

**CITY OF WEST SACRAMENTO
SPECIAL MEETING OF THE TRANSPORTATION, MOBILITY, & INFRASTRUCTURE COMMISSION
AUGUST 21, 2023, AGENDA**

Valerie Zimmer, Chair

Yen Nguyen, Vice-Chair
Waris Banks, Commissioner
Abteen Kashkouli, Commissioner
Alex McCreddin, Commissioner

Pierson Rohr, Commissioner
Sarah Zuniga, Commissioner
Matthias Hess, Alternate Member

Andrea Ouse, Director of Community Development
Jason McCoy, Supervising Transportation Planner

6:00 PM Call to Order/Roll Call
Land Acknowledgment
Pledge of Allegiance

Anyone wishing to address the Commission should fill out the Request to Speak form and present it to the Clerk.

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.

GENERAL ADMINISTRATION FUNCTION – PART I

1. **SWEARING IN OF TRANSPORTATION, MOBILITY & INFRASTRUCTURE COMMISSION MEMBERS**
2. PRESENTATIONS BY THE PUBLIC ON MATTERS NOT ON THE AGENDA WITHIN THE JURISDICTION OF THE COMMISSION. THE COMMISSION IS PROHIBITED BY LAW FROM DISCUSSING ISSUES NOT ON THE AGENDA BROUGHT TO THEM AT THIS TIME.
3. **DISCLOSURE OF EX PARTE COMMUNICATIONS**
Disclosure of any communications on agenda items received by Transportation, Mobility, & Infrastructure Commissioners

PRESENTATIONS

NONE

CONSENT AGENDA

4. CONSIDERATION OF APPROVAL OF THE JUNE 5, 2023 **TRANSPORTATION, MOBILITY, & INFRASTRUCTURE COMMISSION** MINUTES (NORWOOD)

REGULAR AGENDA

5. **PRESENTATION AND DISCUSSION OF UPDATES TO THE SIDEWALKS AND TRANSPORTATION EQUITY PROGRAM (CHHAN)**

Objective: The objective of this report is to present an update on the Sidewalks and Transportation Equity Program and to solicit Transportation, Mobility and Infrastructure Commission feedback on the draft project prioritization framework to be used in developing a project priority list.

Recommendation: Staff respectfully requests that the TMI Commission:

- 1) Receive a presentation from staff; and
- 2) Provide feedback on the project and the prioritization framework.

GENERAL ADMINISTRATION FUNCTION – PART II

7.
 - A. Commission Calendar
 - B. Staff Reports
 - C. Adjourn

The meeting will be held at City Hall, 1110 West Capitol Ave., West Sacramento, CA.

I, Shawn Norwood, Clerk of the Transportation, Mobility & Infrastructure Commission, declare under penalty of perjury that the foregoing agenda for the August 21, 2023, special meeting of the Transportation, Mobility & Infrastructure Commission was posted on August 16, 2023, in the office of the City Clerk, 1110 West Capitol Avenue, West Sacramento, CA, and was available for public review.

DocuSigned by:

Shawn Norwood

Shawn Norwood, Clerk of the Transportation, Mobility & Infrastructure Commission

All public materials related to an item on this agenda submitted to the Port Commission 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.

Commission meetings are broadcast live on AT&T Channel 99 and Wave Cable Channel 20. This meeting will be repeated the following day at 12:00 pm and the following Sunday at 3:00 pm. The agenda and agenda reports are also available on the City's website at www.cityofwestsacramento.org.

**REGULAR MEETING OF THE
CITY OF WEST SACRAMENTO
TRANSPORTATION, MOBILITY & INFRASTRUCTURE COMMISSION
June 5, 2023
Minutes**

The special meeting was called to order at 6:00pm in the Council Chambers, 1110 West Capitol Avenue, West Sacramento, California. Alternate Member Hess was absent. Chair Zimmer presided.

The Land Acknowledgement was read by Vice-Chair Yen Nguyen

The Pledge of Allegiance was led by Commissioner Zimmer

GENERAL ADMINISTRATION FUNCTION – PART I

Heard the General Administration Function – Part I as follows:

1. Swore in Abteen Kashkoui to the Transportation, Mobility & Infrastructure Commission .
2. Presentations by the public on matters not on the agenda within the jurisdiction of the Commission.

No presentations by the public.

3. Disclosure of Ex Parte Communications
None

CONSENT AGENDA

Acted on the Consent Agenda as follows:

4. Approved the Minutes of the May 1, 2023, meeting of the Transportation, Mobility & Infrastructure Commission.

MOTION: Zimmer SECOND: Nguyen AYES: Banks, Zuniga, McCreddin, Kashkoui

ABSENT: Hess

REGULAR AGENDA

Heard the General Administration Function – Part II as follows:


5. Heard a staff presentation from Seamus Laffey to present the draft Mobility Element of the General Plan and related updates to the Bridge District Specific Plan and receive feedback from the Commission and the public.

The Commission provided commentary to staff.

6. Heard a staff presentation from Stephanie Chhan to provide the Transportation, Mobility, and Infrastructure Commission information regarding the Fiscal Year 2023-2024 contract extension and fee schedule for the City of West Sacramento's On-Demand Rideshare Program.

The Commission provided commentary and feedback to staff.

The meeting adjourned at 7:45 p.m.

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Commission Clerk

Transportation, Mobility, & Infrastructure Meeting Minutes
June 5, 2023
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Minutes approved as presented by a majority
vote of the Commission on August 21, 2023.

DocuSigned by:
Shawn Norwood

Shawn Norwood, Commission Clerk

MEETING DATE: August 21, 2023

ITEM # 5

SUBJECT:



UPDATE AND FEEDBACK ON THE SIDEWALKS AND TRANSPORTATION EQUITY PROGRAM

INITIATED OR REQUESTED BY:

- Board Staff
- Other

REPORT COORDINATED OR PREPARED BY:

Stephanie Chhan, Senior Transportation Planner
Community Development Department

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The objective of this report is to present an update on the Sidewalks and Transportation Equity Program and to solicit Transportation, Mobility and Infrastructure Commission feedback on the draft project prioritization framework to be used in developing a project priority list.

RECOMMENDED ACTION

Staff respectfully requests that the TMI Commission receive staff’s presentation on the Sidewalks and Transportation Equity Program and provide any comments or feedback on the project and the prioritization framework.

BACKGROUND

In August 2021, the City Council adopted Resolution 21-37, authorizing the City Manager to execute a grant agreement with the California Department of Transportation (Caltrans) to allocate \$33,481 from Measure N to match \$258,419 awarded through the 2021/22 Caltrans Sustainable Transportation Planning Grant for the West Sacramento Sidewalk Transportation and Equity Program (STEP). The City currently lacks a complete inventory of existing sidewalk assets, as well as staff capacity to collect this data independently. By completing this work, the City will be able to equitably prioritize sidewalk gap closures and repairs in neighborhoods where residents rely on walking for daily trips most often, which will help enhance safety, connectivity, and accessibility for those residents.

A request for proposals (RFP) was issued to seek qualified consultants, and on May 18, 2022 the City Council awarded a professional services contract to NN Engineering, Inc. in partnership with Civic Thread (formerly “WALKSacramento”), DIYSL Consulting, and UNICO Engineering (collectively referred to as “consultant”) to develop the STEP project.

On February 6, 2023, staff presented an update and sought Transportation, Mobility and Infrastructure Commission (TMI Commission) feedback on the STEP vision, goals, and outreach approach. On February 15, 2023, a similar presentation – updated with feedback from the TMI Commission – was presented to the City Council.

ANALYSIS

Since February 2023, staff and the consultant conducted extensive community outreach to assist in the development of the project prioritization framework. City staff and the consultant hosted community sidewalk audits on April 22nd at Lighthouse Charter School, April 29th at Joey Lopes Park, and May 6th at Bryte Park. Russian interpreters were available on the April 22nd audit, Spanish interpreters were available on the April 29th audit, and the City co-hosted the May 6th audit with the American Association of Retired Persons. These audits involved discussion activities and sidewalk audits where the participants travelled a predefined route with the City and consultant to provide comments on the pedestrian experience. The consultant conducted pop-up focus group interviews at the Arthur F. Turner Library during the Día de los Niños event on April 15 and at the Community Center’s Senior Resource Fair on May 12th. A community forum was hosted at the Slavic Baptist Church on May 13th. The City collected 475 responses from an online and telephonic survey available between April 5th to May 22nd. The survey was available in English, Spanish, and Russian. The consultant partnered with the Slavic-American Chamber of Commerce, Mercy Coalition, and Holy Cross Parish to promote the survey through their networks. Additionally, the consultant hosted pop-up events to provide on-the-spot survey collection at the West Sacramento Recovery Café on April 26th and May 15th, Breathe California Bike Rodeo on April 30th, and Holy Cross Parish Sunday Mass on May 6th. The consultant synthesized and incorporated feedback from the extensive public outreach efforts and survey to develop the draft prioritization framework.

The project team presented the draft prioritization framework to the Advisory Committee on June 26th, the staff of the Yolo County Climate Action Commission on July 21st, and staff of the Sacramento Area Council of Governments on July 27th. The Advisory Committee and the two agencies' representatives were generally supportive of the prioritization framework, and feedback from these agencies have been incorporated into the prioritization framework shared with the TMI Commission.

Project Prioritization Framework

The project prioritization framework is shared below for TMI Commission's consideration and feedback.

Step 1a: Identify list of projects

The consultant developed a list of potential projects, separate from the project prioritization framework. Based on the sidewalk data collection of the City's sidewalks gaps, absence, and presence, street segments were grouped to form potential projects using the following factors:

- Linear miles
- Similar land uses
- Proximity to key destinations

Step 1b: Identify Equity Priority Areas

Based on the Caltrans Sustainable Transportation Planning grant award, the City proposed to develop a project prioritization framework and policies that center social equity and help the City ensure that transportation investments are targeting neighborhoods who rely the most on walking, biking and transit, while helping to address historical damages and disproportionate impacts of the transportation system on these communities. The consultant developed an Equity Best Practices Memorandum on sidewalk and infrastructure programs to understand how other agencies have defined equity and designed an equitable investment program. The case study agencies either used equity as an overarching theme that is embedded through the prioritization process or as a factor weighted among other factors. The Advisory Committee, TMI Commission, and City Council supported the recommendation that equity be embedded as an overarching theme into the development of the STEP plan. As such, the project team developed Equity Priority Areas (EPAs). The EPAs are defined as areas where Non-White and/or Hispanic residential population is 70 percent or greater and/or areas where households earn 200 percent below or less of the federal poverty level is 40 percent or greater. The EPAs are identified and then are set aside until Step 3.

Step 2: Determine High Need Street Segments

The project team identified high need street segments based on three STEP plan goals shared with TMI Commission and City Council in February 2023:

- Safety & Safe Routes: Improves pedestrian safety and provides safe access to key destinations
- Health & Environment: Encourages a healthy, active lifestyle and non-single occupancy vehicle (SOV) travel
- Equitable Access: Improve non-SOV access for historically underserved populations

Attachment 1 provides a table of the factors proposed to generate a high need street segment score based on the three goals.

Step 3: Apply weighting

Weighting will occur at the project level, rather than by individual street segments. Projects identified in Step 1a will be weighted by the project's overall high need street segment score (Step 2) and whether at least 50 percent of the project is within an EPA (Step 1b) or within a Senate Bill 525 designated disadvantaged community. This weighting applied to the projects allows the City to embed equity through the prioritization process.

Step 4: Ground truth project scoring with Community and Partner Engagement

Through extensive engagement, the project team has received input from residents on areas needing improvements in the pedestrian network. As such, the project team will review the priority projects that arise from the project scoring and weighting to validate the project prioritization process.

Step 5: Evaluate ability to implement projects

After the projects are scored, they will be evaluated for implementability. This may take into consideration cost, funding source/funding sustainability, or phasing opportunities. Evaluating implementability will identify which projects can be prioritized and pursued in the near-term with upcoming funding opportunities.

Though this process develops a priority list of projects, City staff understands that there may be changes that are considered after the creation of the priority list such as new funding sources, changes in funding opportunities' goals and metrics, or changes in sidewalk conditions requiring more immediate attention. As such, the project team highlights the need for flexibility and understands that the project priority list may need to be revisited on a regular basis.

Next Steps

City staff will incorporate feedback from the TMI Commission and share the project prioritization framework with the City Council in Fall 2023. Shortly thereafter, the project team will present the Draft STEP Plan to the City Council and circulate the draft plan for public comment for thirty (30) days. Public comments and City Council comments will be incorporated into the Final STEP Plan to be presented to City Council in Winter 2024.

Environmental Considerations

N/A

Strategic Plan Integration

This project advances the 2022 Strategic Plan Management Agenda item, "Mobility Action Plan Implementation", in support of the City's broader Mobility and Connectivity goals to provide convenient and sustainable choices for people to get where they're going. The STEP initiative also directly implements the goals, strategies and tactics set forth by the General Plan 2035; Mayors' Commission on Climate Change; Bicycle, Pedestrian, and Trails Master Plan; Age Friendly Action Plan; Mobility Action Plan; and forthcoming Climate Action Plan. Specifically, STEP is the initial effort to implement General Plan Goal M-6: "Develop and maintain a safe, accessible and integrated pedestrian system that promotes walking" and General Plan Policies M-6.1 Cohesive Network, M-6.2 Continuous Network, M-6.7 Safe Pedestrian Crossings, M-6.9 Safe Sidewalks, and M-6.10 Completion of Sidewalk System.

Alternatives

As an alternative to the recommended action, the TMI Commission could:

- 1) Receive staff's presentation, provide feedback for City Council's consideration;
- 2) Direct the presentation to be moved to a later meeting; or
- 3) Decline to hear the presentation.

Alternative 1 is the recommended action. Alternatives 2 and 3 are not recommended as the update and prioritization framework will be brought to City Council without TMI Commission input to complete the project within schedule of the Caltrans Sustainable Transportation Planning Grant timeline.

Coordination and Review

This report was coordinated by the Transportation & Mobility Division of the Community Development Department. Elements of the Agenda Report's content were coordinated with the STEP project team comprised of NN Engineering, Inc., Civic Thread, DISYL Consulting, and UNICO. Varying levels of coordination of the project have also occurred with the Community Development Department, Capital Projects Department, Parks and Recreation Department, and Public Works Department.

Budget/Cost Impact

This project was appropriated to the FY 2021-22 Operations and Maintenance budget as approved by Council via Resolution 21-37 for a total appropriation of \$291,900 with \$258,419 from FY 21-22 Caltrans STEP Grant-RMRA (SB1) and the City's local match commitment of 11.47%, or \$33,481 of Measure N – Community Improvements Funds. The City Council adopted Resolution 22-60 on May 18, 2022 appropriating \$48,580 from Measure N – Community Investment to the Caltrans STEP Grant cost center (252-9656) to meet a shortfall of \$48,580, related to estimated staff and resources cost and 10% contingency needed to complete the project. On April 21, 2023, the City executed Amendment 1 to the Contract for Services with NN Engineering, Inc. to extend the contract to March 30, 2024 to align with the grant timeline and to increase compensation by \$20,490, for a new not-to-exceed contract total of \$312,336 for in-person support at outreach events and Commission and City Council meetings.

ATTACHMENT

- 1) High Need Street Segments Identification Process for the Sidewalks and Transportation Equity Program Project Prioritization Framework

High Need Street Segments Identification Process for the Sidewalks and Transportation Equity Program Project Prioritization Framework

Goal	Factors	Data Source
Safety & Safe Routes Improves pedestrian safety and provides safe access to key destinations	Proximity to key destinations (e.g., schools, transit, parks, trails, healthy food, future mobility hubs) ¹	City of West Sacramento
	# ped/bike-involved fatal or severely injured collisions	UC Berkeley SafeTREC
	Population density	ACS 2021 5-Year Estimates ²
	Posted speeds	City of West Sacramento
Health & Environment Encourages a healthy, active lifestyle and non-single occupancy vehicle (SOV) travel	Type 2 diabetes rates	CDC Social Determinants of Health (2018) ACS 2018 5-Year Estimates
	Asthma rates	Office of Statewide Health Planning and Development (OSHPD), CA Health Interview Survey (CHIS)
Equitable Access Improves non-SOV access for historically underserved populations	Sidewalk absence/gaps	City of West Sacramento NN Engineering
	Older adults	ACS 2021 5-Year Estimates
	Youth	ACS 2021 5-Year Estimates
	Zero-vehicle households	ACS 2021 5-Year Estimates
	People with disabilities	ACS 2021 5-Year Estimates