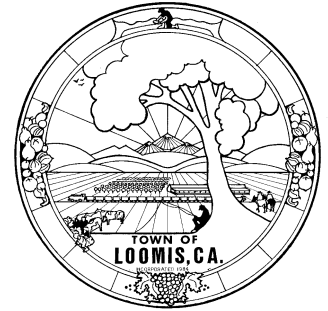


TOWN OF LOOMIS



TO: Honorable Mayor and Council Members
FROM: Wes Heathcock, Town Manager
DATE: March 12, 2024
SUBJECT: Town Manager Report for March 2024 Council Meeting

Mayor and Council Members,

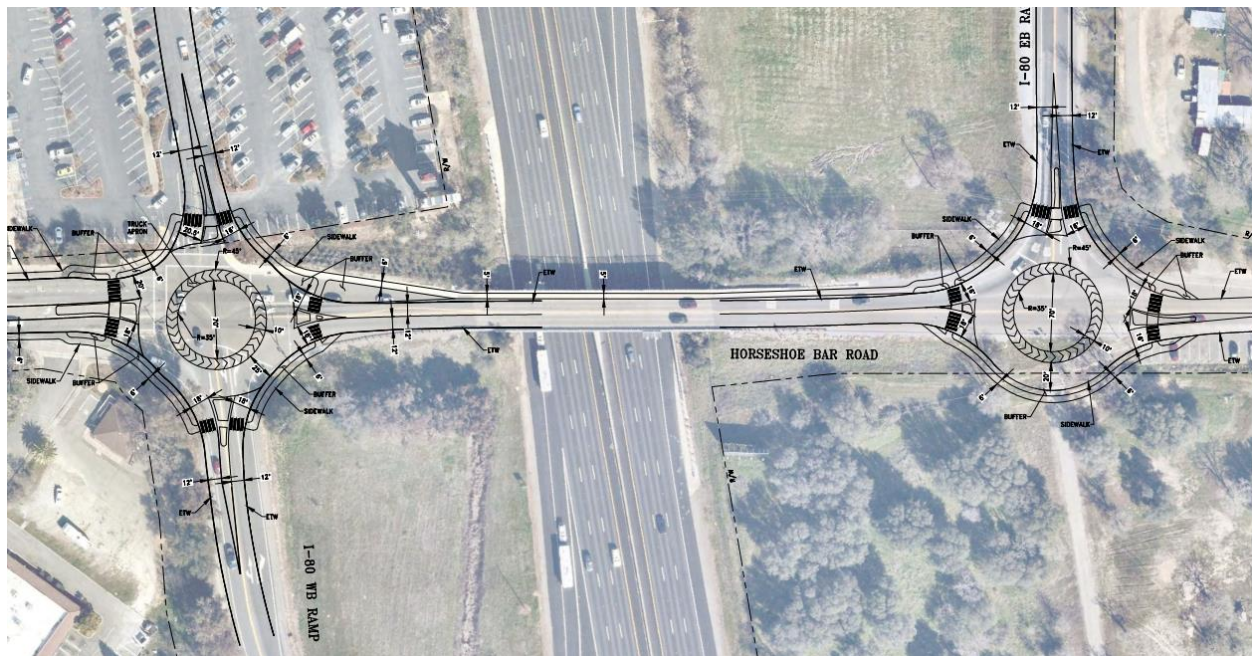
The following report supplies an update on some of the activities related to the Town of Loomis.

Horseshoe Bar Road / I-80 Interchange Potential Project

Staff met with Caltrans to establish the Cooperative Agreement and the Request for Proposals scope of work to procure a traffic engineering consultant for the project. The Project Study Report (PSR) area is within the Caltrans right of way; therefore, the Town and Caltrans will be working closely on the project including selecting the traffic engineering consultant and subsequent reviewing PSR documents.

The combined costs to execute the PSR is estimated at \$300,000.

The design concept image below is from the Town of Loomis 2020 Horseshoe Bar Road Interchange Roundabout Analysis report.



Finance Department

Ami Chilton accepted the Town of Loomis Finance Director position and will start on March 11, 2024. Ami currently serves as the Director of Capital Finance and Grants Accounting for the Lake Tahoe Community College District. Ami has over 24 years of fiscal management including

internal controls, budget development, bond financing, and grant management. Ms. Chilton has a B.S. in accounting and a Master of Business Administration.

Council approved the Town of Loomis Accounting Technician salary and job description at the February 13th Town Council meeting. Staff released the Accounting Technician recruitment subsequently via CalOpps (local government job board) and the Town's website. The job recruitment announcement can be found at [here](#) . The goal is to onboard the Accounting Technician position in late April or early May 2024.

Engineering Department

Staff is working with the recruiter to finalize the Town Engineer recruitment brochure. The current recruitment process schedule indicates the Town will have the position filled by the end of May 2024 assuming there is qualified candidates to select from.

Community Branding

The Economic Development Committee has completed the selection of the draft Loomis Community Branding (see below). The group is still working on the tagline to reinforce the core message of the brand.



Once the draft byline is established, the concepts will be brought before the council for their input and direction.

Council Goals 2024

Staff, with the support of Mike Shellito (consultant) is working to finalize the council's goals and priorities and should have the final document ready for the April manager's report.

Solid Waste Joint Powers Authority

At the February 13th Town Council meeting, the council directed staff to move forward with collaborating with Auburn and Colfax to draft the Solid Waste Joint Power Authority (JPA) documents. If Auburn and Colfax approves moving forward with the JPA, staff will work with Auburn and Colfax to create a draft agreement for all three jurisdictions to review.

Costco

Costco is working to satisfy the interim steps needed to obtain a temporary commercial occupancy that would allow them to stock the store. One of the immediate challenges was to get PG&E to install the necessary infrastructure for power interconnection. Working with Brandon Sanders with PG&E, staff was able to accelerate the power interconnection installation to occur the week of March 4, 2024. The previous power interconnection timeline was a month further out.



P.O. Box 1327, Loomis, CA 95650
Phone: 916-652-1840 Fax:916-652-1847



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Building Plan Review Process Enhancement

The Town received feedback from the community that the building plan review process was laborious. After reviewing the building plan process with the Town's consultant Bureau Veritas (BV), the following enhancements have been implemented:

- Building plan comments will reflect what can be fielded verified vs complex plan comments.
- The first plan review will be within 12 days and second review and subsequent reviews will be 10 days or less.
- If a plan is in its third review a meeting will be scheduled with the applicant to go over plan comments to clarify plan revision expectations.
- BV is working with the Town to establish a pre-submittal document that will assist staff to verify if the plans are ready for review. (Most common missing information in plan submittals are structural calculations, geo technical report, energy, and special inspection information.)

Side note, building inspections will be scheduled for Monday through Thursday starting the week of March 4, 2024. The goal is to maximize the contract building inspector's use while managing the consultant costs. The Town can add another day for inspections should the inspection workload warrant the change.

Town Hall Admin Day

The Town of Loomis staff is limited; therefore, it is important to find ways to enhance productivity to meet our internal and external customers' needs. With that in mind, Town Hall will be closed to the public on Fridays to allow the administration staff to get caught up on the workload and to better manage the work schedule of the staff. The community can contact staff via email on Friday's. The Town Hall Admin Day (Fridays) will begin March 15, 2024.

Staff will review the schedule change quarterly to determine if an adjustment is needed.

Master Gardener Ribbon Cutting

CONTACT: Kathy Gee, katge@ucanr.edu, (530) 889-7385

Master Gardener Demo Garden Ribbon Cutting - March 27, 2024

The Master Gardeners of Placer County Demonstration Garden at the Loomis Library will be opening its gates for the first time from **11 am to 1 pm on March 27**. The public is invited to celebrate the occasion and to experience the beautiful garden firsthand.

After the ribbon cutting, garden docents and garden bed leads will be available to answer questions. The garden plants and fruit trees are all small but have labels, and the labels have QR codes so visitors can learn more about them. The Master Gardeners look forward to getting

to know their neighbors and serving as a learning destination for residents and home gardeners in Placer County.

“This garden is a win-win for everybody,” said Karen Covey, a Master Gardener and the garden’s first project manager. “We plan to teach you how to garden and why to garden.” The question of “why” will focus heavily on water conservation. “We will be transforming an existing lawn into a beautiful water-wise garden showcasing California natives, pollinators, and edible plants.”

The UC Master Gardeners of Placer County began work on 11,000 square feet of property on the east side of the Loomis Library and Community Learning Center on September 19, 2023. The garden will encourage an educational environment with areas devoted to workshops, a Mediterranean garden, a rain garden, compost, native woodlands, a lawn alternative meadow, hedgerows, an orchard, and more.

Docents will be in the garden on the second Saturday of every month to align with the Master Gardener speaker/workshop series at the Loomis Library. The garden will be open to the public at the same hours as the Loomis Library but closing at dusk. Visitors should check the library website for hours and workshops at <https://loomislibrary.org>

For more information, contact Kathy Gee, katge@ucanr.edu, (530) 889-7385