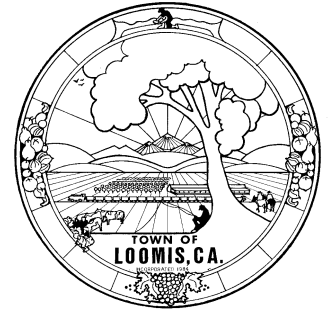


# TOWN OF LOOMIS



**TO:** Honorable Mayor and Council Members  
**FROM:** Wes Heathcock, Town Manager  
**DATE:** February 13, 2024  
**SUBJECT:** Town Manager Report for February 2024 Council Meeting

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Mayor and Council Members,

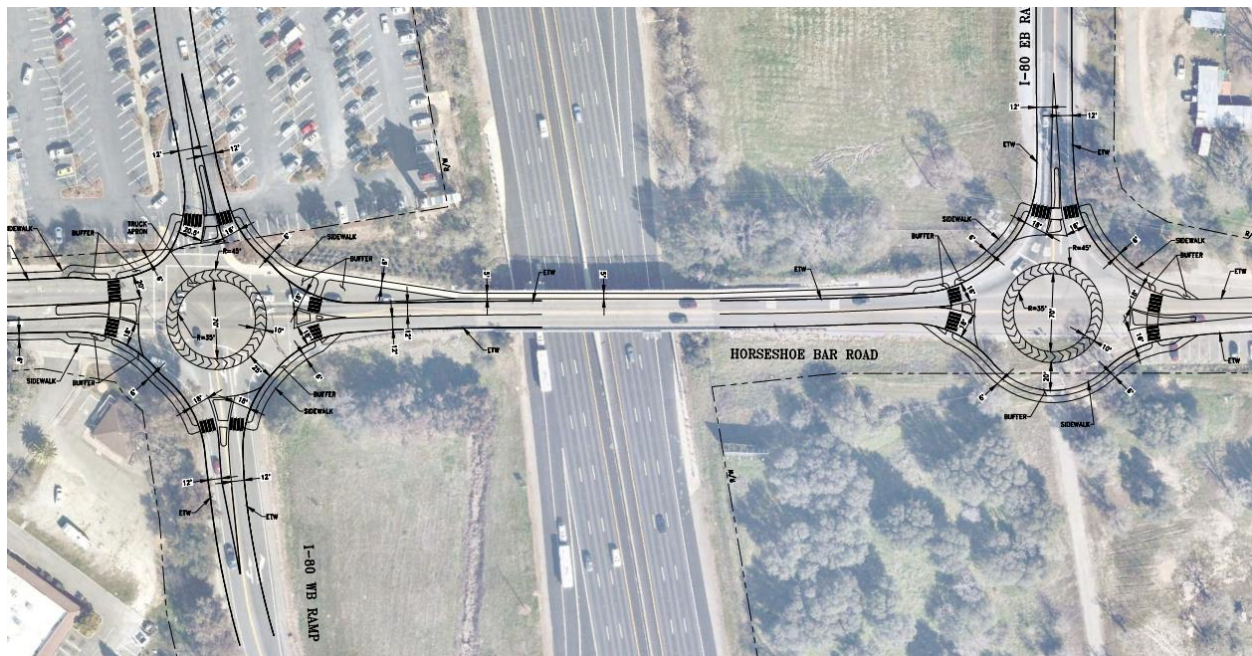
The following report supplies an update on some of the activities related to the Town of Loomis.

## **Horseshoe Bar Road / I-80 Interchange Potential Project**

At the February 13<sup>th</sup> Town Council meeting, the council will be asked to approve the release of a Request for Proposal (RFP) for the Horseshoe Bar Road / I-80 Interchange Project Study Report (PSR). The PSR is funded in the Construction Improvement Project budget through the 324 Interchange Fund. Staff is waiting for Caltrans to develop the reimbursement agreement for their review and participation in the PSR.

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

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



## **Finance Department**

The second recruitment effort resulted in interviewing 4 top qualified candidates for the Finance Director position. The first round of interviews narrowed the selection to the top 2 candidates.

Staff is conducting a second round of interviews the week of February 5<sup>th</sup>. Staff anticipates onboarding the next Loomis finance director in March 2024.

Staff reviewed the Town's current Administrative Analyst position and determined the position did not best align with the administration needs. Subsequently, staff working with finance consultants determined an Accounting Technician position best supported the functions of the administration. The Accounting Technician job description and salary range is on the February 13<sup>th</sup> agenda for consideration. If supported, staff will immediately be recruited for the position.

The Accounting Technician position will help with workload sharing in the administration department and allow the finance director to concentrate on the following:

- Update and document accounting processes and procedures.
- Review, propose and implement new accounting software.
- Streamline account fund structure to improve and simplify accounting reports.
- Review and update allocation processes to eliminate manual data entry.
- Maximize Town cash flow and investment analysis.
- Train department heads in Town finances and increase staff participation in budget and planning processes.
- Grant writing and project cost accounting and monitoring.

### **Engineering Department**

Staff reviewed the current Town Engineer job description and determined the document needed enhancement to set a clear expectation of the next engineer filling the position. Merrill updated the Town Engineer job description to best align the skills with the Town's needs. The revised Town Engineer job description is on the February 13<sup>th</sup> agenda for approval. Staff is hopeful that the recruitment process is completed prior to Merrill's retirement to allow for institutional knowledge transfer.

### **Community Branding**

The Economic Development Committee is working with Solace Graphics to refine the Town of Loomis community branding. The Town in collaboration with the Chamber staff established a draft apparel brand which will be further developed with stakeholder input to hopefully standardize the Town of Loomis economic community brand representing the contemporary identity of the community. The item will be developed in the coming months with the final input from the council in early spring.

### **Council Strategic Planning**

Council and staff conducted the 2024 Goal Setting exercise on January 31<sup>st</sup>. Council identified goals and set goal priority working with consultant Mike Shellito and Town Manager, Wes Heathcock. Staff is integrating the identified goals to meet the overarching strategic planning and will identify how future council action items meet the 2024 goals.

# Council Goals Discussion

- Safe & Healthy Community
- Quality of Life & Livability
- High Performing & Fiscally Responsible Government
- Planning & Community Development
- Community Engagement
- Economic Health & Prosperity
- Attractive & Well-Maintain Infrastructure



## FUSUS Camera Integration

The Public Safety Committee was presented with a concept to allow Placer County Sherriff Office access to town facility camera for emergency purposes. The FUSUS connection system would integrate into the Town’s monitoring system and allow the deputies to see situations in real time, which could help in situational response, investigation, and overall safety of the staff and community at the location.

The Public Safety Committee supported moving forward with the FUSUS concept, which is in the process of evaluation to see if the system is compatible with the Town’s current and future camera systems. Approval of the FUSUS collaboration will come to council at a future meeting.



**COLLABORATING TO KEEP PLACER COUNTY SAFE**

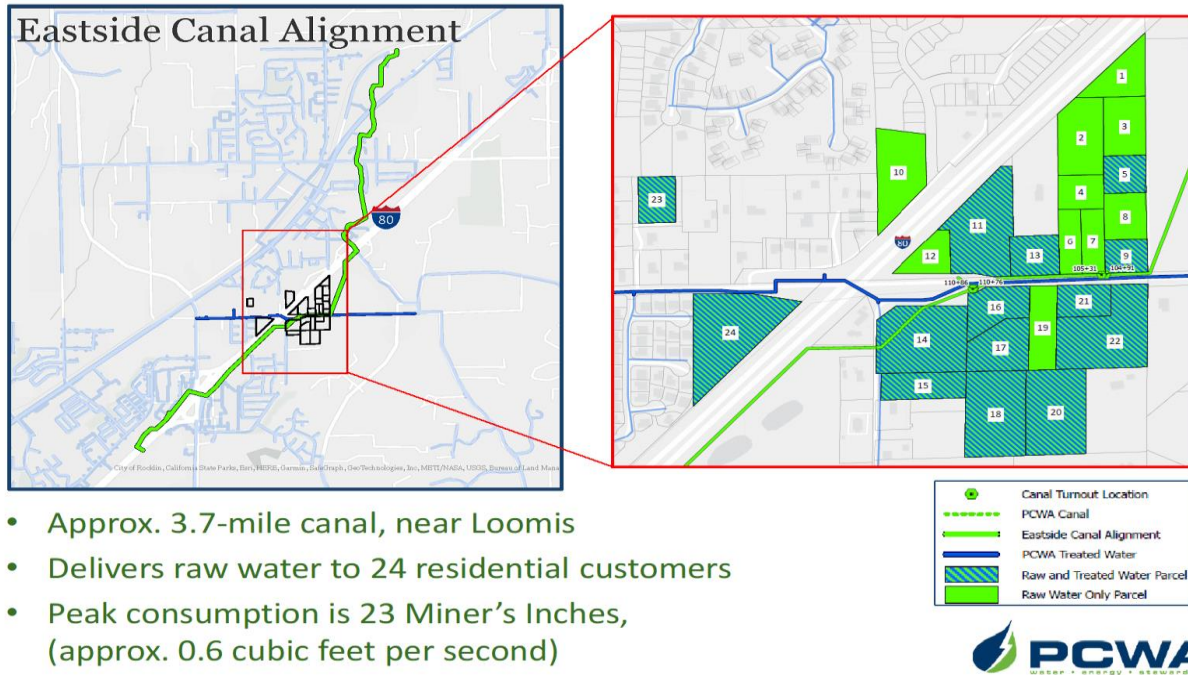
## **Help create a safer Placer County by enrolling in our Community Camera Sharing Program!**

Sharing your camera feed enables the Placer County Sheriff’s Office to respond to incidents at your location faster and equips deputies with advance knowledge of the situation. It will keep our residents and business owners safer and build closer ties within our community.



## PCWA Eastside Canal

PCWA Board voted to continue the Eastside Canal use for an undetermined duration. Eastside Canal questions can be directed to PCWA at 530-823-4850.



## Solid Waste Joint Powers Authority

Staff have been working with the Cities of Auburn and Colfax to decide if creating a Joint Powers Authority (JPA) for solid waste would be advantageous for the agencies. The group has met five times to discuss the feasibility of the JPA with promising results. Items the JPA could oversee are the CalRecycle regulatory compliance requirements and the franchise services for the authorities. Staff is bringing the JPA discussion to council at the February Town Council meeting.

## Costco

Costco has paid the EIR traffic mitigation fees and are actively working to secure Oak Tree Mitigation Land. Costco will be required to provide financial security for the mitigation measure in order to open prior to the agreement execution. The developer expects to request a temporary commercial occupancy permit in late February anticipating the site construction will be substantially completed. The goal is to allow Costco the ability to stock the store shelves, which takes approximately a month prior to opening.



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



### **Town Clerk Measure A**

The Town Clerk job requires specialized professional training and keeping up with law changes is critical to the position success. The Town Clerk is responsible for understanding and implementing State laws relating to the Public Records Act, Brown Act, Maddy Act, Conflict of Interest, and Campaign Law under the Political Reform Act and Fair Political Practices Commission, Election Law, and other regulated functions of the administration department.

The council provided staff direction at November 2023 Town Council meeting to place a measure on the March 5, 2024 ballot to ask the community if they want the change the clerk position from elected to appointed. The following is a frequently asked questions to clarify the action.

## TOWN OF LOOMIS

# MEASURE A

## FREQUENTLY ASKED QUESTIONS (FAQs)



### MARCH 5, 2023 ELECTION

#### **\*What is Measure A?**

Measure A asks voters in the Town of Loomis to consider making the Town Clerk's Office appointive rather than elective.

#### **\*What is an elected Town Clerk?**

Any Loomis resident 18 years or older can become a candidate for elected Town Clerk and no other qualifications or accountability can be required. Once elected, acceptable performance is the purview of the voters and a recall election is the remedy for lack of performance.

#### **\*Is it common to have an elected Town Clerk?**

Elected Town Clerks only account for approximately 27% of California's 482 cities.

#### **\*Why is Measure A on the ballot now?**

At the request of the current Loomis Town Clerk on November 14, 2023, following a lengthy discussion of the evolution of the elected Town Clerk's role, Town Council members agreed to ask voters during the March 2023 election, if they want the Town Clerk to be appointed rather than elected.

Click here to view the video recording of this meeting, [Loomis Town Council November 14, 2023 meeting - YouTube](#)

#### **\*What changes will Loomis citizens see if Measure A is approved?**

For many years, the day-to-day work of the Town Clerk's Office has been done entirely by a full-time staff member, the Deputy Town Clerk. Under Measure A, the same work would continue to be handled by that position and retitled "Town Clerk." The budget would show a decrease of one elected position. Specific qualifications and certification requirements would be added to the Town Clerk's job description to ensure the person in the position had appropriate skills. An appointed Town Clerk would be held accountable for job performance by the Town Council and the Town Manager.

#### **\*Who would appoint the Town Clerk under Measure A?**

The law assigns this responsibility to the Town Council.

#### **\*Would approval of Measure A save money?**

The City would see an immediate savings of \$600 every year, the value of the salary currently authorized for the elected Town Clerk. Since an appointed position would not require any further elections, there would also be a small amount of savings in the Town's election costs every four years.

### Questions?

For more information, visit [www.loomis.ca.gov](http://www.loomis.ca.gov), email [cparker@loomis.ca.gov](mailto:cparker@loomis.ca.gov) or call

916-652-1840.