

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

| Department Assessing Fee | Type of Fee | Amount of Fee |
|--------------------------|------------------------------------|---------------|
| Dept of Health Services | 3R21 Food Preparation <2,000 sq ft | \$1,789.00 |
| | | |
| | | |
| | | |

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

| Date of Fee Waiver | Department Assessing Fee | Type of Fee | Amount of Fee |
|--------------------|--------------------------|------------------------------------|---------------|
| 4 / 19 / 2022 | Dept of Health Services | 3R21 Food Preparation <2,000 sq ft | \$1,255.00 |
| / / | | | |
| / / | | | |
| / / | | | |

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax
 Sales Tax
 Special Assessment

 User Fees

Other (please specify): _____

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.



 Authorized Signature

Executive Director

 Title

3 / 11 / 2024

 Date



March 11, 2024

Board of Supervisors
575 Administration Dr, Ste 100A
Santa Rosa, CA 95403

Dear Lynda Hopkins and Members of the Board of Supervisors:

I hope this letter finds you well. I am writing on behalf of Sebastopol Area Senior Center. We greatly appreciate BoS approving our food permit fee waiver in the past and hope you will consider it again for 2024 (formal application attached).

I am writing to formally request a fee waiver for our food permit for our Harvest Café which provides free and/or low-cost meals to seniors, their caregivers and community members. As a non-profit supporting the needs of our elders, we seek to keep the fees as low as possible, charging only \$10 for a hearty lunch option (includes starter, entrée, and drink). **We never turn anyone away for lack of ability to pay.**

While we understand the importance of food permits in ensuring the safety and quality of food services, we are currently facing financial constraints that make it challenging for us to cover the associated fees. Our commitment to serving the community remains unwavering, and a fee waiver would significantly alleviate the financial burden on our organization.

Thank you for your understanding and consideration. We look forward to the possibility of continuing our partnership with the County and contributing to the well-being of our community.

Sincerely,

Katie Davis
Executive Director

STAFF

| | |
|-----------------------------------|-------------------------------|
| <i>Executive Director</i> | Katie Davis |
| <i>Operations Manager</i> | Rebecca MacKenzie |
| <i>Activities Coordinator</i> | Liz Klapproth |
| <i>Accounting Manager</i> | Lisa Mathiesen |
| <i>Harvest Café</i> | Clint Gandy, Terri Condon |
| <i>Transportation Coordinator</i> | Aubri Lane |
| <i>The Legacy</i> | Joanne Cooter, Brittany Roney |
| <i>LGBT Programs</i> | Scott King |
| <i>Reception</i> | Emily Topai, Geri Haslett |

BOARD OF DIRECTORS

| | | |
|-----------------------|---------------|---------------------|
| <i>President</i> | Gary Bachelor | <i>Directors</i> |
| <i>Vice President</i> | Tate Birnie | Alan Beckstead* |
| <i>Treasurer</i> | John Henel | Dr. Allan Bernstein |
| <i>Secretary</i> | Rachel Knuth | Brian Ledig* |
| | | Jill Ravitch |
| | | Alain Serkissian* |
| | | Phyllis Sutter |

*Endowment Trustees

All donations are tax deductible as allowed by law to non-profit Tax ID: 23-7043925
Call Linda Civitello about our Endowment Trust and our Annuity Program to make a lasting impact!

167 N. High St., Sebastopol, CA 95472
707.829.2440; www.sebastopolseniorcenter.org