.17-Microenterprise Home Kitchen Operations to allow for a Microenterprise Home Kitchen Operations Program in both the unincorporated and incorporated areas of the County, except within the cities of Long Beach, Pasadena and Vernon. The ordinance establishes a new public health permit and service fees for Microenterprise Home Kitchen Operations along with updating operational requirements for Cottage Food Operations that align with California Health and Safety Code, Division 104, Part 7.

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

SECTION 1. Section 8.04.295 is hereby added to read as follows:

8.04.295 Microenterprise Home Kitchen Operation.

"Microenterprise Home Kitchen Operation" or "MEHKO" means a food facility as defined in California Health and Safety Code section 113825 that is required to comply with California Health and Safety Code Division 104, Part 7, Chapter 11.6, Microenterprise Home Kitchen Operation.

SECTION 2. Section 8.04.720 is hereby amended to read as follows:

8.04.720 Fee Schedule.

Business Classification	Permit Fee
Animal food market	\$201.00
. . .	
<u>Microenterprise Home Kitchen Operation</u>	<u>347.00</u>

...	
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SECTION 3. Section 8.04.728 is hereby amended to read as follows:

8.04.728 Service Charges—Basis—Payment.

A. Whenever another government jurisdiction requires a person to secure an inspection, evaluation, report, or approval by the County Health Officer, necessitating the County Health Officer to provide a service, such person shall pay a fee to offset the costs incurred by the County Health Officer as set forth in this section.

...

F. The 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):	\$37.00
...	
<u>Microenterprise Home Kitchen Operation Initial</u> <u>Application</u>	<u>597.00</u>
...	

SECTION 4. Section 8.04.783 is hereby added to read as follows:

8.04.783 Additional Requirements for Cottage Food Operations.

A. A Cottage Food Operation whose potable water supply comes from a private well shall submit with their permit application sample results verifying the water supply meets at minimum the definition of a Transient Non-Community Water System standard, as defined in California Health and Safety Code section 116275(o) and

standards set forth in the California Code of Regulations, Title 17 and 22. Sample results shall include nitrate, nitrite, and bacteriological water quality.

B. A Cottage Food Operation whose permit or registration is initially approved shall complete water quality testing and also maintain the test results, which shall be made available for review by the County Health Officer during a routine inspection or complaint investigation. Water quality testing frequency shall be in accordance with Transient Non-Community Water System requirements and include:

1. Quarterly bacteriological testing.
2. Annual nitrate testing, unless the results are greater than or equal to fifty (50) percent of the Maximum Contaminant Level ("MCL"), in which case testing shall be completed quarterly for one (1) year. If after one (1) year, no additional results are greater than or equal to fifty (50) percent of the MCL, the testing may return to annually.
3. Nitrite testing every three (3) years, unless the results are greater than or equal to fifty (50) percent of the MCL, in which case testing shall be completed quarterly for one (1) year. If after one (1) year, no additional results are greater than or equal to fifty (50) percent of the MCL, the testing may return to every three (3) years.

C. Transactions at up to two (2) Compact Mobile Food Operations (CMFO) operated by a Cottage Food Operation shall not count towards the annual gross sales restrictions applicable to Cottage Food Operations as set forth in California Health and Safety Code section 113758.

SECTION 5. Chapter 11.17 is hereby added to read as follows:

CHAPTER 11.17 Microenterprise Home Kitchen Operations.

11.17.010 Short Title.

11.17.020 Declaration of Purpose and Findings.

11.17.030 Definitions.

11.17.040 Scope.

11.17.050 MEHKO Facility Permit Requirements.

11.17.060 Required Compliance.

11.17.070 Food Preparation and Storage.

11.17.080 Expanded Food Service.

11.17.090 Safety.

11.17.100 Signage Prohibited.

11.17.110 Inspections.

11.17.120 Potable Water.

11.17.130 Public Notification.

11.17.140 Notice of Inspection Results.

11.18.150 Exemption.

11.17.160 Implementation.

11.17.170 Severability.

11.17.180 Effective Date.

11.17.010 Short Title.

This ordinance codified in Title 11 of this County Code will be known as, and may be cited as, the "Microenterprise Home Kitchen Operations Ordinance."

11.17.020 Declaration of Findings and Purpose.

A. The Board of Supervisors finds that in Los Angeles County, small businesses comprise a large percentage of the local workforce in Los Angeles County, many of which are minority-owned.

B. With the creation of the Microenterprise Home Kitchen Operations Program, the County will be able to continue the advancement of economic mobility for local small businesses by allowing these microentrepreneurs to be a part of the formal economy.

C. The Microenterprise Home Kitchen Operations Program will allow for small-scale, direct food sales from home-based kitchens and provide a safe and equitable pathway to legal food vending, in accordance with California Health and Safety Code, Division 104, Part 7, Chapter 11.6, Microenterprise Home Kitchen Operations, and pursuant to the Board of Supervisors' police powers as set forth under Article XI, Section 7 of the California Constitution.

D. It is the intention of the County to authorize and adopt a Microenterprise Home Kitchen Operations Program Countywide as authorized by California Health and Safety Code section 114367.

11.17.030 Definitions.

The following words and phrases shall apply to this Chapter:

A. "Compact Mobile Food Operation" or "CMFO" means a food facility as defined in California Health and Safety Code section 113831(c).

B. "County Health Officer" means the Director of the Department of Public Health of the County of Los Angeles, or their duly authorized representative.

C. "Department" means the Los Angeles County Department of Public Health.

D. "Food Handler" means an individual who is involved in the preparation, storage, or service of food in a food facility, as defined in California Health and Safety Code section 113790.

E. "Microenterprise Home Kitchen Operation" or "MEHKO" means a food facility as defined in California Health and Safety Code section 113825.

F. "MEHKO Operator" means the resident of the private home where the MEHKO will be operating, who is the permitholder for the MEHKO and, who is responsible for the operation.

G. "Permitted Area" means the home kitchen described in the application for MEHKO, the on-site consumer eating area, food storage area, utensils and equipment, toilet room, janitorial or cleaning facilities, and refuse and storage areas as provided by Health and Safety Code section 114367.2, and attached rooms within the home that have spaces, such as closets, that are used exclusively for food, utensil, and equipment storage for the MEHKO, as authorized by the County Health Officer.

H. "Potable Water" means water that complies with the standards for transient noncommunity water systems pursuant to the California Safe Drinking Water Act, commencing with California Health and Safety Code section 116270 et. seq. to the extent permitted by federal law.

I. "Resident of a Private Home" means any individual who resides in a private home when not elsewhere for labor or other special and temporary purposes.

11.17.040 Scope.

The provisions of this chapter shall apply to Microenterprise Home Kitchen Operations as defined in California Health and Safety Code section 113825 et. seq., within the unincorporated and incorporated areas of Los Angeles County, except within the cities of Long Beach, Pasadena, and Vernon, and to the extent permitted under California Health and Safety Code section 114367.

11.17.050 MEHKO Facility Permit Requirements.

A. Any individual desiring to obtain a public health permit to operate a MEHKO shall file an application with the Department and pay the nonrefundable application fee as set forth in Section 8.04.728 F.

B. Upon receipt of both an application for a public health permit and the required non-refundable fee, the Department shall review the application.

C. Application Requirements.

1. The application at a minimum shall include the requirements set forth in California Health and Safety Code section 114367.2(c), including but not limited to a listing of the proposed equipment and standard operating procedures the MEHKO Operator intends to use and a list of any Food Handlers, as set forth in subsection 3, below.

2. The MEHKO Operator shall successfully complete and pass an approved and accredited Food Safety Certification Examination, in compliance with

California Health and Safety Code sections 113947.1 and 113947.2 and include proof of certification with the application.

3. If a MEHKO Operator plans to have Food Handlers as part of their operation, the MEHKO Operator must include proof of Food Handler food certification for every individual with the submission of the permit application. If a Food Handler is employed after the initial inspection is conducted, the MEHKO Operator will have ten (10) days from the date of hire to provide a copy of the employee's food handler card to the Department. The MEHKO Operator shall have no more than one full-time equivalent Food Handler, not including a household or family member, in accordance with California Health and Safety Code section 113825.

D. Upon completion and approval of the initial application review, the MEHKO shall be subject to an initial inspection to be completed by the Department to ensure minimum compliance with this Chapter and as provided by California Health and Safety Code section 114367.2(d)(1).

E. Upon verification by the Department that all minimum requirements have been met, a public health permit shall be issued upon payment of a non-refundable public health permit fee as specified in Section 8.04.720 of this code.

F. A MEHKO Operator is required to notify the Department and request an evaluation within twenty (20) days of any substantive changes made to the menu or equipment that affect the originally proposed operational procedures following the Department's initial approval. The MEHKO Operator shall pay an evaluation fee based on the hourly rate established in Section 8.04.728 of this Code. Upon notification and payment of the fee, the MEHKO Operator shall be subject to a site evaluation to be

completed by the Department within twenty (20) days to evaluate if the menu or equipment change can be supported within the previously permitted kitchen.

G. MEHKO permits may be modified, suspended, or revoked as provided in the California Health and Safety Code, Division 104, Part 7, Chapter 13.

H. No persons shall operate a MEHKO without a valid public health permit issued by the County Health Officer.

I. Only one MEHKO may operate per residence. A Cottage Food Operation shall not be permitted from the same residence.

11.17.060 Required Compliance.

Unless otherwise specified in this Chapter, a MEHKO shall comply with the requirements of California Health and Safety Code, Division 104, Part 7.

11.17.070 Food Preparation and Storage.

A. MEHKO food preparation, packaging, and handling shall be kept separate from other domestic activities, including but not limited to, family meal preparation, guest entertaining, or dishwashing.

B. All food storage for the MEHKO within the permitted area shall comply with California Health and Safety Code, Division 104, Part 7, Chapter 4, Article 5. Any other detached rooms on the premises, including accessory buildings and garages, may be used to store food items for the MEHKO only if all food is stored inside of an approved refrigerator and/or freezer with a closable door/lid which will be verified upon the Department's initial inspection. Sleeping quarters or second residential units on the same property are not allowed within the Permitted Area.

11.17.080 **Expanded Food Service.**

A. Food prepared in a MEHKO may be served from an approved Compact Mobile Food Operation operated by the same MEHKO permitholder pursuant to California Health and Safety Code section 114368.3(a)(5).

B. The meal and gross annual sales limitations for MEHKOs set forth in California Health and Safety Code section 113825(a)(7) and (8) do not apply to the sale of non-potentially hazardous food or produce for up to two (2) CMFOs operated by the MEHKO, as set forth in California Health and Safety Code section 114368.3(a)(6).

C. A MEHKO may serve as a commissary or mobile support unit for up to two (2) CMFOs owned by the same permitholder if an evaluation determines the MEHKO is capable of supporting the preparation and storage of the food being sold from the CMFO(s) and the storage and cleaning of the CMFO(s) pursuant to California Health and Safety Code section 114368.3(a)(1). A permitted MEHKO that wishes to expand to support up to two (2) CMFOs shall request an evaluation and pay a fee based on the hourly rate established in Section 8.04.728 of this Code.

D. As authorized under Health and Safety Code section 114368.3(8), food preparation for a permitted MEHKO operating in conjunction with an approved CMFO is expanded to no more than eighty (80) individual meals per day and no more than two hundred (200) individual meals per week. Except as identified in section B. above, a permitted MEHKO operating in conjunction with a CMFO shall not have more than one-hundred and fifty thousand dollars (\$150,000.00) in verifiable gross annual sales, as adjusted annually for inflation based on the California Consumer Price Index.

11.17.090 **Safety.**

- A. A properly charged and maintained minimum ten (10) BC-rated fire extinguisher to combat grease fires shall be readily accessible.
- B. A first aid kit shall be available and located in a convenient and accessible area.

11.17.100 **Signage Prohibited.**

No signage or other outdoor display advertising the MEHKO is allowed anywhere on the property from which the MEHKO is operating.

11.17.110 **Inspections.**

- A. The Department shall conduct an initial inspection of a MEHKO upon the initial application seeking approval for a public health permit.
- B. A MEHKO is subject to one routine inspection per year as specified in California Health and Safety Code section 114367.3.
- C. Additional inspections conducted as a result of a complaint or emergency circumstances will be conducted in the manner set forth in California Health and Safety Code sections 114367.3(a)(2) and (3).
- D. If a MEHKO is found to be in violation of any of the requirements in this Chapter or California Health and Safety Code, Division 104, Part 7, Chapter 11.6, or if additional inspections or complaint-based investigations are required to ensure compliance with this Chapter or State law, the Department may seek cost recovery, based on the hourly rate established in Section 8.04.728 of this Code.

11.17.120 Potable Water.

A. A MEHKO whose potable water supply comes from a private well shall submit with their permit application sample test results verifying the water supply meets at a minimum the definition of Transient Noncommunity Water System as defined in California Health and Safety Code section 116275(o) and standards set forth in the California Code of Regulations, Title 17 and 22. Sample results shall include nitrate, nitrite, and bacteriological water quality.

B. MEHKO Operators whose permits are initially approved shall complete water quality testing and also maintain the test results, which shall be made available for review by the County Health Officer during a routine inspection or complaint investigation. Water quality testing frequency shall be in accordance with Transient Noncommunity Water System requirements and include:

1. Quarterly bacteriological testing.
2. Annual nitrate testing, unless the results are greater than or equal to fifty (50) percent of the Maximum Contaminant Level ("MCL"), in which case testing shall be completed quarterly for one (1) year. If after one (1) year, no additional results are greater than or equal to fifty (50) percent of the MCL, the testing may return to annually.
3. Nitrite testing every three (3) years, unless the results are greater than or equal to fifty (50) percent of the MCL, in which case testing shall be completed quarterly for one (1) year. If after one (1) year, no additional results are greater than or equal to fifty (50) percent of the MCL, the testing may return to every three (3) years.

11.17.130 Public Notification.

A. Within fifteen (15) business days of issuance of a public health permit for a MEHKO, the Department shall update its website to reflect the newly permitted MEHKO.

B. The Department shall directly notify any incorporated city of the issuance of a MEHKO public health permit within its jurisdiction, no later than fifteen (15) business days of issuance of the public health permit.

C. The Department shall post all routine and complaint-based inspection results for MEHKOs on its website.

11.17.140 Notice of Inspection Results.

A. All official inspection reports issued to a MEHKO shall be issued pursuant to the requirements set forth in Section 8.04.650 of this Code.

B. Any additional reinspection fees to be charged to a MEHKO shall be similarly noticed as provided in Section 8.04.650 B of this Code.

11.17.150 Exemption.

For the purposes of this Chapter, all permitted MEHKOs shall not be considered restaurants as the term is used in the County Code, Title 22, Division 7, Chapter 22.140, Section 22.140.290-A. Permitted MEHKOs shall not be subject to the standards for Home-based Occupations as set forth in Title 22, Division 7, Chapter 22.140, Section 22.140.290 C. 5, 8 and 12.

11.17.160 Implementation.

The Department is responsible for the administration of this Chapter, which may

include public education, public outreach, and promulgating policies, guidelines and rules consistent with the provisions of this Chapter and the County Code.

11.17.170 Severability.

If any subsection, sentence, clause, or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Chapter. The Board of Supervisors hereby declares that it would have adopted this Chapter and each and every subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional, without regard to any portion of the Chapter would be subsequently declared invalid or unconstitutional.

11.17.180 Effective Date.

A. Provisions of this Chapter related to the application and procurement of a Microenterprise Home Kitchen Operation public health permit shall be effective November 1, 2024.

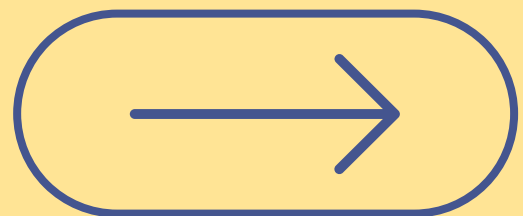
B. Enforcement for failure to comply with provisions of this Chapter related to obtaining the required public health permits shall commence on January 1, 2025.

[804295VMCC]



M I C R O E N T E R P R I S E H O M E K I T C H E N O P E R A T I O N S .

Los Angeles County Department of Public Health



April 3, 2024 – Health and Mental Health Cluster Meeting



Overview

- In 2019, SB 377 passed clarifying Microenterprise Home Kitchen Operation (MEHKO) requirements.
- Public Health conducted several informational sessions in 2019 and 2022 to gauge interest in MEHKO operations.
- On October 3, 2023, the Board of Supervisors directed the Department of Public Health (Public Health) in collaboration with County Counsel and the Department of Economic Opportunity (DEO) to draft an ordinance authorizing the permitting of MEHKOs.



MEHKO Permitting within Jurisdiction



If approved by the Board of Supervisors, authorization would include all 85 incorporated cities and the unincorporated communities. Excluding Long Beach, Pasadena, and Vernon that have their own Health Department.



OUTREACH AND ENGAGEMENT

- 31 Stakeholder Meetings held with DEO and Public Health
 - ✓ 24 Public workshops (400+ attendees)
 - ✓ Multi-city agency and unincorporated areas collaboration meetings
 - ✓ 3 Meetings with model jurisdictions
 - ✓ 2 Policy advocacy organization
- 114 Feedback Form Respondents
- Website, direct emails, dedicated phone line

English (United States) ▼

Microenterprise Home Kitchen Operations Ordinance

* Required

1. Identify your stakeholder group. *

☐ Home Kitchen Microentrepreneur

☐ Sidewalk Vendor

☐ Community-Based Organization

☐ Brick and Mortar Business Owner

☐ LA County Resident

☐ Government Agency

☐ Other

2. Location: Provide the zip code of your home or business. *

The value must be a number

3. Are you in support of a MEHKO ordinance in Los Angeles County? *

☐ Yes

☐ No

☐ Other

4. Are you in favor of allowing MEHKOs to function as commissaries for up to two food carts in Los Angeles County? *

☐ Yes

☐ No

☐ Other

5. Requirements: Discuss any concerns about MEHKO's permit, operational, zoning, and notification requirements *

MEHKO City Managers' Meeting Follow-up Survey

City Managers' Meeting Survey

This survey is a follow-up to the City Managers' Meeting held on September 28, 2023. Since then, the Board adopted a motion on Microenterprise Home Kitchen Operation (MEHKO), Streamlining Access to Safe and Regulated Vending and MicroEntrepreneurship Opportunities. In collaboration with the Department of Economic Opportunity, the Los Angeles County Department of Public Health (DPH) seeks your input in the drafting of a MEHKO ordinance.

This survey should take approximately 5 minutes to complete.

*We are asking for a single coordinated response from your jurisdiction. If you believe that others from your jurisdiction would have helpful insights, please coordinate with them to complete the survey such that only one response is submitted per jurisdiction.

* 1. Please provide the name of the individual(s) completing this survey.

(If more than one individual from the same city is completing the survey, please complete the survey together and provide all names here.)

* 2. Please provide the name of your city.

* 3. Please provide the department you work in.

* 4. Please provide your email address.



OUTREACH AND ENGAGEMENT



24 Public workshops
(400+ attendees)

A screenshot of a web-based feedback form titled "Microenterprise Home Kitchen Operations Ordinance". The form is in English (United States). It contains five numbered sections with radio button options and text input fields. Section 1 asks to identify the stakeholder group with options: Home Kitchen Microentrepreneur, Sidewalk Vendor, Community-Based Organization, Brick and Mortar Business Owner, LA County Resident, Government Agency, and Other. Section 2 asks for a location zip code. Section 3 asks if the respondent is in support of a MEHKO ordinance in Los Angeles County. Section 4 asks if the respondent is in favor of allowing MEHKOs to function as commissaries for up to two food carts in Los Angeles County. Section 5 is for requirements, asking to discuss concerns about MEHKO's permit, operational, zoning, and notification requirements.

80 Feedback Form
Respondents



Website, direct emails,
dedicated phone line



AMENDS CHAPTER 8.04 : Consumer Protection, Business and Wage Regulations

- Adds definition for MEHKO
- Establishes fees for MEHKO
 - Application Fee
 - Annual Public Health Permit
- Cottage Food Operations (CFO)
 - Clarifies potable water supply requirements
 - Expands sales for CFO that also operate a Compact Mobile Food Operation (CMFO)

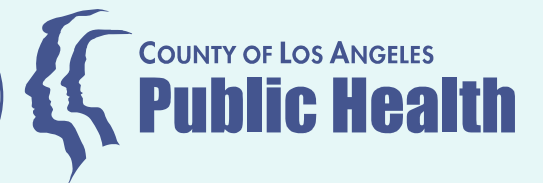


ALLOWANCES FOR COTTAGEFOOD OPERATORS THAT ALSO OPERATE A COMPACT MOBILEFOOD OPERATION

CFO Operators are subject to the following annual gross sales:

- *Class A (\$75,000)*
- *Class B (\$150,000)*

*Sales of approved cottage food items from up to two (2)
CMFOs do not count towards the annual gross sales
restrictions applicable to CFOs*



ORDINANCE:

Establishes Chapter 11.17 Microenterprise Home Kitchen

Operations

- Compliance with California Retail Food Code
- Permitting requirements
- Additional Operational Requirements
- Expanded Food Service for CMFOs
- Public Notification
- Effective Date



What is a MEHKO?

Microenterprise Home Kitchen Operation is a home-based food business that prepares and sells meals directly to customers to be consumed on-site, taken to go, or delivered, like a mini-restaurant

Microenterprise Home Kitchen Operations may also be approved to serve as a commissary for up to two (2) food carts



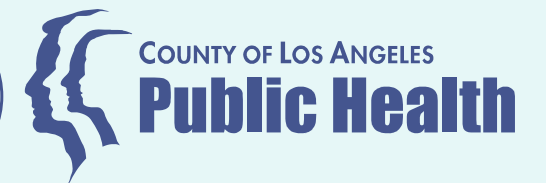
LIMITATIONS

- One MEHKO per residence
- Limited to one full-time equivalent employee, not including a family or household member
- Maximum of 30 meals/day and 90 meals/week
- Maximum of \$ 100,000 gross annual sales



RESTRICTIONS

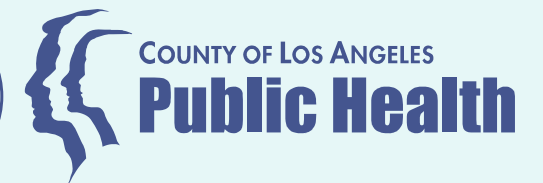
- Cannot resell to other facilities
- Cannot operate as a caterer, temporary food vendor, or cottage food operation from the home
- Cannot sell alcohol without an alcohol license
- Cannot use third-party delivery apps (Uber Eats, Grub hub, etc.) – only advertising intermediaries registered with the state <https://bit.ly/CAIFSIIs>

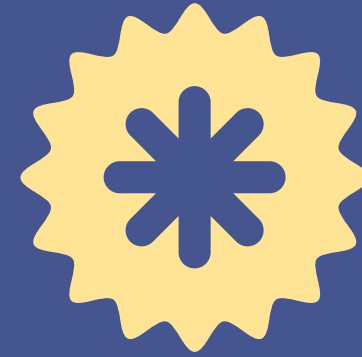


ALLOWANCES FOR MEHKOs THAT ALSO OPERATE A COMPACT MOBILE FOOD OPERATION

- A MEHKO may serve as a commissary or mobile support unit for up to two CMFOs owned by the same permit holder.
- Meal and gross annual sales are expanded
 - 80 meals/day
 - No more than 200 meals per week
 - Limited to no more than \$150,000 in gross sales

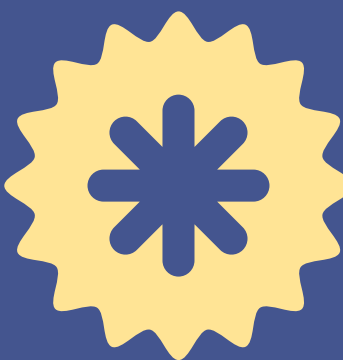
Sales limitations do not apply to the sale of commercially prepared and packaged, nonpotentially hazardous food or whole, uncooked produce on up to two (2) CMFOs



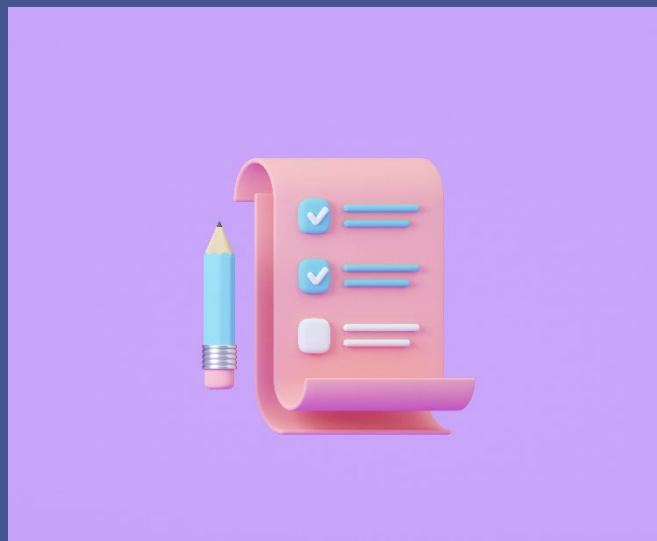


PERMIT REQUIREMENTS

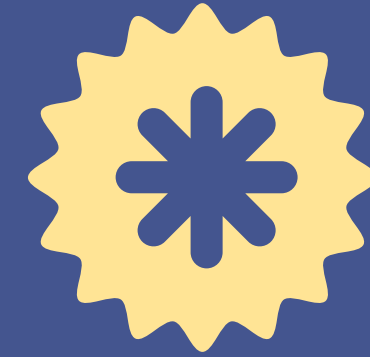
- Public Health Permit Application Fees
 - ✓ Evaluation required for significant menu changes
- Public Health Annual Health Permit Fees
 - ✓ Fees are paid annually
- Fees are established based on the cost to administer the program
- Only one permit can be issued at a residential home



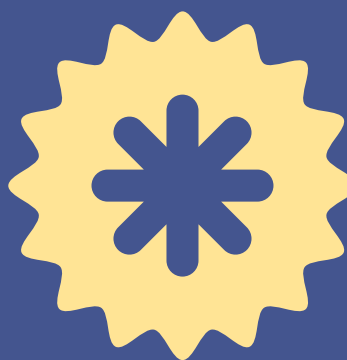
APPLICATION REQUIREMENTS



Operators will need to verify with the city where their business will be located for any additional requirements, such as Home Occupancy application or Zoning verification, among others.



- Operator required to submit complete application with nonrefundable fee along with the following:
 - Standard Operating Procedures
 - Food Safety Manager Certificate
 - Food Handler cards (due 10 days after date of hire)
- *May need water well testing if not on municipal water system*



Note: please review your rental contract to confirm that home business operations are not prohibited.



- May conduct direct sales on-site, direct delivery, or on approved food cart
- Food preparation & storage only allowed in permitted areas of the home
- Equipment must be in good repair, clean, and sanitized
- Food must be prepared, served, or disposed of by the end of the day
- Oil and grease disposal must be done in an approved manner
- Subject to annual inspection and to complaint-based investigations, just like other retail food businesses

OPERATIONAL REQUIREMENTS



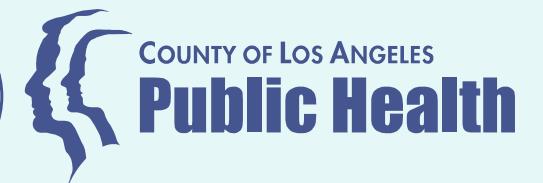
- Failure to comply with operational requirements may lead to permit suspension or revocation.
- No MEHKO operation may occur at the same time as any other domestic activities: family meal preparation, guest entertaining or dishwashing.
- Animals must be excluded from kitchen and dining areas during food preparation and service
- Must have a ten (10) BC- rated fire extinguisher
- First Aid Kit must be available
- Must have a sales tracking mechanism to ensure gross sales do not exceed limits

OPERATIONAL REQUIREMENTS



FOOD PREPARATION RESTRICTIONS

- **No** service or sale of raw oysters
- **No** production, service, or sale of raw milk and raw milk products (cream, cheese, ice cream)
- **No** smoking, curing, or other food processing requiring Hazard Analysis Critical Control Point (HACCP) plan approval
- **No** adding of vinegar or other additives for food preservation
- **No** vacuum seal packaging



ZONING REQUIREMENTS



Cities or counties cannot use zoning laws to prohibit MEHKOs. Still, operators should verify with the city where their business will be located for any additional requirements.

- Cannot display signage or other outdoor advertisements
- Must comply with all local noise regulations
- A city or county may investigate violations of its nuisance ordinances
- A city will be notified of approval of a MEHKO within 15 days of permit issuance
- Cities may prohibit via Ordinance storage of a food cart (CMFO) within a private home



PUBLIC NOTIFICATION

The following information will be posted on the public-facing website:

- Inspection results
 - ✓ Routine annual inspection
 - ✓ Complaint investigations
 - ✓ Closures or enforcement action
- List of approved MEHKO facilities

It is important to note: No Grade or Score Card will be issued to MEHKOs

- Notification to cities within 15 days of approval of a health permit



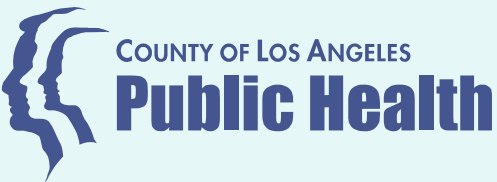
ENFORCEMENT ROLES AND RESPONSIBILITIES

LA County DPH Environmental Health	City / County Code Enforcement	Joint Responsibility
<ul style="list-style-type: none">• Permit to operate• Operating without a permit• Making more meals than allowed	<ul style="list-style-type: none">• Business license• Noise complaints*• Outdoor signage• Traffic or parking• Public nuisance	<ul style="list-style-type: none">• Excessive trash• Washing down food cart on sidewalk (DPH referral to City, as applicable)• Outdoor food sales or consumption (DPH referral to City, as applicable)• Alcohol sales (referral to ABC)**
<p>*Local Law Enforcement, as applicable</p> <p>**CA Department of Alcoholic Beverage Control (ABC)</p>		



MEHKO FEES

JURISDICTION	APPLICATION FEE	ANNUAL HEALTH PERMIT FEE
Los Angeles (Auditor Controller Approved Fees)	\$597	\$347
Riverside County (2019)	Included as part of permit fee Application required annually	\$651
San Diego (2024)	\$646	\$322
Santa Barbara (2021)	\$255	\$391
Santa Clara (2023)	\$435	\$635
San Mateo (2024)	Included as part of permit fee Application required annually	\$1,108

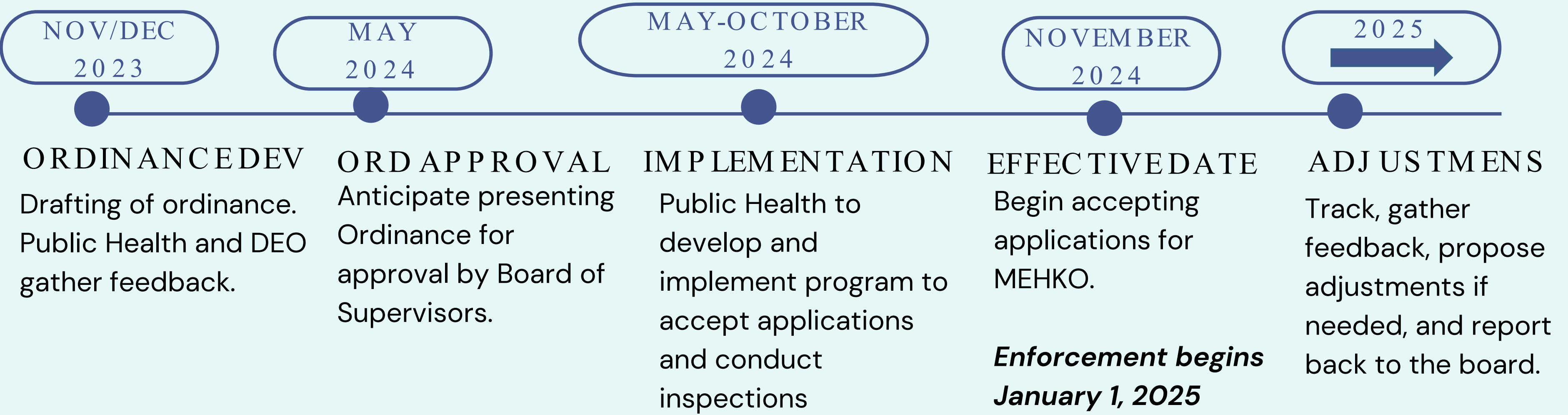


COSTS FOR MEHKOS WITH CMFOs

MEHKO OPERATION	LOW RISK CMFO	MODERATE RISK CMFO	HIGH RISK CMFO
MEHKO (with one cart)			
Application Fee	\$597	\$597	\$597
Annual Health Permit	\$347	\$347	\$347
Food Carts			
Home Storage Endorsement	\$199	\$199	\$199
CMFO Model Plan Evaluation	\$246	\$285	\$285
Annual Health Permit	\$126	\$299	\$592
Initial Start-Up Estimated Total	\$1,515	\$1,727	\$2,020



IMPLEMENTATION TIMELINE



IMPLEMENTATION

- Public Health will partner with DEO to develop a public education program with multilingual materials
- Public Health will continue to communicate with Cities as the program is implemented
- Program will focus on:
 - Education on food safety practices within a home kitchen
 - Best practices for being a good neighbor
 - What to expect during an inspection



Interested in learning more about
Microenterprise Home Kitchen Operations
Cottage Food Operations

Please visit the Home-Based Kitchen Operations web pages:

<http://publichealth.lacounty.gov/eh/business/home-based-cottage-food.htm>

<http://publichealth.lacounty.gov/eh/business/microenterprise-home-kitchen-operation.htm>





LA County Rental Housing Habitability and Rent Escrow Account Program

Presenter: Scott Abbott

Assistant Director, Environmental Health

April 3, 2024

Health and Mental Health Cluster Meeting



Overview

- On April 5th, 2022, the Board of Supervisors directed the Department of Public Health (Public Health) to work with County Counsel and other departments to create a Rental Housing Habitability Program (RHHP) and Rent Escrow Account Program (REAP).
- The ordinances, if adopted, would only apply in the unincorporated areas of Los Angeles County.
- The RHHP and REAP ordinances are modeled after the City of Los Angeles' Housing Codes but are tailored to the needs of County residents.
- Both ordinances include a system of administrative due process that provides confirmation of uncorrected habitability issues and issuance of orders to correct outstanding violations, along with fines, remedies, and reinspection fees.

Current Program

Public Health's current housing inspection program is throughout LA County:

- Includes annual inspections of every apartment building with 5 or more units.
- Inspections include speaking with tenants of 10% of the units in multi-unit dwellings (min. of at least 5 units) to determine if they have vermin or maintenance issues.
- If violations are identified, additional units are inspected, including adjacent units to those with vermin violations.
- Non-emergency complaints result in a letter providing landlord 21 days to make corrections. An inspection is conducted if the complainant files a second complaint after 21 days.
- Emergency complaints for sewage discharge, non-working toilets, lack of running water, leaking roof, and lack of heat during winter months result in an immediate investigation with 24 hours provided to correct the violations.
- Limited enforcement tools; need to file misdemeanor charges to impose fines or penalties.

Stakeholder Meetings

- Public Health and DCBA conducted 6 virtual stakeholder and community engagement meetings between March 2023 and January 2024, to solicit and receive public input from tenants, landlords, housing stakeholders, and other interested parties.
- 5 of the 6 meetings were broadcasted in both English and Spanish using Simultaneous Interpretation.

Organizations present at Stakeholder Meetings:

- Landlord Groups - Shores MDR, Marina Del Rey Lessee Association, Los Angeles Property Management Group, Solarentals, Windrich Group, The California Apartment Association, Apartment Association of Greater Los Angeles
- Community Groups - Eastside LEADS, SAJE, Healing and Justice Center, Inquilinos Unidos, Pomona Economic Opportunity Center, Neighborhood Legal Services of Los Angeles County, Keep LA Housed, Legal Aid Foundation of Los Angeles, Alliance of Californians for Community Empowerment, Housing Rights Center, Ground Game Los Angeles, Communities for a Better Environment, SELA Collaborative, Coalition for Economic Survival, and Community Power Collective

GovDelivery Mailings (6/29/23, 7/10/23, and 1/24/24, mtg dates):

- Emails sent to 2,287 tenants, 2,221 landlords, 63 RSU Partner Organizations, and SAJE.
- Board Offices notified for additional distribution.

Emails from Public Health

- 6K plus emails sent to Tenants, Tenants' Organizations, and Landlords (including those on the Rental Registry) and Partner Organizations.
- Flyers in English and Spanish were attached to the emails.

Additional Promotion:

- A flyer was posted on the Public Health, DCBA, DRP and B & H Instagram (social media platform).
- A banner was created for the EH webpage.
- RHH staff distributed 200 flyers throughout SPA 7 for the meeting on 6/29/23.
- A RHH webpage was created with updated information, FAQs, a PowerPoint, and a recording of the January 2024, RHHP and REAP Virtual Stakeholder Meeting
 - Count for RHH webpage hit since 6/1/23 is 2,233.

Rental Housing Habitability Program (RHHP)

- Covers any living quarters occupied in exchange for rent, whether or not the residential use is legally permitted. This *includes single-family dwellings that are rented*.
- Requires pre-announced inspections of each property at least once every 4 years and potentially for specific properties every 2 years.
- Provides complaint-based inspections to address issues that arise between scheduled inspections.
- Includes effective enforcement mechanisms that encourage repairs and proper maintenance.
- Include notices, fines, penalties for non-compliance, rent reductions, and referrals to the Rent Escrow Account Program.
- Includes administrative hearings to validate recommended enforcement actions with opportunity to appeal to an Appeals Board.
- Based on a cost recovery model, in which annual registration fees cover annual program costs. Landlords are allowed to pass through 50% of cost of registration fees.

RHHP and REAP Ordinance

- Public Health held regular meetings with departments and held several stakeholder meetings to share the main components of the ordinances.
- The ordinances will be presented at the Public Hearing Board Meeting on April 16, 2024.
- The RHHP if approved, will be in effect starting July 1, 2024.

Implementation and Enforcement

- DCBA is lead on the implementation of the REAP ordinance.
- Public Health is lead for RHHP and is updating the Housing Inspection Guide and identifying inspector training needs for RHHP.

Web-Based Case Management

- Public Health, in collaboration with the DCBA, LACDA, DRP, and DPW, will develop a web-based case management system for RHHP. This will be included in the implementation of the Accela Enhancement, the update to EH's permitting database and inspection system.
- A dedicated customer call center will be established for RHHP.

Rent Escrow Account Program (REAP)

- REAP would allow the tenant to pay a reduced rent into a Rent Escrow Account managed by the County (DCBA).
- REAP is a consequential program for landlords who remain out of compliance with health and building codes.
- Owner or tenant may submit proof of cost of repairs for reimbursement.
- Tenants may use Rent Escrow Account funds for relocation costs.
- The ordinance provides tenant protections against evictions, rent increases, and retaliation.

Referral into REAP

- County agencies may refer any rental property or residential unit within the scope of this ordinance for inclusion in REAP if certain conditions are met (e.g., construction without permits).

Amount of Rent Reduction

- The County Housing Program Chief shall adopt by regulation, a schedule setting forth the amount by which the rent shall be reduced based on nature of violation, severity of conditions, and history of the property.

The Rental Housing Habitability Program Fees

- \$86 per unit, per year fee.
- Collected as a direct assessment as part of the property taxes.
- The fee covers the following expenses:
 - Covers inspection costs – 7 inspectors, supervision and office support
 - Posting inspection notices – 2 technicians to post notices of inspection
 - Complaint center – 3 community workers
 - Hearing Officers within other County departments
 - Tenant outreach and landlord education – Outside Contractors
 - Software integration between Public Health, DCBA, DRP, and DPW
 - DCBA's personnel costs - 3.5 staff

REAP Administrative Fee

- Estimated at \$168.83* per unit/per month administrative fee for units placed in REAP.
- The administrative fee is to be utilized to fund the operations of the REAP:
 - Collection of rent and maintenance of escrow accounts.
 - REAP billing and payment processing.
 - Review of escrow withdrawal requests and coordination with DPH RHH hearings team.
- Directly billed to the landlord each month.
- Any unpaid/outstanding fees will be collected from the rent paid into the escrow account for the property, once it is removed from REAP.

*Currently under review with Los Angeles County's Office of the Auditor Controller for final approval.

Current annual fees based on number of units

Number of Units	Current Fee	RHHP Fee	% Increase
5	\$344	\$430	25%
20	\$355	\$1,720	384%
50	\$453	\$4,300	849%
100	\$453	\$8,600	1798%
620	\$480	\$53,320	11,008%

- Increase in cost due to posting of notice at property in advance of routine inspection, mandatory inspection of every unit, hearing officer implementation, tenant advisory contractors, DCBA personnel costs, and customer concierge service.
- Currently buildings with 4 or less units are not inspected or charged a fee.

Estimate of Multiple Family Dwellings (MFD) and Single-Family Rentals in the Unincorporated Areas

Supervisor District	MFD (Assessor's Records)	SFD (Rental Registry)
1	530	1698
2	924	765
3	5	90
4	246	395
5	382	1481
Total	2087	4429

IMPLEMENTATION STEPS



- Inspections will begin 6 months after adoption of the ordinances.
- Properties with poor compliance history will be inspected first.
- Working with other departments to develop additional training for inspectors.
- Developing the necessary forms, e.g., Notice of Inspection, Notice of Hearing, Hearing Decision Letter.
- New customer call center will be established for RHHP to take all housing complaints.
- New Sharepoint site for Departments to communicate referrals and case status.
- Identifying positions within County departments to serve as administrative hearing officers and sit on the Appeals Board.
- Positions have been requested in the FY 24/25 Budget.
- Initial billing will occur on 2024-25 Property Taxes.

If Adopted:

- Existing inspection program will be discontinued for unincorporated area; existing program will remain in effect in the rest of LAC.
- Prescheduled inspections and reinspections of all rental properties every 4 years.
- Complaint based inspections investigated within 7 days.
- Time extensions available only if work is in progress to correct violations.
- Referrals into REAP for landlords that don't correct violations by compliance dates.
- Opportunity for review by Hearing Officers and Housing Habitability Appeals Board prior to enforcement actions.
- Annual fee of \$86 per unit, per year. Additional fee of \$168.83* per month for units in REAP.
- Initial billing will occur on 2024-25 Property Taxes.
- New customer call center will be added for RHH calls.

Rental Housing Habitability Program

Environmental Health Division

Los Angeles County Department of Public Health

ehconsultative@ph.lacounty.gov

Interested in learning more about the Rental Housing Habitability Program?

Please visit the RHH web pages:

Home page: <http://ph.lacounty.gov/eh/index.htm>

Housing page: <http://ph.lacounty.gov/eh/business/housing.htm>

RHH page: <http://ph.lacounty.gov/eh/about/rental-housing-habitability-program.htm>