



## Staff Report

### April 15, 2025

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**TO:** Honorable Mayor and Members of the Town Council

**FROM:** Richard Ly-Lee, Town Engineer

**RE:** Adopt a resolution authorizing the Town Manager to proceed to reallocate the general fund capital reserves (Fund 110) of \$80,000 from the Downtown Civic Park Feasibility Study(CIP# 23-13) to the Humphrey Sidewalks project (CIP #23-09);and authorizing the Town Manager to proceed with the Placer Fire Protection District (PFPD) - Station 18 pedestrian frontage improvements scope of work as a change order on the Humphrey Sidewalks project (CIP# 23-09).

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#### **Recommendation**

Staff is recommending that the Town Council adopt a resolution:

1. Authorizing the Town Manager to proceed to reallocate the general fund capital reserves (Fund 110) of \$80,000 from the Downtown Civic Park Feasibility Study(CIP# 23-13) to the Humphrey Sidewalks project (CIP #23-09); and
2. Authorizing the Town Manager to proceed with the Placer Fire Protection District (PFPD) - Station 18 pedestrian frontage improvements scope of work as a change order on the Humphrey Sidewalks project (CIP# 23-09).

#### **Issue Statement and Discussion**

The Downtown Civic Park Feasibility Study (CIP# 23-13) was originally intended to evaluate the potential for expanding parking capacity in the downtown corridor of Loomis, specifically along Taylor Road. The study aimed to assess opportunities for reconfiguring existing facilities and identifying potential sites to better support local businesses, civic functions, and community events. However, funding for this project has been reallocated.

The decision to defund the standalone feasibility study was made considering the upcoming Taylor Road Corridor Study (CIP# 24-02), which will take a more comprehensive approach. The corridor study will include a broader analysis of circulation, parking, access, and land use along Taylor Road—effectively encompassing the goals of the Civic Park study within a more holistic framework. This consolidation ensures efficient use of Town resources while still addressing the critical need for improved downtown parking.

The funds previously allocated to the Civic Park Study will be redirected to support the Humphrey Sidewalks Project (CIP# 23-09), which is currently under construction. The Town Council awarded the construction contract to PBM Construction Inc. on November 12, 2024, with a total construction budget of \$210,000. This project addresses a critical pedestrian access gap near key community destinations, improving safety and accessibility for students and families commuting to and from school. The new sidewalk and crosswalk not only reduce hazards but also promote the Town's goal of encouraging active transportation options such as walking and biking.

On March 5, 2025, Placer Fire Protection District (PFPD) Station 18 Chief Duerr formally requested pedestrian frontage improvements at the fire station along Humphrey Road. The PFPD has partnered with the Loomis Master Gardeners to enhance the station's frontage with landscaping and educational signage, aiming to create a community-facing exhibit that promotes safety and civic pride. Tentatively the PFPD is pursuing reimbursement opportunities for materials for this scope of work.

Importantly, the fire station serves as a key gateway into Downtown Loomis—its prominent location at the entry point to the corridor makes it a natural focal feature and an opportunity to reinforce the Town's identity. Enhancing this frontage with pedestrian improvements and landscaping will help establish a more welcoming and visually appealing entrance into the downtown area.

Given the timing and proximity of the sidewalk construction, staff recommends issuing a change order to the existing contract to include these frontage improvements. This approach ensures construction efficiency, minimizes future disruptions, and delivers immediate aesthetic and functional benefits at a vital community gateway.

### **CEQA Requirements**

The proposed reallocation is not subject to review under CEQA pursuant to Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment.

### **Financial and/or Policy Implications**

Funding for the reallocation of \$80,000 is available from the general fund capital reserves (Fund 110) encumbered by the Downtown Civic Parking Feasibility Study (CIP# 23-13). The current construction budget for the Humphrey Sidewalks project (CIP #23-09) is \$210,000. The revised construction budget for Humphrey Sidewalks project (CIP #23-09) will be \$290,000.

### **Attachment**

- A. Resolution

# **TOWN OF LOOMIS**

## **RESOLUTION NO. 25 - \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
AUTHORIZING THE TOWN MANAGER TO PROCEED TO REALLOCATE THE GENERAL FUND  
CAPITAL RESERVES (FUND 110) OF \$80,000 FROM THE DOWNTOWN CIVIC PARK  
FEASIBILITY STUDY(CIP# 23-13) TO THE HUMPHREY SIDEWALKS PROJECT (CIP #23-09);  
AND AUTHORIZING THE TOWN MANAGER TO PROCEED WITH THE PLACER FIRE  
PROTECTION DISTRICT (PFPD) - STATION 18 PEDESTRIAN FRONTAGE IMPROVEMENTS  
SCOPE OF WORK AS A CHANGE ORDER ON THE HUMPHREY SIDEWALKS PROJECT (CIP#  
23-09).**

**WHEREAS**, the Engineering Department recommends the reallocation of \$80,000 from the Downtown Civic Park Feasibility Study(CIP# 23-13) to the Humphrey Sidewalks project (CIP #23-09); and

**WHEREAS**, the Downtown Civic Park Feasibility Study(CIP# 23-13) project will be defunded in its entirety; and

**WHEREAS**, the total revised construction budget for the Humphrey Sidewalks project (CIP #23-09) project is \$290,000; and

**WHEREAS**, funding for the recommendation is available from the Town's General Fund Capital Reserves (Fund 110).

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Loomis hereby authorizes the Town Manager to proceed with the construction of the Placer Fire Protection District (PFPD) - Station 18 pedestrian frontage improvements as a change order on the Humphrey Sidewalk Project (CIP# 23-09)

**FURTHER RESOLVED** that the budget will be incorporated to the Humphrey Sidewalk Project (CIP# 23-09)

**PASSED AND ADOPTED** this 15<sup>th</sup> day of April 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

**ATTEST:**

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Mayor

\_\_\_\_\_  
Town Clerk