



City Council Agenda Report
January 21, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Allan Perdomo, Director of Recreation and Park Services
Sonia Batres, Recreation & Park Services Superintendent

SUBJECT: REQUEST TO WAIVE FEES FOR FOOD DISTRIBUTION EVENT

Background:

The Norwalk Lions Club has submitted a special event application to host a Community Food Distribution event on January 25, 2025. The event, including set-up and break down, will take place from 7:00 a.m. to 3:00 p.m. at the Los Angeles County Registrar's Office southeast parking lot located at 12440 E. Imperial Highway, Norwalk, CA 90650. Packaged food will be distributed via a drive-thru service only. The expected attendance is 500 and is free to the community. The event applicant is required to submit the following documents/materials to the Recreation and Park Services Department:

Requirement	Status	Fee (if applicable)
Application Fee	Pending	\$160.00
Business License	On File	N/A
Exemption from the County of Los Angeles Department of Public Health	Pending	N/A
Portable Restroom Contract	Pending	N/A
Trash Contract	Pending	N/A
TOTAL		\$160.00

Along with the required fees and documents above, the Norwalk Lions Club is also requesting traffic control equipment from the City. Equipment would be set-up and monitored by Norwalk Lions Club volunteers. In addition, the City will provide Public Safety staff and volunteers to assist in the event.

For a special event permit to be issued, all fees and required documents (including the total number of traffic control equipment) must be submitted to the Recreation and Park Services Department by 3:00 p.m. on Monday, January 13, 2025.

Fiscal Impact:

City will support this event by providing Public Safety staff time in the amount of \$219.76.

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

N/A

Recommended Action:

Staff recommends City Council approve the waiving of the \$160.00 application fee for the Norwalk Lions Club Community Food Distribution event scheduled to take place on January 25, 2025.

Attachments:

1. Special Event Application
2. Event Site Plan with Event Flier