

MARK WEST CITIZENS ADVISORY COUNCIL'S

# Neighborhood Improvement Funding Program

Mark West



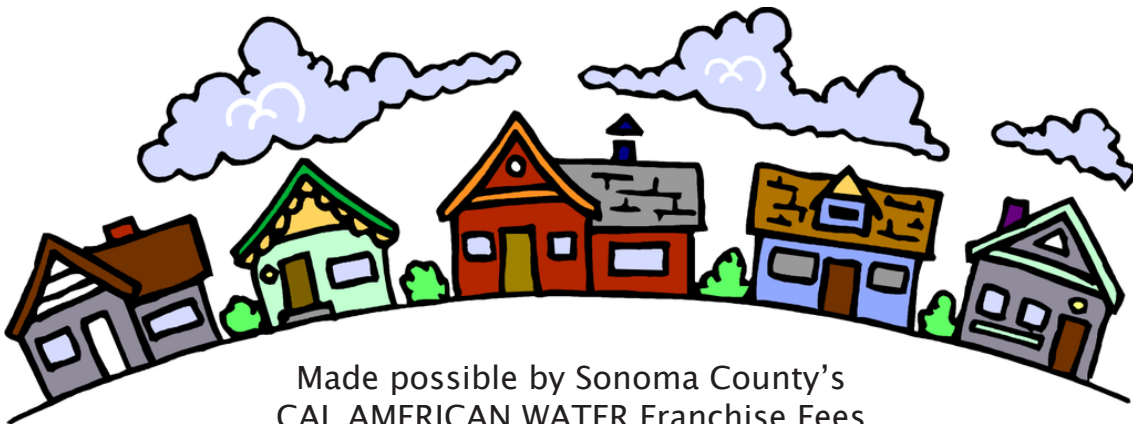
Larkfield



Wikiup



Fulton



Made possible by Sonoma County's  
CAL AMERICAN WATER Franchise Fees



Revised 1/25/2021

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## I. INTRODUCTION

### A. Mark West Citizens Advisory Council: MWCAC

by Supervisor James Gore, 4th District, County of Sonoma

The Mark West/Larkfield/Wikiup area (including parts of Fulton) represents one of the largest population areas in Sonoma County that is unincorporated, and therefore under County jurisdiction rather than a city (see map pg. 4). This means that as your County Supervisor, I and our County Departments, are your direct line of government.

One of the challenges of representing such a large community is the fact that there has never been a mechanism for citizen input aside from individual outreach. I was elected in November 2014, and was aware that the Mark West Chamber of Commerce and Mark West Community Services District had for many years discussed the opportunity of creating a formal Citizens Advisory Council (CAC). A CAC is advisory in nature, with appointees from the community to review specific issues and share a local perspective to County Departments, Planning Commissioners, and in this case, directly with me as your elected official. It does not have authority to approve or deny projects, but rather to offer a local perspective. I therefore worked to create the first **MWCAC** on June 14th, 2016 through formal Board Action.

As a starting point, I asked the Mark West Chamber of Commerce to appoint 2 members (since they were the advocates for this Citizen empowerment committee). I asked the MW School Board to appoint one member. I appointed two members directly. One at-large in the area and one to represent Fulton (also included in the mapping area because they are in the Cal Am Water District zone). A Secretary of the Council, taking minutes, publishing public agendas, etc. would be selected by the Council.

This advisory council began holding their organizational meetings, Aug. 30, 2016. These volunteers will advise me, through consensus based voting, on how to:

- 1) **Spend the franchise fee dollars coming from Cal Am Water**
- 2) **Review and advise on projects to provide a citizen's perspective**
- 3) **Advise on prioritization of transportation, public works, and transit issues**

Summarily, such entities are intended to provide a public forum (they also operate under the Brown Act, same as I) for community members to opine on the above three areas.

In the coming months and years, I will look for this Board and the wider community to identify the best way for this council to be relevant and help provide a voice for the Citizens in this area. I would really appreciate it if you all would share info on this new Council with your neighbors and the wider community.

See Page 6 for **RELEVANT DOCUMENTS WITH FURTHER BACKGROUND.**

## B. Cal American Water Franchise Fees

The Cal Am Water Franchise Fees were established in 2009 by the Sonoma County Board of Supervisor's (BOS) resolutions below.

- 11/17/09 BOS Resolution No. 09-1089 of intent to establish franchise fees with Cal Am Water
- 12/8/09 BOS Ordinance No. 5861 granting a franchise to Cal Am Water

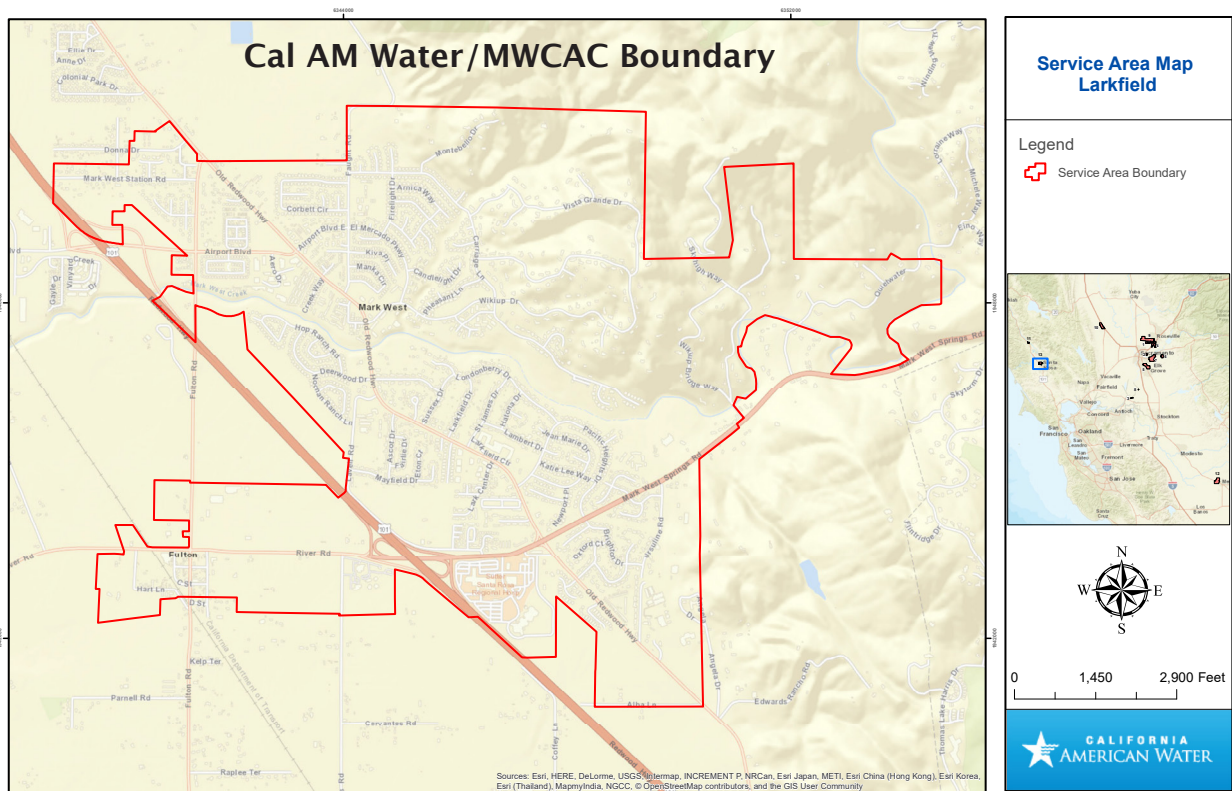
The franchise fee is paid to the County for the use of "County streets to supply water to consumers in connection with the regulated water system owned and operated by Cal Am in the Mark West-Larkfield-Wikiup area of unincorporated Sonoma County" which includes parts of Fulton.

The Resolution No. 09-1089 states that,

WHEREAS, the Board intends to pass through a portion of the franchise fees from Cal-Am to a new Community Services District in the Mark West Larkfield-Wikiup area, subject to approval of the CSD by the Local Agency Formation Commission and voters in the area;

"...two percent (2%) of the gross annual receipts of Cal Am arising from the use, operation, or possession of the Franchise" would go to the County for a "term of 20-years, and may be extended by mutual agreement."

The funds are administered by the Sonoma County Department of Transportation & Public Works within their regular budgeting functions. The fund balance (as of 4/2018) is ~\$200,000 with ~\$33,000 coming in each year after the October 2017 fire damage.



## **II. FUNDING PROGRAM**

### **A. Program Overview**

The MWCAC's Neighborhood Improvement Funding Program, funded by Cal Am Water franchise fees, supports neighborhood improvement projects in the communities serviced by Cal Am Water—Mark West, Larkfield, Wikiup and parts of Fulton (see map pg. 4).

### **B. Eligibility and Criteria**

Residents of Mark West, Larkfield, Wikiup and parts of Fulton who are serviced by Cal Am Water are eligible to apply (See Boundary Map page ?). Projects must identify the benefit(s) to the community, have a specific timeline with defined steps and costs. Costs must be broken down by line item. Justification will be provided for anticipated costs. For instance, if materials must be purchased the applicant should provide the cost of purchasing those materials at current prices. Funds cannot be used for any "ongoing" costs after the project's completion (examples: maintenance, watering, electricity, etc.) If there are "ongoing" costs to the project, detailed explanations as to how those costs will be met must be included.

### **C. Project Examples**

The intent of the funds is for community benefit projects with a onetime cost. Community benefit projects that increase neighborhood pride and identity such as community gardens, bicycle racks, picnic tables, benches, signage, curb appeal enhancements, etc. The MWCAC approves the proposals for funding and encourages residents to look around their neighborhoods for projects that all residents can enjoy and be proud of. (Previously funded project: Fulton "Welcome" signs.)

### **D. Community Involvement**

A group of three or more active and involved residents in Mark West, Larkfield, Wikiup and Cal AM Water customers in Fulton can apply for the Neighborhood Improvement funds.

### **E. Project Design**

Projects must be detailed and include site specific drawings, photographs, maps and any other supporting documentation that would assist the MWCAC's understanding of the project. The application must demonstrate that the project will meet all local, state and federal codes.

## **III. FUNDING APPLICATION PROCESS**

### **A. How to Apply**

Complete the application form (Page 7/8 —(Electronic Fillable PDF can be emailed to you) and deliver to any MWCAC monthly meeting or email to: MWCAC Secretary, Aggie Maggio at: [aggiemaggio@icloud.com](mailto:aggiemaggio@icloud.com)

## B. Application Submission Dates

Applications are accepted by the MWCAC 4 times a year. If the date falls on a weekend or holiday, the application should be submitted the following business day.

June 1st

September 1st

December 1st

March 1st

## C. Application Review and Approval

Within three months of submission date the MWCAC will review and select projects to be considered by the Board of Supervisors. This review process will include discussions with the County to determine the proper procurement methods for the project. Once the projects are reviewed they will be considered by the Board. If the Board approves a project the applicant will receive a notice to proceed in writing from the secretary of the MWCAC.

## D. Funding or Reimbursement

1. If funding is requested prior to building:

a. After the Board of Supervisors approves the project, the applicant may be awarded funding for construction. The amount should be consistent with the costs detailed in the application. Once the project is complete, the applicant will submit all receipts to be reviewed by the MWCAC. The applicant will also return any unused funds. If the use of funds is inconsistent with the application the MWCAC may request reimbursement from the applicant.

2. If funding is reimbursed:

a. After receiving and confirming all project expenditures the MWCAC will submit the project for payment (payable to the designated neighborhood contact person/leader or vendor).

## IV. QUESTIONS / ADDITIONAL INFORMATION

### A. CONTACT MWCAC:

<http://sonomacounty.ca.gov/Mark-West-Citizens-Advisory-Council/>

### B. RELEVANT DOCUMENTS WITH FURTHER BACKGROUND INFORMATION

- **Board Agenda Item to Create MWCAC**

[http://sonoma-county.granicus.com/MetaViewer.php?view\\_id=2&event\\_id=646&meta\\_id=193709](http://sonoma-county.granicus.com/MetaViewer.php?view_id=2&event_id=646&meta_id=193709)

- **Board Resolution**

[http://sonoma-county.granicus.com/MetaViewer.php?view\\_id=2&event\\_id=646&meta\\_id=193711](http://sonoma-county.granicus.com/MetaViewer.php?view_id=2&event_id=646&meta_id=193711)

- **MWCAC Map and Rules & Procedures**

[http://sonoma-county.granicus.com/MetaViewer.php?view\\_id=2&event\\_id=646&meta\\_id=193713](http://sonoma-county.granicus.com/MetaViewer.php?view_id=2&event_id=646&meta_id=193713)

- **Windsor Times Article**

[http://www.sonomawest.com/the\\_windsor\\_times/news/mark-west-larkfied-fulton-form-planning-committee/article\\_874bf2d6-5440-11e6-83df-171cfd4c13f8.html](http://www.sonomawest.com/the_windsor_times/news/mark-west-larkfied-fulton-form-planning-committee/article_874bf2d6-5440-11e6-83df-171cfd4c13f8.html)

### LINKS TO CITIZEN ADVISORY COMMITTEES IN SONOMA COUNTY

<http://sonomacounty.ca.gov/Mark-West-Citizens-Advisory-Council/>

<http://sonomacounty.ca.gov/Dry-Creek-Valley-Citizens-Advisory-Council/>

<http://sonomacounty.ca.gov/Sonoma-Valley-Citizens-Advisory-Commission/>

DATE:



**MARK WEST CITIZENS ADVISORY COUNCIL'S**

# Neighborhood Improvement Funding Program Application Form

This application is used for Cal Am Water Franchise Fee Funds for the areas of Mark West, Larkfield, Wikiup and parts of Fulton as outlined on Cal Am Water District Service Map (Page 4)

Applications may be submitted via:

Email: MWCAC Secretary, Aggie Maggio (MarkWestCAC@gmail.com)

In Person: MWCAC meetings— Second Wednesday of the month.

See website below for time & location.

(sonomacounty.ca.gov/Mark-West-Citizens-Advisory-Council)

**NOTE: NEIGHBORHOOD GROUPS  
WILL BE REQUIRED TO PRESENT THEIR PROJECTS TO THE MWCAC AT A MONTHLY MEETING**

## NEIGHBORHOOD GROUP INFORMATION:

**PLEASE PRINT OR TYPE VIA FILLABLE PDF**

(Electronic Fillable PDF can be emailed to you)

**1) Neighborhood Group Names & Addresses (Minimum 3 Residents):**

**2) Primary Contact Person (Leader):**

**3) Leader Email Address:**

**4) Mailing Address:**

**5) Phone Number:**

**6) Neighborhood Project Description (include the community NEED it will be addressing):**

**7) Does the Project Require Permits?**

**8) How will Volunteers, Neighbors or Residents be Engaged or Utilized?**

**9) Neighborhood Project Location (Attach map or bring to Council presentation):**

**10) Project Timeline:**

**11) Amount of Funds Required (Select One):**    Prior to Building    Reimbursed after Completion

**12) List Detailed Project Costs:**

**13) Are there “ongoing” costs to the project such as upkeep or repairs? If so, please explain how these costs will be financed.**