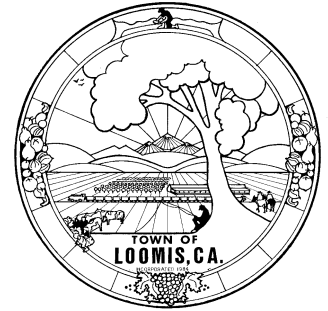


TOWN OF LOOMIS



TO: Honorable Mayor and Council Members
FROM: Wes Heathcock, Town Manager
DATE: April 9, 2024
SUBJECT: Town Manager Report for April 2024 Council Meeting

Mayor and Council Members,

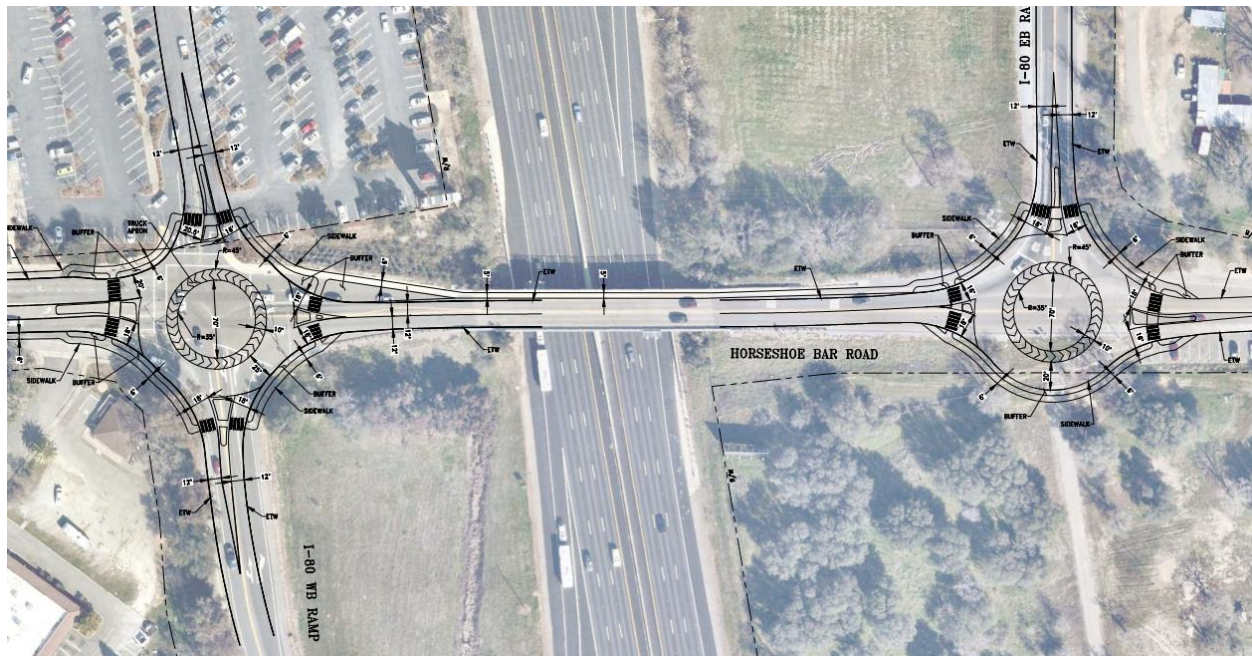
The following report supplies an update on some of the activities related to the Town of Loomis.

Horseshoe Bar Road / I-80 Interchange Potential Project

The Cooperative Agreement with Caltrans is on the April 9th Town Council meeting agenda for consideration. If approved, staff will work to release the Request for Proposal to procure a traffic engineering consultant in early April 2024 to execute the Project Study Report.

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

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](#) . Staff is currently reviewing the first round of applications to see if there is a qualified candidate to fill the role.

Engineering Department

The recruiter released the Town Engineer solicitation on March 11th. As of March 28th, the recruiter has not received any qualified applicants. The recruitment ends April 14th. Staff is hopeful we will receive qualified applicants by the application deadline. If not, staff will bring forward a pay range amendment for the position that will attract qualified applicants.

Merrill Buck has agreed to extend his tenure through June 2024 to allow the Town time to successfully recruit his replacement as the Town Engineer.

Solid Waste Joint Powers Authority

Auburn has decided due to their closed landfill issues it would be difficult to form the Solid Waste JPA. Auburn is under a compliance order from the Regional Water Quality Control Board to remediate groundwater intrusion in their landfill that will require a sizable amount of revenue. The funding source will need to come from their solid waste rate structure, which makes partnering challenging.

Staff is pursuing a 2-year contract extension with Recology to all for time in negotiating a long-term contract that will incorporate state legislation requirement such as SB 1383 Mandatory Organics Collection and fleet electrification.

Costco

Costco retail store has permanent power thanks to PG&E accelerating the interconnection project. The Costco traffic signals still need permanent power installed to operate. PG&E is attempting to accelerate the transformer installation for the traffic signals as well. In the interim, the traffic signal will potentially be powered by generators with battery storage back-up.

Temporary Commercial Occupancy is anticipated to occur in mid-April. This will allow Costco to onboard staff and stock shelves. The retail store anticipated general public opening is May 23, 2024.

Building Plan Review Process Enhancement Update

New procedures implemented or in progress:

- Building inspector working on individual handouts for project submittal requirements for each project. (In progress)
- Purchasing a magazine rack for the lobby to display building requirement handouts. (In progress)
- Bureau Veritas (BV) will not review plumbing for residential plan reviews. Building inspector to complete plumbing reviews in the field. (Implemented)
- After Plan Correction Letter #3, mandatory meeting between building inspector and applicant prior to resubmittal. (Implemented)
- Initial BV reviews to be completed in 12 business days. Previously being completed up to 3 weeks, occasionally 4. (Implemented)
- Resubmittal BV reviews to be completed in 10 business days. (Implemented)
- Staff has been working more closely with BV staff to clarify any concerns/questions about submittals, and then reaching out to applicants when applicable over minor items to prevent unnecessary plan correction letter being created, thus saving the applicant time and money in review. (Implemented)
- Plan submittal check sheet created (see below)



Building Department
3665 Taylor Road
Loomis, CA 95650
P) 916-652-1840
F) 916-652-1847
www.loomis.ca.gov

TOWN OF LOOMIS BUILDING DEPARTMENT

NEW SINGLE FAMILY DWELLING SUBMITTALS

All plans shall reflect current 2022 code cycle.

(check next to each item to show it's included in the submittal)

- [Pre-Construction Waste Diversion Plan](#)
- [Water Efficient Landscape Hand Out](#)
- Landscape Plans by licensed professional, if applicable
- PV and Propane to be separate, deferred submittals
- ⇒ A full set of plans including:
 - Title Sheet/Cover Sheet**
 - Scope of work
 - Applicable design codes (current edition year CBC, CMC, CPC, CEC, etc.)
 - Code analysis (type of construction, number of stories, fire sprinklers, square footages, lot coverage/lot size)
 - Property information (address, APN, property owner)
 - Index of drawings
 - Special inspection requirements
 - Site Plan**
 - Vicinity map
 - Directional arrow / Scale bar
 - Property line boundaries/ setback boundaries/ distances to structure/ easements
 - Property access points/ adjacent roads
 - Show dimensioned existing and proposed structures including utility locations
 - Well and Septic locations including repair areas and leach fields if applicable
 - Flood plain/ Floodway limitations/ other natural features (outcroppings, trees)
 - Dimensioned Floor Plan/s**
 - Room types (bedroom 1, bathroom 4 etc.)
 - Wall openings (windows, doors) and sizes
 - Fixtures/ cabinetry/ stairways with direction
 - Ceiling heights
 - Architectural notes (attic access location, fixture details)
 - Non Structural Roof Plan**
 - Roof pitches
 - Solar
 - Chimneys/ Vents



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TOWN OF LOOMIS BUILDING DEPARTMENT

- Non Structural Roof Plan**
 - Roof pitches
 - Solar
 - Chimneys/ Vents

- Elevations Sheet**
 - Heights
 - Attic ventilation
 - Architectural details

- Sections Sheet**
 - Cutaway sections of the dwelling
 - Architectural details

- Structural Sheets**
 - Foundation sheet
 - Floor framing sheet
 - Roof sheet
 - Shear sheet/s
 - Structural details

- Electrical Sheet**

- Mechanical Sheet**

- Plumbing Sheet**

- CalGreen Mandatory Measures Sheet**

- Title 24 Sheet**

BY SIGNING THIS FORM, I AGREE THAT I HAVE SUBMITTED MY PROJECT WITH ALL REQUIREMENTS AS OUTLINED ABOVE. I UNDERSTAND FAILURE TO SUBMIT ONE OF THESE ITEMS CAN RESULT IN A PLAN CORRECTION LETTER.

APPLICANT'S INITIALS _____

DATE _____

Master Gardener Ribbon Cutting

The Master Gardener Ribbon Cutting event was a huge success. There were approximately 50 people in attendance. Celebrating our successes!





Sunrise Park Play Structures Ribbon Cutting

The Town did a ribbon cutting ceremony for the new Sunrise Park play structures in mid-March. It was nice to see the new equipment in use.





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



Community Engagement Enhancements

During the 2024 council goals setting, the council identified community engagement as a high priority for the coming year. The following is a list of enhancements staff is implementing:

- Goal of staying active on Instagram and Facebook pages with 2-3 posts/ week
 - Also includes responding to resident's questions when they comment on a post.
 - Have also been sharing posts by Chamber and community partners for greater outreach.
 - In addition to regular postings of Town events, job postings, etc., have been creating posts related to current events.
 - Example- posting about where to locate sandbags and storm preparedness during stormy weather.
- Working on creating weekly graphics to post of Library events for the week.
- Generate flyer graphics and share to social media pages to promote events, activities, etc.
- Implementing mass text messaging system where individuals can scan a QR code to receive text notifications about specific Town events, emergency notices, etc.
 - Launch of this system will be with our Spring Clean Up
- Sharing graphic with residents on 3 ways to stay in touch with Loomis.
 - Registering to Town's email list that will include sign up link.
 - Following Town on FB and IG that will include "@" handles.

- Electing to receive push text notifications to phone that will include first QR code to scan.
- Maintaining activities and events on Town’s calendar
- Working to establish a “quicklink” website that is community focused where residents can locate information about the Town, Chamber, Restaurants, Events, Legacy Loop, an Audio Tour, and the library.



(For example. Site is currently under construction, but if community members scan this code, they can see what it currently looks like. The information it out of date, but we are actively working to get it updated).



- Meeting with business owners and stakeholders in community to establish stronger working relationships to make information more accessible.
 - Example- met with Loomis Local for a community magazine that will launch around June/July 2024. They are wanting to feature Town news and events. Kept in regular contact with Loomis Local to align events with the launch of the magazine.
 - Working closely with Chamber to coordinate updates to websites and provide more accessible information across broad spectrum, collaborate in community outreach, address community concerns, etc.

Council Goals 2024

TOWN OF LOOMIS STRATEGIC PLAN INITIATIVES, GOALS AND OBJECTIVES

INITIATIVE #1: SAFE & HEALTHY COMMUNITY

Loomis is a safe community and is prepared to prevent and respond to emergencies through strategic partnerships with local public safety agencies, risk management practices and public education.

GOAL: PUBLIC SAFETY & EMERGENCY PREPAREDNESS ARE PROMOTED AND ACHIEVED WITHIN THE TOWN

Objective 1: Satisfactory levels of public health and safety, emergency response, fire hazard reduction and crime prevention are achieved through communication and advocacy with the Placer County Sherriff's Department, the South Placer Fire District and other public safety agencies.

Objective 2: Safe and operable conditions of the Town's infrastructure, facilities, roadway and sidewalks are ensured through construction standards, maintenance activities, operational practices and inspection.

Objective 3: Town of Loomis staff are trained in accident prevention, emergency action plans and activities and are supervised and operated in a manner consistent with best practices in safety and risk management.

Objective 4: Residents and businesses are educated about fire and public safety regulations and practices affecting the Town of Loomis through newsletters and outreach efforts in partnership with local public safety agencies.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Maintain strong and cooperative working relationships with the Placer County Sherriff Office and South Placer Fire District.
- Evaluate the need for and impact of a speed limit study for Town.

INITIATIVE #2: QUALITY OF LIFE & LIVABILITY

Residents, businesses & visitors enjoy a unique small-town community with amenities, programs and services that foster livability and make Loomis a great place to live, work and play.

GOAL: FOSTER SUPPORT & INVOLVEMENT WITH TOWN LIBRARY, COMMUNITY SERVICES & RECREATION PARKS & AMENITIES

Objective 1: Expand and enhance resident use of Town parks and the Loomis Library through capital improvements, programs, and events.

Objective 2: Partner and collaborate with the Placer County Parks Department, the Placer County Master Gardeners and youth sports organizations to provide residents with expanded recreation and leisure opportunities.

Objective 3: Solicit resident feedback on satisfaction, needs and priorities for parks, open space, library services and other public facilities.

Objective 4: Identify the fiscal impact of Library tax measure being renewed or defeated in relation to Library and Town services.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Celebrate successes and accomplishments (i.e., new playground)

PUBLIC COMMENT ESSENTIAL GOAL

- Expand and enhance communication and public information efforts to keep Town residents informed.

INITIATIVE #3: HIGH PERFORMING & FISCALLY RESPONSIBLE GOVERNMENT

Loomis is fiscally responsible and prudent, and an efficient & effective organization that works collaboratively and in partnership with other public agencies that serve the Loomis community

GOAL: CULTIVATE AN EFFECTIVE AND EFFICIENT ORGANIZATION

Objective 1: A capable and diverse workforce to manage, maintain and operate the Town of Loomis is attracted and retained.

Objective 2: The Town's organizational structure, compensation and staffing plan are evaluated relative to capability, efficiency and effectiveness.

Objective 3: Technology tools and system software are expanded, enhanced and implemented to support the user experience with the Town of Loomis's municipal services to improve efficiency and effectiveness.

Objective 4: The Town's annual budget is aligned with the adopted Strategic Plan and with annual work program goals and action plans as necessary and appropriate.

Objective 5: The Town of Loomis maintains effective interagency relationships with the various utility districts for water, waste-water, sewer, telephone/internet, electricity and natural gas.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Evaluate financial impact to the Town and Library with and without sales tax measure renewal.
- Continue to research and apply for Federal and State funding grants as needed and appropriate.
- Conduct space analysis and research opportunities to expand the Loomis Town Hall.
- Increase and strengthen communication and working relationship with the local school districts.

PUBLIC COMMENT ESSENTIAL GOAL

- Research and develop a budget and financial plan for Town with and without the ¼ cent sales tax being renewed, and communicate that information to community residents prior to sales tax renewal ballot.

INITIATIVE #5: PLANNING & COMMUNITY DEVELOPMENT

Loomis plans and guides land use and development in a way that is prudent, responsible and in alignment with community needs, goals and values.

GOAL: FOSTER SUSTAINABLE AND THOUGHTFUL LAND USE PLANNING AND COMMUNITY DEVELOPMENT

Objective 1: Complete the Town's General Plan update and comprehensive review and update of the town's zoning ordinances and land use policies to ensure alignment with current community needs, goals, and values.

Objective 2: Engage with residents, stakeholders, and experts to develop a long-term vision for land use and community development that integrates principles of sustainability, resilience, and inclusivity.

Objective 3: Implement proactive measures to preserve and enhance the town's natural resources, open spaces, and cultural heritage while accommodating responsible growth and development.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Improve traffic flow, mitigate traffic impacts and enhance parking availability in Downtown Loomis
- Conduct and analyze traffic Studies for the Sierra College/Delmar/Bankhead corridor; and the Downtown Business District to include Horseshoe Bar Interstate interchange.
- Evaluate GP Circulation Element during development – highlight the study and plans for the Doc Barnes/Boyington extension.
- Follow Town of Loomis Circulation Plan in planning and development decisions.
- Research and conduct Fee Study for In-lieu fees in regards to inclusionary housing (Housing element)
- Monitor impacts of Placer County rezone project to Town Council & community.
- Monitor impacts of State legislation on land use, housing & environmental laws to the Town Council and community.
- Remain focused on planning and development goals of smart & responsible slow growth.
- Continue Sphere of Influence research.

INITIATIVE #6: COMMUNITY ENGAGEMENT & INVOLVEMENT

Loomis encourages and facilitates community involvement and citizen engagement in the governance of the Town by being transparent, informative and accessible.

GOAL: ENHANCE COMMUNITY CONNECTIVITY AND CIVIC ENGAGEMENT

Objective 1: Increase participation in Town Council & Planning Commission meetings through targeted outreach on key issues. Objective 2: Establish a community feedback mechanism to regularly assess resident satisfaction, as well as needs, desires and priorities with Town services & amenities.

Objective 3: Develop partnerships with local businesses and organizations to sponsor and support community-building activities, fostering a sense of community, belonging and pride among residents.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Expand & enhance communication tools and public information to educate and engage the community. Proactively inform the community through a variety of media including Town website, social media, email notices, a printed newsletter, target mailers, and surveys such as “Flash Vote”
- Improve Town Council teamwork, cohesion, and communication. Consider annual Council retreat.
- Increase the stipend for the Planning Commission members.
- Agency Partner education to council and community (i.e., County, SPMUD, school districts, other cities)

PUBLIC COMMENT ESSENTIAL GOAL

- Increase the Planning Commission stipend.

INITIATIVE #7: ECONOMIC HEALTH & PROSPERITY

A healthy, vibrant and sustainable economy is fostered in the Town of Loomis through economic development policies & practices that assist and help residents and businesses thrive.

GOAL: STRENGTHEN ECONOMIC VITALITY AND SUPPORT LOCAL BUSINESSES

Objective 1: Partner with the Loomis Chamber to support local businesses by implementing initiatives to promote shopping and dining within Loomis and business networking events.

Objective 2: Facilitate the growth of new businesses and expansion of existing businesses within the Town of Loomis through the general plan and an economic development strategy.

Objective 3: Enhance the vibrancy of Downtown Loomis through placemaking initiatives, such as beautification projects, lighting, signage and pedestrian-friendly infrastructure improvements.

INITIATIVE #8: ATTRACTIVE & WELL- MAINTAINED PUBLIC FACILITIES

Loomis develops, maintains & operates public facilities and infrastructure in an attractive and functional condition that enhances the appearance and quality of life of Loomis.

Goal: Enhance the Aesthetic Appeal and Functionality of Public Facilities in Loomis

Objective 1: Implement a comprehensive maintenance program for Loomis public facilities, including parks, streetscapes, the Library and Town-owned buildings and grounds, to ensure they are kept in excellent condition and are functional and visually appealing.

Objective 2: Enhance accessibility and safety features across all public facilities by conducting regular assessments and implementing necessary upgrades and improvements.

Objective 3: Develop sustainable infrastructure practices for the maintenance and operation of public facilities, integrating energy-efficient technologies and environmentally friendly practices to reduce long-term operational costs and minimize environmental impact.

TOWN COUNCIL GOALS & PRIORITIES FY 2024-25. (RED=ESSENTIAL, BLUE=IMPORTANT, GREEN=VALUE ADDED)

- Study and investigate opportunities for alternative transportation – bike trails, bike lanes, etc.

Roger Carroll Outdoor Bike Repair Station Dedication

The discussion to dedicate a Town improvement to Roger Carroll was brought up at the March 12th Council meeting. The Town is in the process of hosting an Outdoor Bike Repair Station dedicated to Roger Carroll. Staff is waiting for the equipment delivery and installation information before we can finalize the event date (see below).

Roger Carroll



Outdoor Bike Repair Station Dedication

PLEASE JOIN US!

For the dedication ceremony of the
Roger Carroll
outdoor bike repair station.

Date to be determined

Loomis Depot
Parking Lot
5775 Horseshoe Bar Road

The Dedication will be
followed by Memorial Bike Ride
through the streets of Loomis