



TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

Updated 1/14/2025

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

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ACTION MINUTES IN LIEU OF NARRATIVE MINUTES

Effective Date: 11/8/1994	Resolution:
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PURPOSE

Given our attempts to streamline, consolidate duties where possible and so forth, it makes time management sense to consider action only minutes. There are certain legally required statements of information that must be recorded, for example, jurisdictional facts, written evidence and oral testimony relating to public hearings, motions to adopt resolutions and ordinances. However, the inclusion of arguments, written reports, oral debates, discussion and findings is a matter of personal preference of individual cities.

POLICY

Policy for the use of "action only" minutes for recording minutes relating to town business including the town council, planning commission and any other commissions or committees appoint by the town council.

PROCEDURES

"Action Only" minutes are accepted. Tapes of meetings will be preserved and retained for a period of five years. Duplicate copies of the tapes will be made and stored in a location other than Town Hall.

TOWN OF LOOMIS
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ATTENDANCE POLICY FOR COMMISSIONERS

Effective Date: 1/10/1989	Resolution:
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Commissioners shall regularly attend commission meetings. No more than two consecutive meetings can be missed without penalty. The total number of missed meetings in a calendar year is four without penalty. Approved absences for illness or other circumstances can be obtained by submitting a formal absence request to the Mayor/Chair.

TOWN OF LOOMIS

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BUDGET TRANSFERS POLICY

Effective Date: 7/10/1990 Amended: 1/12/2016	Resolution 16-01
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PURPOSE

In the interest of streamlined financial management, the following policy is adopted by the Town Council.

POLICY

Each department head is responsible for his or her budget. Departmental budgets are approved during the budget process, in total, with line item detail being only informational in nature. Transferring budget allocations between line items (except payroll items) can be made at the department head's discretion with simple notification to the Town Manager and Finance Director. Transfers to or from payroll line items can only be made with the Town Manager's approval.

Transfers between departments within a fund (i.e. General Fund, Special Revenue Funds, Capital Improvement Funds, or Maintenance District Funds) require Town Manager approval.

Transfers between funds not approved during the budget process require Council approval.

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES
BUSINESS USE OF PUBLIC RIGHT-OF-WAY WITHIN THE DOWNTOWN CORE (DC)
ZONING DISTRICT POLICY

Effective Date: 9/14/1999

Resolution 99-41

Display of merchandise, newsracks and sidewalk dining and seating are permitted on any Town of Loomis public right-of-way within the DC zone subject to compliance with the following criteria in addition to those criteria applicable in Section 17.02(f). (Outdoor Eating Areas, of the Town Zoning Ordinance):

1. Display of merchandise, newsracks and sidewalk dining shall not obstruct sidewalk pedestrian traffic; accessibility to vehicles parked adjacent to the curb, or create health or safety hazards.
2. Sidewalk Clear Zone Requirement: A four-foot (48") minimum, paved pedestrian walkway shall be maintained between property line and edge of curb, free and clear of any obstructions.
3. The applicant shall obtain a revocable encroachment permit. Encroachment permits will not be approved for portable or other signs within the Public right-of-way with the exception of banners advertising Town wide functions such as the Eggplant Festival.
4. Sidewalk cafes shall be used only as seating areas. Storage, kitchen, any permanent facilities or restroom uses are not allowed. Tables and/or chairs must be movable unless otherwise approved by the Planning Director upon concurrence with other Town departments. Storage of tables and chairs during non-business hours within the right-of-way is not allowed. No outdoor speakers or amplified music is allowed.
5. Placement of merchandise, newsracks or tables and/or chairs shall be limited to the sidewalk area frontage adjacent to the use. Service of alcoholic beverages is not allowed.
6. Outdoor sidewalk dining or seating may be open; partially covered or enclosed by means of awnings, canopies or similar protective structure.
 - a) Roof material covering an outdoor café may be temporary, fixed, or retractable and can extend into the public right-of-way from the face of the building a distance up to the minimum six foot clear zone dimension, or a maximum distance of 10' from face of building, whichever is less. Width and height of awnings and canopies shall meet U.B.C. requirements. Awnings, canopies, or similar protective shelter must be fire-treated or non-flammable.
7. All merchandise, newsrack, and/or outdoor dining and seating areas must be level with sidewalk, and handicap accessible.
8. Decorative/accent lighting may be incorporated into the outdoor café awning, canopy, etc. and must meet all Town code requirements.
9. Upon approval of the encroachment permit the applicant shall obtain all required building/electrical permits.

TOWN OF LOOMIS

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CAPITALIZATION POLICY

Effective Date: 11/12/1991 Amended: 1/12/2016	Resolution 16-01
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PURPOSE

The Town of Loomis recognizes the need to set a basis for capitalization of fixed assets for reporting purposes.

POLICY

The following is a list of items to be capitalized:

- Land, Buildings – Capitalized regardless of cost
- Equipment – Items exceeding \$5,000

Items not capitalized:

- Repairs that do not significantly extend the life of the asset, regardless of cost
- Operating supplies purchased and consumed throughout the year (i.e. diesel fuel)

The Town records depreciation expense in accordance with Governmental Accounting Standards Board Statement Number 34.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

CELLULAR AND WIRELESS DEVICES POLICY

Effective Date: 8/11/2015	Resolution 15-16
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PURPOSE

This policy outlines the use of personal cellular/wireless devices at work, the personal use of business cellular/wireless devices, and the safe use of cellular/wireless devices by employees while driving.

POLICY

It is Town policy that use of personal cellular phone devices shall be limited during the work day and Town cellular/wireless devices shall be utilized for business purposes only and in a safe manner.

PROCEDURES

A. Personal Cellular/Wireless Devices

Excessive use of cellular/wireless devices during the work day, regardless of the phone or device used, can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using personal cellular/wireless devices as is expected for the use of any Town telephone or computer. Cellular phones may not be used at any worksite where the operation of the phone is or may be a distraction to the public or other employees.

1. Telephone Calls/Text Messaging: Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the Town's policy. Flexibility will be provided in circumstances demanding immediate personal phone use.
2. Prohibited Activities: Any activity that violates Town policy, including, but not limited to accessing and/or distributing pornographic or harassing material.

B. Town – Provided Cellular/Wireless Devices

1. Cellular Phones: Where job or business needs demand immediate access to an employee, the Town may issue a Town-owned and serviced cell phone to an employee for work-related communications.
 - a) Personal Use: Occasional brief personal use is allowable, however, users should always use a landline telephone when available.
 - b) Text Messaging: Will be limited to business communication, as needed.
2. Reimbursement for Personal Use: If an employee's personal use of the Town's cellular phone results in a charge to the Town, the user will be responsible for reimbursing the Town. This includes charges for

text messaging, long distance and/or roaming charges, overage charges, multimedia charges, and charges for directory assistance.

3. Cellular/Wireless Devices: In order to improve efficiency, the Town may issue tablet PCs, laptops, or similar devices to employees for business related purposes only.

a) Personal Use: Occasional brief personal use is allowable, so long as that use does not violate any Town policies, including the Town's Network, Internet, and Email policy.

b) Out of Town Use: Employees needing to use their Town issued wireless device while out of Town on business should check with their supervisor.

C. No Expectation of Privacy

Employees who are issued Town cellular phones and/or wireless devices understand that there is no expectation of privacy when using Town provided cellular phones and/or wireless devices. The Town has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to discovery under the Public Records Act.

D. Town Cellular Phones and/or Wireless Devices

Town issued cellular phones and/or wireless devices shall remain the sole property of the Town. Employees in possession of Town equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

E. Safety Issues for Use of Cellular Devices

Employees whose job responsibilities include regular or occasional driving are encouraged to refrain from using a cellular device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are required to use hands-free options and are expected to keep the call short, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above.

Text messaging, reading emails, writing emails, or accessing the internet while driving is not allowable under any circumstance.

Employees who are charged with traffic violations resulting from the use of a cellular phone while driving on duty may be subject to disciplinary action and personal liability resulting from such traffic violations and are responsible for paying the cost of the citation.

Violations of this policy will be subject to discipline, up to and including dismissal.

F. Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

TOWN OF LOOMIS

RECEIPT OF

CELLULAR AND WIRELESS DEVICES POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the Town of Loomis's Cellular and Wireless Devices Policy. I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Town Manager.

I agree to observe and follow the "Cellular and Wireless Devices" policy. I understand that GPS-equipped technology provided by the Town belongs to the Town and are only to be used during working hours and on-call. The Town reserves the right to use tracking via GPS devices provided to employees/contractors during work hours. I understand that failure to abide by the policy could result in the loss of cellular phone privileges and/or other disciplinary actions.

Employee Name (signature)

Date

Employee Name (please print)

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

CHECKING ACCOUNT SIGNATURES POLICY

Effective Date: 6/25/91 Amended: 1/12/2016	Resolution 16-01
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POLICY

It is the policy of the Town of Loomis that checks issued to vendors by the Town for supplies and services will have two signatures. Any of the following can sign: The Mayor, the Mayor pro tempore, the Town Manager, and the Finance Director or Treasurer

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

CODE COMPLIANCE BUILDING PERMIT POLICY

Effective Date: 10/11/1994	Resolution
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PURPOSE

Code Compliance for building permits.

POLICY

It is the policy of the Town Council that code compliance building permits will be performed at an hourly rate (as established by periodic review of the fee schedule for cost recovery) by the town building inspector if the work needing inspection is totally accessible for review and inspection. If the work is inaccessible, the inspection will be performed by an outside inspection firm whose written report will be approved or denied by the town building official. The building permit fee for such work will be equal to the current building permit fee for the work plus an equal amount as a penalty (double fees as adopted by the town on adoption of the Uniform Building Code).

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

CODE ENFORCEMENT POLICY & PROCEDURE

Effective Date: 08/09/2016	Resolution 16-22
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PURPOSE

The Town of Loomis has several ordinances that are designed to maintain a healthy, safe and clean environment for preserving the aesthetic aspects and quality of life for the Loomis community. Residents rely on Code Enforcement to enforce minimum livability, housing and sanitary/health conditions within their neighborhoods, in compliance with the Municipal Codes. The Code Enforcement program is mainly a complaint driven program. Not all complaints become active Code Enforcement Cases. A case is opened when it has been determined that a code violation has occurred.

POLICY

Town staff responds to code violation complaints by phone, in person, and complaint form and responds accordingly to the impact of the violation on the community. Situations that appear to pose a serious risk to health and safety are given top priority; others are pursued in the order in which they are received.

When a complaint is received the following steps are undertaken to address the violation:

Notification of Complaints/Violations

1. An inspection is scheduled to determine if the complaint has merit (pictures may be taken). If it does not have merit, the case is closed and the complainant will be called for an update.
2. If the complaint has merit the Code Enforcement Officer ("CEO") will type into the "Enforcement Tracking File" the information regarding this complaint to track the follow-up; then set up an address file for complaints, letters, pictures, code sections that are violated and citations.
3. First Contact: The CEO shall attempt to personally contact the responsible person by phone or in person, when initiating enforcement activities, and achieve voluntary compliance with the Code. The way in which a person is initially approached, informed of the possible violation, and notified that corrective action is required is of critical importance. It frequently will determine how the person elects to respond in regards to compliance. Good judgment, tact, and objectivity in performing the enforcement duties are essential. The town goal is voluntary compliance and the CEO should make it clear to the responsible person that this is their opportunity to correct the violation and avoid the need for further town action. In many instances, the person responsible for causing the violation may not be aware of the town regulations, and once the existence of a violation has been brought to their attention, they will generally make a good-faith voluntary effort to correct the violation in a reasonable timeframe for compliance. If the violation is abated the CEO will call complainant to update them on the compliance.

4. Second contact: If the voluntary compliance is not achieved after the CEO's initial contact with the responsible person or unable to contact the responsible party then the CEO will determine who the responsible party is (legal owner) as well as the person that is in possession or control of the premises, property, vehicle or business. A "Warning Notice" (if not a health and safety issue) will be completed and mailed. The "Warning Notice" will include a copy of the Code violation, corrective action, and deadline for corrective action. The time provided to correct the violation will depend on the nature and extent of work required, the nature and circumstances of the violation, and the danger posed to the public. The CEO shall set a deadline that is not less than two days, nor more than thirty days, from the date of the warning notice. The Notice will be sent by Proof of mailing and regular mail, or hand delivered with a signed receipt, and a copy will be scanned into the Code Enforcement file folder under that address.
5. Continuing attempts for compliance: Staff may continue attempts to gain voluntary compliance by sending a second or third "Warning Notice." Citizens shall receive all due process and notices, as well as copies of documentation. When one or two notices have been issued and voluntary compliance is not achieved, staff will continue to work for voluntary compliance even while taking necessary steps to legally abate any violation(s). If the violation is corrected CEO will contact complainant to update them on the status.
6. Reasonable Compliance: In a municipal environment of limited staffing and resources, the intent of the code may be taken into account over its literal wording. Reasonable compliance determination may be left to the discretion of the CEO.

Gaining Compliance

1. If all or any part of a violation set forth in a warning notice and/or continued attempts to gain voluntary compliance is not corrected the CEO may issue an "Administrative Citation" (Municipal Code Section 1.20.050) and which does not involve an immediate threat to health or safety. The CEO shall set a deadline that is not less than two day, nor more than thirty days, from the date of the warning notice. The CEO may serve the citation by hand-delivering (obtaining the person's acknowledgement of receipt of the citation) or Proof of Mailing and regular mail. After the citation deadline the CEO will do an onsite inspection to see if the violation has been abated (Section 1.20.040).
2. If a responsible party who has been issued a warning notice fails to take corrective action, or if a responsible party who has been issued an administrative citation commits multiple or continuing violations of the same code section, subsequent administrative citations, or one citation containing multiple counts, may be issued (Section 1.20.080). The amount of the penalties shall increase at the rate(s) specified in the civil penalty schedule (Resolution 00-04), except that, the amount of penalties assessed for the first violation and for multiple or continuing violations of the same code section exceed the following amounts:
 - a) first administrative citation: a fine not exceeding one hundred dollars;
 - b) second administrative citation within one year, or second count in citation containing two or more counts alleging multiple or continuing violations within one year: a fine not exceeding two hundred dollars;

c) third or subsequent administrative citation, or third and subsequent counts in citation containing three or more counts alleging multiple or continuing violations within one year: a fine not exceeding five hundred dollars.

The failure of a person to pay any penalty by the date specified in the administrative citation shall result in a late fee equal to one hundred percent of the amount of the penalty, not to exceed a total penalty and late fee of one thousand dollars.

3. Any property found to be maintained in violation of Section 7.04.010 is declared to be a public nuisance. If the owner fails, neglects or refuses to comply after warnings and citations have been given the Town Manager shall conduct an “administrative hearing on abatement of nuisance” to ascertain whether said violation constitutes a public nuisance (Section 7.04.040).

The notice of said hearing shall be served upon the owner not less than seven calendar days before the time fixed for hearing. Notice of hearing shall be served in person or by certified mail and regular mail to the owner’s last known address.

The Town Manager shall receive testimony under oath relative to such alleged public nuisance to proposed rehabilitation, repair, removal or demolition of such property (Section 7.04.060). All hearings shall be tape recorded. If the Town Manager finds that such public nuisance does exist and that there is sufficient cause to rehabilitate, demolish, remove or repair the same, the Town Manager shall prepare findings and an order, which shall specify the nature of the nuisance, the method(s) of abatement and the time within which the work shall be commenced and completed. The order shall include reference to the right to appeal (Section 7.04.080), a copy of the findings and order shall be served to all owners of the subject property and a copy of the findings and order shall be forthwith conspicuously posed on the property.

Abatement Procedures

1. The Town abatement of nuisances on private property requires court ordered judicial authorization in the form of an abatement warrant. The courts have viewed abatement as a type of seizure, and the fourth amendment of the U.S. Constitution requires a warrant for search or seizure. While it may seem invasive to allow the Town to enter private property to abate a nuisance, a judge would only permit this action if there is evidence of a health and safety hazard which violates the Uniform Building Code or other Town ordinances.
2. Staff shall proceed with court order abatement action only as a last resort, when all other attempts to have the nuisance removed and all administrative remedies have been exhausted. The CEO may be authorized to file a request for abatement warrant to the Town Attorney, with prior approval from the Town Manager. The Town Attorney will send a letter to the property owner to give the property owner a final opportunity to comply. If there is no compliance within a set time then the Town Attorney will mail a “Final Notice and Warrant” to inspect the property and abate the nuisance on a certain date (also posted on property).
3. At this point staff will proceed with soliciting a contractor to complete the abatement on the date noted in the final notice. After completion of the work and final inspection by staff, the complainant shall be notified of the abatement. The cost of abatement, including unpaid administrative citations, shall be

billed to the property owner of the alleged violation, and, if not collected within 30 days, staff shall begin lien procedure.

Lien Procedure

1. The Town Manager shall present an itemized report in writing to the Town Council showing the cost of abatement including demolition and any salvage value;
2. Prior to any submission to the Town Council, the report and notice of when the Town Council will consider the report must be posted on the property for at least five days;
3. A copy of the report and notice must be served on the property owners at least five calendar days prior to when the matter is heard by the Town Council (service can be either in person or by certified mail as provided by Section 7.04.050);
4. Proof of posting and service shall be made by affidavit filed with the Town Clerk;
5. The Town Council shall consider and confirm the total cost as indicated in the Town Manager's report;
6. Upon confirmation by the Town Council, the Town must record a "notice of lien" with the County Recorder (the notice shall be in a form that substantially complies with the form contained in Section 7.04.170);
7. After confirmation by the Town Council and recordation, the Town shall file a certified copy of its decision with the Placer County auditor-controller (if filed after August 1st, it will be subject to collection as part of the following year taxes);
8. In the alternative, the lien can be subject to foreclosure by judicial or other sale, and in any event, it will appear upon any title report if the owner attempts to sell the property.

Closing a Case

Cases are created to abate specific violations of the Loomis Municipal Code. Once these violations are resolved, abated or found invalid, the case shall be determined to be closed and recorded as such in the Enforcement Tracking File on the computer. If complainant hasn't been called already then CEO will call them for the final update of the closure of the violation.

Appeal Procedures

1. An Administrative Citation may be appealed within fourteen days of service. The appeal must be in writing and shall include a deposit of the full amount of the civil penalty assessed in the administrative citation. The notice of appeal shall include the contestant's current mailing address, shall set forth the basis of the appeal and shall be filed with the Town Clerk. If the owner fails to appear at the hearing, this failure will result in a forfeiture of deposit and will constitute a failure to exhaust administrative remedies.

2. An owner may appeal the Town Manager's Administrative Hearing on Abatement findings and order to the Town Council by filing an appeal with the Town Clerk within seven calendar days of the date of service of the Town Manager's decision. Section 7.04.080 states what the appeal shall contain.

As soon as practicable after receiving the appeal, the Town Clerk shall set a date for the Council to hear the appeal which date shall be not less than seven calendar days nor more than thirty calendar days from the date the appeal was filed. Council shall determine whether the property as maintained constitutes a public nuisance, if so, the Council will adopt a resolution declaring such property to be a public nuisance and order the abatement.

Department Responsibilities

Type of Violation	Responsible Department
Abandoned Vehicle Abatement: Public Property Private Property	CEO/Sheriff's Department CEO
Animal Control	Placer County Animal Control/w CEO
Building Codes	Building
Business License	Finance
Construction Noise/Activity: Business hours After hours	Building Sheriff's
Grading/Excavation	Engineering
Graffiti	Public Works
Illegal Structures	Building
Illegal Signs	CEO/Public Works
Parking On/Off Street Storage	CEO/Sheriff's Department
Public Right-of-Ways	Public Works/Engineering
Public Nuisance on Private Property	CEO
Weed Abatement	Planning/Building
Zoning Violations	Planning/Building/CEO

Record Keeping

All code enforcement cases shall be recorded into the Town "Code Enforcement Tracking" in the computer database, as a permanent record of all actions taken, of compliance achieved or of other status. The case will also be under the Code Enforcement Case Files by address on the computer where all pictures, letters, complaints will be stored.

Website

A Town of Loomis Code Enforcement webpage shall be maintained as up-to-date as possible for public awareness, access to complaint forms and more effective customer service.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

COMPUTER, E-MAIL AND INTERNET USE POLICY

Effective Date: 8/11/2015	Resolution 15-16
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PURPOSE

The purpose of this policy is to implement guidelines for the use of Town computer network resources, including internet, e-mail, and on-line information services.

POLICY

It is Town policy to guide the appropriate use of Town supplied computers and related equipment, networks, software, e-mail and Internet access by employees and contractors and to ensure Town computer resources are secure and reliable while enhancing the productivity, efficiency and effectiveness of Town operations. All files, including e-mails, are property of the Town and are subject to audit and review, even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy.

PROCEDURES

A. Application

All current employees and contractors (hereafter "covered individuals") who have access to the Town's computers and related systems and who work in departments and offices directly responsible to the Town Manager are covered by this regulation. It is requested that elective offices and other independent offices, commissions, boards, and departments also comply with this regulation.

B. Conditions of Employment/Service

The following conditions of employment/service apply to all covered individuals in their use of computers and related equipment, e-mail and Internet access:

1. All Town computers (including laptop/notebook computers) and related equipment are formal communication and analytic tools. They should be used for Town business-related purposes in a professional and courteous manner. Any use of Town computer equipment for personal purposes, including sending and receiving e-mails and Internet access, shall be limited, brief, and infrequent provided that the use does not directly or indirectly interfere with Town computer systems, or services, burden the Town with additional incremental cost, interfere with other Town computer users employment or other obligations to the Town, or reflect negatively on the Town or it's employees.
2. All files, including e-mails, are property of the Town and are subject to audit and review even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy. Town computers and related equipment/systems are the sole and exclusive property of the Town and may be monitored when the Town deems it necessary to do so.
3. Town e-mail users should use care when sending e-mail messages from Town supplied e-mail addresses. Messages should be professional. The text of any e-mail should be appropriate to be sent as a signed letter on Town letterhead. E-mail users should consider that certain e-mails may constitute electronic public records subject to inspection and copying under the Public Records Act.

4. Covered individuals should not have any expectation of privacy regarding internet access to websites accessed through Town computers and network systems.
5. The Following are restricted activities under this policy:
 - a) The Town prohibits unauthorized copying, transfer, or reproduction of Town owned software.
 - b) Covered individuals shall not access, take, copy or send data or files that disclose sensitive, personal, confidential or proprietary information without appropriate authorization.
 - c) Covered individuals shall not use Town computers and related equipment, Town e-mail or Internet access to create, send, forward, reply to, transmit store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive; or violates the Town's discrimination or harassment policies.

C. Violation of Policy

Covered individuals who violate this policy may have their computer and technology system usage and access, and related privileges, revoked or suspended, and may be subject to progressive disciplinary action, up to and including termination. Violations of local, state, and federal laws carry additional penalties.

D. Notification

All covered individuals are directed to acknowledge receipt of this policy by signing a "Receipt of Computer, Email and Internet Use Policy" form indicating they have received, read, understand, and will abide by its provisions. If a covered individual declines to sign a witness shall make a notation that the individual has received the information.

The original form shall be placed in the personnel file and a copy shall be given to the employee, or attached to a contractor's service agreement.

E. Responsibilities and Guidelines

Covered individuals are responsible for complying with this policy. Managers and supervisors are responsible for enforcing this policy.

F. Definitions

1. "Personal Computer" – means a microcomputer designed for individual use for applications such as word processing, financial analysis, data management, and graphic presentations and to access e-mail and the Internet.
2. "E-mail" – means messages entered into a personal computer or personal communications device and sent to a receiving personal computer or device. This refers to e-mail on the Town's network and on the Internet.
3. "Internet" – means a world-wide collection of publicly accessible networks linked together for the exchange of information and services.
4. "Independent Contractor" – means a person who contracts to supply certain materials or do certain work for a stipulated sum for the Town: not a Town employee.

TOWN OF LOOMIS

RECEIPT OF

COMPUTER, E-MAIL AND INTERNET USE POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the Town of Loomis's "Computer, E-mail and Internet use Policy". I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Town Manager.

I agree to observe and follow the "Computer, E-mail and Internet Use" policy. I understand that failure to abide by the policy could result in the loss of computer, e-mail and internet privileges and/or other disciplinary actions.

Employee Name (signature)

Date

Employee Name (please print)

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

COPYRIGHTED MATERIALS USE POLICY

Effective Date: 7/9/1996	Resolution 96-54
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PURPOSE

To provide a policy governing the use of copyrighted Town materials. This copyrighted material use policy outlines procedures including but not limited to:

- 1) authorizing use of copyrighted material;
- 2) levying fees for authorized use of copyrighted material based on price of item to be sold;
- 3) enforcement of unauthorized use of copyrighted designs or written material;
- 4) developing a database to track individuals and entities who have purchased material or licenses for resale and/or use.

POLICY

The Town of Loomis develops, compiles and owns certain copyrighted information and designs that have great value in the operation of this municipal corporation.

Licenses for use of and sale of copyrighted material are product based. One vendor may have the exclusive right to use or market one or more specific products depending on the nature of the agreement developed between the Town and the potential licensee.

In addition, excluding specific agreements executed with licensees, the Town reserves the right to vend directly or wholesale products to interested resellers, both in and out of the Town of Loomis.

PROCEDURE:

Employees' Use: Employee must seek authorization verbally or in writing from the appropriate staff member in order to use or distribute copyrighted Town material. Before an employee can utilize copyrighted material, the "Employee Acknowledgment of Town of Loomis Copyrighted Materials Use" form must be signed (Attachment 1). A for-profit employee use of the Town's copyrighted material (i.e., the use of the material results in profits to the individual employee, not to the Town) is subjects to the specific terms and conditions outlined by authorizing staff. The employee may be requested to sign the Standard Licensing Agreement (Attachment 2).

Non-Employee Use: Non-employees wishing to utilize copyrighted town material must seek authorization from appropriate Town staff. Before the non-employee can use the material, the potential licensee must agree to and sign the Standard Licensing Agreement form (Attachment 2).

Non-Profit Use: Town authorization must be granted in advance, and the licensee must agree to and sign the appropriate Licensing/Waiver of Fees Agreement form (Attachment 3).

The Town reserves the right to develop an alternative to the standard agreements in Attachments 1-3 depending on the nature of a proposed contractual relationship between the Town and a potential licensee.

FEES FOR AUTHORIZED USE

Town staff will determine a cost to assign to a copyrighted item to be sold to the public when the Town is the vendor. When the Town is the sole vendor, the price will be based on recovering costs the Town has incurred in developing or preparing the copyrighted material including all production costs and overhead. In cases when the economic development commission, planning commission or Town Council have an interest, Town staff may bring the proposed price to be charged for an item or items before the appropriate panel for review and input.

Regarding licensing, fees, for-profit uses of copyrighted material are subject to the annual fee structure listed in Table 1. Renewal of the licensing fee is due one year from the date of the executed agreement and on that date in future years if renewal is desired by both the Town and licensee. The Town of Loomis reserves the right to waive licensing fees to employees and non-employees who demonstrate that their use of the copyrighted material is a not-for-profit use, or a use that benefits the community at-large.

Table 1

ANNUAL LICENSE COSTS AND FINES FOR UNAUTHORIZED USE	RETAIL PRICE/UNIT
\$100.00	\$1.00 TO \$9.99
\$200.00	\$10.00 TO \$24.99
\$250.00	\$25.00 TO \$99.99
\$500.00	\$100.00 and over

PROTECTION OF COPYRIGHTED MATERIAL

Employees and non-employees of the Town of Loomis may not reproduce, distribute, transmit, display, create derivative works, or make any other use of copyrighted or other proprietary information without the express prior direction or consent of an authorized representative of the Town of Loomis.

Fines: Employees and non-employees are subject to fines and/or legal action by the Town of Loomis for unauthorized use of the Town's copyrighted material. Fines levied for unauthorized use of copyrighted material are derived from the annual licensing costs and the corresponding retail prices per unit listed in Table 1. If the unauthorized use does not result in the sale of an individual item (e.g., use of a copyrighted design as part of a store-wide promotional activity), the standard fine is \$200.00.

DATABASE OF AUTHORIZED LICENSEES

Town staff will maintain a database to track licensing agreements and relevant details. Data generated by this activity will be used by staff for reporting purposes.

ATTACHMENTS

- 1 Employee Acknowledgment of Town of Loomis
- 2 Standard Licensing Agreement (for-profit uses)
- 3 Licensing Agreement/Waiver of Fees (non-profit uses)

Attachment 1

**EMPLOYEE ACKNOWLEDGMENT OF
TOWN OF LOOMIS COPYRIGHT OWNERSHIP**

COPYRIGHTED INFORMATION

The Town of Loomis develops, compiles and owns certain copyrighted information and designs that have great value in the operation of this municipal corporation.

PROTECTION OF COPYRIGHTED INFORMATION

During and after his or her employment, Employee agrees not to reproduce, distribute, display, create derivative works, or make any other use of the copyrighted or other proprietary information. Employee specifically agrees not to remove or otherwise transmit the copyrighted information from the premise or possession of the Town of Loomis without the express prior direction or consent of an authorized representative of the Town of Loomis.

UNDERSTANDING

Employee acknowledges and agrees that the protections set forth in this agreement are a material condition to his or her employment and/or continuing employment by the Town of Loomis.

* * *

Employee has read this Acknowledgment and understands its terms. Employee has read and understands the Town of Loomis' Copyrighted Materials Use Policy and has received a copy of the policy for his or her records.

Employee Signature

Date

Town Manager

Date

Attachment 2

**STANDARD LICENSING AGREEMENT
FOR-PROFIT USES OF TOWN OF LOOMIS' COPYRIGHTED MATERIAL**

COPYRIGHTED INFORMATION

The Town of Loomis develops, compiles and owns certain copyrighted information and designs that have great value in the operation of this municipal corporation.

PROTECTION OF COPYRIGHTED INFORMATION

The licensee agrees to use the copyrighted material only for the use stated in the attached "Statement of Use" form.

Any unauthorized use of the copyrighted material is considered a breach of this contract, and the contract would be subject to immediate termination. Further, the unauthorized use would be subject to a fine and/or legal action by the Town as stated in the Town's Copyrighted Materials Use Policy.

LICENSING FEE AND PRICE PER ITEM

The annual licensing fee is due as a condition for execution of this agreement; and, will be due on the same date of the executed agreement each year in the future.

Annual Licensing Fee: \$ _____

The price per unit must be reported by licensee as a condition of this agreement.

Price Per Unit: \$ _____

LENGTH OF AGREEMENT/TERMINATION CLAUSE

The length of this agreement, unless otherwise stated, is one (1) year from the date of its execution. A new agreement must be signed at the one year mark in order to extend the time of the contract.

The Town of Loomis reserves the right to terminate this contract for any reason at any time.

UNDERSTANDING

Licensee acknowledges and agrees that the protections set forth in this agreement are a material condition for the Standard Licensing Agreement to remain in effect.

* * *

Licensee has read this acknowledgment and understands its terms. Licensee has read and understands the Town of Loomis' Copyrighted Materials Use Policy and has received a copy of the policy.

Licensee Signature

Date

Town Manager

Date

Attachment 3

**LICENSING/WAIVER OF FEES FOR
NON-PROFIT AND COMMUNITY BENEFIT USES**

COPYRIGHTED INFORMATION

The Town of Loomis develops, compiles and owns certain Copyrighted Information and Designs that have great value in the operation of this municipal corporation.

PROTECTION OF COPYRIGHTED INFORMATION

The licensee agrees to use the copyrighted material only for the use stated in the attached "Statement of Use" form.

Any unauthorized use of the copyrighted material is considered a breach of this contract, and the contract would be subject to immediate termination. Further, the unauthorized use would be subject to a fine and/or legal action by the Town as stated in the Town's Copyrighted Materials Use Policy.

WAIVER OF FEES AND PRICE PER ITEM

The annual licensing fee is waived for the approved use associated with this agreement; because, Town staff has determined that the use can be characterized as a not-for-profit use; or, it is a use that will benefit the community at-large.

LENGTH OF AGREEMENT/TERMINATION CLAUSE

The length of this agreement, unless otherwise stated, is one (1) year from the date of its execution. A new agreement must be signed at the one-year mark in order to extend the time of the contract.

The Town of Loomis reserves the right to terminate this contract for any reason at any time.

UNDERSTANDING

Licenses acknowledges and agrees that the protections set forth in this agreement are a material condition for the Standard Licensing Agreement to remain in effect.

* * *

Licensee has read this acknowledgment and understands its terms. Licensee has read and understands the Town of Loomis' Copyrighted Materials Use Policy and has received a copy of the policy.

Licensee Signature

Date

Town Manager

Date

**TOWN OF LOOMIS
STANDARD LICENSING AGREEMENT
STATEMENT OF USE**

Name: _____

Business Name: _____

Business Mailing Address: _____

Physical Address: _____

Telephones No.: _____

STATEMENT OF USE:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

SUBMITTED:

READ AND APPROVED:

Licensee

Town Manager

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

DEDICATION OF RIGHT-OF-WAY AND CONSTRUCTION OF STREET IMPROVEMENTS
POLICY

Effective Date: 5/9/2000	Resolution 00-21
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The Town of Loomis shall require dedication of right-of-way and construction of frontage improvements (or entry into a deferred improvement agreement) when it is necessary to improve a public street to accommodate proposed development, to the extent warranted by the potential impacts of the proposed development, and as otherwise allowed by law.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

DEVELOPMENT REVIEW POLICY

Effective Date: 3/10/2011	Resolution 11-05
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PURPOSE

Town council Members, Planning Commissioners and appointed Committee Members will be lobbied by people interested in developing property in the Town of Loomis. There are established State laws such as the Brown Act that govern and regulate the interaction of elected and appointed officials with each other and with developer representatives. The Town Council believes that the Loomis community is unique and there is a strong wish to maintain that uniqueness for the benefit of the citizens of Loomis. A component of the community's uniqueness is that there be maximum exposure and review of ideas and plans for development in the Town. It is in the best interest of the community for developer representatives to talk to Councilmembers, Commissioners and Committee Members about development projects primarily in scheduled and noticed meetings.

POLICY

It is resolved by the Town Council of the Town of Loomis to encourage each other, and the appointed Commissioners and Committee Members, that when contacted individually or in small non-quorum groups, by developer representatives about ideas and/or plans for projects within the Town of Loomis, to advise those developer representatives to present their ideas and plans at a noticed meeting of the appropriate elected or appointed body instead, and not to ask Council Members, Commissioners or Committee Members for their position on the project as a whole or specific aspects of the project. This will apply to the review process for development projects as found in the Town Zoning Code at Section 13.60.030 Table 6-1.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

DISTRIBUTION, USE AND REPORTING OF TICKETS AND PASSES POLICY

Effective Date: 1/12/2021

Resolution 21-01

PURPOSE

This policy is to establish a town-wide procedure for the distribution, use and reporting of tickets or passes provided to the Town to a facility, event, show or performance for an entertainment, amusement, recreational or similar purposes in compliance with section 18944.1 of the Fair Political Practices Commission (FPPC) Regulation. FPPC Regulation 18944.1 sets out the circumstances under which a public agency's distribution of tickets or passes for which no consideration of equal or greater value is provided by the public official or employee does not result in a gift to the public official or employee. Tickets or passes to an event distributed and accounted for in compliance with this policy and FPPC Regulation 18944.1 will not be considered as gifts to the Town officials and employees who make use of such tickets and passes. This policy is subject to all applicable FPPC Regulations and the Political Reform Act.

The public and governmental purpose in distributing tickets and passes to events is to enable Town officials and employees to promote Town businesses, resources, programs and facilities, to monitor and evaluate Town venues and Town-sponsored events, to promote cultural, recreational and educational facilities, services and programs available to the public within the Town of Loomis, and to enhance employee morale.

POLICY

1. Definitions.

- a. "Town Manager" means Town Manager or his/her designee.
- b. "Town official" means every member, officer, employee or consultant of the Town of Loomis. Such term shall include, without limitation, any Town board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form 700).
- c. "Immediate Family" means spouse and dependent children.
- d. "Ticket" means "ticket or pass" as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines "ticket or pass" as admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose.

2. Applicability.

This policy applies to tickets and passes that are: 1) gratuitously provided to the Town by an outside source; or 2) acquired by the Town by purchase; or 3) received by the Town as consideration pursuant to the terms of a contract or because the Town owns or controls the facility or venue at which the Event occurs or sponsors the Event.

3. Public Purpose.

Any distribution of tickets or passes in accordance with this policy to a Town official, or to an individual or organization outside the Town at the request of a Town official, must be in furtherance of a governmental and/or public purpose and be reported as provided in this policy.

EXEMPTIONS TO POLICY

1. Ceremonial Role or Function.

Tickets or passes provided to a Town official to carry out his or her job duties or where the Town official will perform a ceremonial role or function on behalf of the Town at the Event are not considered gifts to the Town official and are exempt from the disclosure and reporting requirements of this policy.

2. Income.

The Town official treats the tickets or passes as income consistent with federal and state income tax laws and the Town reports distribution of the tickets or passes as income to the Town official on the FPPC Form 802.

3. Reimbursement.

The Town official purchases or reimburses the Town for the face value of the tickets or passes.

PROCEDURE FOR DISTRIBUTION AND REPORTING

1. Distribution. The Town has sole discretion to determine who shall receive the tickets or passes received or acquired by the Town.

a. Tickets or passes that are donated or provided by an outside source and are earmarked for use by a specific Town official are considered gifts to the Town official and are subject to the disclosure and reporting requirements applicable to gifts, unless one of the exemptions listed above apply.

b. Tickets or passes received by the Town from an outside source without designation as to the specific Town official who may use the tickets or passes shall be forwarded to the Town Manager. The Town Manager shall determine the face value of the tickets or passes, the Town official who may use them, and report their distribution as provided in "Reporting Requirement" below.

c. For tickets or passes received by the Town pursuant to the terms of a contract or because the Town owns or controls the facility or venue at which the Event occurs, or the Town sponsors the Event, a Town official may request use of these tickets or passes, or for distribution to an individual or organization outside the Town, by completing Parts 3 and 4 of FPPC Form 802 and submitting the request to the Town Manager.

d. Elected Town Officials. For tickets or passes purchased or acquired by the Town for use by an elected Town official, or for distribution to an individual or organization outside the Town at the request of an elected Town official, the office of the elected Town official shall be responsible for reporting the distribution of the tickets or passes as provided in "Reporting Requirement," below.

e. If the tickets or passes do not have a face value stated or state something to the effect of "complimentary" or "promotional," the Town Manager will determine the value of the tickets or

passes based on the reasonable cost for attendance at such an Event.

f. The Town Manager may establish an internal procedure for distribution of tickets or passes in accordance with this policy.

g. Any tickets or passes not distributed pursuant to this policy may be sold by the Town to the public.

2. Reporting Requirement.

Tickets or passes distributed by the Town to a Town official, or to an individual or organization outside the Town at the behest of a Town official, pursuant to this policy shall be documented in a completed FPPC form 802 or such other form(s) as the FPPC may designate. The completed Form 802 shall be filed with the Town Clerk and posted on the Town's website in a prominent fashion within 30 days after distribution of the tickets or passes.

3. Transfer Prohibition.

A Town official who receives tickets or passes distributed by the Town according to this policy is prohibited from transferring or giving the tickets or passes to any other person except to members of the official's immediate family for their personal use. No person receiving a ticket or pass pursuant to this policy shall sell or receive reimbursement for the value of the ticket or pass.

4. Policy Limited to Just Tickets or Passes. If other benefits, such as food, beverages or other items, are provided to the Town official at the Event and they are not included as part of the admission to the Event, those benefits will need to be accounted for as gifts to the Town official.

EFFECTIVE DATE

This policy shall be effective upon Town Council approval and shall be posted on the Town website in a prominent fashion.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

DRUG FREE WORKPLACE POLICY

Effective Date: 12/13/1994; Amended 1/14/1997	Resolution 97-03
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PURPOSE

The purpose of this policy is to identify and eliminate substance abuse and its effects in the workplace, to be on record that the Town will not tolerate substance abusers among its work force, to educate employees about the dangers of substance abuse, and to institute procedures for the detection and elimination of employee substance abuse.

The need for this policy is to state that the Town recognizes its responsibility to maintain a safe healthful and productive work environment and each employee's responsibility to perform work for the public safely, effectively and efficiently.

The objective of this policy is to ensure that public safety and the welfare of Town employees is not endangered as a result of substance abuse.

INTRODUCTION

It is the policy of the Town of Loomis to maintain a drug-free workplace. It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the Town of Loomis has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently in the interest of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance. A current list of available counseling and rehabilitation programs will be maintained by the Town's personnel manager. While the Town will be supportive of those who seek help voluntarily, the Town will be equally firm in identifying and disciplining those who do not seek help, or whose continued substance abuse either violates Town rules or interferes in the employee's job performance.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of Town of Loomis managers and employees. To that end, the Town of Loomis will act to eliminate any substance abuse which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the Town's reputation. Substance abuse includes the use of, or possession of legal or illegal drugs, alcohol or any other substance which could or does impair an employees' ability to perform his or her job safely, effectively and efficiently.

All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including dismissal and may subject an employee to require satisfactory participation in an approved substance abuse assistance or rehabilitation program. Applicants for employment with the Town may not be hired for failure to follow these guidelines.

In recognition of the public service responsibilities entrusted to the employees of the Town of Loomis, and the fact that drug and alcohol abuse can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the Town of Loomis.

POLICY

It is the Town's policy that no employee shall:

- A. report to work under the influence of alcohol or drugs;
- B. be under the influence of alcohol or drugs while subject to duty;
- C. possess drugs or alcohol while on duty or in uniform;
- D. sell, distribute, manufacture or provide alcohol and/or drugs to any employee or person while on duty or while subject to duty;
- E. have their ability to work impaired as a result of the use of alcohol or drugs.

In addition, employees whose ability to work or whose job performance is impaired as a result of off-the-job use of alcohol or controlled drugs will be in violation of this policy. Employees who violate any of the conditions listed in A-E above or whose job performance is impaired by off-the-job substance abuse will be considered "abusers."

Use of medically prescribed medications and drugs, within the guidelines established by the employee's doctor, is not a violation of this policy. However, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of town equipment, employees must notify their supervisor before beginning work. Failure to do so may result in discipline, up to and including dismissal. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from a qualified physician may be required.

The Town of Loomis reserves the right to search, without employee consent, all areas and property in which the Town maintains control or joint control with an employee in accordance with applicable state and Federal laws. A search of any container or property under joint control such as desks, cubicles and lockers may be conducted at any time providing the employee is notified or if the employee is present or if the employee gives consent.

When reasonable suspicion exists that illegal drugs or alcoholic beverages are in any areas of joint control as described above, reasonable notice will be provided to the affected employee. At the time of notice of intent to search, the property container will be sealed and remain sealed until the search occurs. Such searches of property containers shall be conducted by the Town Manager or a department head.

The affected employee and/or his/her employee organization representative shall be provided reasonable opportunity to be present at such searches.

The Town may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the Town.

Supervisory employees shall not physically search the person of employees, nor shall they search the purely personal possessions of employees without the freely given written consent of the employee. Purely personal possessions may be defined as the employee's purse, backpack or briefcase.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by Town supervisory employees may constitute insubordination and may be grounds for discipline. Disciplinary action may extend up to and including dismissal.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work, and shall be detained for a reasonable time until the employee can be safely transported home.

The Town of Loomis is committed to providing reasonable accommodation to those employees whose drug and/or alcohol problem classifies them as disabled or handicapped under Federal and/or state law.

Any town employee convicted of criminal drug statute violations (including a plea of nolo contendere) occurring in the workplace must notify the Town of the conviction within five (5) days after the conviction. This notification to the Town will not relieve the employee from any disciplinary consequences of the conduct upon which the conviction is based. Within thirty (30) days of the notice, the Town will take appropriate action as to the employee.

The Town shall notify Federal agencies with which the town holds contracts or from which the Town receives grants within ten (10) days of receiving notice that a town employee has been convicted of a criminal drug statute for a violation occurring within the workplace.

The Town shall establish and maintain a drug-free awareness program to inform Town employees about:

- A. the dangers of substance abuse in the workplace; and
- B. the Town's policy of maintaining a substance abuse-free workplace; and
- C. the availability of substance abuse counseling and rehabilitation programs; and
- D. the penalties that may be imposed upon employees of substance abuse violations occurring in the workplace.

APPLICATION OF POLICY

This policy applies to all Town of Loomis employees and to all applicants for positions with the Town of Loomis. This policy applies to alcohol and to all substances, drugs or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

In the event a dispute arises with respect to the application or interpretation of this policy, such dispute shall be grievable pursuant to the grievance procedure contained in the personnel rules or for represented employees, the appropriate Memorandum of Understanding.

EMPLOYEE RESPONSIBILITY

An employee must:

- A. Not report to work or be subject to duty while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use.
- B. Not possess or use alcohol or impairing drugs (illegal drugs or misuse of legally prescribed drugs) during work hours or while on breaks, during meal periods or at any time while on Town property or in uniform. Employees who are not at work, or one compensated-on-call, may be on Town of Loomis public property without being subject to this provision.
- C. No employee shall directly or through a third party knowingly sell, manufacture or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on Town grounds, on duty or subject to being called for duty.
- D. Submit immediately to an alcohol and drug test when requested by an appropriate Town supervisory employee.
- E. Notify his/her supervisor, before beginning work, when taking any prescription or non-prescription medications or drugs which may interfere with the safe and effective performance of duties or operation of Town equipment.
- G. Notify the Town of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

MANAGEMENT RESPONSIBILITIES AND GUIDELINES

- A. Supervisory employees are responsible for reasonable enforcement of this policy.
- B. Supervisory employees may request that an employee submit to a drug and/or alcohol test when a supervisory employee has a reasonable suspicion that an employee is under the influence of drugs or alcohol on the job or on compensated-on-call. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead to reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:
 - 1. slurred speech;
 - 2. alcohol odor on breath;
 - 3. unsteady walking and movement;
 - 4. an accident involving Town property or employee injury;
 - 5. physical altercation;
 - 6. verbal altercation;

7. unusual behavior;
8. possession of alcohol or drugs or drug paraphernalia;
9. information obtained from a reliable person with personal knowledge;
10. physical appearance such as sloppiness, disarray or red eyes; and/or
11. difficulty responding to simple questions such as time of day, location, etc.
12. difficulty performing simple tasks such as counting, touching nose, etc.

C. Any supervisory employee requesting an employee to submit to a drug and/or alcohol test shall document in writing the facts constituting reasonable suspicion that the employee in question is under the influence of alcohol or drugs,.

D. any supervisory employee encountering an employee who refuses an order to submit to a drug and/or alcohol analysis upon request should remind the employee of the requirements and disciplinary consequences of this policy. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the supervisory employee should detain the employee for a reasonable time until the employee can be safely transported home.

PHYSICAL EXAMINATION AND PROCEDURE

The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids.

The testing process shall be one that is scientifically proven to be at least as accurate and valid as urinalysis using an immunoassay screening test (EMIT) with all positive screening results being confirmed utilizing Gas Chromatography/Mass Spectrometry GC/MS) before a sample is considered positive.

After consulting with expert staff of the laboratory or laboratories selected to perform the testing, the Town shall ensure that the test cutoff levels conform to the National Institute on Drug Abuse (NIDA) standards.

Test samples will be collected in a clinical setting, such as a laboratory collection station, doctor's office, hospital or clinic or in another setting approved by the Town on the basis that it provides for at least an equally secure and professional collection process. The town shall specify procedures to ensure that true samples are obtained.

The town shall specify measures to ensure that a strict chain of custody is maintained for the sample from the time it is taken, through the testing process to its final disposition.

Drug tests shall be performed by a laboratory selected based on its meeting standards that are the same or at least comparable in scope and rigor, as those used by the National Institute on Drug Abuse to certify laboratories engaged in urine drug testing for Federal agencies.

EMPLOYEE RIGHTS

Employees shall be entitled to representation during any interviews or discussions that could lead to a decision by the Town to take adverse action against the employee, regardless of whether these interviews or discussions occur before or after the sample is taken. However, the employee may be ordered to take the test immediately, with or without representation.

The sample collection process shall include the opportunity for the employee to provide information about factors other than illegal drug use (such as taking legally prescribed medications) that could cause a positive test result.

The employee shall receive a full copy of any confirmed positive test results

All confirmed positive samples shall be retained by the testing laboratory in secure frozen storage for one year following the test. At the employee's request and expense, the sample can be retested by that laboratory or another laboratory of the employee's choice.

RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS

A. Pre-employment physicals

1. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drugs and/or alcohol could affect requisite job standards, duties or responsibilities.
2. If a drug screen is positive at the pre-employment physical, the applicant must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the applicant may not be hired.

B. Existing employees, alcohol/drug tests:

1. A positive result from a drug and/or alcohol analysis may result in disciplinary action, up to and include termination.
2. If the drug screen is positive, the employee must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor
3. If an alcohol or drug test is confirmed positive for alcohol or drugs, the Town of Loomis shall conduct an investigation to gather all facts. The decision to discipline or discharge will be carried out in conformance with applicable and pertinent discipline procedures.

CONFIDENTIALITY

Laboratory reports or test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential file that will be kept securely under the control of the Personnel Officer. The reports or test results maybe disclosed to other management personnel on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur when:

1. The information is compelled by law or by judicial or administrative process;

2. the information has been placed at issue in a formal dispute between the employer and employee;
3. the information is to be used in administering an employee benefit plan;
4. the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

SUMMARY

The Town of Loomis will not tolerate substance abuse by any Town employee. Employees who violate this policy will be disciplined as appropriate, up to and including discharge.

TOWN OF LOOMIS

RECEIPT OF

DRUG FREE WORKPLACE POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the Town of Loomis's "Drug Free Workplace Policy". I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Town Manager.

I agree to observe and follow the "Drug Free Workplace Policy". I understand that failure to abide by the policy could result in the loss of computer, e-mail and internet privileges and/or other disciplinary actions.

Employee Name (signature)

Date

Employee Name (please print)

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

FEE POLICY FOR ZONING AMENDMENTS TO CONFORM TO
TOWN CENTER MASTER PLAN

Effective Date: 8/24/1993	Resolution
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PURPOSE

The Loomis Town Council adopted the policy regarding fees to be paid for Zoning Amendment applications within the Town Center Master Plan Area.

POLICY

Until December 5, 1993 full fees will be required for zoning amendment applications (to bring the project site into conformance with the Town Center Master Plan) unless the proposed project requires a public hearing at the Planning Commission level. After December 5, 1993, all zoning amendments required for conformance with the Town Center Master Plan (except areas designated PD) will have the costs of the zoning amendment application absorbed by the Town.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

FINANCIAL MANAGEMENT POLICY

Effective Date: 6/25/91 Amended: 1/12/2016	Resolution 16-01
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POLICY

The Finance Director or Treasurer should use good judgment in maintaining checking account balances, keeping as little as possible in non-interest bearing accounts, but sufficient to cover the cash flow for day to day payment of liabilities.

He/she should project revenues and expenses as carefully as possible to avoid unnecessary transfer costs or loss of investment corpus through the need for sudden or unplanned investment liquidations.

Transfers from non-interest bearing accounts to investment accounts should only be made when the potential income exceeds the cost of the transfer.

Minimum balances in checking accounts are up to the discretion of the Finance Director or Treasurer.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

FLEX-TIME POLICY

Effective Date: 8/13/1996	Resolution 96-62
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PURPOSE

The purpose of this policy shall be to allow flexibility in an employee's working hours within each pay period and is subject to continued approval by the town manager. All employees are to be encouraged to take their authorized flex day(s) off.

POLICY

Under the discretion of the town manager, employees may work a 9/80 work schedule by:

1. One day of eight working hours per pay period.
2. The remainder of the working days in any given pay period will contain nine working hours.
3. One "flex-day" off per pay period.
4. Employees are allowed one hour for lunch on each work day however, this hour shall not be considered as a worked hour for non-exempt employees.

Scheduling of such time will be approved in a way that does not result in too few employees to cover the work need.

Employees are encouraged to take their flex-day during the pay period it was earned. In special circumstances when a flex-day is not taken during one pay period of the month, it may be carried into the other pay period within the same month. Flex-days may not be accumulated past the month in which they were earned.

Non-exempt employees who do not take their scheduled flex-days off within a month due to peak workload periods will be compensated for overtime at a rate of one and one half times the base pay. It is mandatory that any overtime worked be approved in advance by the town manager.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

GIFTS TO TOWN EMPLOYEES

Effective Date: 12/15/1987	Resolution:
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The giving of gifts by companies and private individuals to Town employees at Christmas or any other time is a practice that should be discouraged. The general practice is open to suspicion by all except the giver of the gift.

The first obligation of an employee is to the Town and the Town has a right to expect and demand complete integrity of its employees, free from suspect. The only way to assure this is for employees not to become obligated or feel obligated in any way to the giver.

It is suggested that a letter similar to the following one be utilized to discourage gift giving during each holiday season:

“We would like to thank you and your associates for your very thoughtful expression of good wishes for the Christmas Season and the New Year.

The administrative policy of the Town is to discourage the acceptance of personal gifts and, in keeping with this policy, I would like to ask that in the future you not think of us quite so generously and that an exchange of greetings and best wishes for the New Year is all that is desired.

We certainly enjoy our work with you and your associates, and we look forward to a long continuation of this most pleasant relationship. May we extend to you and members of your organization our most sincere wishes for a happy Holiday Season and a prosperous New Year.”

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

Effective Date: 5/11/1993 , 8/9/2016

Resolution: 16-23

PURPOSE

The purpose of this policy is to establish a strong commitment to prohibit and prevent harassment, discrimination, and retaliation in the workplace, and to set forth a procedure for investigating and resolving complaints of harassment, discrimination, and retaliation.

POLICY

Harassment, discrimination, and retaliation of an applicant or employee by a supervisor, management employee, or co-worker on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, age, genetic information/characteristics, gender, gender identity, gender expression, sexual orientation, military and/or veteran status will not be tolerated. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

Supervisors, co-workers, and third-parties are prohibited from engaging in unlawful behavior under the Fair Employment and Housing Act (FEHA). Disciplinary action up to and including termination will be instituted for behavior and misconduct described in the definition of harassment and discrimination set forth below.

Any retaliation against a person for filing a harassment charge, or making a harassment complaint, or participating in an investigation is prohibited. Employee(s) found to be retaliating against another employee shall be subject to disciplinary action up to and including termination.

DEFINITION

A. Adverse Conduct

Discussing or spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. This includes individuals who make good-faith reports of harassment or discrimination and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

B. Discrimination

Basing an employment decision on one's protected classification; treating an applicant or employee differently with regard to any aspect of employment because of his or her protected classification; engaging in harassment.

C. Harassment includes, but is not limited to:

1. Verbal Harassment

For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, age, or gender. This might include inappropriate sex oriented comments on appearance, including dress or physical features or race oriented stories.

2. Physical Harassment

For example, assault, impeding or blocking movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, age, sex, or gender. This could be conduct in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

3. Quid Pro Quo

Quid Pro Quo harassment occurs when a supervisor makes demands of a sexual nature to a subordinate. ("Quid Pro Quo" means "this for that.") Quid Pro Quo is when a supervisor makes submission to sexual conduct, a term or condition of employment, and uses it as a basis for employment decisions that affects subordinates.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

4. Unwelcome Sexual Favors Conduct

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individuals' work performance or creates an offensive work environment. Sexual harassment can also occur between employees of the same sex.

5. Visual Forms of Harassment

For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical conditions, marital status, sex, age, or gender.

D. Hostile Work Environment

A hostile work environment is created when an employee feels uncomfortable or scared to be in his or her work space due to offensive behavior, intimidation or abuse by a coworker or superior.

E. Protected Classifications

Include race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic characteristics, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, military or veteran status, age, and other status protected from workplace harassment or discrimination by state or federal law.

F. Retaliation.

Any adverse conduct taken because an individual has reported harassment or discrimination or has participated in the complaint or investigation process described herein.

RESPONSIBILITY

Each employee is responsible to insure that his or her conduct or actions do not violate the law or this policy, or actively or passively condone any form of harassment. Any employee who feels this policy has been violated is requested to make appropriate notification following the complaint procedure set forth below.

COMPLAINT PROCEDURE

A. An employee who believes he or she has been harassed, discriminated against, or retaliated against should contact either of the following and make an oral or written complaint:

1. Immediate supervisor; or
2. Town Manager or designee

There is no need to follow the chain of command. Such a complaint may be reported at any time, but preferably within 30 calendar days of the last incident of the alleged conduct. Supervisors shall report all complaints to the Town Manager or designee. The complaint will be followed by a fair, complete and timely investigation. It is the intent of this process however, that an attempt be made to resolve any complaint at the lowest level possible. Any complaint filed will maintain confidentiality to the extent possible.

An individual has the option to report harassment, discrimination, or retaliation to the California Department of Fair Employment and Housing (DFEH). This administrative agency offers alternate legal remedies and a complaint process. There are time limits for filing complaints with this agency. Contact information: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758; 800-884-1684.

B. Within five (5) business days after receipt of the written complaint, the Town Manager, Supervisor, or designee will contact the person who allegedly engaged in the harassment, and inform him or her of the basis of the complaint and the opportunity to respond. That person will have seven (7) business days to respond to the complaint. The investigation may also include interviews with the complainant and other persons the investigator has reason to believe has relevant knowledge concerning the complaint.

C. Within five (5) business days after receipt of the response, the Town Manager, supervisor, or designee will determine whether harassment has occurred by reviewing factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination, or retaliation; giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. Both parties will be notified in writing of the decision.

D. If it is determined that harassment has occurred, appropriate disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and/or frequency of the offense.

E. If the person, against whom the complaint of harassment is filed, fails to respond to the complaint within seven (7) business days of notifications, the complaint will be taken as true, and the appropriate disciplinary measure will be taken.

This policy also applies to elected officials as well as Commission/Committee members appointed by the Town Council.

TOWN OF LOOMIS

RECEIPT OF

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the Town of Loomis's "Harassment, Discrimination, and Retaliation Prevention Policy". I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Town Manager or designee.

I agree to observe and follow the "Harassment, Discrimination, and Retaliation Prevention Policy". I understand that failure to abide by the policy could result in the loss of computer, e-mail and internet privileges and/or other disciplinary actions, including discharge from employment.

Employee Name (signature)

Date

Employee Name (please print)

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY TO REQUIRE AN INTEGRATED PEST MANAGEMENT

Effective Date: 8/10/2021	Resolution 21-32
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PURPOSE

To require an Integrated Pest Management Approach to Pest Control at all Town Maintained Facilities.

POLICY

The Town of Loomis has adopted the following policy in planning and implementing its pest management operations.

1. The Town of Loomis will carry out its pest management operations at Town-owned facilities, and all other facilities where the Town is responsible to provide facility and landscape maintenance, using reduced-risk integrated Pest Management (IPM) techniques.
2. The Town, recognizing that some pesticides may be potentially hazardous to human health and the environment, shall give preference to reasonably available non-pesticide alternatives, and reduced-risk pesticides, when performing pest control activities.
3. The Town will adhere to the tenets of IPM including focusing on long-term pest prevention or suppression, giving preference to reasonable non-pesticide alternatives such as cultural, mechanical and/or biological control.
4. The Town will continue to work to ensure consistency and full compliance with federal, state and county regulatory requirements related to pest control.
5. The Town pest control is performed through vendor contract. The Town will ensure contracts have language that upholds the IPM Policy and contract only with pest control contractors that utilize least-toxic pest control methodology.
6. The Town will promote public transparency and education engaging residents with outreach and education regarding less toxic pest control methodology.
7. The Town will continue work with the County of Placer Agriculture Commissioner who has the authority to regulate pesticide applications.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

INVESTMENT POLICY

Effective Date: 1/12/2016, 11/14/17, 3/10/20, 2/9.2021	Resolution 16-01, 17-29, 20-07, 21-04
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I. POLICY

It is the policy of the Town of Loomis (the Town) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands the Town and conforming to all State and Town statutes governing the investment of public funds.

II. SCOPE

The investment policy applies to all financial assets of the Town as accounted for in the Annual Financial Report. This policy is applicable, but not limited, to all funds listed below:

1. General Fund
2. Special Revenue Funds
3. Capital Project Funds
4. Trust Funds
5. Any New Funds created by the Town Council unless specifically exempted

III. PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market, or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The standard of prudence to be used by the Town Treasurer and other individuals assigned to manage the investment portfolio, shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

IV. OBJECTIVE

The primary objectives, in priority order, of the Town's investment activities shall be:

1. Safety

Safety of principal is the foremost objective of the Town's investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the Town will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

2. Liquidity

The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated.

3. Return on Investment

The Town's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the Town's investment risk constraints and cash flow characteristics of the portfolio.

V. DELEGATION OF AUTHORITY

Authority to manage the Town's investment program is derived from the California Government Code section 41000 et al. Management responsibility for the investment program is hereby delegated to the Town Treasurer who shall be responsible for all transactions undertaken. In the Town Treasurer's absence, the Finance Director and/or the Town Manager are authorized to take action to initiate investment transactions. The Treasurer shall establish a system of controls to regulate the activities of the Finance Director and/or the Town Manager, and their procedures in the absence of the Treasurer.

The Treasurer shall establish written policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

VI. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Additionally, the Town Treasurer and investment officials are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

VII. AUTHORIZED DEALERS AND INSTITUTIONS

The Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained for approved security broker/dealers selected by credit worthiness that are authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the treasurer with the following: proof of National Association of Security Dealers certification, proof of state registration and certification of having read the Town's investment policy and depository contracts.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

Investment of Town funds is governed by the California Government Code Sections 53600 ET seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation on the amount of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA) and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation on the portfolio for these securities, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted. The percentage of the cost value of the portfolio in any one issuer name shall not exceed a maximum percentage of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer net worth. A five-year maximum maturity is applicable unless further restricted by this policy.

3. Supranational securities, provided they are unsubordinated obligations issued by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. These securities must be rated "AA" or higher by a nationally recognized statistical rating organization (NRSRO). Purchases of Supranationals must not exceed 30% of the Town's portfolio and no individual issuer shall exceed 10% of the Town's portfolio. The maturity will not exceed 5 years.
4. Municipal bonds issued by the State of California, its political subdivisions and local agencies And by the other States of the United States and their political subdivisions. The policy allows for up to 50% of the portfolio to be invested in these bonds.
5. Bonds issued by the Town of Loomis. This policy allows for a maximum of 5% of the cost value of the portfolio to be available to be issued as bond financing for improvement districts within the Town limits.
6. Treasury notes, bonds or certificates of indebtedness of the States of the United States of America and their political subdivisions. Purchases may not exceed 50% of the cost value of the portfolio.
7. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Bankers acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio.
8. Commercial paper issued by domestic corporations having assets in excess of \$500,000,000.00 and having an A or better rating on its long-term debentures as provided by an NRSRO. Purchase of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.
9. Negotiable certificates of deposit or deposit notes with at stated remaining term to maturity of less than 5 years issued by nationally or state chartered banks, a state or federal savings institutions and loan association, a state or federal credit union, or by a federally-licensed or a state-licensed branch of a foreign bank provided that the senior debt obligations of the issuing institution are rated "A" or better by at least one NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of the total portfolio.
10. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law. See Investment Pools/Mutual Funds, below for additional requirements of Investment Pools.
11. Mutual Funds and Money Market Mutual Funds that are registered with the Securities and Exchange Commission under the investment Company Act of 1940 provided that:
 - a. Mutual Funds that invest in the securities and obligations as authorized under the California Government Code Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria in paragraphs (i) or (ii):
 - i. Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or

- ii. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code Section 53601 and with assets under management in excess of \$500 million.
 - iii. No more than 10% of the portion of the portfolio may be invested in shares of any one mutual fund.
- b. Money Market Mutual Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria in paragraphs (i) or (ii):
- i. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 - ii. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 - iii. No more than 20% of the investment portfolio may be held in Money Market Mutual Funds.

See Investment Pools/Mutual Funds below for additional requirements.

12. Time Deposits, non-negotiable and collateralized in accordance with California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this type of investment.
13. Medium Term Corporate Notes, with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated "A" or higher by at least one NRSRO. Purchase of medium term notes may not exceed 30% of the market value of the portfolio and no more than 15% of the market value may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 15% limitation.

Ineligible investments are those that are not described herein, including, but not limited to: Repurchase (and reverse repurchase) agreements, common stocks and long-term (over five-year maturity) notes and bonds are prohibited from use in this portfolio unless specifically allowed both by state law and Town Council approval. It is noted that special circumstances may arise where these methods of investment may become necessary. Should this become necessary, the Town Council will be asked to take the appropriate action to ratify the means of investment necessary, provided that it is allowable by California Government Code.

Any State of California legislative actions that further restrict allowable maturities, investment type, or percentage allocations will supersede any of the material presented herein. In this case, the applicable law will become part and parcel of this investment policy.

IX. INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed with will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives. The Town's funds will only be invested in pools and funds which invest in compliance with State Government Code sections 53600 ET seq.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.

- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

X. COLLATERALIZATION

Collateral is required for investments in certificates of deposit, repurchase agreements, and reverse repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of principal and accrued interest.

In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible bankers acceptances, medium term notes or securities that are the direct obligations of, or are fully guaranteed as to the principal and interest by the United States of any agency of the United States.

XI. SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by the Town shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

XII. DIVERSIFICATION

The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities, U.S. Government agency securities, and authorized pools, no more than 50% of the Town's total investment portfolio will be invested in a single security type or with a single financial institution.

The following are maximum percentage limitations by instrument, which shall be used for the Town's total portfolio:

<u>Investment Type</u>	<u>Percentage</u>
Local Agency Investment Funds	Statutory Amount
US Treasury Bonds/Bills/Notes	100%
US Government Agency Bonds	100%
Supranationals	30%
Bonds issued by the Town	5%
Banker's Acceptances	40%
Commercial Paper	15%
Negotiable Certificates of Deposit	30%
Time Certificates of Deposit	25%
Medium Term Notes	30%
States of the US and their Subdivisions	
Municipal bonds	50%
Mutual Funds/Money Market Mutual	20%

XIII. MAXIMUM MATURITIES

To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase. Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Not precluding the above, maximum maturities for investments are as follows:

<u>Investment</u>	<u>Time</u>
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US Treasury and Agency Securities	5 Years
Bonds Issued by Local Agencies	5 Years
Registered State Warrants & Notes	5 Years
Banker's Acceptances	180 Days
Commercial Paper	180 Days
Negotiable Certificates of Deposit	5 Years
Timed Certificates of Deposit	5 Years
Medium Term Corporate Notes	5 Years
Collateralized Mortgage Obligations	5 Years

XIV. INTERNAL CONTROL

The Treasurer shall establish an annual process of independent review by and external auditor. This review will provide internal control by assuring compliance with policies and procedures.

XV. PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

Market Yield (Benchmark): The Town uses an active investment strategy. Given this strategy, the basis used by the Treasurer to determine whether market yield is being achieved shall be to compare actual yield to a comparable benchmark, in this case the two-year U.S. Treasury note.

XVI. REPORTING

The Treasurer shall provide the Town Council with monthly investment reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following

1. A listing of individual securities held at the end of the reporting period by authorized investment category.
2. Average life and final maturity of all investments listed.
3. Coupon, discount or earnings rate.
4. Par value, Amortized Book Value and Market Value.
5. Percentage of the Portfolio represented by each investment category.

XVII. INVESTMENT POLICY ADOPTION

The Town's investment policy shall be adopted by resolution of the Town Council. The policy shall be reviewed annually by the Town Council and any modifications made thereto must be approved by the Town Council.

GLOSSARY OF TERMS

Accrued Interest - Interest accumulated on a security since the issue date or the last coupon payment. The buyer of the security pays the market price plus accrued interest.

Agencies - Agencies of the Federal government set up to supply credit to various classes of institutions (i.e. S&L's, small business firms, students, farmers, housing agencies, etc.)

Asked – The price at which securities are offered.

Bankers' Acceptance (BA) - A draft or bill or exchange accepted by a bank or trust company. The accepting institution, as well as the issuer, guarantees payment of the bill.

Benchmark – A comparative base for measuring the performance or risk tolerance for the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Basis Point - One basis point is one hundredth of one percent (.01).

Bid – The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

Bond - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Value - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - One who brings buyers and sellers together and is compensated for his service.

Callable - Securities that the issuer has the right to redeem prior to maturity.

Certificate of Deposit (CD) - A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time. Large denominations are typically negotiable.

Collateral - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

Commercial Paper - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Corporate Medium-Term Note - A security issued by a corporation doing business in the U.S. with a maturity not to exceed five years.

Coupon - The annual rate of interest that a bond's issuer promises to pay the bond holder on the bond's face value; a certificate attached to a bond evidencing interest due on a payment date.

Current Maturity - Amount of time left to the maturity of an obligation. (For example, a one-year bill issued nine months ago has a current maturity of three months.)

Current Yield - The interest paid on an investment expressed as a percentage of the current price of the security.

Dealer - Someone who acts as a principal in all transactions, including buying and selling from his/her own account.

Debenture – A bond secured only by the general credit of the issuer.

Delivery Versus Payment – There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for securities.

Derivatives – (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount – The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities – Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

Diversification - Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies – Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC) – a federal agency that insures bank deposits, currently up to \$100,000 per deposit.

Federal Funds Rate – The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB) – Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

Federal National Mortgage Association (FNMA) – FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC) – Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System – The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Face Value - The principal amount owed on a debt instrument. It is the amount on which interest is computed and represents the amount that the issuer promises to pay at maturity.

Government National Mortgage Association (GNMA or Ginnie Mae) – Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHa mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

Liquidity - An asset that can easily and rapidly be converted into cash without significant loss of value.

Local Agency Investment Fund (LAIF) - A voluntary investment fund open to government entities in California that is managed by the State Treasurer's office.

Mark to Market - Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.

Market Value - The price at which a security is trading and presumably could be purchased or sold at a particular point in time.

Master Repurchase Agreement – A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of a default by the seller borrower.

Maturity - The date on which the principal or stated value of an investment becomes due and payable.

Money Market - The market in which short-term debt instruments (bills, commercial paper, banker's acceptances, etc.) are issued and traded.

Mutual Funds - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

Note - A written promise to pay a specified amount to a certain entity on demand or on a specified date.

NRSRO – a Nationally Recognized Security Rating Organization. Examples would be Moody's, Standard and Poor's, or Fitch.

Offer – The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

Open Market Operations – Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit: sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Par Value - The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

Portfolio - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

Primary Dealer – A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities Broker/dealers, banks, and a few unregulated firms.

Principal - The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prudent Person Standard - A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

Qualified Public Depositories – A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return – The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Rating - The designation used by investors' services to rate the quality of a security's creditworthiness. Moody's ratings range from the highest Aaa, down through Aa, A, Baa, Ba, B, etc., while Standard and Poor's ratings range from the highest, AAA, down through AA, A, BBB, BB, B, etc.

Repurchase Agreements - An agreement of one party to sell securities to a second party and simultaneous agreement by the first party to repurchase the securities at a specified price from the second party on demand or at a specified date.

Safekeeping – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market – A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC) - The federal agency responsible for supervising and regulating the securities industry.

Structured Notes – Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Swap - The sale of one issue and the simultaneous purchase of another for some perceived advantage.

Treasury Bills – A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Bonds – Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

Treasury Notes – Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

Underwriter - A dealer which purchases a new issue of municipal securities for resale.

U.S. Government Obligations - Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes and Bonds. Bills are short-term obligations that mature in 1 year or less and are sold on the basis of a rate of discount. Notes are obligations which mature between 1 year and 10 years. Bonds are long-term obligations which generally mature in 10 years or more.

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

Yield - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield Curve - A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

Yield to Maturity - The rate of income on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

INTERNAL CONTROLS AND GUIDELINES

1. Delegation of Authority

The Loomis Town Council hereby delegates its authority to invest funds of the Town for a one-year period to the Treasurer who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. Subject to review, the Loomis Town Council may renew the delegation of Authority each year. The Treasurer may choose to delegate with the Council's approval the day-to-day placement of investments to an investment adviser via a written agreement between the Town and an Adviser. The Adviser shall make all investment decisions and transactions in strict accordance with state law and the Authority's Investment Policy.

The Treasurer shall also be responsible for ensuring that all investment transactions comply with the Town's Investment Policy and for establishing internal controls. The internal controls shall be designed to regulate the Town's investment activities, including the activities of any subordinate officials and advisors acting on behalf of the Town, and to prevent losses of public funds arising from fraud, error, misrepresentations of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Town. The most important controls are: control of collusion; separation of duties; separation of transaction Authority from accounting and bookkeeping; custodial safekeeping; delegation of authority; limitations regarding securities losses and remedial action; written confirmation of telephone transactions; minimizing the number of authorized investment officials; documentation of transactions and strategies; and annual review of controls by the Treasurer.

2. **Separation of Duties**

When broker confirmations and monthly custodian bank statements are received, they shall be reconciled to internal documentation promptly upon receipt. The staff member who performs the reconciliation shall not be the same as the staff member who executes investment transactions.

3. **Custodial Safekeeping and Trade Settlement**

Safekeeping

All securities purchased shall be delivered to the Town's custodial bank. All securities sold shall be delivered directly from the Town's custodial bank to the counter party's custodial bank.

Trade Settlement

All investment transactions will be settle "delivery-vs.-payment" (DVP) in accordance with industry standards. Staff members shall not handle cash or securities in conjunction with the investment of Town's funds.

The Treasurer shall coordinate the settlement of all transactions with the Authority's custodian bank, Bank of New York/Mellon, and send all necessary paperwork to:

Lauren Dehner
Bank of New York/Mellon
400 South Hope Street
Los Angeles, CA 90071
Direct: (213) 630-6461
Fax: (213) 630-6165
Gaby.rodriquez@bnymellon.com

Transfer Funds or Invest Proceeds

If the Town is purchasing a security, it may be necessary to transfer funds from another bank account or a LAIF account. If the Town is selling a security or a security matures, it may be necessary to invest the proceeds in another security, to transfer funds to another bank account or to a LAIF account. The Town's Treasurer will initiate necessary transfer of funds for trade settlements.

4. **Competitive Bid**

- It is preferred that all trades are executed competitively with a minimum of three price quotes to insure best execution of the transaction.
- Competitive quotes, however, are not necessary for new issues when they are offered during the initial (primary) selling period and quoted at the same price (usually par) by all broker/dealers.
- These guidelines recognize that it is not always possible to locate three broker/dealers who offer exactly the same security. This is particularly true in the case of secondary market agency securities, corporate bonds, and some money market securities. In those situations, comparable securities will be used to determine the current value for a security being considered for purchase.

5. **Trade Documentation**

The Town's Treasurer shall reconcile the monthly investment transaction reports with the transaction report received from the Custodian.

Trade Ticket

The Broker/Dealer will prepare a trade ticket with all the information pertinent to the purchase or sale of the investment and fax or email it to the Town's Treasurer.

Broker Confirmation

A confirmation will be issued by the broker/dealer for each purchase or sale transaction. The information on the confirmation will be checked and reconciled to the trade ticket from the Broker/Dealer, and the Town's copy of the confirmation should be attached to the trade ticket.

Monthly Custody Statement

Union Bank will issue a Monthly Custody Statement for all the securities purchased and delivered to and held in the Town's custody account. The information on the Monthly Custody Statement will be checked and reconciled to the Town's Transaction and Holdings report.

Verify the Documentation of the Transaction

To assure internal controls, the documentation of investment transactions must be carefully checked. The transaction and security information on the Broker/Dealer's Trade ticket, the broker's Trade Confirmation, and Union Bank's Monthly Custody Statement should be carefully cross checked to be sure that all information reconciles. If any trade document does not reconcile with what is known as the correct information regarding a trade, then the party who issued that document must be contacted to correct the erroneous information.

6. Authorized Financial Dealers and Institutions

1. The Town's Treasurer shall determine which financial institutions are authorized to provide investment services to the Town. Institutions eligible to transact investment business with the Authority include:

- a. Primary government dealers as designated by the Federal Reserve Bank;
- b. Non-primary and regional dealers;
- c. Nationally or state-chartered banks;
- d. The Federal Reserve Bank; and
- e. Direct issuers of securities eligible for purchase by the Authority.

2. Selection of financial institutions and broker/dealers authorized to engage in transactions with the Town shall be at the sole discretion of the Town.

3. All financial institutions which desire to become qualified bidders for investment transactions must supply the Town Treasurer with a statement certifying that the institution has reviewed the California Government Code Section 53600 et seq. and the Town's Investment Policy and that all securities offered to the Authority shall comply fully and in every instance with all provisions of the Code and with this Investment Policy.

4. Public deposits shall be made only in qualified public depositories within the State of California as established by State law. Deposits shall be insured by the Federal Deposit Insurance Corporations, or, to the extent the amount exceeds the insured maximum, shall be collateralized with securities in accordance with State law.

5. Selection of broker/dealers used by the Town shall be at the sole discretion of the Town.

7. Mitigating Credit and Market Risk in the Portfolio

The Authority will mitigate credit risk in the portfolio by following the guidelines described in the Investment Policy regarding diversification, maximum percentages of any single issuer and procedures

for credit rating downgrades. Market risk will be mitigated by following the guidelines also described in the Investment Policy regarding maximum maturity, liquidity and the duration of the portfolio.

8. Annual Review

The Treasurer will review these investment procedures and guidelines annually and recommend any necessary revisions to the Board for approval.

**List of Authorized Dealers and Institutions
Per Town of Loomis Investment Policy Section VII**

Dal Yuon
Wells Fargo Advisors
620 Coolidge Drive, Suite 300
Folsom, CA 95630
(916) 355-0626

Richard Ebert
UBS Financial Services, Inc.
10001 Woodloch Forest Drive, Suite 100
The Woodlands, Texas 77380
(800) 522-6222

Mark Davidoff
First Empire Securities
100 Motor Parkway
Hauppauge, NY 11788
(800)645-424

Lauren Dehner
Bank of New York/Mellon
10161 Centurion Parkway North
Jacksonville, FL 32256

Harrison Stenberg
Time Value Investments
9725 3rd Avenue, Suite 610
Seattle, WA 98115

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

MODEL HOME BUILDING PERMITS ISSUANCE POLICY

Effective Date: 5/13/1997	Resolution 97-28
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PURPOSE

To provide a policy establishing guidelines for model homes, and outlining the requirements for town approval for construction and use of model homes.

INTRODUCTION

An issue has been raised that for efficiency reasons, construction of model homes and subdivisions' improvements can be accomplished simultaneously. This council policy allows for these activities to occur simultaneously provided that specific guidelines and other regulations covered in this policy are met.

Additionally, it should be noted that by town ordinance, tract home model offices currently require conditional use permits in the R-1 Zoning District outside of the Master Plan Area.

This policy shall be implemented by its inclusion in subdivision improvement agreements as applied by the town attorney.

Definition: A model home or model home complex is one or more dwelling units or one temporary trailer temporarily used for display purposes as an example of dwelling units available or to be available for sale or rental for the first time in a particular subdivision or residential development which may be comprised of single detached, semi-detached, or multiple unit dwellings, or a combination thereof. It also includes one sales office and associated parking.

POLICY

Prior to completion of the subdivision improvements, model home permits will only be issued under the following conditions and standards:

1. A paved off-street parking lot including two (2) spaces per model home unit, handicapped parking consistent with Title 24 of the Uniform Building Code, and landscaping shall be provided. On-street parking may be utilized where it is demonstrated that two (2) spaces per model home can be accommodated immediately in front of the model home complex; no parking spaces will be located in front of an occupied residence; and handicapped accessibility to the sales office, consistent with Title 24 of the Uniform Building Code, can be maintained.
2. Individual utility connections to each model home unit shall be provided.
3. The model home sales office, any arbor not meeting standard setback requirements and any off-street parking shall be converted back to residential use and/or removed prior to the issuance of the Final Occupancy Permit or within fourteen (14) days from the sale of the last lot in the subdivision, whichever occurs first.

4. Landscape and irrigation plans shall be reviewed as part of the model home complex permit and all model home complex landscaping shall comply with the Water Efficient Landscape Requirements (WELR). No irrigation shall cross property lines.
5. The model home complex is approved for sales of units within the subdivision in which the complex is located only.
6. If a temporary sales trailer is used, it shall be handicap accessible and shall have an attractive screen skirt around the base prior to its use.
7. Use of the temporary sales trailer shall not begin until the parking area has been improved and landscaping installed.
8. The temporary sales trailer shall be removed within seven (7) days of the issuance of the temporary final for the model homes.
9. The temporary sales trailer shall comply with the Building Code requirements for restroom facilities for a work place with employees.
10. Other conditions deemed necessary by the Planning Director may be added for the protection of the public health, safety, and general welfare of persons residing or working in the neighborhood.
11. The subdivision developer and house builder must be the same.
12. The subdivision final map must be recorded.
13. The subdivision grading must be completed.
14. Construction of all underground improvements in front of the model homes must be completed.
15. The water system must be completed and in service so that fire hydrants are accessible, and a fire plan must be completed and submitted.
16. In all weather access for fire equipment must be provided and maintained to the satisfaction of the Fire Department.
17. Model home sign permits will only be issued after all subdivision improvements are completed and accepted by the town.
18. Model home permits will only be finale and allowed to open to the public after all subdivision improvements area completed and accepted by the town.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

OUTDOOR DINING AND SEATING WITHIN TOWN RIGHT-OF-WAYS **WITHIN THE DOWNTOWN CORE ZONING DISTRICT POLICY**

Effective Date: 5/13/1997

Resolution 97-35

PURPOSE

The policy sets standards to allow outdoor dining and seating within Town right-of-ways in the Downtown Core Zoning District.

POLICY

Sidewalk Dining or Seating

(Encroachment Permit to Locate Seating within Town Right-of-Way)

Sidewalk dining and seating is permitted on any public right-of-way within the DC zone subject to compliance with the following criteria in addition to those criteria applicable in Section 17.02(f), Outdoor Eating Areas, of the Town Zoning Ordinance:

1. Sidewalk dining or seating shall not obstruct sidewalk pedestrian traffic, accessibility to vehicles parked adjacent to the curb, or create public health or safety hazards.
2. Sidewalk Clear Zone Requirement: A four foot minimum clear dimension for pedestrian use is required between property line and edge of curb. This clear zone must be paved.
3. Obtain a revocable encroachment permit pursuant to the Town Code.
4. Sidewalk cafes shall be used only as seating areas. Storage, kitchen, and permanent facilities or restroom uses are not allowed. Tables and/or chairs must be movable unless otherwise approved by the Planning Director upon concurrence with other Town departments. Storage of tables and chairs during non-business hours within the right-of-way is not allowed. No outdoor speakers or amplified music is allowed.
5. Placement of tables and/or chairs shall be limited to the sidewalk area frontage adjacent to the use. Service of alcoholic beverages is not allowed.
6. Outdoor sidewalk dining or seating may be open; partially covered or enclosed by means of awnings, canopies or similar protective structure.
 - a) Roof material covering an outdoor café may be temporary, fixed, or retractable and can extend into the public right-of-way from the face of the building a distance up to the minimum six foot clear zone dimension, or a maximum distance of 10' from face of building, whichever is less. Width and height of awnings and canopies shall meet U.B.C. requirements. Awnings, canopies, or similar protective shelter must be fire-treated or non-flammable.
7. All outdoor dining and seating areas must be level with sidewalk, and handicap accessible.
8. Decorative/accent lighting may be incorporated into the outdoor café awning, canopy, etc. and must meet all Town code requirements.
9. Upon approval of the encroachment permit the applicant shall obtain all required building/electrical permits.
10. Applicant shall obtain and maintain liability insurance naming the Town as an insured. Proof of same shall be submitted prior issuance of the encroachment permit and annually thereafter.

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY FOR PARTICIPATION IN AMICUS BRIEFS

Effective Date: 4/13/1999	Resolution 99-18
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The Loomis Town Attorney is hereby authorized to add the Town of Loomis' name to amicus curia briefs that the Legal Advocacy Committee of the California League of Cities recommends that municipalities join; after providing prior written notice to each member of the Loomis Town Council of the nature of the subject matter of each such brief.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

PROCEDURES FOR HOLDING PUBLIC HEARINGS

Effective Date: 9/13/2016	Resolution 16-26
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PURPOSE

The Town Council has determined it would like to establish, by policy procedures by which the Planning Commission and Council will conduct public hearings for project approvals. Staff presented a recommendation on how to conduct such public hearings.

POLICY

The Town Council of the Town of Loomis hereby establishes the following public hearing procedure:

1. Town staff makes its presentation on the Project and outlines all recommended actions
2. Commission/Council asks questions of staff
3. Chair/Mayor opens the public hearing
4. Applicant makes its presentation – 15 minutes
(At the discretion of the mayor or chair, time may be extended depending on the size/scope of the proposed project. The applicant must make the request for a time extension prior to the beginning of the meeting.)
5. Commission/Council asks questions of the applicant (and staff)
6. Public comment – maximum 3 minutes per speaker, one opportunity to speak each
7. Applicant opportunity to respond to public comments – 5 minutes
(At the discretion of the mayor or chair, time may be extended depending on the number of comments made during public comment.)
8. Chair/Mayor closes the public hearing is closed
9. Staff responds to all public comments; Commission/Council asks any additional questions of staff
10. Council deliberates and acts on requested entitlements

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

PROCEDURES FOR LIABILITY CLAIM REPORTING POLICY

Effective Date: 11/12/1991 Amended: 1/12/2016	Resolution 16-01
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PURPOSE

It is recommended that the Town of Loomis maintains a confidential file on each claim by the Town Clerk's office.

PROCEDURE

The following are the steps to process a liability claim:

1. A Town of Loomis "Claim Form" must be completed and returned with any back-up material attached and given to the Town Clerk's office.
2. Clerk will email/mail a copy of the completed claim form with all the back-up material to the Town's Claims Administrator (Administrator).
3. Within 10 days the Town Clerk's office will receive an acknowledgement of the claim from the Administrator.
4. A full report will be submitted by the Administrator approximately 30-45 days after the claim is received noting the incident, claim filing and rejection, damages, Liability, factual background and further handling.
5. A Notice of Rejection by Operation of Law will be sent out within/after 45 days from the Town Clerk's office.
6. Regular status reports are sent to the Town every 30 days until conclusion of the claim, unless an extended diary is warranted.
7. A letter from the Administrator will be sent out to the Town Attorney and the Town Clerk's office giving a closing report on the matter.

All reports and correspondence from the Administrator will be addressed to the Town Attorney and a copy to the Town Clerk (for the file).

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

PROCESSING DAILY CASH AND RECEIPTS POLICY

Effective Date: 1/12/2016	Resolution 16-01
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POLICY

Processing Daily Cash and Receipts

- One cash box will be maintained for petty cash disbursements and making change at the counter. The amount in this fund is set at \$100.00. This cash box will remain in the Finance Director's office which is to be closed and locked every night. This box will be reconciled and replenished monthly. Petty cash disbursements will generally be made for purchases less than \$20.00.
- All change made to the public will be made from the Petty cash/change box. The front desk clerk will be responsible for making change, petty cash disbursements, and reconciling the box at month's end.
- When checks are received, they shall immediately be endorsed with the Town's deposit stamp on the back of the check.
- When cash or checks are received, the receipt shall be promptly recorded into the account system and three copies of receipt produced. One copy is given to the payer. The second is kept in the receipt file. The third is attached to any explanatory documentation received, along with the payment, and placed in the folder in the Finance Director's file cabinet, next to the cash box.
- Once each week (generally, Thursday or Friday), the Town Clerk will prepare the bank deposit, reconciling the receipts in the folder in the Finance Director's to the attached cash and checks and to the information in the accounting system. When all three agree, the batch is closed in the accounting system and the related printouts are attached to the copy of the receipt and payer documentation. The Clerk will then take the deposit to the bank.
- The Finance Director will create the "batches" in the accounting system.
- It is the Finance Director's responsibility to see that the Finance Office door is closed and locked at the end of the day. This responsibility can be delegated as necessary.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY FOR PROCESSING WAIVER AND/OR REFUND OF FEES

Effective Date: 8/8/1995	Resolution
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In the spirit of treating requests for refunds and waivers of fees equitable, the following will apply:

- It is the Town's policy to recover costs of processing of applications through the fee schedule process. Complete waiver of fees is not to be expected. A request for waiver of fees must be based on extenuating circumstances. Refund of fees will be considered only on request and if the application is withdrawn. In no event will a refund be made without recovering of costs incurred by the Town prior to withdrawal.
- In the event a request for waiver or refund of fees is received, it will be forwarded to appropriate staff for calculation of staff and other costs expended on processing of the application and for recommendation on the request. The request should state all pertinent facts and information that the applicant feels justifies the request. The request along with the staff information and any other supporting details will be provided to the Town Manager for review and determination.
- The Town Manager will make a determination and in writing notify the applicant of the decision. If the decision is acceptable, a warrant for the appropriate amount will be prepared under the Town's warrant preparation schedule.
- In the event that the applicant is not satisfied with the Town Manager's decision, and subsequent discussions do not resolve the matter, the applicant has the right to appeal to the Town Council. The appeal will be in written form setting forth reasons for the request and be submitted to the Town Manager for inclusion on a Town Council agenda.

This policy will supersede the 1988 policy.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

RATIFICATION OF DISBURSEMENTS POLICY

Effective Date: 1/22/1991 Amended: 1/12/2016	Resolution 16-01
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PURPOSE

Such a policy will allow staff to proceed without each time having to gain approval on a Council agenda prior to preparing the warrants.

POLICY

In order to assure timely payment of the Town's bills, the Town Manager and Finance Director have the authority to make disbursements as necessary throughout the month, as long as those disbursements are consistent with the adopted annual operating budget.

At each regular Town Council meeting, a list of the previous month's disbursements will be presented to the Town Council for ratification.

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

SELECTION OF MAYOR AND MAYOR PRO TEMPORE

Effective Date: 1/12/1993 Measure P	Resolution:
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Consistent with the preference indicated by the electorate on Measure P at the 1992 General Election, the selection of the Mayor and Mayor pro Tempore positions will be based on election results. The person receiving the highest number of votes in a regularly scheduled municipal election will become mayor one year after the election, while the person receiving the second highest number of votes at that election will become mayor pro tempore, both for one year terms. The mayor pro tempore will automatically be elected mayor the following year. (No person will serve as mayor until they have served on Town Council for a one-year period.)

This policy nullifies any others previously in effect including, but not limited to, the actions taken at a December 4, 1984 meeting (no minutes, but detailed in a December 6, 1984 press release), a December 11, 1984 council-elect study session creating a chart system and the minutes of February 9, 1988 and December 12, 1989.

This policy does not preclude revisions or changes at a future date.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

SERVING OF ALCOHOLIC BEVERAGES AT PUBLIC FESTIVALS/EVENTS POLICY

Effective Date: 5/13/1997	Resolution 97-29
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PURPOSE

To provide guidelines for the serving of alcoholic beverages applicable to all festivals and/or events regulated by the Town.

INTRODUCTION

Local governments frequently strengthen state alcohol beverage laws with local regulations. Cities have adopted regulations to control the amount and type of drinking that is suitable for a community. This council policy contains guidelines for public drinking at festivals and/or events in Loomis as a means to minimize the potential health and safety risks associated with unregulated public drinking.

POLICY

The following policy requirements are to be applied to all festivals and/or events regulated by the Town of Loomis.

Note: Only the signatures of both the Chief of Police of Loomis (Placer County Sheriff's Department, Loomis sub-station commander) and the Town Manager of the Town of Loomis may waive any requirement in the mandatory policy listed below.

A. Definitions:

1. Alcoholic beverage means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine or beer, and which contains one-half of one percent or more of alcohol by volume, and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
2. Hard liquor is defined as any substance (solid or liquid) which contains over twenty (20) percent volume of alcohol, and is distilled as opposed to fermented.

B. Drinking must be confined to a specified area (e.g., a beer garden, etc.) in order to control exposure to minors, as well as to minimize and contain potential problematic behavior to a supervised area.

C. Non-alcoholic beverages must be readily available and accessible, and must have high visibility and exposure.

D. Adequate food must be available in order to minimize the effects of alcohol.

E. Alcohol service must cease in the last forty-five (45) minutes of an event with a predetermined ending time, which must be reported on the special events permit application.

- F. Servers must use conservative discretion in controlling portions which are served. Quantities of alcohol served to an individual, which induce inebriation must be avoided.
- G. Servers must be instructed to discontinue serving additional alcoholic beverages to obviously intoxicated persons.
- H. Event promoters shall encourage and announce the use of *designated drivers* throughout the event.
- I. In all cases, the event promoter/sponsor is responsible for any infraction against this council policy. Therefore, town enforcement staff (i.e., Sheriff's Deputies or town code enforcement staff) will first follow-up with the event promoter sponsor if there is any violation of this council policy at the event in question.
- J. Officers of the Placer County Sheriff's Department reserve the right to close any alcohol booth down at any time before or during the course of the event should they deem it necessary to do so.
- K. Sale of hard liquor is banned at any town permitted event or festival in the Town of Loomis.
- L. A special events permit applicant must provide notice to the town of approval by State Alcohol Beverage Control (ABC) a minimum of five (5) business days before the event/festival where alcohol (not hard liquor) is to be sold and/or distributed in town.
- M. Proof of liability insurance, which covers calamities caused directly by the sale, distribution or use of alcohol in the event/festival in question must be provided by the applicant at the time of event permit application filing. The insurance must also cover the Town of Loomis.
- N. Penalties: Should an applicant fail to adhere to any requirement of this council policy, it is the town council's intent for the town to:
1. Immediately disqualify a special event permit application and/or revoke a town approved special event permit; and
 2. Immediately confiscate the \$100 deposit paid to the town at the time of the special event permit application filing.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

SETTING CLOSURE TIME FOR FORMAL AGENDA ITEMS POLICY

Effective Date: 1/8/1985 Amended: 1/12/2016	Resolution 85-09, 16-01
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PURPOSE

It is necessary for the Council of the Town of Loomis to have sufficient time to study carefully staff reports and public input on items of Town business and for Town staff to have sufficient time to prepare staff reports and presentations.

POLICY

The formal agenda will close for business items to be included on the agenda at 5:00 p.m. Friday, eleven days preceding the second Tuesday of each month.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Effective Date: ~~4/14/1992~~ Amended ~~2/13/2024~~ / 6/11/2024

Resolution ~~24-06~~ / 24-39

PURPOSE

Operating procedures for Town Council.

POLICY

Section 1. OPERATION OF TOWN COUNCIL MEETINGS

- A. In order to ensure that all members of the public have an opportunity to speak and that the Council is able to complete its business, there will be a three-minute limitation on comments by the public subject to the Mayor's discretion to allow or additional time on any item. In order to effectively enforce this rule, the Deputy Town Clerk will monitor the time for each speaker and inform the Council when the three-minute limitation has been reached. Persons addressing the Council shall step up to the podium and shall give their name and address in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body and not to any member thereof.

For items not on the agenda, this same paragraph shall apply. The Town Council or staff shall not engage in debate regarding, or take any action on, any matter brought to its attention under this item except to refer the matter to staff or to determine that the matter should be included on a future agenda for debate and action.

- B. Standards of Decorum

a. Councilmembers

While the Council is in session, the members must preserve order and decorum. No member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

b. Other Persons

Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council, shall be forthwith, by the presiding officer, barred from further audience before the Council, unless permission to continue is granted by consensus of the Council.

- C. The Council shall meet the second Tuesday of each month at 6:00 PM. Meetings will conclude by 9:00 p.m. If the Council desires to proceed past 9:00 p.m., the Council, at 8:30 p.m., will determine which issues will be completed at that meeting and which items will be continued to the following meeting.
- D. Regular meetings shall be held pursuant to California State Law, Ordinances and Resolutions of The Town of Loomis.

- E. Special meetings may be called by the Mayor provided notice is given as required under California State Law and shall be limited to those items listed in the noticed agenda.
- F. Meetings may be continued by the Mayor or by a motion of the Council without further public notice, and shall be continued to a definite time, date and place, not later than the next regular meeting, provided that the action is publicly announced at the meeting or posted at the meeting place at the time the meeting otherwise would have been held.
- G. The Council shall take a five minute break around 8:30 pm. If the meeting is to continue past 9:00 p.m. another break will be taken at 9:30 p.m.
- H. Changes to, or proposed Town ordinances shall be set for public hearing.
- I. Closed sessions of the Town Council shall be conducted prior to the start of meeting. Closed Sessions of the Town Council shall only be held for those purposes permitted by California State Law. The legal opinion of the Town Attorney should be obtained if doubt is stated by any member of the Council on the legality of the closed session.
- J. Members of the Council should not get into a debate with a member of the public or staff at Council meetings since these debates seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a Town employee during a Council meeting should be directed to the Town Manager privately to ensure the concern is resolved. Any actions taken by the manager will be reported to the Council as a confidential communication. When referrals are made to staff as a result of public comments made during a meeting, a follow-up report will be placed on a future Council agenda.
- K. Town Council agenda items that are continued from one meeting to another shall have preference on the agenda under the same agenda category.
- L. Public Hearings shall be conducted as set forth herein and apply to all public hearings required to be conducted by law.

Order of Presentations

The order of presentations shall be:

- Opening of public hearing by presiding officer
- Confirmation of notice by clerk
- Presentation by staff
- Presentation by applicant or appellant
- Presentation by public in support of applicant or appellant
- Presentation by public in opposition
- Rebuttal by applicant or appellant (in the presiding officer's discretion)
- Closing of public hearing by presiding officer
- Town Council discussion
- Town Council action

After a public hearing is closed, Councilmembers may ask questions of the applicant or representative and may offer the right to rebuttal to others. The public will not be allowed to address the Council after the close of the hearing except at the discretion of the Mayor.

In order to facilitate the asking of questions of staff or the public, the presiding officer may close a hearing on an “interim basis” and allow additional testimony at any time. The presiding officer shall formally close the hearing prior to any motion being made, and shall take care to note whether a hearing is closed on an interim basis, or formally.

During the hearing, Councilmembers shall not express opinions on the application or indicate the manner in which they intend to vote, until after the presiding officer has closed the public hearing and Council debate has begun. Applicants or appellants are encouraged to be present for the hearing. In the matter of an appeal before the Council, if an appellant submits new information to the Council that the staff has not been apprised of, the public hearing may be continued for two weeks to allow time for staff review and comment.

- M. The Mayor may, with Council concurrence, schedule Council review of agenda items out of their prescribed order on the printed agenda if a large number of the public are present to speak on the agenda item.
- N. The Council may take action on items listed under Council Committee Reports.
- O. It is not necessary for all Councilmembers to speak or give their viewpoints on every issue or item. Under public hearings and Council considerations if their concerns are already addressed by other Councilmembers. On critical or significant issues, all members of the Council will undoubtedly want to indicate their opinions on the issue. Councilmembers should make a statement about their vote if they vote outside the majority action of the Council or are supporting an item for special reasons.
- P. Materials shall, whenever possible, be submitted in sufficient time for inclusion in the Council packet. Any written correspondence or other materials received at a town Council meeting shall be documented by the Deputy Town Clerk and distribution indicated. If the Clerk does not receive a copy of the written submittal, it shall not be considered to have been received or acted upon by the Town Council. See item L for procedure on information/materials received during a public hearing.
- Q. At the conclusion of each public hearing on a planning project, prior to Council action, the Mayor or Planning Director shall review for the Town Council each proposed condition of approval which will be revised pursuant to Council’s decision of the project.
- R. Each member of the Town Council agrees that to make the Council as effective as it can be, that each Councilmember will clearly state their concerns and seek out other Councilmembers concerns with the intent being that everyone’s concerns are addressed.
- S. Council comments are designed for Councilmembers to comment on items of general interest or to request that an item be placed on a future agenda. The latter requires a consensus of the Council.
- T. The Consent Calendar consists of items that are routine or non-controversial in nature. The entire calendar is intended to be acted on in one motion. If Councilmembers have a question or wish to remove an item from the Consent Calendar they should call the Town Manager. All efforts should be made to contact the Manager as far in advance as possible, so that a determination can be made as to whether it can be handled after the Consent Calendar or if it needs to be held over to the next Council

meeting. A member of the public may request an item to be pulled off of the Consent Calendar by notifying the Clerk prior to the beginning of the meeting. The person pulling the item will be heard; however, a determination may be made to continue action to the next Council meeting if necessary.

U. Actions and decisions shall result from a motion followed by a second and passed by a majority vote of those present, provided a quorum is in attendance.

V. Quorum

1. A quorum shall consist of a majority of the total number of members including vacancies and no action requiring a vote shall be effective unless passed by vote of the majority of those present, with at least a quorum in attendance. Additional votes may be required when mandated by law.
2. In the absence of a quorum, the meeting shall be cancelled by the Town Clerk or Deputy Town Clerk at the direction of the Mayor, and the following actions shall be performed by the Town Clerk or Deputy Town clerk:
 - a. Notice of the action is given to all members, the media and the public as required by State Law; and
 - b. Notice is posted at the place of the meeting immediately after the cancellation.

W. Voting

1. Except where provided, all resolutions, orders, rules or any other business requiring approval of the Council shall be carried by a majority vote of all Councilmembers who are present and qualified to act.
2. Notwithstanding paragraph (a) of this section, no resolution, order, rule or any other business requiring approval of the Council shall be carried by the affirmative vote of less than two (2) Councilmembers.
3. No Councilmember shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by the Political Reform Act of 1974 as amended (Government Code Section 87100). A Councilmember shall, when the item is called, declare that a Conflict of Interest exists, state what the Conflict of Interest is, and shall remove himself or herself from the Council table during the discussion. The Councilmember's removal shall be noted on the record by the presiding officer, who shall also note the member's return when the item is concluded.
4. In a tie vote which is due to an absence or an abstention, the motion fails. If the subject matter is appealed, a tie vote on each side of the question shall result in no change to the action appealed.
5. Each Councilmember is required to vote on any matter duly placed before the Council for consideration, unless the abstention from voting is because of a direct conflict of interest.

6. Each Councilmember may raise an objection to any procedure at any time, and when called upon shall state the basis of the objection. The Mayor shall rule on the objection, but may be overruled by a majority vote of the Council.

Section 2. TOWN COUNCIL RELATIONS WITH TOWN STAFF

- A. Town staff shall not debate with Council during a public meeting.
- B. There shall be mutual respect from both staff and Councilmembers of their respective roles and responsibilities when and if expressing criticism in public session.
- C. Town staff shall acknowledge the Council as policy makers and the Town Council shall acknowledge staff as administering the Council's policies.
- D. All requests for information or questions by the Town Council to staff shall be directed to the Town Manager, Town Attorney, Deputy Town Manager, or Department Managers. All complaints should be submitted to the Town Manager or the Town Attorney.
- E. Written informational material requested by Individual Councilmembers may be submitted by staff To all Councilmembers with a notation indicating which Councilmember requested the information and if the material is of general interest to the entire Council.
- F. Councilmembers shall not attempt to coerce or influence staff in the making of appointments, awarding of contracts, selection of consultants, processing of development applications, granting of Town licenses or permits. The Council shall not attempt to change or interfere with the operating policies and practices of Town departments.
- G. Mail addressed to the Mayor and Town Council shall be circulated to the Town Manager for a determination with the Mayor as to a response (i.e. whether a direct response, no response necessary or scheduling for an agenda). Responses, along with the original communication will be submitted to Councilmembers for information.
- H. Mail addressed to individual Councilmembers shall not be opened unless an individual Councilmember has requested otherwise.
- I. A Councilmember shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project or study without the approval of a majority of the Town Council.

Section 3. TOWN COUNCIL RELATIONSHIP WITH TOWN COMMISSIONS AND COMMITTEES AND COUNCILMEMBER REPRESENTATION TO OTHER AGENCIES AND GROUPS

- A. Members of the Town Council should not attempt to influence commission or committee Recommendations, or to influence or lobby individual commission or committee members on any item under their consideration. It is important for commissions and committees to be able to make objective recommendations to the Town Council on items before them. Members of the Council that attempt to strongly influence commission positions on an item may prejudice or hinder their role in reviewing the

commission's/committee's recommendation as a member of the Town Council. When an item is before the Council on appeal from a Planning Commission decision, the Planning Commission chair or Commission designee shall attend the Council meeting as a single Commission voice to represent the Planning Commission.

- B. Individual Councilmembers shall have the right to attend meetings but are cautioned about becoming involved in the meeting's discussions and about potential Brown Act violations.
- C. Town Councilmembers will, as part of their duties, represent the Town on various local commissions, boards or committees. Councilmembers shall keep the Council informed about the business of these groups through Council Committee Reports on regular Council agendas. If Council direction/consensus on an item or issue before another body is needed, it shall be sought through the Council Committee Report process. It is recognized by the Council that there are situations where a Councilmember sitting in the capacity as member of another group will be voting on items that have not been discussed by the Council. In those situations, a Councilmember's best judgement based on information available, is to be used. However, in representing the Town, a Councilmember should always indicate the majority position and opinion of the Council, if a position has previously been taken, unless otherwise required by law.

Section 4. TOWN COUNCIL HANDLING OF LITIGATION AND OTHER CONFIDENTIAL INFORMATION.

- A. Town Councilmembers shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to insure that the Town's position is not compromised. No mention of information in these materials should be made to anyone other than Councilmembers, Town Attorney or Town Manager.
- B. If the Town Council in closed session has provided direction to Town staff on proposed terms and Conditions for any type of negotiations whether it be related to property acquisition or disposal, proposed or pending claims or litigation, and/or employee negotiations, all contact with the other party should be the designated Town staff representative handling the negotiations or litigation. A Councilmember should not have any contact or discussion with the other party or its representative involved with the negotiation during this time and not communicate any discussion conducted in closed sessions. All public statements, information, press releases should be handled by the designated staff spokesperson.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBDIVISION AND STREET NAMING POLICY

Effective Date: Amended 5/9/2006	Resolution Amended by 06-16
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I. ADMINISTRATION

The Public Works Department is hereby established as the administrator of the street naming process for the Town of Loomis.

II. DEFINITIONS

A. Public Road - A road, street, or highway designated on the Town of Loomis Street Map.

B. Private Street - All other roads. (Some roads maintained by Homeowners Associations may be considered public roads for the purpose of this policy.)

C. Council - Town Council of Loomis

D. Commission – Planning Commission of Loomis

III. FEES

As adopted by resolution by the Town.

IV. PETITION FOR ROAD NAME OR NAME CHANGE

A. Owners of property fronting on and/or being addressed off a private street that serves four (4) or more parcels of land, or owners of property fronting on and/or being addressed off a public road, may petition the Town for permission to officially name or rename the road.

B. Before proceeding with a petition, please contact the Town Engineer for Tentative approval of the proposed name. (see Sections VII and VIII)

C. Except in situations where the Town Engineer deems it is impractical to require it, petitions for naming previously unnamed roads must be signed by a majority, and petitions for renaming previously named roads must be signed by two-thirds, of the fee owners of property fronting on the road or using the road for situs addressing purposes.

D. The petition will not be accepted until any applicable fee is paid.

V. NAMING PROCEDURE

A. Public Roads

1. Submit petition and fee to the Town.

2. The petition shall document reasons as to why specific names should be approved and will be checked for conformity to the requirements of Sections IV and VII.

3. A public hearing will be held before the Commission on the proposed name change if the petition contains less than 100% of the signatures of the fee owners of property fronting on the road.
4. If approved, or application has 100% approval, the proposed name will be considered for approval by the Town Council at a public meeting of the request.

B. Private Roads

1. Submit petition to the Town.
2. The petition shall document reasons as to why specific names should be approved and will be checked for conformity to the requirements of Sections IV and VII.
3. If the petition is found to meet the proper criteria, the Town Engineer will formally approve the new road name.

C. Official Records

The Public Works Department will make the necessary revisions to the public records and maps reflecting an approved road name.

D. Notification

The Town will provide notice of a road name change to the affected property owners, emergency services, post office, and other public or private entities as the Town deems appropriate.

VI GENERAL PROVISIONS

- A. Official approval of a street name does not infer acceptance of the road for public use or maintenance.
- B. The Town will install proper signs when a road is renamed at cost. The Council street name approval will become effective upon receipt of the cost from the petitioners.
- C. The Town may deem it necessary to revise the street addresses after a road name change is approved if it appears a conflict in numbering results from the name change.
- D. Nothing contained herein prevents the Town from naming, renaming, or renumbering addresses on a road, public or private, when the Town Council deems it in the public interest to do so.
- E. No approval of a road name shall be granted without the prior approval of the local postal authority.

VII STANDARDS FOR STREET NAMES

- A. Subdivision and street names shall reflect the heritage and history of Loomis such as geological features, orchards/fruit grown in the area and indigenous characteristics of the community.
- B. Street names shall be no longer than fourteen letters (exclusive of St., Ave., Rd., etc.) and preferable in one word.

- C.** Street names shall have simple spelling and easy pronunciation.
- D.** Numbers or letters used as street names are to be avoided.
- E.** Inappropriate or offensive names will not be approved.
- F.** The following street names are examples of appropriate names: Angus, Button Willow, Chesterwhite, Columbia, Coopers Hawk, Corriedale, Deergrass, Devon, Duroc, Elderberry, Fremontia, Golden Yarrow, Great Egret, Guernsey, Hampshire, Hereford, Holstein, Jersey, Kingfisher, Osprey, Pond Turtle, Redbud, Scrub Jay, Shorthorn, Suffolk, Targee, Thimbleberry, Wood Duck.
- G.** Road names identical, or sounding similar, to others within a mailing district will not be permitted.
- H.** Road names will be deemed duplicates even if they have a different suffix such as boulevard, lane, avenue, street, etc.
- I.** A cul-de-sac road may bear the same name as the road it intersects, providing that the suffix is "Court" or "Place" (eg. A cul-de-sac opening on Oak Street may be called Oak Court).
- J.** Road names which would be geographically misleading are to be avoided.
- K.** Selection of road names of similar nature, or according to categories (eg. trees, states, etc.) is encouraged within a subdivision or neighborhood.
- L.** A road having a continuous alignment shall bear the same name.
- M.** Road extensions shall bear the same name as the existing road.
- N.** Roads or portions of roads to be connected in the future into a continuous alignment shall bear the same name.
- O.** Roads intersecting with one another, or forming a deflection angle of greater than seventy degrees, shall generally have different names.
- P.** Dead end roads that will not be extended and that serve five or more parcels on one side of the road will generally bear the suffix "lane" or "place" while those that serve less than five parcels on one side will be known as "courts" or "places."
- Q.** Major arterial routes may be known as "Boulevards," "Parkways."

VIII. SUBDIVISIONS AND INTERIOR STREET NAMES

Subdivisions and interior street names shall reflect the history and heritage of Loomis. The proponent of a development project shall be encouraged, (and to the extent allowed by law required) to adhere to this policy, implementation of which shall begin by the proponent documenting why particular names of subdivisions and interior streets should be approved, as part of the subdivision approval process.

IX. SUBDIVISION MONUMENT SIGNS

Proponents of residential subdivisions shall be encouraged (and to the extent allowed by law required) to forego placement of subdivision monument signs (e.g. signs identifying the name of the subdivision) at entry roads or within the interior of the subdivision.

X. EXAMPLES OF APPROPRIATE NAMES

The following are examples of names that reflect the Town of Loomis' history, heritage and/or traditions:

Flora: Redbud, Deer Grass, Golden Yarrow, Elderberry, Fremontia, Button Willow, Thimbleberry

Fauna: Coopers Hawk, Osprey, Kingfisher, Great Egret, Scrub Jay, Wood Duck, Pond Turtle, Salmon

Domestic Animals: Hereford, Angus, Shorthorn Devon, Holstein, Jersey, Guernsey, Hampshire, Suffolk, Columbia, Corriedale, Targee, Chesterwire, Duroc

Fruits/Flowers: Iris, Oakwood, Plum, Blackberry, Cabasos, Santa Rosa, Elberta, Bing, Royal Ann, Bartlett

Indigenous Characteristic: _____

Fruit Packing Sheds/Labels: _____

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

TIE VOTE DURING AN ELECTION

Effective Date: 7/10/1990 – amended 6/9/1998	Resolution: 98-32
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Town of Loomis has determined that in the case of a tie vote, the election shall be determined by lot.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

TOW ROTATION LIST POLICY

Effective Date: 4/8/1997	Resolution 97-23
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PURPOSE

To provide a tow rotation list for Sheriff's deputies in the Town of Loomis, which will maximize quality of service and minimize tow service response time.

INTRODUCTION

The Placer County Sheriff's Department maintains a large tow rotation list with tow providers located in a wide-spread geographic area. The experience has been that tow providers from as far away as Alta Sierra have been dispatched to handle service calls in the Town of Loomis resulting in response times upwards of forty-five (45) minutes to one hour.

Therefore, this council policy is aimed at addressing tow providers' response times by providing guidelines governing the rotation list of tow providers the department uses within the town limits of the Town of Loomis.

POLICY

A. The Loomis Sheriff's Department substation commander or his/her designee shall be in charge of administering a tow rotation program for the Town of Loomis. A program consists of, but is not limited to the following:

1. Maintenance of a tow rotation list incorporating the regulations listed below in part B.
2. Utilization of a tow service agreement.

B. A tow rotation list, to be utilized in the Town of Loomis, must incorporate the following:

1. Tow providers business locations (i.e., the locations listed on the Town of Loomis business license) shall be within five (5) miles of the Town of Loomis. Tow providers' storage facilities shall be within fifteen (15) miles of the Town of Loomis.
2. Tow providers must meet a maximum response time of twenty (20) minutes or less, twenty-four (24) hours per day.
3. The Sheriff's Department may conduct meetings concerning tow rotation list issues, performance review issues, or other miscellaneous towing issues with individual tow rotation list tow providers or with all list tow providers as the Sheriff's Department deems necessary.
4. The Sheriff's Department is granted the authority to develop administrative procedures to reprimand, suspend or terminate tow providers from the rotation list should such departmental action be necessary.

5. All tow providers on the town's tow rotation list must have a valid Town of Loomis business license (pursuant to Loomis Municipal Code, Section 5.04.040) (As part of this provision, the appropriate worker's compensation document(s)/certificate(s) must be on file at Town Hall.
6. All tow rotation list tow providers must comply with all town ordinances and zoning requirements.
7. All tow providers on the town's tow rotation list must be authorized tow providers by the California Highway Patrol.
8. Tow providers on the town's tow rotation list must notify the Sheriff's Department in writing seven (7) days prior to voluntarily resigning from the town's tow rotation list.
9. The geographic area in which these guidelines are applicable is all of the area within the town limits of the Town of Loomis.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

TRAVEL POLICY

Effective Date: 7/10/90; Amended: 9/14/1993; Amended: 9/27/1994	Resolution:
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The Town of Loomis recognizes the constructive value of professional conferences, seminars, meetings and training. In an effort to allow more employees to travel and simultaneously manage costs, this policy is adopted to govern advances/reimbursement of expenses incurred in connection with such travel on behalf of the Town of Loomis.

This policy applies equally to all elected officials, appointed officials, commission and committee members and town employees.

Funds for travel will be included and approved in the annual budget. Funds for out-of-state travel will normally be provided only for town officials and department managers. The town manager shall approve request for travel expenditures for employees via a Meetings/Travel Advances & Reimbursements form, submitted prior to actual date of travel. After review by the town manager, the mayor shall sign travel forms for councilmembers.

Each department must submit a training or travel plan with its proposed budget. Town manager and council approval of this plan (by budget adoption) represents proper prior approval. Deviations from the approved plan may only be approved by the town manager if adequate funds are available in the budget. If adequate funds are no available, approval must be given by the town council with the necessary budget transfer approved.

All persons travelling on behalf of the town will seek appropriately economical travel arrangements and lodging accommodations. Whenever feasible, use of discount fare and sharing of accommodations is encouraged.

If an employee elects to attend a workshop, seminar or conference that is not a budgeted for item and agrees to pay the full cost of attendance including transportation and meals and the workshop, seminar or conference has been approved by the employee's supervisor as work related and an enhancement to the employee's existing position, attendance may occur without use of vacation or other leave time. However, the scheduled days off must be approved by the supervisor as not conflicting with the overall work schedule.

PER DIEM AND COMPUTATION

Any officer or employee who is required or authorized by the council or town manager to travel in the discharge of his/her duties shall receive, in addition to travel and hotel accommodation expenses, a meal allowance not to exceed \$35.00 per day. Receipts must be submitted for meal expenses with the general guideline being that reimbursement will be as follows:

Breakfast	\$ 7.00
Lunch	\$ 10.00
Dinner	\$ 18.00

The town manager may adjust these amounts in instances where a meal provided as part of a scheduled meeting exceeds these guidelines as long as the total reimbursement for meals is not in excess of \$35.00 per

day. (If a receipt is not available, a statement of the amount expended and why there is no receipt will be accepted for reimbursement.)

Meals provided by the seminar or in the registration fee are not subject to reimbursement.

Per diem shall be allowed or reimbursed for days actually spent on the town business, for programmed days of a conference or meeting, and for time spent in travel by air. Per diem for time spent in travel other than by air, such as rail or automobile must be approved by the town manager. Per diem shall be computed for the days of conference attended and for travel days not to exceed one day before and after the conference and shall be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the actual beginning and ending days of a conference.

The per diem meal rates apply to town elected, appointed and hired persons only. Meal costs for guests of the town, at a hosted function, with prior approval will be reimbursed, and are subject to reasonable costs only. These meal costs are to be accounted for under "other" costs on the travel form. Full disclosure as to name, date, purpose and costs must be included in the accounting.

TRANSPORTATION

Travel by Air

All travel on town business by one person outside the Sacramento area shall be by air, unless the town manager approves another mode of transportation. Reimbursement shall be calculated on the basis of the cost of travel by air using the shortest and most direct route. All air travel shall be booked as far in advance as possible in order to take advantage of the most economical rates. No air travel shall be first class. Reservations will be made on the most economical and feasible flights. Anyone wishing to book a flight other than that meeting this criteria shall pay the cost difference.

Use of Private Vehicle

If a personal vehicle is used for travel, transportation allowance or reimbursement therefore, shall be based on the cost of air travel and transportation from the airport to the point of destination and return or at the rate established by the Internal Revenue Service for the current year, whichever is less (see example below), except when a personal vehicle is used in the occasional or regular performance of town duties.

Example

- Drive to San Francisco + 216 miles round trip
Reimbursed @ \$.26 per mile
Total Cost = \$.26 x 216 miles = \$ 56.16
- Air travel to San Francisco = \$144.00 round trip
Transportation to conference from airport by Air Limo = \$ 13.00 round trip
Total cost = \$ 144.00 + \$ 13.00 = \$ 157.00

(\$ 56.16 is less than \$ 157.00, so person is reimbursed \$ 56.16)

Use of Town-owned Vehicle

There shall be no allowance or reimbursement for transportation when a town-owned vehicle is used. However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed. All receipts, including those acquired from the use of a town credit card must be submitted upon return and charged to the proper department.

HOTEL ACCOMMODATIONS

All officers and employees shall include the cost of the hotel on the Meetings/Travel Advances & Reimbursements form and either receive funds in advance or be reimbursed for hotel accommodations. Reimbursable days for lodging requests should correspond to the foregoing travel policy regarding dates of arrival and departure. The expense of local telephone calls and official long distance calls, which are billed on the hotel statement, are allowed and should be specified on the reimbursement form.

ADDITIONAL ALLOWANCE

Authorized town officials and employees will be reimbursed for approved conference registration fees, rental cars, cabs, or other transportation related expenses including, if travel is by air, transportation expense at the point of destination to the hotel and for return from the hotel to the point of departure. The town manager is authorized to make exceptions or restrictions in this policy when such deviations prove to be more economical to the town.

PROCEDURE

Travel Authorization

The traveler should complete the appropriate portion of the Meetings/Travel Advances & Reimbursements form at least one month ahead of the scheduled trip. Once the funds have been approved by the town manager, two copies of the form should be forwarded to finance for appropriation.

Travel Advance

Advance travel expense for travel outside the Sacramento area should not be drawn from petty cash. Under emergency or special circumstances, it may be necessary to use a petty cash advance; however, this should be an exception and avoided whenever possible.

If an advance is required, the following procedure should be followed:

1. The appropriate information should be supplied, as specified on the Meetings/Travel Advances & Reimbursements form.
2. Advance public transportation will usually be handled through a local travel bureau. Advance reservations of air travel is expected so that the town may take advantage of reduced rates. In most cases the travel agency will bill the town directly. A request for warrant should be processed in those instances where the warrant is to be made payable to the travel agency.
3. Advance hotel reservations (requiring deposit) and registration fees should be processed from the Meetings/Travel Advances & Reimbursements form in those instances where the warrant is to be made

payable to the hotel and/or conference sponsor. Information regarding to the name of the hotel and/or the conference sponsor should be attached to the form.

4. It is desirable that all information pertaining to the scheduled trip be submitted to finance at the same time.

5. Immediately upon return from a trip, the traveler should complete the reimbursement portion of the Meetings/Travel Advances & Reimbursements form according to instruction found in the form and forward one copy to finance for processing.

6. If the form indicates that cash advances exceeded actual expenses, the traveler's personal check, made payable to the Town of Loomis, should accompany the submittal.

7. Where applicable, a reimbursing warrant will be issued to the traveler.

Spouses

Spouses are encouraged to attend conferences and meetings where and whenever permitted and practical. There will be no reimbursement for any travel and meeting expenses incurred by spouses; however, they will receive the advantage of paying only the difference between a single and double room for lodging.

Miscellaneous Costs

The town will reimburse the cost of miscellaneous expenses at actual cost. Such items are limited to costs directly related to the travel and do not include items viewed as personal in nature.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

USE AND CONTROL OF TOWN CREDIT CARDS POLICY

Effective Date: 8/13/1996	Resolution 96-61
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PURPOSE

The purpose of this policy shall be to designate which Town employees are authorized to have use of a Town credit card and to define the uses for which the card is intended.

POLICY

The Town Council of the Town of Loomis has authorized the town manager to maintain a credit card account. The card has been authorized as a convenience to carry out the necessary business of the town. The manager has purchasing approval authority.

The following list of approved uses of the card shall not be considered to be all inclusive as other situations may arise that warrant use of the card. In such event, it is the duty of the manager to determine appropriateness of the use as consistent with the intent of this policy.

Approved uses:

1. Confirmation of hotel reservations.
2. Purchase of travel services including travel and accommodations to and from approved events.
3. Purchase of meals for town officials and employees when related to work or conference related activities.
4. Purchase of materials and supplies when the transaction does not exceed \$50.00.

All charge slips and receipts should be submitted to the finance office on a weekly basis. The purpose of the expenditure must be noted on the charge slip. If the charge is for a meal, the names of the participants must be listed. The account to be charged is to be listed also.

It shall be the intent of the town to pay all charges on a current basis, thereby eliminating the interest charges. Any use of the card or the card number shall be with the authorization of the card holder for that specific transaction.

The cardholder is authorized to approve charges as related to authority to approve such purchases under the Loomis Municipal Code. Each transaction shall be made with discretion as to the appropriateness of the purchase. The credit card account shall not be used to circumvent any purchasing code provision, but only as a convenience as may be deemed necessary and appropriate.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

USE OF END OF YEAR GENERAL FUND CARRY OVER FUNDS POLICY

Effective Date: 6/27/1989 Amended: 1/12/2016	Resolution 16-01
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POLICY

On June 30 of each fiscal year, the net amount by which actual general fund revenues exceed general fund expenditures and encumbrances shall be designated to a capital project reserve. Balances in the capital project reserve will be specifically allocated annually in conjunction with adoption of the five year capital improvement program. Funds in this reserve shall be used only for one time and/or capital items.

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

USE OF SEAT BELTS BY TOWN EMPLOYEES

Effective Date: 3/12/1991	Resolution:
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Without exception, all occupants of vehicles operated on Town business shall be restrained by the proper use of safety belts. Occupants under four years of age or less than forty pounds shall use approved child safety seats. This policy applies to privately owned vehicles and rental vehicles used in Town business, as well as to Town owned vehicles.

TOWN OF LOOMIS
ADMINISTRATIVE POLICIES AND PROCEDURES

WEARING OF SHORTS

Effective Date: 1/1994	Resolution:
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Employees working in the field in a position not exposing an individual to safety hazards will be allowed under this policy to wear shorts during those months when temperatures are very hot. Shorts will be Bermuda style walking shorts appropriate for the workplace. In no event will cutoffs, short-shorts or ragged/torn shorts be allowed.

This policy does not extend to those employees employed in the public works department where safety considerations and Cal OSHA policy does not allow the wearing of shorts.

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

WHISTLEBLOWER POLICY

Effective Date: 8/11/2015	Resolution 15-16
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PURPOSE

The Town of Loomis strives to maintain a workplace with a high ethical standard of conduct in all activities and conduct its business in a fair, effective, efficient, and transparent manner. The Town must protect its assets and resources from fraudulent, illegal, and dishonest activities by protecting its assets and resources, by maintaining effective internal controls and by identifying and investigating any possibility of fraud or other improper activities. To this end, this Whistleblower Policy ("Policy") establishes procedures for Town employees and the Loomis community to report alleged illegal, fraudulent, or improper activity by Town employees and to assure that such reports do not result in retaliation by the Town.

POLICY

Community members and Town staff are encouraged to report good faith suspicions of misconduct by Town employees and any misuse of Town property or resources. Any Town employee who makes such a good faith report is protected against adverse employment actions by the Town for raising such allegations, and shall not suffer any reprisals or retaliation by the Town for making the report, whether or not the allegations are sustained. The whistleblower must exercise sound judgment to avoid baseless allegations. The intentional filing of a false report is itself considered an improper governmental activity which the Town has the right to act upon.

PROHIBITED ACTIVITIES

Any person should report information related to one of the following prohibited activities which includes, but is not limited to:

- A violation of Federal and State laws or Town ordinance
- Financial fraud
- Substantial or specific danger to the employee's or public's health and safety
- Unethical business conduct and practices

PROCEDURES

A. When to Report

A complaint filed under this Policy should be filed within 45 days of the date of the act or event which is subject of the complaint.

B. Whom to Report To

If a Town employee is making the report, all reports should first be made to the employee's supervisor, unless the report involves alleged misconduct of the supervisor. If the complaint is not against the supervisor, and action is within the supervisor's authority, the supervisor should take all actions necessary to curtail the behavior and determine the appropriate consequences and then inform the Town Manager. If the action is not within the supervisor's authority, the supervisor should immediately report the matter to the Town Manager.

If a Town employee is making the report that involves alleged misconduct of her/his supervisor, the employee should report the matter directly to the department head or the Town Manager.

If someone other than a Town employee is making the report, the report should be made to a department head or the Town Manager who will then follow up on the matter. To the extent possible, the identity of the whistleblower will remain confidential. However, the Town reserves the right to disclose the identity of the whistleblower, if the identity may have to be disclosed to conduct a thorough investigation, to comply with applicable laws or to provide individuals their legal rights of defense.

C. How to Report

Use of the "Whistleblower Complaint Form" is desirable. Submit the form to the following: Town of Loomis, Attention Whistleblower Program, P. O. Box 1330 (3665 Taylor Road), Loomis, CA 95650. Employees are encouraged to provide as much specific information as possible, including names, dates, places, the events that took place and the employee's perception of why the incident(s) may constitute a violation or misconduct.

PROTECTION FROM RETALIATION

A. Retaliation Prohibited

No Town employee, or any person acting on behalf of the Town, shall use or threaten to use any official authority to influence, restrain, or prevent any other person who is acting in good faith and upon a reasonable good faith belief as a whistleblower. No Town employee shall use or threaten to use any official authority or influence to cause any adverse employment action (including discharge, demotion, suspension, harassment, or other forms of discrimination) as retaliation against a Town employee who acts as a whistleblower in good faith and with reasonable belief that improper conduct has occurred. However, this Policy does not prohibit the Town from taking an adverse action for legitimate or non-discriminatory reasons due to a mere causal connection to the protected Whistleblower activity. Such legitimate or non-discriminatory actions may include discipline for a legal cause or refusing to hire/promote/transfer or to take any other legitimate personnel action based on inadequate qualifications or poor performance reviews.

B. Investigation of Complaints

Depending upon the nature of the complaint, the Town Manager or his/her designee will investigate the complaint to determine if misconduct and/or violation of the Policy has occurred. To the extent permitted by personnel privacy laws, the Town Manager or his/her designee will meet with the complainant to discuss the findings of the investigation and will use best efforts to ensure timely resolution of the matter.

TOWN OF LOOMIS

WHISTLEBLOWER COMPLAINT

3665 Taylor Road
Loomis, CA 95650
916-652-1840

Instructions: complete this form and return it to either a department head or Town Manager. This is a confidential format for reporting any wrongdoing. However, confidentiality may not be maintained if your report results in criminal prosecution and you are called upon to testify. Disclosure may also be required to conduct a thorough investigation, to comply with applicable laws or to otherwise provide individuals with their legal rights of defense.

Name: _____
(Optional)

Address: _____
(Optional)

Are you a Town of Loomis employee? Yes ☐ No ☐

If yes, what is your position or relationship to the Town? _____

Work phone: _____
(Optional)

Home/cell phone: _____
(Optional)

1. Identify the person or persons against whom your allegations are made.

2. Describe the nature of your complaint, the incident(s) or event(s), date(s), time(s), and place(s). Attach additional pages to this complaint if necessary.

3. Identify others who may have observed or witnessed the above incident(s) or event(s).

4. Do you have any documents that support your allegation? Yes ☐ No ☐

(Please list and attach copies:

Submit the completed form to the following: Town of Loomis, Attention Whistleblower Program, P.O. Box 1330, Loomis, CA

TOWN OF LOOMIS

RECEIPT OF

WHISTLEBLOWER POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the Town of Loomis's "Whistleblower Policy". I understand that it is my responsibility to read and comprehend this policy. I have read and understand the content of the Policy. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Town Manager.

Employee Name (signature)

Date

Employee Name (please print)



TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

Workplace Violence Prevention Policy

Effective Date: 1/14/2025

Resolution: 25-01

PURPOSE

To Provide and encourage a safe and violence free workplace for the employees of Loomis

POLICY

I. GENERAL POLICY STATEMENT

The Town of Loomis (further identified as the "Town") is committed to providing a safe, secure, and violence-free workplace for all employees. The organization promotes a businesslike environment that ensures courteous treatment for both employees and the public. This commitment is reflected in this Workplace Violence Policy, aligned with the organization's core values and supported by the Council.

II. SCOPE

This policy applies to all Town employees. It extends to all locations where employees work or represent the organization, including facilities, vehicles, customer/vendor premises, and sponsored events.

III. WORKPLACE VIOLENCE POLICY

The Town maintains a zero-tolerance policy against violent acts or threats by employees, clients, or the public. The organization is dedicated to providing a working environment free of violence.

Responsible Personnel

The following name and title are responsible for this plan.

Wes Heathcock

Town Manager

wheathcock@loomis.ca.gov

Carol Parker

Town Clerk/Administrative Services Officer

cparker@loomis.ca.gov

Definition

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence is any act of violence or threat of violence that occurs in a place of employment. *Workplace violence* does not include lawful acts of self-defense or defense of others. Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Employee Conduct

The Town will not tolerate violence or threats by employees. All employees must comply with the provisions of this policy. Violations may result in disciplinary action, including termination, in accordance with Town of Loomis Municipal Code.

If an employee observes a situation where someone exhibits behavior that could Workplace Violence, as defined by this policy, the employee is responsible for the following actions:

- Notify their Supervisor, Deputy Town Clerk, or Risk Management
- When appropriate, notify the Placer County Sheriff's Office and Fire Department for assistance and evacuation.

Any employee who independently obtains a restraining order or injunction against someone posing a possible threat at the employee's worksite should inform the Administrative Services Officer in order to allow the Town to assist in enforcement of the order.

Non-Employee Conduct

Violence or threats by the public against employees or at the workplace are not tolerated. Such actions may include denial of access, controls on interactions with staff, and referral to law enforcement.

Responsibility for Enforcement and Action

The Town Manager will serve as the administrator of this policy and has the authority and responsibility for implementing the provisions of this plan for the Town. All Department Heads are responsible for enforcing this policy. Supervisors must take appropriate action in response to policy violations, including workplace removal, evacuation, or lockdown.

Employee Access to the Written WVPPR

The Town ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees and representatives at all times. An employee may request a copy of the WVPP by making a request in email to the WVPP administrator.

Communication with Employees

Injuries and illnesses can have a lifelong impact on your healthy lifestyle. To ensure that all employees are well prepared to work for the Town, all employees will receive safety orientation as part of your initial hiring. Safety orientation will include a discussion of the Town's safety and health plans as well as a copy of this plan.

As part of the safety orientation, each employee will receive a copy of the Town's Workplace Violence Prevention Policy, have time to read the policy, and ask any questions. All employees will sign that they have received the policy and that they have had time to read and ask questions.

Compliance

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the Town's Workplace Violence Prevention Plan
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP.

Reporting

Employees shall report workplace violence to their manager/supervisor or Administrative Services Officer. All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator via email. If that's not possible, employees will report incidents directly to the WVPP administrator.

Employees may also report emergencies directly to law enforcement by dialing 9-1-1.

Retaliation for reporting an incident or concern about workplace violence is strictly prohibited, and any instances of retaliation may result in discipline pursuant to applicable policies.

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), the Town will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Procedures for Post-Incident Investigation and Response

After a workplace incident, the WVPP administrator or their designee will:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring, when reasonable.
- Obtain any reports completed by law enforcement.
- Complete the violent incident log for the workplace violence incident and will include information, such as: [\[See attached Violent Incident Log\]](#)
 - The date, time, and location of the incident.

- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Retaliation

The Town prohibits retaliation against those reporting workplace violence. Retaliatory actions by employees are also violations of this policy. Employees who report workplace violence or threats of unlawful violence in good faith will not be retaliated against nor fear reprisal.

Victims of Domestic Violence

Refer to National Domestic Violence Helpline <https://www.thehotline.org>.

Workplace violence emergencies

Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.

Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow our protocols for run, hide, fight.

Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.

In the event that you need immediate assistance, you may contact law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor or human resources/risk management.

Training

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The Town will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the Town of Loomis has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation

and correction, training records, and violent incident logs.

- Opportunities the Town has for interactive questions and answers with a person knowledgeable about the plan.

Evaluating Hazards

Identifying hazards, safety violations, and other conditions that may cause injury or illness is vitally important to maintaining a healthy work environment. No matter how safe employees may work, working in an unsafe environment presents challenges to maintaining your personal safety. While employees may

be well educated in safety and health matters, the Town may hire outside safety professionals from time to time to evaluate our program and conduct safety audits or inspections.

Some operations or equipment may require more frequent assessment to identify safety hazards. The following actions and timeframes should be followed:

- a. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g., General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- b. During the accident investigation process.
- c. When revealed during a routine inspection.
- d. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new safety hazard.
- e. Whenever the Department is made aware of a new or previously unrecognized hazard.
- f. When employee safety suggestions are made regarding a hazard.

Hazard Correction

Hazards can lead to injuries and illnesses. When hazards are identified on projects or in Town facilities, they should be addressed immediately. Some hazards may be fixed by employees immediately with the tools available to you and if you are qualified or competent in the matter.

When hazards threaten the lives of employees and cannot be immediately fixed, employees should remove themselves from the area and inform fellow employees and their Supervisor. The hazards should be identified with appropriate signage, tape, or other means to warn fellow employees not to enter the area where the hazard exists. Only employees who have the appropriate training or ability and appropriate safety gear to correct the hazard may enter the area for the purpose of fixing the hazard. When serious hazards are fixed, a report of the hazard correction should be made to the Administrative Services Officer for review. The Administrative Services Officer may wish to inspect the corrected hazard to ensure that the hazard has been properly fixed so that employees may continue working in a safe environment.

If you are made aware of a new hazard or have identified a hazard that was not previously recognized, it should be brought to the attention of your Supervisor so they may conduct an inspection or assessment.

Employee concerns and follow-up

Employees who have concerns of workplace violence may report directly to their supervisor. The supervisor will ensure that those concerns are provided to the Administrative Services Officer. Following the assessment of those concerns, employees will be informed of the results of the investigation and corrective actions in a meeting with the Administrative Services Officer and their supervisor (if applicable). In addition, depending on

the type of concern, specific or general, employees may be informed via policy updates, training, memos, toolbox talks, and the like. See our communication section for further information.

Post-incident response and investigation

Following any workplace violence incidents, the Town may take a variety of measures to respond based on the severity of the incident and the breadth of the incident. This may include offering counseling, medical services, closing operations, offering work from home, offering increased security, and the like.

An investigation will follow the incident and may include law enforcement involvement and outside legal investigators. The Town will follow its Injury Illness Prevention Plan (IIPP) and Harassment investigation protocols as well. Depending on who is involved in the investigation, Administrative Services Officer may lead the investigation or assign it to an outside law firm or investigator team.

Review of This Policy

The policy and the incident log shall be reviewed annually and shall allow for the inclusion of employee input, and authorized employee representatives (union representatives). The policy shall also be reviewed following workplace violence incidents and when deficiencies are observed, reported, and the like.

Active Involvement

Employee involvement is appreciated and often better suited to correcting hazards in the workplace due to the intimate knowledge of the location and operation. Employee and authorized representatives may participate in plan development, hazard correction, and identifying, evaluating and implementing of the plan in a variety of methods including:

- Participating with the safety committee
- Submitting concerns
- Submitting feedback for the annual review
- Expressing interest in serving on the workplace violence annual review committee

Record Keeping

Records will be kept in accordance with the Town record keeping policy and at a minimum of five (5) years.

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched

<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Describe Incident (Include additional pages if needed):

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

WORKPLACE VIOLENCE PREVENTION

ENVIRONMENTAL HAZARD ASSESSMENT AND CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Town of Loomis's vulnerability to workplace violence events
 Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1 IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

BUILDING INTERIOR

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

BUILDING EXTERIOR

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

PARKING AREA

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

SECURITY MEASURES

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments