Transportation related requests may be submitted via the following methods (listed in descending order of recommended method):

- 1. West Sacramento Connect: Visit the City's West Sacramento Connect website at the following web address (https://www.cityofwestsacramento.org/services/wsconnect.asp). On the new page, you will be directed to select a topic; click on the "Traffic/Transportation" link (located near the bottom of the second column of selections). A new page will appear, with options to add the address of the incident, a description, and pictures of the issue. Additionally, a map will appear with a location pin that can be moved for incident locations not at a specific address. After the request has been filled out, there is an option to set the request to public or private, allowing anyone to view the request or only authorized city employees. Once everything has been completed, click the "Submit" button in the middle of the page. If you wish to follow the progress of a request, at the top right corner of the page is an option to "Sign Up" or "Log In." Clicking the "Sign Up" button allows you to create an account either with your Facebook account or with your email address. Once you are signed up and logged in, you will be able to follow the progress of any request you submit.
- Email: <u>Transportation@cityofwestsacramento.org</u>. You may send an email to this address, but
 please note that this account is checked weekly and, as such, may require further time for
 response.
- 3. **Mail:** Letters may be sent to the address below. Please include a detailed description of the issue and contact information should you desire a response.

Public Works Department Traffic & Transportation 1110 West Capitol Avenue West Sacramento, CA 95691

4. **Phone:** You may call the general Public Works line at 916-617-4850. Relay your issue to the Operator and they will attempt to direct your call to an appropriate staff member. Please note that it is unlikely that a staff member will be available to speak with you at length concerning your issue at the time of your first call and, if further research is required, it may take several weeks for a complete response. Please leave a detailed voicemail message for the city staff member to enable a more productive and efficient conversation with the return call.