

CITY OF WEST SACRAMENTO
REGULAR MEETING OF THE WEST SACRAMENTO CITY COUNCIL AND
WEST SACRAMENTO REDEVELOPMENT SUCCESSOR AGENCY & WEST SACRAMENTO FINANCING AUTHORITY
MAY 1, 2019 AGENDA

Christopher L. Cabaldon, Mayor

Quirina Orozco, Mayor Pro Tem
Christopher T. Ledesma, Council Member

Aaron Laurel, City Manager
Jeffrey Mitchell, City Attorney

Martha Guerrero, Council Member
Beverly A. Sandeen, Council Member

6:00 PM Closed Session – See attached agenda
7:00 PM Pledge of Allegiance

The meeting will be held at City Hall, City Council Chambers, 1110 West Capitol Avenue, West Sacramento

Anyone wishing to address the Council, or any agenda item, should fill out the Request to Speak card and present it to the City Clerk prior to the completion of staff presentation. Items on the Consent Agenda will be considered in one motion and the card should be turned in prior to the first item on Consent.

GENERAL ADMINISTRATION FUNCTION – PART I

1A. PRESENTATIONS BY THE PUBLIC ON MATTERS NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE COUNCIL.
The Council is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.

1B. COUNCIL COMMUNICATIONS / ASSIGNMENTS

Align Capital Region -----	Cabaldon
Bikeshare Policy Steering Committee -----	Cabaldon
City/County 2x2 -----	Sandeen, Orozco
City/School 2x2 -----	Orozco, Cabaldon
Delta Protection Commission -----	Cabaldon; Alternate - Sandeen
Executive Commission for the Homeless 10-Year Plan -----	Orozco
EIFD Public Financing Authority -----	Ledesma, Cabaldon, Sandeen
Greater Sacramento Economic Council Board -----	Cabaldon
League of California Cities -----	Sandeen
Local Agency Formation Commission -----	Alternate – Sandeen
Mayors Commission on Climate Change -----	Ledesma
Port District Commission -----	Ledesma, Sandeen, Cabaldon; Alternate - Orozco
Regional Water Authority -----	Guerrero
River City Regional Stadium Financing Authority -----	Cabaldon, Sandeen
Riverfront Joint Powers Authority -----	Cabaldon, Ledesma; Alternate - Sandeen, Alternate - Vacant
Sacramento Area Council of Governments (SACOG) -----	Cabaldon; Alternate - Ledesma
Sacramento Regional County Sanitation District Board -----	Orozco; Alternate - Sandeen
Streetcar Policy Steering Committee -----	Cabaldon, Ledesma; Alternate - Sandeen
Water Resources Association -----	Guerrero
West Sacramento Area Flood Control Agency JPA -----	Sandeen; Alternate - Ledesma
West Sacramento Housing Development Corporation Liaison -----	Sandeen
Yolo County Consolidated Redevelopment Successor Agency Oversight Board -----	Ledesma
Yolo County Housing Authority -----	Sandeen
Yolo County Transportation District -----	Ledesma; Alternate - Sandeen
Yolo Habitat Conservancy -----	Guerrero; Alternate - Ledesma
Yolo-Solano Air Quality Management District -----	Sandeen; Alternate – Guerrero
Yolo Subbasin Sustainable Groundwater Agency -----	Guerrero

1C. COUNCIL APPOINTMENTS, REAPPOINTMENTS, REMOVALS TO/FROM CITY AND NON-CITY BOARDS AND COMMISSIONS
Library Advisory Board

If you need special assistance to participate in this meeting, please contact the City Clerk's Office, 617-4500. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting. Assisted listening devices are available at this meeting.

PRESENTATIONS

2. **CITY MANAGER'S OFFICE**
PRESENTATION OF PROCLAMATION TO HONOR MERCY COALITION FOR THE WINTER WARMING CENTER. (BERLIN)
3. **CITY MANAGER'S OFFICE**
PRESENTATION OF PROCLAMATION RECOGNIZING MAY 2, 2019 AS THE BIG DAY OF GIVING. (BERLIN)

CONSENT AGENDA

4. **ADMINISTRATIVE SERVICES**
CONSIDERATION OF APPROVAL OF AMENDMENT TO KEYSER MARSTON ASSOCIATES CONTRACT TO ASSIST WITH THE LIBERTY DEVELOPMENT AGREEMENT NEGOTIATIONS AND ADOPTION OF RESOLUTION 19-51 AMENDING THE CITY'S ADOPTED BIENNIAL BUDGET FOR 2018-19. (RAPER)

Comment: This requests Council approval for a contract amendment with Keyser Marston Associates, Inc. to expand the scope of work. Resolution 19-51 authorizes a budget amendment of \$55,000 to fund the amendment.
5. **ECONOMIC DEVELOPMENT & HOUSING**
CONSIDERATION OF APPROVAL OF BARGE CANAL PHASE I PROJECT IMPROVEMENTS, AWARD OF CONTRACT TO CENTRAL VALLEY ENGINEERING AND RESOLUTION 19-2 APPROVING A CAPITAL IMPROVEMENT PROJECT APPROPRIATION FOR THE PROJECT. (JACOBSON)

Comment: On May 23, 2018, the Council approved the Stone Lock One Development Agreement (DA) between the City and the Sacramento-Yolo Port District (Port). Pursuant to the DA, if the Port has not sold the property within one year of the DA, the City and Port are to share equally in the cost of Barge Canal Trail improvements. The DA requires that construction is initiated for the Barge Canal Trail within one year of May 23, 2018.
6. **POLICE**
CONSIDERATION OF RESOLUTION 19-55 AUTHORIZING ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA DEPARTMENT OF JUSTICE FOR UNTESTED SEXUAL ASSAULT EVIDENCE AND AUTHORIZING A REVENUE BUDGET APPROPRIATION FOR THE GRANT FUNDS AWARDED. (MCDONALD)

Comment: The purpose of this report is to provide information needed for the adoption of Resolution 19-55 authorizing acceptance of \$4,498 in grant funding. These monies will fund staff time associated with a mandated State audit of the Police Department's untested sexual assault kits.
7. **PUBLIC WORKS/TRANSPORTATION**
CONSIDERATION OF APPROVAL OF AN AMENDED AND RESTATED CONTRACT FOR SERVICES WITH NoMAD TRANSIT LLC AND RESOLUTION 19-56 ALLOCATING UP TO \$2.02M TO EXTEND THE WEST SACRAMENTO ON-DEMAND RIDESHARE PROGRAM THROUGH FISCAL YEAR 2019. (ANBIAH)

Comment: Approval of the amended and restated contract with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc., in the amount of \$1,905,000 for the FY 2018/19 and FY 2019/20 West Sacramento On-Demand Rideshare Program and of Resolution 19-56 allocating up to \$2,020,000 from the Transportation Development Act (TDA) Fund in Budget Unit 202-9220-5259 towards the funding of this project.
8. **CITY MANAGER**
CONSIDERATION OF STRATEGIC PLAN SUMMARY AND ACTION AGENDA FOR 2019. (BERLIN)

Comment: The City Council met on February 7-9 for its 2019 strategic planning session. The 2019 Strategic Plan Summary reflects the primary outcome from the annual strategic planning session and comprises the Policy Agenda and Management Agenda with items for action and implementation in the upcoming year.
9. **CITY MANAGER/CITY CLERK**
CONSIDERATION OF APPROVAL OF THE MINUTES OF THE APRIL 17, 2019 REGULAR CITY COUNCIL MEETING. (RANKIN)

TIME-SET AGENDA (approximately 7:30 pm)

10. **FIRE**
PUBLIC HEARING TO CONSIDER OBJECTIONS TO THE PROPOSED REMOVAL OF WEEDS. (HEILMANN)

Comment: Resolution 19-24 directs the Fire Department to begin the formal weed abatement process by notifying all affected property owners by mail of the intended action. The purpose of this hearing is to consider the objections of any parcel owner with respect to being included in the weed abatement program. Property owners have the option of voluntarily clearing the lots themselves prior to May 7, 2019 to avoid the special assessment tax against the parcel(s).

Recommendation: Staff respectfully recommends that the City Council conduct the public hearing to consider objections to the proposed removal of weeds and direct staff to proceed with the 2019 weed abatement program.

REGULAR AGENDA

11. **COMMUNITY DEVELOPMENT**
CONSIDERATION OF RESOLUTION 19-52 APPROVING AN UPDATE TO THE CITY OF WEST SACRAMENTO FLOODPLAIN MANAGEMENT PLAN. (HAMILTON)

Comment: The original Floodplain Management Plan (FMP) was formally adopted by the City Council on November 17, 2010, by Resolution 10-77, as a condition of Section 408 approval issued by the US Army Corps of Engineers (USACE/Corps) to construct the I-Street Bridge South Levee Improvement Project. It also served in the same capacity for other levee improvement projects requiring Section 408 approval. A collective review by various City divisions indicated the update should include items like climate change, sustainability, land use, internal drainage systems, and non-structural means of flood protection. The 2019 FMP update will create a living, breathing document that will function as a useful tool for staff, a vehicle for implementing the General Plan 2035 and other City Policy documents, as well as meet the ongoing requirements for levee projects requiring USACE Section 408 permits.

Recommendation: Staff respectfully recommends that the City Council adopt Resolution 19-52 approving the updates to the West Sacramento Floodplain Management Plan.

12. **POLICE**
CONSIDERATION OF POLICE DEPARTMENT QUARTERLY ACTIVITY REPORT. (MCDONALD)

Comment: Per Council request, the Police Department has been reporting the City's crime data quarterly and the statistical data and analysis associated with the 21st Century Policing initiative. The purpose of this report is to provide a quarterly update and elicit City Council input regarding current and future direction of these efforts.

Recommendation: Staff respectfully recommends that the City Council receive the Police Department Quarterly Activity Report and provide appropriate feedback, if any.

ADMINISTRATIVE FUNCTION – PART II

13. A. Council Calendar
B. City Manager Report
C. City Attorney Report
D. Staff Direction from City Council Members
E. Future Agenda Item Requests by Council
F. Adjourn

**CITY OF WEST SACRAMENTO
REGULAR MEETING OF THE WEST SACRAMENTO CITY COUNCIL AND
WEST SACRAMENTO REDEVELOPMENT SUCCESSOR AGENCY & WEST SACRAMENTO FINANCING AUTHORITY
MAY 1, 2019 CLOSED SESSION AGENDA**

Christopher L. Cabaldon, Mayor

Quirina Orozco, Mayor Pro Tem
Christopher T. Ledesma, Council Member

Martha Guerrero, Council Member
Beverly A. Sandeen, Council Member

Aaron Laurel, City Manager
Jeffrey Mitchell, City Attorney

6:00 PM Call to Order

1. CITY ATTORNEY

Conference with Legal Counsel – Significant Exposure to Litigation - GC §54956.9(b): 1

2. CITY ATTORNEY

Conference with Labor Negotiator – GC §54957.6

Agency Negotiator: Amanda Berlin, Laura Izon

Employee Organization: Stationary Engineers, Local 39; Confidential; Miscellaneous Management; Safety Management; Specialists & Professionals, Firefighter's Association, Local 522

I, Kryss Rankin, City Clerk, declare under penalty of perjury that the foregoing agenda for the May 1, 2019 regular and closed session meetings of the West Sacramento City Council, Redevelopment Successor Agency and Financing Authority was posted April 26, 2019 in the office of the City Clerk, 1110 West Capitol Avenue, West Sacramento, CA and was available for public review.




Kryss Rankin, City Clerk

NOTE: If you challenge the nature of a proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

All public materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office at 1110 West Capitol Avenue during normal business hours. Any document provided at the meeting by staff will also be available to the public. Any document provided at the meeting by the public will be available the next business day following the meeting.

City Council meetings are broadcast live on AT&T Channel 99 and Wave Cable Channel 20, and rerun the next day at 12:00 pm and the following Saturday at 6:00 pm. The agenda and agenda reports are also available on the City's website at www.cityofwestsacramento.org.

MEETING DATE: May 1, 2019		ITEM #2	
SUBJECT: PRESENTATION OF PROCLAMATION TO HONOR MERCY COALITION FOR THE WINTER WARMING CENTER			
INITIATED OR REQUESTED BY:		REPORT COORDINATED OR PREPARED BY:	
<input checked="" type="checkbox"/> Council <input type="checkbox"/> Staff <input type="checkbox"/> Other		Paul Hosley, Communications and Media Officer  Amanda Berlin, Assistant City Manager	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action

OBJECTIVE

The purpose of this report is to recognize the success of the Mercy Coalition Winter Warming Center Pilot Program which, in partnership with a network of churches in West Sacramento, provided shelter for more than 60 individuals from December 2018 through March 2019.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council adopt a proclamation to recognize the achievements of the Mercy Coalition Winter Warming pilot program.

BACKGROUND

Addressing homelessness in Yolo County and the City of West Sacramento is an ongoing challenge. Community groups, law enforcement, and faith-based organizations are at the forefront of this effort. Together, they formed the Mercy Coalition Winter Warming Center Pilot 2018-19, which was funded by contributions from Yolo County, the City of West Sacramento and also private and in-kind donations.

A number of partner churches provided volunteers, services, meals and shelter locations including: Center for Spiritual Awareness, Community Lutheran Church, Holy Cross Church, Keystone Christian Missionary Church, Lighthouse Covenant Church, New Seasons Church, Our Lady of Grace Church, Project Church, Revive Church, River's Edge Church, Shores of Hope, Southport Church, Trinity Presbyterian Church and West Sacramento Community Church.

From December 2, 2018 through March 21, 2019, 63 individuals were provided shelter. Ninety percent of those served said they would be sleeping in a car or on the streets if they had not participated in the Winter Warming Center program.

ANALYSIS

Adoption of this proclamation will recognize the success of the Mercy Coalition Winter Warming Center Pilot Program. Homeless individuals received overnight shelter at rotating locations where they felt safe and warm, and were treated by kind volunteers who provided meals and access to health services along with guidance on how to get permanent housing.

Environmental Considerations

N/A

Commission Recommendation

N/A

Strategic Plan Integration

Adoption of this proclamation supports the City's priority to address homelessness and community impacts with the help of Measure E.

Alternatives

N/A

Coordination and Review

City staff coordinated this effort with Mercy Coalition partners.

Budget/Cost Impact

N/A

ATTACHMENT

Proclamation

PROCLAMATION
OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO
HONORING MERCY COALITION FOR
THE WINTER WARMING CENTER

WHEREAS, the Mercy Coalition of West Sacramento successfully operated the Winter Warming Center Pilot 2018-19 from December 2, 2018 through March 21, 2019; and

WHEREAS, the total budget of \$83,730 included \$20,000 from the County of Yolo, \$20,000 from the City of West Sacramento, and over \$43,000 in private and in-kind donations; and

WHEREAS, the Winter Warming Center Pilot 2018-19 included the numerous partner churches who provided volunteers, meals, services, and/or a host site, including Center for Spiritual Awareness, Community Lutheran Church, Holy Cross Church, Keystone Christian Missionary Church, Lighthouse Covenant Church, New Seasons Church, Our Lady of Grace Church, Project Church, Revive Church, River's Edge Church, Shores of Hope, Southport Church, Trinity Presbyterian Church and West Sacramento Community Church; and

WHEREAS, volunteers of the Winter Warming Center Pilot 2018-19 donated 2,600 volunteer hours; and

WHEREAS, the Winter Warming Center Pilot 2018-19 provided shelter for 63 unique individuals, averaging 11.5 guests per night; and

WHEREAS, the Winter Warming Center Pilot 2018-19 provided shelter for 76 nights and 875 bed nights; and

WHEREAS, over 90% of guests reported that they would be sleeping on the street or in a car if they didn't have the Winter Warming Center Pilot 2018-19; and

WHEREAS, 12 (19%) of the Winter Warming Center Pilot 2018-19 guests secured permanent housing.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of West Sacramento does hereby commend and thank the Mercy Coalition of West Sacramento, their partner churches, and all the volunteers for their dedicated service to these vulnerable residents of Yolo County. Their devotion, commitment, and service to Yolo County residents is hereby recognized with admiration and appreciation.

PROCLAIMED this 1st day of May 2019

ATTEST:

Christopher L. Cabaldon, Mayor

Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019

ITEM # 3

SUBJECT:**PRESENTATION OF PROCLAMATION RECOGNIZING MAY 2, 2019 AS
THE BIG DAY OF GIVING****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**

Paul Hosley, Communications and Media Officer



Amanda Berlin, Assistant City Manager

ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The purpose of this report is to formally support a regional non-profit awareness and donation program, which over the past six years has raised more than \$30 million dollars.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council adopt a proclamation recognizing May 2, 2019 as the Big Day of Giving in West Sacramento.

BACKGROUND

The Big Day of Giving (Big DoG) is scheduled for May 2, 2019. During a 24-hour period, a giving challenge will be held benefitting more than 600 regional non-profit agencies, including 79 in Yolo County. Participating non-profits benefitting West Sacramento include:

BRIGHT Children International
 Bryte and Broderick Community Action Network Inc.
 Center for Land-Based Learning
 Creating Opportunities for Educational Development COED
 Creative Living Options Endowment
 Health Education Council
 Meals on Wheel Yolo County
 River City Rowing Club
 Rural Community Assistance Corporation
 Shores of Hope
 Suicide Prevention of Yolo County
 Tree Davis
 West Sacramento Friends of the Library
 West Sacramento Historical Society
 West Sacramento Neighbors Fair
 Yolo County CASA
 Friends of the Yolo County Archives
 Yolo County Children's Alliance
 Yolo Land Trust
 Yolo Food Bank
 Yolo County SPCA
 Yolo County Care Continuum
 Yolo Basin Foundation
 Yolo Community Foundation
 Yolo Crisis Nursery
 Yolo Healthy Aging Alliance
 YoloArts
 Yolo Conflict Resolution Center
 Yolo Farm to Fork
 Yolo Hospice Inc

The Big Day of Giving is hosted and organized by the Sacramento Region Community Foundation in partnership with the Yolo Community Foundation and its affiliates.

ANALYSIS

Beginning at midnight on May 2, 2019, donors will be asked to log onto www.bigdayofgiving.org and make a donation to any participating non-profit. All donations made online during the Big DoG will be boosted from a pool of local and national matching funds. Prize challenges throughout the day will give non-profits a chance to win additional funding.

Environmental Considerations

N/A

Commission Recommendation

N/A

Strategic Plan Integration

Supporting the Big Day of Giving and local non-profit organizations promotes the City's vision of a vibrant community where you can live, work, and play.

Alternatives

N/A

Coordination and Review

City staff coordinated this effort with the Yolo Community Foundation and Sacramento Region Community Foundation.

Budget/Cost Impact

N/A

ATTACHMENT

Proclamation

PROCLAMATION
OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO
RECOGNIZING MAY 2, 2019 AS
THE BIG DAY OF GIVING

WHEREAS, the Sacramento Region Community Foundation, a trusted resource for contributing to local organizations, will host the seventh annual giving day on May 2nd, 2019, in partnership with the Yolo Community Foundation, along with businesses and community leaders throughout a four-County Sacramento region to encourage charitable giving; and

WHEREAS, over the past six years more than 36,000 people in our region donated on the Big Day of Giving, raising over \$30 Million that local nonprofits have used to improve the quality of life; and

WHEREAS, this year more than 600 nonprofits will participate in Big Day of Giving, several of which are based in West Sacramento; and

WHEREAS, Big Day of Giving is an opportunity for West Sacramento residents to show their community pride through supporting the good work of our local nonprofits; and

WHEREAS, philanthropic investment helps hardworking nonprofits make an impact on the causes that affect us all and provides donors with a sense of ownership and pride in their communities.

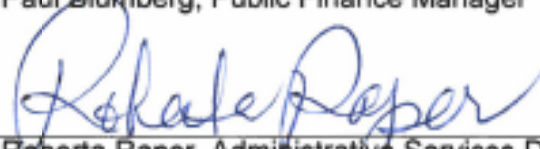
NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of West Sacramento does hereby recognize May 2, 2019, as the Big Day of Giving and encourage all citizens to support the work of local nonprofit organizations who help the West Sacramento community thrive.

PROCLAIMED this 1st day of May 2019

ATTEST:

Christopher L. Cabaldon, Mayor

Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019		ITEM # 4	
SUBJECT: CONSIDERATION OF APPROVAL OF AMENDMENT TO KEYSER MARSTON ASSOCIATES CONTRACT TO ASSIST WITH THE LIBERTY DEVELOPMENT AGREEMENT NEGOTIATIONS AND ADOPTION OF RESOLUTION 19-51 AMENDING THE CITY'S ADOPTED BIENNIAL BUDGET FOR 2018-19			
INITIATED OR REQUESTED BY: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Paul Blumberg, Public Finance Manager  Reberta Raper, Administrative Services Director	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action

OBJECTIVE

The purpose of this report is to obtain City Council approval for an amendment to the contract with Keyser Marston Associates, Inc. ("Consultant") to amend the scope of work to prepare a fiscal impact analysis for the build-out of the Southport Area.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

1. Amend the current scope of services and increase the budget by \$55,000 for a compensation not to exceed \$101,000; and
2. Adopt Resolution 19-51 approving a budget amendment of \$55,000 from the Community Investment Fund balance to fund the additional work; and
3. Authorize the City Manager or his designee to execute the contract amendment.

BACKGROUND

The Liberty Specific Plan is a proposed project in the Southport Area that will include up to 1,503 residential units, 10,000 square feet of retail space, and a variety of associated amenities. In March 2016, the PAIK Family Trust submitted an application to process the subdivision tentative map, and the City commenced negotiations of a Development Agreement with the PAIK Family Trust representatives.

At the City's request, the developer has prepared a number of documents with financial analysis of impacts of the project, including the Liberty Maintenance Analysis and Liberty Specific Plan Annual Fiscal Impact Analysis – items requested by the City in the Development Agreement (D.A.). The developer's financial consultant, New Economics & Advisory, has been responsive in modeling various fiscal impacts of the project at the developer's expense.

In January 2018, the City convened an internal D.A. negotiating team to identify the requirements of each City department associated with the project, both in terms of O&M and capital needs triggered by the development. The team identified a list of specific capital needs, City service needs, and maintenance requirements. To assist with these negotiations, the City identified the need for a third-party consultant to review the reasonableness of the items identified. The consultant was also directed to review work products prepared by the developer's financial consultant.

On September 5, 2018, the City executed a contract with Keyser Marson Associates ("KMA"). KMA was then directed to perform a third-party review of the developer's analysis and to provide technical support to the D.A. negotiating team.

One challenge that City staff identified immediately was that many capital improvements and service costs associated with future development in Southport were "regional" in nature and not just limited to the Liberty project. While impacts to City municipal services could be triggered by the Liberty project, the benefits would accrue to a number of other future projects that would likely develop later. The 2015 General Plan Update and the Southport Framework Plan include over 10,000 residential units and over 10 million square feet of non-residential development. Determining each development's "fair share" allocation of O&M and capital costs would require a more comprehensive financial modelling of the build out of Southport. City staff and the developer agreed to put the D.A. negotiations on hold. KMA was directed to instead create a comprehensive municipal

service plan, and staff has provided the base data and assumptions for KMA to complete a comprehensive analysis.

KMA has notified the City that the effort would exceed the current budget. KMA provided the City with a proposed amendment to both the scope and budget, dated April 18, 2019, included as an attachment to this report. This amendment, along with the original budget, exceeds the City Manager's authorization and City Council authorization is required to approve the amendment. Resolution 19-51 will provide for the appropriate budgetary adjustments to the City's adopted Biennial budget for FY 2018/19.

ANALYSIS

As KMA assisted the City with a review of operations and maintenance costs and other matters associated with the Liberty D.A. negotiations, it became apparent that the Liberty project will trigger maintenance and operations services that will serve future development throughout Southport. As a result, the City determined that it would be beneficial to understand the service costs and tax revenue to be generated by the entire Southport build-out. Staff directed KMA to expand their original scope to develop what in effect is an entire municipal service plan for the Southport Area. KMA's amendment now entails developing a "Municipal Services Plan" for Southport.

The amended scope of work now includes evaluating the ongoing municipal service needs of eleven (11) future developments in Southport, totaling over 10,000 residential units and over 12 million square feet of non-residential development. Major projects to be included in this analysis include:

1. Liberty
2. Riverpark
3. Yarbrough
4. Stone Lock
5. Seaway
6. Remaining phases of Newport Estates
7. Remaining phase of Southport Industrial Park
8. Southport Gateway
9. Newport Grove
10. Newport Villas
11. River Oaks

While the immediate need for the analysis is to allow for a continuation of the Liberty D.A. negotiations, the analysis will be used as staff negotiates other future D.A.s, tentative subdivision maps, and maintenance plans. In addition, it will assist the City with updates to the police and fire facility impact fee updates, and other long-term facility planning.

Resolution 19-51 approves a budget amendment of \$55,000 to fund the financial impact analysis for future build out of the Southport Area.

Environmental Consideration

Not applicable

Commission Recommendation

Not applicable

Strategic Plan Integration

The City has a Strategic Plan goal to achieve a Financially Sound City Government. Negotiating developer contributions to mitigate the impacts of future development are a critical component of the requirements to achieve that goal.

Alternatives

As an alternative to staff recommendations, the Council could:

1. Choose not to adopt Resolution 19-51 and not to enter into a contract amendment with the Consultant; or
2. Direct staff to identify an alternate funding source and return at the next meeting for approval of the contract and appropriation adjustment.

Coordination and Review

This report was prepared in coordination with the City Manager's Office, the Administrative Service Department and the Community Development Department. The contract was reviewed and approved by the City Attorney.

Budget/Cost Impact

Council approval of these recommendations will increase the budget for the Consultant by \$55,000, for a total amount not to exceed \$101,000. The use of the Community Investment Fund balance is justified since the work product will be used to complete negotiations of deal terms not only with the Liberty project, but other future developments in Southport. This will help expedite development that will contribute property taxes and other revenues sources to the City's general fund.

ATTACHMENTS

1. Resolution 19-51
2. Keyser Marston Contract Amendment

RESOLUTION 19-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO
 APPROVING AMENDMENTS OF \$55,000 IN REVENUE AND \$55,000 IN EXPENSES TO
 THE GENERAL FUND OPERATIONS AND MAINTENANCE (O&M) BUDGET FOR
 FISCAL YEAR 2018-19**

WHEREAS, the City Council adopted the biennial Operations and Maintenance (O&M) budget for Fiscal Years 2017-18 and 2018-19 on June 14, 2017; and

WHEREAS, the City Council adopted mid-term amendments to the Operations and Maintenance (O&M) budget for Fiscal Year 2018/19 on May 23, 2018 via Resolution 18-34; and

WHEREAS, based upon information received subsequent to the adoption of the budget, the City Manager has prepared and proposed an amendment to budgeted revenues and expenses for the 2018/19 fiscal year; and

WHEREAS, the City desires to amend the professional services contract with Keyser Marston Associates ("Consultant") to have a comprehensive municipal services analysis of future development in the Southport Area; and

WHEREAS, the analysis will further economic development objectives of the City by supporting the development entitlement approval process; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any other information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Sacramento as follows:

1. The City Council hereby approves amendments to the O&M Budget for the 2018-19 fiscal year as listed below.

SOURCES (Community Investment Fund)

<u>Amount</u>	<u>Fund-Activity-Object</u>
\$55,000	106-0000-3110

USES (Keyser Marston, Inc. Contract Amendment)

\$55,000	106-9020-5261
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2. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct and establish the factual basis for the City Council's adoption.

3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the West Sacramento City Council this 1st day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:

 Christopher L. Cabaldon, Mayor

ATTEST:

 Kryss Rankin, City Clerk

AMENDMENT NO. 1
to the
CONTRACT FOR SERVICES
between the
CITY OF WEST SACRAMENTO
And
KEYSER MARSTON ASSOCIATES, INC.
Dated September 5, 2018

This Amendment No. 1 to the Contract for Services between the City of West Sacramento ("City") and Keyser Marston Associates, Inc. ("Consultant") dated September 5, 2018, is made and entered into this ____ day May 2019. Except as expressly amended herein, the September 5, 2018 Contract for Services is in full force and effect.

RECITALS

WHEREAS, The City retained Consultant to provide advisory services relative to establishing business terms for the Development Agreement for the Liberty Specific Plan; and

WHEREAS, City determined that the analysis should be broadened to address the broader fiscal impacts associated with a "build out" of the Southport Area, in order to determine the Liberty Project's "fair share" of Southport-wide regional infrastructure and municipal service costs; and

WHEREAS, a comprehensive fiscal impact analysis of the Southport Area was not included in the original scope and budget, and an amendment is needed to this additional work; and

WHEREAS, the City and Consultant desire to amend said contract.

NOW, THEREFORE, IT IS MUTUALLY AGREED by parties hereto to amend said agreement as follows:

I. SCOPE OF SERVICES:

The scope of services as set forth in the Contract for Services dated September 5, 2018, shall be revised to reflect the following:

The Scope of Services shall be amended to include consultant tasks outlined in Exhibit "A".

II. COMPENSATION:

The compensation as set forth in the Contract for Services September 5, 2018, shall be revised to include an amendment in the amount of \$55,000.00 for a total compensation not to exceed \$101,000.00.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

CITY OF WEST SACRAMENTO

By: _____
Aaron Laurel, City Manager

KEYSER MARSTON ASSOCIATES, INC

By: _____
Debbie Kern, Managing Principal/Vice President


Keyser Marston, Inc.
Amendment 1
Original contract: 09/05/2018

APPROVED AS TO FORM

By: _____
Jeffrey Mitchell, City Attorney

ATTEST:

By: _____
Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019		ITEM # 5	
SUBJECT: CONSIDERATION OF APPROVAL OF BARGE CANAL TRAIL PHASE 1 PROJECT IMPROVEMENTS, AWARD OF CONTRACT TO CENTRAL VALLEY ENGINEERING AND RESOLUTION 19-2 APPROVING A CAPITAL IMPROVEMENT PROJECT APPROPRIATION FOR THE PROJECT			
INITIATED OR REQUESTED BY: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Erin Rivas, Senior Analyst  Katy Jacobson, Economic Development & Housing Director	
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Information <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action	

OBJECTIVE

The objective of this report is to facilitate City Council consideration of the Barge Canal Phase 1 Project improvements, approval of Resolution 19-2 amending the Fiscal Year 2018/19 Capital Improvement Program Budget to fund construction of the Project, and award of a construction contract to Central Valley Engineering.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

1. Adopt Resolution 19-2 approving a capital improvement project appropriation of \$1,138,352 in Fund 211 for the Barge Canal Trail Phase 1 Project funded by a transfer of \$569,176 from Port Fund 516 and a transfer of \$569,176 from Measure E Fund 110;
2. Award the construction contract to the lowest, responsive, responsible bidder, Central Valley Engineering, in the amount of \$853,337;
3. Grant the City Manager or his designee the authority to issue Contract Change Orders up to 15% (\$128,001) of the value of the Contract and to issue monthly progress payments to the Contractor.

BACKGROUND**Barge Canal Trail Project**

In mid-2015, the City began development of a Reuse Master Plan for the Pioneer Bluff and Stone Lock areas, funded in part by a Sustainable Communities Planning Grant from the State's Strategic Growth Council (SGC Grant) in the amount of \$377,561. The Pioneer Bluff and Stone Lock Reuse Master Plan (Master Plan), was completed in July 2018 in accordance with the SGC Grant.

On December 15, 2016, the City entered into a contract with Wood Rodgers, Inc. (Consultant) in the amount of \$208,421 for the purposes of determining a proposed levee setback line for the Master Plan area consistent with the California Department of Water Resources' Urban Levee Design Criteria and conducting additional analyses related to the reuse of the Stone Lock facility. The scope of work in the Consultant's contract included five tasks: 1) a levee setback analysis to determine buildable areas in the Master Plan area, 2) due diligence on a proposed retrofit of the bulkhead structure needed to achieve 200-year level of flood protection, 3) an alternatives analysis for the additional solutions to retrofitting the bulkhead structure that could improve recreation, water quality and ecosystem opportunities, 4) project management and stakeholder coordination and 5) miscellaneous tasks as assigned.

The levee setback analysis provided in a technical memorandum prepared by Wood Rodgers was, among other objectives, intended to establish documentation for Central Valley Flood Protection Board (CVFPB) and United States Army Corps of Engineers (USACE) evaluation as to the establishment of a defined setback area for the Stone Lock Phase 1 property. The Barge Canal Trail Project design includes a twelve-foot wide asphalt path with two adjacent two-foot aggregate base shoulders. The Project also includes security lighting, seating areas with standard street furnishings, such as, benches and above ground trash receptacles and incorporates found artifacts from the Stone Locks Facility's outbuildings as aesthetic treatments.

In October 2017, Wood Rodgers provided the City with the 60% designs for the Barge Canal Trail Project (Project) for purposes of obtaining the CVFPB encroachment permit. On November 29, 2017, the encroachment permit was obtained from CVFPB with the requirement that the City, as the lead agency associated with flood protection in the area, construct the Project within one year of receiving the encroachment permit. If not

constructed within the permit window, the project could be subject to further consultations, conditions or mitigations. Therefore, City staff have reached out to CVFPB regarding a permit extension. The CVFPB staff have verbally advised that if the City commences construction this year it will likely not require further consultations or conditions.

Stone Lock One Development Site

On May 23, 2018, the City Council approved the Stone Lock One Development Agreement (DA) between the City and the Sacramento-Yolo Port District (Port) which set forth certain actions to be undertaken by the City upon the sale of the Stone Lock One property located at 2100 Jefferson Boulevard. The DA provided that if the Stone Lock One Property transaction closed, sale proceeds were to fund the Barge Canal Trail Phase 1 improvements. After a Request for Proposals process and negotiations with potential residential developers in 2018-19, the Port has decided to defer sale of the Stone Lock One property. Pursuant to the Stone Lock One DA, if the Port has not sold the property within one year of the effective date of the DA, the City and Port are to share equally in the cost of the Barge Canal Trail improvements.

The DA requires that construction is initiated for the Barge Canal Trail within one year of the effective date, May 23, 2018. This date was established in order to support the CVFPB encroachment permit requirements. When the Port disposes of the Stone Lock Property in the future, the Measure E invested amount will be reimbursed by the Port from the proceeds of the Stone Lock Phase 1 sale.

On January 18, 2019, Public Works Facilities staff received 100% Design Plans and Specifications for the Barge Canal Trail Project.

ANALYSIS

Barge Canal Trail Construction

The Project has been designed as two phases: Phase 1 extends from Jefferson Blvd. west to the Palamidessi Bridge and Phase 2 extends from Jefferson Boulevard east to the McGowan Bridge. The City and Port have chosen to defer construction of Phase 2 to a future date.

The requested budget appropriation for construction of the Phase 1 project is \$1,138,352 based on the outcome of the construction bid solicitation and process.

Construction Contract Award – Barge Canal Trail

Staff has reviewed the bids and determined that the lowest responsive, responsible bidder is Central Valley Engineering. The Contractor State License Board has confirmed that Central Valley Engineering holds the proper license to legally perform the work under this contract and the license is current and in good standing.

The Project has been designed as two phases, which are bisected by Jefferson Boulevard (Jefferson). The Phase I project includes a western segment that extends and improves the informal trail located at the Barge Canal Access parking lot (accessible from Jefferson). This segment spans from the bridge at Lake Washington Boulevard to Jefferson and connects to Jefferson at two locations: at the intersection of Jefferson and Locks Drive and to the existing western Jefferson sidewalk just south of the Jefferson bridge. Phase II of the project includes an eastern segment that would construct a new trail facility to connect to the eastern side of Jefferson and extends the Clarksburg Branch Trail approximately 375-feet. From its most northern location, Phase II runs east/west along the southern boundary of the Stone Locks Facility and connects with Locks Drive (i.e. South River Road) just west of the Mike McGowan Bridge. Phase II would also include improvements along Jefferson Boulevard to reinforce the bascule bridge and would add safety and lighting improvements along the southern boundary of the Stone Locks Facility. Resolution 19-02 will provide funding for Phase I of the project.

On March 1, 2017, the City Council approved Contract Amendment No. 1, increasing the consultant's contract by an additional \$222,868 and extended the duration of the contract by eleven months to June 30, 2018. Included in the additional scope of work was completion of a setback alternatives analysis to memorialize the levee setback, an increase to the budget for project management and coordination to address unresolved jurisdictional authority issues related to the Barge Canal property, and to facilitate CVFPB and USACE outreach, coordination, and concurrence of the preferred setback alternatives for the Pioneer Bluff and Stone Lock reaches.

In October 2017, Wood Rodgers provided the City with the 60% designs for the Barge Canal Trail Project (Project) for purposes of obtaining the CVFPB encroachment permit. On November 29, 2017, the encroachment permit was obtained from CVFPB with the requirement that the City, as the lead agency associated with flood

protection in the area, construct the Project within one year of receiving the encroachment permit. City staff have reached out to CVFPB regarding a permit extension.

On May 9, 2018, the City Council approved Contract Amendment No. 2 with the Consultant in the amount of \$139,736 to fund pre-construction activities related to the Project. Wood Rodgers provided the City with the 90% designs for the Project on October 19, 2018. Staff has conducted a final engineering and constructability review and a construction bid package has been prepared to be released upon approval of the budget appropriation. The City Manager subsequently approved Contract Amendment No. 3 with the Consultant on May 14, 2018 to extend the contract to December 31, 2018.

On January 10, 2019, the City Manager approved Contract Amendment No. 4 with the Consultant to extend that contract through August 31, 2019 to allow Wood Rodgers to provide ongoing construction management until project completion, which is estimated to occur by August 2019.

On January 18, 2019, Public Works Facilities staff received 100% Design Plans and Specifications for the Barge Canal Trail Project.

On February 20, 2019, the Plans and Specifications were advertised for construction bids. During the bidding period, a total of 1 addendum was issued to provide design clarification, and address contractor inquiries. Sealed bids for the project were received and opened on April 3, 2019, The City received a total of 15 bids and the results (total base bids without alternates) are as follows:

B&M Builders	\$1,275,309.00
Martin Brothers Construction	\$1,202,623.00
All American Construction	\$995,927.50
George Reed, Inc.	\$922,020.00
BRCO Inc.	\$1,168,300.00
PBM Construction	\$1,153,858.00
Central valley Engineering	\$853,336.75
Western Engineering Contractors	\$1,016,180.00
Northern Pacific Corporation	\$950,965.00
Abide Builders, Inc.	\$1,065,492.00
Teichert	\$872,195.00
Lamon Construction	\$934,377.00
Dutch Contracting, Inc.	\$1,404,340.00
McCuen Construction	\$975,908.00
McGuire & Hester	\$948,989.00

A summary of the construction costs is provided below:

Construction Cost Estimate	Cost
Construction/Engineer's Estimate	853,336.75
Contingency 15%	128,000.51
Construction + Contingency	981,337.26
City Staff Time (Including ICAP)-10% (-.3% per \$500k, 7% min.)	63,786.92
Consultant Fees (Engineer, Architect, Environmental, etc.)	-
Special Inspection-1.5%	14,720.06
Labor Compliance-1%	9,813.37
Environmental-2%	19,626.75
Permitting-5%	49,066.86
Total	1,138,351.22

In an effort to support local business participation in the construction of the project, the project was advertised in the local paper (News Ledger), posted on the City website, and the bid documents required the successful bidder to identify all local subcontractors and material suppliers used on the successful bid. Central Valley Engineering has identified the following local business that will be used on this project: AC Dike, McClernon General

Engineering, Centerline Striping Company, Inc., Pronesi Environmental, St. Francis Electric, SoCal Stormwater Runoff, and Galloway.

Environmental Considerations

No CEQA action is required with approval of this appropriation. The Barge Canal Trail Project was previously certified under CEQA on February 14, 2018, where the City Council approved Resolution 18-5, making CEQA findings of consistency with the City's General Plan Program EIR Pursuant to CEQA Guidelines Section 15168(c)(2). On February 15, 2018, the Notice of Determination for the Project was filed with Yolo County (County) and circulated for public review. On March 15, 2018, the County closed the public review period with no comments received from the public.

Commission Recommendation

The Barge Canal Trail Project was previously presented to the Port Commission on February 14, 2018 to certify certain CEQA findings and on May 9, 2018 to provide a project update and request additional funds from the Port budget to finalize the project design and get the project to construction bidding. The Port Commission will consider a budget appropriation for 50% of the Phase 1 project cost on May 1, 2019.

Strategic Plan Integration

This item advances the 2018 Strategic Plan Policy Agenda Top Priority items "Flood Protection", "Pioneer Bluff/Stone Lock Reuse Master Plan," and "Bicycle, Pestician and Trail Improvements."

Alternatives

The City Council may choose the following alternatives:

1. Adopt Resolution 19-02 approving a Fiscal Year 2018-2019 budget amendment of \$1,138,352 to the Capital Improvement Program advance funded by the Port and Measure E, approve the Plans and Specifications as bid for the Barge Canal Trail Project, and award the construction contract to the lowest responsive, responsible bidder, Central Valley Engineering.
2. Do not approve Resolution 19-02 and direct that staff return with additional information at a future meeting date and do not award the construction contract to the lowest responsive, responsible bidder, Central Valley Engineering.
3. Do not approve Resolution 19-02 and direct staff not to proceed with the Barge Canal Trail project.

Alternatives 2 and 3 are not recommended as the City has a limited window to adhere to the CVFPB encroachment permit. Additionally, the existing dirt and gravel path is heavily used by the public and the improvements will create an ADA compliant, lit and paved surface for the community.

Coordination and Review

This report has been coordinated with the Administrative Services Department, City Manager's Office (Port), and the Community Development Department.

Budget/Cost Impact

The budget impact to the City is a total project appropriation of \$1,138,352 for the Barge Canal Trail Phase I Improvements to be funded by the Port (\$569,176) and Measure E funds (\$569,176) which will be reimbursed from the proceeds of the sale of Stone Lock One property by the Port at a future undetermined date.

SOURCES

\$569,176	516-0000-3110 (Port Unassigned Fund Balance)
\$569,176	110-0000-3110 (Measure E Unassigned Fund Balance)
\$569,176	400-9900-4990/14230-4990 (Interfund Transfer from Port to Project)
\$569,176	400-9900-4990/14230-4990 (Interfund Transfer from Measure E to Project)
\$1,138,352	TOTAL SOURCES

USES

\$1,138,352	400-9900-5330/TBD-5800 (Barge Canal Trail Phase I Project)
\$569,176	516-9999-5950 (Interfund Transfer from Port to Project)
\$569,176	110-9999-5950 (Interfund Transfer from Measure E to Project)
\$1,138,352	TOTAL USES

**Note – Interfund Transfers are not included in the totals to avoid duplication of total sources and uses.*

ATTACHMENTS

1. Resolution 19-2
2. Measure E Analysis

RESOLUTION 19-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO APPROVING AMENDMENTS OF \$1,138,352 TO THE BARGE CANAL TRAIL PHASE I PROJECT BUDGET FOR FISCAL YEAR 2018-19

WHEREAS, the City Council adopted the biennial Capital Improvement Program (CIP) budget for Fiscal Years 2017-18 and 2018-19 on June 14, 2017; and

WHEREAS, the City Council adopted mid-term amendments to the Capital Improvement Program (CIP) budget for Fiscal Year 2018/19 on May 23, 2018 via Resolution 18-35; and

WHEREAS, based upon information received subsequent to the adoption of the budget, the City Manager has prepared and proposed an amendment of \$1,138,352 to the Capital Improvement Program budget for the Barge Canal Trail Project in the 2018/19 Fiscal Year; and

WHEREAS, the Central Valley Flood Protection Board (CVFPB) issued a Minor Alteration Letter dated November 29, 2017 for the Barge Canal Trail Project Phase I that provides a prescribed completion date of November 29, 2018 or subjects the Project to further flood regulatory consultation and potentially new conditions and modifications; and

WHEREAS, the Stone Lock One Development Agreement (DA) executed between the City of West Sacramento (City) and the Sacramento-Yolo Port District (Port) on May 23, 2018 provides for the Barge Canal Trail Project Phase I Project funding with proceeds from the sale of Stone Lock Phase 1 Property; or, in the event that the Property is not sold provides for Port and City funding with reimbursement from the property sale proceeds at a future date; and

WHEREAS, the available balance in Measure E is projected at \$3.6 million, taking into account appropriations already approved for the current Fiscal Year, and is sufficient to fund a transfer of \$569,176 for the Project; and

WHEREAS, the Port Fund 516 has sufficient unencumbered fund balance to fund a transfer of \$569,176 for the Project as approved by the Port Commission on May 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Sacramento as follows:

1. The City Council hereby approves amendments to the CIP for the 2018/19 fiscal year as listed below.

SOURCES

\$569,176	516-0000-3110 (Port Unassigned Fund Balance)
\$569,176	110-0000-3110 (Measure E Unassigned Fund Balance)
\$569,176	400-9900-4990/14230-4990 (Interfund Transfer from Port to Project)
\$569,176	400-9900-4990/14230-4990 (Interfund Transfer from Measure E)
\$1,138,352	TOTAL SOURCES

USES

\$1,138,352	400-9900-5330/TBD-5800 (Barge Canal Trail Phase I Project)
\$569,176	516-9999-5950 (Interfund Transfer from Port to Project)
\$569,176	110-9999-5950 (Interfund Transfer from Measure E to Project)
\$1,138,352	TOTAL USES

**Note – Interfund Transfers are not included in the totals to avoid duplication of total sources and uses.*

2. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct and establish the factual basis for the City Council's adoption of this Resolution.

3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the West Sacramento City Council this 1st day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

Measure E Analysis

Project Description

This requested expenditure is to fund the Barge Canal Trail Phase I Project. The Barge Canal Trail Project design includes a twelve-foot wide asphalt path with two adjacent two-foot aggregated base shoulders. The Project also includes security lighting, seating areas with standard street furnishings, such as benches and above ground trash receptacles, and incorporates found artifacts from the Stone Lock Facility's outbuildings as aesthetic treatments.

Policy Context

This project advances the 2018 City Council Strategic Plan Policy Top Agenda items "Flood Protection," "Pioneer Bluff Stone Lock Reuse Master Plan," and "Bicycle, Pedestrian and Trail Improvements. Additionally, the voter-approved Measure E specifically identifies "Building and maintaining bicycle & pedestrian trails, including Trails Initiative and Parks Master Plan" as eligible projects.

The outcomes from this proposed Measure E expenditure implement of the General Plan 2035, the Pioneer Bluff Stone Lock Re-Use Master Plan and Park Master Plan and provide an additional element of flood protection. The Barge Canal Trail project is supported specifically in the Parks and Recreation Element of General Plan 2035:

GOAL PR-2 – To provide a continual system of parks and open space corridors that connect destination points within and beyond the City of West Sacramento.

PR-2.1 – Recreational Corridors along River – The City shall establish recreational corridors along the full length of the Sacramento River and Deep-Water Ship Channel located with the City Limits.

PR-2.3 – Connecting Recreational Corridors – The City shall strive to ensure that pedestrian and bicycle pathways that cross the Sacramento River connect to the City's recreational corridors

GOAL PR-3 – Provide and encourage, to the fullest extent possible, public access to the Sacramento River and Deep-Water Ship Channel for recreation purposes.

PR-3.5 – River, Ship Channel Linkage – The City shall ensure linear access points along the Sacramento River and Deep-Water Ship Channel are linked to the City's overall system of parks, recreational corridors, and open space.

Supplementary Funds

The proposed expenditure is to advance fund a bicycle and pedestrian trail project which will ultimately be repaid to the Measure E Fund when the Port receives proceeds from the sale of Stone Lock Phase 1. On May 23, 2018, the City Council approved the Stone Lock Development Agreement (DA) between the City and the Sacramento-Yolo Port District (Port). The DA provides for certain actions to be undertaken by the City upon the sale of Stone Lock Property located at 2100 Jefferson Boulevard (APN 046-010-008 and a portion of APNS 067-080-056 and 067-180-053).

The Port issued an RFQ for the Stone Lock One property, but the Port determined following negotiations that it would defer sale of the property. Pursuant to the Stone Lock DA, if the Port has not sold the property within one year of the effective date, the City and Port are to share equally in the cost of the Barge Canal Trail Improvements. The regulatory permitting for the Barge Canal has a prescribed construction window to complete the improvements. The built improvements will establish or memorialize the building setback line for the Stone Lock property, creating a vested entitlement as to the developable area of the parcel.

Staff Costs

The funds will be used to pay costs associated with the direct construction, inspection and management associated with the Barge Canal Trail Phase I improvements.

Desired Outcome

Trail improvements to: 1) create enhanced connectivity to encourage biking and walking alternatives to vehicle trips; 2) improve public safety and security for trail users; 3) provide ADA compliant passive recreation amenities in this area of the community; 4) provide entitlements necessary for development of Stone Lock property; and 5) provide for operations and maintenance facilities for flood protection.

Theory of Change

This trail segment is a critical bicycle and pedestrian pathway link to create a continuous path between Jefferson Boulevard and South River Road. These improvements were evaluated in the Pioneer bluff Stone Lock Master Plan circulation plan and transportation system that prioritizes new transit and alternate modes that reduce vehicle miles traveled (VMT). VMTs are associated with higher emissions of GHG. Constructing trail improvements could induce behavioral changes such as modal shifts in residents' trips, thereby reducing the number of VMT. Adding additional users to the trail facility, which is anticipated with the proposed improvements, could also abate certain nuisance behavior along that section of the riverfront that tend to thrive in the absence of people.

One of the most difficult challenges to this project and realization of the City Council vision for new investment in the Stone Lock and Pioneer Bluff areas is the overlapping regulatory patchwork of requirements and permissions. Securing the permits from the Central Valley Flood Protection Board and the United States Army Corp of Engineers for these specific improvements that meet the federal and state guidelines within their jurisdiction was a key milestone to opening development and investment potential in this area.

Project Budget

Total cost for the construction of the Barge Canal Trail Project Phase I is \$1,138,352. For a breakdown of costs, please see the program budget below.

Construction Cost Estimate	Cost
Construction/Engineer's Estimate	853,336.75
Contingency 15%	128,000.51
Construction + Contingency	981,337.26
City Staff Time (Including ICAP)-10% (-.3% per \$500k, 7% min.)	63,786.92
Consultant Fees (Engineer, Architect, Environmental, etc.)	-
Special Inspection-1.5%	14,720.06
Labor Compliance-1%	9,813.37
Environmental-2%	19,626.75
Permitting-5%	49,066.86
Total	1,138,351.22

Performance Metrics


The Parks and Recreation Needs summary completed in 2017 is a statistically valid survey demonstrating that 7,742 respondents or 41% reported that there was an unmet need for Walking and bike trails--it was the second highest unmet need. Of the respondents, 55% currently use city

trails. For those that did not report using trails, 17% feel that they would use the trails if amenities were added. Staff has observed that there is significant and heavy use of this location as a gravel/dirt trail, indicating that ADA accessibility and safety features will only encourage walking and bicycle trip usage.

The flood protection maintenance road has been designed to meet all regulatory guidelines for an operations and maintenance corridor to maintain flood protection facilities.

For the potential economic development benefits to the city to be realized, the Port will need to sell the Stone Lock Phase 1 property to a developer willing to invest in mixed use development product. This requires certainty as to what the buildable envelope is on the property. The construction of the improvements memorializes the build line (as permitted by United States Army Corps of Engineers and Central Valley Flood Protection Board) thereby vesting this "build line" entitlement. The permitting for the Barge Canal Trail improvements has a time limit of one year; therefore, if a new permit must be secured the new permit could modify the O&M corridor and reduce the developable area.

Evaluation of the analyses summarized above will provide the Council with ample information to assess the Barge Canal Trail Phase I Project's value and how it specifically aligns with voter-approved Measure E funding.

MEETING DATE: May 1, 2019		ITEM # 6	
SUBJECT: CONSIDERATION OF RESOLUTION 19-55 AUTHORIZING ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA DEPARTMENT OF JUSTICE FOR UNTESTED SEXUAL ASSAULT EVIDENCE AND AUTHORIZING A REVENUE BUDGET APPROPRIATION FOR THE GRANT FUNDS AWARDED			
INITIATED OR REQUESTED BY: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Dawna Rosner, Senior Analyst  Rob Strange, Deputy Chief of Police	
ATTACHMENT <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction	<input checked="" type="checkbox"/> Action

OBJECTIVE

The purpose of this report is to provide information needed for the adoption of Resolution 19-55 authorizing acceptance of \$4,498 in grant funding. These monies will fund staff time associated with a mandated State audit of the Police Department's untested sexual assault kits.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council adopt Resolution 19-55 accepting \$4,498 in funding from the California Department of Justice Untested Assault Evidence Grant program to meet the requirements of a State mandated audit and authorizing a revenue budget appropriation for the grant funds awarded.

BACKGROUND

When a sexual assault occurs, the Police Department collects a kit of evidence associated with the assault, which is then stored and submitted to the Department of Justice (DOJ) based on solvability factors. Historically, the DOJ has experienced a backlog in the processing of these kits but has recently decided to reach out to entities that possess sexual assault evidence to assess the actual volume of backlog in order to adequately resource an influx of kit submissions. Therefore, it is requesting agencies provide a count of their untested kits.

In September 2018, Governor Jerry Brown signed AB 3118, which amended Penal Code section 680.4 and requires every law enforcement agency, medical facility, crime laboratory, and other specified facilities, to conduct an audit of all untested victim sexual assault evidence kits in their possession and report to the DOJ no later than July 1, 2019. Failure to report audit information to the DOJ by this deadline will be reflected in the DOJ's final AB 3118 report to the legislature.

The Untested Sexual Assault Evidence Grant Program (USAEG) administered by the California Department of Justice (DOJ) provides funding for city and county agencies to conduct audits of their untested victim sexual assault evidence kits. The grant is intended to assist city and county agencies in complying with recently enacted Assembly Bill (AB) 3118. As the Police Department has untested victim sexual assault kits, this meets the qualification for reimbursement of expenses associated with staff salaries required for the audit.

ANALYSIS

The Department conducted a cost analysis for the staff time related to this endeavor and calculated it to be \$4,498, the amount awarded by the USAEG. The following overviews the associated cost analysis:

	Hourly Rate	Overtime @ 1.5	Hours Worked	Total Salary	Medicare	Workers Compensation	Total Benefits	Total Payroll
CSI III	34.3615	51.54225	50	2577.113	38.66	30.93	69.58	\$ 2,646.69
Cost of Crime Scene Investigator III overtime and benefits: Medicare (.015) and Workers Compensation (.012)								
Secretary	23.9885	35.98275	50	1799.14	26.99	25.19	52.17	\$ 1,851.31
Cost of Secretary overtime and benefits: Medicare (.015) and Workers Compensation (.014)								
Total Request:								\$ 4,498.01

The Department is entering into a Memorandum of Understanding (Attachment 2), which overviews the conditions associated with the acceptance of the grant funding.

Environmental Considerations

N/A

Commission Recommendation

N/A

Strategic Plan Integration

These efforts support the City's vision of people feeling safe and secure.

Alternatives

The City Council may choose not to accept the grant funding. This is not recommended as these funds will assist the Department in complying with AB 3118.

Coordination and Review

This report was prepared by Police Department staff.

Budget/Cost Impact

The grant funds awarded would reimburse staff time already budgeted in the General Fund (101-9111), therefore, no budget appropriation is necessary to spend the funds.

ATTACHMENT

1. Resolution 19-55
2. Memorandum of Understanding

RESOLUTION 19-55

A RESOLUTION OF THE WEST SACRAMENTO POLICE DEPARTMENT OF THE CITY OF WEST SACRAMENTO AUTHORIZING ACCEPTANCE OF CALIFORNIA DEPARTMENT OF JUSTICE UNTESTED SEXUAL ASSAULT EVIDENCE GRANT PROGRAM FUNDS FOR FISCAL YEAR 2019-20

WHEREAS, the West Sacramento Police Department desires to undertake a project involving the determination of untested sexual assault evidence to be funded through a reimbursable grant by the California Department of Justice (hereafter referred to as CaDOJ); and

WHEREAS, the West Sacramento Police Department was awarded \$4,498.01 CaDOJ grant funding; and

WHEREAS, the West Sacramento Police Department wishes to enter into a Memorandum of Understanding to receive the awarded CaDOJ grant funding; and

WHEREAS, the CaDOJ requires a Memorandum of Understanding approved by Council resolution; and

WHEREAS, the City Council endorses and supports the CaDOJ.

NOW, THEREFORE, BE IT RESOLVED

1. That the City Council of the City of West Sacramento authorizes the execution of a Memorandum of Understanding with the California Department of Justice.
2. That the City of West Sacramento is authorized to accept the Untested Sexual Assault Evidence Grant Program Funds.

PASSED AND ADOPTED by the City Council of the City of West Sacramento this 1st day of May, 2019, by the following vote:

**AYES:
NOES:
ABSENT:**

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

West Sacramento Police Department

Chief Thomas McDonald
550 Jefferson Blvd
West Sacramento, CA 95605
916-617-4912
thomasm@cityofwestsacramento.org

MEMORANDUM OF UNDERSTANDING

with the

California Department of Justice

February 1, 2019– June 30, 2019

I PURPOSE

This Memorandum of Understanding (the "MOU") is entered into by the Department of Justice ("DOJ") and the West Sacramento Police Department (hereinafter, "Grantee"), to provide grant funds to Grantee for expenditure. The Grantee will expend funds for the purposes identified in the approved Grant Application submitted by Grantee in response to the DOJ's Request for Applications for activities for local California agencies to count untested sexual assault evidence kits in their inventory as of October 1, 2018.

This MOU shall become effective upon execution by all parties and shall expire on June 30, 2019.

The DOJ grants to Grantee \$4,498.01, (the "Grant Amount") for expenditure in accordance with this MOU, including the Scope of Work included in the approved Grant Application.

The Request for Applications and Grant Application are incorporated by reference into this MOU.

II COMMUNICATION

All reports, notices, requests, and/or correspondence pertaining to this MOU shall be forwarded to the DOJ at:

California Department of Justice
Division of Law Enforcement
Attn: Nicole Behler
1300 I Street, Suite 1150
Sacramento, CA 95814
USAEG@doj.ca.gov

III BUDGET

Grantee shall expend the Grant Amount in accordance with the approved Budget included as Attachment 1 hereto (Approved Budget).

Grantee shall submit any request for a change to an Approved Budget item in writing or via e-mail to the DOJ, and any changes to the Approved Budget must be pre-approved in writing by the DOJ at least thirty (30) days in advance of any change to any Approved Budget item.

IV COST REIMBURSEMENT/INVOICING

DOJ shall reimburse Grantee, in arrears, for Grantee's actual expenditures in performing the Scope of Work; provided, however, that only expenditures that are (i) included in the Approved Budget, and (ii) listed on an invoice (a) received by DOJ from the Grantee and (b) approved by DOJ (Grantee Invoice) shall be reimbursable (Expenditures). Grantee shall submit to DOJ only

one (1) Grantee Invoice for each month for all Expenditures incurred during such month, including completed travel and training. Grantee shall ensure that it has accepted and approved all vendor deliverables, that all equipment has been delivered, that all travel is complete, and that all administrative activities have been performed. The amount included on a Grantee Invoice for an Expenditure shall not exceed the cost specified in the Approved Budget for such expenditure.

Grantee shall provide substantiation to DOJ pertaining to acceptance of hardware, software, services, and deliverables along with Grantee Invoices for payment. Invoices paid by the Grantee and submitted to the DOJ for reimbursement shall include the invoice number, invoice date, service period, agreement number, vendor name, vendor contact information, amounts, and the approved Budget Template, clearly identifying with which Expenditure the invoice associates. Grantee shall provide copies of packing slips substantiating delivery of purchased equipment. Grantee Invoices and supporting documentation must be sent to the DOJ in electronic or hard copy format no later than the 15th calendar day following the month of the Expenditure. (For example, a purchase made on June 2nd would require that the related Grantee Invoice be received by the DOJ no later than July 15th).

Grantee Invoices must be e-mailed or delivered via U.S. Mail addressed to:

California Department of Justice
 Division of Law Enforcement
 Attn: Nicole Behler
 1300 I Street, Suite 1150
 Sacramento, CA 95814
USAEG@doj.ca.gov

V BUDGET CONTINGENCY CLAUSE

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this MOU does not appropriate sufficient funds for the purposes contemplated by this MOU, this MOU shall be of no further force and effect. In such event, the DOJ shall have no liability to pay any funds whatsoever to Grantee or to furnish any other consideration under this MOU, and Grantee shall not be obligated to perform any provisions of this MOU for which it would have been reimbursed.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this MOU, the DOJ shall have the option either to cancel this MOU with no liability occurring to the DOJ or offer an amendment to the Grantee to reflect the reduced amount.

VI REPORTING REQUIREMENTS

The Grantee shall submit to the DOJ the report required under Penal Code section 680.4 on or before July 1, 2019. The following information must be included in the report:

- The total number of untested sexual assault kits in its possession.
- For each kit, the following information:
 - Whether or not the assault was reported to a law enforcement agency.

- o For kits where the victim has chosen not to pursue prosecution at the time of the audit, only the number of kits.
- o For all other kits, the following data, as applicable:
 - The date the kit was collected.
 - The date the kit was picked up by a law enforcement agency, for each law enforcement agency that has taken custody of the kit.
 - The date the kit was delivered to a crime laboratory.
 - The reason the kit has not been tested, if applicable.

Progress Reports must be submitted to the DOJ by the following specified dates using the templates provided (Attachments 2, 3, and 4):

Progress Report #1: January 1, 2019 through March 31, 2019 - Due April 15, 2019 - waived
 Final Report: January 1, 2019 – June 30, 2019 - Due July 1, 2019

Grantees shall submit any other reports and data as required by the DOJ.

VII ADMINISTRATION AND AUDIT

The DOJ is not liable for the Grantee's use of funds or any subsequent audit findings.

Grantee agrees that the DOJ and the California State Auditor, or their designated representatives shall have the right to review and copy any records and supporting documentation pertaining to the funds expended by Grantee and the Grantee's performance of the Scope of Work under this MOU. Grantee agrees to maintain all such records and reports for possible audit for a minimum of three (3) years after payment by DOJ of the final Grantee Invoice submitted by Grantee. Grantee agrees to allow access to such records during normal business hours and to allow interviews with officers and employees who might reasonably have information related to such records. Grantee agrees to include a similar right for DOJ and the California State Auditor to audit records and interview staff in any subcontract related to performance of the MOU.

Should Grantee fail to comply with this MOU, including by submitting for reimbursement expenditures for purposes not permitted under the MOU, DOJ may take one or more actions. Actions include but are not limited to requiring Grantee to return all or any portion of grant funds, and any other remedies available under law. In addition, the Grantee may be disqualified from applying for or receiving future grant funds.

This section shall survive expiration or termination of this MOU.

VIII GRANTEE CONTACT INFORMATION

Chief Thomas McDonald
 City of West Sacramento Police Department
 550 Jefferson Blvd
 West Sacramento, CA 95605
 916-617-4912

thomasm@cityofwestsacramento.org

Lt. Carl Crouch
City of West Sacramento Police Department
550 Jefferson Blvd
West Sacramento, CA 95605
916-617-5004
carlc@cityofwestsacramento.org

Heather Brophy – Administrative Analyst II
City of West Sacramento Police Department
550 Jefferson Blvd
West Sacramento, CA 95605
916-617-4932
heatherb@cityofwestsacramento.org

IX MISCELLANEOUS PROVISIONS

Amendment-No amendment or variation of the terms of this MOU is valid unless made in writing and signed by the duly authorized representatives of the parties.

Assignment- This MOU is not assignable by Grantee in whole or in part.

Indemnification- To the fullest extent permitted by law, Grantee shall indemnify and hold harmless the DOJ, its officers, agents and employees (collectively, the Indemnified Parties), against any and all losses, damages, claims, actions, liabilities, costs and expenses of any conceivable nature, kind or character (including, without limitation, attorneys' fees, litigation and court costs, amounts paid in settlement and amounts paid to discharge judgments) to which the Indemnified Parties, or any of them, may become subject under any statutory law or at common law or otherwise, arising out of or based upon or in any way relating to the performance of this MOU, except to the extent such damages are caused by the gross negligence or willful misconduct of such Indemnified Party. The rights of any persons to indemnity hereunder and rights to payment of fees and reimbursement of expenses pursuant this section shall survive the expiration or termination of this MOU.

Optional Termination – The DOJ may terminate this MOU and be relieved of any obligation to provide grant funds to Grantee should Grantee fail to perform the Scope of Work at the time and in the manner provided in this MOU.

X AUTHORIZATION

The DOJ and Grantee, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU and any future amendments shall be forwarded to the Division of Law Enforcement, Office of the Chief, with all its attachments, and will become effective upon completion of signature from all parties.

 Chief Thomas McDonald
 City of West Sacramento Police Department

 Date

 Christopher L. Cabaldon
 City of West Sacramento Mayor

 Date

NICOLE BEHLER, Grant Administrator
 Bureau of Forensic Services
 California Department of Justice

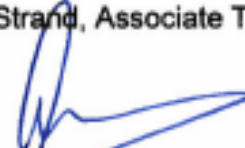
 Date

BARRY MILLER, Director
 Bureau of Forensic Services
 California Department of Justice

 Date

CHRIS RYAN, Chief
 Division of Operations
 California Department of Justice

 Date

MEETING DATE: May 1, 2019		ITEM # 7	
SUBJECT: CONSIDERATION OF APPROVAL OF AN AMENDED AND RESTATED CONTRACT FOR SERVICES WITH NOMAD TRANSIT LLC AND RESOLUTION 19-56 ALLOCATING UP TO \$2.02M TO EXTEND THE WEST SACRAMENTO ON-DEMAND RIDESHARE PROGRAM THROUGH FISCAL YEAR 2019/20			
INITIATED OR REQUESTED BY: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Other		REPORT COORDINATED OR PREPARED BY: Sarah Strand, Associate Transportation Planner  _____ Deniz Anbleh, Director Public Works Department	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action

OBJECTIVE

The purpose of this report is to request City Council approval of an amended and restated contract for services and related budget allocation to extend operation of the West Sacramento On-Demand Rideshare program through Fiscal Year 2019/20, to include expanded hours and fleet supply.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

- 1) Find the approval of the award of the amended and restated contract with NoMad Transit LLC exempt from CEQA under the General Rule exception provided for by Section § 15061(b)(3).
- 2) Approve the amended and restated contract with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc., in the amount of \$1,905,000 for the FY 2018/19 and FY 2019/20 West Sacramento On-Demand Rideshare Program; and
- 3) Adopt Resolution 19-56 allocating up to \$2,020,000 from the Transportation Development Act (TDA) Fund in Budget Unit 202-9220-5259 towards the funding of this project.

BACKGROUND

The West Sacramento On-Demand Rideshare program is an innovative public transit solution launched on May 14, 2018 by the City in partnership with NoMad Transit LLC (Via) following a robust Commission and Council engagement process. The Pilot contract term is set to expire on May 13, 2019. On April 17, 2019, staff presented a draft contract, service plan and budget approach for City Council feedback. The City Council did not direct specific changes to the contract document, however the Councilmembers requested that staff modify the service plan to provide slightly later Saturday evening service, and upon introducing Sunday service, adjust Sunday hours to better accommodate community activities and anticipated demand.

Regarding the proposed budget approach, the City Council directed staff to meet with the Yolo County Transportation District (YCTD) as soon as possible to advance the City's interest in eliminating costs associated with poorly performing routes as part of the current YCTD Budget Process, and to continue coordination to identify additional operational streamlining opportunities in support of a synergistic and diverse mobility ecosystem that provides high quality mobility choices for the West Sacramento community.

Staff has proceeded with the development of the contract extension package and budget allocation request contained herein in accordance with the City Council's direction. As of the presentation of this report, staff would have met with YCTD to coordinate on service modifications to reduce fixed route service, where appropriate.

The purpose of this report is to submit the amended and restated contract for service with NoMad Transit LLC (Attachment 1) for City Council consideration of approval, and to request the budget allocation necessary to fund the contract and associate City staff time to support the Program's operations through FY 2019/20.

ANALYSIS

Under the proposed contract, Via would continue to operate the West Sacramento On-Demand Rideshare Program on behalf of the City, including proposed expansion. Approval of this contract would provide service through June 30, 2020. Hours of operation would expand from Weekdays 7am-10pm and Saturdays 9am-10pm (No Sundays or Holidays) to run Weekdays 6am-11pm, Saturdays 9am-11pm, and Sundays 8am-8pm (Including

Holidays). The Via dedicated fleet would be expanded with the addition of three (3) standard and one (1) wheelchair accessible vehicle (WAV) for a total of eleven (11) dedicated Metris vans.

Contract Exhibit "B" (Schedule of Performance) indicated the dates by which expansions would occur, as summarized below:

- Expanded Weekday & Saturday Hours of Operation: May 20, 2019
- Addition of 3 Standard Metris & Add Sunday Service: August 2019
- Addition of 1 WAV Metris: September 2019

At this time, staff recommends that the City Council approve a budget allocation from the TDA Fund (Fund 202) in the total amount of \$2,020,000 to fund the proposed contract with NoMad Transit LLC for continued and expanded operations of the On-Demand Rideshare Program through FY 2019/20, in addition to \$115,000 for roughly 0.3 to 0.5 FTE of City staff time to support ongoing customer service and program administration activities.

As presented at the April 17 workshop, anticipated FY 2019/20 costs for both the West Sacramento On-Demand Rideshare Program and existing Yolobus service would require the use of up to \$900,000 in unrestricted TDA reserve funds, unless cost reductions in Yolobus service were identified. The City Council directed staff to initiate coordination with YCTD immediately to begin taking the appropriate steps to reduce service where appropriate. Service reductions of low-performing fixed routes were identified by the City Council as a key consideration of the Public Transportation Strategy included on the 2016 Strategic Plan established prior to the development of the rideshare program. City Council, commission and community feedback provided in recent years, in conjunction with current ridership data, will be taken into consideration as staff proceed to coordinate with YCTD staff on a service reduction recommendation. Staff will continue coordination with YCTD to minimize to the extent feasible the amount of reserve TDA funds proposed for use in FY 2019/20.

As directed, staff may return to City Council in coordination with YCTD staff to conduct a workshop and/or to submit recommendations of Yolobus service modifications at a later date. Ultimately, the City Council will be requested to approve the FY 2019/20 TDA Claim later this Summer, which will reflect all costs associated with the West Sacramento On-Demand Rideshare Program, Yolobus and shelter maintenance, and staff time.

Environmental Considerations

This project is exempt from CEQA as it can be seen with certainty that there is no possibility the activity in question may have a significant effect on the environment. (State CEQA Guidelines Section 15061(b)(3)). The fundamental definition of a "significant effect" under CEQA is "a substantial adverse change in physical conditions". Per this definition, it is clear that the operation of up to eleven (11) 6-passenger shared-ride vehicles utilizing existing infrastructure with the intent of encouraging pooling and reducing traffic impacts by shifting community members out of higher VMT (Vehicle Miles Travelled) generating modes (i.e. single occupancy driving or ridehailing) does not constitute a significant impact.

Moreover, the project is within the scope of the EIR prepared for the General Plan 2035, and no new or substantially more adverse impacts would occur through implementation of the proposed project. The project directly implements multiple General Plan Mobility Element Policies aimed at providing a multi-modal transportation system that supports various modes and benefits community and environmental health. As a result, no new environmental document is required, consistent with State CEQA Guidelines Section 15162 and 15168(c)(2).

Commission Recommendation

On March 4, 2019, the Transportation, Mobility and Infrastructure (TMI) Commission moved to unanimously recommend that the City Council approve a contract extension with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation Inc., for a second year of service, including the expansions described herein.

Strategic Plan Integration

This project directly advances the Top Priority 2019 Strategic Plan Policy Agenda item, "Via Renewal & Service Enhancement."

Alternatives

The Council's primary alternatives are:

1. Staff recommends that the City Council approve the amended and restated contract with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc., in the amount of \$1,905,000 for the FY 2019/20 West Sacramento On-Demand Rideshare Program, and approve Resolution 19-56 allocating up to \$2,020,000 from the Transportation Development Act (TDA) Fund in Budget Unit 202-9220-5259 towards the funding of this project.

2. Council may elect to approve the amended and restated contract, but redirect staff to utilize additional funding sources to partially or fully fund this project. This alternative is not recommended at this time as staff has developed this recommendation based upon City Council feedback, and will require authorization to prepare the FY 2019 TDA Claim. However, staff is pleased to proceed in a manner otherwise directed by the City Council.
3. Council may elect not to approve the amended and restated contract at this time. This alternative is not recommended, as the current contract with NoMad Transit LLC expires on May 13, 2019. This alternative would cause the West Sacramento On-Demand Rideshare Program to cease operations unless or until a contract extension was approved.

Coordination and Review

This report was prepared by the Public Works Transportation and Mobility Group and was coordinated with Via Transportation Inc. and the Administrative Services – Finance Division.

Budget/Cost Impact

The total cost associated with approving the contract extension with NoMad Transit LLC to continue operations as proposed herein is not to exceed **\$2,020,000**. Expenses include up to \$1,905,000 toward the contract extension with NoMad Transit LLC (See Attachment 1, Exhibit C), which would include an (59) weeks of service operations, and up to \$115,000 to support approximately 0.3-0.5 FTE in City staff time and materials.

A breakdown of anticipated costs are as follows:

Contract for Services with NoMad Transit LLC:	\$1,905,000
City Staff Time & Materials:	\$ 115,000
Total FY 2019/20 Program Cost:	\$2,020,000

This report is requesting City Council approval of an allocation of up to \$2,020,000 in Transportation Development Act (TDA) funds toward this contract extension. Exclusive of the estimated FY 2019/20 TDA allocation shown below, the City's current unrestricted TDA reserve balance is approximately \$5.2M. Should the City Council approve the recommended allocation request, the following impacts to the TDA Fund (Fund 202) budget would be expected:

Estimated FY19/20 TDA Allocation (Revenue):	Appx. \$3.3M <i>(\$2.8M LTF/\$.5M STA)</i>
Estimated FY19/20 TDA Claim (Expenses):	Appx. \$4.2M
<i>Proposed WS On-Demand Expenses</i>	<i>(Appx. \$2.02M)</i>
<i>Est. Yolobus Expenses*</i>	<i>(Appx. \$2.2M)</i>
Additional Funds Needed	(\$900,000)

* Yolobus expenses approximated based on FY 18/19 budget. Expenses shown assume no change to current network.

Per City Council direction on April 17, the potential \$900,000 shortfall illustrated above is to be reduced through immediate coordination with YCTD to identify appropriate service reductions and operational streamlining. Following a coordinated analysis and appropriate approvals of Yolobus service reductions, staff recommends that any remaining shortfall be funded from the \$5.2M reserve TDA fund for FY 2019/20. Moving forward, staff's ongoing coordination with YCTD's Comprehensive Operational Analysis (COA) may also identify service cost reductions, as well as service enhancements.

Staff proposes returning to City Council with an update on this matter in advance of submitting the FY 2019/20 TDA Claim for Council's consideration. Staff submits this budget allocation request with the understanding that use of the reserve TDA fund must not persist in future years to ensure funds are available to support new and enhanced mobility services.

ATTACHMENT(S)

- 1) Amended and Restated Contract for Services with NoMad Transit LLC
- 2) Resolution 19-56 Allocating up to \$2.02 in TDA Funds

ATTACHMENT 1

AMENDED AND RESTATED CONTRACT FOR SERVICES FOR THE WEST SACRAMENTO ON-DEMAND RIDESHARE PROGRAM

THIS CONTRACT is made on May 1, 2019, by and between the CITY OF WEST SACRAMENTO ("City"), and Nomad Transit LLC ("Contractor"), a wholly owned subsidiary of Via Transportation, Inc. (collectively, the "Parties").

WITNESSETH:

WHEREAS, the City desires the provision of citywide public transportation services, including the technology, customer support and professional services for the design, marketing, operations and maintenance of the West Sacramento On-Demand Rideshare program (the "Program"); and,

WHEREAS, on January 17th, 2018, the City awarded a contract to NoMad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc., for a one (1) year Pilot operation based on the Contractor's proposal submitted in response to the City's Request for Proposals dated May 26, 2017; and,

WHEREAS, the January 17th, 2018 executed agreement provided that, by mutual agreement, the Contract may be extended annually for a total of up to five (5) additional years; and,

WHEREAS, the Parties have mutually agreed upon changes to the terms of the Contract as defined herein and desire to extend service from May 14, 2019 through Fiscal Year 2019/20, ending on June 30, 2020; and,

the Contractor, NoMad Transit LLC, is duly licensed, qualified and experienced to perform the services set forth in this Contract; and,

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the Scope of Work which is attached hereto and incorporated herein by this reference as **Exhibit "A"** (the "Work"). This Contract and its exhibits shall be known as the Contract or the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Contractor enters into this Contract as an independent contractor and not as an employee of the City. The Contractor shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors,

subconsultants or subcontractors hired or retained by the Contractor are employees, agents, contractors, subconsultants or subcontractors of the Contractor and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors, subconsultants or subcontractors, or any other person resulting from performance of this Contract.

C. The Contractor agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. PERFORMANCE PERIOD:

A. The services of Contractor are to commence on May 14, 2019 and terminate on June 30, 2020 and shall be undertaken and completed in accordance with the service parameters set forth by **Exhibit "A"** and the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit "B"**.

B. Contractor's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 4.

C. By mutual agreement, this Contract may be extended annually for a total of up to four (4) additional years. Each party may condition this Contract's extension on certain changes to the then-effective terms. Furthermore, City may condition extensions on Contractor meeting performance benchmarks and the availability of funds.

3. CHANGES IN SERVICE:

Contractor shall perform all services in accordance with the Schedule of Performance set forth in **Exhibit "B"**; however, the Parties acknowledge that the nature of the service is dynamic and subject to potential changes to maximize ridership, reduce costs, and/or enhance mobility. The Parties shall meet periodically, in accordance with the Scope of Work, to determine whether adjustments should be made to the Schedule of Performance or to the Program service parameters. Upon agreement of the Parties, the services may be modified. City staff has the right to determine whether a particular modification requires City approval. The Contractor shall provide such information as City staff requires in connection with any request for a modification. Under no circumstance will the cost of the Contract exceed the maximum compensation set forth in Section 4.

4. COMPENSATION:

A. The Contractor shall be paid monthly in arrears for the actual fees, costs and expenses, including but not limited to purchased transportation services, and otherwise as set forth in the Schedule of Fees, but in no event shall total compensation exceed one million, nine hundred and four, three hundred and six (\$1,904,356) dollars, without City's prior written approval. Contractor's fees shall be as specified in the Schedule of Fees, which is attached hereto and incorporated herein as **Exhibit "C"**. Should it be determined that the California Public Utilities Commission Access for All per-ride fees are applicable to the Program, the Parties shall mutually agree upon how to amend the services and compensation terms in light of such additional fees.

B. Said amounts shall be paid by City upon submittal of Contractor's monthly invoices provided in accordance with Task 1.3, and in no event later than 30 days from its receipt thereof, subject to the following sentence. If Contractor's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Contractor's failure to perform in conformity with the Schedule of Performance is a documented result of the City's failure to conform with the Schedule of Performance or other Contract Documents, or if the Schedule of Performance is modified pursuant to Section 3.

C. Payment for labor shall be based upon the flat rate agreed upon and set forth in the Schedule of Fees, which shall include wages, overhead, general and administrative expenses. The rates specified in this contract are the rates at which the City shall be invoiced for labor hereunder and are not necessarily the rates which Contractor shall pay its employees.

D. Payment for materials shall be based upon the allowable costs of direct materials as substantiated in accordance with standard accounting practices. Reasonable and allocable material handling costs may be included in the charge for material at cost to the extent they are clearly excluded from hourly rates. Contractor shall support all material costs claimed by submitting paid invoices, receipts or by other substantiation acceptable to the City. Direct materials are defined as those materials which enter directly into the end work product or deliverables, or which are used or consumed directly in connection with the furnishing of said deliverables.

E. Payment for purchased transportation services shall be reimbursed to the Contractor based upon the actual transportation services rendered by Transportation Network Company (TNC) driver partners independently contracted by the Contractor or subcontracted Wheelchair Accessible Vehicle (WAV) services and shall include wages and driver acquisition incentives owed to TNC and WAV driver partners, and overhead costs such as insurance, storage, maintenance and repair of the Metris fleet vehicles, subsidies for promotional fares, and costs associated with driver-related compliance. Costs may range due to incentive-based compensation and promotions intended to acquire, retain and/or operationalize drivers and riders of the West Sacramento On-Demand Rideshare service. All purchased transportation costs will be substantiated to the City in monthly billings.

F. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 5.

G. During the term of the Contract, all fare revenues collected from the Program shall be directly reinvested by the Contractor into the ongoing operation and/or City approved expansions of the Program. On a monthly basis, Contractor shall report to the City all revenues collected from and all revenues expended toward the Program as a component of regular invoicing.

H. At the expiration or earlier termination of the Contract, all unspent service revenue remaining with the Contractor shall be remitted to the City within sixty (60) days. In the event that actual fare revenues collected exceed the estimated amount stated in **Exhibit "C"**, all additional fare revenues will be reinvested toward the FY 2019/20 Program operations such that the total amount payable by the City (Section 4A) is reduced by an equivalent amount, unless otherwise directed by the City. Should the actual FY 2019/20 fare revenues collected be less than the estimated amount stated in Exhibit "C", the City shall not be billed in excess of the total amount payable by the City (Section 4A) and the Parties shall discuss in good faith how to adapt the services in light of the lower budget and shall mutually agree upon any resulting changes to the services.

I. All unspent fare revenues generated by the Program between May 14, 2018 and May 13, 2019 remaining with the Contractor, and which would have otherwise been remitted directly to the City, shall be reinvested toward the FY 2019/20 Program operations and such amount shall be credited towards the invoice(s) payable by the City during FY 2019/20 until all such unspent fare revenues have been credited.

J. Exclusive of fares referenced in Section I above, the total amount of fare revenue reinvested during the FY 2019/20 Program shall not exceed four hundred and thirteen thousand, six hundred and fifty two dollars (\$413,652.00), as stated in **Exhibit "C"**. In no event shall the total combined compensation of reinvested fare revenues and payments made by the City exceed two million, three hundred and eighteen thousand and eight dollars (\$2,318,008) without City's prior written approval.

5. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than ninety (90) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that Contractor is given reasonable advance written notice of temporary suspension. If City gives such notice of temporary suspension, Contractor shall immediately suspend its activities under this Contract. If such suspension(s) exceed seven (7) consecutive days or 14 days in aggregate over the course of this Contract, (i) Contractor shall be compensated as set forth in **Exhibit "C"** and (ii) Contractor may, at its discretion, terminate Contract with immediate effect thereafter by written notice to the City.

C. Notwithstanding any provisions of this Contract, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Contractor, and the City may withhold any payments due to Contractor (up to the maximum possible amount of damages) until such time as the exact amount of damages, if any, due to the City from Contractor is determined.

D. In the event of termination, the Contractor shall be compensated as provided for in this Contract (including the Schedule of Fees), except as provided in Section 5C.

6. AMENDMENTS, CHANGES OR MODIFICATIONS:

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

7. EXTENSIONS OF TIME:

Contractor may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Scope of Work in the manner provided in Section 4 and Section 6.

8. COMPLIANCE WITH LAWS:

A. Contractor shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, shall commit no trespass on any public or private property in performing any of the work authorized by this Contract, and shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Contractor acknowledges that state-administered local funds contribute to or comprise the compensation for the services set forth in this Contract. Contractor agrees to comply with all applicable terms of those funding sources, including but not limited to relevant federal, state and local laws and requirements.

9. WARRANTIES AND RESPONSIBILITIES – CONTRACTOR:

A. Contractor agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Contractor's profession and warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

B. Contractor agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 8A hereof.

C. Contractor shall designate a project manager who at all times shall represent the Contractor before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed by mutual agreement of the Parties, is no longer employed by Contractor, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Contractor shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards, and which are reported to Contractor in writing within sixty (60) days of discovery. Should Contractor materially fail or refuse to perform promptly its obligations, and fail to cure the breach within thirty (30) days of notice received from the City, the City may render or undertake performance thereof in a commercially reasonable manner and Contractor shall be liable for any reasonable expenses thereby incurred by City, minus the fees and expenses Contractor would have otherwise been paid by the City for such performance, in accordance with the Schedule of Fees.

10. SUBCONTRACTING:

A. None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. The City hereby consents to the following types of entities or individuals as permissible subconsultants or subcontractors of Contractor (referred to herein as "subconsultants" or "subcontractors"): (i) independent contractor driver partners of Contractor; (ii) vehicle supply partners of Contractor offering vehicle leasing options to such driver partners; (iii) third-party technology vendors offering solutions integrated by Contractor into its technology solution or otherwise used by Contractor; and (iv) WAV service providers. Notwithstanding the foregoing, none of the entities or individuals described under clauses (i), (ii) or (iii) above shall be subject (as subcontractors, subconsultants, contractors or otherwise) to the provisions of Sections 12 and 21 of this Contract.

B. Contractor shall ensure that any independent contractor driver partner retained for driving services shall conduct background checks prior to registering each driver partner on its ridesharing platform, and reject the application of any applicant whose background check flags any of the offenses mandating rejection pursuant to Section 5445.2 of the Public Utilities Code. Contractor shall further ensure that any independent contractor driver partner obtain and maintain the insurance set forth in Section 15.B.3.c for the duration of the Program. Contractor's failure to comply with the provisions of this section shall constitute negligence.

C. Contractor's obligation to pay its subconsultant(s) and subcontractor(s) is an independent obligation from City's obligation to make payments to the Contractor.

11. ASSIGNABILITY:

Contractor shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due to Contractor from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City. The City shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of Contractor which will not be unreasonably withheld.

12. INTEREST IN CONTRACT:

Contractor covenants that neither it, nor any of its employees, agents, contractors, subconsultants or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Contractor in writing that Contractor's duties under this Contract warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

13. LIABILITY OF CONTRACTOR-NEGLIGENCE:

Contractor shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Contractor's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors, subconsultants and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Contractor or its employees, agents, contractors, subconsultants or subcontractors.

14. INDEMNITY AND LITIGATION COSTS:

A. Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable, documented attorneys' fees, to the extent arising from Contractor's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract, except to the extent such loss or damage is caused by the negligence or willful misconduct of the City. Provisions of this paragraph shall survive termination or suspension of this Contract.

B. Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses up to \$7,000,000.00 or the limit of the Contractor's insurance coverage (whichever is the greater amount), including without limitation court costs and reasonable, documented attorneys' fees, to the extent arising from the negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract of any of Contractor's subconsultants and subcontractors, except such loss or damage to the extent caused by the negligence or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

C. Contractor's duty to indemnify, hold harmless, and defend under this Contract shall include payment for all reasonable, documented costs and expenses associated with providing City a defense regardless of whether Contractor remains in control of such defense or City elects to control its defense by selecting supervising its own attorney.

D. If any of the provisions to indemnify a party against liability, loss or damage would be prohibited by or unenforceable under the law of the State of California for any reason, the indemnity provided by such provision shall be deemed to be limited to and operative only to the maximum extent permitted by law. Provisions of this subsection shall under no circumstances be interpreted as limiting in any manner the obligations of any insurer under any insurance policy maintained in accordance with the terms of this Contract.

15. CONTRACTOR TO PROVIDE INSURANCE:

A. Contractor shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section, either in its own name or in the name of its parent entity, under which Contractor is an additional insured. Such insurance must have the approval of the City (not to be unreasonably withheld) as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Contractor shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Contractor and its contractors, subconsultants and subcontractors (as applicable) shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy complying with the requirements herein. The maintenance by Contractor and its contractors, subconsultants and subcontractors (as applicable) of the following coverage and limits of insurance is a material element of this Contract. The failure of Contractor or of any of its contractors, subconsultants or subcontractors (as applicable) to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Contractor. Notwithstanding the foregoing, if the Contractor maintains in full force the policies of

insurance specified in this Section such that their scope covers the work subcontracted to entities (i), (ii), or (iii) as defined in Section 10A, then said entities (i), (ii), or (iii) need not be subject to the provisions this Section.

1. Worker's Compensation and Employer's Liability Insurance

- a. Worker's Compensation - Insurance to protect the Contractor, its employees, contractors, subconsultants and subcontractors (as applicable) from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations.
- b. Contractor shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Contractor.

2. Commercial General Liability Insurance

- a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **\$1,000,000.00** per occurrence and **\$2,000,000** in the aggregate.
- b. The commercial general liability insurance shall also include the following:
 - i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
 - ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.
 - iii. Provision or endorsement stating that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

- a. The insurance shall include, but shall not be limited to,

coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees agents, independent contractor driver partners, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **\$1,000,000.00** per accident.

- b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 15.B.2.b).
- c. Notwithstanding the foregoing, independent contractor driver partners shall maintain insurance coverage in accordance with state law, including all insurance requirements for Transportation Network Company (TNC) drivers set forth by the California Public Utilities Commission.

4. **Professional Liability.** The Contractor and its contractors, subconsultants and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **\$1,000,000** per claim.

C. In addition to any other remedy the City may have, if Contractor fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Contractor under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Contractor has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Contractor under the Contract.

16. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION:

A. Contractor warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any City employee. For breach or violation of this warranty, City shall have the right in its discretion to: terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

17. LOBBYING PROHIBITION:

Contractor certifies to the best of his or her knowledge and belief that:

A. No state, federal or local agency appropriated funds have been paid, or will be paid by or on behalf of Contractor to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

B. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

C. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1362, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

D. Contractor also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

18. STATEMENT OF COMPLIANCE – NONDISCRIMINATION:

A. Contractor's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Contractor has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Contract, Contractor and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there

under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Contractor and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

C. The Contractor shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation - Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Contractor, with regard to the work performed by it during the Contract shall act in accordance with Title VI. Specifically, the Contractor shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Contract covers a program whose goal is employment.

19. DEBARMENT AND SUSPENSION CERTIFICATION:

A. Contractor 's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that Contractor has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to City.

B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Contractor responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

20. FUNDING REQUIREMENTS:

A. It is mutually understood between the parties that this Contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This Contract is valid and enforceable only, if sufficient funds are made available to City for the purpose of this Contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or City governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this Contract may be amended to reflect any reduction in funds, provided that Contractor may terminate the Contract if it determines the remaining funds are not sufficient to perform the Work. In no event shall Contractor be obligated to perform any work for which City has not appropriated funds corresponding to Contractor's compensation hereunder. The City acknowledges that, in the event of a reduction in funds, the Program performance standards and service parameters will need to be readjusted accordingly.

D. City has the option to void the Contract under the termination clause, or by mutual agreement to amend the Contract to reflect any reduction of funds.

21. INSPECTION OF WORK:

Contractor and any subconsultant shall permit City, the state, and the Federal Highway Administration to review and inspect the project activities at all reasonable times during the performance period of this contract.

22. OWNERSHIP OF DATA; INTELLECTUAL PROPERTY:

A. Contractor will perform the Work utilizing its software applications, as described in the Scope of Work. Notwithstanding anything to the contrary herein, all intellectual property rights in and to Contractor's software applications, the other elements of Contractor's cloud-based solution and all of their derivative works and improvements are owned by, and are proprietary to Contractor, and no such rights are or shall be granted to or transferred to City or any other person or entity.

B. It is mutually agreed that all intellectual property rights in and to the information input by or on behalf of passengers into Contractor's solutions for purposes of the Program ("Customer Data") are co-owned by the City and Contractor. Customer Data excludes de-identified, anonymized and/or aggregated data generated from the use of Contractor's solutions or created by Contractor. For the avoidance of doubt, Contractor may, and is hereby granted the right to, access, modify, and use the Customer Data, including for purposes of performing Contractor's obligations under this Contract and/or to improve its product and services offerings. The City may not use Customer Data or any other data generated from the Work to reverse engineer Contractor's solutions or

algorithms or share such data with Contractor's competitors. The Contractor may not use Customer Data for purposes other than those identified herein without fully disclosing such intent to and receiving prior written approval from the City, which will not be unreasonably withheld.

C. Notwithstanding anything to the contrary herein, Contractor is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by City of the machine-readable information and data provided by Contractor under this contract; further, Contractor is not liable for claims, liabilities, or losses arising out of, or connected with any use by City of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as may be authorized in writing by Contractor.

23. MATERIALS CONFIDENTIAL:

A. All financial, statistical, personal, technical, or other data and information relative to City's operations, which are designated confidential by City and made available to Contractor in order to carry out this contract, shall be protected by Contractor from unauthorized use and disclosure, other than to Contractor's own personnel involved in the performance of this contract, Contractor's subconsultants or subcontractors, at public hearings or in response to questions from a Legislative committee, or otherwise to the extent required by applicable law.

B. Contractor shall not comment publicly to the press or any other media regarding the contract or City's actions on the same, except to City's staff, Contractor's own personnel involved in the performance of this contract, Contractor's subconsultants or subcontractors, at public hearings or in response to questions from a Legislative committee, or otherwise to the extent required by applicable law.

C. Notwithstanding the terms of Section 23.B, the Parties shall have the right to mention this Contract and related performance metrics in future marketing and promotional materials, subject to the terms set forth in Section 23.A.

D. The City is subject to the California Public Records Act ("PRA"). In the event that the City receives a PRA request for any record prepared by Contractor during the performance of this Contract, the City will endeavor to provide Contractor timely notice of such a request to enable Contractor to protect its confidential information under any applicable exemption for trade secrets, including by seeking a protective order, to the extent possible under applicable law. In the absence of such a request, the City shall protect the confidentiality of all information and data provided or made available by Contractor (including Customer Data) and shall not publish or disclose it to any person or entity other than City's staff who need to know such information for the purpose of the performance of their duties and to the extent required by applicable law.

24. MISCELLANEOUS PROVISIONS:

A. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

B. Contractor shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time with reasonable notice, until six (6) months after the final payments under this Contract are made to the Contractor.

C. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing. Notwithstanding the foregoing, the Contract for Services dated as of January 17, 2018 by and between the Parties shall survive only with respect to services provided thereunder prior to the date hereof, and is otherwise superseded by this Contract.

D. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: 1110 W Capitol Ave, 1st
Floor West Sacramento, CA
95691
Attention: Sarah Strand, Transportation Division

Contractor: 95 Morton Street, Floor 3
New York, NY 10014
Attention: Legal Affairs

E. This Contract shall be interpreted and governed by the laws of the State of California.

F. Any action arising out of this Contract shall be brought and maintained in Yolo County California, regardless of where else venue may lie.

G. In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

CITY OF WEST SACRAMENTO:

By: _____
Title: City Manager

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

CONTRACTOR:

By: _____
Title:

EXHIBIT A

FY 2019/20 SCOPE OF WORK

The West Sacramento On-Demand Rideshare program (the "Program") is a citywide public transportation service providing a fully dynamic, on-demand shared rides for an affordable, flat fare. The Scope of Work described herein is modified based upon the Program's first year of operation, formerly referred to as the Pilot Flexible Transportation Service (the "Pilot").

The goals of the Pilot were to test, study and evaluate the performance of the service based upon overall ridership, user feedback, estimated reductions in vehicle miles travelled, increases in multi-modal linked trips, impacts to or synergies with other existing mobility services, and other social and environmental impacts. Based on the initial Pilot performance, the City exercised an option to extend the Contract for Service, including operational expansions of service as defined herein, through June 30, 2020.

The Contractor will leverage proprietary technology to assist in the design, marketing, deployment, operations and maintenance of the Program. The Program is intended to be flexible, allowing the network to dynamically adapt and respond to demand in real-time by using optimized routes and maximizing passengers per vehicle and per trip. Regular performance monitoring and reporting will be used to assess operations and allow for mutually agreed upon adjustments to the service at any time during the Contract term to bolster awareness, ridership, or accommodate new or shifting demand, subject to City approval.

Task 1. Project Management & Service Planning

Task 1.1 Detailed Work Plan

The Contractor will prepare and maintain a detailed work plan in accordance with any major milestones and deadlines set forth in Exhibit B Schedule of Performance to be submitted for approval by the City Project Manager no later than 15 business days following the execution of the FY 2019/20 contract extension. The primary purpose of this task will be to develop a schedule for the program expansion, including setting goals and deadlines by which the Program hours of operation will be fully expanded and the fleet supply will be increased to a total of eleven (11) Metris vans, inclusive of at least two (2) WAV Metris vans, and any other product features mutually agreed upon by the Contractor and the City.

Deliverables:

- Detailed Work Plan

Task 1.2 Regular Staff Briefings

The Contractor Project Manager shall conduct and schedule regular staff briefings ("briefings"), by phone or in person, to report on Program performance, completed tasks, deliverables, and all issues encountered and resolved during the period since the previous briefing, with an

explanation and revised schedule for any unmet tasks and/or deliverables. The briefing shall also provide an overview of activities and expected deliverables for the upcoming 1-month period. Briefings will occur no less than weekly for the duration of the four (4) weeks leading up to, and for 4 weeks following, the Service Expansion phase immediately following the execution of the FY 2019/20 contract extension, unless otherwise agreed upon by the City Project Manager. Upon fully implementing the expanded level of service defined herein, and for the remainder of the term of the Contract, Contractor shall provide bi-weekly briefings to the City Project Manager, unless otherwise agreed upon by the City Project Manager.

Deliverables:

- Weekly and Bi-Weekly meetings
- Meeting agendas, notes, and action items

Task 1.3 Monthly Invoicing

The Contractor shall submit to the City Project Manager invoices monthly on the 15th of each month (or the next business day if a weekend or holiday), to include expenses for the preceding month, with the billing period beginning and ending in the same calendar month. Monthly invoices will be billed in accordance with the fee schedule included as **Exhibit C**.

Invoices shall include documentation for all services rendered during the period of the invoice, including records for Driver Hours. Invoices must also record ongoing and monthly revenues from fares and expenses billed against revenues and against the contract amount payable. Contractor shall provide additional documentation upon request by the City to further substantiate expenses submitted for reimbursement, as feasible.

Deliverables:

- Monthly Invoices
- Supporting Billing Documentation

Task 1.4 General Project Management

Contractor will take responsibility for project management on a continuous basis during the course of the project and will designate a Project Manager in accordance with Section 9C of the Contract to coordinate all required deliverables and perform all work described herein. The Contractor Project Manager will be empowered to enact decisions related to the project on the Contractor's behalf and will serve as the primary point of contact with the City Project Manager on an ongoing basis. The Contractor shall oversee Subconsultant activities and will ensure that all subcontracted staff performing tasks have the appropriate skill levels and credentials.

Contractor Project Manager, or his designee, shall commit to attending in-person at least (3) City Council meetings or major Program-related events over the term of the Contract to provide staff support at key milestones. The City will give the Contractor at least four (4) weeks advance notice of such events. The City will also designate a Project Manager to be the primary point of contact

with Contractor throughout the Program duration. The Contractor shall keep the City Project Manager abreast of all coordination related to the Program with outside agencies with a direct connection to the City or project funding, including both governmental agencies and private organizations, prior to any meeting with any such outside agency or organization.

In addition, the Contractor will appoint members to a project team, including a Local Field Manager, to assist in ongoing operations and expansion of service, including personnel with expertise in service scoping, operations, driver onboarding, fleet maintenance, marketing, and data analytics. Leading up to the launch of, and during the course of the Contract, the Contractor's project team, led by its Project Manager, will be closely engaged with the City in order to ensure that key project deliverables are provided in a timely manner, that learnings from the Program operations are continually incorporated into its optimization, and that the Program continues to demonstrate satisfactory performance.

Deliverables:

- Attendance at minimum (3) Council meetings or other major Program-related events
- Onsite and remote support including regular calls
- Management and oversight for subcontracts
- General project management

Task 2. FY 2019/20 Service Planning & Parameters

Task 2.1 Service & Supply Planning

Contractor will perform all planning and work necessary to continue ongoing operations of the Program and to implement Council-approved expansions of hours of operation and fleet supply, including updates related to the Via technology platform and related rider and driver apps, and the coordination of the delivery and integration of additional vehicles to be operated on the platform in West Sacramento. This may include coordination on additional product features, as made available by the Via product team.

Service Parameters

Decisions to change key parameters will be made collaboratively, and Contractor will work with the City to continuously adjust and optimize the system's features and settings in order to ensure that it supports growing ridership and a high quality customer experience. As such, the Baseline Service Parameters defined below may be re-defined or adjusted by mutual agreement between the City and Contractor during the contract term. Any changes to the Service Parameters described herein will be subject to authorization by the City, in the manner deemed fit by the City, as further outlined in Section 3 of the Contract.

Coverage Area

The Program will include the entire City as defined by the City boundary, barring those areas deemed inaccessible or infeasible as mutually agreed upon by Contractor and City, such as gated areas around commercial or governmental sites.

Wheelchair Accessible Vehicles (WAV) & Mobility Limited Riders

Contractor will continue to implement a WAV fleet plan that satisfies relevant federal regulations or funding requirements - including the equal provision of service to riders of all physical means. To fulfill this goal, Contractor shall cause to be deployed no less than two (2) dedicated WAV fleet vehicles out of a total eleven (11) dedicated Mercedes Benz fleet. To the greatest extent feasible, all WAV vehicles should seek to provide an equivalent user experience for people using wheelchairs as riders booking rides on non-WAV fleet vehicles, including ETA's and vehicle branding.

Riders indicate their need for a WAV vehicle in the Via app or by calling the Customer Support Line to request that a Dispatcher record WAV support as an ongoing setting on their account. By having the WAV setting enabled on their account, the system will be prompted to dispatch an appropriate vehicle each time the rider makes a request.

Riders with limited mobility shall be eligible to request "Door-to-Door" service rather than utilize a virtual stop if they meet eligibility criteria set forth by the City. The intent of providing "Door-to-Door" service is to ensure equitable access for users of all abilities. "Door-to-Door" shall be defined to mean the closest reasonable curb, driveway, or parking area available to limit the distance required for the rider to access the vehicle, as deemed feasible and safe by the driver partner. "Door-to-Door" shall not be misconstrued to mean that driver partners will be required to assist riders to or from their door or into their home or destination. Upon request at the Contractor's discretion, driver partners may aid riders in loading or unloading items of riders.

No later than June 1, 2019, Contractor shall implement a system feature enabling the customization of rider profiles which will allow dispatchers to record the need for ongoing need for "Door-to-Door" service on a rider's account, such that riders are not required to request it each time they request a ride. This feature will include seamless routing and navigation of driver partners to and from "Door-to-Door" ride request addresses.

Contractor shall ensure that any drivers providing WAV service as part of the Program will be trained to operate WAV vehicles and equipment safely, as well as to properly assist and treat individuals with disabilities in a courteous and respectful manner.

In the event that a WAV vehicle is unavailable to operate on the platform due to repairs or regular maintenance, and such that the vehicles absence would result in a lower level of service for WAV riders, the Contractor shall identify and subcontract with wheelchair accessible vehicle (WAV) providers to maintain an equal provision of service. Said subcontractors shall have personnel that are trained to operate wheelchair accessible vehicles and equipment safely and to assist and treat individuals with disabilities in a respectful and courteous way, with appropriate attention to the difference among individuals with disabilities.

Payment Option for Unbanked Users

The Via system currently allows users to download the Via app and pay for service directly through the app using a credit card or other stored value card. The Contractor shall work closely with the City to continue to explore and implement enhanced payment options for unbanked users.

Phone Booking Option

Via's technology is configured to allow a dispatcher to book rides on behalf of riders, allowing users of all technological abilities and access levels to enjoy the same level of service as those with a smartphone (except for the experience and convenience that is specific to in-app ride ordering and tracking). The Contractor shall continue to provide as a feature of the Program a phone number and at least one (1) fully dedicated dispatchers to book and coordinate rides for users without smartphones and provide customer support during all hours of operation. Contractor shall keep the City Project Manager fully abreast of any changes in cost or the level of service (i.e. number of FTE's) associated with the provision of the Program customer service support line.

Additionally, while Via does not currently support web bookings, this feature may be operational before or during the course of the contract term, in which case the web booking feature would be made available to the City by the Contractor as part of the Program service at no additional cost.

Customer Service

The Contractor shall provide high-quality customer service to both customers and driver partners during the course of the contract term. If an issue arises for a customer or driver before, during, or after a ride, parties will be able to reach Customer Support staff by text message in real time, or by submitting an email ticket, which will be replied to promptly by Contractor staff. Riders who booked using the dedicated phone line will be able to receive phone support as required.

The Contractor will work closely with the City to ensure that a "Passenger Policy" clearly defines the rules and responsibilities of riders utilizing the Program, as well as any penalties for failure to comply with said rules. Upon mutual agreement between the Contractor and City, the Passenger Policy shall be posted to the City's Program webpage and shall be made available in hardcopy to anyone who requests a copy.

Hours of Operation

On May 20th, 2019, or another date agreed upon in writing by the City Project Manager, the Contractor will implement the expanded Program Hours of Operation to operate weekdays from 6am to 11pm and Saturdays from 9am to 11pm, including Holidays. On August 19, 2019, the Contractor will expand Program Hours of Operation to include Sundays from 8am to 8pm. The City and Contractor may mutually agree to temporarily or permanently adjust hours of operation based on demand data gathered during contract term, subject to City approval.

Fare Structure

It is the intent of the Program to provide a consistent, flat-fare transportation service that enables community members of all incomes to access a convenient, high quality mobility option. The consumer cost to take a ride using the Program shall be as follows in the fare structure below, unless otherwise mutually agreed and approved by the City:

- Regular Fare per Trip: \$3.50
- Weekly ViaPass: \$15 per week, starting the day of the first trip used. Offers up to 4 trips per day, each operational day of the week.
- Senior & Disabled Rider Discount: Riders who are eligible for and submit the necessary documentation to receive this discount shall receive 50% off all standard fares, including Weekly ViaPass.
- Discounts & Promotions: Contractor shall coordinate any and all discounts or promotions with the City. Discounts and promotions shall be mutually agreed upon by the Parties to ensure that the total cost of the Program does not exceed the contract amount payable.

Any changes to the fare structure will be data driven and with the intention of making the Program as efficient and cost-effective as possible while retaining a high-quality customer experience and service accessibility. The City will retain full authority to approve any changes or deviations from the fare structure described above.

Fare payment options shall include payment by credit, debit or stored value card submitted electronically through the Rider App or submitted through the Via system when a booking is made for a rider over the phone.

Fleet/Vehicles

Contractor shall cause a fleet of no less than eleven (11) Mercedes Metris vans (the Metris fleet) to be deployed for use in the Program. This represents an expansion of an additional four (4) vehicles beyond the total seven (7) that were ultimately deployed to support the Pilot year of the Program. The Contractor shall ensure that the fleet expansion occurs in accordance with the Schedule of Performance included as Exhibit B. Any change to the vehicle type used as part of the Metris fleet shall be subject to approval by the City.

As necessary, Contractor may also request City approval to establish a means for independent contractor drivers to drive on the Via platform using their own qualified vehicles (non-Metris fleet), for instance, during times of high demand when the Metris fleet cannot meet total demand. Supply of any non-Metris fleet vehicles on the Program network shall be in addition to, and not replacing, the Metris fleet. Before allowing non-Metris fleet vehicles to be added to the Program network and provide services for the Program, Contractor shall utilize the eleven (11) new Mercedes Metris vans committed to the Program, with the exception of any Metris fleet vehicles unavailable due to regular service or repair.

Contractor and City shall mutually agree upon the need for additional vehicles and shall agree on the standards said vehicles should meet, and factors to be taken into consideration including vehicle age, model type, and condition, which shall no less than the minimum standards set forth by the CPUC.

Contractor shall also ensure that the Metris fleet is kept clean, fully mechanically maintained, and service-ready and will create processes designed to ensure that all non-Metris fleet vehicles used in the delivery of service during the Program are kept clean, fully mechanically maintained, and service-ready. In the event that any dedicated Metris fleet vehicle is removed from operations due to maintenance or repairs that will last more than 24 hours, the Contractor will inform the City Project Manager in writing by e-mail as soon as possible, but no more than 24 hours after removing the vehicle(s) from operation.

Drivers

Qualified and accredited independent contractor drivers will be able to gain access to the Metris fleet vehicles after being registered onto the Via system, enabling these individuals to sign up for specific daily shifts or longer periods of work. For all Program driver partners, Contractor shall establish driver registration and certification protocols designed to ensure compliance with applicable laws, regulations, or terms of project funding sources. See Task 2.4 for additional work related to driver acquisition.

Smartphone App

Contractor shall work closely with the City to provide a co-branded Smartphone App. The appearance of the App will be built upon Via's proprietary rider application to provide a tailored user experience. As mutually agreed upon, the app may suggest locations to customers, or present service announcements, promotions, or discounted pricing through in-app messages or push notifications.

Technology Platform

Via will leverage its powerful suite of apps, real-time operations and administration tools, and data analysis and reporting features to power the Program. This platform will be the same one used to manage each Via service around the world. The Contractor will provide use of the Via technology platform that can, in real time, aggregate riders traveling from multiple origins to multiple destinations in an exceptionally efficient way, while also optimizing the balance between maximizing vehicle utilization across the fleet and maintaining excellent quality of service. The Via system has fully automated ride proposal, booking, and dispatch services, and is accessible by mobile application and, as required, phone bookings. Should Via build the capacity for web-based booking, it shall also be made available to the City.

Task 2.3 Technology Localization & Back-end Systems Maintenance

Contractor shall continue to utilize and improve upon, as needed, the localized version of its technology, including mapping and real-time routing systems, specifically designed by the Contractor for the Program during the initial Pilot year. The localized mapping and

real-time routing shall take into account local geography and any algorithmic adjustments required in order to achieve system and service efficiency. Any adjustments to the localized technology platform that may have impacts on the performance of the West Sacramento Program shall be communicated to the City Project Manager in advance of implementation. Back-end operational systems, including those required for driver registration and supply monitoring, will also continue to be fully localized and maintained over the course of the Program and contract term.

Task 2.4 Ongoing Driver Acquisition, Registration & Regular Forums

Contractor shall continue to source independent contractor drivers from the community and shall verify that such drivers possess all data and documentation to satisfy Via's standards as well as local and state requirements. Independent contractor drivers will be fully trained by Contractor, as described above, so as to provide high-quality service, including training on using Via's technology, customer service standards, and customer and driver safety protocol and policies.

Driver partners will continue to be subject to comprehensive background checks as required by this contract and by local and state regulations. Contractor shall also continue to provide registration and training for driver partners, to include a review of the Contractor's partnership with the City as the operator of the West Sacramento On- Demand Rideshare Program, usage of Via's proprietary Driver App platform and Driver Support Resources, as well Customer Service, Safety, and Zero Tolerance policies. Additional training shall be made available for driver partners who operate any WAV vehicle on the platform, to include vehicle operations and sensitivity training to ensure high quality, human-centered customer service.

Driver forums shall be offered no fewer than three times during the contract term to all active driver partners in order for Contractor to share out relevant information to driver partners, as well as to provide an opportunity for driver partners to ask questions and provide feedback regarding the performance of the Program. Contractor shall prepare notes documenting all forum discussion and feedback, including follow-up action items and steps taken to respond to questions and address issues raised at prior Driver forums. Agendas and notes from regular driver forums shall be provided to the City Project Manager no later than 15 business days following each regular Driver Forum.

Task 2.5 Vehicle Delivery & Branding

Contractor shall coordinate the delivery and availability of vehicles to maintain a fleet of no less than eleven 11 Mercedes Metris vehicles such that these vehicles are ready to be driven by independent contractor drivers on the agreed upon expansion dates defined in the Schedule of Performance included as Exhibit B. Vehicle preparation will include successful completion of all relevant insurance, registration, licensure, and maintenance requirements. Metris vehicles will continue to have custom co-branding in the form of magnets, vehicle decals, or wrapping so as to be easily recognizable to users of the

service. Any deviation from the branding design approved by the City Council during the Pilot year of the Program's operation shall be subject to City input and approval.

Deliverables:

- Driver Forums & Meeting Notes
- Eleven (11) vehicles Metris fleet with approved custom co-branding, no less than two (2) of which will be dedicated wheelchair accessible Metris vans
- As needed, execution of a subcontract with an appropriate WAV provider, or provision of dedicated WAV vehicles

Task 3. Marketing, Promotions & Outreach

Task 3.1 Branding, Marketing & Promotional Materials

Contractor shall continually work with the City to implement a unified marketing and promotional program that increases community awareness of the Program and maximizes its success. As reasonable, the City will cooperate with and provide support to Contractor to promote the service and create local awareness. The City will provide ongoing support to the Contractor's team by providing useful local insights and leveraging existing marketing platforms to amplify the Program.

Deliverables:

- Ongoing design, production and/or printing of marketing, promotions and educational materials or other related collateral

Task 3.2 Ongoing Community Outreach & Engagement

Contractor and City shall collaborate on the following key marketing activities during the course of the Program:

- Press releases and media campaigns
- Rider acquisition campaigns
- Ongoing promotional campaigns
- Outreach to major employers within the City
- Partnerships with key City stakeholders and community organizations

Contractor shall make available a qualified representative or ambassador to conduct up to twelve (12) community tabling events during the contract term. Upon request by the City, the Contractor will make a good faith effort to coordinate by phone or in person with major employers or organizations interested in leveraging the Program to better serve the mobility needs of their employees, clients, or other constituents.

Task 4. Ongoing Performance Monitoring & Reporting

Task 4.1 Ridership Data Reports

Ridership Data will be provided directly to the City in the form of a dashboard available online to provide a review of the Program's performance across a number of dimensions, as laid out in the table below, including ride volume, average trip duration, and number of rides. Additionally, service trends, including a map of where requests originated from (both inside and outside of the service zone) and the trend of those requests over time, will be provided to enable the City to better understand demand patterns, including the level of unmet demand.

The Contractor shall continue to provide a dashboard "Ridership Report" which refreshes every 24 hours to account for new ridership. Ridership Data shall be used to supplement progress updates provided by the Contractor during regular staff briefings.

Data to be included in the dashboard and made accessible the City Project Manager City by the Contractor shall include:

Data	Level of Granularity (Submission Type)
Individual Ride Data	
Unique, anonymous identifier for each traveler	Numerical identifier
Pick-up location request, time, and day of week requested origin	Latitude/longitude; HH:MM:SS; YYYYMMDD
Drop-off location request, time, and day of week requested destination	Latitude/longitude; HH:MM:SS; YYYYMMDD
Number of passengers	Integer
Travel time	MM:SS
Distance of ride	Miles
Vehicle type	Make and model
Fare Paid	Dollar value
WAV ride	Boolean: WAV/Non-WAV ride
User rating of experience and comments	Integer; text comments (if applicable)

Aggregated service data (for a given period)	
Completed rides	Integer
Active drivers	Integer
Driver hours	Number
Utilization	Average rides/vehicle/hour
Average trip duration	MM:SS
Average trip distance	Miles
ETAs to pick-up	Minimum, maximum, median (for a given period)
Repeat ridership	Percent of all user accounts
Number of Accounts Opened (Active and Overall)	Number (Active and Overall)
Number of Accounts with Senior/Disabled Discount	Number (for a given period)
Senior & Disabled Rider Discount Ridership	Integer
Performance standards (for a given period)	
Average ETA to pick-up	MM:SS
% of on-time rides	Percentage
% completed rides	Percentage
Rider satisfaction metrics	Average number; text comments
Historical ride trends (over longer periods)	
Overall ride volume	Number of rides
Ride growth	Over a given period, % growth
Top requested origins and destinations	Ranked list
Demand 'heat maps'	Color-coded maps

At the City's request, Contractor shall work in good faith to share other categories of data or types of reports not captured above that the City deems useful for its goal of better understanding travel behavior and mobility needs in West Sacramento, should these categories not raise significant intellectual property or competitive concerns for Contractor.

Deliverables:

- Performance Monitoring Dashboard Access
- Ongoing Coordination and provision of additional data, as requested and feasible

Task 4.2 Performance Standards

Contractor and City will develop and mutually agree upon performance standards goals ahead of the expansion of the Program, which Contractor shall use commercially reasonable efforts to meet. Such performance goals and standards will be measured on a periodic basis and jointly reevaluated and updated as mutually agreed upon by Contractor and City. City acknowledges that changes to the area of service, hours of service or other relevant parameters of the Program may result in a need to reevaluate and update said performance standards goals, accordingly. The agreed upon performance goals and standards will be used to provide regular updates to relevant City Commissions and the City Council.

Deliverables:

- Performance Goals & Standards (Memo or other written document)

Task 5. Program Operations & Purchased Transportation

Contractor will perform all work described above, as well as any work not specifically provided for herein, in order to manage the Program operations and maintain high quality standards of service and in accordance with all applicable regulations, laws, and funding requirements. This includes managing the day-to-day logistics of vehicles, drivers, and provision of shared ride services to all eligible customers in the West Sacramento On-Demand Program.

EXHIBIT B - SCHEDULE OF PERFORMANCE FY 2019/20 West Sacramento On-Demand Rideshare

Month/Year	2019												2020			
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Task/Contract Term	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Pilot Contract Term & Deliverables	Fleet Performance Evaluation Report															
FY2019 Operations	Fleet Performance Evaluation Report															
Service & Supply Planning	Fleet Performance Evaluation Report															
Expansion #1 Expand Hours of Operation (Weekdays 6am - 11pm, Saturdays 9am-11pm)																
Expansion #2 Expand Fleet Supply (+ 3 Standard Metro Vans) Expand Hours of Operation (Sundays 8am - 8pm)																
Expansion #3 Expand WAV Fleet Supply (+ 1 WAV, hours vary)																
Project Management																
Performance Monitoring & Reporting																
Marketing & Promotions Plan & Implementation																
FY2019 Operations																
Customer Service (Support Line)																
Feature Deployment Customizable Profiles enabling seamless Door-to-Door requests and Driver routing																



-  = Milestone/Deliverable
-  = Support provided for City Staff reports to Council/Commissions (Tentative)
-  = Attendance at City Council Meetings (Tentative)

Exhibit C
FY 2019/20 SCHEDULE OF FEES

	Price per Driver Hour	Price per Service Hour	Total Price
Year 2 Service & Supply Planning*		N/A	\$55,000
Total Upfront Charge			\$55,000
Project Management	\$2.81	N/A	\$152,548
Performance Monitoring and Reporting	\$0.65	N/A	\$35,457
Marketing & Promotions Plan and Implementation	\$0.23	N/A	\$12,450
Program Operations**	\$34.93	N/A	\$1,897,120
Total Cost per Driver Hour	\$38.62		\$2,097,575
Customer Service	N/A	\$25.00	\$165,433
Total Cost per Service Hour		\$25.00	\$165,433
Total Cost (Incl. Fare Revenue)			\$2,318,008

Sources of Funding:

Est. Fare Revenue	\$413,652
Funding from City of West Sacramento (Excl. Fare Revenue)	\$1,904,356
Total	\$2,318,008

Driver Hours Summary:

Tctal Implied Driver Hours	54,310
Tctal Implied Driver Hours (Weekly)	921

Service Hours Summary:

Tctal Implied Service Hours	6,617
Tctal Implied Service Hours (Weekly)	112

* Items to be invoiced in full upon the start of Year 2.

** Includes driver pay, IT hosting, insurance, and technology access.

ATTACHMENT 2

RESOLUTION 19-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO APPROVING AN ALLOCATION OF UP TO \$2,020,000 FROM THE TRANSPORTATION DEVELOPMENT ACT (TDA) FUND (FUND 202) TOWARD THE FISCAL YEAR 2018/19 AND FY 2019/20 WEST SACRAMENTO ON-DEMAND RIDESHARE PROGRAM

WHEREAS, the City Council approved a Contract on January 17, 2018, to NoMad Transit LLC, a wholly owned subsidiary of Via Transportation Inc., to operate a one (1) year pilot for the West Sacramento On-Demand Rideshare program, launched on May 14, 2018; and

WHEREAS, the January 17, 2018 awarded contract has an expiration date of May 13, 2019, after which operations would otherwise cease and provided that, by mutual agreement, the Contract may be extended annually for a total of up to five (5) additional years; and

WHEREAS, as of May 13, 2019, Program ridership is expected to exceed 75,000 completed trips since launching; and

WHEREAS, data collected through a six-month user survey determined that the Program supports the City's goals of improving mobility for underserved communities, encouraging pooling, and shifting residents out of higher vehicle miles travelled (VMT) generating modes such as driving alone; and

WHEREAS, the City has and continues to conduct research on the program in partnership with the UC Berkeley Transportation Sustainability Research Center to understand the social, environmental and economic impacts of the program; and

WHEREAS, at the February 20, 2019, City Council Workshop, the Councilmembers expressed a desire to extend the Program through Fiscal Year 2019/20, ending June 30, 2020, with an expansion of hours and fleet supply to support the continued growth in demand for the Program; and

WHEREAS, a City Council Workshop was conducted on April 17, 2019, to refine a contract and budget approach to support a FY 2019/20 extension of service, including increased hours of operations and fleet supply; and

WHEREAS, the May 1, 2019, proposed Amended and Restated Contract for Services with NoMad Transit in the amount of \$1,905,000 and up to \$115,000 in funding for City staff time are required to implement the FY 2019/20 service plan supported by City Council; and

WHEREAS, the primary goal of the Transportation Development Act (TDA) Fund (Fund 202) is to support the provision of local transit services; and

WHEREAS, the City's current unrestricted TDA Fund reserve balance is approximately \$5.2M and the total estimated FY 2019/20 TDA Allocation is \$3.3M; and

WHEREAS, a total project budget of \$2,020,000 is required to support the FY 2019/20 West Sacramento On-Demand Rideshare Program; and

WHEREAS, City Council adopted mid-term amendments to the Fiscal Year 2018/19 Capital Improvement Program (CIP) budget on May 23, 2018, via Resolution 18-35; and

WHEREAS, based upon information received subsequent to the adoption of the budget, the City Manager has prepared and proposed an amendment to budgeted revenues and expenses for the 2019/20 fiscal year; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any other information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Sacramento as follows:

1. The City Council hereby approves amendments to the Capital Improvement Program (CIP) budget for the 2018-19 fiscal year as provided below:

SOURCES

<u>Up to \$2,020,000</u>	202-9220-5259 TDA Funds
Up to \$2,020,000	Total Sources

USES

<u>Up to \$2,020,000</u>	9211-5530/205-14051-5800 WS On-Demand Rideshare
Up to \$2,020,000	Total Uses

As this contract spans fiscal years, any appropriation unused in FY 2018/19 will carry forward to FY 2019/20 for the remainder of the contract term.

2. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct and establish the factual basis for the City Council's adoption of this Resolution.

3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the West Sacramento City Council this 1st day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019

ITEM # 8

SUBJECT:**CONSIDERATION OF STRATEGIC PLAN SUMMARY AND ACTION AGENDA FOR 2019****INITIATED OR REQUESTED BY:**

Council Staff
 Other

REPORT COORDINATED OR PREPARED BY:
Amanda Berlin, Assistant City Manager


Aaron Laurel, City Manager

ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The purpose of this report is to seek ratification of the Council's Strategic Plan Summary and Action Agenda for 2019.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council ratify the attached Strategic Plan Summary and Action Agenda for 2019.

BACKGROUND

For the past 20 years, the City Council has met annually for a strategic planning session. One of the primary products from each session is a Policy and Management Agenda for the year, which is presented in a Strategic Plan Summary and detailed in an Action Agenda. The Council develops the City's annual Strategic Plan Summary and Action Agenda by identifying items for action and implementation in that year, with consideration of and in furtherance of the City's Vision, Mission and Goals:

VISION <i>Value-based principles that describe the preferred future in 15 years</i>	MISSION <i>Principles that define the responsibility of city government and frame the primary services – core service businesses</i>	GOALS <i>Strategic goals that focus outcome-based objectives and potential actions for 5 years</i>
<p><i>A Vibrant City Where You Can Live, Work, Learn and Play</i></p> <p>West Sacramento has</p> <p><i>West Capitol Avenue as Our City's Downtown,^(a)</i> <i>a Riverfront that is a Regional Destination,^(b)</i> and <i>a Strong, Diverse Local Economy.^(c)</i></p> <p>Our Community has <i>Quality Public Schools and Educational Programs^(d)</i> <i>Vibrant Neighborhoods^(e)</i> <i>with a Range of Quality Housing Choices.^(f)</i></p> <p>Our Residents <i>Feel Safe and Secure,^(g)</i> <i>Enjoy Comfortable Living,^(h)</i> and <i>Take Pride in Our Community.⁽ⁱ⁾</i></p>	<p>OUR MISSION IS . . .</p> <p>to provide <i>QUALITY MUNICIPAL SERVICES,⁽¹⁾</i> <i>QUALITY CITY INFRASTRUCTURE AND FACILITIES⁽²⁾</i> and to <i>INSPIRE COMMUNITY IMPROVEMENTS⁽³⁾</i> that add value to the lives of our residents.</p> <p>City Government that is <i>FINANCIALLY SOUND,⁽⁴⁾</i> has a <i>SUPERIOR WORKFORCE⁽⁵⁾</i> and is recognized as a <i>REGIONAL LEADER.⁽⁶⁾</i></p>	<p>GOAL 1: West Sacramento: Preferred Place to Live, Work, Learn and Play</p> <p>GOAL 2: Financially Sound City Providing Quality Services</p> <p>GOAL 3: Alive Riverfront/Downtown</p>

The Strategic Plan Summary includes two main categories of items. The Policy Agenda reflects those projects, programs or ideas wherein the Council believes that policy guidance is still needed. The Management Agenda has project, programs or ideas where the Council has given policy guidance and the matter now rests with the management team to implement or take the next steps.

The Action Agenda contains a third category of items, Major Projects, which includes development, capital and planning projects funded in the CIP or by Council action which need design or to be constructed. This document serves as a more detailed description of each of the items in the Strategic Plan Summary along with the department overseeing the item, and the expected milestones, completion dates and notes.

ANALYSIS

The City Council met on February 7-9 for its 2019 strategic planning session. The attached 2019 Strategic Plan Summary reflects the primary outcome from the annual strategic planning session and comprises the Policy Agenda and Management Agenda with items for action and implementation in the upcoming year.

The attached 2019 Action Agenda includes the same Council-identified Strategic Plan Summary items, but also includes milestones and completion dates for items as of April 22, 2019. The document is intended to be a living document and is updated periodically as milestones are reached, added or revised.

Environmental Considerations

N/A

Commission Recommendation

N/A

Strategic Plan Integration

The 2019 Strategic Plan Summary and 2019 Action Agenda reflect the primary work product from the Council's annual strategic planning session.

Alternatives

The Council could modify any of the wording or order of items. Also, the Council may want to provide clarification, if necessary, on the Action Agenda descriptions or milestones.

Coordination and Review

The 2019 Strategic Plan Summary was first agreed upon by the Council at its February planning session.

Budget/Cost Impact

N/A

ATTACHMENT

1. 2018 Strategic Plan Summary
2. 2019 Strategic Plan Action Agenda

POLICY AGENDA

TOP PRIORITY

- Flood Protection (Federal Project)
- Streetcar/Mobility
- West Sacramento Home Run Implementation
- Measure N Implementation
- Bridges: I Street Replacement/Deck Conversion, Enterprise, & Broadway
- Affordable Housing Strategy (Local Preference Policy)

HIGH PRIORITY

- Police Department Risk Management
- Energy Cost Competitiveness
- Opportunity Zone Strategy/EIFD Alignment
- Via Renewal & Service Enhancement
- YCTD Strategy
- Riverfront Development Tools

MANAGEMENT AGENDA

TOP PRIORITY

- Parks, Recreation & Open Space Master Plan Implementation
- Pavement Management Program Implementation
- Homelessness & Communitywide Impacts (DST Extension & Supportive Housing)
- Grand Gateway Development Strategy
- Rail Relocation/Removal
- Washington Specific Plan Update/Historic Designation

HIGH PRIORITY

- Facilities, Equipment & Vehicles Master Plan
- Mental Health Services (Community Awareness)
- Smart City Framework Implementation
- Community & Youth Outreach
- Mobility Action Plan
- Traffic Impact Fee Update
- Climate Action Plan Update

CITY STRATEGIC PLAN GOALS

West Sacramento: Preferred place to live, work, learn, and play.

Financially sound city providing quality services.

Alive riverfront and downtown.

City of West Sacramento Strategic Planning Model

VISION	MISSION	GOALS
<p><i>Value-based principles that describe the preferred future in 15 years</i></p> <p><i>A Vibrant City Where You Can Live, Work, Learn and Play</i></p> <p>West Sacramento has <i>West Capitol Avenue as Our City's Downtown</i>,^(a) a <i>Riverfront that is a Regional Destination</i>,^(b) and a <i>Strong, Diverse Local Economy</i>.^(c)</p> <p>Our Community has <i>Quality Public Schools and Educational Programs</i>^(d) <i>Vibrant Neighborhoods</i>^(e) with a <i>Range of Quality Housing Choices</i>.^(f)</p> <p>Our Residents <i>Feel Safe and Secure</i>,^(g) <i>Enjoy Comfortable Living</i>,^(h) and <i>Take Pride in Our Community</i>.⁽ⁱ⁾</p>	<p><i>Principles that define the responsibility of city government and frame the primary services – core service businesses</i></p> <p>OUR MISSION IS . . .</p> <p>to provide <i>QUALITY MUNICIPAL SERVICES</i>,⁽¹⁾ <i>QUALITY CITY INFRASTRUCTURE AND FACILITIES</i> ⁽²⁾ and to <i>INSPIRE COMMUNITY IMPROVEMENTS</i> ⁽³⁾ that add value to the lives of our residents. City Government that is <i>FINANCIALLY SOUND</i>,⁽⁴⁾ has a <i>SUPERIOR WORKFORCE</i> ⁽⁵⁾ and is recognized as a <i>REGIONAL LEADER</i>.⁽⁶⁾</p>	<p><i>Strategic goals that focus outcome-based objectives and potential actions for 5 years</i></p> <p>GOAL 1: West Sacramento: Preferred Place to Live, Work, Learn and Play</p> <p>GOAL 2: Financially Sound City Providing Quality Services</p> <p>GOAL 3: Alive Riverfront/Downtown</p>

Strategic Plan Action Agenda

The Strategic Plan Action Agenda, beginning on the next page, includes the Council-identified items for action and implementation in 2019. It is developed considering the City's Vision, Mission and Goals and is divided into three main categories of items:

Policy Agenda	Management Agenda	Major Projects
<p>Includes items that that need direction or a policy decision by the Council; a major funding decision; or leadership with other governmental bodies (city government, other city governments, state government, federal government)</p>	<p>Includes those items for which the Council has set the overall direction and provided initial funding (e.g. phased project), but may require further Council action on funding; or a major management project, particularly over multiple years</p>	<p>Includes development, capital and planning projects funded in the CIP or by Council action which need design or to be constructed</p>

POLICY AGENDA—TOP PRIORITY

Item Title:	Flood Protection (Federal Project)		Department:	Community Development
Priority:	Policy Agenda—Top Priority		Goal:	2: Financially sound City providing quality services.
Summary:	Important elements for the Flood Protection Program in 2019 include: continue advocacy for federal appropriations for design and construction of federal project; continue construction of the Southport Levee Project; lead design of first increment of federal project in coordination with USACE Sac District; manage directed grant funding for continued engagement with the LS-DN Regional Planning Area through update of the CVFPP in 2022; continue monitoring of FEMA to best manage timing and outcome of remapping; complete update to the City's Floodplain Management Plan; work with Public Works utilities to establish a plan for local storm water operation and maintenance; and identify opportunities throughout the year to educate the public on flood risk and the city's efforts to minimize that risk.			
Progress:	Milestone	Completion Month & Year	Notes	
	Develop options for funding remaining local share of Federal Project	June 2019		
	Refine local cost share projections, revenue, schedule	June 2019		
	Explore alternative federal project delivery opportunities	Ongoing	Example: 1043 pilot program where WSAFCA would lead design and construction.	
	Select contractor and begin design of first increment of federal project up to 65% design milestone in coordination with USACE Sac district	Sep 2020	West Sacramento Project is poised to receive additional USACE work plan funding in 2019.	
	Continue construction of Southport Levee Project	Fall 2020	Phase III Restoration construction to start late Summer 2019. Borrow restore project to begin either Fall 2019 or Spring 2020.	
	Seek common solutions to resolve flood system deficiencies (WSAFCA/City)	Ongoing		
	Report: Progress on Urban Level of Flood Protection	Annual		
	Report: National Flood Insurance Program Reform	Ongoing		
	Report: Federal Policy Guidelines Updates	Ongoing		
	Explore opportunities for levee certification	Ongoing		
	Prepare Credit Packages to submit to USACE	December 2019	Submit 221 credit package for the Southport Project and 104 credit package for I Street Project.	
	Yolo LAFCo consideration of Reclamation District 537 and 900 reorganization proposals	May 2019		

Item Title:	Streetcar/Mobility		Department:	Public Works/Economic Development & Housing
Priority:	Policy Agenda—Top Priority			
Summary:	<p>Construction bids for the streetcar system were opened on January 11th. There were three bids. The lowest bid was about \$76 million over the Engineer's estimate. An interagency panel formed by the Mayors have been looking at all options. Technical panel has reviewed proceeding with 1) A rescope Light Rail Transit (LRT) extension of the SacRT Green Line into West Sacramento (North/South Connection); and 2) An Autonomous-ready Bus Rapid Transit (A/BRT) project connecting the Cities from WS Civic Center to 29th Street in Sacramento. The panel will bring recommendations to the Riverfront JPA for consideration before Cap to Cap held May 4-8 2019. The Downtown Riverfront Streetcar in its current form is not expected to move forward due to lack of support for rail transit east into downtown/midtown Sacramento by Sacramento city officials, and only tentative support for transit-only lanes required to facilitate A/BRT.</p>			
Progress:	Milestone	Completion Month & Year	Notes	
	Mobility Alternatives Meeting with Elected Reps	February 2019	Completed & Received Direction to explore alternatives	
	Mobility Project Group Kickoff Meeting at SMUD	March 2019	Values/Goals developed and working groups developed	
	Streetcar Construction Debrief with Walsh, Kiewit & Teichert	March 2019	Comments received and summary report developed by SacRT	
	Technical Working Group meetings and Summary Memo Completed	March-April 2019	Alternatives explored for mobility projects and LRT & A/BRT projects investigated and recommended with transit only lanes facilitating future autonomous mobility.	
	Mobility Project Finance & Regulatory Group Meeting	April 2019	Meeting of finance and regulatory groups on technical summary	
	Working Group Recommendations Finalized	April 2019		
	Meeting with Elected Officials to discuss recommendations	April 2019	Anticipated 2 nd meeting of Mayors and Congresswoman Matsui	
	Application Packages Developed/Refined	April 2019	SacRT and SACOG with Cities to provide project description & investigate path forward for project(s)	
	Project recommendations brought to West Sacramento City Council for Authorization	May 2019		
	Cap to Cap & Discussions with lawmakers/Agency Reps pertaining to the modified project for consideration	May 2019	City leaders to bring project recommendations to agency reps	
	Riverfront JPA Board Meetings to discuss progress & receive feedback/direction	Ongoing	Resume regular meetings of JPA Board (assumes maintaining JPA)	

	Application Packages for Rail & BRT projects finalized	August 2019	
	Riverfront JPA Board Meeting to review final application	August 2019	
	Application Package submitted to FTA for review	August 2019	

Item Title:	West Sacramento Home Run Implementation		
Priority:	Policy Agenda — Top Priority	Department:	City Manager's Office
Summary:	The objective of the West Sacramento Home Run initiative is to change the culture of the City into one where every young person is prepared for college and career while creating a more robust workforce for local employers and enhancing the City's economic development capacity and competitiveness. The West Sacramento Home Run program includes components for preschool, college savings accounts, career-ready internships and badges, and a college promise.		
Progress:	Milestone	Completion Month & Year	Notes
	Outreach families to enroll eligible 2018/19 kindergartners for the WSHR College Savings Account	Ongoing, March, April, May and June 2019.	Outreach includes tabling and flyering at WUSD and COWS events, social media ads and posts, etc. and recruitment of new families through preschool graduation certificates, and kindergarten enrollment informational flyers
	Recruit and hire WSHR Program Associate	May 2019	Position will assist with event coordination, outreach, data entry and tracking, etc.
	Complete WSHR Quality Certification of all eligible preschools	July 2019	13-15 planned to be certified in 2019
	Hire Data Services Manager	June 2019	Position split with Smart Cities initiative and will support WSHR in data tracking, management and long-term study on programs.
	Marketing campaign event and kick off for 3-year campaign	Summer 2019	
	Finalize and approve Data Sharing Agreement with WUSD	June 2019	
	Increase Second Base paid student internships for 2019	August 2019	Connect at least 35 Integrated College and Career Pathways students to paid internships in their field of study
	Continue work on Second Base digital badge creation	November 2019	Determine best platform for WSHR, ensure current badge utilization fidelity

Item Title:	Measure N Implementation		Department:	City Manager's Office/Administrative Services
Priority:	Policy Agenda—Top Priority		Goal:	2. Financially sound city providing quality services.
Summary:	Approved by the voters in 2018, Measure N added a one-quarter cent sales tax for general purposes. This item covers the development of a policy document to help assure that Measure N funds are invested in a manner that is consistent with the ballot language and intent.			
Progress:	Milestone	Completion Month & Year	Notes	
	Present draft policy to Council Measure N Sub-committee	April 2019		
	Council workshop on proposed Measure N policy	May 2019		
	Council adoption of Measure N policy	June 2019		

Item Title:	Bridges: I Street Replacement/Deck Conversion, Enterprise, & Broadway		Department:	Public Works /Economic Development & Housing
Priority:	Policy Agenda—Top Priority		Goal:	3. Alive riverfront and downtown.
Summary:	<p>The I-Street Replacement Project is a new neighborhood-serving, multimodal bridge (connecting C-Street in West Sacramento with Railyards Avenue in Sacramento) designed to accommodate future phases of rail transit and approved in the SACOG 2035 Metropolitan Transportation Improvement Plan (MTIP). The project is fully funded by the Federal Highway Bridge Replacement Program and is entering final construction design and permitting phase in 2019 with construction projected in late 2021. During 2019, West Sacramento will be initiating approximately 13 property acquisitions (including occupied properties) associated with the Bridge Project in the 3rd and C area of the City.</p> <p>I Street Deck Conversion will convert the top deck of the historic I Street Bridge to pedestrian and bicycle when the Replacement Bridge is constructed. The feasibility evaluation phase of the I Street Deck conversion project was completed in March 2019 providing preliminary structural assessment and engineering design to transition to bicycle pedestrian modes, regulatory, railroad and permitting findings. The City will enter into agreements with Sacramento to ensure the I Street Bridge Replacement and Deck Conversion are integrated and apply for funding for PAED and construction of I Street Deck improvements in 2019-2020.</p> <p>Broadway/15th Street Bridge is approved in the SACOG 2035 Metropolitan Transportation Improvement Plan (MTIP). A Feasibility Project was funded by SACOG in December 2014 to complete a preliminary feasibility study and landing locations for the creation of a new bridge between Broadway Avenue and South River Road/15th Street. The Project Approval, Environmental Document (PA/ED) phase is fully funded through a \$1.5M TIGER grant and \$1.5m in matching local funding from both cities. This project phase is currently in-progress and expected to be completed on or before fall 2020. 10% conceptual geometrics and traffic analyses are complete and developed in concert with the Pioneer Bluff circulation plan. Engineering and environmental studies are underway.</p>			

<p>A new Enterprise Boulevard Crossing over the Deep Water Ship Channel is identified in the General Plan as transportation infrastructure necessary to: 1) accommodate planned growth in Southport; 2) maintain the existing mobility network at acceptable levels; 3) protect the urban circulation designed for the city's urban riverfront areas; and 4) reduce traffic demand on Jefferson Boulevard. The Enterprise Crossing Improvements must be evaluated in the context of interrelationships and impacts on the Port North Terminal redevelopment, regional flood protection, Central Park improvements and habitat restoration.</p>			
Progress:	Milestone	Completion Month & Year	Notes
	Form internal discussion team to evaluate Enterprise crossing alternatives strategy	March 2019	Team formed and initiated discussion around project development
	I Street Bridge Replacement NEPA/CEQA authorization by Caltrans and SHPO for municipal Certification	June 2019	Received clearance from Caltrans early April, Sacramento to certify in May/June, followed by consideration by WS City Council
	I Street Bridge Final Design Completed	Nov. 2020	Construction expected to initiate March 2021
	Broadway Bridge Technical Studies Completed	May 2019	
	Deck Conversion Agreement with Sacramento	July 2019	
	Deck Conversion application for PA/ED and construction funds	November 2019	
	Broadway Bridge Draft EIR/EA	November 2019	Admin Draft, circulation, response to comments, and outreach
	Broadway Bridge NEPA/CEQA Approval	June 2020	Prepare FONSI, Draft findings of Fact and Statement of Overriding Considerations (if any), Certify EIR and adopt findings, NOD filed
	Broadway Bridge Final Project Report Completed	August 2020	Prepared and approved by fall 2020
	I Street Bridge Construction Completed	July 2023	Schedule for Construction phase will be updated after final design

Item Title:	Affordable Housing Strategy (Local Preference Policy)		Department:	Economic Development & Housing
Priority:	Policy Agenda — Top Priority		Goal:	1. Preferred place to live, work, learn, and play.
Summary:	City Council consideration of a Local Preference Policy obligating affordable housing project developers and homeless assistance program providers that receive City funds to provide West Sacramento residents with a priority or preference for housing and services opportunities, to the extent not prohibited by law and allowed under the regulations of the federal and state financial partners in the project/program.			

Progress:	Milestone	Completion Month & Year	Notes
	Development of Draft Local Preference Policy language and priorities considering type of project, program and funding sources.	November 2019	
	Define City responsibility for on-going implementation of policy compliance, monitoring And penalties for non-compliance	August 2019	
	Coordination with HCD, HUD, County of Yolo, FHEO and local housing advocates about policy proposal	July 2019	
	Council consideration of amendment to CD8G Consolidated Plan	December 2019	
	City Council consideration of Local Preference Policy	December 2019	

POLICY AGENDA—HIGH PRIORITY

Item Title:	Police Department Risk Management	Department:	Police
Priority:	Policy Agenda—High Priority	Goal:	2: Financially sound City providing quality services.
Summary:	The Police Department seeks to employ a proactive, programmatic approach to risk management and appropriate oversight.		
Progress:	Milestone	Completion Month & Year	Notes
	Request of increase to APL for one Lieutenant and one Admin Analyst to lead and staff new risk management focused division within the Police Department.	July 2019	Contingent on increase to APL and/or corresponding increases in budget to accomplish milestones
	Alignment of risk management related functions under new division as an outcome of revised org chart.	July 2019	Contingent on increase to APL and/or corresponding increases in budget to accomplish milestones
	Seek funding for contracted independent oversight of high liability areas of Police Department functions	July 2019	Contingent on increase to APL and/or corresponding increases in budget to accomplish milestones
	Request of increase to APL of one (1) Sergeant to ensure proper patrol supervision in a manner that addresses relief factoring	July 2019	Contingent on increase to APL and/or corresponding increases in budget to accomplish milestones

Item Title:	Energy Cost Competitiveness		Department:	City Manager's Office/Economic Development
Priority:	Policy Agenda—Top Priority		Goal:	2: Financially sound City providing quality services.
Summary:	Currently PG&E is the electric utility in West Sacramento. Sacramento County is served by SMUD, which offers significantly more competitive rates than PG&E. This cost difference, and other more qualitative distinctions between PG&E and SMUD, places West Sacramento at a significant competitive disadvantage in the recruitment and retention of businesses that are also considering locations in portions of the region that are served by SMUD. The City Council is interested in analyzing the City's options for becoming more competitive with energy costs, both for commercial and residential users.			
Progress:	Milestone	Completion Month & Year	Notes	
	Engage SMUD regarding potential for annexation	June 2019		
	Analyze comparison of rates between PG&E, SMUD, CCAs, and other local electric service providers (e.g., Roseville Electric).	July 2019		
	Complete legal and technical research on CCAs and annexation options.	September 2019		
	Present City Council with the following options and make recommendations on next steps: <ul style="list-style-type: none"> o Annexation of West Sacramento into SMUD; o Joining Yolo County CCA; o Joining another CCA; o Forming a West Sacramento CCA; and o No change (remaining with PG&E). 	December 2019		
	Monitor progress of Yolo CCA	Ongoing		

Item Title:	Opportunity Zone Strategy/EIFD Alignment		Department:	Economic Development & Housing
Priority:	Policy Agenda—Top Priority		Goal:	2: Financially sound City providing quality services.
Summary:	Opportunity Zones are a new community development program established by Congress in the Tax Cuts and Jobs Act of 2017 to encourage long-term investments in low-income urban and rural communities nationwide, including West Sacramento, as designated under the Act. Opportunity Zones provide a tax incentive for investors to re-invest their unrealized capital gain (by self-designating an OZ fund with the IRS and placing an unlimited amount of gains into it within 180 days). The City established a Community Investment Fund in 2012, an Enhanced Infrastructure			

Financing District authorized under SB 628 (Beall) authority in 2015 and a Bridge District Infrastructure District in 2014 which capture a portion of the growth in property tax. The property taxes can be bonded against and invested in a variety of infrastructure and economic development and revitalization-related projects. Opportunity Zone Funds and other City incentives need to be evaluated to develop the best policy framework for aligning incentives and programming Community Investments.			
Progress:	Milestone	Completion Month & Year	Notes
	Retain consultant to brand City Opportunity Zones and develop strategies for aligning other city incentives	July 2019	
	Conduct Council workshop on Opportunity Zone Funds	August 2019	
	Opportunity Zone Information on City's Website	November 2019	
	Complete EIFD actions to implement EIFD Board of Directors and approval of EIFD investment policies and criteria	August 2019	

Item Title:	Via Renewal & Service Enhancement		Department:	Public Works
Priority:	Policy Agenda—Top Priority		Goal:	1. Preferred place to live, work, learn, and play.
Summary:	The West Sacramento On-Demand Rideshare program was piloted by the City in partnership with Via in FY 2018 to increase sustainable transportation options and enhance mobility and access for underserved communities. Demand exceeded expectation in the Pilot year and additional funds are needed to expand the vehicle fleet and driver hours to continue serving community mobility needs. Coordination with existing transit service and the broader mobility system will be necessary. The City's annual TDA allocation is not sufficient to cover the cost of all transit service currently considered by the City in FY 2019. TDA reserves or other funds may need to be allocated, or other actions taken to reduce inefficiencies.			
Progress:	Milestone	Completion Month & Year	Notes	
	City Council Reviews Draft Contract Extension	April 2019	Action dependent upon City Council feedback and direction	
	City Council Executes Contract Extension	May 2019	Action dependent upon City Council support and approval	
	UCB TSRC Survey Deployment & Analysis	June 2019	TSRC independently subcontracted	
	UCB TSRC Reports Survey Findings	June/July 2019	Staff may jointly present findings (TBD)	
	Service Hours of Operation Expansion	June/July 2019	If Contract Extension is executed by City Council	

	1 Year Anniversary Event (Tentative)	July 2019	Tentative* pending Council approval of contract extension; event to promote new hours of operation and educate community on service
	Fleet Expansion	Sept 2019	Additional vehicles would be shipped, branded, and operationalized
	Consideration of FY 2020 Contract Extension	April 2020	Presentations to Commissions & Council for feedback & direction
	Ongoing Updates to Commissions & City Council	June 2020	Quarterly City Council Reports; Commission reports every 2-4 months providing updates on service performance
	Ongoing operations and customer support	June 2020	Contract Extension would continue service through FY 2019 only
	Ongoing marketing, outreach and engagement	June 2020	Activities to educate and encourage use of the service
	Ongoing Coordination with External Agencies	June 2020	Meetings and coordination with regional mobility providers
	Ongoing Internal Coordination	June 2020	Ongoing coordination with Communications team, Age-Friendly Action Plan, Mobility Action Plan and other departments/projects
	City Council Consideration of FY 2020 Contract Extension	June 2020	If authorized by Council to extend service through FY2019, service would end June 30, 2020, unless otherwise directed by City Council to further extend the contract before that time

Item Title:	YCTD Strategy		Department: Public Works
Priority:	Policy Agenda— Top Priority		Goal: 2: Financially sound City providing quality services.
Summary:	<p>In 2018, the City's mobility system rapidly expanded with the introduction of three new modes, including rideshare (Via), e-bike share, e-scooter share. Concurrently, new alternatives are being explored related to the Downtown Riverfront Streetcar and the Yolo County Transportation District (YCTD) initiated work on Comprehensive Operational Analysis. As bus ridership has continued to decrease while costs have risen in recent years, the City requires multi-agency coordination to streamline and integrate its rapidly evolving, multi-modal mobility system such that local resources are efficiently utilized to support community transportation needs, as well as local climate objectives. High quality data and analyses will be required to guide current and future transit investments. As the City's MAP is underway, early actions should be identified and implemented to optimize the evolving mobility system.</p>		
Progress:	Milestone	Completion Month & Year	Notes
	Phase 1: YCTD Data Request	May 2019	Ongoing coordination to solicit YoloBus and YoloBus Special ridership and other performance data from YCTD; Completion of milestone dependent on external staff support
	Phase1: UCB TSRC Via Survey Findings Report	June/July 2019	Data from the TSRC Via Survey will help to quantify and understand the relationship between rideshare, bus service, and other modes

Phase 1: Early Action (EA) Recommendations	June/July 2019	Based on analysis of existing multi-modal datasets, identify near-term transit recommendations for City Council and YCTD Board Consideration
Phase 1: Present EA Recommendations to Council/Board	July/Aug 2019	Solicit direction and approval from City Council and YCTD Board, as appropriate
Phase 1: Implement EA Recommendations	Fall 2019	Coordinate implementation of Council/YCTD Board approved actions, as appropriate
Phase 2: Identify Streetcar/Mobility Alternative	Fall 2019	Internal coordination to consider broader transit network in light of preferred Streetcar alternatives, per JPA and/or City Council direction, as appropriate; this will inform concurrent and ongoing transportation planning efforts
Phase 2: Reassess EA Recommendations	Fall 2019	As needed, reassess EA recommendations in light of selected Streetcar/Mobility Alternative
Phase 3: MAP Existing Conditions & Gaps Analysis	Winter 2019	Iterative analysis of transportation network to be coordinated across multiple projects; will both shape and be shaped by YCTD strategy and other local transportation plans and programs; will build upon inputs provided by activities described above
Phase 3: YCTD Strategy Recommendation Development	Winter 2019	Staff recommendations to be developed based on above activities and in coordination with regional transit and mobility providers
Phase 3: Recommendations to Commissions and Council	Spring 2020	Staff presentation of additional actions or recommendations for Commission/Council direction and approval, as appropriate
Phase 3: Implementation of Recommendations	Summer 2020	Coordinate implementation of approved actions, as appropriate
Anticipated YCTD COA Board Adoption	Winter 2020	Review and further coordination, as appropriate, with YCTD COA recommendations and implementation strategy
YCTD Meetings and Coordination	Ongoing	Staff will continue to hold regular coordination meetings with YCTD staff, as needed
Ongoing coordination with concurrent plans/projects	Ongoing	Concurrent efforts include YCTD COA, Streetcar Alternatives development and implementation, MAP, TIF Update, and others
Ongoing coordination with regional mobility providers	Ongoing	Coordination with existing and future transit, shared mobility, or other providers and operators (i.e. YCTD, Via, Uber/JUMP, etc.)
Ongoing community outreach	Ongoing	Staff will continue to leverage various outreach opportunities across multiple City efforts to solicit community input, as appropriate

Riverfront Development Tools		Department:	Economic Development/Community Development
Item Title:	Policy Agenda — Top Priority	Goal:	3: Alive riverfront and downtown.
Priority:	There is a significant amount of vacant, underutilized and derelict land area in the prime Riverfront and Central Business Districts of the City. These areas have transitioned over the past decade due to strategic City investments in back bone infrastructure and park amenities that have made the districts more desirable and attractive to the market. However, regulatory fee burdens, ownership issues, market conditions and other challenges are causing many projects to stall out. Several entitled and permitted development projects in the Riverfront and Central Business Districts of the City have recently halted due to unexpectedly high impact fee burdens. Updating and enhancing economic assistance tools for the dense urban scale development desired by the City and creating disincentives for property owners to sit on their property or defer development will be important to encouraging new investment in these areas. Tools to consider include creation of a bank of impact fee credits to assist priority private development (that has stalled) which meets TOD eligibility criteria in the Riverfront and Central Business Districts. The program's structure and project-eligibility criteria will be developed in accordance with the "Community Investment" definition included in the 2012 Community Investment Action Plan and EIFD policies which will be enacted this year.		
Summary:			
Progress:	Milestone	Completion Month & Year	Notes
	Council consideration of fee credit bank in the budget	June 2019	
	Develop project eligibility criteria, strategic investment criteria, program application process, monitoring and management measures	July 2019	
	Identify disincentives to discourage deferring the development of property in these districts	July 2019	

MANAGEMENT AGENDA—TOP PRIORITY

Item Title:	Parks, Recreation & Open Space Master Plan Implementation		Department:	Parks & Recreation
Priority:	Management Agenda—Top Priority		Goal:	1. Preferred place to live, work, learn, and play.
Summary:	In 2017, the City commenced an update to the 2003 Parks Master Plan. The updated plan evaluates the City's progress in meeting park and trail development goals outlined in the General Plan 2035 Policy Element, as well as unmet programming/amenity needs of the community.			
Progress:	Milestone	Completion Month & Year	Notes	
	Adopt updated Parks, Recreation and Open Space Master Plan	April 2019	Workshop scheduled for City Council input on 4/17/19. Adoption of Plan and updated Park Impact Fee (if needed) will follow shortly.	
	Complete Recreation Center Business Plan Update	June 2019	Use updated business model to support long-term financial sustainability and competitiveness of the facility.	
	Complete shade structure projects in Summerfield and Westfield parks	June 2019	Construction underway – projects scheduled for completion this Spring.	
	Pursue National Fitness Campaign project along the riverfront or major trail	November 2019	Grant funding awarded, location is pending land availability and readiness.	
	Complete Heritage Oaks Park Ropes Course Project	January 2020	Site work anticipated to commence in Spring 2019. Soft opening scheduled in early 2020.	
	Complete Memorial Park ADA Upgrades	February 2020	Construction scheduled to commence in June 2019.	
	Pursue joint use opportunities with WUSD for Westmore Oaks and Charter School properties	Ongoing	Consider sites for potential Prop 68 grant programs and engage community to design/phase potential projects.	
	Continue to pursue partnerships with West Sac Play, Little League, Giants, and other organizations on fundraising and sponsorship opportunities	Ongoing	West Sac Play special events are currently being scheduled, Little League partnership on Memorial Park concession/restroom building underway.	
	Pursue grant funding to implement projects and programs	Ongoing	Multiple State Parks grant applications have been submitted and are currently being processed. Statewide Park Development and Community Revitalization Program applications are due 8/5/19.	
	Support trail development and trail amenity projects, including the Barge Canal Access trail improvements, Clarksburg Branch Line Trail enhancements and construction of the Southport Levee Trailhead	Ongoing	Barge Canal Access Area trail improvements currently scheduled for construction in 2019. Grant funding for the Southport Levee Trailhead construction is under review.	
	Continue to implement the Bryte Park Master Plan	Ongoing	Application for grant funding for Phase 3 improvements (softball complex and new soccer fields) is pending.	

Item Title:	Pavement Management Program Implementation			Department:	Public Works
Priority:	Management Agenda—Top Priority			Goal:	2: Financially sound City providing quality services.
Summary:	The City is responsible for the maintenance of 437 lane miles of pavement. The replacement cost of the roadway network is valued at \$276 million. The 2018 pavement condition survey showed that the network has an overall Pavement Condition Index (PCI) of 60 out of 100 (Fair Condition). Based on current funding levels, the condition of City's roadway network is projected to continue to decline.				
Progress:	Milestone	Completion Month & Year	Notes		
	Council Reviews/Approves Prioritized Projects – Community Investment and Neighborhood Preservation Programs	June 2019			
	Council award - West Capitol Ave Construction Contract (Community Investment Project)	October 2019			
	Council award - State Streets Construction Contract (Neighborhood Preservation Project)	June 2020			
	Initiate design Southport & Industrial Blvd. projects (Community Investment Project) to be shovel-ready for grant applications	January 2020			
	Train Public Works Operations and Maintenance Pothole Repair Team to perform more advanced pavement repairs – actively seek out potholes and perform advanced pavement repairs	Continuous			
	Seek Grants for Community Investment Program	Continuous			

Item Title:	Homelessness & Communitywide Impacts (Downtown Streets Team Extension & Permanent Supportive Housing)			Department:	Police/Economic Development & Housing/Parks
Priority:	Management Agenda—Top Priority			Goal:	1. Preferred place to live, work, learn, and play.
Summary:	Addressing homelessness in the City is a multifaceted issue which causes us to balance the welfare and access to services of the homeless population with the legal and environmental implications of the behaviors commonly associated with homelessness. Measure E was passed which designates at total of \$750,000 to Reducing Homelessness (including providing access to services and housing and/or shelter) [\$250,000] and Reducing Community Impacts of Homelessness (including clean up and enforcement) [\$500,000]. As such, this item proposes to continue the work undertaken through the Public and Open Space Clean-Up and Enforcement program by continuing a "services first" approach to enforcement to provide outreach and referrals to housing alternatives and social services to homeless persons in unauthorized campsites. The				

Progress:	Milestone	Completion Month & Year	Notes
<p>initiative also includes pursuit of a site for developing Permanent Supportive Housing (PSH). The PSH project would provide West Sacramento's first permanent supportive housing (PSH) and include up to 85 units that would specifically target individuals experiencing, or at risk of experiencing, homelessness.</p>			
	<p>Coordination of city-wide clean-up efforts to include supplemental resources (Downtown Streets Team etc.) to improve overall responsiveness to public and open space blight</p>	<p>Ongoing</p>	
	<p>PSH purchase and sale, CDBG subrecipient loan, City property acquisition loan, regulatory agreement and permanent relocation plan executed</p>	<p>March 2019</p>	
	<p>Monitor impacts and outcomes of the Downtown Streets Team (DST) program and implement quality improvements as necessary (Ongoing). Strategically integrate DST efforts into the concerted efforts focused on public and open space clean-up.</p>	<p>July 2019</p>	<p>The Police Department will contribute to any Measure E status update reporting regarding its involvement and working relationship with DTS</p>
	<p>Outreach to motel owners to encourage better living conditions and cooperation with Law Enforcement and City to encourage compassionate treatment of vulnerable customers</p>	<p>Ongoing</p>	<p>The West Capitol Active and Secure efforts to include the ongoing Motel Inspection Task Force serve as the platform to effectively engage the motel owners' group</p>
	<p>Weekly client-service provider meeting currently coordinated by our Homeless Manager expanded to a full day to adjust for higher levels of participation. Explore viability of delegating the Homeless Manager's leadership role in these meetings to allow more focused time to contribute to the development of the City's PSH Plan.</p>	<p>Ongoing</p>	
	<p>Monitor outcomes of the pilot Winter Warming Center (WWC) to evaluate feasibility of long-term implementation.</p>	<p>July 2019</p>	<p>The Police Department will contribute to any Measure E status update reporting regarding its involvement and working relationship with the Winter Warming Center</p>
	<p>Secure funding commitments of Suiter health Partnership HealthPlan and support Yolo County and Mercy Housing applications for funds and tax credits</p>	<p>December 2019</p>	

Item Title:	Grand Gateway Development Strategy		Department:	Economic Development & Housing
Priority:	Management Agenda—Top Priority		Goal:	3: Alive riverfront and downtown.
Summary:	The City Council approved the Grand Gateway Master Plan in 2013 which designates the city owned property at the intersection of Washington, Central Business and Bridge Districts for higher-density mixed-use development. When the city purchased the Old Town Inn parcel in February 2015, staff recommended that the Grand Gateway Master Plan boundary be adjusted to incorporate the parcel. EDH has completed purchase of the property from the Redevelopment Agency, cell tower relocation, relocation of utilities and easements, contamination clean-up and infrastructure funding and installation to serve the site. The Grand Gateway master planned parcels are ready to be disposed of to one or more master developers conditioned on developing the property consistent with the Council Master Plan vision.			
Progress:	Milestone	Completion Month & Year	Notes	
	Council workshop on schedule and strategy for selection of developers for Grand Gateway real estate	July 2019		
	Amendment to the Grand Gateway Master Plan to add technical memos and incorporate Old Town Inn parcel	August 2019		
	Release Request for Proposal for Grand Gateway	September 2019		

Item Title:	Rail Relocation/Removal		Department:	City Manager's Office
Priority:	Management Agenda—Top Priority		Goal:	3: Alive riverfront and downtown.
Summary:	The long-planned West Side Rail Relocation project would re-align existing short-line freight track from its current configuration through the Washington District, Bridge District and Pioneer Bluff to a new location along the Yolo Bypass east levee. The new alignment would unlock significant development potential along the riverfront and improve traffic circulation in the City, particularly on Jefferson Blvd. There is potential to advance project goals incrementally through removal of certain rail facilities while the long-term relocation plan is coordinated with Caltrans and regional flood protection agencies. The project has an estimated impact of \$5 billion to the West Sacramento economy from real estate outcomes and related commerce.			
Progress:	Milestone	Completion Month & Year	Notes	
	Integrate project with the Enterprise Crossing-Ship Channel Flood Protection team scope of work	September 2019	Team formation scheduled for April 2019	
	Confirm Impact of Union Pacific Railroad's restructuring plan on West Sacramento short-line rail operations and develop a short-line rail strategy accordingly in collaboration with the Port	December 2019		

	Confirm feasibility of converting the Tule Levee to rail right-of-way for a new west side rail alignment in collaboration with WSAFCA	December 2019	
Item Title:	Washington Specific Plan Update/Historic Designation		
Priority:	Management Agenda—Top Priority	Department:	Community Development/Economic Development
Summary:	The 1994 Washington Specific Plan will need a major update to help implement General Plan 2035 and to incorporate the findings of the Complete Community Strategy. Infrastructure design and financing, historic preservation, architectural and street frontage design guidelines, and mobility options will be major components of the update.		
Progress:	Milestone	Completion Month & Year	Notes
	Stakeholder Interviews	March 2019	Complete
	Community Meeting #1	April 2019	Scheduled
	Admin Draft of WSP Update	September 2019	
	Prepare and Circulate CEQA Analysis	November 2019	
	Planning Commission Recommendation on WSP Update	February 2020	
	Council Decision: Complete WSP Update	April 2020	

MANAGEMENT AGENDA—HIGH PRIORITY

Item Title:	Facilities, Vehicles, & Equipment Master Plan (FVEMP)		
Priority:	Management Agenda—High Priority	Department:	Public Works/All Departments
Summary:	The maintenance of city owned facilities, assets, vehicles, equipment and infrastructure is critical to support the City of West Sacramento’s mission, vision, staff, core strategies and goals. This can be accomplished through the guidance of strategic facility planning articulated by a Facilities, Vehicles, & Equipment Master Plan (FVEMP) in conjunction with a Computerized Maintenance Management System (CMMS). The strategic goal of an FVEMP is to define a facilities and fleet management plan that encompasses the entire facilities portfolio and establishes short- and long-term goals. This data is then transferred to the CMMS data base which provides strategies that include prioritization and funding		
		Goal:	2: Financially sound City providing quality services.

	for annual facility maintenance projects and other assets. The FVEMP will contain a compilation of data sets that state existing conditions, fleet and facility objectives. The FVEMP will be the guiding document for fleet, facility and equipment sustainability, sources and uses of funds, new project estimating and scheduling and implementation of new technology systems.					
Progress:	Milestone	Completion Month & Year	Notes			
	Facilities Development convenes a Facilities, Vehicles, & Equipment Master Plan Team with representatives from Finance, Fire, Public Works, Parks, Police, Fire and IT to:	July 2019				
	Develop a list of all current City facilities, vehicles and equipment with an understanding to incorporate sustainable technology, programs and systems.	July 2019				
	Determine ages and mileage of all vehicles and equipment. Survey all departments regarding City Hall and all other pool vehicle needs versus use.	October 2019				
	Issue Request for Proposal (RFP) for the consultant development of a FVEMP.	June 2020				
	Assess, inspect and inventory all City owned facilities vehicles and equipment. Compile all reports and data.	September 2020				
	Develop draft FVEMP with facility maintenance priorities and plan, including a vehicle and equipment replacement formula utilizing industry best practices and apply accordingly to current fleet. Also include priority schedules and cost estimates.	September 2020				
	Draft FVEMP to also include recommendations for pool vehicle policies and best practices for increased efficiency and optimization.	February 2021				
	Deliver Final FVEMP after department reviews and edits have been incorporated. Present FVEMP to Council to consider implementation of priorities/projects in next biennial budget.					

Item Title: Mental Health Services (Community Awareness)		Department:	City Manager's Office
Priority:	Management Agenda—High Priority	Goal:	1. Preferred place to live, work, learn, and play.
Summary:	In general, health, mental health and support services are provided by Yolo County Health and Human Services Agency (HHSA). The intent of this item is to evaluate the City's role in providing/connecting City residents to services and the relationship to Yolo County. Addressing this issue for the City involves a multi-pronged approach, involving reaching all city-residents, including those homeless and under-housed.	Completion Month & Year	Notes
Progress:	<p>Milestone</p> <p>Promote awareness and access to mental health services through the Homeless Coordinator and communications with residents through County-provided literature, social media, and community events.</p> <p>Promote Mental Health Awareness Month through joint City/County HHSA event</p> <p>Facilitate a public meeting with Local Mental Health Board, public-facing City departments and Council to have a conversation about Mental Health issues and access to services</p>	<p>Ongoing</p> <p>May 2019</p> <p>July 2019</p>	

Item Title: Smart City Framework Implementation		Department:	City Manager's Office/Administrative Services
Priority:	Management Agenda—High Priority	Goal:	2: Financially sound City providing quality services.
Summary:	This item encompasses innovation and technology activities designed to improve organizational efficiency, improve outcomes, and/or create opportunities for learning that can lead to one of these outcomes in the future.	Completion Month & Year	Notes
Progress:	<p>Milestone</p> <p>Complete 2019 STIR engagement</p> <p>Present first major Measure E/Smart City funding request to Council</p> <p>Hire Data Manager</p> <p>Complete installation of video boards in City Hall</p> <p>Send 25 staff members to State Lean training</p>	<p>June 2019</p> <p>June 2019</p> <p>August 2019</p> <p>September 2019</p> <p>November 2019</p>	<p>2019 project is an AR-enabled project visualization tool</p> <p>Proposed project integrates multiple City Council goals</p> <p>Key hire that supports data-driven decisions organization-wide</p> <p>Thought infrastructure that promotes ideation, saves paper</p> <p>Builds innovation capacity, helps promote culture of innovation</p>

Item Title:	Community & Youth Outreach		Department:	Police
Priority:	Management Agenda—High Priority		Goal:	1. Preferred place to live, work, learn, and play.
Summary:	The intent of this item is to identify and implement opportunities that will serve as platforms for positive role modelling and mentorship and will also work as a deterrent to gang and other youth at-risk activity. The goal is to enrich the call to civic duty and to grow leadership and life skills that are transferrable to education and career pursuits.			
Progress:	Milestone	Completion Month & Year	Notes	
	Seek continued City funding to sustain existing programming through the budget process	July 2019		
	Continue efforts to seek leverage or other outside funding to support this program	Ongoing		
	Continue quarterly reporting on marque CYO program activities including numbers of participants both from the community and the department	Ongoing		

Item Title:	Mobility Action Plan		Department:	Public Works
Priority:	Management Agenda—High Priority		Goal:	1. Preferred place to live, work, learn, and play.
Summary:	<p>The MAP will develop a strategy to guide local transportation investments over time by leveraging technology and multi-modal mobility options to expand sustainable transportation choices and create a robust mobility ecosystem that supports positive social, economic and environmental outcomes for the community. The final MAP will provide a playbook of near-, mid-, and long-term project recommendations accompanied by actionable strategies that will leave the City well-poised to pursue funding opportunities and transition immediately into implementation. The MAP development process will include stakeholder outreach, identify equitable multi-modal "Mobility Hub" locations through conceptual design, identify and prioritize of key enabling actions/projects to integrate new mobility and technology (including shared, electric, connected, and autonomous vehicle infrastructure), and position top-ranked projects for funding/implementation.</p> <p>An overarching goal of the MAP is to jumpstart innovative mobility pilots, partnerships and projects that will increase safe active and multi-modal trips, directly supporting improved community health outcomes, reduced VMT/GHG, and progress toward local, regional and State climate goals. Specifically, the MAP will help inventory the City's existing mobility system, synthesize existing plans and studies, and conduct innovative outreach to develop tailored, data-driven recommendations on when and where to implement key planning, infrastructure, and policy changes that will be effective in offering residents more sustainable and desirable transportation choices. This will require analyzing the existing transportation network, defining the City's role across modes and services, and conducting analyses to make recommendations on how the City should invest staff resources and funding to better support a Smart Mobility system that works for the West Sacramento community.</p>			

Progress:	Milestone	Completion Month & Year	Notes
	Consultant Procurement	May 2019	Selection of Consultant to assist in MAP development
	City Council Consideration of Award of Contract	June 2019	Submittal of MAP Consultant Contract for Council Approval
	Vision, Goals & Guiding Values Development	Oct 2019	To be informed by existing plans, goals and policies, and submitted for feedback and approval by relevant Commissions and City Council
	Council & Commission Workshops #1	Oct 2019	Workshop to solicit feedback and approval of MAP Vision, Goals & Guiding Values; Performance Measurement; Social Equity Considerations; and Community Outreach Framework; Stakeholder Working group membership
	Quarterly Stakeholder Working Group Meetings	Nov 2020	Quarterly, or as needed, meetings/workshops to solicit feedback on MAP milestones from key internal and external stakeholders; group feedback will be forwarded to Commissions and Council
	Community Workshops & "RoadMAP" Pop-up events	Aug 2020	Up to 3 Community Workshops may be held throughout plan development to inform or solicit feedback, as appropriate. Up to 10 "RoadMAP" Pop-up will be held throughout the City (at existing community events, where possible) to reach the public and inform or solicit feedback, as appropriate
	Mobility Network Analysis	Feb 2020	Document review, existing plan synthesis, data collection, Existing Mobility Conditions & Gaps Analysis; to be coordinated closely with TIF Update process, YCTD Strategy, Streetcar/Mobility Alternatives; the MAP will be the primary umbrella process shaping, and being shaped by, these concurrent efforts
	Mobility Hub Siting Criteria & Design Standards	Mar 2020	To be submitted to relevant Commissions and Council for feedback and approval for use in siting Mobility Hub locations; to be informed by outputs from above activities
	Mobility Hub Recommendations & Renderings	May 2020	To be submitted to relevant Commissions and Council for feedback and approval for incorporation into final MAP
	Mobility Hub Implementation Strategy	July 2020	To be incorporated into Draft and Final MAP Recommendations and final plan document
	Smart Mobility & Transportation Technology Recommendations	July 2020	To be submitted to relevant Commissions and Council for feedback and approval for incorporation into final MAP
	Smart Mobility & Transportation Technology Implementation Strategy	Sept 2020	To be incorporated into Draft and Final MAP Recommendations and final plan document

	Draft Mobility Action Plan Recommendations & Prioritization	Oct 2020	Building upon outputs from above activities; Workshops with commissions and City Council to solicit feedback and direction on MAP recommendations, phasing & prioritization based upon Council approved goal, objectives, and guiding values
	Final MAP Adoption	Feb 2021	Submittal of final MAP strategy, recommendations, and plan document for Commission recommendation and Council approval

Item Title:	Traffic Impact Fee Update		
Priority:	Management Agenda—High Priority		Department: Public Works/Administrative Services
Summary:	The Traffic Impact Fee is a development mitigation fee program and this Update will include development of a comprehensive funding strategy for both the capital improvements and maintenance of West Sacramento's mobility network; leveraging and working in concert with the Mobility Action Plan and other policy initiatives including the Pavement Management Program and master planning documents. Deliverables include an update to the City's Traffic Impact Guidelines.		Goal: 2: Financially sound City providing quality services.
Progress:	Milestone	Completion Month & Year	Notes
	City Council Workshop on Project Scope	July 2019	Continued interdepartmental coordination on project framework
	Complete RFP and Initiate Consultant Procurement	August 2019	
	City Council Award of Consultant Contract and Kick-off	October 2019	Assumes 4-week turnaround for potential contract amendments and Council award
	Presentation at West Sacramento Chamber of Commerce, ED & Government Affairs	January 2020	Outreach to Chamber
	Development of the Transportation Investment Strategy/TIF Update & Traffic Impact Guidelines Update	September 2020	Requires coordination between MAP, Transportation Investment Strategy/TIF Update, and other City guiding policy documents
	TMI Commission workshop on Transportation Investment Strategy/TIF/Guidelines & Recommendations	July 2020	Receive recommendation to City Council
	EDH Commission workshop on TIF	July 2020	Receive recommendation to City on TIF
	Council Workshop on Transportation Investment Strategy/TIF/Guidelines & Recommendations	October 2020	
	Project Completion and Council adoption	January 2021	Schedule likely to be modified with Consultant recommendations

Item Title:		Department:
Priority:	Management Agenda—High Priority	Community Development/Public Works
Summary:	The City's Climate Action Plan (CAP) is currently in draft form and needs to be updated to incorporate relevant court rulings, the new statewide scoping plans, changes to CEQA, etc. Important elements for the CAP in 2019 include: identifying leads for CAP development and implementation including budgetary needs; consultant RFP/selection; GHG inventories; strategies for long-term CAP maintenance and implementation.	Goal: 1. Preferred place to live, work, learn, and play.
Progress:	Milestone	Notes
	Develop CAP update strategy and develop preliminary budget	Also includes determination of internal staff billing process/needs.
	Develop and release RFP/Consultant solicitation	Consultant to be hired to develop state-of-the-art CAP.
	Identify departmental representatives for long-term CAP work/develop implementation team	Team will be comprised of department representatives.
	Workshop at Environment & Utilities Commission	
	Admin draft CAP	
	Public release of CAP/stakeholder meetings	

OTHER PRIORITIES—POLICY AGENDA

Item Title:	Pioneer Bluff/Stone Lock Master Plan	
Department:	Economic Development & Housing	Goal: 3: Alive riverfront and downtown.
Notes for 2019:	The Draft Pioneer Bluff/Stone Lock Master Plan draft was completed in 2018 for submission to the state grant authority. EDH will be bringing the Pioneer Bluff/Stone Lock Master Plan elements forward to Council for final refinement and consideration. Pioneer Bluff/Stone Lock Master Plan will be advanced by the Enterprise Bridge Alternatives Evaluation and Broadway Bridge Design projects. The Parks and Recreation Master Plan under consideration by Council provides for the Park amenities identified in the Master Plan	

Item Title:	Public Art Strategy	
Department:	Parks & Recreation/Economic Development	Goal: 3: Alive riverfront and downtown.
Notes for 2019:	A Washington Art Implementation Strategy is in development which will provide the phasing and other detail for temporary and permanent art in that District. Proposed actions for 2019 include convening a small working group made up of City staff and representatives of the Arts, Culture and Historic Preservation Commission to review the existing strategy, outline specific issues and craft recommendations and policy options building off the Washington Art Plan and Implementation Strategy.	

Item Title:	Civic Leadership Academy	
Department:	City Manager's Office	Goal: 1. Preferred place to live, work, learn, and play.
Notes for 2019:	Gather best practices from other jurisdictions. Explore methods of delivery, and identify possible scope, topics, and trainers. Possible partnership with Innovation and Technology.	

Item Title:	WUSD Joint Use Opportunities	
Department:	Parks & Recreation/City Manager's Office	Goal: 1. Preferred place to live, work, learn, and play.
Notes for 2019:	Coordinate with WUSD to define terms associated with additional joint-use opportunities and timing for implementation. Pursue grant funding to leverage resources for site improvements.	

OTHER PRIORITIES—MANAGEMENT AGENDA

Item Title:	Special Events Policy Update	
Department:	Parks & Recreation	Goal: 1. Preferred place to live, work, learn, and play.
Notes for 2019:	Facilitate an interdepartmental team to develop a draft Special Events Policy, including an updated fee structure, for City Council consideration in late 2019. Coordinate with the Parks, Recreation and Intergenerational Services Commission and other stakeholders for input on the draft policy.	

Item Title:	Micro-Mobility Ordinance	
Department:	Public Works	Goal: 1. Preferred place to live, work, learn, and play.
Notes for 2019:	Completed: Adopted by City Council on March 20, 2019	

MAJOR PROJECTS

Development Projects:

- River One
- CalSTRS Second Phase
- West Apartments
- California Indian Heritage Center
- Stone Lock Phase One
- Project Titan—Seaway (Robotics Company)
- NorthPoint—Southport Industrial Park
- Ridge Capital—Southport Industrial Park
- Springhill Suites
- Hilton Home 2 Suites
- Fulcrum—Bridge District (Granary, The Bridge)
- Washington District Infill Projects (301 D Apartments, Next Gen/Bardlis Homes Projects, Black Pine/Alura)
- Jefferson Village Apartments
- Summerplace Assisted Living
- The Strand Apartments (The Rivers)
- West Capitol Supportive Housing Project
- West Capitol Plaza Reinvestment/New Tenants
- Grand Gateway Property—Request for Proposals
- 5th Street Garage/427 C Street (Urban Farm)
- Capitol Plating Litigation
- Ziggurat Parking Garage

Capital Projects:

- Streetcar/Mobility
- I Street Bridge Replacement
- I Street Bridge Deck Conversion
- Memorial Park Redevelopment
- Fire Station 45 Repair
- 5th Street Widening/Bicycle Path
- North River Walk Extension/
3rd Street Streetscape Improvements
- West Sacramento Federal Levee Project
(Preconstruction, Engineering, and Design)
- Corporation Yard Replacement Phase One
- State Streets Utility/Road Improvements
- West Capitol Avenue Road Rehabilitation/
Safety Enhancement Project
- Broadway Bridge (Preferred Alignment)
- Enterprise Crossing (Feasibility Analysis)
- Rail Relocation/Removal
- Sycamore Trail Phase Two (Overpass)/Phase Three (Westmore Oaks Trail)
- Westmore Oaks Park Planning (WUSD Properties)
- Police Station Replacement (Site Analysis)
- Port North Terminal Projects
(Berth 7 Paving/D Building Demolition)

Planning Projects:

- Washington Specific Plan Update
- Pioneer Bluff/Stone Lock Master Plan
- Mobility Action Plan
- Parks and Open Space Master Plan
- Port Real Estate Strategy (Port Commission)
- Pavement Management System Plan
- General Plan Implementation/Planning Updates
(Sign Ordinance, Citywide Design Guidelines, Standard Specs, Environmental Justice Element, Nuisance Abatement Ordinance, Flood Management Plan)

Other Initiatives:

- Yolo Habitat Conservancy Implementation
- Long-Term General Fund Budget Modeling/2019-2021 Budget
- Procurement Policies Update
- Right-Sizing/Resourcing City Staff & Departments

**REGULAR MEETING OF THE
CITY OF WEST SACRAMENTO CITY COUNCIL,
REDEVELOPMENT SUCCESSOR AGENCY, AND
WEST SACRAMENTO FINANCING AUTHORITY**

April 17, 2019

Minutes

DRAFT

The regular closed session was called to order at 6:00 PM. All members were present. The meeting adjourned at 7:01 PM.

The regular meeting was called to order at 7:07 PM in the Council Chambers, 1110 West Capitol Avenue, West Sacramento, California. All members were present. Mayor Cabaldon presided.

The Pledge of Allegiance was led by Erin Rivas, Business Manager, Parks & Recreation Department.

Entry No. 1

Heard General Administration Functions as follows:

Heard presentations by the public on matters not on the agenda.

Councilmember Guerrero reported that the League of California Cities Sacramento Valley Division Board of Directors announced that they will be meeting in the town of Paradise on May 10 for a panel discussion on the rebuilding of the community with the insurance commissioner, Assembly Member Gallagher regarding legislation, and discussions on emergency and disaster preparedness and community resiliency; the Rural Cities Working Group continues work on organizing the Rural Cities body to ensure issues of interest are elevated; and may be formed as a caucus or an association; and the League of California Cities has scheduled a Legislative Advocacy Day for April 24.

Councilmember Sandeen reported that the Yolo County Housing Commission approved a number of administrative items such as approving an auditor, the mid-year financials, and an Information Technology plan; approved opening of the Housing Choice Voucher Wait List by Direct Referral for targeted funded mainstream vouchers which are designated to serve non-elderly persons with disabilities ages 18-61, and direct referral will be from Yolo County Health and Human Services Agency allowing a wait list with up to 200 individuals.

Councilmember Sandeen also reported that she attended the Yolo Healthy Aging Alliance "Aging in Action" Celebration where Charlotte Dorsey and Jim Brewer, founders of Bryte Broderick Community Action Network were honored; and attended the Crime Victims' Tribute Ceremony at the Woodland Opera House where two West Sacramentans, victims of domestic violence, were recognized and honored by the District Attorney's Office for their strength and perseverance along with members of our West Sacramento Police Department who responded to their calls.

Councilmember Ledesma reported that the Yolo County Transportation District Board approved the fare structure to reflect the lowering of fees to establish greater balance between Regional Transit and Yolo Bus as well as to increase ridership; found that ridership has picked up in Woodland and Davis; emphasized that ridership has dropped in West Sacramento perhaps due to Via on-demand rideshare services but will provide greater opportunity to study these areas as they review the intensive ridership and transit study and looking at all routes.

Councilmember Ledesma also reported that the Mayors Commission on Climate Change received regional attention and much public input regarding what the two cities are currently doing and what we can do; received update on the belt environment, development patterns, land use, mobility, community resiliency, and health as mechanisms to address climate change; outside the Commission, the Local Government Commission has engaged some technical advisory committees consisting of volunteers and stakeholders of which the Technical Advisory

Commission presented on the belt environment (provided handouts to the Council Members); heard presentation from City of Oakland Sustainability Manager Daniel Hamilton on steps taken to address and prioritize these issues along with community engagement and social equity; and announced that River City High School will be hosting a Youth Summit on Climate Change.

Mayor Pro Tem Orozco reported that with programming from Measure E funds, the West Sacramento Police Department held its Spring Break Boxing Camp where she volunteered as a coach and that thirty incredibly-motivated students came ready to connect, be engaged, and be mentored; announced that the program graduation ceremony will be held tomorrow at 550 Jefferson Boulevard; and expressed her appreciation to the West Sacramento Police Department for hosting this program.

Mayor Cabaldon reported that he presented on climate change at a Youth Summit for college students held at California State University Sacramento which was very successful, as youth are deeply engaged in solution creation around climate change; presented at Clean Start Retreat which is a green energy entrepreneur collaborative in the region that emerged from a start-up and is very interested in the City of West Sacramento leadership on clean energy including charging stations and other clean energy infrastructure, and the support of entrepreneurs and new technology in general; hosted the Asian Pacific Chamber of Commerce Catalyst Leadership Program, headed by the Governor's Appointment Secretary Mona Pasquil and consisting of young leaders and professionals interested in West Sacramento's practices for success; along with Washington Unified School District Superintendent Luna and Los Rios Community College District Vice Chancellor Pimentel, Mayor Cabaldon conducted a session at the California Community Colleges Adult and Occupational Education Association Conference on the Home Run as the state's most promising local initiative centered around workforce development; and hosted the Mayor of the City of Brière, France, a small village near the German border which was liberated in World War II by an all Asian-American unit.

Mayor Cabaldon continued to report that the Sacramento Area Council of Governments Strategic Planning Committee will be conducting a Board Retreat oriented around the key questions of investing in fixing what we have, and of investing in new capacity. The answer really is both, but new capacity really matters; the Board will be taking up the new Metropolitan Transportation Plan by first adopting more aggressive performance indicators and a performance matrix in the development of the new Plan; will address issues such as sustainable land use patterns for infill areas and in road repricing strategies such as testing pay-as-you-go mileage fees and building additional High Occupancy Vehicle toll lanes for the major corridors; and looking at the draft scenario project list for the Metropolitan Transportation Plan which includes projects envisioned to be funded over the length of the plan based on the growth projections over the next 25-30 years including about one billion dollars in projects across all areas of West Sacramento that are eligible to compete for funding; and expressed appreciation to the Public Works director and staff for making sure that the City meets all of the requirements and is competitive in this process.

Entry No. 2

Minute Order 19-19: Adopted a proclamation declaring April 2019 as Child Abuse Prevention Month.

MOTION: Ledesma. SECOND: Sandeen. AYES: Guerrero, Orozco, Cabaldon.

Entry No. 3

Minute Order 19-20: Adopted a proclamation recognizing the 20th anniversary of the California Fuel Cell Partnership.

MOTION: Guerrero. SECOND: Orozco. AYES: Ledesma, Sandeen, Cabaldon.

Entry No. 4

Minute Order 19-21: Acted on the Consent Agenda as follows:

Accepted the Comprehensive Annual Financial Report, Single Audit, and Appropriations Limit Report for fiscal year ending June 30, 2018.

Adopted **Resolution 19-44** on behalf of the City's Community Facilities District S (Port Towne Services), proposing an amendment to the special tax formula, making certain findings, and establishing a public hearing.

Adopted **Resolution 19-27** declaring the City Council's intent to annex certain territory to Community Facilities District B (Newport Estates Services), levy a special tax to pay for certain public services, and call a public hearing.

Adopted **Resolution 19-17** declaring the City Council's intent to form Community Facilities District 29 (Port Towne Infrastructure), levy a special tax to pay for certain capital facilities, and to establish an appropriations limit for the community facilities district.

Authorized the City Manager or his designee to prepare and record covenants against real property owned by the City pursuant to requirements of the United State Army Corps of Engineers (USACE) Section 408 Permit associated with the Dock Project in Washington District; and authorized the City Manager or his designee to execute and deliver any and all documents and take any and all actions that may be necessary or advisable, at the discretion of the City Manager, to meet the requirements identified in the USACE Section 408 Permit for the Dock Project.

Adopted **Resolution 19-6** modifying a deal term previously approved as part of the delegating authority to the City Manager to dispose of real property located at 500 Jefferson Boulevard (APN 010-559-001) in the amount of \$4,160,515 through a purchase and sale agreement with the County of Yolo; and adopted **Resolution 19-7** approving amendments of (\$575,124) in revenue and expenses in the City's adopted Operations and Maintenance Budget for Fiscal Year 2018-19.

Adopted **Resolution 19-24** declaring weeds growing on certain lots to be a public nuisance, initiating the 2019 weed abatement program, and directing the Fire Department to begin the formal weed abatement process by notifying all affected property owners by mail of the intended action by April 19, 2019; and set a public hearing at the regular City Council meeting of May 1, 2019 to consider objections to the proposed removal of weeds.

Authorized the City Manager or his designee to execute the Amended and Restated Concessionaire Agreement with Kletterwald Heritage Oaks Park, LLC for development and use of a portion of the Heritage Oaks Park property, in substantially the form presented, with such changes, insertions, revisions, corrections, or amendments as shall be approved by the City Attorney; and authorized the City Manager or his designee to make minor amendments to the Agreement, as needed, to support the implementation of the project.

Found that the vegetation management services contract is exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301; awarded a contract to Blue Tent Farms for vegetation management services in the City's open space areas, park sites, Port properties and the Water Treatment Plan in the amount of \$158,415.00; and authorized the City Manager or his designee the authority to issue contract change orders up to ten percent of the total contract price (\$14,400.00 – *included in total contract amount above*).

Approved the minutes of the April 3, 2019 regular City Council meeting.

MOTION: Guerrero. SECOND: Orozco. AYES: Ledesma, Sandeen, Cabaldon.

Entry No. 5

Received the presentation and provided comments and direction to staff regarding the ongoing citywide Storm Drainage and Stormwater Master Plan Update.

Entry No. 6

Minute Order 19-22: Certified that on November 16, 2016, the City Council certified the General Plan 2035 Environmental Impact Report (EIR) and that a technical memorandum has been prepared in order to fully analyze any potential impacts associated with the Central Park Projects included in the 2019 Parks, Recreation and Open Space Master Plan. Based on the analysis presented in the technical memorandum the proposed project is within the scope of the EIR prepared for the General Plan 2035, and no new or substantially more adverse impacts would occur through implementation of the proposed project. As a result, no new environmental document is required, consistent with California Environmental Quality Act (CEQA) Guidelines Section 15162 and 15168(c)(2); conditioned on edits to be made in two areas: 1) page 128 Citywide Funding Sources – edit language to clarify geographic and funding restrictions associated with the funding sources listed; and 2) chapter 9 – modifying language to remove operating budget specific language; adopted **Resolution 19-23**, approving the 2019 Parks, Recreation and Open Space Master Plan; and granted interim authority to the City Manager to give credit against the park impact fees for a previous structure of similar use on the same lot that was lawfully demolished within five years of the building permit issuance for a new structure.

MOTION: Sandeen. SECOND: Ledesma. AYES: Guerrero, Orozco, Cabaldon.

Entry No. 7

Provided feedback on a budget approach and draft contract extension with NoMad Transit LLC, a wholly owned subsidiary of Via Transportation Inc., proposed to support the continued operation of the West Sacramento On-Demand Rideshare program through Fiscal Year 2019; and directed staff to return May 1, 2019 with a final contract extension and budget allocation request for City Council consideration of approval.

Entry No. 8

Heard General Administration Function, Part II.

Assistant City Manager Berlin announced that the West Sacramento Police Department Spring Break Boxing Camp graduation ceremony will be held on April 18 beginning at 2:30 PM at the Police Department Annex; the West Sacramento Fire Department Pinning and Awards Ceremony will be held on April 24 beginning at 5:00 PM in the Galleria; the Sycamore Trail Phase I Completion Event will be held on May 1 beginning at 10:30 AM at 2021 Michigan Avenue; the annual State of the City will be held on May 2 beginning at 5:30 PM in the Galleria; and the Disney Resort Free Movie Night will present "The Return of the Jedi" on May 3 beginning at 7:45 PM at Bryte Park.

There was no report from the City Manager.

PUBLIC REPORT OF CLOSED SESSION

Conference with Legal Counsel – Significant Exposure to Litigation - GC §54956.9(b): 1
No action taken.

Conference with Legal Counsel - GC §54956.9
Name of Case: People's Vanguard of Davis v. City of West Sacramento – Case # PT19-238
No action taken.

Conference with Legal Counsel – GC §54956.9(b) – Threat of Litigation contained in October 10, 2018 letter from Scott Rafferty
No action taken.

Conference with Legal Counsel – Initiation of Litigation - GC §54956.9(c): 149 Potential Cases
No action taken.

Conference with Real Property Negotiator – GC §54956.8
Negotiating Parties: Katie Yancey, Katy Jacobson, Ryan Sadowy, and Gregg Harrington

Property: APN's 058-320-045 and 058-320-060
Under Negotiation: Price and Terms
No action taken.

The meeting adjourned at 10:32 PM in memory of Larry Wright. Mr. Wright was a volunteer tenant liaison of Las Casitas, Red Cross disaster volunteer, Bryte Broderick Community Action Network board member, local church volunteer, and for his understanding of the challenges of homelessness, he was made the on-site manager in the Bridge-to-Housing Pilot Project in West Sacramento.

Kryss Rankin, City Clerk

Minutes approved as presented by a majority
vote of the City Council on May 1, 2019.

Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019

ITEM # 10

SUBJECT:**PUBLIC HEARING TO CONSIDER OBJECTIONS TO THE PROPOSED REMOVAL OF WEEDS****INITIATED OR REQUESTED BY:** Council Staff Other**REPORT COORDINATED OR PREPARED BY:**

Bryan Jonson, Fire Marshal


 John Heilmann, Fire Chief
ATTACHMENT Yes No Information Direction Action**OBJECTIVE**

The purpose of this hearing is to consider the objections of any parcel owner with respect to being included in the weed abatement program. Property owners have the option of voluntarily clearing the lots themselves prior to May 7, 2019 to avoid the special assessment tax against the parcel(s).

RECOMMENDED ACTION

Staff respectfully recommends that the City Council conduct the public hearing to consider objections to the proposed removal of weeds and direct staff to proceed with the 2019 weed abatement program.

BACKGROUND

On April 17, 2019, the City Council adopted Resolution 19-24, beginning the weed abatement process. On that date, the Council also approved a Public Hearing set for May 1, 2019 to hear objections from citizens regarding the weed abatement program. The City Council directed the Fire Department to provide written notice to all property owners identified in Resolution 19-24 by April 19, 2019. The purpose of this hearing is to consider objections from parcel owners with respect to being included in the weed abatement program. The cost of weed abatement services performed by the City will be charged as a special assessment against the parcel property tax roll. Property owners have the option of voluntarily clearing the lots themselves prior to May 7, 2019 to avoid the assessment. Just over 1,000 parcels were sent notices and sites are currently being voluntarily abated.

ANALYSIS

In order to reduce the threat of vegetation fires in the coming months, the weed abatement program provides the structure to require property owners to mitigate nuisance properties; and for those who do not, provides us with the authority to abate as necessary. This public hearing is a necessary step in the process to eliminate the fire threat of nuisance vegetation.

Environmental Considerations

This item is not a project that is subject to CEQA, because it is not an activity that may cause either a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Resources Code, § 21065; CEQA Guidelines § 15060(c), § 15378(a).)

Commission Recommendation

Not Applicable

Strategic Plan Integration

The weed abatement program allows residents to feel safe and secure, enjoy a comfortable living environment, and take pride in their community.

Alternatives

The public could be encouraged to object by way of written correspondence rather than being required to attend a public hearing.

Coordination and Review


The West Sacramento Fire Department is coordinating the weed abatement program.

Budget/Cost Impact

None

ATTACHMENT(S)

None

MEETING DATE: May 1, 2019		ITEM # 11	
SUBJECT: CONSIDERATION OF RESOLUTION 19-52 APPROVING AN UPDATE TO THE CITY OF WEST SACRAMENTO FLOODPLAIN MANAGEMENT PLAN			
INITIATED OR REQUESTED BY:		REPORT COORDINATED OR PREPARED BY:	
<input type="checkbox"/> Commission <input checked="" type="checkbox"/> Staff		Erin Rivas, Business Manager (Certified Floodplain Manager)	
<input type="checkbox"/> Other		 Charline Hamilton, Director Community Development Department	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Information	<input type="checkbox"/> Direction <input checked="" type="checkbox"/> Action

OBJECTIVE

This item seeks to present information and receive approval from the City Council on the updates to the City of West Sacramento Floodplain Management Plan (FMP). One of the main purposes of this update is to satisfy a condition of the United States Army Corps of Engineer (Corps) Section 408 permit associated with the levee improvement projects.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

- 1) Receive a presentation on the City of West Sacramento Floodplain Management Plan update;
- 2) Provide comments to staff; and
- 3) Adopt Resolution 19-52 approving the updates to the City of West Sacramento Floodplain Management Plan.

BACKGROUND

The original Floodplain Management Plan (FMP) was formally adopted by the City Council on November 17, 2010, by Resolution 10-77, to meet the requirements of Section 202(c), Flood Plain Management Plans, of the Water Resources Development Act of 1996 (WRDA 1996). The preparation of the FMP was also required as a condition of Section 408 approval issued by the US Army Corps of Engineers (USACE/Corps) to construct the I-Street Bridge South Levee Improvement Project. It also served in the same capacity for other levee improvement projects requiring Section 408 approval.

Per the Corps Section 408 permit Letter of Permission associated with Southport Levee Improvement Project, Special Condition "G":

"To ensure there is mitigation for any increased residual flood risk, you are required to develop and submit a Floodplain Management Plan within one year of issuance of this permission that includes elements for flood information dissemination, public awareness training, flood warning and evacuation plans, emergency flood operations plan with annual exercise, dedicated evacuation resources, and post-flood recovery plans. You are required to participate and comply with applicable Federal floodplain management and flood insurance programs."

It is the policy of the Corps to promote prudent floodplain management at the non-federal level by encouraging the non-federal project sponsor to use and routinely update the FMP as a community's changes dictate. Based on staff's review, the following changes in the community have occurred since the last update of the FMP:

- The City adopted the General Plan 2035 in 2016.
- The City updated the Zoning Ordinance in 2018.
- A Climate Action Plan is currently underway.
- The population in West Sacramento has increased by nearly 10% since 2010.
- Development in existing infill mixed-use and industrial areas is on the rise.
- Property values are on the rise with the median cost of a residential unit in West Sacramento at \$375,700 compared to \$218,000 in 2010.

Therefore, an update to the FMP is warranted. A collective review by various City divisions indicated the update should include items like climate change, sustainability, land use, internal drainage systems, and non-structural means of flood protection. The 2019 FMP update will create a living, breathing document that will function as a useful tool for staff, a vehicle for implementing the General Plan 2035 and other City Policy documents, as well as meet the ongoing requirements for levee projects requiring USACE Section 408 permits.

ANALYSIS

The intent of the FMP is to lessen the damaging effects of floods and/or storm surges, maintain and enhance natural floodplain values, and make effective use of water and related land resources within the floodplain. The FMP attempts to balance benefits obtainable from use of the floodplain with potential losses arising from such use. The comprehensive nature of such a plan stresses consideration of the full range of structural and non-structural measures potentially useful in achieving its objectives. The primary focus of the FMP is to consider potential non-structural measures, practices and policies which will help reduce the impacts of future residual flooding, help preserve levels of protection provided by the flood protection system (levees), and preserve and enhance the natural flood plain values.

Key aspects of the 2019 FMP update (Attachment 1) include:

- **Updated background and purpose.** The Floodplain Management Plan has been updated to include the USACE Section 408 permit condition associated with Southport Levee Improvement Project. (Page 1)
- **Insertion of policy relationship to the General Plan 2035.** Certain policies in the General Plan 2035 provide the foundation for day-to-day floodplain management and for ease of use have been referenced in the FMP update. (Page 2)
- **Connection with climate change/sustainability/resiliency.** Rising levels of greenhouse gas Emissions are the driving force behind climate change. Climate change will affect sea level rising and changes in regional climate and rainfall, resulting in increased runoff and flood flow. (Page 6)
- **Update of floodplain risk and history.** The definition and types of flood risk are provided in more detail. (Page 7)
- **Expanded land use and planning information.** The General Plan 2035 policies impact how land is developed. For example, the City may require a development adjacent to a levee to allow a State or Federally mandated setback to maintain the integrity of the levee. The City's current building, zoning, and subdivision codes are developed to protect public safety and property. (Page 10)
- **Updated emergency management.** The City adopted an updated Emergency Operations Plan in 2016, in addition to Flood Specific Hazard Annex. (Page 22)
- **Updated levee and other structural improvements.** The City has made significant progress in its levee improvement efforts. Many of the projects that were in process during the development of the 2010 FMP have been completed, such as the I Street Bridge Levee Improvement Project. Currently, the Southport Levee Improvement Project is entering its third phase. (Page 29)
- **Inclusion of internal drainage improvements.** A considerable amount of flood risk exists due to inadequate or inefficient drainage infrastructure. The City can realize significant flood risk reduction by maintaining the internal drainage system. The City is currently updating and expanding its Storm Drainage and Stormwater Master Plan, which will guide drainage rehabilitation and reconfiguration efforts. (Page 36)
- **Expanded risk communication.** As part of the City's involvement with the Community Rating System, The City has also established a Program for Public Information (PPI) to better promote Flood Protection and Flood Insurance information dissemination. The PPI Committee meets twice a year to evaluate current flood related public outreach efforts, and to discuss new outreach ideas, target audiences, and new messages. (Page 41)
- **Updates to National Flood Insurance Program/Community Rating System.** Since 2010, changes have occurred within the National Flood Insurance Program, new flood zones and flood insurance policies now exist. The City participation in the Community Rating System has increased. The City improved its classification from an 8 to a 6 providing residents with twice the discount on their flood insurance policies. (Page 52)
- **Enhanced Levee Security Plan.** The original 2010 FMP lacked detail about levee security. Levees are large open systems susceptible to nefarious and/or malicious activity, potentially compromising the integrity of the levee. The City uses the City web-site and social media to encourage residents to report unauthorized vehicles and activities on the levee. The City has also incorporated a series of recreational trails on top of the levee which increases natural surveillance by lawful trail users. (Page 61)

The following policies in the City of West Sacramento General Plan 2035 provide the foundation for day-to-day floodplain management:

Land Use Element:

LU-8.2 Open Space Uses - The City shall strive to acquire and preserve open space lands for recreation, habitat protection and enhancement, flood hazard management, public safety, water and agricultural resources protection, and overall community benefit. A perpetual funding mechanism for operations and maintenance shall be established at the time of acquisition.

Public Facilities and Services Element:

PFS-4. To maintain an adequate level of service in the City's storm drainage system to accommodate runoff from existing and future development, prevent property damage due to flooding, and improve environmental quality.

PFS-4.7 Fix Local Flooding - The City shall continue to identify and correct problems of localized flooding within the City. Where practical and economical, the City shall upgrade existing drainage facilities as necessary to correct localized flooding problems.

PFS-4.10 Diversion - The City shall require new development to be designed to prevent the diversion of floodwaters onto neighboring parcels.

PFS-4.11. The City shall require construction of storm drainage improvements, as appropriate to prevent flooding during periods of heavy rainfall.

Natural and Cultural Resources Element:

NCR-2.12 Floodway Design - The City shall encourage floodway design and flood control facilities to foster riparian habitat enhancement, improved water quality, and groundwater recharge.

Safety Element:

S-1.13 Comprehensive Flood Management, Emergency and Evacuation Plans - The City shall maintain, implement, update, and make available to the public the local Comprehensive Flood Management Plan, Emergency Plans, and Evacuations Plans, which address emergency preparedness, evacuation, hazardous materials, and protection of critical facilities, development guidelines, and flood insurance outreach to better protect citizens in the event of a major flood event.

S-2.1 Flood Insurance Program - The City shall continue to participate in the National Flood Insurance Program and ensure that local regulations are in full compliance with standards adopted by the Federal Emergency Management Agency (FEMA).

S-2.2 Minimize Risk of Flood Damage - The City shall evaluate and regulate development in areas subject to flooding in accordance with local, State, and Federal requirements to avoid or minimize the risk of flood damage.

S-2.3 Flooding Evacuation and Rescue Maps - The City shall maintain, update, and make available to the public, as appropriate, current flood evacuation and rescue maps.

S-2.4 Flood Risk Notification - The City shall be proactive in educating and informing residents and businesses protected from flooding by a levee and/or subject to inundation in the event of levee failure of the risk.

S-2.6 Flood Insurance - The City shall encourage all residents to purchase flood insurance.

S-2.9 200-Year Flood Protection in New Development - The City shall require new development to achieve a minimum of 200-year level of flood protection either through: i) the construction of flood management improvements or other mitigation measures beyond those required by the City's Floodplain Management Ordinance (Title 18 of the Municipal Code); or ii) payment of in-lieu flood mitigation fees.

S-2.10 Planned Land Use - The City shall update, as necessary, the Land Use Element to reflect current floodplain mapping data.

S-2.11 New Development - The City shall require evaluation of potential flood hazards prior to approval of development projects to determine whether the proposed development is reasonably safe from flooding and consistent with California Department of Water Resources (DWR) Urban Level of Flood Protection Criteria. The

City shall not approve new development or a subdivision or enter into a development agreement for any property within a flood hazard zone unless the adequacy of flood protection specific to the area has been demonstrated.

S-2.12 New Development Design - The City shall require new development located within a special (100-year) flood hazard area to be designed to minimize the risk of damage in the event of a flood.

S-2.13 Climate Change-related Flood Risks - The City shall continue to partner with relevant organizations and agencies when updating FEMA and California Department of Water Resources flood hazard maps and the City's Comprehensive Flood Management Plan and the County-wide Local Hazard Mitigation Plan to consider the impacts of urbanization and climate change on long-term flood safety and long-term flood event probabilities.

S-2.14 Construction Standards in New Development - The City shall require new development, including manufactured homes, within a special flood hazard area designated by FEMA to be constructed to the standards, and elevated and flood proofed consistent with the requirements, outlines in the City Floodplain Management Ordinance (Title 18 of the Municipal Code).

S-2.15 Substantial Improvements in Existing Development - The City shall require existing development located within a special flood hazard area designated by FEMA to comply with the City's Floodplain Management Ordinance (Title 18 of the Municipal Code) when improvements are made costing at least 50 percent of the estimated current market value of the structure before the improvements.

S-2.18 Disclosure of Flood Risk - The City shall require new development located in areas subject to flood hazards to provide disclosure information to future homebuyers and tenants regarding the status of flood protection within the community, the purchase of flood insurance by property owners, and evacuation plans.

S-2.21 Clear Channels - The City shall maintain flood control channels and routinely clear them of vegetation and debris to maintain stormwater flows, while protecting significant riparian habitat.

S-2.22 Discourage Levee Erosion - The City shall discourage, and restrict to the extent, feasible uses that promote the erosion or structural deterioration of levees.

S-2.24 Regional Flood Management Planning Efforts - The City shall participate in the California Department of Water Resources (DWR) Regional Flood Management Planning effort for the Lower Sacramento/Delta North region.

S-2.25 Maintenance and Improvement of Levees - The City shall cooperate with other responsible agencies in ensuring that levees surrounding the City are maintained and improved either i) a minimum 200-year flood protection level or ii) the minimum level of flood protection for urban areas, as defined by an appropriate State or Federal agency, whichever level is higher. Priority shall be given to the levees protecting people and property within the existing city limits.

S-2.26 Levee Certification - The City shall work with West Sacramento Area Flood Control Agency (WSAFCA) to achieve local certification of levees for 200-year flood protection by 2020.

S-2.27 Levee and Floodway Encroachment Permit - The City shall require applicants to secure an encroachment permit from the Central Valley Flood Protection Board for any project that falls within the jurisdiction regulated by the Board (e.g., levees, designated floodways).

S-2.28 Levee Setbacks for New Development - The City shall require adequate setbacks from flood control levees consistent with local, regional, State, and Federal design and management standards.

S-2.29 Levee Trees - The City shall recognize the value of trees on levees for habitat and as carbon sinks and support West Sacramento Area Flood Control Agency efforts to develop a levee vegetation policy with the State and U.S. Army Corps of Engineers.

S-2.30 Dedication of Levee Footprint - The City may require new development adjacent to a levee to dedicate the levee footprint in fee to the appropriate public agency.

S-2.31 Levees for Infill Development - The City shall support the construction of levees that can increase levee stability and improve site characteristics, recreation, and river access where infill development and redevelopment occur next to a levee.

S-2.32 Design and Operation of Critical Facilities - The City shall require that critical facilities (e.g., emergency command centers, communication facilities, fire and police stations) and large public assembly facilities be designed to mitigate potential flood risk to ensure operation during a flood event. The City shall encourage non-City critical facilities (e.g., schools and County, State, and Federal buildings) be designed in a similar fashion.

S-2.33 Levees Used to Access Developments - The City shall prohibit new development from using levees as primary access point.

S-2.34 Unobstructed Access to Levees - The City shall provide unobstructed access, whenever feasible, on City-owned land to levees for maintenance and emergencies and require setbacks and easements for access to levees from private property.

S-2.37 Legislation - The City shall support State and Federal legislation that provides funding for the construction of flood control improvements in urbanized areas.

S-2.38 Funding - The City shall pursue available funding in order to achieve and maintain either: i) a minimum 200-year flood protection level; or ii) the minimum level of flood protection for urban area, as defined by an appropriate State or Federal agency, whichever level is higher.

S-2.39 WSAFCA - The City shall support efforts by WSAFCA to finance necessary construction and maintenance to achieve and maintain the appropriate level of flood protection. These efforts may include, but are not limited to, parcel assessment elections.

S-2.40 Education - The City shall be proactive in educating and informing its residents and businesses of the risks and responsibilities of living with a levee system.

S-2.41 Floodplain Capacity - The City shall preserve existing canals, ditches, and lakes to maintain floodplain capacity.

S-2.42 Reservoir Storage Capacity - The City shall partner with WSAFCA to advocate for reservoir management practices and reservoir improvements that will increase the Sacramento region's level of flood protection.

S-2.43 Floodplain Requirements - The City shall regulate development within floodplains in accordance with State and Federal requirements and maintain the City's eligibility under the National Flood Insurance Program.

S-2.44 Community Rating System - The City shall maintain eligibility in FEMA's Community Rating System program, which gives property owners discounts on flood insurance.

Environmental Considerations

This action is not a project that is subject to CEQA because it is not an activity that may cause either a direct or reasonably foreseeable indirect physical change in the environment. (Pub. Resource Code § 21065; CEQA Guidelines §§ 15060(c), 15378(a)).

Commission Recommendation

On April 1, 2019, this update was presented to the City's Transportation, Mobility and Infrastructure (TMI) Commission to receive their comments, questions and recommendation to the City Council. The TMI Commission unanimously recommended the City Council approve the update.

On April 18, 2019, this update was presented to West Sacramento Flood Control Agency (WSAFCA) Board to receive their comments, questions and recommendation to the City Council. The WSAFCA Board consisted of only two members, who recommended the City Council approve the update. After the motion to approve was made, one of the Board members requested some additional changes with their vote to clarify responsibilities in the document. City staff reviewed the document and incorporated changes into this draft of the FMP for City Council consideration.

Strategic Plan Integration

The City FMP update aligns with the City Council's 2017 Strategic Plan Top priority, Flood Protection, and the City's mission to provide *Quality Municipal Services, Quality City Infrastructure and Facilities, and Inspire Community Improvements* that add value to the lives of our residents.

Alternatives

Staff recommends that the City Council receive a presentation on the City of West Sacramento Floodplain Management Plan update, provide comments, and adopt Resolution 19-52 approving an update to the City of West Sacramento Floodplain Management Plan. Alternatively, the City Council may postpone the presentation on the City of West Sacramento Floodplain Management Plan update to a future date. Staff does not recommend postponing as the Southport Levee Improvement Project Section 408 Permit has a deadline to meet.

Coordination and Review

Work on the FMP update was coordinated with the Fire Department and the Planning, Development Engineering, and Flood Protection Divisions of the Community Development Department.

Budget/Cost Impact

The staff costs associated with the update to the Floodplain Management Plan is being borne by each City of West Sacramento Division's and Department's home cost centers.

ATTACHMENT(S)

- 1) City of West Sacramento Floodplain Management Plan 2019 Draft
- 2) City of West Sacramento 2016 Emergency Operation Plan (provided for reference)
- 3) Resolution 19-52

City of West Sacramento

Floodplain Management Plan



Submitted By:

The City of West Sacramento

West Sacramento Area Flood Control Agency

June 21, 2010

Updated May 1, 2019

Prepared By:

The City of West Sacramento

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City of West Sacramento
FLOODPLAIN MANAGEMENT PLAN
May 1, 2019

1 INTRODUCTION

1.1 Background

The City of West Sacramento (City) is located in eastern Yolo County in the north central region of California's Central Valley, at the confluence of the Sacramento and American rivers. The Central Valley is a flat alluvial flood plain, approximately 50 miles wide and 400 miles long. West Sacramento is bordered on the east by the Sacramento River and on the west by the Yolo Bypass and the Sacramento Deep Water Ship Channel. The City is bisected by the Ship Channel and barge canal.

The City was incorporated in 1987 by combining several historical communities that had their origins in the mid-19th and early 20th centuries. The City is about 23 square miles in area with a population of approximately 54,163 as of January 1, 2018 and development value of about \$6 billion. The City is located directly across the Sacramento River from the City of Sacramento, the State's Capitol.

The City, like other urban areas, faces risk to life and property from a number of natural and man-made hazards. These hazards include earthquake, fire, terrorism, toxic spills, wind, drought and flood. Climate change will likely exacerbate many of these hazards. Of all these hazards, flooding is the greatest threat to the residents of West Sacramento.

Considering the City's high risk and vulnerability to flooding, this Floodplain Management Plan has been developed as a means of directing the City's flood risk reduction and mitigation activities.

1.2 Floodplain Management Plan Purpose

This Floodplain Management Plan (FMP) has been prepared to meet the requirements of Section 202(c), Floodplain Management Plans, of the Water Resources Development Act (WRDA) of 1996. The preparation of an FMP was specifically listed as a condition for Section 408 approval to construct the I Street Bridge Levee Improvement project.

This document also served as the FMP for the West Sacramento General Reevaluation Report. Section 202 requires the development of a floodplain management plan to reduce the impacts of future flood events in a protected area and for the local government entity to agree to participation in and compliance with applicable Federal floodplain management and flood insurance programs. It is the policy of the USACE to promote prudent floodplain management at the non-federal level by encouraging the non-federal project sponsor to use and routinely update the FMP as community changes dictate.

In the U.S. Army Corps of Engineers (USACE) Sacramento District Approval Letter (**Appendix "A"**) associated with the Southport Levee Improvement Project, the FMP is set as a special condition of the Section 408 permit approval.

1.3 Relation to the City of West Sacramento General Plan 2035

The development of the City's General Plan 2035 began in 2007 based on the foundation of the City's vision, which was updated comprehensively in 2000 and created a framework for the new General Plan. The General Plan was shaped over many years, through an outreach process that engaged residents, businesses, developers, and decision-makers, and builds off of the City Council's Strategic Plan goals.

It is envisioned that over the next twenty years, West Sacramento will continue to build on the success of the last thirty-two years as a vibrant city where people can live work and play. The policies in the City of West Sacramento General Plan 2035 provide the foundation for day-to-day floodplain management:

Land Use Element:

LU-8.2 Open Space Uses - The City shall strive to acquire and preserve open space lands for recreation, habitat protection and enhancement, flood hazard management, public safety, water and agricultural resources protection, and overall community benefit. A perpetual funding mechanism for operations and maintenance shall be established at the time of acquisition.

Public Facilities and Services Element:

PFS-4 To maintain an adequate level of service in the City's storm drainage system to accommodate runoff from existing and future development, prevent property damage due to flooding, and improve environmental quality.

PFS-4.7 Fix Local Flooding. The City shall continue to identify and correct problems of localized flooding within the city. Where practical and economical, the City shall upgrade existing drainage facilities as necessary to correct localized flooding problems.

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Safety Element:

S-1.13 Comprehensive Flood Management, Emergency and Evacuation Plans – The City shall maintain, implement, update, and make available to the public the local Comprehensive Flood Management Plan, Emergency Plans, and Evacuations Plans, which address emergency preparedness, evacuation, hazardous materials, and

protection of critical facilities, development guidelines, and flood insurance outreach to better protect citizens in the event of a major flood event.

S-2.1 Flood Insurance Program - The City shall continue to participate in the National Flood Insurance Program and ensure that local regulations are in full compliance with standards adopted by the Federal Emergency Management Agency (FEMA).

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S-2.10 Planned Land Use - The City shall update, as necessary, the Land Use Element to reflect current floodplain mapping data.

S-2.11 New Development - The City shall require evaluation of potential flood hazards prior to approval of development projects to determine whether the proposed development is reasonably safe from flooding and consistent with California Department of Water Resources (DWR) Urban Level of Flood Protection Criteria. The City shall not approve new development or a subdivision or enter into a development agreement for any property within a flood hazard zone unless the adequacy of flood protection specific to the area has been demonstrated.

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S-2.13 Climate Change-related Flood Risks - The City shall continue to partner with relevant organizations and agencies when updating FEMA and California Department of Water Resources flood hazard maps and the City's Comprehensive Flood Management Plan and the County-wide Local Hazard Mitigation Plan to consider the impacts of urbanization and climate change on long-term flood safety and long-term flood event probabilities.

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S-2.24 Regional Flood Management Planning Efforts - The City shall participate in the California Department of Water Resources (DWR) Regional Flood Management Planning effort for the Lower Sacramento/Delta North region

S-2.25 Maintenance and Improvement of Levees - The City shall cooperate with other responsible agencies in ensuring that levees surrounding the City are maintained and improved either i) a minimum 200-year flood protection level or ii) the minimum level of flood protection for urban areas, as defined by an appropriate State or Federal agency, whichever level is higher. Priority shall be given to the levees protecting people and property within the existing city limits.

S-2.26 Levee Certification – The City shall work with WSAFCA to achieve by 2020 local certification of levees for 200-year flood protection.

S-2.27 Levee and Floodway Encroachment Permit – The City shall require applicants to secure an encroachment permit from the Central Valley Flood Protection Board for any project that falls with the jurisdiction regulated by the Board (e.g., levees, designated floodways).

S-2.28 – Levee Setbacks for New Development – The City shall require adequate setbacks from flood control levees consistent with local, regional, State, and Federal design and management standards.

S-2.29 – Levee Trees – The City shall recognize the value of trees on levees for habitat and as carbon sinks and support West Sacramento Area Flood Control Agency efforts to develop a levee vegetation policy with the State and U.S. Army Corps of Engineers.

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S-2.37 – Legislation – The City shall support State and Federal legislation that provides funding for the construction of flood control improvements in urbanized areas.

S-2.38 – Funding – The City shall pursue available funding in order to achieve and maintain either: i) a minimum 200-year flood protection level; or ii) the minimum level of flood protection for urban area, as defined by an appropriate State or Federal agency, whichever level is higher.

S-2.39 – WSAFCA – The City shall support efforts by the West Sacramento Area Flood Control Agency (WSAFCA) to finance necessary construction and maintenance to achieve and maintain the appropriate level of flood protection. These efforts may include, but are not limited to, parcel assessment elections.

S-2.40 – Education – The City shall be proactive in education and informing its residents and businesses of the risks and responsibilities of living with a levee system.

S-2.41 Floodplain Capacity - The City shall preserve existing canals, ditches, and lakes to maintain floodplain capacity.

S-2.42 Reservoir Storage Capacity - The City shall partner with the WSAFCA to advocate for reservoir management practices and reservoir improvements that will increase the Sacramento region's level of flood protection.

S-2.43 Floodplain Requirements - The City shall regulate development within floodplains in accordance with State and Federal requirements and maintain the City's eligibility under the National Flood Insurance Program.

S-2.44 Community Rating System - The City shall maintain eligibility in FEMA's Community Rating System program, which gives property owners discounts on flood insurance

1.4 Climate Change/Sustainability/Resiliency

Sustainability refers to the long-term social, economic, and environmental health of the community. A sustainable community grows and prospers while not compromising the ability of future generations to do the same. Sustainable communities are those that use resources efficiently and effectively, promote economic security, and distribute benefits evenly throughout the community.

Greenhouse gases (GHGs) capture heat radiated from the sun as it is reflected back into the atmosphere, much like a greenhouse does. The accumulation of GHGs is the driving force behind climate change. Climate change will affect sea level rise, changes in regional climate and rainfall, increased runoff and flood-flows. Rising levels of GHGs are projected to have a variety of effects that will increase the risk of drought, flooding, and other impacts. Some effects of climate change are already being observed worldwide.

The City of West Sacramento has joined with other cities around the region and the world to make a commitment to reducing GHG emissions. Much can be done at the local level. The City of West Sacramento has committed to lead by example in reducing GHGs. From energy use management at the water treatment plant, to the purchase of hybrid vehicles for pool cars, use of recycled materials in parks, solar installations at City facilities, LED streetlight retrofits, more efficient management of public landscape watering, the adoption of a Green Purchasing Policy, a Transportation Management Plan for City Hall employees, and the construction of high energy efficiency buildings, and many other actions across departments, the City organization has begun to systematically reduce its carbon footprint. West Sacramento plays a critical role in the region's efforts to reduce GHGs. The City's location in the regional core makes it a special location for transit oriented, urban development which can be significantly superior in terms of the carbon footprint of new development. The City Council has for years recognized the creation of a Green and Sustainable Strategy as a high priority.

1.5 Flood Risk

Flooding is defined as the rising and overflowing of a body of water onto normally dry land. Floods are some of the most-costly natural disasters in terms of economic loss and human hardship in the nation. Floods can cause significant damage to landscapes, structures, and utilities and create substantial safety issues.

The City of West Sacramento is prone to various kinds of flood events, riverine, flash, localized flooding of the internal drainage system, and flooding as a result of levee and dam failure. Flooding can be the result of a severe weather event either in the flood area or upstream. Flooding is the most significant natural disaster that the City can face, especially when faced with a changing climate.

Flood risk is the probability of a flood multiplied by the consequences. Effective flood risk reduction is reached when both the probability and the consequences of a flood are reduced. Flood risk reduction can be achieved by utilizing a combination of structural and

non-structural tools. Structural tools include levee improvements and maintenance and internal drainage improvement and maintenance. Non-structural tools include land use planning, public outreach, emergency preparedness activities, and participation in the National Flood Insurance Program (NFIP) and Community Rating System (CRS).

2 HISTORICAL PERSPECTIVE

2.1 Introduction and Background.

Flooding, and the threat of a flood emergency have been associated with the Sacramento region and Central Valley throughout history. West Sacramento is particularly susceptible to flooding due to its location at the confluence of the Sacramento River and American River.

2.2 Flood History

In the early 1900's, federal and state governments began construction of system-wide flood management facilities, including levees, weirs, and bypass channels. The Flood Control Act of 1917 authorized the USACE to construct new levees or reconstruct private levees in order to complete the Sacramento River Flood Control Project, encompassing approximately 1,100 miles of levee along the Sacramento River. The non-federal sponsor was the Central Valley Flood Protection Board (CVFPB, formally the Reclamation Board), which accepted the responsibility to operate and maintain the system under authority granted in the Flood Control Act of 1944.

In 1940's congress authorized the construction of the Deep-Water Ship Channel. Construction started in 1949, stopped in 1951 due to Korean War, restarted in 1955 and finished in 1963. This project cut through the original federal project levee and caused the construction of the navigation levee on the west side of the channel. The navigation levee was not constructed to modern day levee standards and is not maintained to the level of a flood control project levee.

Study authority for the West Sacramento area was provided through the Flood Control Act of 1962 (Public Law 87-874). This act directed the Secretary of the Army to cause surveys for flood control purposes, construct drainage improvements and multi-purpose water resource projects. The construction of the West Sacramento, California flood control project (Project), originally authorized as part of the Sacramento Metro Area California project, was authorized by the WRDA of 1992 (Public Law 102-580). The Project was reauthorized by the Energy and Water Development Appropriation Act of 1999 (Public Law 105-245).

The series of storms that struck California in February of 1986 resulted in the flood of record for many areas in northern and central California. Record flows in the American River in combination with high flows along the Sacramento River caused encroachment into the design freeboard of levees protecting the Sacramento Metropolitan Area.

The estimated peak flows associated with the 1986 flood were nearly equal to or exceeded the design flows of the Sacramento River, Sacramento Bypass, and the Yolo Bypass in the vicinity of West Sacramento. These record flows in combination with high winds

caused severe damage to the levees protecting both the cities of Sacramento and West Sacramento. Damage caused by erosion and seepage would likely have resulted in the failure of levees at several locations if not for extensive emergency operations and repairs.

As a result of the problems experienced during the 1986 flood, the USACE initiated a system-wide evaluation of the levees comprising the Sacramento River Flood Control Project. Due to the large scale of the evaluation, the review was split into five phases. The first phase of this evaluation included West Sacramento and was documented through an Initial Appraisal Report titled, "**Sacramento Urban Area Levee Reconstruction Project, California**" dated May 1988. This phase included the review of approximately 110 miles of levee and recommended the repair of 34 miles. The Sacramento Urban Area Levee Reconstruction Project Basis of Design dated November 1989, recommended the repair of two reaches of levee protecting the City of West Sacramento. The first repair reach included two relatively small sites along the southern bank of the Sacramento River near the then-planned Lighthouse Marina. The second, and more significant, repair reach included approximately six miles of levee along the western bank of the Sacramento River extending from near the Barge Canal entrance downstream to near the South Cross levee. Construction began in November 1990 for the installation of berms to improve stability and manage seepage along both reaches.

The 1986 flood exposed structural problems and identified the inability of the existing levees to provide critical flood protection to the urban area comprised of the Cities of Sacramento and West Sacramento. As a result, the USACE in cooperation with the State of California initiated the General Reevaluation Report titled, "**Sacramento Metropolitan Area, California**". This report was published in February 1992 and indicated the existing flood control system in the study area provided significantly less than a 100-year level of protection. The study went on to recommend a program of improvements which at the time were estimated to provide the City with a 400-year level of protection assuming implementation of a 200-year flood control only dam on the American River; but, the recommended plan would provide at least a 150-year level of protection if this American River project element was not implemented. The repairs recommended by the "**Sacramento Metropolitan Area, California, Feasibility Report**" were authorized in the WRDA of 1992 (Public Law 102-580); however, the 200-year flood control only dam on the American River was never authorized by Congress.

WSAFCA Formation

The West Sacramento Area Flood Control Agency (WSAFCA) is a Joint Powers Authority (JPA) created in 1994 through a Joint Exercise of Powers Agreement by the City of West Sacramento, Reclamation District (RD) 900, and RD 537. WSAFCA was established to coordinate the planning and construction of flood protection facilities within the boundaries of the JPA and to help finance the local share of flood control projects. The formation of this agency was primarily in response to authorization of the flood protection repairs recommended in the Sacramento Metropolitan Area General Reevaluation Report. WSAFCA formed an assessment district in 1995 to fund the local cost share of these repairs.

1997 Flood

The New Year's Day Flood of 1997 is one of the largest experienced in northern California since the beginning of the measured record in 1906. The flood was notable for its sustained intensity of rainfall, areal extent, and sheer volume of flood water. Over a 3-day period centered on New Year's Day, warm moist winds from the southwest poured more than 30-inches of rain onto watersheds covered with snow and already saturated from one of the wettest Decembers on record.

As a result of the high water, levees along the Sacramento and Yolo Bypasses and within RD 900 along the Sacramento River sustained heavy damage. These damages included erosion along the eastern bank of the Yolo Bypass; seepage and sloughing along the eastern bank Sacramento Bypass; and sloughing along the western bank of the Sacramento River within RD 900's boundary.

Prior to this flood event, the USACE was in the process of preparing construction plans and specifications for the levee repairs authorized in the WRDA of 1992. The design of these repairs was documented in the report titled, "*West Sacramento Project, West Sacramento, California, Design Memorandum*" dated May 1995. However, in the wake of the 1997 flood, the USACE identified under-seepage as an area of greater concern in the design and repair of levees. This resulted in a number of design revisions to the levee repairs recommended in the West Sacramento Project Design Memorandum. These design revisions and the associated increase to the total estimated project cost were captured in a supplemental authorization through the Energy and Water Development Appropriation Act of 1999 (Public Law 105-245).

1998 Flood

One of the strongest El Nino events ever recorded helped produce a series of powerful pacific storms, leading to \$550 million in damages in the state of California. The State also reported 17 storm-related deaths for the winter, and 41 counties were declared federal disaster areas. There was a widespread flooding and flood damage in the region from major rivers and creeks in the Sierra Nevada. The Sacramento River exceeded flood stage at Tehama Bridge, flooding the town of Tehama, local roads, three mobile home parks, and orchards and fields in the area, leaving deep deposits of debris. Widespread levee failures and the significant economic losses and damages from this event highlighted the need for a concentrated effort to rehabilitate the flood management system.

Recent Events

December 2005 to January 2006

Central California experienced a series of storms between December 28, 2005 and January 9, 2006. These storms produced significant runoff over much of northern California. The storms caused extensive flooding, mudslides, landslide, and levee damages that resulted in an estimated \$300 million in damages and federal Major disaster declarations in 10 counties, the most significant rainfall runoff event since the 1997 flood and caused several rivers and streams in the Central Valley to rise above flood stage. This event was the first time since the 1997 flood that the gates at the Sacramento Weir

were opened to relieve flood stages on the Sacramento River. In response to this event, the USACE issued a public notice under Public Law 84-99 for levee rehabilitation on February 2, 2006.

January 2008

A powerful Pacific storm affected Northern California at the beginning of January 2008, bringing a treacherous mix of hurricane-force winds, torrential rains for millions of residents and blizzard conditions for many others. The storm knocked out power to about 1.2 million people from Central California to the Oregon border.

RD 900 submitted three requests for assistance in response to the public notice issued February 2, 2006. These requests identified a total of five sites within the project boundaries. A Problem Identification Report issued by the USACE titled "**Request for Federal Assistance in Repairing Flood Damages for Public Law (P.L.) 84-99 Sites, Reclamation District 900, Yolo County, California – Order 3 Site. (Final)**" dated April 13, 2007 describes each of these damaged sites. To date, three of the five sites have been repaired.

3 LAND USE PLANNING AND DEVELOPMENT GUIDELINES

3.1 Introduction and Background

Land use planning is used to guide the future use, or reuse, of land within a jurisdiction. This planning helps establish where people can live and work, and where structures can be located and what kinds of uses will occur. Public safety and flood risk are considered during land use planning. The City of West Sacramento's General Plan 2035 identifies land uses throughout West Sacramento through a variety of designations that dictate the site's density, maximum floor-area ratio, and general characteristics of the development.

Development guidelines are used to make certain that any structures that are built within the floodplain are constructed in a way that minimizes flood damage. Development guidelines relate to residential and non-residential structures (commercial, industrial, office buildings, long term/permanent material storage).

3.1.1 Land Use Planning

West Sacramento's land use pattern reflects the City's unique location and surrounding context. General Plan 2035 builds upon the City's historic growth pattern to accommodate anticipated population and employment growth, while preserving and enhancing the qualities and characteristics that make the City a desirable place to live and do business. The Land Use Element focuses on creating a compatible and complementary mix of housing, employment, retail, mixed-use, industrial and services uses that contribute to the city's economy, environment, and quality of life.

Under General Plan 2035, sustainable growth and development are essential. Infill development is encouraged over greenfield development. Infill development is development which occurs over previously developed land or smaller parcels of land surrounded by developed parcels, and greenfield development is that which occurs on

undeveloped land. The preference for infill development encourages the City to redevelop underutilized property, increase building densities, focus on development proximate to transit, create jobs nearer to residential areas, and results in the preservation of open space. General Plan 2035 emphasizes infill and was found to be consistent with the Metropolitan Transportation Plan/Sustainable Communities Strategy by the Sacramento Area Council of Governments.

In addition to the policies that dictate which land is developed, General Plan 2035 also includes policies that impact how land is developed. For example, levee integrity is enhanced by requiring development to meet state and federal setback requirements. The City may require new development adjacent to the levee to dedicate the levee footprint in fee to the appropriate public agency, thus preserving rivers and creeks for floodplain storage. In addition, General Plan 2035 states that the City shall work with local, regional, State and Federal agencies in securing funding to obtain the maximum level of flood protection that is practical, with a minimum goal of achieving at least 200-year flood protection as quickly as possible.

3.1.2 Development Guidelines

Development guidelines have two purposes. Some elements are intended to protect public safety, and others focus on protecting property. Development guidelines focus on land use, building design and location. These change as different levels of flood protection have been achieved. There are four levels of flood protection applied to both federal and local guidelines, and they are as follows:

- Less than 100-year level of flood protection.
- 100-year level of flood protection.
- 200-year level of flood protection.
- Greater than 200-year level of flood protection.

3.2 Current Implementation Status

Both land use planning and development guidelines are implemented using the City's building, zoning, and subdivision codes. The City is also implementing several federal, state, and local requirements for land use planning and development.

3.2.1 Federal Protection Measures

FEMA coordinates federal response actions for a variety of natural disasters, fires, earthquakes, floods, and other emergency events in the United States for which a Presidential Disaster Declaration is made. More than 50 percent of those declarations are related to flooding.

Flood Protection measures as they pertain to development guidelines tend to either emphasize saving lives or protecting property. Many of the flood protection measures result in increased construction costs, but they are required to reduce flood risks to the levels desired by FEMA.

Floodproofing is refers to a range of measures, both structural and non-structural, that when incorporated into design or construction, result in the reduction of flood damages. Floodproofing measures can consist of relocating or elevating buildings already located with a floodplain, creating flood barriers such as levees or floodwalls, or dry floodproofing to seal portions of the structures below the base flood elevation (BFE).

Structure Elevation

This floodproofing methods involves elevating an existing structure so that the non-flood resistant parts are above where floodwaters are expected to reach. Structures can be elevated by constructing them on piles or columns and limiting the use of the lower areas to be non-habitable (for parking and storage for instance). Utilities and electrical systems should be elevated above the BFE or floodproofed. The floodproofing method avoids additional real estate expense associated with buying and selling properties and leaves neighborhoods intact.

Structure Relocation

This floodproofing method requires physically relocating a structure out of the flood hazard area. Relocation is often a preferred method when the structure is located in a high hazard area where safety is a strong concern if the structure remains in place. Relocation can be costly but can result in the creation of additional open space and increase in floodway capacity in the floodplain.

Construction Barriers/Wet and Dry Floodproofing

This floodproofing technique includes using the traditional flood barriers, such as levees and floodwalls. These structures can be built for individual structures, or entire regions. Another type of barrier is the wet/dry floodproofing of non-residential structures.

Dry floodproofing methods use waterproofing techniques to seal the portions of a structure below the BFE that are susceptible to flood damage. Examples of dry floodproofing are placing sealant along the lower portion of the structure, elevating windows, and raising or floodproofing utilities and electrical services.

Wet floodproofing methods minimize damage to a structure and its contents from water that is allowed within the building. The structure is protected from water flowing through by the use of flood resistant materials below the flood level and elevating portions of structures that are susceptible to flood damage above the BFE.

3.2.2 State Flood Protection Measures

Senate Bills (SBs) 5 and 17 and Assembly Bills (ABs) 5, 70, 156, and 162 were signed into law in 2007 to address flood problems, provide direction for the use of bond funds, and support local land-use planning. As part of this legislation, DWR was required to develop a Central Valley Flood Protection Plan (CVFPP). The CVFPP was adopted in 2012 and will be updated every 5 years. In 2012, SB1278 and AB1965 were enacted, revising provisions related to planning and zoning for flood protection.

The City amended its General Plan in 2016 and included compliance with the 2012 CVFPP, as adopted and amended, in the Safety Element. The zoning code was updated in 2018 with official General Plan 2035 implementation completed Fall 2016 and additional zoning code updates became effective March 2019. The City was required to make findings related to urban level of flood protection as stipulated in California Government Code Sections 65865.5, 35962, and 66474.5, using criteria consistent with or developed by DWR after July 2016. DWR has developed draft criteria entitled, *Urban Level of Flood Protection (ULOP)* (November 2013).

The ULOP requires a minimum urban level of 200-year flood protection before a community can issue a building permit or approve a parcel map. This requirement affects areas in the Sacramento-San Joaquin Valley where flood depths are expected to exceed three feet and are in a watershed greater than 10 square miles for the 200-year flood event. If a ULOP plan is in place to reach 200-year flood protection and adequate progress is shown annually, then these obligations can be delayed until 2025. The City of West Sacramento Urban Level of Flood Protection Adequate Progress Report was prepared by the WSAFCA and presented to the City Council on June 1, 2016.

The Legislation also requires DWR to propose updated requirements to the California Building Standards Code for adoption and approval by the California Building Standards Commission. These conditions apply to construction in the Sacramento and San Joaquin valleys, where flood levels are likely to exceed three feet for a 200-year flood event.

Appendices G and K of the California Building Standards Codes were added in January 2010 by DWR with an optional adoption by local communities. Appendix G replicates the minimum requirements of the NFIP, which includes anchoring structures (including fuel tanks) and gas shut-off valves. Appendix K describes accessibility to refuge and staging locations with exits (e.g., second-floor areas with windows or balconies), exit locations when the way out is in an extraordinary location for persons with disabilities (e.g., a roof hatch), and evacuation point and routes for transport to safety.

Neither Appendix G or K have been formally adopted by the City.

3.2.3 Local Flood Protection Measures

The City has adopted the following local measures to guide development in the floodplain. These measures will be applied in compliance with, or in addition to, FEMA and state obligations. Each of the measures described in the development guidelines should conform with FEMA regulations, and the California Building Standards Code as adopted by the City.

Elevating and Floodproofing Structures

Structural and non-structural building components at or below one foot above the BFE should be flood-resistant; residential structures should be elevated one foot above the BFE. All mechanical equipment (e.g., hot water heaters, air-conditioning units, furnaces, and water softeners), utilities, and drains should be above the BFE or floodproofed. New structures should be designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from the hydrostatic or hydrodynamic loads, or the effects of buoyancy. The City's Floodplain management regulations require:

- Any new development must demonstrate that the structure has 200-year flood protection prior to the issuance of a building permit
- Any new development must show that it will not significantly increase the risk of flooding or the effect of flooding on any of the adjacent properties
- The payment to the city of an in-lieu flood management fee in an amount established by resolution of the city council. In-lieu flood management fees shall be paid at the time of issuance, of building permits and the director of finance shall maintain and separately account for the fees, including the interest that may accrue, and shall permit use of the fees exclusively for the purpose of flood protection management.

Local Public Safety Measures

Augmenting those measures that protect property, the second element of land use planning and development guidelines focuses on public safety for proposed structures in evacuation areas based on the City's Evacuation Map <https://www.cityofwestsacramento.org/home/showdocument?id=4272>. The Evacuation Plan details evacuation zones, evacuation routes, critical infrastructure as well as other important locations to note.

3.2.1 Floodplain Area Description

West Sacramento consists of approximately 23 square miles of land and is bound on the north and east sides by the Sacramento River, along the west by the Sacramento and Yolo Bypasses and the Deep Water Ship Channel (DWSC), and along the south by the South Cross Levee. The DWSC was constructed in the 1950s and opened in 1963 to increase commerce in the area by accommodating deep sea traffic from the Bay Area. It essentially bifurcates the City into two hydraulically-separated land masses, locally referred to as the North Area (approximately 6,100 acres north of the DWSC), and Southport (approximately 6900 acres south of the DWSC). See Figure 1.

West Sacramento is a general law city within Yolo County which incorporated in 1987. Its incorporation brought together the North Area communities of Bryte, Broderick (formerly known as the Town of Washington), and West Sacramento (cumulatively referred to as "East Yolo" at the time), as well as the homesteads and rural agricultural farm lands in the Southport area. Organized development in the North Area of the City can be traced back to early final maps from the 1860s, with the Southport area maps not far behind in the early 1900s. Early expansion in the North Area typically consisted of traditional subdivisions with paved roadways, and curbs and gutters, whereas Southport development generally retained its agricultural roots by opting for more rural roadways, and ditches and canals for both drainage and agricultural irrigation uses.

Highways 80 and 50, and Jefferson Boulevard are the main arteries of access and egress through the City. Numerous major facilities operate in the City, including oil industries, the River Cats baseball stadium, US Postal Processing Center, Department of General Services, California Public Teachers Retirement Systems, Raley's Headquarters, United Postal Service, and a deep-water shipping port. Rail lines including the main line for Union Pacific pass through the City as well as major natural gas and petroleum pipelines and telecommunication facilities.

At the time of the City's incorporation, the majority of the North Area was largely developed with mostly residential subdivisions and small to medium-sized commercial centers, whereas Southport was largely undeveloped, and consisted mostly of continuing agricultural and ranch uses, and large home sites. Since incorporation, the City's codes, standards, and policies have guided development and redevelopment in all areas of the City.

The levee system that protects the City includes nearly 50 miles of levees in RD 900, RD 537, Maintenance Area 4 (the former RD 811 area), and along the DWSC. Since RD 811 was dissolved in 2010, this area is now operated and maintained by the City. Although the DWSC west levee was constructed as part of the navigation project supporting the Port of West Sacramento, it provides significant flood benefits to portions of both the North Area and Southport.

The internal drainage system is comprised of facilities including pipes and drain inlets, culverts, canals, ditches, detention basins, pump stations, etc. which are owned and maintained by various entities including the City, RDs 900 and 537, the State (Caltrans), the Washington Unified School District (WUSD) and one homeowners' association.

3.3 Implementation and Strategies and Action Items

The following implementation strategies are for land use planning locally mandated development guidelines that are intended to protect both public safety and property, in addition to those measures required by minimum FEMA development standards.

Action	Responsible Party	Timeframe
1. Update Floodplain Management Ordinance	West Sacramento Community Development Department	Short Term
2. Enforce Existing Development Guidelines	West Sacramento Community Development Department	Short Term and Ongoing
3. Improve Building Permit Process with Respect to Floodplain Management	West Sacramento Community Development Department	Short Term and Ongoing
4. Improve Methods for Providing Development Guidelines Information to Developers and the Public	West Sacramento Community Development Department	Short Term and Ongoing

1. *Update Floodplain Management Ordinance.*

Issue/Background Statement: The City currently has little to no development in the floodplain. The City's current Floodplain Management Ordinance is outdated, duplicative, and difficult to enforce. Due to a lack of development in the floodplain, there has been minimal need to reference the floodplain management ordinance.

FEMA is currently updating its flood zoning maps throughout the Country. West Sacramento's last **Flood Insurance Rate Map (FIRM) was dated January 1,1995.**

Implementation Strategy: The City is currently updating its Floodplain Management Ordinance. The current Floodplain Management Ordinance refers to violations as misdemeanors which must be enforced by Yolo County. City staff feel that characterizing violations as public nuisances, and enforcing them administratively through our Code Enforcement Division, will promote voluntary compliance and abatement.

Responsible Party:- Community Development

Funding Source: Staff time

Timeframe: Short term

2. Enforce Existing Development Guidelines.

Issue/Background Statement: In areas of the City mapped into the Special Flood Hazard Area (SFHA), the following development guidelines must be enforced:

- Elevate or Floodproof structures one foot above the BFE.
- Anchor structures
- Elevate or floodproof utilities
- No Increase in flood levels from development
- All construction activity in the SFHA requires a Floodplain Development Permit

Implementation Strategy: City staff will continue to enforce existing development guidelines listed above.

Responsible Party: Community Development

Funding Source: Staff time

Timeframe: Short Term and Ongoing

3. Improve Building Permit Process Respect to Floodplain Management.

Issue/Background Statement: The City is actively working on incorporating the floodplain development requirements into the building permit process.

Implementation Strategy: The City will continue to train staff and improve building permitting, plan check, and inspection.

Responsible Party: Community Development

Funding Source: Staff time

Timeframe: Short Term and Ongoing

4. *Improve Methods for Providing Development Guidelines Information to Developers and the Public.*

Issue/Background Statement: Implementing development standards for new construction is very important in order to remain in the National Flood Insurance Program (NFIP). City departments will continue to improve the procedures/methods for implementing development standards required by federal, state, and local codes.

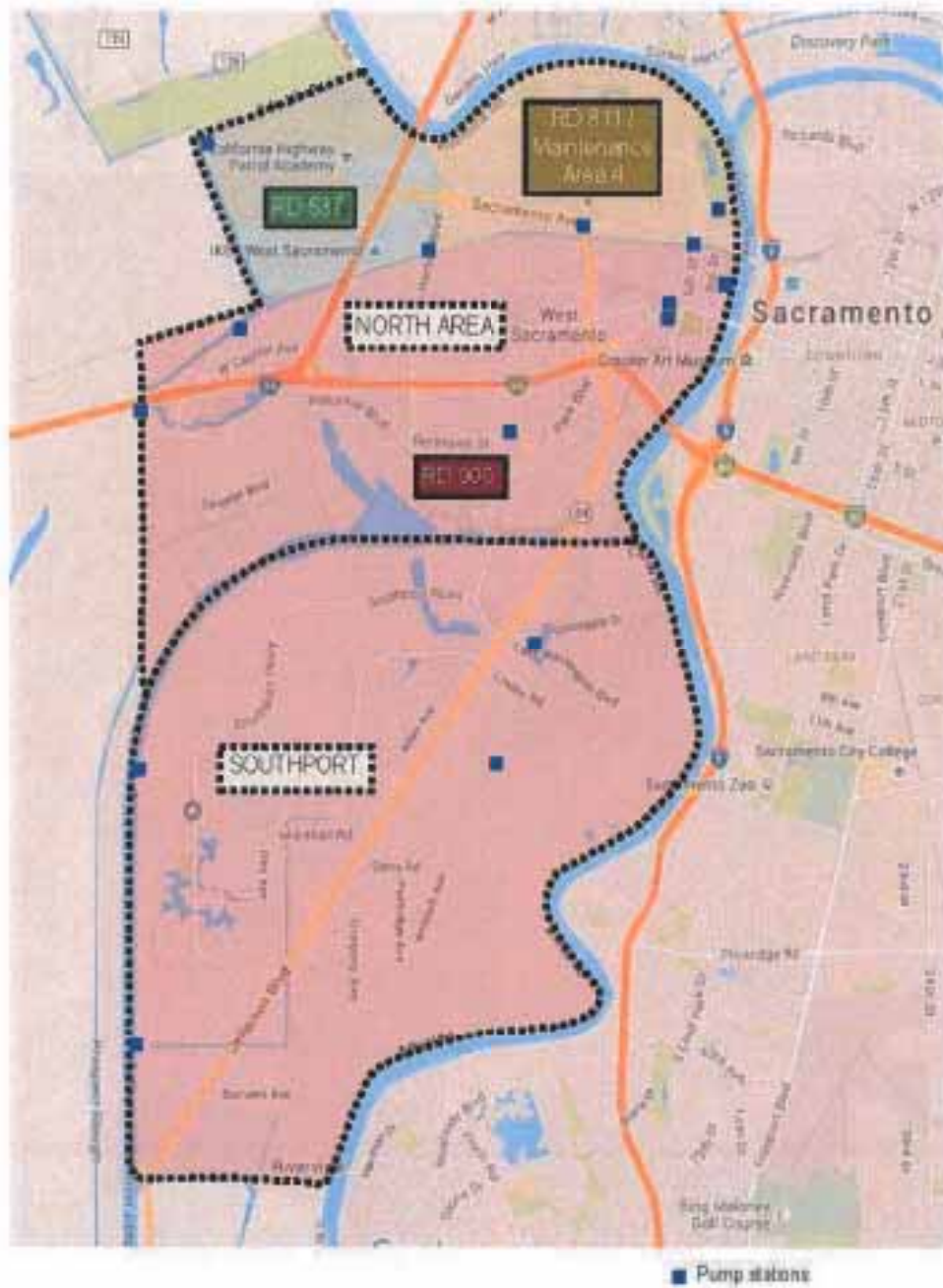
Implementation Strategy: As City Codes and Ordinances are updated, staff will develop materials summarizing the guidelines for developer and the public.

Responsible Party: Community Development

Funding Source: Staff time

Timeframe: Short Term and Ongoing

FIGURE 1



Draft Storm Conveyance System

Stemmer (Access)

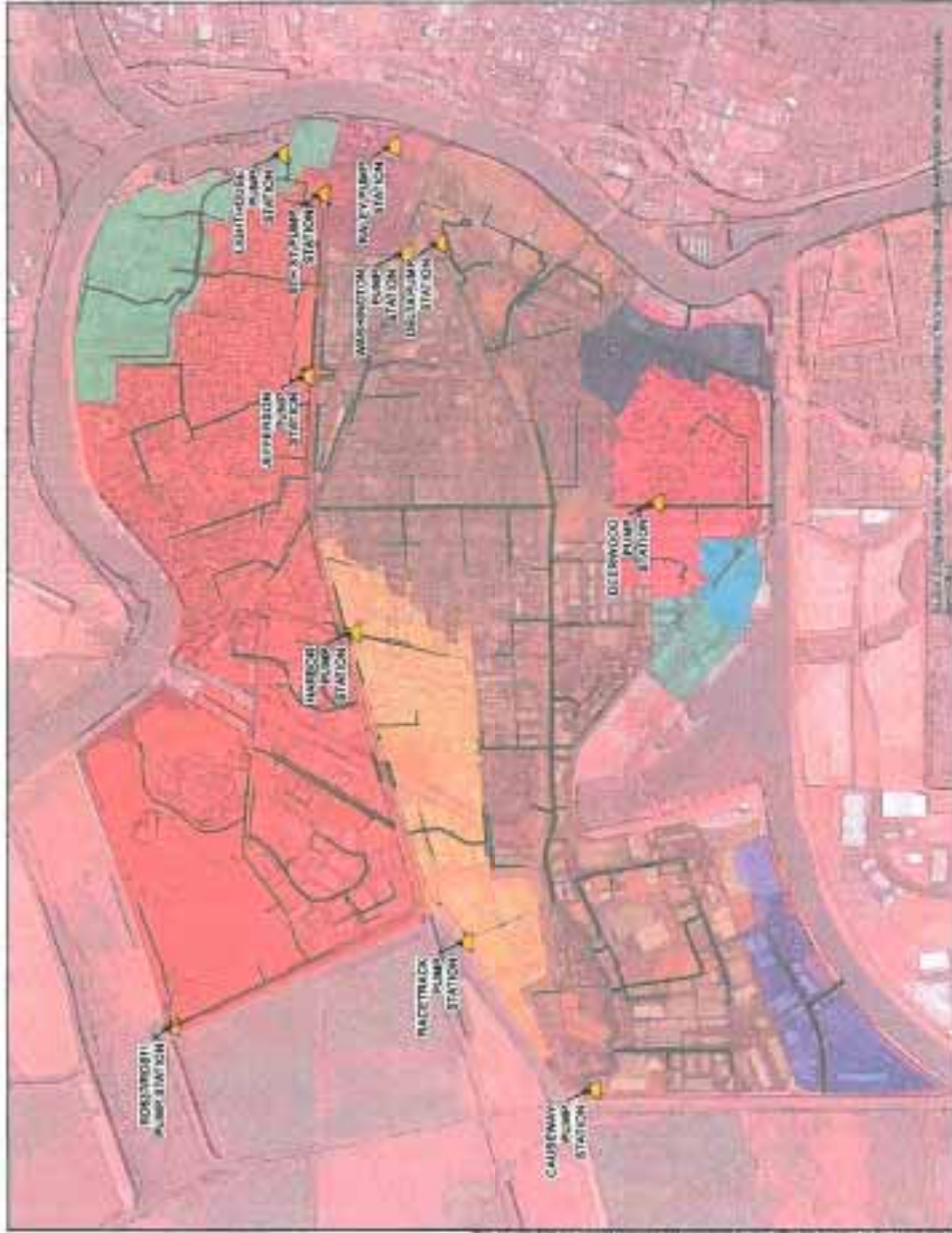
- Data Collection in Progress
- 0.0 - 33.8
- 33.8 - 64.8
- 64.8 - 72.8
- 72.8 - 88.3

Storm Pump Station

Major Watershed by Outfall

- Causeway Pump Station
- Deep Water Channel
- Greenwood
- Lightfoot Pump Station
- Lark
- Part of West Sacramento
- RDC/ROB/11 Pump Station
- Raceback Pump Station
- Relay Pump Station
- Sacramento River
- Pumping Station

NOTE: 1. Storm conveyance system as of 10/18/2018



DRAFT
West Sacramento North Area
Major Watersheds by Outfall
 City of West Sacramento
 09/10/2018

4 EMERGENCY MANAGEMENT

4.1 Introduction and Background

Emergency management is critical in risk reduction for any city. The effects of a natural disaster can be mitigated or exacerbated based on the municipality's response. The obligation of local government in an emergency is to take any and all action to provide protection to life and property. The City of West Sacramento has a comprehensive emergency management system and works closely with Yolo County Emergency Services and other local agencies in coordinating hazard mitigation activities. The different agencies actively engage in the four phases of emergency management; mitigation, preparedness, response, and recovery.

4.2 Current Implementation Status

Emergency Operations Plan

The West Sacramento Emergency Operations Plan

<https://www.cityofwestsacramento.org/home/showdocument?id=4268>, addresses the city's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting West Sacramento, including acts of terrorism. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts relative to large-scale disasters, such as flooding, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting West Sacramento.
- Identifies the roles and responsibilities required to protect the health and safety of West Sacramento residents, public and private property and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, including the City's Emergency Operations Center (EOC) activities and the recovery process.

This plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for West Sacramento. The EOP is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between West Sacramento and other governments, including special districts, the County, State Agencies, the Federal Government, utility service providers, major businesses and community groups. Emergency operations in West Sacramento will be coordinated through the structure of the EOC.

This plan is part of a larger framework that supports emergency management within the state. This integrated framework of emergency plans and procedures, involving all stakeholders in the emergency management community, West Sacramento together with

Yolo County, the State of California and the Federal Government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

Flood Information Dissemination

Flooding is an ongoing issue of concern within West Sacramento. Seasonal rains, a dependence on levees to protect low lying areas places the city at risk from periodic widespread flooding, in addition to relying on all interior drainage facilities working efficiently and effectively. The borders of the city are flanked by a major levee system that contains the Sacramento River, DWSC and the Sacramento and Yolo Bypasses. Failure of any segment of these levee systems during periods of major stream flow could prove disastrous to segments of West Sacramento. More commonly, the City may face significant localized flooding due to blockages, failure, or inefficiencies in the internal drainage system.

Areas subject to shallow localized flooding in West Sacramento are spread throughout the city. Most of West Sacramento is vulnerable to deep flooding from levee failures on the Sacramento River, Sacramento Bypass or Yolo Bypass. West Sacramento has limited areas with elevations above the 100-year floodplain. The Sacramento Bypass and the Yolo Bypass convey Sacramento and American River overflows during the winter and spring months. The State/Federal River Forecast Center monitors the Sacramento River, the Yolo Bypass and tributaries through a series of stations located along the waterways. The system affords a degree of advance flood warning for emergency responders. Stream and river gauges are monitored in the EOC.

The impact from any flooding event will vary based upon a number of factors: source of the water; location of water flow; duration of rainfall or source release; topography; presence and/or effectiveness of flood control/drainage systems; changes in land use and vegetation. Resulting damage could include:

- Injury and death associated with people being trapped in rapidly moving waterways or caught unaware during slow rise conditions
- Injury and death for individuals attempting to access (in vehicles or on foot) submerged roadways or other pathways
- Damage to critical infrastructure and essential services through inundation
- Damage to or blockage of roadways, bridges and other transportation structures affecting mobility and the ability for people to evacuate flooded areas
- Release of hazardous materials and start of fires within damaged or affected structures
- Damage to buildings and structures in the pathway of rising flood waters
- Public health hazards from contamination of potable water sources; damage to sanitation systems; long term presence of standing water; vector infestation; and introduction of hazardous materials contaminants
- Loss of agricultural products and crops from inundation
- Impact to local economy stemming from loss in agricultural, industrial, and commercial productivity
- Societal impacts involving long-term interruption of normal activity

Although flooding incidents are generally of short duration, the need for ongoing response and long-term recovery operations cannot be underestimated. Moreover, loss of essential

flood control structures, including levees and drainage control devices may hinder recovery efforts and pose significant problems should additional flooding occur.

The City and WSAFCA held a series of scoping meetings during preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents for the Southport Levee Improvement Project. The flood risk of the area was discussed at these meetings, as well as the West Sacramento Levee Improvement Program.

In addition, as previously mentioned, WSAFCA held a Proposition 218 election to increase the level of funds from an existing assessment district to provide additional funding for future maintenance and repair of the levees, and internal drainage improvements. Several public meetings were held to discuss the election and condition of the flood protection system. These meetings discussed the current and future flood hazard of the areas and the National Flood Insurance Program (NFIP) ramifications of these changes. As a result of the Proposition 218 media attention and associated meetings, much of the public has been informed and made aware of the flood hazards from a levee breach or failure in the City.

The City's Flood Protection Program continuously updates its website. The website has information on the condition of the levees, flood risk, flood insurance, improvement projects, funding, and other related information that is very informative to the public. The website address is:

<https://www.cityofwestsacramento.org/government/departments/community-development/flood-protection>

Public Awareness Training

Even with flood hazard information readily available, some members of the public are not aware of their risk of flooding, especially residents in areas protected by levees. The presence of levees often gives a false impression of no flood risk as opposed to reduced flood risk. The State recognized this and passed a law (AB 156 (Appendix "D") in 2007 requiring that areas protected by levees be identified (Levee Flood Protection Zone (LFPZ) Maps) and that on or before September 1 of each year, DWR shall provide written notice to each landowner whose property is determined to be entirely or partially within a levee flood protection zone. The draft LFPZ Maps, available at: http://www.water.ca.gov/floodmgmt/lrafmo/fmb/docs/SacramentoRiver_LFPZ_Map.pdf, have been developed and reviewed by local agencies and the general public. DWR continues to provide notifications to residents each year.

Flood Hazard Annex

Although some emergencies and disasters occur with little or no warning, in many instances, emergencies will be preceded by some sort of build-up or warning period. This can provide adequate time to warn the community and implement measures designed to reduce loss of life, injury and property damage. As previously mentioned, the City has prepared a Flood Hazard Annex that provides information on the status of water levels slowly rising in the Sacramento River and Yolo Bypass. The waters surrounding the City of West Sacramento have several gauges which are monitored during flood season. River stage forecasts for these gauges are prepared by the National Weather Service (NWS) River Forecast Center (RFC) and are presented on a publicly accessible web site.

General Guidance

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued quickly when a threat is detected, using the most direct and effective means possible.

Warning Responsibility

When the EOC is not activated, the City Public Safety Departments will coordinate the dissemination of official alerts and warnings to the general public and allied agencies using available methods. This alert and warning activity will be coordinated through the City Public Information Officer, the Yolo Emergency Communications Agency (YECA) dispatch center and other available alert and warning mechanisms available to the City.

Warning & Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the Emergency Alert System (EAS)
- Activation of the Wireless Emergency Alert System (WEA)
- Activation of the City's reverse 9-1-1 system, Ever bridge
- Rapid field warnings using response personnel
- Media broadcast alerts
- Social media platforms

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Receiving challenges for the hearing and sight impaired

Warning Conditions

Typically, warnings will be issued during periods of flash flooding, major hazardous materials incidents, public health emergencies, fast moving fires, severe weather conditions, and potential acts of violence. However, warnings may be issued wherever a threat is perceived and the potential for safeguarding public safety is possible through rapid alerting.

Emergency Public Information is a priority of utmost importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

Emergency Public Information Assumptions

The following assumptions involving public information during emergencies highlight how local government response and public preparedness may be affected during a major emergency.

- The public will demand information about the emergency and instructions on proper survival/response actions.
- Rumors and misinformation are likely to develop when there is a lack of official news and information readily available.
- The media will demand information about the emergency.
- Local and regional radio/television stations without emergency power may also be off the air.
- Telephones (cellular and hardwire) may be inoperative.
- The emergency organization will become overwhelmed by the demand for information if sufficiently trained staff is not available.

Emergency Public Information Organization

The designated Public Information Officer (PIO), a member of the Management Staff shall be responsible for managing all aspects of the Emergency Public Information program in support of city emergency management operations. The PIO, as instructed by the Director of Emergency Services, will organize an appropriate Emergency Public Information organization, utilizing city and allied agency resources to manage the function.

In addition to the primary PIO, additional staff may be assigned to perform functions related to managing the Joint Information Center (JIC) if established; staffing a rumor control center; developing news releases; providing PIO support in the field; providing media interviews; and issuing warnings and preparedness information through available communications channels and networks.

Joint Information Center (JIC)

When necessary, a JIC will be established to coordinate the handling of Emergency Public Information operations for city government. A JIC will be established at a suitable location, to provide for effective management of Emergency Public Information functions. When activated, the JIC will be staffed by personnel trained to conduct Emergency Public Information activities including coordinating inter-jurisdictional media releases and the management of rumor control functions. In the event of a multi-jurisdictional emergency, the City may be asked to participate in an Operational Area JIC. Regardless of where the JIC is established, City Emergency Public Information functions will continue to be managed from the EOC.

Emergency Public Information Functions

The Emergency Public Information section of the EOP describes the city PIO organization and prescribes operational guidelines and protocols listed below:

- Facilitate the issuance of effective warning information using available communications networks
- The timely and accurate dissemination of official information to the public during periods of emergency
- Coordinating the release of official news and information through recognized broadcast and print media services and organizations
- Response to specific media inquiries and calls from the public requesting information assistance
- Establishment and operation of a 24-hour Emergency Public Information point of contact
- Establishment and operation of a JIC, as necessary to support city government
- Provision of Emergency Public Information support to field incident commands as requested
- Control of rumors and misinformation

Call Center Operations

In addition to the rapid dissemination of warnings, personnel may staff a call center, at the West Sacramento JIC. The call center will process requests for information from the public and assist with rumor control activities. It may also be useful in collecting damage information from the public. The EOC possesses the capability of receiving multiple calls, although in a major emergency the system could be initially overwhelmed and will require dedicated staffing to operate.

Mitigation & Response

Mitigation actions involving flooding incidents will normally be broken down into two phases: 1) Pre-flooding readiness, and 2) Emergency response. The extent to which any mitigation operations are conducted will be predicated on the actual situation and the need for government response and actions.

Pre-Flooding Readiness

In this phase, flooding has not occurred, but prevailing conditions and forecasts are indicating possible isolated or widespread flooding may take place within a specified time period.

- Close monitoring of weather forecasts and water levels within rivers and levees
- Dissemination of flood awareness and preparedness information through various outlet sources
- Mobilization of response resources
- Possible activation of EOC in preparation for potential flooding
- Continuous monitoring of the levees that protect West Sacramento and interior drainage "hot spots"

Flood Emergency Response

In this phase, flooding is occurring or has occurred, and immediate mitigation and emergency response measures are required.

- Deployment of flood fighting and public safety resources throughout impacted areas
- Rescue of persons imperiled or trapped by flood conditions
- Initiation of preparatory and emergency evacuation of threatened populations
- Sheltering of displaced persons
- Protection of essential services and critical infrastructure

Sacramento River Response Stages

The City has developed a Flood Hazard Annex (**Appendix "C"**). Emergency preparedness actions will be based on five stages of response actions as identified in the plan. These response actions are keyed to Sacramento River water level elevations measured at the I Street Bridge gauge and Yolo Bypass water level elevations measure at the Lisbon gauge. The water level elevations are intended to be *guides* for declaring the response stages. The City's Office of Emergency Services will declare response stages based on a variety of circumstances, including weather forecasts, dam releases, and levee conditions.

Emergency Flood Operations Plan with Annual Exercise

Emergency response training and exercises, are essential at all levels of government to ensure a constant state of readiness. The objective is to train and educate public officials, emergency response personnel and the public. The City of West Sacramento ensures that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS and NIMS performance objectives, as outlined in State and Federal implementation plans. Training for City employees is provided through new employee orientation, ICS/SEMS/NIMS courses and EOC personnel training.

The City will inform its departments of training and exercise opportunities associated with emergency management. City departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Individual departments will be responsible for maintaining training records.

Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will use in emergency situations. Exercises include as many Operational Area member jurisdictions as possible. The City will maintain the Operational Areas multi-year exercise plan. A Standard Operating Procedure (SOP) describing multi-year exercises is part of the City EOP. The City will document exercises by conducting a debriefing and preparing an after- action report. The information obtained is used to revise the City's EOP.

The City conducts a pre-flood season exercise every year, typically in early November. Staff from within the City, local RDs, State of California DWR, and Yolo County Emergency Communications Agency are typically in attendance. The exercise consists of an advanced seasonal weather forecast, update on the conditions of the flood protection system (levees, pump stations, etc.), hands-on training on levee flood-fighting techniques,

update of emergency personnel contacts and contact information, review of Flood Hazard Annex, and a review of communication protocols.

Evacuation Plan

The City of West Sacramento has a defined Evacuation Plan (**Appendix "E"**). This plan identifies the resources needed to implement an evacuation and their notification for beginning the evacuation. These resources include employees from the Police Department, and all other pertinent departments and will be dedicated to the evacuation mission until it is accomplished.

Post-Flood Recovery Plans

After the flood emergency has passed it is important to initiate actions that will speed the recovery of a flood damaged area. The City of West Sacramento EOP has prepared an SOP that describes the actions to be taken in post flood or other emergency recovery.

4.3 Implementation Strategies and Action Items

Implementation of the Emergency Management plan will occur on an ongoing basis, in the following ways:

- Ongoing Emergency and Recovery Planning Development
- Continue National Incident Management Systems (NIMS) and Standardized Emergency Management System (SEMS) Exercises and training
- Continue Exercise and Training Program
- Expand on Existing Emergency Operations Plan
- Increase Public Education Efforts
- Review City's Flood Warning System
- Enhance Public Alert and Notification
- Coordinate Outreach efforts

5 LEVEE AND OTHER STRUCTURAL IMPROVEMENTS

5.1 Introduction and Background

After the 1986 floods, several flood projects were identified to deal with the flood risks in the Sacramento region. Some of the projects were intended to address some structural deficiencies discovered during the flooding, and other to attend to levee conditions revealed once the water had receded. Additional projects were intended to increase the level of security provided by the system. The 1997 flood events also highlighted additional weaknesses that required correction.

As previously noted, the West Sacramento Area Flood Control Agency (WSAFCA) is a Joint Powers Authority (JPA) created in 1994 through a Joint Exercise of Powers Agreement with the City, RD 900, and RD 537 (RD 537). WSAFCA was established to coordinate the planning and construction of flood protection facilities within the boundaries of the JPA and to finance the local share of flood control projects.

WSAFCA formed an assessment district in 1995 to fund the local cost share of the West Sacramento Project, which is part of the federal Sacramento Metro Area project

authorized by the Water Resources Development Act (WRDA) of 1992. The assessment has paid for the geotechnical and engineering investigation of the Sacramento River levees and the southern boundary cross levee in the Southport Area.

RD 900 is responsible for operating and maintaining the majority of the detention basins, large canals and pump stations, as well as the majority of the levees protecting the City of West Sacramento. RD 900 imposes an annual Operation and Maintenance Assessment on properties within its jurisdictional boundary to pay for the cost of operation and maintenance of this system of levees and flood control facilities.

The City, RD 900 and RD 537 have actively pursued the goal of providing reliable flood protection for the West Sacramento area. Working through WSAFCA, and in coordination with the USACE, the California Reclamation Board (now the Central Valley Flood Protection Board, CVFPB), and the California Department of Water Resources (DWR), eight substantial flood control projects have been completed, including the CHP Academy levee improvements, The Rivers project, the I Street Bridge Project, and the on-going storm drain and pump station repairs.

The first was constructed between 1990 and 1993 as part of the Sacramento Urban Levee Reconstruction Project. This project placed a stability berm and related features to address through-seepage along the entire length of the Sacramento River levee bordering the Southport area. The second project was the West Sacramento Project, which was constructed between 1998 and 2002, and involved raising more than a mile of the south levee of the Sacramento Bypass by up to 5 feet and raising 4.5 miles of the Yolo Bypass levee by up to 5.5 feet. The West Sacramento Project was designed to provide the City with greater than a 200-year level of flood protection.

Even as design work was nearing completion on the West Sacramento Project, under seepage was noted along the Sacramento Bypass levee in 1997 and stability issues became apparent in 1998 along the RD 537 levee. The City and RD 900 requested the USACE to conduct additional geotechnical investigations and incorporate design changes to address these issues. As a result, the completed West Sacramento Project included the entire reconstruction of one section of RD 537 levee that replaced the original clay and organic material with engineered fill, and the placement of a 60 to 70 feet deep slurry wall to control under-seepage along the segment where Sacramento Bypass and Yolo Bypass levees intersect.

In 2008, the I Street Bridge Early Implementation Project was constructed. Located just downstream of the I Street Bridge, the project corrected seepage and geometry deficiencies within the levee. The work on this 475-foot segment of levee included removing non-compliant vegetation in compliance with the USACE standards. The project was completed in 2008.

The Yolo County Bypass Slip Repair #1 Project was led by USACE and included improving adjacent drainage facilities and enhanced a total of 1,400 feet of levee. The project was completed in 2009. Yolo County Bypass Slip Repair #2 Project was completed in 2011, and involved 2,500 feet of slip repairs along the Yolo Bypass north of Highway 80/Hwy. The USACE led this project.

The Rivers Early Implementation Project was completed in 2011. This project improved the west levee of the Sacramento River near Bryte Park. The project corrected seepage and geometry deficiencies, including installation of a deep seepage cutoff wall. The levee spans 3,100 feet and provided a home for the Bryte Nature Trail.

CHP Academy Early Implementation Project, led by WSAFCA, was completed in 2011. This project reconstructed the south levee of the Sacramento Bypass to correct seepage and geometry deficiencies, including the installation of a seepage cutoff wall.

The Sacramento Bank project was led by the USACE. This project improved a segment of the Sacramento River west levee just south of the Stone Lock facility. Improvements included construction of a new 2,200-foot long setback levee, installation of a seepage cutoff wall and relocation of South River Road to the new alignment. The project was completed in March 2015.

Types of Levee Improvements

The City of West Sacramento is bounded on the west by the Yolo Bypass, on the north by the Sacramento Bypass and the Sacramento River, on the east by the Sacramento River, and on the south by the Shangri-La Slough (the cross levee that separates RD 900 and RD 999). Geotechnical investigations and/or engineering studies have been conducted on these levee reaches by the WSAFCA and DWR. These investigations concluded that mitigation measures were required to achieve a 200-year level of flood protection.

The levees were evaluated according to the latest USACE criteria for stability, seepage, erosion, geometry and freeboard. Mitigation measures to correct for the deficiencies include the following:

Cutoff Walls

Cutoff Walls reduce levee through-seepage and under-seepage by providing a barrier of low permeability material through the levee and its foundation where sandy or gravelly soils of higher permeability can transmit seepage during high water stages/events. Cutoff walls are installed to depths sufficient to minimize seepage both through the levee and beneath it. The depths for cutoff walls necessary to limit under-seepage at the design water surface elevation to gradients specified by USACE are determined by geotechnical analysis. Cutoff walls for under-seepage are generally installed to depths that will tie in with existing impervious or lower permeability soil layers beneath the levee foundation. For cutoff walls up to 80 feet in depth a conventional soil-cement-bentonite slurry wall is used. Where cutoff walls greater than 80 feet are required, a deep soil mix (DSM) wall is used.

Seepage Berms

Seepage Berms are wide embankments placed outward from the levee landside toe to lengthen the under-seepage path and thereby lower the exit gradient of the seepage through permeable layers under the levees to acceptable levels. Seepage berms typically extend 100 to 400 feet from the levee. The berm thickness depends on the severity of the seepage pressure, but generally berms are 5 feet thick near the landside toe and taper to

a thickness of 3 feet at the prescribed distance from the toe. A seepage collection ditch likely will be constructed at the landward tow of all seepage berms.

Relief Wells

Relief Wells provide protection against levee under-seepage by providing a path for under-seepage to exit to the ground surface at the landside toe of the levee without creating sand boils or piping levee foundation materials. Relief Wells are an option for addressing under-seepage in reaches where continuous sand and gravel layers have been identified by the geotechnical analysis. Relief wells are constructed near levee landside toe to provide pressure relief beneath surficial fine-grained sands. The wells are constructed using soil boring equipment to bore a hole vertically through the fine-grained blanket layer and into the coarse-grained aquifer layer beneath. Pipe casings and filter are installed to allow the pressurized water to flow to the ground beneath. Pipe casings and filters are installed to allow the pressurized water to flow to the ground surface, thereby relieving the pressures beneath the clay blanket. Relief wells either may discharge onto open ground or may require conveyance to a stormwater drainage system or a pump station. The wells require regular maintenance to ensure proper operation.

Levee Raising

Freeboard deficiencies would be corrected by raising the levee to achieve the specifications established by the USACE. Freeboard deficiencies may be mitigated by crown-only raises or full levee raises:

- Crown-only raise – For minor levee crown elevation raise (typically 6 inches or less), the recommended levee repair may be to raise the levee crown area only. However, a crown-only raise is feasible only where there is enough existing crown width to accommodate the raise without narrowing the crown widths less than the minimum requirement, typically 20 feet.
- Full levee raise – For levees requiring a crown raise in excess of 6 inches, the required crown elevation can be met through full levee raises (i.e., an embankment raise from the landside or waterside toe [or both] upward to the increased crown elevation). This requires excavating the levee slope to provide a working platform, typically 10 feet wide and rebuilding the levee to the appropriate elevation. The final levee configuration must meet the USACE criteria of a 20-foot-wide minimum crown, a 3:1 horizontal to vertical (3H:1V) waterside slope, and a 2H:1V landside slope. Landside slopes should be flattened to 3H:1V to provide additional slope stability where feasible.

Levee Reshape and Slope Repair

Where the waterside slopes are steeper than deemed acceptable by the slope stability evaluation, the waterside slopes are laid back to meet USACE requirements of 3H:1V slope and to provide additional stability assurance. The crown width will remain the same but may be shifted towards the landside if possible. The landside slope will be built out from the new crown hinge point. This will include acquiring additional permanent easement at the landside toe to accommodate the increased levee footprint.

Slope repair involves taking any stone revetment off the waterside slope of the levee and excavating a 12-foot-wide section. Imported material is used to rebuild the levee to meet the required slopes and the revetment placed back onto the slope.

Erosion Control

Erosion protection would consist of the placement of rock revetment along the waterside slope of the levee for bank protection where erosion may threaten levee stability. Wherever possible, the bank protection would be designed both to control erosion and to maintain existing vegetation and instream woody material as much as possible. This can be accomplished by incorporating rock benches that serve as buffers against extreme scour and shear stress while providing space for planting riparian vegetation and creating a platform to support aquatic habitat features. Consideration is also being given to setting back the existing levee to reestablish a waterside river bank, provide slope stability and minimize the amount of rock that would be constructed in the river.

5.2 Current Implementation

The West Sacramento Levee System is divided into two separate areas, the North Area and Southport.

North Area – The North Area, representing approximately 6,100 acres, is bound by the Port North Levee to the south, the Sacramento River West-North Levee to the north and east, the Sacramento Bypass Levee to the north, and the Yolo Bypass Levee to the west. The North Area is protected by both the Sacramento River Flood Control Project (SRFCP) and non-State Plan of Flood Control (SPFC) facilities.

Port North Levee - extends for approximately 4.9 miles along the northern edge of the Deep Water Ship Channel, north around the Port of West Sacramento, and then along the northern edge of the Barge Canal, east of Jefferson. A segment of the levee currently exists along the western portion of this reach from the Yolo Bypass/Deep Water Ship Channel to approximately the Port of West Sacramento's turning basin. **This is not currently a SPFC facility.**

Sacramento River West-North Levee – extends for approximately 5.5 miles along the south and west bank of the Sacramento River from its intersection with the Sacramento Bypass south to its intersection with the Barge Canal/Deep Water Ship Channel. North Harbor Boulevard and River Crest Drive are on the levee crown portions of this reach. The USACE and DWR also have maintenance facilities on the levee crown within this reach. Segments of the levee fade into areas of high ground within the Bridge and Pioneer Bluff Districts near the downstream end of the reach.

Sacramento Bypass Levee – extends for approximately 1.1 miles along the southeastern edge of the Sacramento Bypass from its intersection with the Sacramento River to its intersection with the Yolo Bypass. A segment of the waterside slope of the levee near the Sacramento Weir is concrete-lined to prevent erosion. An access road runs along the levee crown.

Yolo Bypass Levee - extends for approximately 3.7 miles along the eastern edge of the Yolo Bypass from its intersection with the Sacramento Bypass south to its intersection

with the DWSC. An access road runs along the levee crown. Most of the waterside levee slope is covered with riprap.

Southport – The Southport area, representing approximately 6,900 acres, is bound by the Port South Levee to the north, the Sacramento River West-South Levee to the east, the South Cross Levee to the south, and the DWSC East Levee and DWSC West Levee to the west. The South Area is protected by both SPFC and non-SPFC facilities.

Port South Levee – extends for approximately 4.0 miles along the southern edge of the Deep Water Ship Channel and Barge Canal. It extends from its intersection with the Sacramento River west to its intersection with the DWSC. **This is not currently a SPFC facility.**

Sacramento River West-South Levee – extends approximately 5.9 miles along the right bank of the Sacramento River from its intersection with the Barge Canal south to its intersection with the South Cross Levee. Formerly, South River Road was on the levee crown for a majority of this reach. However, the Southport Levee Improvement Project removed the majority of the road and a new road named Village Parkway provides for vehicular movement in its place.

South Cross Levee – extends for approximately 1.2 miles from its intersection with the DWSC to its intersection with the Sacramento River. This interior cross levee, extending between two SPFC levees, is owned, operated and maintained by RD 900. This is not currently a SPFC facility. The South Cross Levee (SCL) serves as a secondary flood risk reduction feature and would only provide flood protection to the City if a downstream levee along the Sacramento River or DWSC fails. Because no downstream levee failures in the vicinity of the SCL have occurred since its construction, the levee has never been exposed to flood water.

Deep Water Ship Channel East Levee -This piece of the levee system extends for approximately 2.8 miles along the eastern edge of the DWSC from its intersection with the Port South Levee, south to its intersection with the South Cross Levee. An access road runs along the levee crown. This section of the levee is operated and maintained by RD 900.

Deep Water Ship Channel West Levee – extends for approximately 21.4 miles along the eastern edge of the Yolo Bypass and western edge of the DWSC. Also known as the Navigation Levee, the DWSC West Levee extends from its intersection with the Yolo Bypass Levee south to Miner Slough. An access road runs along the levee crown. **This is not currently a SPFC facility.** The USACE currently operates and maintains this levee as a component of the Federally-authorized navigation project.

Other Efforts are ongoing:

- Regional planning as part of the Central Valley Flood Protection Plan
- WSAFCA and City plan development for 200-year flood protection to meet State requirements for Urban Level of Protection and Urban Levee Design Criteria.

5.3 Implementation Strategies and Action Items

Implementation actions described above are summarized in the following table and explained in the following text.

Activity	Participants	Timing
1. Participate in Regional Flood Management Plan	City of West Sacramento, WSAFCA, DWR, RD 900, RD 537	Short term and Ongoing
2. Plan and Implement Modernization Phase of Levee Accreditation and ULDC	West Sacramento Community Development Department	Long Term
3. Support Local Efforts to Improve Flood Facilities	West Sacramento community Development Department, Elected Officials	Short Term and Ongoing

1. *Participate in Regional Flood Management Plan*

Issue/Background Statement: The City and WSAFCA have been active participants in DWR's Regional Floodplain Management Plan for the lower Sacramento Region.

Implementation Strategy: City and WSAFCA support staff will continue to participate in the Regional Floodplain Management Plan to develop regional flood actions to improve operations and maintenance of existing facilities and formulate new flood projects that increase the level of flood protection.

Responsible Department: Community Development Department

Funding Source: Staff time

Timing: Short Term and ongoing

2. *Plan and Implement Modernization Phase of Levee Accreditation and ULDC*

Issue/Background Statement: RD 900, RD 537 and DWR maintain the levees protecting the City. The modernization phase of this program will occur in 10-30 years, and will address encroachments, access, and vegetation on the levees.

Implementation Strategy: Agencies responsible for levee maintenance will carry out a program of bringing encroachments and vegetation into compliance with federal and state requirements. Maintenance access issues will also be addressed at that time.

Responsible Department: RD 900, RD 537 and DWR

Funding Source: , RD Assessments, DWR

Timing: Long term

3. *Support Local Efforts to Improve Local Flood Facilities*

Issue/Background Statement: The major flood projects that protect City are joint USACE/CVFPB/WSAFCA projects. As a parent agency of WSAFCA, the City plays an important role in supporting local efforts to achieve improvements in flood protection.

Implementation Strategy: City staff and elected officials will continue to advocate for local flood improvements to achieve 200-year level of flood protection

Responsible Department: Community Development Department and Elected Officials

Funding Source: Staff time

Timing: Short term and ongoing

6 INTERNAL DRAINAGE IMPROVEMENTS

6.1 Introduction and Background

In addition to the risk of flooding from levee failure, a considerable amount of risk exists due to inadequate or inefficient internal drainage infrastructure. This section talks about the flood risk reduction that can be realized by the City making improvements to its internal storm drainage system, touches on the community's current system as a flood risk reduction tool, and lists a series of goals to improve the City's internal storm drainage system. It is important to note that although the City and the Reclamation Districts own and/or maintain the majority of internal drainage structures, a small but significant portion of internal drainage facilities are owned and maintained by other entities including the local Washington Unified School District (WUSD) and Caltrans. All facilities are intimately integrated such that each depends on the other facilities for a total working system in order to reduce the risk of flooding from the internal drainage system. Although the damages resulting from a levee failure may be more catastrophic, the likelihood of localized flooding is much greater, and could result in considerable damage to people and property.

6.2 Interior Drainage System

North Area

The nature of development in the North Area of the City has resulted in project-by-project and lot-by-lot construction of drainage pipelines and facilities which has led to a mixture of pipe sizes, pipe materials, and flow lines. The storm drainage collection facilities are generally functional, although areas that rely on street flow with bubble up intersection crossings have been identified as maintenance concerns. The bubble up structures are subject to clogging by debris in the winter and to becoming septic in the summer. Multiple

other areas were not designed with a drainage system and rely on infiltration and evaporation of runoff. For the majority of areas, runoff is typically pumped or outfalls by gravity to the Sacramento River, the Yolo Bypass, or the DWSC as noted in the Reclamation Districts section below.

The Bridge District (formerly called the "Triangle Area"), bounded by Tower Bridge Gateway on the north, the 80/50 freeway corridor on the south, and the Sacramento River on the east, is being redeveloped as the City's urban core. Featuring high profile projects such as Raley Field and the recently completed "Barn" project, this district was designed and constructed in 2010-2011 with a unique drainage and infiltration system to take advantage of highly permeable soils in the area. Infiltration beds collect and disperse most of the runoff, and the constructed storm drain system is a backup system in the case of overflows, clogged infiltration beds, or storms which exceed the infiltration rate of the soils.

Although Southport has been the subject of several drainage planning studies through the years as noted below, no such studies have ever been conducted for the North Area. Consequently, not enough is known about the internal drainage system in this area to definitively assess the internal drainage system vulnerabilities. However, the City is creating a citywide Storm Drainage and Storm Water Master Plan to update the current Southport Drainage Master Plan and incorporate drainage system information for the North Area to define those facilities which will need modified, upgraded, or added to create an efficient, working internal drainage system. Some of those facilities to be upgraded may be owned by other entities.

Southport

Topographically, the Southport area is a large basin with minimal slope from east to west. Large residential developments in Southport generally discharge runoff to several different Reclamation District canals and detention basins through a network of mostly City-owned drain inlets and large diameter pipes. The majority of these pipe systems and detention basins were constructed in the 1990s or later while some of the canals and large culverts have existed since the developments of the early 1900s. Southport detention and retention basins discharge to the Main Drain Canal which discharges to the Deep Water Ship Channel. The one exception is the Southport Industrial Park (SIP) basin which discharges directly to the DWSC.

Due to its relatively undeveloped status, numerous planning level studies have been conducted by the City for the Southport area including the "**Southport Drainage Master Plan**" (created in February 1995 and updated in May 2001), and various technical memorandums. The Drainage Master Plan update currently in process will incorporate all previous documents, technical memos, large-scale development plans, and new survey and record information into one citywide Storm Drainage and Storm Water Master Plan. Plan completion is anticipated in early 2020.

Reclamation Districts

The City's Reclamation District partners include RD 900 and RD 537. Since RD 811 was dissolved in 2010, this area is now operated and maintained by the City, and also known as State of California Maintenance Area 4 (MA-4). See Figure 1.

Maintenance Area 4 (Former RD 811 aka MA-4)

The northeast corner of the City lies within the boundary of the former RD 811. This district, now operated and maintained by the City as MA-4, serves the Bryte and Broderick neighborhoods. The facilities of the district include a large capacity drainage channel along its southern boundary and a pump located at a joint pumping plant north and west of the district in the RD 537 area. The channel carries storm runoff westerly under Jefferson Boulevard to Harbor Boulevard. At this location, the runoff transitions to a large capacity channel belonging to RD 537. Runoff from the Lighthouse Marina development is conveyed separately to a pump station at 2nd and B Streets where it is discharged to the Sacramento River.

Reclamation District 537

The northwest corner of the city lies within the boundary of RD 537. The district boundary extends north of the Sacramento Bypass to include areas outside of the City limits. The facilities of the district include a large earthen channel along the southern and western boundary of the district and a joint pumping facility located at the northwest corner of the city. The channel serves both as a conveyance and a storage facility. The joint pumping plant includes 3 pumps belonging to RD 537 and 1 pump owned by the City (formerly RD 811) which all discharge to the Sacramento Bypass.

Reclamation District 900

The boundary of RD 900 encompasses most of the city. The District has two separate drainage areas which are divided by the DWSC. The northern area includes most of the developed industrial and commercial lands within the city as well as older residential areas. Over time, development within the North Area has resulted in a mixture of channels and pipelines of varying ages and materials.

As the freeway system in this area was expanded, several open channels were replaced by large diameter pipelines or concrete box structures. Several of these drainage facilities, especially those which carry runoff from north of the freeway to the northern remnant of Lake Washington, have become difficult to access and maintain.

RD 900 operates two major pump stations in the North Area: the Racetrack and Causeway Pump Stations. The Racetrack Pump Station receives storm runoff from areas generally located on the north side of West Capitol Avenue, west of Harbor Boulevard, and south of the Union Pacific Railroad Line and discharges to the Yolo Bypass. The Causeway Pump Station is located west of the northern remnant of Lake Washington. This station receives runoff from areas located south of West Capitol Avenue, and west of Harbor Boulevard; and on both sides of West Capitol Avenue east of Harbor Boulevard. Lake Washington serves as a large peak flow storage area. The Causeway pumps also discharge to the Yolo Bypass.

The Main Drain Canal receives storm runoff from the majority of the Southport area and conveys it to the Main Drain Pump Station where it is discharged to the Deep Water Ship Channel. The District also uses the Main Drain Canal for storage of peak flows.

6.3 Implementation Strategies and Action Items

The following implementation strategies outline what the City of West Sacramento will do generally in the long term and specifically in the next five years to reduce flood risk from localized flooding.

1. *On-going Maintenance of The Internal Drainage System*

Issue/Background Statement: The City's internal drainage system is a composite of many different facilities, from ditches, canals, culverts, and detention basins to drain inlets, pipes and pump stations, with some infrastructure dating back to the early 1900's.

Implementation Strategy: The City works alongside members of the local Reclamation Districts (RD 900 and RD 537) to maintain the internal drainage system. The maintenance activities include the removal of debris, the replacement or addition of culverts, drain inlets, manholes, or pump station components; rehabilitation or reconfiguration of drainage ditches, canals or detention basins.

Responsible Office: City of West Sacramento, RD 900, RD 537

Potential Funding: Staff time, RD Assessments

Schedule: Ongoing

2. *General Plan 2035 Implementation*

Issue/Background Statement: General Plan 2035 is the City's "constitution" for development. It provides a vision for how the City will grow and change in the future. General Plan 2035 contains the City's official policies on land use, economic development, transportation, urban design, housing and resource protection, municipal services, and public health and safety. It describes the City's long-range goals for the City's future and guides day-to-day decision-making. The general Plan and its maps, diagrams, and development policies form the basis for the city's zoning, subdivision, and public works actions.

Implementation Strategy: General Plan 2035 Implementation will include the maintenance of an adequate level of service in the City's storm drainage system to accommodate runoff from existing and future development, prevent property damage due to flooding, and improve environmental quality. The City shall continue to identify and correct problems of localized flooding within the City. Where practical and economical, the City shall upgrade existing drainage facilities as necessary to correct localized flooding problems. The City shall require new development to be designed to prevent the diversion of floodwaters onto neighboring parcels.

Responsible Office: City of West Sacramento

Potential Funding: Staff time

Schedule: Ongoing

3. *Storm Drain Master Plan Update*

Issue/Background Statement: The City's internal drainage system is a composite of many different facilities, from ditches, canals, culverts, and detention basins to drain inlets, pipes and pump stations, with some infrastructure dating back to the early 1900's. Current information about the City's drainage system is lacking. Without proper facility information and modeling, appropriate mitigation to ameliorate localized flooding is not possible.

Implementation Strategy: The Storm Drain Master Plan update is in the works. In the formulation of the document, staff will analyze the City's specific internal drainage system's vulnerability to localized flooding. The Master Plan document will provide information regarding the condition of existing facilities, and include suggested upgrades, modifications, and other recommendations for mitigation activities to prevent or decrease localized flooding within the internal drainage system. From this information, the City can design an action plan to systematically mitigate localized flood threats from the internal drainage system.

Responsible Office: City of West Sacramento

Potential Funding: Staff time

Schedule: Ongoing

Action	Responsible Party	Schedule
On-going Maintenance of the drainage ditches and retention basins	Reclamation Districts, City of West Sacramento	Ongoing
General Plan 2035 Implementation	City of West Sacramento	Ongoing
Storm Drain Master Plan Update	City of West Sacramento	Ongoing

7 RISK COMMUNICATION

7.1 Introduction and Background

The Community Rating System (CRS) is a part of the NFIP. It offers a reduction on flood insurance premiums for participating communities. The discounts are based on community floodplain management programs, including public information activities. To keep those reductions, communities must continue to implement their programs and provide status reports to the NFIP each year. West Sacramento has been an active

participant of the program since 2010. The City is presently a Class 6, offering residents with properties located in Zone X with a 10% reduction on their flood insurance premium. Residents with properties located in the Special Flood Hazard Areas (SFHA) are eligible for 20% discount on their policy.

A Program for Public Information (PPI) is an ongoing effort to prepare, implement, and monitor a range of public information activities best suited for a community's flood problems. The objective of CRS credit for a PPI is to provide additional credit for information programs that are designed to meet local needs and that are monitored, evaluated, and modified to improve their effectiveness.

Formation of a PPI Committee

A PPI should evaluate all of a community's needs for flood-related information and coordinate all the resources that can deliver information. It should propose a range of activities that convey information to residents businesses, tourists, school children, and other audiences in and around the community. It should have an objective review of what is being done and how public information activities could be improved. Therefore, a PPI needs to be developed by a committee that is composed of members from both inside and outside local government.

The PPI Committee's membership must align the programs following criteria:

- The Committee must have at least five members
- There must be representation on the committee by the Community's floodplain management office
- At least half of the members must be from outside the local government
- There must be representation from the Community's Public Information Office (if there is one)

The CRS promotes the engagement of groups and people outside of the local government in planning and conducting outreach projects. As indicated above, at least 50% of the committee members must be from outside of the local government. West Sacramento attempted create a diverse membership on the committee, looking include members of the real estate, finance, and insurance industries.

West Sacramento has established a PPI Committee in 2018. The membership is as follows:

1. Greg Fabun, City of West Sacramento – Flood Protection Manager
2. Erin Rivas, City of West Sacramento – Certified Floodplain Manager
3. Bryan Jonson – City of West Sacramento Fire Marshall
4. Penny Shidner, Yolo County Federal Credit Union
5. Phyllis Johnson, All State Insurance
6. Lori Hawkins, Mid Valley Home Loans

During the planning process, the PPI Committee met three times to complete the outreach program and to create the PPI Document. The meetings were held at West Sacramento City Hall, 1110 West Capitol Avenue, West Sacramento, 95691.

- First Meeting – September 13, 2018 – Introductions. CRS Program background information. Assessing the Community's current public information needs.
- Second Meeting – December 21, 2018 – Recap of September 13th meeting, discuss specific outreach messages and programs. Feedback on draft PPI Document.
- Third Meeting – April 10, 2019 – Final Comments and feedback on PPI Document before presenting to City Council for approval and adoption.

Each meeting was held during business hours, to best facilitate participation. The meetings each lasted approximately 1 hour.

Final draft of PPI Document and Adoption by City Council is estimated to occur April 17, 2019.

Moving forward, the PPI Committee will meet twice a year, once in the September, and again April. The meetings will be held at West Sacramento City Hall, 1110 West Capitol Avenue, West Sacramento, 95691.

Assessment of Community's Public Information Needs

The City of West Sacramento is located in eastern Yolo County. The City covers roughly 22.85 square miles, 21.4 of the square miles which is land, and the remaining 1.4 square miles is water. The City sits at an elevation of just 20 feet, and has a population of 53,512, according to the most recent census bureau data. The majority of the land use within West Sacramento's land use pattern reflects the city's unique location and surrounding context. The largest portion of the City is zoned as Agricultural, Open Space, and Parks and Recreational space, followed by Residential (Rural Estates, Rural Agricultural, one Family, Medium Density, Medium High Density, and Multi-family) according to the City of West Sacramento 2035 General Plan Land Use.

Flood Hazards

The City of West Sacramento is located in eastern Yolo County in the north central region of California's Central Valley, at the confluence of the Sacramento and American rivers. The Central Valley is a flat alluvial flood plain, approximately 50 miles wide and 400 miles long. West Sacramento is bordered on the east by the Sacramento River and on the west by the Yolo Bypass and the Sacramento DWSC. The city is bisected by the Ship Channel and barge canal.

The City of West Sacramento is almost completely bounded by floodways and levees. The City is bounded on the west by the Yolo Bypass, on the north by the Sacramento Bypass and the Sacramento River, on the east by the Sacramento River, and on the south by the cross levee that separates RD 900 and RD 999. Geotechnical investigations and engineering studies have been conducted on these levee reaches by the WSAFCA and DWR. These investigations concluded that mitigation measures were required to achieve 200-year level of flood protection. Levee improvements are currently in construction.

Internal drainage is of considerable concern in West Sacramento. Most of the City's infrastructure is outdated, resulting in inadequate internal drainage in many parts of the

community. The damage from localized flooding as a result of a failure of the storm drain system may not be as severe as levee failure, but the occurrence is much more likely. The PPI Committee's assessment of the major causes of flooding are as follows:

- Levee river flooding
- Internal Drainage Issues/Storm Drain
- Dam breach

The PPI Committee is concerned with the community's sense of safety and the levee improvements, currently underway. Additionally, the Committee is aware of the potential for the community to be remapped by FEMA, and the effects that will have on not only flood insurance requirements, but land use and development as well.

The City of West Sacramento understands the value of the natural flood protection benefits and wetlands within the City. Many of the land use policies in the 2035 General Plan are intended to attain these goals. They are as follows:

- Conservation of open space
- Resource Protection
- Natural Lands Management
- Wetlands Protection
- Wildlife Corridors
- Habitat Assessment
- Retain Habitat Areas
- Agency Coordination
- Public Education
- Community Involvement

The PPI Committee is mindful of the importance of environmental preservation and protection of floodplain functions. This includes the hydrologic and hydraulic processes, geomorphic processes, geomorphic processes and biologic processes. The seasonal and storm-generated variations in water flow, including temporary inundation, are part of the normal floodplain function. The differences keep erosion and accretion in equilibrium, replenish soils, recharge groundwater, and filter impurities. As result, maintaining the natural areas of the City can be helpful in reducing flood damage.

Social and Economic Needs

The City of West Sacramento has a population of 53,512, according to the most recent Census Bureau data. The City is both socially and culturally diverse. The community is separated into two separate zip codes, 95691 and 95605.

Socioeconomic Demographics and Stats		
	95691	95605
Population	37,829	15,338
Median Household Income	\$ 66,519.00	\$ 42,266.00
Population 25 or older with <9th grade education	7.5%	11.5%
Population 25 or older with 9-12th grade education (no Diploma)	5.7%	13.9%
Population 25 or Older with HS Diploma or more education	86.9%	74.3%
% of People Below Poverty Level	13.7%	22.6%
% of population ≥65 Years of Age	10.7%	13.2%
% of Households Where English is spoken very well (5 years and older)	85.9%	74.1%
% of Households Where English is spoken <well (5 years and older)	14.1%	25.9%

As seen in the chart above, the median income in some of the older neighborhoods in the north is considerably lower than in the neighborhoods in the south. A high percentage of Bryte and Broderick residents are minority, and many are not English speakers. Average levels of education, and home values are similarly disproportionate in these neighborhoods.

As we consider the need of our residents, it is important that our outreach be mindful of the following things:

- Language Barriers
- Literacy
- Access to the internet
- Transportation Limitations
- Owner-occupied vs. rental homes
- Number of Multi-unit complexes

The following groups have been identified by the PPI Committee as target audiences who need special messages on Flood Protection:

Target Audience #1: Real Estate, Finance and Insurance Companies

These groups play a vital role in relaying information about flood insurance to homeowners. The PPI Committee will ensure that these groups are well informed and equipped with the tools needed to convey flood risk and flood insurance information to residents in an effective and efficient manner, prior to final property acquisition transactions taking place.

Target Audience #2: Home Owners, Business Owners, Renters (Whole City)

The entire City and all flood zones, including Zone X are subject to flooding, whether it is from localized flooding as a result of a failure of the internal drainage system or a major rain event that overtakes the levee system. The Program for Public Information should strive to reach all businesses and residents (both homeowners and renters).

Target Audience #3: Washington Unified School District/Los Rios Community College (Students)

Students often pick up messages at school and bring them home to share with their families, potentially modifying the family behaviors.

Target Audience #4: Special Needs Populations (Elderly, Disabled, etc.)

An unknown portion of the community are vulnerable in terms of their ability to safely evacuate in the event of an emergency. This group is comprised of: the elderly, hearing impaired, visually impaired, cognitively impaired, mobility impaired, mentally ill, the homeless and culturally diverse.

Target Audience #5: Language Barriers

Many languages are spoken within the City of West Sacramento. As shown in the most recent census date, roughly 14.1% of households in the 95691 zip code are not strong English speakers. In the 95605 zip code, nearly 26% of households lack strong English speaking skills. Many of these households are Russian, Hmong, or Spanish speaking. In light of this, providing materials in native languages could vastly improve residents' understanding of flood protection materials.

Target Audience #6: Political Leaders

The promotion of flood safety and flood response is most affected by political leaders. If political leaders understand the value of the public outreach efforts, they are more likely to support them and provide the appropriate resources necessary to offer protection to the City residents and businesses.

Target Area – Entire City of West Sacramento

In order to develop an effective outreach program that raises public awareness about flood related issues, it is necessary to identify and assess the area within the community that are considered flood prone

The City of West Sacramento is approximately 22.85 square miles, 21.4 of square miles which are land, and the remaining 1.4 square miles is water. The City sits at an elevation of just 20 feet. The entire City and all flood zones, including Zone X are subject to flooding, whether it is from localized flooding as a result of a failure of the internal drainage system or a major rain event that overtakes the levee system. The Program for Public Information should strive to reach all residents and businesses within the City with a variety of messages for flood protection and flood safety.

Real Estate Disclosure Evaluation

California Civil Code 1103 relating to a Natural Hazard Disclosure requires that the seller or the seller's agent make appropriate disclosures if the property is located in a Special Flood Hazard Area (SFHA) or in an area of potential flooding show on a dam failure inundation map. However, this regulation only applies if the agent has actual knowledge that a property is located in the SFHA or the local jurisdiction has compiled and posted a list of parcels in the SFHA.

Flood Insurance Coverage Assessment

Flood insurance is required as a condition of federal aid or mortgage or loan that is federally insured for a building located in a FEMA high hazard flood zone (Zone A). Current flood insurance data, such as current policies and past claims is a valuable source of information on flood hazards.

There are 2,713 active policies in West Sacramento, per FEMA's Community Insurance Overview Report, dated April 30, 2017. Of these 2,430 are Preferred Risk Policies (PRP). The 2,713 flood insurance policies generate annual premiums of nearly \$1.2 million dollars per year. This produces flood insurance coverage within West Sacramento to just over \$870 million dollars.

The majority of the Community is Zone X. So, 2,710 of the flood insurance policies are for properties located in Zone X. The three remaining are associated with properties zoned A or AO.

7.2 Implementation Strategies and Action Items

The implementation strategies are called out in the Existing Public Information Efforts table below:

Existing Public Information Efforts			
Organization	Project	Subject Matter	Frequency
City of West Sacramento Flood Protection Division	West Sac Flood Protect - Website	Flood Preparedness - Plan, Pack, Protect	Year Round
		Flood Challenge - Video Game	Year Round
		Flood Insurance Promotion	Year Round
	City Lights	Flood Preparedness - Plan, Pack, Protect	Quarterly
	YouTube channel	WSAFCA board meetings	Monthly
	Newsletter	Flood Insurance Promotion	Quarterly
		Flood Preparedness - Plan, Pack, Protect	Quarterly
	Utility Billing - Pamphlets	Flood Preparedness - Plan, Pack, Protect	Annually
Flood Week - WUSD	"Flood Preparedness Week" - WUSD	Every October	
City Library	Flood Library	Flood Preparedness, Property Protection	Year Round
City of West Sacramento Environmental Services	Website	Protect Natural Floodplain functions	Year Round
Reclamation District 900	Web-site	Flood Risk Information	Year Round
City of West Sacramento Public Works Department	Stormwater Management	Pollution Prevention Tips	Year Round
		Construction Development Standards	Year Round
	Utility Billing - Inserts		Annually
New Resident Flier	Six Key Messages	Year Round	
Realtors	California Civil Code Section 1103 (c)(1) Flood Hazard Disclosure Requirement	Know your Risk - Flood Risk awareness	Year Round
City of West Sacramento Community Development Department	Higher Regulatory Standards		Year Round
	Informational Pamphlets	"What You Should Know Before Hiring a Contractor"	Distribute Year Round at the Front Counter

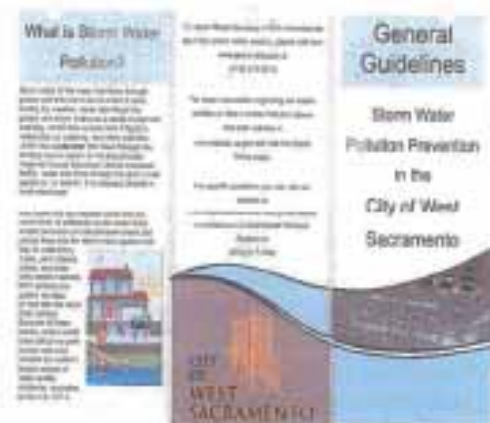
CA Dept of Fish and Wildlife	Website	PSAs - Storm Preparedness	Year Round
		Streambed Alteration Program	Year Round
		Watershed/Welands Program	Year Round
Insurance Agencies	Flood Insurance	Insure your property	Year Round
City of West Sacramento Chamber of Commerce	Mayor Cabaldon's Annual State of the City Dinner	includes status of levee projects, and flood hazard	Annually
California Department of Water Resources	FloodSAFE California - Web-page	Protect Your Property	Year Round
		Prevent Problems	Year Round
		Buy Flood Insurance	Year Round
		Be Prepared	Year Round
		Preseason Flood Coordination Meetings for emergency responders	Annually
Cal OES	Web-site - myhazards.caloes.ca.gov	Storm Ready/Protect People and property from the hazard	Year Round
Central Valley Flood Protection Board	Website	Best Available Maps	Year Round
		Know your flood hazard	Year Round
Local Television (Channel 3)	Television Broadcast	Current Weather Updates	Year Round
	Website	Emergency Preparedness Tips	Year Round
		Severe Weather Alerts	Year Round
		Red Cross Information Link	Year Round
Local Television (Channel 10)	Television Broadcast	Current Weather Updates	Year Round
	Website	Weather App	Year Round
		Storm Preparedness Info	Year Round
Local Television (Channel 13)	Television Broadcast	Current Weather Updates	Year Round
	Website	Local Radar & Map	Year Round
		Weather Resources	Year Round
		Weather App	Year Round
		Severe Weather Link	Year Round
Local Television (Channel 40)	Television Broadcast	Current Weather Updates	Year Round
	Website	News/Weather App	Year Round

PG&E	Website	Flood Safety - Handling gas/electric appliances in the event of a flood. General Emergency Preparedness.	Year Round
Army Corps of Engineers	Web-site	Public Safety Announcements	Year Round
		News Releases	Year Round
		Flood Preparedness - Sim City?	Year Round
		Know Your Risk - Youtube video?	Year Round
		Flood Safety - Ezri?	Year Round
Delta Conservancy	Website/Clean-up events	Protect Natural Floodplain functions	Year Round
Yolo County Habitat Conservancy	Website	Protect Natural Floodplain functions	Year Round
WSAFCA	WSAFCA - Website	Agendas, Meeting Minutes	Year Round
Yolo County	Web-site	Building Inspection Services	Flood Preparedness - checklist
			Emergency Alerts
			Floodplain Management
City of West Sacramento Fire Department	CERT Program	Protect People and Property from the Hazard	Year Round/Storm Season
Flood Response Projects			
Organization	Project	Subject Matter	Frequency
Community Development, Flood Protection Division	West Sac Flood Protect - Website	Flood Preparedness - Plan, Pack, Protect	Year Round
Yolo County	Everbridge	Everbridge used to notify resident of information during and after a flood	Year Round
City of West Sacramento - City Manager's Office	City Lights	Flood Preparedness - Plan, Pack, Protect	Quarterly
PG&E	Website	Flood Safety - Handling gas/electric appliances in the event of a flood. General Emergency Preparedness.	Year Round
City of West Sacramento Fire Department	CERT Program	Protect People and Property from the Hazard	Year Round/Storm Season

Public Information Examples:



Protect Your Home and Family



8 NATIONAL FLOOD INSURANCE PROGRAM/COMMUNITY RATING SYSTEM

8.1 National Flood Insurance Program and Background

The National Flood Insurance Program (NFIP) was established with the passage of the National Flood Insurance Act of 1968. The program evolved as a means to mitigate loss of life and property. A study by the American Insurance Association conducted in 1956 showed that the private insurance industry could not provide flood insurance to its customers and remain solvent. Only those people exposed to the highest risk were purchasing flood insurance. By the 1960's flood insurance became entirely unprofitable and private insurance companies no longer offered it.

Due to lack of flood insurance coverage for homes and businesses, Congress stepped in and established the NFIP. The program allows property owners in participating communities to purchase flood insurance in exchange for community and State floodplain regulations that reduce future flood damages. A community that participates in the NFIP must adopt and enforce minimum floodplain regulations for development in designated floodplain areas to reduce future flood risk.

The NFIP has three specific components:

- 1) Floodplain identification and mapping
- 2) Floodplain management; and
- 3) Flood Insurance

The NFIP was amended in 1973 with the Flood Disaster Protection Act which made the purchase of flood insurance mandatory with the Special Flood Hazard Area (SFHA). The City of West Sacramento joined the NFIP and its Flood Insurance Rate map (FIRM) became effective March 5, 1990. The FIRM was amended January 19, 1995. By joining the NFIP the City agreed to adopt floodplain regulations and enforce those regulations on new construction and substantial improvements to existing buildings according to the requirements of the FIRM maps in effect at the time of construction. Structures built prior to January 19, 1995 are considered pre-FIRM, and structures built January 19, 1995 or after, or having substantial improvements must adhere to current building requirements.

8.2 Current Implementation Status

The National Flood Insurance Program (NFIP) provides federally backed flood insurance within communities that enact and enforce floodplain regulations. The City of West Sacramento is actively participating in the NFIP. The City currently participates in and complies with all applicable Federal floodplain management and flood insurance programs as prescribed in the NFIP. The City has passed and implemented appropriate floodplain management ordinances and identified a City Floodplain Manager to guide and evaluate any development in flood prone areas of the City

Flood Zone Designations

Flood zones are geographic areas that FEMA has defined according to varying levels of flood risk. The FIRM for the City of West Sacramento has multiple flood zones. The following is list of flood zone designations:

Zone A – These areas on the FIRM represent the 1% annual chance flood where no Base Flood Elevations (BFEs) have been established. Areas designated as A zones typically have shallow flooding to flood depths up to 30 feet. For areas which are developed, the property owner of the developer is required to establish BFEs. Flood insurance can be required depending on the BFE that is established.

Zone AE – These areas represent the 1% annual chance flood where BFEs have been established. Flood insurance is required in the AE zone.

Zone AH – Flood depths of one to three feet (usually sheet flow) designation AH zones, where the BFE is determined on the FIRMs. Flood insurance is required in the AH zone.

Zone A99 – Areas to be protected from the 1% annual chance flood by a federal flood protection system under construction are called A99 zones.

Zone X – Areas determined to be outside the .2% annual chance flood. There are no restrictions on development or mandatory flood insurance. Residents may purchase Preferred Risk (PRP) flood insurance policies at the PRP rates available in Shaded X zones.

Zone Shaded-X – Areas with less than the 0.2 % annual chance flood protection; areas less than the 1% annual chance flood with average depths of less than on foot (or drainage areas of less than one square mile); or areas protected by levees from the 1% annual chance flood. Flood insurance is not mandatory, and there are no federally imposed restrictions on development in the Shaded X zones.

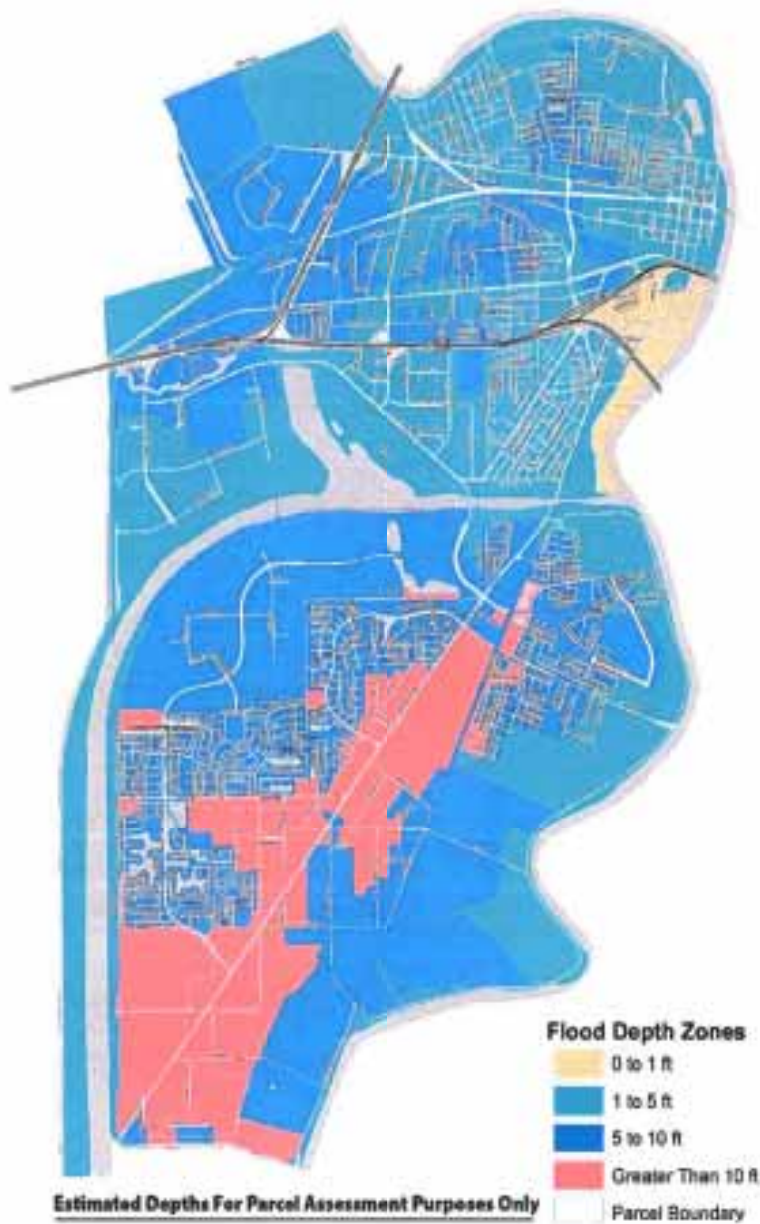
Zones B and C – Represent areas outside of the SFHA. These zones, however, are no longer shown on Flood Insurance Rate Maps. The current Shaded X Zone corresponds with the former B Zone and the X Zone corresponds with the former C Zone.

Flood Insurance Policy Rates

The following is a dialogue about flood insurance rates and building restrictions in the SFHAs:

Flood Insurance in West Sacramento

Flood insurance cannot prevent flooding, flood damage or loss of life, but it can mitigate the financial damages caused by flooding. In West Sacramento, every primary building or structure with substantial improvement located within the City's SFHA must have flood insurance if it is attached to federally backed mortgage. The majority of the community, and all insurable structures are located in Zone X, which does not require flood insurance, although the zoning designation could change at any time.



As illustrated in the Flood Depth Zones map above, flooding as a result of a breakdown in the internal drainage system or a failure of the levee system could result in significant damage. The purchase of flood insurance is a key mechanism for mitigating damage to property and possible human injury or death.

FEMA is presently in the process of remapping communities. Per FEMA's Community Insurance Overview Report, dated April 30, 2017, flood insurance coverage in the City is as follows:

Insurance Zone

Zone	Policies in Force	Premium	Insurance in Force
A01-30& AE Zones	2	\$2,144	\$621,000
A Zones	1	\$927	\$100,000
B, C & X Zone:			
Standard	280	\$154,134	\$56,101,700
Preferred	2,430	\$1,006,846	\$815,221,000
Total	2,713	\$1,164,051	\$872,043,700

Insurance Occupancy

Housing Type	Policies in Force	Premium	Insurance in Force
Single Family	2,270	\$830,131	\$740,851,600
2-4 Family	40	\$17,596	\$11,328,100
All Other Residential	297	\$113,037	\$58,384,000
Non-Residential	106	\$203,287	\$61,480,000
Total:	2,713	\$1,164,051	\$872,043,700

Insurance Pre/Post FIRM

Pre-FIRM	Policies in Force	Premium	Insurance in Force
A01-30 & AE Zones	2	\$2,144	\$621,000
A Zones	1	\$927	\$100,000
B, C & X Zone:			
Standard	17	\$471,817	\$5,858,800
Preferred	1,046	\$438,110	\$342,937,000
Total	1,066	\$474,888	\$349,516,800

Post-FIRM	Policies in Force	Premium	Insurance in Force
A01-30 & AE Zones	0	\$0	\$0
A Zones	0	\$0	\$0
B, C & X Zone:			
Standard	263	\$120,427	\$50,242,900
Preferred	1,384	\$568,736	\$472,284,000
Total	1,647	\$689,163	\$522,526,900

Insurance Overview

Total Number of Policies	2,713
Total Premiums	\$1,164,051
Insurance in Force	\$872,043,700
Total Number of Closed Paid Losses	14
\$ of Closed Paid Losses	\$36,402

As illustrated above, the majority of the flood insurance policies in West Sacramento are on residential properties located in Zone X. The majority of the policies in Zone X are covered with Preferred Premium policies. The coverage of residential properties are split with 39% of the policies associated with pre-FIRM structures and 51% of the policies associated with post-Firm structures.

Public Perception of Flood Insurance

Participation by communities in the NFIP and the purchase of policies by individual homeowners and businesses has been shown to lower the financial risk of flooding. Despite this, most people who live in a location at risk of flooding, will not purchase flood insurance if they are not required to. Many residents and homeowners do not purchase flood insurance for several reasons:

- Levees and dams create a false sense of security. These structural barriers convince people that they are protected from flooding without realizing that factors such as lack of maintenance, earthquakes, and that the next flood event could be higher which may undermine these structural components and cause flooding to occur.
- Misunderstanding about flood insurance cost. The average cost of flood insurance is about \$650 per year. People often feel that fire insurance is more important and a higher priority as well.
- Unclear as to the true flood risk of their property. Many people believe that they are not in a higher risk zone such as A or AE, and that they are not subject to flood damage. The truth is that approximately 20% of all flood losses on an annual basis occur within the moderate to low risk flood zones, such as the B, C or X zone. Also, many people mistakenly believe that their homeowner's insurance policy covers flood damage, which it does not.

8.3 Community Rating System (CRS) Background

The Community Rating System (CRS) is a national, voluntary program developed by the Federal Emergency Management Agency (FEMA). Under the CRS, communities can be rewarded for doing more than simply regulating construction of new buildings to the minimum national standards as required by the NFIP.

The CRS program offer discounts on flood insurance premiums to participating communities' residents and businesses. The discounts reflect that community's work to reduce flood damage to existing buildings, manage development in areas not mapped by the NFIP, protect new buildings beyond the minimum NFIP protection level, preserve and/or restore natural functions of floodplains, help insurance agents obtain flood data, and help people obtain flood insurance.

Goals of the CRS:

- Reduce and avoid flood damage to insurable property:
 - o The CRS supports the NFIP to minimize flood losses nationwide. Communities are encouraged to reduce the exposure of buildings and their contents to flood damage. New buildings and their contents should be protected from known and future flood hazards. Standards higher than the NFIP minimum criteria help accomplish this.
- Strengthen and support the insurance aspects of the NFIP:

- o The CRS recognizes communities whose activities generate and contribute data enabling accurate actuarial rating of flood insurance. Communities are encouraged to implement informational and mapping programs to educate the public as to their individual flood risk, and to purchase flood insurance
- Foster comprehensive floodplain management:

The CRS encourages communities to implement comprehensive floodplain management programs. The program recognizes local efforts to protect lives, improve public health, safety, and welfare; minimize damage and disruption to infrastructure and critical facilities; and restore the natural functions and resources of floodplains

8.4 Community Rating System in West Sacramento

As of May 1, 2017, the City has been rated a Class 6 in the Community Rating System (CRS) program. A Class 6 rating allows residents to receive a significant discount on their flood insurance premiums. Residents with homes located outside in Zone X, which characterizes the majority of West Sacramento will receive a 10% discount on their flood insurance premiums. Residents with homes located within the Special Flood Hazard Area (SFHA) can receive a 20% savings on their premiums.

The City of West Sacramento implements the following CRS activities:

Activity 310: Elevation Certificates:

The Public Works Department maintains elevation certificates for new and substantially improved buildings. Copies of elevation certificates are made available upon request.

Activity 320: Map Information Services:

Credit is provided for furnishing inquirers with basic flood zone information from the community's latest Flood Insurance Rate Map (FIRM). Credit is also provided for the community furnishing additional FIRM information, information about problems not shown on the FIRM, flood depth data, special flood related hazards, historical flood information, and natural floodplain functions. The service is publicized annually and records are maintained.

Activity 330 - Outreach Projects:

Credit is provided for informational outreach project that include brochures in kiosks, and general outreach projects that include newsletters, and the monthly Plan, Pack and Protect campaign. These projects are disseminated annually.

Activity 340 - Hazard Disclosure:

Credit is also provided for state community regulations requiring disclosure of flood hazards.

Activity 350 - Flood Protection Information:

Documents relating to floodplain management are available in the reference section of the West Sacramento Public library. Credit is also provided for floodplain information displayed on the community's website.

Activity 360 – Flood Protection Assistance:

Credit is provided for offering one-on-one advice regarding property protection and making site visits before providing advice.

Activity 370 - Flood Insurance Promotion:

Credit is provided for providing technical advice regarding flood insurance.

Activity 420 – Open Space Preservation:

Credit is provided for preserving approximately 49 percent of the Special Flood Hazard Area (SFHA) as open space.

Activity 430 – Higher Regulatory Standards:

Credit is provided for enforcing regulations that require freeboard for new and substantial improvement construction, local drainage protection. Credit is also provided for the enforcement of building codes, a Building Code Effectiveness Grading Schedule (BCEGS) Classification of 2/2, state mandated regulatory standards.

Activity 440 – Flood Data Maintenance:

Credit is provided for maintaining and using digitized maps in the day to day management of the floodplain. Credit is also provided for maintaining copies of all previous FIRMs and Flood Insurance Study Reports.

Activity 450 – Storm Water Management:

The community enforces regulations for erosion control.

Activity 502 – Repetitive Loss Category:

West Sacramento, CA is a Category A community for CRS purposes and no action is required.

Activity 510 – Floodplain Management Planning:

Credit is provided for the adoption and implementation of the Yolo County Multi-Jurisdictional Hazard Mitigation Plan, Adopted December 2012. A progress report must be submitted on an annual basis.

Activity 540 – Drainage System Maintenance:

A portion of the community’s drainage system is inspected regularly throughout the year and maintenance is performed as needed. Credit is also provided for listing problem sites that are inspected more frequently.

Activity 610 -Flood Warning and Response:

Credit is provided for a program that provides timely identification of impending flood threats, disseminates warnings to appropriate floodplain residents, and coordinates flood response activities. Credit is also provided for the designation as a Storm Ready/Tsunami Ready Community by the National Weather Service.

Activity 630 – Dams:

Credit is provided for a State Dam Safety Program.

Activity 710 – County Growth Adjustment:

All credit in the 400 series is multiplied by the growth rate of the county to account for growth pressures.

8.5 Community Rating System Implementation

The following actions are recommended to reduce the risk of flood damage to people and property, and encourage the purchase of flood insurance in West Sacramento:

Action Item	Responsible Department	Schedule
Develop a brochure for Real Estate Agents to Provide to Potential Buyers	City of West Sacramento Community Development Department	Ongoing
Continue to Participate in the Sacramento Region CRS Users Group	City of West Sacramento Community Development Department	Ongoing
Partner with State, FEMA and Local Entities on flood risk outreach	City of West Sacramento Community Development Department, DWR, FEMA	Ongoing
The City will work toward obtaining a CRS Class 5 or better designation	City of West Sacramento Community Development Department	Ongoing
Reassess the Flood Insurance Coverage Assessment (FIA) and Coverage Improvement Plan (CP) as Part of the Program for Public Information	City of West Sacramento Community Development Department	Ongoing

1. *Develop a brochure for Real Estate Agents to Provide to Potential Buyers*

Issue/Background Statement: The City of West Sacramento, presently does not have any development in the SFHA, but the community is surrounded by levees. New buyers are often concerned about their level of flood risk.

Implementation Strategy: Under CRS Activity 340, credit is given for creating a brochure or handout for real estate agents to give to their potential buyers, encouraging them to investigate the flood hazards for property. The brochure/handout will be completed a part of the Program of Public Information (PPI).

Responsible Office: City of West Sacramento Community Development Department

Potential Funding: Staff time

Schedule: Ongoing

2. *Continue to Participate in the Northern Central CRS Users*

Issue/Background Statement: The Northern Central CRS Users Group meets on a quarterly basis to discuss CRS activities, share ideas on how to maximize CRS credits, brainstorm on public outreach strategies, and collaborate to improve respective floodplain management plans.

Implementation Strategy:

Responsible Office: City of West Sacramento Community Development Department

Potential Funding: Staff time

Schedule: Ongoing

3. *Partner with State, FEMA and Local Entities on flood risk*

Issue/Background Statement: The City of West Sacramento, Yolo County, WSAFCA, the State of California and FEMA all perform outreach to educate the public about flood-risk. Each of these efforts take place autonomously, resulting in repetition and conflicting messages.

Implementation Strategy: The City of West Sacramento will work to coordinate flood-risk outreach efforts and develop possible cost-sharing opportunities.

Responsible Office: City of West Sacramento Community Development Department

Potential Funding: Operating Budget/Staff time

Schedule: Ongoing

4. The City will work toward obtaining a CRS Class 5 or better designation

Issue/Background Statement: Currently the City of West Sacramento has achieved a CRS Classification of 6. This classification provides a 10% discount to policy holders with property in Zone X, and 20% discount to policy holders with property located in the SFHA.

Implementation Strategy: The City of West Sacramento will work toward achieving a call 5 or better. The improved score will have no effect on policy holders owning property in zone X, but will provide a 25% discount policy holders with properties in the SFHA.

Responsible Office: City of West Sacramento Community Development Department

Potential Funding: Operating Budget/Staff time

Schedule: Ongoing

5. Reassess the Flood Insurance Coverage Assessment (FIA) and Coverage Improvement Plan (CP) as Part of the Program for Public Information

Issue/Background Statement: Efforts on the part of FEMA to market flood insurance and enforce lender compliance for areas within the 1-percent-annual-chance floodplain are encouraged. In the absence of mandatory flood insurance for areas behind levees with more than the 1-percent-annual-chance flood protection, comprehensive efforts to educate the public would be beneficial. This includes education on the residual risk behind levees, the potential flood depths that could be expected in those areas, and the availability of flood insurance to mitigate property damage should a flood occur. Assembly Bill 156 requires DWR to annually notify property owners at risk of flooding in a levee protection zone.

Implementation Strategy: Under CRS Activity 370 – Flood Insurance Promotion, credit is given for conducting a flood insurance coverage assessment, coverage improvement plan, and the implementation of the coverage improvement plan. These documents were completed as part of the Program for Public Information (PPI). As a general goal, the City of West Sacramento would like to increase its number of Preferred Risk Policies over the next five years.

Responsible Office: City of West Sacramento Community Development Department

Potential Funding: Staff time

Schedule: Ongoing

9 LEVEE SECURITY PLAN

9.1 Introduction and Background

The Sacramento Region is considered to be the country's most at-risk metropolitan areas for hazardous flooding. One of the major risks of flooding in the City of West Sacramento

arises from the possibility of levee failure. There has been no credible evidence suggesting that terrorist have identified the levees as a possible target, however, the Department of Homeland Security advises that levee owners and operators should be aware of the possibility of a terrorist attack targeting the levees and other flood risk reduction structures. A Vulnerability Assessment conducted by the Sacramento Department of Utilities (DOU) in 2015 found that while the risk of terrorist against DOU is unlikely, but it is still a possibility.

The Vulnerability Assessment established that the DOU is at risk of threats by criminals and vandals, and that any improvements to the security of facilities, including the levee system, would provide benefits in the event of any type of incident.

This section aligns with the requirements for the Levee Maintaining Agency (LMA) by California relating to urban and urbanizing development. The direction for a Levee Security Plan is located in the California Department of Water Resources' Urban Levee Design Criteria (May 2012).

Background

The City of West Sacramento is within the floodplain of the Sacramento River and almost completely surrounded by floodways and levees. During large flood events, the City can become an urban island that depends on the successful performance of nearly 50 miles of levees. Several pump stations are incorporated into the system, pumping local storm drainage into the adjacent river, Deep Water Ship Channel, or internal drainage system. There is significant security at the pump stations, and along the Deep Water Ship Channel, but there is less security in other locations along the levee system. The system is essentially open to the public and potentially vulnerable to nefarious activities, such as the placement of explosive devices, or the illegal digging on the levee which could potentially compromise the integrity of the structure.

9.2 Current implementation Status

USACE, DWR, RD 900 and RD 537 each maintain portions of the levee system protecting the City. USACE operates the DWSC West levee as a component of the Federally-authorized navigation project. DWR operates and maintains a large portion of this system including levee reaches along the left bank of the Sacramento Bypass (State Water Code 8361) and along the right bank of the Sacramento River (Maintenance Area 4). RD 900 and RD 537 both operate and maintain the remaining portions of the levee system along the Sacramento River and the Yolo Bypass. RD 900 operates and maintains the South Cross Levee.

The ULDC requires that each LMA develop a levee security plan to protect the urban and urbanized development area levee systems from acts of terrorism and other malicious or negligent acts. The ULDC also provides guidance on developing this plan.

The ULDC criteria requires that agencies consider and prioritize vulnerabilities and employ an array of security measures from four basic categories to address vulnerabilities.

The required security measures are:

- Networked detection
- Deterrence
- Physical Security
- Intrusion interdiction during high threat periods

The ULDC criteria provide recommendations and options for consideration in each of the four areas. The City of West Sacramento, DWR, and Reclamation Districts already employ a number of these recommended security measures from the four basic categories:

Networked Detection provides for monitoring and reporting of security information between the levee maintaining agencies and the Intelligence Community, which is comprised of multiple federal, state, and local agencies. Recommended detection measures include improved personnel and public awareness, suspicious activity reporting, and integration with the existing Terrorism Liaison Officer.

The DOU Security and Emergency Preparedness Section currently participates in the FBI's InfraGard and the Homeland Security Information Network and is integrated into the existing Terrorism Liaison Program through the West Sacramento Police Department and the Sacramento Regional Terrorism Threat Assessment Center. In addition, the Security Section routinely uses the National Suspicious Activity Reporting System (SAR) to report suspicious training to personnel on a number of topics including levee security, and recognizing and reporting suspicious activity.

Deterrence consists of visible security measures such as signs, gates, visible patrols, and controlled access to levees and associated critical facilities that create an atmosphere of vigilance and security and law enforcement intervention.

The Reclamation Districts, DWR, and City currently uses a combination of patrols, signs, and gates that prohibit trespassing at critical facilities and prohibit vehicles at all gated accesses.

City, DWR, and Reclamation Districts personnel patrol the levees on a daily basis during normal conditions, monitoring levee conditions, suspicious activity, and the conditions of signs, locks and gates. During high water levels or elevated threat periods, the levees are patrolled continuously. Contract private security are used when necessary at critical sites to deter and report suspicious or criminal activity.

Physical Security is divided between deterrence, access controls, intrusion detection, and levee performance alerting mechanisms.

Access Control

City, DWR and Reclamation District levee access controls restrict most motor vehicle access. Non-vehicular public access along levees is not considered to be a security problem, except at specific critical locations such as treatment plants or sumps. The City, DWR, and RDs currently use a combination of physical security measures (signs, fences,

gates, locks, lighting, and security patrols) to stop, inhibit, or delay access by unauthorized persons.

Intrusion Detection

City, DWR and Reclamation Districts currently uses intrusion alarms and patrols by City, DWR and Reclamation District personnel and contract security when necessary to detect unauthorized intrusion. The City, DWR, and the Reclamation Districts have high water levee patrolling protocols that provide for the safety of patrollers and emphasize detection of vehicular trespass.

Levee Performance

The City, DWR, and the Reclamation Districts currently use water elevation sensor and levee patrols to monitor levee performance.

Intrusion Interdiction capabilities are determined by the preparedness and willingness of the local first responders. The goal is to facilitate awareness of and investment in swift response to reported intrusions during high water or increased threat periods.

The City, DWR and the Reclamation Districts regularly participate in seminars, workshops, and tabletop exercises with local agencies to familiarize, update and validate the security and evacuation plans related to levee security and breaches.

9.3 Implementation Strategies and Action Items

The following implementation strategies outline what the City of West Sacramento, DWR, and Reclamation Districts will do in the long term, and specifically over the next five years, to improve levee security and reduce flood risk from levee failure caused by acts of terrorism and other malicious or negligent acts.

Given the challenge of increasing security for such a large and open system, the general goals of this risk reduction tool would be to:

- Increase public awareness of levee safety and security issues and develop a coordinated partnership with the community to report suspicious activity/intrusions to the appropriate authorities
- Provide incremental increases in levee safety and security by enhancing the City, DWR, and the Reclamation Districts' ability to monitor levee penetration and performance, and to detect unauthorized intrusion at critical sites

Meeting these goals would involve promoting increased public and local agency awareness of the nature of the threats to their levee system. These strategies would require a combination of public and private measures. Increasing foot traffic along the levees, by way of maintenance programs and recreational activities. Reaching out to the public, to encourage members of the community to report unauthorized activity along the

levee system, enhancing the City, DWR and the Reclamation Districts' ability to detect intrusion at critical sites.

Implementation Actions

Over the next five years, progress towards these general goals could be achieved by taking the following actions:

4. *On-going Levee Maintenance Program*

Issue/Background Statement: Most of the levee system is essentially open to the public and potentially vulnerable to nefarious activities, such as the placement of explosive devices, or the illegal digging on the levee which could potentially compromise the integrity of the levee structure.

Implementation Strategy: The Reclamation Districts, DWR and the City of West Sacramento regularly partake in levee maintenance activities, including inspection of and patrols of the levee system. Increased foot traffic should reduce the presence of unsavory characters and criminal activity.

Responsible Office: City of West Sacramento, Reclamation Districts, DWR

Potential Funding: WSAFCA, DWR

Schedule: Ongoing

5. *Recreational Trail Network on Levee*

Issue/Background Statement: Most of the levee system is essentially open to the public and potentially vulnerable to nefarious activities, such as the placement of explosive devices, or the illegal digging on the levee which could potentially compromise the integrity of the levee structure.

Implementation Strategy: The City of West Sacramento will work with the Reclamation Districts and State and Federal permitting agencies to establish a public recreational trail along the crown of the levee. Increased foot traffic should reduce the presence of unsavory characters and criminal activity.

Responsible Office: City of West Sacramento

Potential Funding: Staff time, grant funding, Measure E

Schedule: Ongoing

6. *Levee Security Public Relations Program*

Issue/Background Statement: Unauthorized vehicle along the levees can result in damage to the levee and potentially compromise the integrity of the levee.

Implementation Strategy: The City Public Relations Officer in conjunction with the Police Department send out messages to the public, via the City Website and social media, encouraging members of the community to report unauthorized vehicles and activities along the levee system.

Responsible Office: City of West Sacramento (Public Information Officer, Police Department)

Potential Funding: Staff time

Schedule: Ongoing

Action	Responsible Party	Schedule
On-going Levee maintenance program	Reclamation Districts, City of West Sacramento, DWR	Ongoing
Recreational Trail Network	City of West Sacramento	Ongoing
Public Relations Program	City of West Sacramento	Ongoing

LIST OF FIGURES

Figure 1: West Sacramento North Basin

Figure 2: West Sacramento South Basin

LIST OF APPENDICES

Appendix "A": U.S. Army Corps of Engineers (USACE) Sacramento District
Section 408 Letter of Permission Southport Levee Improvement
Project

Appendix "B": City of West Sacramento Flood Hazard Annex

Appendix "C": AB 156

APPENDIX A

Sacramento District Corps of Engineers Section 408 Approval Letter

APPENDIX B

City of West Sacramento Flood Hazard Annex

APPENDIX C

AB 156

From AB 156 Added to Code in October 2007

Article 2. State Reports

9121.

- (a) On or before September 1, 2010, and on or before September 1 of each year thereafter, the department (Department of Water Resources) shall provide written notice to each landowner whose property is determined to be entirely or partially within a levee flood protection zone.
- (b) The notice shall include statements regarding all of the following:
- (1) The property is located behind a levee.
 - (2) Levees reduce, but do not eliminate the risk of flooding and are subject to catastrophic failure.
 - (3) If available, the level of flood risk as described in the flood control system status report described in Section 9120 and a levee flood protection zone map prepared in accordance with Section 9130.
 - (4) The state recommends that property owners in a levee flood protection zone obtain flood insurance, such as insurance provided by the Federal Emergency Management Agency through the National Flood Insurance Program.
 - (5) Information about purchasing federal flood insurance.
 - (6) The Internet address of the Web site that contains the information required by the flood management report described in Section 9141.
 - (7) Any other information determined by the department to be relevant.
- (c) A county, with assistance from the department, shall annually provide to the department, by electronic means, lists of names and addresses of property owners in a levee flood protection zone located in that county.
- (d) Notwithstanding any other provision of the law, the department may enter into contracts with private companies to provide the notices required by this section.

Article 3. Levee Flood Protection Zone Maps

9130.

- (a) The department shall prepare and maintain maps for levee flood protection zones. The department shall prepare the maps by December 31, 2008, and shall include in

the maps a designation of those lands where flood levels would be more than three feet deep if a project levee were to fail, using the best available information. The maps shall include other flood depth contours if that information is available.

- (b) The department shall distribute the levee flood protection zone maps to appropriate governmental agencies, as determined by the department.
- (c) The department shall make the maps readily available to the public. The department may charge a fee for the cost of reproducing the maps. To the extent feasible, maps shall be made available on the Internet Web site of the department.
- (d) The department may periodically revise the maps to include updated information when that information becomes available.



This document outlines the responsibilities of the Emergency Management Organization for the City of West Sacramento

City of West Sacramento Emergency Operations Plan

Basic Plan

Version 2.7

Revised: December 2016



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LETTER OF PROMULGATION

December 2016

To: Officials and Employees of the City of West Sacramento

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating form at any time, the City of West Sacramento must provide safeguards, which will save lives and minimize property damage through planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of West Sacramento Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System and the National Incident Management System. It provides for the integration and coordination of planning efforts of multiple jurisdictions within the City.

This plan was developed for each City of West Sacramento department and local special districts with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the California Office of Emergency Services and the Federal Emergency Management Agency. The intent of the Emergency Operations Plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the County of Yolo's Emergency Operations Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

The West Sacramento City Council gives its full support to this Emergency Operations Plan and urges all public employees and individuals to prepare for times of emergency before they occur.

Christopher L. Cabaldon, Mayor

City of West Sacramento

APPROVAL AND IMPLEMENTATION

FOREWORD

The City of West Sacramento Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and national security emergencies in or affecting the City of West Sacramento. This plan does not apply to normal day-to-day emergencies or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters, which can pose major threats to life, property and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City of West Sacramento.
- Identifies the roles and responsibilities required to protect the health and safety of West Sacramento residents, public and private property and the environmental effects of natural, technological and human-caused emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City of West Sacramento Emergency Operations Center activities and the recovery process.

PLAN APPROVAL AND IMPLEMENTATION

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those City departments, supporting allied agencies and community organizations having assigned primary functions or responsibilities within the Emergency Operations Plan as necessary.

PLAN MODIFICATIONS

Upon the delegation of authority from the Director of Emergency Services, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Basic Plan, its Functional Annexes and Attachments supersede all previous versions of the City of West Sacramento Emergency Operations Plan.

RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented BY	Date	Approved By	Approval Date	Description of Change
1	City of West Sacramento Director of Emergency Services	2010	City Council	04/14/2010	Initial Version
2	City of West Sacramento Director of Emergency Services	2017	City Council	01/18/17	Revision to include ESF's and new CPG Format
3					
4					
5					
6					
7					
8					
9					
10					

RECORD OF CONCURRENCE

The following list of signatures documents each City Council Member's concurrence and receipt of the 2016 City of West Sacramento Emergency Operations Plan. As needed, revisions will be submitted to the West Sacramento Fire Department.

Christopher Cabaldon, Mayor

January 18, 2017

Mark Johannessen, Mayor Pro Tem

January 18, 2017

Chris Ledesma, Council Member

January 18, 2017

Quirina Orozco, Council Member

January 18, 2017

Beverly Sandeen, Council Member

January 18, 2017

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SECTION 1.0: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

1.1 PURPOSE

The purpose of the City of West Sacramento Emergency Operations Plan is to provide the basis for a coordinated response before, during and after a disaster incident affecting the City of West Sacramento.

This plan is the principal guide for the City's response to, and management of real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Facilitate multi-jurisdictional and interagency coordination in emergency operations, particularly between the City, local government, private sector, operational, and state response levels and appropriate federal agencies.
- Serve as a City plan, a reference document, and when possible, may be used for pre-emergency planning in addition to emergency operations.
- To be utilized in coordination with applicable local, state and federal contingency plans.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and/or disasters.
- Establish the operational concepts and procedures associated with field response to emergencies, and Emergency Operations Center activities.
- Establish the organizational framework of the California Standardized Emergency Management System and the National Incident Management System within the City of West Sacramento.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

1.1.1 PLANNING ORGANIZATION AND FORMAT

The plan is divided into several elements that contain general and specific information relating to City emergency management operations. Those elements are as follows:

Basic Plan

The basic plan provides an overview of the City of West Sacramento's emergency management system. It briefly explains the hazards faced, capabilities, requirements, and the city's emergency management structure. It also identifies how the City integrates the Standardized Emergency Management System and the National Incident Management System into their emergency management organizations.

Emergency Support Function Annexes

The ESF Executive Summaries identify the ESF coordinator(s) and the primary support agencies for each function. The ESF Executive Summaries outline expected mission execution for each emergency phase and identify tasks and plans assigned to members of the ESF. An ESF annex can be a culmination of Plans, Standard Operating Guides/ Procedures (SOPs/SOGs) and/or Field Operations Guide (FOGs).

Support Annexes

The support annexes focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles and responsibilities that agencies and departments carry out before, during, and after any emergency.

Hazard Specific Annexes

Hazard specific annexes identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

A graphic representation of how the city's emergency plans relate to each other can be viewed in the figure below:



Figure 1 – Plans Relational Structure

1.2 SCOPE

The scope of this plan applies to any extraordinary emergency situation associated with any hazard, natural, technological or human caused which may affect the City of West Sacramento that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

The provisions, policies, and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in the City. The other governmental agencies within the City of West Sacramento maintain their own emergency operations plans and those plans are consistent with the policies and procedures established by this plan.

Incorporating the Federal Emergency Management Agency Comprehensive Preparedness Guide 101v. 2 and State of California Emergency Plan best practices, in addition to the County's Emergency Operations Plan, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for implementation of the Standardized Emergency Management System and National Incident Management System for the City. The City Emergency Operations Plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of West Sacramento and its jurisdictions, as well as special districts, utilities, major businesses, non-profit agencies, community groups, state agencies, and federal agencies. Emergency operations in the City of West Sacramento will be coordinated through the structure of the Emergency Operations Center. This plan will be used in coordination with the *State Emergency Plan* and the *National Response Framework*.

This plan is part of a larger framework that supports emergency management within the State. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the City of West Sacramento together with the County of Yolo, it's political subdivisions, the Inland Region of the State of California Office of Emergency Services and the Federal government will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

1.3 SITUATION OVERVIEW

This chapter describes a number of potential hazards that could affect the City of West Sacramento, which would warrant the activation of the Emergency Management Organization. The map provided in *Figure 2 - Base Map of West Sacramento*, details the City of West Sacramento.

1.3.1 HAZARD ANALYSIS SUMMARY

In 2013, the County of Yolo's Office of Emergency Services and a consortium of community stakeholders worked to complete the County of Yolo Multi-Jurisdictional Hazard Mitigation Plan, which included the City of West Sacramento. The purpose of this analysis was to identify and discuss the natural hazards confronting the communities and the mitigation efforts that have taken place or are underway that might address those threats. For more in-depth details, please refer to the [County of Yolo Multi-Jurisdictional Hazard Mitigation Plan](#).

The City is vulnerable to a wide range of threats. An all-hazards threat perspective must include a complete range of threats including emerging and increasing technological factors. It is important to consider past events for future planning, with the consideration that the location and scope of hazards change over the years.

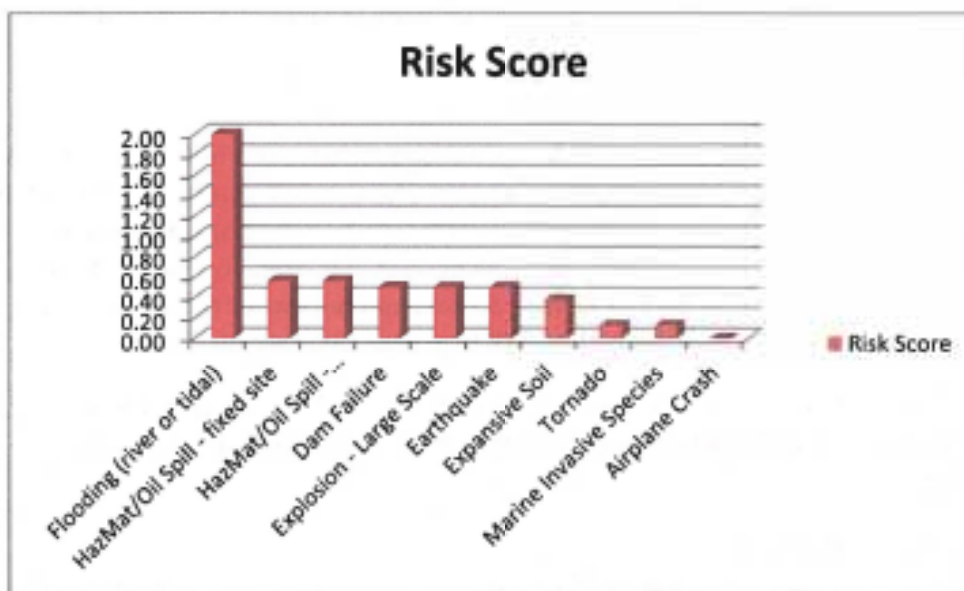


Figure 3 - West Sacramento Hazards

1.3.2 CAPABILITY ASSESSMENT

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the West Sacramento Emergency Organization has the capabilities to perform the necessary emergency response duties outlined in this Emergency Operations Plan.

The City of West Sacramento has completed the following to increase the City's capabilities:

- Development of City of West Sacramento Hazard Annex to the County of Yolo Local Hazard Mitigation Plan
- A Hazard-specific Flood Response Annex highlighting the City's capabilities in a flood event
- City of West Sacramento People with Disabilities and Access and Functional Needs Support Annex

In light of the City's susceptibility and vulnerability to disasters, continuing emphasis will be placed on emergency planning, training of full time personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. The City is involved in ongoing public education programs. The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

1.3.3 MITIGATION OVERVIEW

The City of West Sacramento has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The approved, Yolo County Hazard Mitigation Area plan identifies mitigation efforts to reduce the occurrence and impact of identified hazards in the City of West Sacramento. As the cost of damage from natural disasters continues to increase nationwide, the City of West Sacramento recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

For detailed information on the City of West Sacramento's mitigation strategies, please refer to [County of Yolo Multi-Jurisdictional Hazard Mitigation Plan, City of West Sacramento Community Profile](#).

1.4 PLANNING ASSUMPTIONS

Certain assumptions were used during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to, and recovery from major emergencies. In plan development and emergency operations "Assumptions" provide context, requirements, and situational realities.

- Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of the City of West Sacramento.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System and in many cases a Unified Command, be implemented immediately by responding agencies and expanded as the situation dictates.
- The City of West Sacramento is primarily responsible for emergency actions within the City boundaries and will commit all available resources to save lives, minimize injury to persons and minimize property damage.

- Large-scale emergencies and/or disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and/or disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and/or disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and/or disasters; this relationship can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and/or emergencies, all strategic decisions must consider each of these consequences.
- Disasters and/or emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan and with the Standardized Emergency Management System and the National Incident Management System.

It is the City's intent to fulfill the policies described herein, within the capabilities and resources available at the time of an emergency or disaster event.

1.5 WHOLE COMMUNITY APPROACH

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with the guidance of representatives from the Yolo OA and representatives from City departments and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g. fire, law and Emergency Medical Services (EMS)) to divert from their day-to-day operations to the emergency effectively and efficiently.

2. The strength of the emergency management system and organizations within the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the City on improving the region's resiliency.

SECTION 2.0: CONCEPT OF OPERATIONS

2.1 GOALS, PRIORITIES AND STRATEGIES

During the response phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies, and describes what should occur during each step, when and at whose direction.

2.1.1 OPERATIONAL GOALS

During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate hazards.
- Meet basic human needs.
- Address needs of the People with Access and Functional Needs.
- Restore essential services.
- Support community and economic recovery.

2.1.2 OPERATIONAL PRIORITIES

Operational priorities govern resource allocation and the response strategies for the City of West Sacramento and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

2.1.3 OPERATIONAL STRATEGIES

To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency. Afterwards provisions will be made for temporary housing, general needs assistance, and support for re-establishing employment after the emergency passes.

- **Address Needs of People with Access and Functional Needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

2.2 PLAN ACTIVATION

The City of West Sacramento Emergency Operations Plan may be activated by the Director of Emergency Services or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Services as designated by the City of West Sacramento Municipal Code Chapter 2.40 or as needed on the authority of the Director of Emergency Services or designee (Fire Chief) based on incident complexity.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

2.3 PROCLAIMING AN EMERGENCY

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from other agencies such as Yolo County, the American Red Cross or the State of California.

2.3.1 LOCAL EMERGENCY PROCLAMATION

A Local Emergency may be recommended by the Director of Emergency Services as specified by City of West Sacramento Municipal Code Chapter 2.40 and issued within 10 days after the actual occurrence of a disaster if assistance will be requested through CDAA.

A Local Emergency proclaimed by these individuals must be ratified by the West Sacramento City Council within seven (7) days.

The governing body must review the need to continue the proclamation at least every thirty (30) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. A Proclamation is normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the City of West Sacramento, caused by natural, technological or human-caused situations.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

Request for a California Office of Emergency Services Director's Concurrence: The City of West Sacramento can request cost reimbursement from the State for certain disaster-related repair costs under the California Disaster Assistance Act following the Proclamation of a Local Emergency. The Director's concurrence with the local proclamation is required for this reimbursement. This step is not required if a Governor's Proclamation of a State of Emergency is received for the same event.

Request for the Governor to Proclaim a State of Emergency: When emergency conditions exceed or have the potential to exceed, local resources and capabilities, local government may request the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten (10) days of the event. In addition to providing access to reimbursement for eligible disaster related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of state regulations impacting response or recovery operations.

- **Initial Damage Estimate (IDE):** The request for a Director's Concurrence or a Governor's Proclamation should include a copy of the proclamation document and

an IDE that estimates the severity and extent of the damage caused by the emergency. An IDE may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

- o **Analysis of Request:** The California Office of Emergency Services Region reviews the request, the IDE, and makes a recommendation to the Governor through the Director of the California Office of Emergency Services.

2.3.2 PROCLAMATION OF A STATE EMERGENCY

The Governor proclaims a State of Emergency based on the formal request from the City of West Sacramento City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

Governor's Proclamation without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is, however, unusual.

2.3.3 PROCLAMATION OF A STATE OF WAR EMERGENCY

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

2.4 PRESIDENTIAL DECLARATIONS

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment:** Upon submission of the request, the Federal Emergency Management Agency coordinates with the State to conduct a Preliminary Damage Assessment and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. The Federal Emergency Management Agency uses the results of the Preliminary Damage Assessment to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for supplemental federal assistance. The Preliminary Damage Assessment also identifies any unmet needs that may require immediate attention. The Preliminary Damage Assessment may not be required if immediate response assistance is necessary.
- **Federal Analysis of the State's Request:** The Federal Emergency Management Agency Regional Administrator assesses the situation and the request, then makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the State, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the State's hazard mitigation history.
- **Federal Declarations without a Preliminary Damage Assessment:** If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the Preliminary Damage Assessment process described above.
- **Declaration of Emergency or Major Disaster:** The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in *Figure 4 – Response Phase Sequence of Events*.

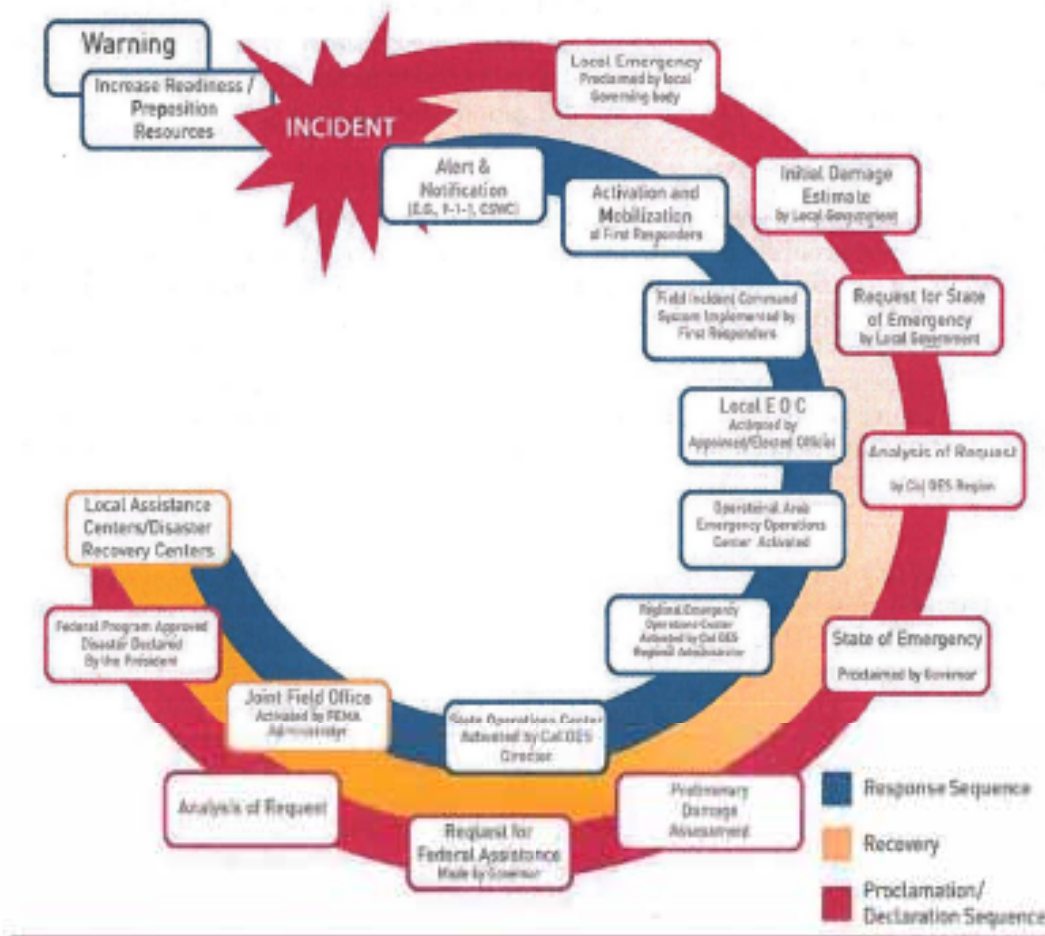


Figure 4 - Response Phase Sequence of Events

2.5 EMERGENCY MANAGEMENT RESPONSE LEVELS

The City of West Sacramento Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purposes, the California Office of Emergency Services has established three "levels" of response to emergencies. The City of West Sacramento also employs this system to guide local response to emergencies as noted in the table below:

Event/Situation	Activation Level	Minimum Staffing
Events with potential impacts on the health and safety of the public and/or environment	Three	EOC Director Other Designees
Severe Weather Issuances		
Significant incidents involving 2 or more departments		
Major wind or rain storm		
Power Outages and Stage 1 and 2 power emergencies		
Two or more large incidents involving 2 or more departments	Two	EOC Director Section Chiefs/Coordinators Branches and Units as appropriate to situation Liaison/Agency Representatives as appropriate Public Information Officer
Major wind or rain		
Major scheduled event		
Large scale power outages and Stage 3 power emergencies		
Hazardous Materials incident involving large scale or possible large scale evacuations		
Events with potential impacts on the health and safety of the public and/or environment	One	All EOC as appropriate
Major County/City or Regional emergency – multiple departments with heavy resource involvement		
Events with potential impacts on the health and safety of the public and/or environment		

2.5.1 NATIONAL EMERGENCY

In the event of a declared National Emergency, the City Emergency Operations Center could be activated and all elements of local government organized to respond to the indicated threat. A National Emergency may occur due to a real or potential act of terrorism or other catastrophic event that affects the country, including the City of West Sacramento, Yolo County and surrounding jurisdictions.

For additional information regarding the City of West Sacramento Emergency Management response and Emergency Operations Center Functions, refer to the *City of West Sacramento EOC Support Annex*.

2.6 SEQUENCE OF EVENTS DURING DISASTERS

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the

emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

2.6.1 BEFORE IMPACT

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating Emergency Operations Centers even if precautionary.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, resources are mobilized and evacuation begins.

2.6.2 IMMEDIATE IMPACT

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 9-1-1, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources from within the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and

procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate the Incident Command System organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems and Multiagency Coordination System Groups. This includes developing and maintaining connectivity capability between the Incident Command Post, local 9-1-1 Centers, local Emergency Operations Centers, Regional Emergency Operations Center, the State Operations Center and federal Emergency Operations Center and National Response Framework organizational elements.

Local Emergency Operations Center Activation (EOC): Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the local Emergency Operations Center notifies the Operational Area lead that the local Emergency Operations Center has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction Emergency Operations Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

Operational Area Emergency Operations Center Activation: If one or more Local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California Office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

State Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with the responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates in order to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact.
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions.

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

2.6.3 SUSTAINED OPERATIONS

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation

demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

2.6.4 TRANSITION TO RECOVERY

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, Local Assistance Centers and/or Disaster Recovery Centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local governments open Local Assistance Centers to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. Local, state and federal agencies, as well as non-profit and voluntary organizations normally staff and support the Local Assistance Center. The Local Assistance Center provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a federal Disaster Recovery Centers may be collocated with the state/local Local Assistance Centers.

Joint Field Office: The State coordinates with the Federal Emergency Management Agency as necessary to activate a Joint Field Office to coordinate federal support for the emergency. The State will appoint a State Coordinating Officer to serve as the state point of contact. A Federal Coordinating Officer is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and include processes for resource tracking and ensuring applicable reimbursement. Where applicable, the demobilization should include compliance with mutual aid and assistance provisions. For more information on the Recovery effort before, during and after a disaster, refer to the *Yolo Operational Area Recovery Support Annex*.

2.7 CONTINUITY OF OPERATIONS AND GOVERNMENT

A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government, and/or the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

For additional information regarding the City of West Sacramento Continuity of Operations and Continuity of Government, refer to the *City of West Sacramento COOP Support Annex*.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

For the City of West Sacramento, this basic plan establishes the operational organization that is relied on to respond to an emergency situation. This plan includes a list of the kinds of tasks to be performed, by position and organization.

The City of West Sacramento uses the Standardized Emergency Management System, the National Incident Management System and the Incident Command System and has elected to use the Federal Emergency Support Function format to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within Yolo County. Specific functional and/or hazard specific responsibilities are detailed in those support, emergency function or hazard specific annexes.

3.1 SUPPORTING PLAN DEVELOPMENT

Each element of the Emergency Management Organization is responsible for assuring the preparation and maintenance of appropriate response plans and current Standard Operating Procedures resource lists and checklists that detail how assigned responsibilities will be performed to support implementation of this plan and to ensure successful response during a major disaster.

Elements to be addressed in Standard Operating Procedures are:

- Arrangements for the provision of direction and control within the department/agency.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Current internal personnel notification/recall rosters and procedures to implement them. This should include a 24-hour communication system with the capability to notify and call-out personnel designated by the agency for emergency response.
- Designation and establishment of a work/control/dispatch center or Department Operations Center to manage organizational resources and response personnel and, to maintain contact with the Emergency Operations Center during emergencies.
- Designation of a representative to report to the Emergency Operations Center during an emergency to advise decision makers and coordinate the agency's response efforts with other responding entities.
- Reporting of appropriate information (casualties, damage observations, evacuation status, shelter status, chemical exposure, etc.) to the Emergency Operations Center during an emergency.
- Support of cleanup and recovery operations during disasters.
- Training of assigned response staff to perform emergency functions.

3.2 CITY DEPARTMENT/ALLIED AGENCY EOC ORGANIZATION ASSIGNMENTS

In the event of an Emergency Operations Center activation, each City department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the Emergency Operations Center or provide indirect support. See the Responsibility Matrix on the following page for Primary and Support roles for each City department or organization.

	City of West Sacramento								Support Agencies/Jurisdictions							
	City Manager's Office	Fire Department	Police Department	IT	Parks & Recreation	Com Dev. Dept.	Finance	Public Works	Human Resources	Yolo County Transportation District	Washington Unified School District	Reclamation Districts	Pacific Gas & Electric	Yolo Emergency Communications Agency	American Red Cross	Yolo Operational Area
ESF1 - Transportation					S			P		S	S					
ESF2 - Communications		P	P											P		
ESF3 - Public Works & Engineering								P				S				S
ESF4 - Firefighting		P														
ESF5 - Information & Planning	S	P														S
ESF6 - Mass Care					P				S	S					S	S
ESF7 - Logistics	S				P			S								
ESF8 - Public Health & Medical																P
ESF9 - Search & Rescue		P	P													S
ESF10 - Oil & Hazmat		P														S
ESF 11 - Ag & Natural Resources																P
ESF12 - Energy													P			
ESF13 - Public Safety & Security			P													
ESF14 - Long Term Recovery	S					S	P									S
ESF15 - External Affairs	P															S

P=Primary
S=Support

Figure 5 - Emergency Support Function Responsibility Matrix

3.2.1 DIRECTOR OF EMERGENCY SERVICES

As defined by the City of West Sacramento Municipal Code Chapter 2.40, the City Manager is the Director of Emergency Services and also serves as the Emergency Operations Center Director. If the Director is unavailable, the Assistant Director of Emergency Services who is appointed by the Director will assume the role.

Within the City of West Sacramento government organization, the City Manager is responsible to the City Council for the City's Emergency Management program and has the authority to implement the program goals. The City Manager has delegated this responsibility to the Fire Chief. The City has taken the necessary steps and has directed the Fire Chief to perform the overall emergency management program coordination and day-to-day emergency management functions and activities.

3.3 ORGANIZATION OF EMERGENCY MANAGEMENT

As described previously in Section 3.0, the City of West Sacramento prescribes to the following functions:

3.3.1 FEDERAL EMERGENCY SUPPORT FUNCTIONS

The National Incident Management System identifies through its National Response Framework fifteen (15) Emergency Support Functions. The ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to State and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

3.3.2 CALIFORNIA EMERGENCY FUNCTIONS

The State Emergency Plan establishes the California Emergency Functions as a key component of California's system for all-hazards emergency management. The California Office of Emergency Services initiated the development of the California Emergency Functions in cooperation with California's emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management. The development of the California Emergency Functions involves the organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the California Emergency Functions as a permanent component of California's emergency management system.

A comparison of Federal Emergency Support Functions and California Emergency Functions is found in [Figure 6 - Federal Emergency Support Function/State Emergency Functions Comparison](#).

3.3.3 YOLO COUNTY EMERGENCY SUPPORT FUNCTIONS

The Yolo Operational Area maintains the 15 Emergency Support Function Annex Executive Summaries for all partners within the Joint Emergency Management Services Agreement to follow the federal standard. The City of West Sacramento contributes to and operates under the Operational Area's Emergency Support Function Annexes for the purposes of interoperability, consistency and coordination between all Emergency Management and Emergency Response entities throughout Yolo County. California Emergency Functions identified that do not have corresponding Emergency Support Functions from the Federal government are maintained as Support Annexes applicable to all Yolo Operational Area partners.

Federal Emergency Support Function	California Emergency Function
ESF #1 Transportation	CA-EF #1 Transportation
ESF #2 Communications	CA-EF #2 Communications
ESF #3 Public Works and Engineering	CA-EF #3 Construction and Engineering
ESF #4 Firefighting; ESF #9 Search & Rescue ¹	CA-EF #4 Fire and Rescue
ESF #5 Information and Planning	CA-EF #5 Management
ESF #6 Mass Care, Emergency Assistance, Temporary Housing & Human Assistance	CA-EF #6 Care and Shelter
ESF #7 Logistics	CA-EF #7 Resources
ESF #8 Public Health & Medical Services	CA-EF #8 Public Health and Medical
ESF #9 Search and Rescue	CA-EF #9 – Merged into EF# 4 & EF #13 (2013)
ESF #10 Oil and Hazardous Materials	CA-EF #10 Hazardous Materials
ESF #11 Agriculture & Natural Resources	CA-EF #11 Food & Agriculture
ESF #12 Energy	CA-EF #12 Utilities
ESF #13 Public Safety & Security; ESF #9 Search & Rescue ¹	CA EF #13 Law Enforcement
ESF #14 –Superseded by the National Disaster Recovery Framework	CA-EF #14 Long-Term Recovery
ESF #15 External Affairs	CA-EF #15 Public Information

¹ Responsibility for ESF #9 is share between Fire and Law response operations and is dependent on the type of search & rescue required during the incident.

N/A	CA-EF #16 Evacuation – Merged into EF#13
N/A	CA-EF #17 Volunteer and Donations Management
N/A	CA-EF #18 Cybersecurity

Figure 6 - Federal ESF/State EF Comparison

3.4 ROLE OF PRIVATE SECTOR

3.4.1 WEST SACRAMENTO RESIDENTS

The residents of West Sacramento are the primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

3.4.2 POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong;
- Live in institutionalized settings;
- Are elderly;
- Are unaccompanied children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking;
- Have sight or hearing losses (impairments);
- Are transportation dis-advantaged; or,
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information** – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- **Evacuation and Transportation** – Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages.
- **Sheltering** – Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- **Americans with Disabilities Act** - When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

3.4.3 AT-RISK INDIVIDUALS

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens / systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.
- Limited in their understanding of English.
- Geographically or culturally isolated.

3.4.4 BUSINESSES

Much of West Sacramento's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *California Office of Emergency Services Hazardous Materials Program* requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and

Risk Management Plans to the Yolo County Certified Unified Program Agency or Administering Agency. The Administering Agency can then develop Hazardous Materials Area Plans to respond to a release of hazardous material within Yolo County.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing:

- Information to the employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A listing of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternate work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local governments can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

3.4.5 VOLUNTEER ORGANIZATIONS

West Sacramento recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organizations in West Sacramento are the following:

- American Red Cross.
- West Sacramento Community Emergency Response Teams.
- West Sacramento Volunteers in Policing Program.
- Armature Radio Groups within Yolo County

3.4.6 PUBLIC-PRIVATE PARTNERSHIPS

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

SECTION 4.0: DIRECTION, CONTROL AND COORDINATION

4.1 DIRECTION AND CONTROL

The City of West Sacramento is responsible for coordinating the resources, strategies and policy for any event in the City that exceeds the capacity of field responders. Tactical control remains the responsibility of field Incident Commanders at all time. The City Manager, working through the mechanisms of the Emergency Operations Center, provides direction and control over the coordination of multi department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director that is staffed by the City Manager or designee.

4.2 COORDINATION

The City of West Sacramento Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Yolo Operational Area Emergency Operations Center. The Yolo Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are not available in the operational area, they will request from the Inland Region Regional Emergency Operations Center located in Sacramento, CA. The Regional Emergency Operations Center will coordinate resources obtained from the operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center located in Mather, CA. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies.

4.3 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

4.3.1 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM ORGANIZATION LEVELS

There are five Standardized Emergency Management System organizational levels, as illustrated in [*Figure 7 - Standardized Emergency Management System Organization Levels*](#).

State – The State Level of the Standardized Emergency Management System prioritizes tasks and coordinates state resources in response to the requests from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center.

At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.



Figure 7 - Standardized Emergency Management System Organization Levels

Region – The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center. *See Figure 10 – California Mutual Aid Regions.*

Operational Area – An Operational Area is the intermediate level of the state’s emergency management organization, which encompasses a county’s boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.

Local Government (City of West Sacramento) – The Local Government Level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use the Standardized Emergency Management System when their Emergency Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

Field – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

4.3.2 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Standardized Emergency Management System requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in [Figure 8 - Standardized Emergency Management System Functions](#). These functions must be applied at each level of the Standardized Emergency Management System organization.

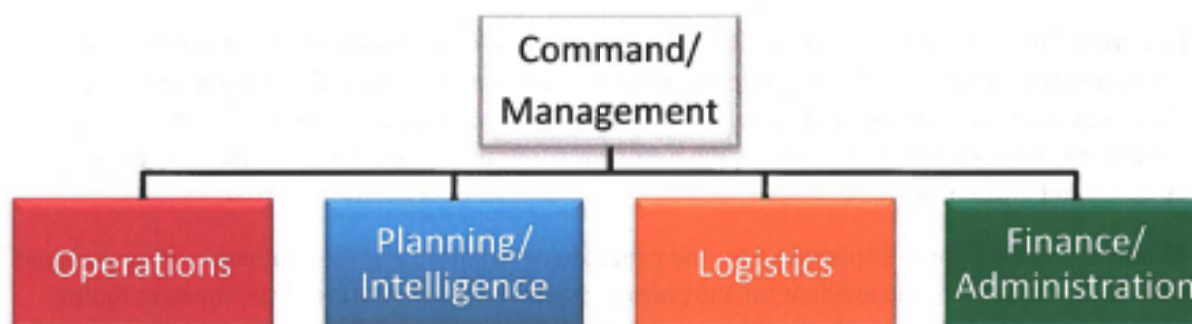


Figure 8 - Standardized Emergency Management System Functions

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Standardized Emergency Management System Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.
- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group

Operations: Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional coordinators who share information and decisions about discipline-specific operations.

Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

Planning/Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Finance/Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are further illustrated in [*Figure 9- Comparison of Field and Emergency Operations Center Standardized Emergency Management System Functions*](#).

Primary SEMS Function	Field Level	EOCs
Command/ Management	Command is responsible for directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Operations Center Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

Figure 9 - Comparison of Field and EOC SEMS Functions

4.4 NATIONAL INCIDENT MANAGEMENT SYSTEM

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management System system's approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

4.5 MUTUAL AID

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, which is entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue.
- Law Enforcement.
- Coroner.
- Emergency Management (resources not covered by the other three systems).

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information.
- Medical and Health.
- Communications.
- Transportation Services.
- Facilities.
- Hazardous Materials Mutual Aid System.
- Volunteer and Private agencies.



Figure 10 – California Mutual Aid Regions

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in [Figure 10 – California Mutual Aid Regions](#). The City of West Sacramento is located in Mutual Aid Region IV.

4.5.1 MUTUAL AID COORDINATION

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

Field Level Requests: Requests for Master Mutual Aid Agreement resources originate from the Field Level and are managed by the Incident Commander. If the Incident Commander is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

Local Government Request: Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the

requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the Operational Area Mutual Aid Coordinator.

Operational Area Requests: The Operational Area is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The Operational Area Mutual Aid Coordinator assesses the availability of resources within the Operational Area and fulfills the resource request based upon that assessment. In the event resources are unavailable at the Operational Area level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.

Region Level Requests: The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region Level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

State Level Requests: On behalf of the Governor, the Director of the California Office of Emergency Services has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected Regional Emergency Operations Center or tasking an appropriate state agency to fill the need.

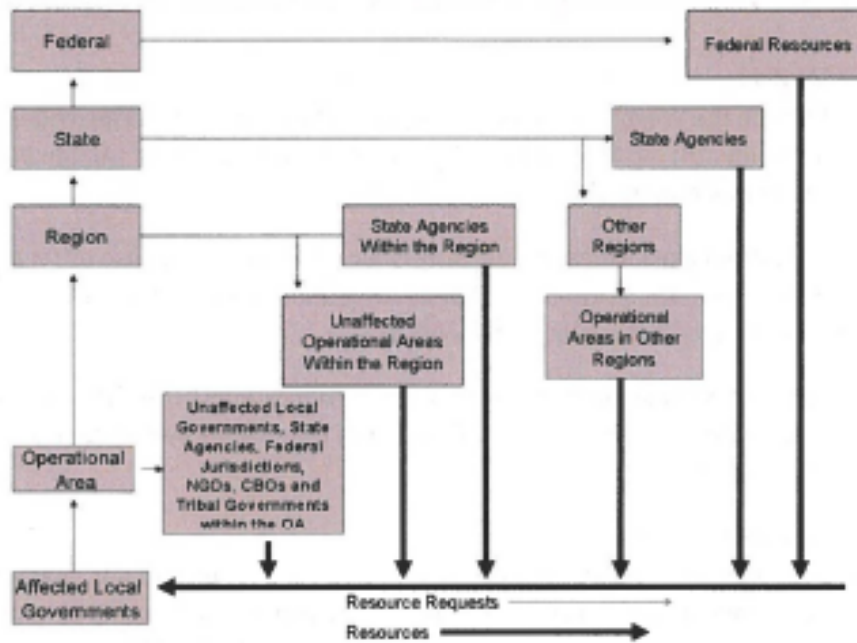


Figure 11 - Flow of Requests and Resources

For additional information regarding the City of West Sacramento Emergency Operations Center Functions, refer to the *City of West Sacramento EOC Support Annex*.

SECTION 5.0: INFORMATION COLLECTION AND DISSEMINATION

5.1 ACTION PLANNING

The use of Action Plans in the West Sacramento Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section), along with other Emergency Operations Center staff, as needed, such as agency representatives.

5.1.1 PLANNING REQUIREMENTS

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan shall be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response.
- The incident overlaps more than one operational period.
- All Emergency Operations Center functions are fully staffed.

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period, and revised or updated as warranted.

5.2 EMERGENCY OPERATIONS CENTER REPORTING

Information may be sent to City departments, Emergency Operations Center personnel, the Yolo Operational Area and other key agencies using the City's Emergency Operations Center reporting system, OASIS, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. The West Sacramento Emergency Operations Center should transmit reports identified in the *City of West Sacramento EOC Support Annex* to City departments, the Yolo Operational Area Emergency Operations Center, and Department Operations Centers, if activated.

5.3 EMERGENCY OPERATIONS CENTER REPORTING SYSTEMS

The Yolo Operational Area uses a number of different systems that are currently in use for reporting specific types of response information. These include:

- The California Common Operating Picture
- Google Docs
- Google Forms
- Dropbox
- ESRI

The City of West Sacramento will use the Yolo OA developed EOC forms to report information to Yolo County in addition to utilizing the systems/applications named above.

5.4 EMERGENCY PUBLIC INFORMATION

Emergency Public Information is a priority of utmost importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

For additional information regarding the City of West Sacramento Emergency Public Information, refer to the *Yolo Operational Area External Affairs, Emergency Support Function Annex*.

SECTION 6.0: COMMUNICATIONS

Communication is a critical part of emergency management. This section outlines the City's communications plan and supports its mission to provide clear, effective internal and external communication between the City EOC, all incident response personnel, and the public.

Communication will be coordinated between the City EOC and the OA EOC and all responding supporting agencies through various forms of communications devices, channels and methods. If the City EOC is activated, all incident related information, updates, resource requests, etc. should be shared through methods chosen to communicate.

6.1 COMMUNICATIONS SYSTEMS

Both police and fire operate in the 800 MHz spectrum. These departments operate on the Sacramento Regional Radio Communications System (SRRCS), a voice network which provides a coordinated communications capability for the several agencies and jurisdictions. The dispatching for the City of West Sacramento is done by the Yolo Emergency Communications Agency (YECA). The City police and fire each have the ability to also operate on VHF spectrum to facilitate voice communications through YECA.

The City of West Sacramento will use personnel specific email addresses while working in the City EOC. The internet connectivity in the EOC is both LAN and through wifi, which is available for incoming non-City of West Sacramento partners. Telephone connectivity in the EOC is through both VOIP and analog lines, in addition to the use of cellular phones.

6.2 INTERNAL COMMUNICATIONS

All communications should be a two-way flow from City EOC Section Leadership to support staff and field responders, and vice versa. When communicating, all incident response personnel should use plain language to avoid any confusion (no acronyms or abbreviations). All incident related information should be communicated and displayed in the City EOC for everyone to see. This multi-faceted approach for communication provides quick, reliable, and consistent information to all incident response personnel while ensuring that the appropriate information reaches all intended recipients.

Information will be communicated from the field to the City EOC and then to the OA EOC. The Policy Group in the City EOC will make priority decisions and provide guidance and direction to the City EOC General Staff, who will coordinate the management of the incident per the direction of the Policy Group. The City EOC serves as the hub of information for the incident, and will communicate necessary information and response actions to the field.

6.3 NOTIFICATION AND WARNING

In addition to an effective communications capability, government must have an effective means to provide warning alerts to the population impacted or at risk as the result of an emergency. There are two alert and warning systems designed to provide City residents with emergency warning information. These systems are the Emergency Alert System (EAS) and the Yolo-Alert System. Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems.

6.4 NON-EMERGENCY EXTERNAL COMMUNICATIONS

During an incident, the City EOC expects that a high volume of calls for the public seeking incident related information will be placed to 9-1-1 and the City EOC. The City will place information on its website, utilize social media and work with the Yolo County Library (2-1-1) to provide an outlet of information to the public in an effort to relieve call influx to 9-1-1 systems. 2-1-1 personnel can provide incident related information to the inquiring public that is provided by the City of West Sacramento's Public Information Officer. It is essential that 2-1-1 call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.

For additional information regarding the City of West Sacramento Communications and Warning methods, refer to *the Yolo Operational Area Tactical Interoperable Communications Plan and the Yolo Operational Area Alert & Warning Support Annex*.

SECTION 7.0: ADMINISTRATION, FINANCE AND LOGISTICS

7.1 DOCUMENTATION

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the Emergency Operations Center.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operations Center functions, (such as Emergency Operations Center Action Plans, Situation Status logs, position log) that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's position guides at the Emergency Operations Center.

7.2 FINANCE

In the case of a major disaster, the Emergency Operations Center will support county, state and federal entities with cost recovery efforts, if requested and as able. City of West Sacramento citizens may benefit from the Small Business Administration, and the city may benefit from the State and or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

7.3 EXPENDITURE TRACKING

The City may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.3.1 ELIGIBLE EXPENSES

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

7.3.2 RECORDKEEPING REQUIREMENTS

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.

- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.
- Vehicle and equipment documentation should include the miles and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separate from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials, and other expenses. The Incident Commander(s), Emergency Operations Center Director, and Emergency Operations Center staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel, and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The City may activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance/Administration Section will compile reports, including total expenditures by category. The Finance/Administration Section Chief will submit a summary report on total costs to the Emergency Operations Center Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation is vital to state and federal agencies for requesting financial assistance during and after the disaster.

7.4 RESOURCE MANAGEMENT

7.4.1 RESOURCE PRIORITIES

When activated, the City of West Sacramento Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

7.4.2 RESOURCE REQUESTS

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the City will be coordinated with the Yolo Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the West Sacramento Emergency Operations Center to the Yolo County Emergency Operations Center may be verbally requested and then documented. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel or technical assistance not available to the City should be coordinated with the Yolo County Emergency Operations Center to the Inland Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, Planning, in coordination with various Operations Branches, is responsible for tracking the resources.

7.5 CITY OF WEST SACRAMENTO EMERGENCY OPERATIONS POLICY STATEMENT

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households are unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of

a disaster and to communicate that information to the employee through the City of West Sacramento Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public, via the media and other sources to assist citizens in dealing with the emergency.

7.6 DISASTER SERVICE WORKERS

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Assignments may include duties within the Emergency Operations Center, in the field or at another designated location.

Under no circumstances will City employees that do not usually have a response role in their day to day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities.

SECTION 8.0: PREPAREDNESS, TRAINING, EXERCISES AND AFTER ACTION REPORTING

8.1 PREPAREDNESS PLANNING

City government conducts a wide array of emergency planning activities. Planning efforts include development of internal operational documents as well as interagency response plans having multi-jurisdictional participation.

In addition to the planning activities conducted, City departments develop internal preparedness and contingency plans to ensure provision of government services and maintenance of departmental functions during disasters. The Department Operations Plan is an integral supporting component of the master Emergency Operations Plan.

Emergency readiness cannot be conducted within a vacuum. The City is responsible for working with all City departments, special districts and allied agencies that are considered a component of the West Sacramento Emergency Management Organization. Such coordination extends to the following activities:

- Interagency plan development.
- Interagency training coordination.
- Interagency exercise development and presentation.
- Interagency response management.
- Interagency emergency public information activities.

Additionally, the West Sacramento Fire Department acts as the City's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery. Non-emergency functions include planning, training and exercise development, preparedness presentations, interagency coordination, hazard assessment, and development of preparedness and mitigation strategies; grant administration and support to response agencies.

8.1.1 COMMUNITY PREPAREDNESS AND AWARENESS

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect the City of West Sacramento's emergency operations and recovery efforts. For this reason, the City of West Sacramento will make emergency preparedness information from City, County, state and federal sources available to the member jurisdictions and our citizens upon request.

8.1.2 PREPAREDNESS ACTIONS

In identifying general preparedness actions, City government works with community based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

8.2 READINESS TRAINING

The West Sacramento Fire Department will notify holders of this plan of training opportunities associated with emergency management and operations. Individual departments and agencies within the City of West Sacramento are responsible for maintaining training records. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The West Sacramento Fire Department will develop and execute a comprehensive training program for emergency management topics on an annual basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the Standardized Emergency Management System and The National Incident Management System training requirements.

8.3 EXERCISE AND EVALUATION

Elements of this plan will be exercised regularly. The West Sacramento Fire Department will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of corrective action plans to initiate appropriate corrections.

The planning development and execution of all emergency exercises will involve close coordination between all City departments, allied agencies, special districts, and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise collaboration in coordination with all-hazard response and recovery planning and training activities, conducted within the City of West Sacramento.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* guidance and may be designed as one or more of the following exercise types:

- Drills.
- Seminars (Workshops).
- Table Top Exercises.

- Functional Exercises.
- Full Scale Exercises.

8.4 AFTER ACTION REPORTING

The Standardized Emergency Management System and National Incident Management System protocols require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to Yolo County and California Office of Emergency Services within ninety (90) days of the close of the incident period. The After Action Report will provide, at a minimum, the following:

- Response actions taken.
- Application of the Standardized Emergency Management System.
- Suggested modifications to the Standardized Emergency Management System.
- Necessary modifications to plans and procedures.
- Training needs.
- Recovery activities to date.

The After Action Report will serve as a source for documenting the City of West Sacramento emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An After Action Report will be a composite document for all the Standardized Emergency Management System levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. The After Action Report will include an overview of the incident, including attachments, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery activities to date" portion of the After Action Report.

The City of West Sacramento Fire Department is responsible for the completion and distribution of the After Action Report to county leadership and department directors as well as ensuring that it is sent to the California Office of Emergency Services through Yolo County within the required ninety (90) day timeframe.

For West Sacramento, the After Action Report's primary audience will be the City member jurisdictions, Yolo County, the California Office of Emergency Services and city employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available.

The After Action Report will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the After Action Report will be collected from debrief reports, other documents developed during the disaster response, and discussions with emergency responders. The most up-to-date form, with instructions, can be obtained from the California Office of Emergency Services.

SECTION 9.0: PLAN DEVELOPMENT AND MAINTENANCE

This section of the City of West Sacramento EOP discusses the overall approach plan development and maintenance responsibilities.

9.1 PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITY

This plan is developed under the authority conveyed to the West Sacramento Fire Department in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City used the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Basic Plan, Annexes, Appendices and Attachments are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and Yolo County.

9.2 REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually, with a full document update conducted minimally every two (2) years. Changes to the plan will be published and distributed to all involved departments and organizations. Recommended changes will be received by the West Sacramento Fire Department, reviewed and distributed for comment on a regular basis.

Elements of this plan may also be modified by the West Sacramento Fire Department any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable. These documents are included in the regular cycle of training, evaluating, reviewing, and updating as discussed in Section 9.2.

APPENDIX WS-1: AUTHORITIES AND REFERENCES

AUTHORITIES

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counter-terrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 - Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction
- Public Law 280

State

- California Disaster Assistance Act (CA government Code Section 8680 et. seq.)
- California Disaster and Civil Defense Master Mutual Aid Agreement
- CA Government Code (CGC), Title 1, Chapter 4, Division 8, Section 3100, (Disaster Service Workers)
- CGC, Title 2, Division 1, Chapter 7, (California Emergency Services Act)
- California Code of Regulations (CCR) Title 19, Division 2 (Standardized Emergency Management System)
- California Water Code (CWC), § 128 (Department of Water Resources - Flood Fighting)

County

- Yolo County Emergency Services/Ordinance No. 226 (1951) 403, and 894 (1980) (as amended)

City

- City of West Sacramento Emergency Organization and Functions Municipal Code Chapter 2-16

REFERENCES

Federal

- National Response Framework (As revised)
- National Incident Management System
- Comprehensive Preparedness Guide 101 v.2

State

- California State Emergency Plan, July 2010 edition
- Standardized Emergency Management System
- California Disaster Assistance Act
- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government

County

- Yolo County Emergency Operations Plan, December 4, 2012
- Yolo County Multi-Jurisdictional Hazard Mitigation Plan, 2013
- Yolo County Joint Emergency Management Services Agreement, 2012

City

- City of West Sacramento Resolution adopting the California Master Mutual Aid Agreement.
- City of West Sacramento Emergency Operations Plan, 2010

APPENDIX WS-2: ACRONYMS

CDAА – California Disaster Assistance Act

CGC – California Government Code

COOP – Continuity of Operations

COG – Continuity of Government

CWC – California Water Code

EAS – Emergency Alert System

EF – Emergency Function

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

FOG – Field Operations Guide

HSPD – Homeland Security Presidential Directive

IDE – Initial Damage Estimate

IT – Information Technology

LAN – Local Area Network

PPD – Presidential Policy Directive

SEMS – Standardized Emergency Management System

SOG – Standard Operating Guide

SOP – Standard Operating Procedures

SRRCS – Sacramento Regional Radio Communications System

VOIP – Voice Over Internet Protocol

YECA – Yolo Emergency Communications Agency

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APPENDIX WS-4: LIST OF ANNEXES

Operational Area Multi-Jurisdictional Hazard Mitigation Plan

- City of West Sacramento Profile

Emergency Operations Plan Support Annexes

- Emergency Operations Center Operations
- Continuity of Government Operations (Draft)
- Emergency Public Information Annex
- Evacuation
- Operational Area Alert and Warning Annex
- Operational Area Debris Management (Draft)
- Operational Area Emergency Management Training
- Operational Area Historic Preservation (Draft)
- Operational Area Recovery Framework
- Operational Area Volunteer and Donations Management (Draft)

Hazard Specific Annexes

- Flood Hazard Annex
- Severe Weather Annex

Emergency Support Function Executive Summary Annexes

- Yolo Operational Area Transportation (ESF1) Draft
- Yolo Operational Area Communications (ESF2)
- Yolo Operational Area Public Works & Engineering (ESF3)
- Yolo Operational Area Firefighting (ESF4) Draft
- Yolo Operational Area Information & Planning (ESF5)
- Yolo Operational Area Mass Care, Emergency Assistance, Temporary Housing and Human Services Annex (ESF6)
- Yolo Operational Area Logistics (ESF7) Draft
- Yolo Operational Area Public Health & Medical Services (ESF8)
- Yolo Operational Area Oil & Hazardous Materials (ESF10)
- Yolo Operational Area Agriculture & Natural Resources (ESF11)
- Yolo Operational Area Energy Annex (ESF12) Draft
- Yolo Operational Area Public Safety and Security (ESF13) Draft
- Yolo Operational Area External Affairs (ESF15) Draft

ATTACHMENT 3

RESOLUTION 19-52

A RESOLUTION OF THE CITY COUNCIL ADOPTING THE WEST SACRAMENTO 2019 FLOODPLAIN MANAGEMENT PLAN UPDATE

WHEREAS, the U.S. Army Corps of Engineers (Corps) directed the City of West Sacramento (City) to prepare a Floodplain Management Plan as a condition of the Corps' Section 408 approval for the I-Street Levee Improvement Project; and

WHEREAS, the City prepared the Floodplain Management Plan per the requirements of Section 202(c), Flood Plain Management Plans, of the Water Resources Development Act of 1996; and

WHEREAS, the City coordinated the development of the West Sacramento Floodplain Management Plan with the Corps and has received the Corps' approval of the form and content of the plan; and

WHEREAS, as a condition of granting future Section 408 approvals, the City is required to adopt, maintain, and update the West Sacramento Floodplain Management Plan, as community changes dictate; and

WHEREAS, the City Council of West Sacramento adopted the West Sacramento 2010 Floodplain Management Plan on November 17, 2010; and

WHEREAS, as a condition of granting Section 408 approval for the Southport Levee Improvement Project, and future levee improvement projects, the City is required to maintain a Floodplain Management Plan that is no older than 5 years; and

WHEREAS, the current City of West Sacramento Floodplain Management Plan was adopted in 2010, and therefore an update to the Floodplain Management Plan is required; and

WHEREAS, the draft West Sacramento 2019 Floodplain Management Plan was reviewed and recommended for approval by the Transportation, Mobility and Infrastructure Commission on April 1, 2019; and

WHEREAS, the draft West Sacramento 2019 Floodplain Management Plan was reviewed and recommended for approval by the West Sacramento Area Flood Control Agency on April 18, 2019; and

WHEREAS, this action is not a project that is subject to the California Environmental Quality Act (CEQA) because it is not an activity that may cause either a director or reasonably foreseeable indirect physical change in the environment pursuant to Public Resources Code Section 20165 and CEQA Guidelines Sections 15060(c) and 15378(a).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Sacramento hereby adopts the West Sacramento 2019 Flood Plain Management Plan Update.


PASSED AND ADOPTED this 1st day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

MEETING DATE: May 1, 2019		ITEM # 12	
SUBJECT: CONSIDERATION OF POLICE DEPARTMENT QUARTERLY ACTIVITY REPORT			
INITIATED OR REQUESTED BY:		REPORT COORDINATED OR PREPARED BY:	
<input checked="" type="checkbox"/> Council <input type="checkbox"/> Staff		Dawna Rosner, Senior Analyst	
<input type="checkbox"/> Other			
		Rob Strange, Deputy Chief of Police	
ATTACHMENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Direction <input type="checkbox"/> Action

OBJECTIVE

The West Sacramento Police Department has implemented policies and protocols and has initiated additional programs and activities to fulfill directives and recommendations set forth through State and Federal initiatives. The purpose of this report is to provide a quarterly update and elicit City Council's input regarding the current and future direction of these efforts.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council receive the report on 21st Century Policing, a City Council 2016 Strategic Plan high priority item, and provide appropriate feedback, if any.

BACKGROUND

The U.S. Department of Justice's (DOJ) publication of the President's Task Force on 21st Century Policing (May 2015) emphasizes the importance of building strong relationships between law enforcement and the communities they serve. The intent of this initiative is to promote transparency, accountability and community engagement in order to develop and maintain public trust. It endorses a series of measures, referred to as "pillars," which outline recommendations for law enforcement agency practices. The Department values its relationship with the public and recognizes that a healthy community-police relationship is a cornerstone of effective public safety services.

On April 20, 2016, Department staff presented information regarding the President's Task Force on 21st Century Policing and California Assembly Bill 953 (AB 953), known as the Racial and Identity Profiling Act of 2015 (RIPA). Per Council request, the Department has been providing quarterly reports on the City's crime data and the statistical data and analysis associated with 21st Century Policing and RIPA requirements. These comprehensive reports have proven to be a beneficial mechanism for informing and soliciting input from Council and the community and directing attention and resources to issues identified during the reporting process.

ANALYSIS

The following overview of Department efforts reflects and exemplifies the desire to align with and exceed many of the recommendations of the 21st Century Policing report.

Pillar 1 - Building Trust and Legitimacy

Collecting and reporting the data associated with RIPA and overall Department activities will help the Department, City leadership and our community better assess the legitimacy of police activities. Although the State mandate demands that this information be reported to State DOJ, it is important that this information is available and actionable for the Department. To that end, the Department has been working on methods to capture, analyze and display RIPA and other public contact data as a means to evaluate the efficacy of policing efforts.

This report contains the currently accessible data that is expected to be required by RIPA and a snapshot of the current crime data. The Department continues to pursue enhanced methods of data capture and analysis to produce the most comprehensive reporting possible given the technological and analytical challenges associated with this endeavor.

RIPA Compliance Status

The Department issued handheld ticket writers to all officers and is working on a RIPA template that will be converted into an Android application to be used via the ticket writers. A workgroup has been formed with the Department and I.T. staff to troubleshoot programming challenges and take this product forward to implementation.

In Q1-19 the previously identified RIPA application for the handheld devices was cancelled by the vendor, so a new potential application, Survey 123, is now under consideration. It is hoped this application will allow for the customization the Department is seeking to collect all the required RIPA data. Although the development of the RIPA data interface remains a work in progress, these devices are fully implemented in patrol and are primarily being utilized as ticket writers in the interim. This technology is only meant to be a patch that allows the Department the ability to collect and analyze RIPA data ahead of the 2023 mandate. A substantial upgrade to the existing police records management system is anticipated during the next budget cycle wherein the collection of RIPA data should be further enabled.

Q1 RIPA Data

The following charts and graphs summarize current RIPA data collected and provide comments regarding any notable findings.

FIELD INTERVIEWS (FI's)**FIELD INTERVIEWS QUARTERLY AVERAGE BY YEAR**

2016	2017	2018	Q1-19
732	636	463	911

Comment: In 2018 the quarterly average for Field Interviews was 463. FI's increased sharply between Q4-18 and Q1-19 and were 97% above the three-year average of 463.

FIELD INTERVIEWS QUARTERLY RACIAL COMPARISON

	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
American Indian	1	6	2	0	0%	7	1%
Asian	8	13	7	8	2%	10	1%
Black	117	82	86	63	19%	189	21%
Hispanic	160	98	106	84	24%	232	25%
Other/Unknown	16	12	18	15	3%	36	4%
White	329	275	201	141	51%	437	48%
Total	631	486	420	311	-	911	-

Comment: The percentage of distribution across demographic categories continues to be relatively the same quarter to quarter and despite changes in volume. All categories remained under a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total.

FIELD INTERVIEWS QUARTERLY BEAT COMPARISON

	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
Beat 1	234	147	118	116	33%	335	37%
Beat 2	325	287	259	163	56%	477	53%
Beat 3	69	54	36	29	10%	95	10%
Total	628	488	413	308	-	907	-

Comment: Distribution of FI's across beats remained consistent with less than a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total despite changes in volume. There were 4 FI's that had no associated beat entered. Beat map is included as Attachment 3

ARRESTS

ARRESTS QUARTERLY AVERAGE			
2016	2017	2018	Q1-19
539	582	560	597

Comment: Between 2016 and 2018, the three-year average for arrests is 560 per quarter. Q1-19 increased to 7% above the average.

ARRESTS QUARTERLY RACIAL COMPARISON							
	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
American Indian	4	7	7	5	1%	1	0%
Asian	6	8	9	3	1%	17	3%
Black	124	126	129	109	22%	127	21%
Hispanic	175	154	145	100	26%	149	25%
Other/Unknown	10	10	25	25	3%	25	4%
White	286	249	267	264	47%	278	47%
Total	605	554	582	506	-	597	-

Comment: The percentage of distribution across demographics continues to be relatively the same quarter to quarter and despite changes in volume. All categories remained under a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total.

ARRESTS QUARTERLY BEAT COMPARISON							
	Q1-18	Q2-18	Q3-18	Q4-18	Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
Beat 1	246	221	238	239	42%	244	43%
Beat 2	284	254	280	211	46%	259	46%
Beat 3	75	77	57	56	12%	64	11%
Total	605	552	575	506	-	567	-

Comment: Distribution of Arrests across beats remained consistent with less than a 5% fluctuation in % of Total despite the changes in volume.

CITATIONS

CITATIONS QUARTERLY AVERAGE			
2016	2017	2018	Q1-19
1,164	1,074	743	1,319

Comment: 2018 had a significantly lower quarterly average in citations than the previous two years, with a 31% decrease from 2017. Q1-19 had more cites than any of the previous three years quarterly averages, with a 78% increase over 2018.

CITATIONS QUARTERLY RACIAL COMPARISON							
	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
American Indian	2	1	6	1	0%	4	0%
Asian	49	13	31	16	4%	47	4%
Black	192	86	100	66	15%	180	14%
Hispanic	334	138	209	125	27%	299	23%
Other/Unknown	168	73	94	60	13%	285	22%
White	574	229	237	167	41%	504	38%
Total	1,319	540	677	435	-	1,319	

Comment: Q1-19 marks the first quarter for which all patrol officers had been issued electronic citation writers. Due to this change in technology and additional procedural changes, the race field "Other/Unknown" was modified to include the race "East Indian", which led the increase in the Q1-19 "Other/Unknown" total, and a more accurate accounting for demographics.

Pillar 2 - Policy and Oversight

Commission on Accreditation for Law Enforcement Agencies (CALEA)

A new process was adopted by the CALEA Commission in 2017, which now requires that the Department fully comply with all 459 standards by the end of each year, as opposed to the previous compliance deadline of four years. The Department is currently in the second year of a new four-year re-accreditation cycle.

The Department participated in the Year One review with a CALEA Compliance Services Member (CSM) January 4th through January 14th of 2019. The review was conducted by a CALEA CSM, who remotely reviewed 88 standards for compliance and then verified completion of Year One for the entire assessment. The department was found to be in 100% compliance in the reviewed standards for Year One of the assessment.

In Q1-19, the department completed a comprehensive review of its Use of Force Policy, Control Devices and Techniques, Conducted Energy Devices and Firearms Policy. Each policy was reviewed by a panel that included subject matter experts and administrative staff. In addition to a yearly review of each of the major policies, all policies are regularly distributed to all personnel for their review and signature of acceptance. The Department's entire policy is available online through the City's webpage.

Pillar 3 - Technology and Social Media

The Department continues to promote the use of social media for community outreach and connection. Facebook, Twitter and Nextdoor platforms are used to share community events such as Coffee with a Cop and community meetings, solicit community input and assistance through community surveys and missing persons posts, and to share what is happening in the City and Department. As standard practice, the Department responds to community submittals through social media and the West Sac Connect portal within 24 hours.

Over the course of 2018, the Department received and responded to over 750 West Sac Connect submittals. In Q1-19, 238 West Sac Connect submittals were received and addressed. The concerns were regarding issues related to traffic and parking, homelessness and other suspicious circumstances.

The Department has begun utilizing Zencity to review the stories and posts that have generated the highest amount of public sentiment discourse to gauge the efficacy of our community outreach. A summary of the Q4-18 and Q1-19 Zen City findings is included in Attachment 2.

Pillar 4 - Community Policing and Crime Reduction

Community Outreach

In Q4-18, Senior Lead Officers (SLO) played integral roles in the formation of a Neighborhood Watch group in beat three and developed another Neighborhood Watch group within the senior community. The Department hosted a Business Owners/Managers meeting at the Riverpoint shopping center (WalMart/Ikea) in an effort to increase awareness around complaints of criminal activity in the parking lots and to create a collaborative plan for addressing the concerns through a multifaceted approach. This highly trafficked retail center was also an area of focus during the holiday season. The Community Services Unit hosted a "Coffee with a Cop" event which provided an opportunity for the community to come out and get to know the officers working in their neighborhoods. The department also participated in the Yolo County District Attorney's Senior Resource fair, informing seniors about theft and fraud prevention.

In Q1-19, the Department conducted a Community Meeting at the VFW where discussions were held regarding Compstat and crime mapping, homeless outreach efforts, community outreach and community concerns. The Department also hosted two "Coffee with a Cop" events.

Youth Outreach

In Q4-18, the Department participated in three separate community Halloween events, passing out candy and connecting with local youth. They also participated in the Touch-A-Truck event at Raley Field, giving local youth an opportunity to get up close and personal with officers and their equipment. For Thanksgiving, officers participated in a community day of giving, distributing food, clothes and warm blankets with the Yolo County Children's Alliance Community Give Away Day. The Department partnered with the Yolo County District Attorney's Office, West Sacramento Community Foundation, Collings Teen Center and Walmart to host 40 local youths in the third annual Shop with a Cop event. This was 10 more kids than in 2017. Additionally, the Department's annual toy and clothing drive provided gifts to 420 West Sacramento disadvantaged youths and the Senior Knit and Crochet Group from the West Sacramento Community center graciously wrapped the gifts, along with a multitude of volunteers and City staff. The Department also participated in West Sacramento Play's Cocoa with Santa event, Collings Cares Christmas Giveaway for local youth, as well as Councilwoman Orozco's West Sac Kids Give Back event to create hygiene packages for those in need.

In Q1-19, the Department conducted several school and childcare facility visits. Q1-19 was also a planning period for the Spring Break Boxing Camp occurring during Washington Unified School District's Spring Break, April 15th-18th, 2019. The camp hosted approximately 40 at risk local youth, with a theme of "Bigger Than Boxing", intending to motivate the participants.

Below is a list of the Police Department's upcoming events:

MAY:	
Senior Resource Fair	Friday, May 3, 2019
Bike Rodeo	Saturday, May 4, 2019
Intergalactic Expo	Sunday, May 5, 2019
State Fallen Officer Memorial	Wednesday, May 15, 2019
Football Clinic	Saturday, May 18, 2019
Kinders to College	Friday, May 24, 2019
Coffee with a Cop	TBD
Margaret McDowell BBQ	Wednesday, May 29, 2019
JUNE:	
Police Youth Academy	June 17-28, 2019
Ziggurat DGS Kids Day	Wednesday, June 26, 2019
Summer Night Lights #1	Saturday, June 29, 2019
Community Meeting Beat 1	TBD

JULY:	
Coffee with a Cop	TBD
Summer Night Lights #2	Saturday, July 13, 2019
Girls Empowerment Summit	Saturday, July 20, 2019
AUGUST:	
Summer Night Lights #3	Saturday, August 3, 2019
National Night Out	Tuesday, August 6, 2019
National Night Out Captain BBQ	Thursday, August 8, 2019
YCCA Back to School Health Fair	TBD
Summer Night Lights Outing	Saturday, August 10, 2019
Community Meeting Beat 3	TBD

Homelessness and Community Impacts

In 2018, over 590 contacts were made with homeless individuals, 405 intake appointments were conducted, 159 people were permanently housed, 267 individuals were aligned with services, 26 were placed in a shelter and 13 were assisted with eviction prevention.

In Q1-19 the following occurred:

- Over 270 contacts were made with homeless individuals
- 105 intake appointments were conducted
- 45 people were permanently housed
- 76 were aligned with and received County services
- 7 motel vouchers were distributed
- 39 individuals received placement in a homeless shelter
- 5 people were assisted with eviction prevention

An overview of the Point In Time (PIT) count and the Winter Warming Center is included in attachment 4.

Cleanup Activities

Over the course of 2018, the Police Department in conjunction with Parks and Recreation, coordinated 190 illegal camp cleanups. There were 974 additional cleanup activities including public, open space and vegetation management, and Rapid Response deployments. A total of 8,542 cubic yards of debris and vegetation was removed.

In Q1-19, the Police Department and Parks and Recreation coordinated 65 illegal camp cleanups. There were 320 additional cleanup activities including public, open space and vegetation management, and Rapid Response deployments. A total of 2,226 cubic yards of debris was removed.

Downtown Streets Team

The Downtown Streets Team (DST) began cleanup activities in October of 2018. From that time until December 2018, DST volunteered 2,419 hours of assistance with cleanup, resulting in the removal of 943 bags of trash, equating to 37,720 gallons. In Q1-19, DST volunteered 2,672 hours of assistance with cleanup, resulting in the removal of 1,884 bags of trash, equating to 73,760 gallons, thus doubling their results from the previous quarter. They also collected 586 hypodermic needles.

West Capitol Avenue Active and Secure

In Q4-18, motel inspections were conducted by a team comprised of Code Enforcement, the Police Department, and Fire Department staff. Violations typically discovered during these inspections ranged from sanitary issues and bug infestations, to broken windows and screens, nonfunctioning appliances and smoke detectors, as well as excessive Police calls for service. As of December 2018, the six motels that did not pass the original motel inspections in July were re-inspected. Of those six motels, five passed the re-inspection. Annual inspections for all motels will resume in June or July of 2019.

In Q4-18, several business owners were contacted to discuss blight reduction and other related issues that can be addressed through Crime Prevention Through Environmental Design (CPTED) practices. In collaboration with City Code Enforcement, the Senior Lead Officer (SLO) addressed homeless issues at a particularly problematic location. Nuisance abatement operations were conducted wherein homeless and transient individuals were contacted for enforcement purposes to address issues such as loitering, panhandling, illegal camping and alcohol related criminal activity in areas where the Department had noted an increase in calls or activity. Although the department maintains a services first approach, enforcement in this manner is maintained in an effort to constantly improve the viability of the City's core.

In Q1-19, the SLO directed enforcement details to combat crime along the West Capitol corridor. Eight operations were conducted resulting in three felony arrests, 12 misdemeanor arrests, 24 citations issued, and 35 field interviews conducted. The SLO also worked with the Special Investigations Unit on gathering intelligence involving street level narcotics and vice related crime.

As part of its efforts to address quality of life issues along West Capitol Avenue, the Department and the City Manager's Office are collaborating on an effort to get the Social Security Administration (SSA) to clarify its rules regarding its Representative Payee program. The SSA Representative Payee program allows beneficiaries who are deemed unfit to manage their own finances to have an individual or a company appointed to administer their Social Security benefits on their behalf. Current SSA policies do not preclude the practice of representative payees placing their clients in motels, where their benefits typically run out in two weeks, leaving them homeless the rest of the month.

The Department has determined that this practice brings a substantial number of vulnerable mentally ill and/or drug addicted people from outside the City to live on West Capitol Avenue, where they generate an inordinate number of public service calls, particularly during their episodes of homelessness.

Before the City can effectively work with SSA at a national level to clarify that actively placing SSA beneficiaries in this situation is unacceptable, examples of this practice occurring in other jurisdictions are needed. This is an ongoing coalition-building process that involves outreach via list serves and other means, and individual conversations with potentially affected cities. This work will be ongoing until several other similarly situated jurisdictions willing to cooperate with the City are identified, at which time the City will work with its Federal lobbyist to engage with SSA at the headquarters level in an effort to effectuate an SSA policy clarifying the rules of the Representative Payee program to preclude or mitigate the effects of the current practice.

Compstat

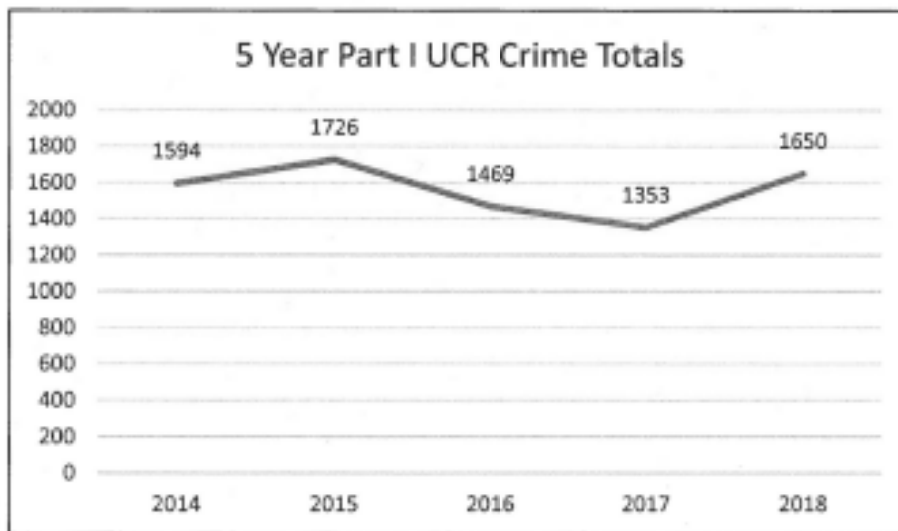
The Department utilizes the Compstat process to analyze data associated with calls for service, enforcement and investigative outcomes, special and other anticipated events and other factors to effect data-driven or intelligence-driven resource deployments. These are often reactive deployments to clusters or trends identified in data analysis, but can also be proactive or preventative deployments. As the result of discussions in weekly Department meetings, Compstat "tasks" can be created whereby specific actions are requested by members of the Department.

Throughout the course of 2018 there were 49 tasks created. In Q4-18 there were 13 tasks created with five of the tasks focused on addressing an increase in vehicle burglaries and gas siphoning. The remaining tasks were directed at crime prevention for the holiday shopping season, and enforcement related to loitering issues at the Boat Ramp, Sycamore Trail, levee roads and freeway on-off ramps.

During Q1-19 there were 14 tasks created, with five of the tasks focusing on vehicle burglaries at various businesses and residential complexes, three of them addressing homeless complaints throughout the city and the remaining six being related to traffic enforcement, internal review processes and focused patrol on areas with increased criminal activity.

Two of the tasks from the quarter focused on the ongoing problem of garage, storage unit, and vehicle burglaries occurring at an apartment complex in Beat 1, where at least 15 crime reports were taken. As part of these tasks, the patrol division was asked to conduct extra patrol and contact subjects seen loitering in the area. Additionally, the Special Investigations Unit conducted a bait operation that resulted in eight arrests and a decrease in criminal activity in the area. A CPTED review was also conducted and provided to the apartment manager.

Crime Data



PART I CRIME REPORTS BY YEAR

	2014	2015	2016	2017	2018
Violent Crime	245	252	222	190	224
Property Crime	1349	1474	1247	1163	1426
Part I Crime Total	1594	1726	1469	1353	1650

Comment: 2018 saw a 22% increase in Total Part 1 Crimes. This breaks down as an 18% increase in Violent Crime and a 23% increase in Property Crime. Although any increase in crime is concerning, it is worth noting that 2017 reported Part 1 Crime was at its lowest point in the last six years. The average number of UCR crimes between 2014 – 2018 was 1,558. Based on this, 2018 was 6% over that average (92 incidents).

PART I CRIME REPORTS QUARTERLY AVERAGE

	2016	2017	% Change	2017	2018	% Change	Q1-19
Violent Crime	56	47	-13%	47	57	9%	44
Property Crime	312	291	-10%	291	357	23%	351
Part I Crime Total	368	338	-7%	338	414	21%	395

Comment: The Q1-19 crime rates are lower than the 2018 quarterly averages (-23% decrease in Violent Crime, -2% decrease in Property Crime and -5% decrease in total Part I Crime).

TOTAL CRIME QUARTERLY COMPARISON BY BEAT

	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
Beat 1	164	170	179	192	43%	153	39%
Beat 2	152	171	163	181	40%	173	44%
Beat 3	90	70	57	59	17%	64	16%
Total	406	411	399	432	-	390	-

Comment: The percentage of distribution across beat geography continues to be relatively the same quarter to quarter. All categories remained under a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total.

VIOLENT CRIME

VIOLENT CRIME QUARTERLY AVERAGE BY YEAR			
2016	2017	2018	Q1-19
56	47	57	44
Comment: The three-year quarterly average for Violent Crime is 53. Q1-19 is -17% below this average (difference of 13 incidents).			

VIOLENT CRIME QUARTERLY BEAT COMPARISON							
	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
Beat 1	21	25	32	26	46%	19	43%
Beat 2	22	25	23	28	44%	21	48%
Beat 3	9	6	2	5	10%	4	9%
Total	52	56	57	59	-	44	-
Comment: The percentage of distribution across beat geography continues to be relatively the same quarter to quarter. All categories remained under a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total.							

2018 – VIOLENT CRIME

Throughout the calendar year 2018 there were two categories driving violent crime. This was consistent in Q4-2018 as described below:

1. Robbery (an increase of 16% or 13 incidents over Q3-18)
2. Aggravated Assaults (an increase of 31% or 27 incidents over Q3-18)

In 2018 the city experienced 92 robberies:

- 14 involving a firearm
- 7 involving a knife/cutting instrument
- 8 involving a dangerous weapon (bat, club, etc.)
- 61 involving strong-arm (no weapon involved)
- 2 unclassified involvement

Twenty-three of the robberies (25%) were related to shoplifting incidents in which the loss prevention officer was assaulted by the suspect. Of the 92 robberies, 36 resulted in arrests, translating to a 39% arrest rate for the year.

Between Q1-18 and Q4-18 there were 115 aggravated assaults:

- 14 involving a firearm
- 24 involving a knife/cutting equipment
- 51 involving other dangerous weapons (bat, club, etc.)
- 23 involving hands/fists/feet
- 3 unclassified involvement

Of the aggravated assaults, 23% were family or domestic violence related and 42% involved a transient subject (either suspect or victim). In 2018 there were 70 arrests for aggravated assault, representing a 61% arrest rate. Despite a year end increase of 31% in aggravated assaults, there were not any identified patterns or trends leading to the increase.

Q1-19 – VIOLENT CRIME

In Q1-19 there was a 25% decrease in Violent Crime as compared to the previous quarter (Q4-18). The two categories that had been driving violent crime during each quarter of 2018 both experienced a decrease during Q1-19 as follows:

1. Robbery (a decrease of -30% or 7 incidents over Q4-18)
2. Aggravated Assaults (a decrease of -8% or 30 incidents over Q4-18)

In Q1-19 the city experienced 16 robberies:

- 1 involving a firearm
- 15 involving strong-arm (no weapon involved)

Four of the robberies (25%) were related to shoplifting incidents in which the loss prevention officer was assaulted by the suspect. Of the 16 robberies, 5 resulted in arrests, translating to a 31% arrest rate for the quarter.

In Q1-19 there were 24 aggravated assaults:

- 3 involving a firearm
- 3 involving a knife/cutting equipment
- 8 involving other dangerous weapons (bat, club, etc.)
- 8 involving hands/fists/feet
- 2 unclassified involvement

46% of the aggravated assaults were family or domestic violence related and 17% involved a transient subject (either suspect or victim). In Q1-19 there were 16 arrests for aggravated assault, representing a 67% arrest rate.

PROPERTY CRIME

PROPERTY CRIME QUARTERLY AVERAGE BY YEAR			
2016	2017	2018	Q1-19
312	291	357	346

Comment: The three-year quarterly average is 320. Q1-19 was 11% higher than the three-year average (difference of 26).

PROPERTY CRIME QUARTERLY BEAT COMPARISON							
	Q1-18	Q2-18	Q3-18	Q4-18	2018 Annual Quarterly % of Total	Q1-19	Q1-19 % of Total
Beat 1	143	145	147	166	42%	134	39%
Beat 2	130	146	140	153	40%	152	44%
Beat 3	81	64	55	54	18%	60	17%
Total	354	355	342	373	-	346	-

Comment: The percentage of distribution across beat geography continues to be relatively the same quarter to quarter. All categories remained under a 5% fluctuation when comparing 2018 % of Total to Q1-19 % of Total.

2018 PROPERTY CRIME

There were three contributing drivers to the increase in property crime for 2018:

1. Larceny Theft (an increase of 22% or 170 incidents)
2. Motor Vehicle Theft (an increase of 45% or 80 incidents)
3. Burglary (an increase of 8% or 17 incidents)

Larceny theft was mostly influenced by shoplifting and vehicle burglaries/theft from motor vehicles. In 2018 there were 933 larceny theft reports. Of these, 46% were theft from motor vehicles or motor vehicle parts and accessories (426) and 33% were shoplifting (310). It should be noted that 36% of the shoplifting incidents (111) were reported through the Merchant Detention Program that is currently in place with Walmart. There were 284 arrests made for the 933 larceny theft reports which equates to an arrest rate of 30%.

In addition to the increase in larceny thefts impacting the property crime total, motor vehicle thefts were also higher than they had been in 2017 with a 45% increase (difference of 80 reports). Of the vehicles stolen in West Sacramento, 119 were recovered by an outside agency and 119 were recovered locally. Additionally, the Department recovered 113 vehicles that had been stolen from other jurisdictions. Year to date there have been 27 arrests made for motor vehicle theft. This is an arrest rate of 10%.

The 8% increase in burglary was evenly split between commercial (106 reports) and residential (108 reports) burglaries. In Q4-18 there were two tasks created to address an increase in garage burglaries at an apartment complex, which resulted in one arrest and the apartment management installed surveillance cameras on the property.

Q1-19 PROPERTY CRIME

Similar to Violent Crime, there was an 8% decrease in Property Crime during Q1-19 as compared to Q4-18 (difference of 30 incidents). The only category which experienced an increase was Arson, which increased by 4 incidents.

1. Burglary (a decrease of -11% or 6 incidents)
2. Larceny Theft (a decrease of -2% or 6 incidents)
3. Motor Vehicle Theft (a decrease of -29% or 22 incidents)
4. Arson (an increase of 100% or 4 incidents)

Although there was a decrease in all but one of the Property Crime categories, there were still significant influences to the larceny theft category. These influencers were shoplifting and vehicle burglaries/theft from motor vehicles. In Q1-19 there were 235 larceny theft reports. Of these, 51% were theft from motor vehicles or motor vehicle parts and accessories (119) and 28% were shoplifting (66). It should be noted that 33% of the shoplifting incidents (22) were reported through the Merchant Detention Program that is currently in place with Walmart. There were 75 arrests made for the 235 larceny theft reports which equates to an arrest rate of 32%.

In Q1-19 there was a significant increase in Arson (increase from 4 to 8 incidents) from the previous quarter (Q4-18). More than half of the incidents involved a known transient suspect (5 incidents) and three of them resulted in an arrest.

Despite the year over year decreases, the Department remains concerned that the property crime rate remains elevated when compared to prior years. Further information regarding annual comparative crime data is provided in Attachment 1.

Pillar 5 - Training and Education

The California Commission on Peace Officers Standards and Training (POST) mandates training for officers for areas such as Firearms, Defensive Tactics, Tactical Communication and Drivers Training. The Department places an emphasis on integrating those disciplines to provide officers more realistic scenario-based training to

avoid static motions and promote situational awareness. The curriculum emphasizes concepts such as de-escalation and mental health awareness, while refreshing critical perishable skills.

In Q4-18, the Department continued to develop its "in-house" Advanced Officer Training (AOT) instructors and was able to send two Defensive Tactics instructors to an Expandable Baton Instructor course. The Firearms team attended a Glock Armorer course and four instructors were sent to a Force Encounter Analysis course. Five Detectives attended specialized courses including: Officer Involved Shooting Investigations, Child Abuse Investigations, Funding Terrorism, and Cognitive Interviews. The Department sent 33 personnel to outside training courses involving topics such as:

- Use of Force Analysis
- Advanced Roadside Impaired Driving Enforcement
- Hostage Negotiations
- Media Relations
- Interview and Interrogation
- Crime Scene Investigations
- Police Records Supervisor

In Q1-19, The Department sent a Firearms Team member to a Taser Instructor course, a Defensive Tactics Instructor was sent to an Arrest Control Techniques course and an Arrest Control Instructor completed a Force Encounter Analysis course. The Department sent 26 personnel to outside training courses involving topics such as:

- Human Trafficking
- Elder Abuse
- Homicide Investigation
- Officer Involved Shootings
- Interview and Interrogation
- ~~Advanced Gang Investigations~~
- CSI Photography
- Wire Tap
- Cell Phone Forensics

Administrative Overview

Personnel

In 2018 the following individuals were hired:

- 1 Administrative Secretary
- 1 Property and Evidence Technician
- 4 Officers
- 2 Police Records Technicians
- 1 Crime Scene Investigator
- 4 Parking Enforcement Officers
- 1 Community Service Officer
- 1 Part-Time Program Assistant

The following individuals left the Department:

- 1 Police Sergeant
- 5 Police Officers
- 1 Police Records Technician
- 1 Crime Scene Investigator
- 7 Parking Enforcement Officers
- 1 Part-Time Community Services Unit Assistant

One Officer was promoted to Sergeant

In Q1-19, the Department hired seven Parking Enforcement Officers. Two Police Recruits were promoted to Police Officer, having graduated the academy, and have now entered the Field Training Officer stage. One Community Service Officer, one part-time Crime Scene Investigator and one Police Officer left the Department.

Environmental Considerations

N/A

Commission Recommendation

N/A

Strategic Plan Integration

These efforts support the City's vision of people feeling safe and secure and are consistent with the 2016 Strategic Plan goal related to 21st Century Policing. They also support the 2017 Strategic Plan Top Priority of "Law Enforcement and Youth Outreach" and the 2018 Strategic Plan Top Priorities "Community and Youth Outreach" and "Homelessness and Community Impacts."

Alternatives

The City Council may direct staff to pursue additional or alternative methods of meeting the requirements and recommendations outlined by the RIPA and recommendations contained in the President's Task Force on 21st Century Policing.

Coordination and Review

This report was prepared by Police Department staff.

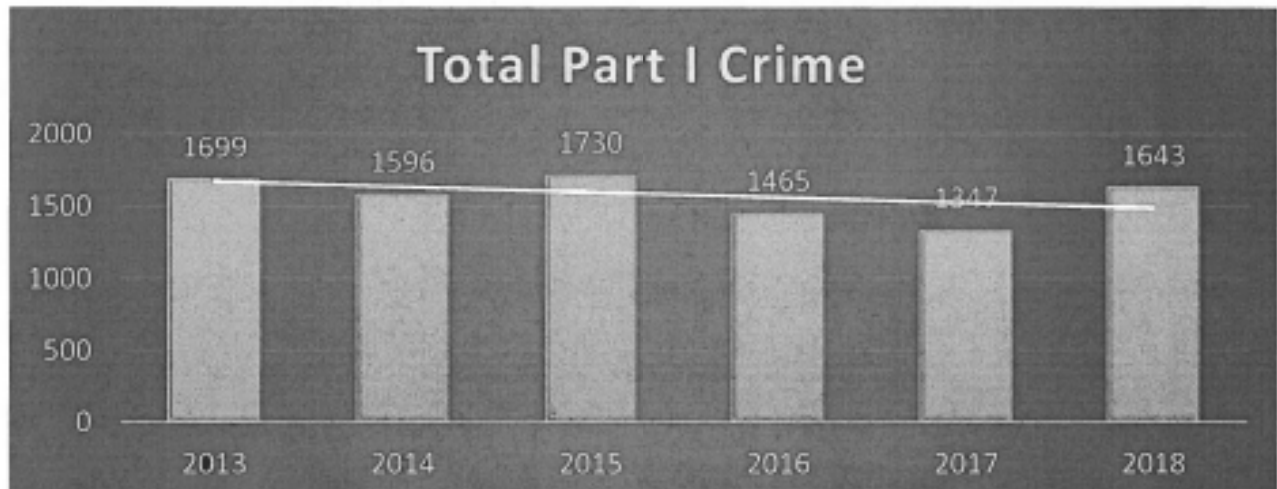
Budget/Cost Impact

Because this is an information only item, there is no budget impact.

ATTACHMENT

1. 2018 Crime Statistics Report
2. Zen City Report
3. Police Beat Map
4. PIT Count and Winter Warming Center Overview

2018 CRIME STATISTICS OVERVIEW

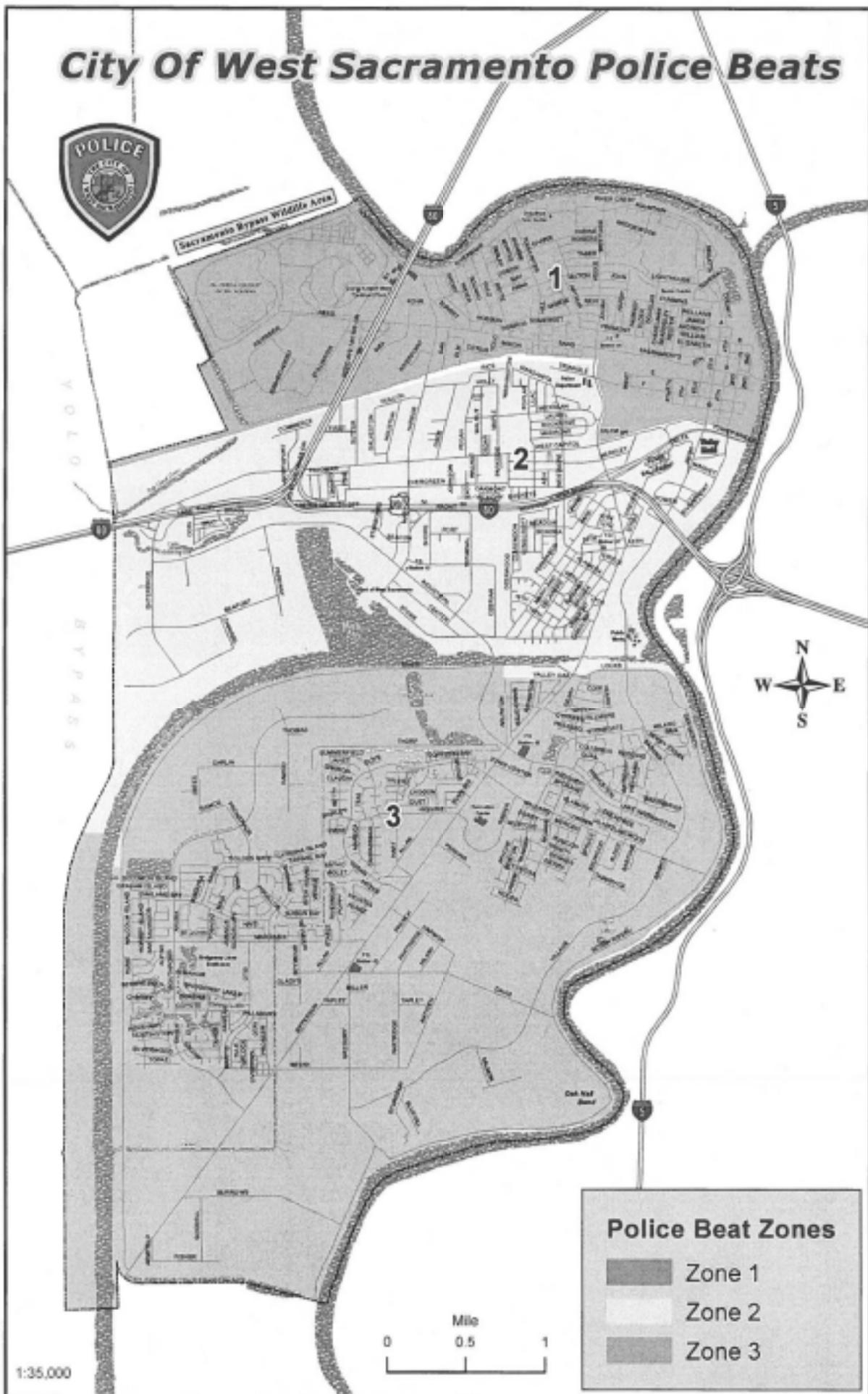


Comment: After two consecutive years of decreases, there was a 22% increase in overall crime in 2018. It should be noted that 2017 had an abnormally low total as compared to the previous five years, creating a higher percentage increase in the 2018 totals than is typical. The yearly crime average for the last six years is 1580, and 2018 was only 4% above this total. The Department is concerned about the 2018 increase and continues to utilize data and other information to help drive strategic deployment of resources.

	2016	2017	% Change	2017	2018	% Change
Homicide	0	3	300%	3	2	-33%
Rape	18	19	6%	19	16	-16%
Robbery	96	78	-19%	78	93	19%
Aggravated Assault	106	86	-19%	86	114	33%
Violent Crime	220	186	-15%	186	225	21%
Burglary	192	203	6%	203	219	8%
Larceny Theft	856	762	-11%	762	927	22%
Vehicle Theft	169	178	5%	178	256	44%
Arson	21	18	-14%	18	16	-11%
Property Crime	1238	1161	-6%	1161	1418	22%
Total Part I Crime	1458	1347	-8%	1347	1643	22%

Comment: The most significant changes to Violent Crime in 2018 was a 19% increase in Robbery (difference of 15 reports) and a 33% increase in Aggravated Assault (difference of 28 reports). The most significant changes to Property Crime was an 8% increase in Burglary (difference of 11 reports), an increase of 22% in Larceny Theft (difference of 165 reports) and an increase of 44% in Vehicle Theft (difference of 78 reports).

City Of West Sacramento Police Beats





OCTOBER 2018 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 15% of the interactions. Of those, 44% (1,878) were positive, 29% (1,236) were neutral and 27% (1,158) were negative. The Violence and Crime category elicited 683 interactions with 65% being neutral and 33% negative. The following were the top stories with regard to volume of comments:

Interactions	Topic
126	Boss's Day
93	New Property and Evidence Technician hired
109	Measure N
69	Sacramento King's tickets give-away at Quick Quack car wash
121	Trunk or Treat
49	Police non-emergency number not working properly
82	Coffee with a Cop
60	New Neighborhood Watch Group
33	Police Bike Team
39	Third Saturday Swarm
27	Senior Resource Fair
852	Woman shot and killed

NOVEMBER 2018 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 34% of the interactions. Of those, 70% (1,652) were positive, 28% (667) were neutral and 2% (16) were negative. The following were the top stories with regard to volume of comments:

Interactions	Topic
685	WSPD Officers assist in Camp Fire rescues
414	Officers clean up spilled nails off of the street
177	Christmas tree lighting at City Hall
154	Promotion of Sgt. Miller
178	Black Friday
88	Officers catch burglars
117	Coffee with a Cop
38	Officers participated in a Domestic Violence Awareness bowling event
60	9 pm Routine
36	WSPD Awards Ceremony
47	Touch a Truck event

DECEMBER 2018 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 45% of the interactions. Of those, 82% (1,052) were positive and 18% (227) were neutral. The following were the top stories with regard to volume of comments:

Interactions	Topic
282	Fireworks show
260	Knight family thanks officers
109	Merry Christmas from WSPD
84	WSPD awards ceremony
139	Call if you can, text if you can't
48	9 pm routine
90	Shop with a Cop and WSPD toy drive
50	Move the elf 9 pm routine
49	MCCC Youth Leadership Conference
31	Drink. Drive. Go to jail.

JANUARY 2019 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 79% of the interactions. Of those, 53% (2,345) were positive, 24% (1049) were neutral and 23% (1,020) were negative. The Violence and Crime category elicited 227 interactions with 5% being positive, 47% (227) were neutral, and 47% (226) were negative. The following were the top stories with regard to volume of comments:

Interactions	Topic
2,021	Natalie Corona shooting
334	Hi-Tech Unit awarded to WSPD
418	Dutch Brothers fundraiser
211	Arrest of suspects for stolen goods and drug possession
137	Shooting of Placer County K9
170	Law Enforcement Appreciation Day
105	New Year fireworks
185	Coffee with a Cop
63	Martin Luther King Day
116	9 pm routine

FEBRUARY 2019 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 29% of the interactions. Of those, 90% (601) were positive, 9% (58) were neutral and 2% (12) were negative. The following were the top stories with regard to volume of comments:

Interactions	Topic
182	Swearing in of two new officers
104	WSPD receives cards from local youth
71	Davis DUI suspect arrested with heroin and methamphetamine
151	VFW Community Meeting
41	Kiwanis club sends treats for Valentine's Day
51	WUSD receives threatening Instagram posts

79	Rock vandals smash windows
498	Missing person
280	9 pm routine

MARCH 2019 ZENCITY SUMMARY

In the Public Safety category, Police accounted for 50% of the interactions. Of those, 74% (1,917) were positive and 25% (637) were neutral and 2% (41) were negative. The following were the top stories with regard to volume of comments:

Interactions	Topic
405	New K9 Yoda announced
369	WSPD Officer plays basketball with kids
142	Shamrock race
144	Coffee with a Cop
72	Officers read to kids at Stonegate Elementary
55	SLO Smith educates Southport's Parent University about symptoms of drug use
326	Officers catch thieves at a local business
153	Officers arrest squatters
29	Man convicted for being a felon in possession of and discharging a firearm
297	9 pm routine

2019 Point In Time Count Results

Background:

The purpose of the Point in Time (PIT) count is to give an “on-the-ground report” to the Federal Government about the state of homelessness in a respective region, county, and city. While the data is gathered county-wide, it is split into cities since it is assumed that different cities have different homeless populations and different approaches to homelessness. The data from the PIT count helps to inform the amount of financial assistance provided by the State or Federal agencies. While the numbers gathered from the PIT count are not absolute in any way, they do provide an idea of the size of the homeless population in an area, which can speak to what methods are working and which are not.

In Fall and Winter of 2014, the Bridge to Housing (B2H) project served to disrupt a long-rooted homeless encampment of an estimated 50-100 people. In doing so, almost 70 people were temporarily housed and provided services from Yolo County Health and Human Services Agency and the Yolo County Housing Authority. When the point in time count occurred in 2015, this population was still temporarily housed, thus not counted as unsheltered homeless in 2015.

Methodology:

On January 23rd, 2019, 13 volunteers, two council members, four police officers, one sergeant and the Homeless Manager all participated in the West Sacramento PIT Count over a 12-hour span. All staff and volunteers involved in the PIT count participated in training focused on the proper administration of the PIT count questionnaire to ensure the validity of data collected. To further ensure validity in the count, police staff “scouted” locations of homeless encampments in the weeks and days ahead of the count. This was intended to best inform their efforts on the day of the count and to minimize the risk of not locating unsheltered homeless individuals. The following overviews the result of the regional PIT counts in 2017 and 2019.

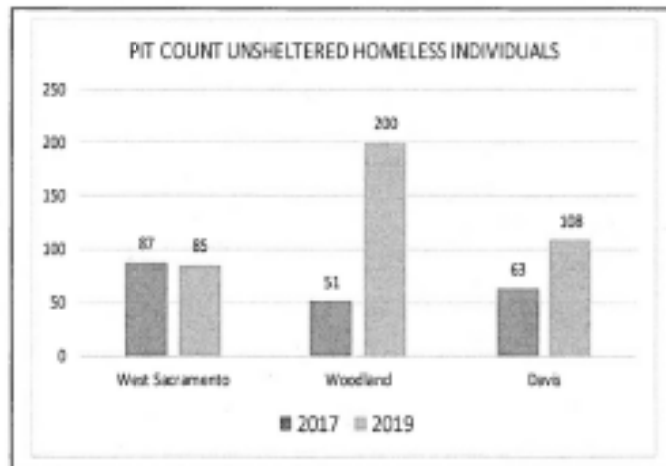
Outcomes:

The City’s commitment to finding low barrier housing options, coupled with the opportunities to reconnect individuals with their families, has given West Sacramento the ability to maintain a consistent population count even with considerable growth in the regional homeless population. Despite this qualified success in managing homeless population growth, the City continued to experience overall growth in its homeless population, driven by an increase of 15 additional sheltered homeless individuals.

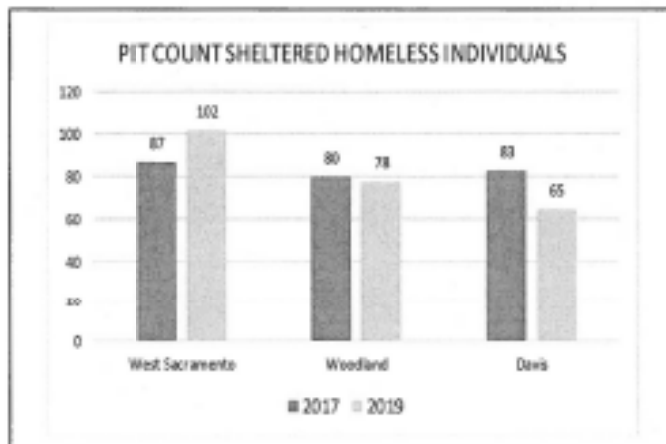
A likely aggravating factor to this growth is the concentration of budget motels within the city; the highest concentration in the region. In contrast, the City’s commitment to a consistent, focused and funded effort to address homelessness has aided in minimizing the growth of the homeless population relative to the region. It is also notable that the significant intervention that occurred in 2014 with Bridge to Housing significantly decreased the unsheltered homeless population and has helped achieve relative consistency in that segment of the homeless population. Collaboration across City departments, County agencies and community-based organizations, along with consistent efforts in maintaining a focused and staffed, “services first” approach are key to maintaining a consistent population.

UNSHELTERED	2017	2019
West Sacramento	87	85
Woodland	51	200
Davis	63	108

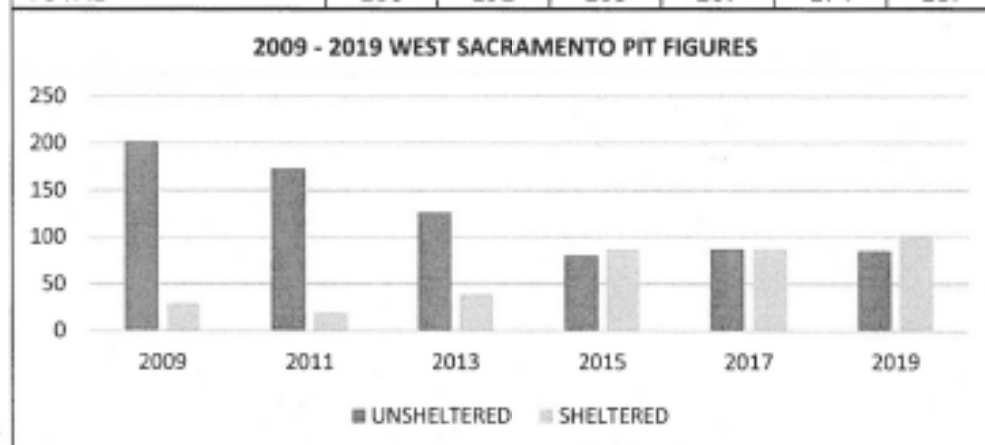
*Sacramento has not released the official numbers, but the preliminary estimate is an increase of 35% over 2018.



SHELTERED	2017	2019
West Sacramento	87	102
Woodland	80	78
Davis	83	65



2009 - 2019 WEST SACRAMENTO PIT FIGURES						
	2009	2011	2013	2015	2017	2019
UNSHELTERED	201	173	126	80	87	85
SHELTERED	29	19	39	87	87	102
TOTAL	230	192	165	167	174	187



Winter Warming Center Recap

Background:

Starting in late Summer 2018, discussions amongst homeless providers in West Sacramento began to shift towards providing some form of respite shelter to homeless individuals during the winter. The other major cities in Yolo County (Davis and Woodland) both provided a similar service and discussions began to provide this accommodation in West Sacramento.

The main goals were to provide respite from the winter weather for homeless residents from West Sacramento while also working to end their episode of homelessness by linking them with applicable services. Discussions progressed and, with financial contributions from both Yolo County Health and Human Services and the City of West Sacramento, the Mercy Coalition (a collection of small churches in West Sacramento) was selected to lead the operations. The City Homeless Coordinator was tasked with oversight of the intake referral process and to assist in linking participants to relevant supportive services.

The Winter Warming Center set pick up locations at three sites around the city to transport participants to and from a rotating list of churches, where they were provided two meals and sleeping accommodations. The Winter Warming Center operated from Sunday to Thursday from December 2nd, 2018, to March 22nd, 2019.

Operations and outcomes:

The Winter Warming Center operated with marked success for clients and service providers. No issues were reported on any night related to the pick-up and drop off locations, and no incidents needing police intervention were noted at the center. The intake process worked well through the Homeless Coordinator.

Numbers are still preliminary at this time, but over 50 individuals were served; over 250 overnight stays were provided; over 15 clients ended their episode of homelessness; all were given county referrals; three joined the Downtown Streets Team; six were picked up as Yolo County HHSA clients; and nine others were enrolled in other County services. Many of the other participants are currently still working with the Homeless Coordinator to end their episode of homelessness. All participants were entered into the county-wide Homeless Management Information System (HMIS) which puts them in a better position to receive applicable services moving forward.