



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 2/10/2026

To: Board of Supervisors

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Supervisor Lynda Hopkins 707-565-2241

Vote Requirement: Majority

Supervisory District(s): Fifth

Title:

Fee Waiver - West County Community Services

Recommended Action:

Approve a Fee Waiver in the amount of \$403 for Limited-Service Charitable Feeding Operation permit fees for West County Community Services for meal services at the Guerneville Navigation site and shelter. (Fifth District)

Executive Summary:

West County Community Services is requesting a fee waiver for Limited-Services Charitable Feeding Operations Permit annual fees. West County Community Services provides three meals per day, as well as snacks throughout the day, to unsheltered clients at the Guerneville Navigation site and shelter located within the Guerneville Veterans Memorial Building. A Limited-Services Charitable Feeding Operations permit is required for operations at the Guerneville Navigation site and shelter.

Discussion:

West County Community Services operates the Guerneville Navigation site and shelter out of the County-owned Guerneville Veterans Memorial Building located at 16255 First Street in Guerneville. West County Community Services provides three meals a day, as well as snacks throughout the day, to their unsheltered clients. The site is contracted to provide 27 beds and currently has been providing up to 47 beds without increased funding. The County of Sonoma Department of Health Services Environmental Health Section requires similar food service operations to carry a Limited-Service Charitable Feeding Operations permit, which includes an annual fee of \$403. The required permit restricts food service to the use of volunteers to cook and provide food rather than soliciting donations of food prepared elsewhere. By granting the fee waiver, West County Community Services can dedicate more resources directly to serving meals to those who need them.

Strategic Plan:

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

Agenda Date: 2/10/2026

No

Prior Board Actions:

02-25-2025, 01-09-2024, 09-13-2022, 08-31-2021, 09-01-2020, 08-20-2019, 08-14-2018, 11-14-2017, 10-25-2016

FISCAL SUMMARY

| Expenditures | FY25-26 Adopted | FY26-27 Projected | FY27-28 Projected |
|------------------------------------|----------------------------|------------------------------|------------------------------|
| Budgeted Expenses | | | |
| Additional Appropriation Requested | \$403 | | |
| Total Expenditures | \$403 | | |
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | | | |
| Fees/Other | | | |
| Use of Fund Balance | | | |
| General Fund Contingencies | \$403 | | |
| Total Sources | \$403 | | |

Narrative Explanation of Fiscal Impacts:

\$403 in General Fund Contingencies is requested to provide a fee waiver to West County Community Services.

| Staffing Impacts: | | | |
|--|--|-------------------------------|-------------------------------|
| Position Title (Payroll Classification) | Monthly Salary Range (A-I Step) | Additions (Number) | Deletions (Number) |
| | | | |
| | | | |
| | | | |

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Application

Related Items "On File" with the Clerk of the Board:

None.