



MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Sean Rabé, City Manager
DATE:	October 28, 2024
SUBJECT:	City Manager Report for October 28 City Council Meeting

Mayor and Council Members,

The following report provides an update on some of the major activities City Staff has been working on recently:

City Manager's Department:

- *Chamber Strategic Planning Session:* I was able to attend the Auburn Chamber of Commerce's Strategic Planning Session this past Friday, to provide my perspective on some of the ongoing planning, finance and economic development issues the City is working on. This was a great working session with many of the Chamber's Board of Directors and CEO Michele Tuggle. The Chamber is a great partner to the City, and I was happy to participate in the discussion.
- *Multipurpose/Pickleball Court Ribbon Cutting Scheduled:* With the elevator contractor nearly wrapped up at the School Park Preserve multipurpose/pickleball court, we have scheduled an official ribbon-cutting for the facility. That event will be held November 18 at 11 am.
- *Gymnasium Roof Potential Collapse at Auburn Recreation District:* While not a direct impact to the City government, the news of the potential failure of the roof on the main Auburn Recreation District's gymnasium at Recreation Park has greatly impacted residents of the City. I have been in contact with ARD General Manager Kahl Muscott and have offered to assist in whatever way the City can. My understanding is that a structural engineer is analyzing the roof this week.

City Clerk's Department:

- *Election Day is Next Week:* Ballots for the Nov. 5th General Election were mailed out Oct 7th. Voters can return their ballots by mail, by using one of 31 official ballot drop boxes located throughout the county, or in person to the Elections Office. (Auburn City Hall's drop box is in the parking lot).
Voters may also visit any vote center during the in-person voting period (Oct. 26-Nov. 5) to use the new "Sign, Scan and GO!" process, which permits them to check in with election staff and use a ballot scanner to have their voted vote-by-mail ballot counted immediately, ensuring their votes are included in the preliminary election results released on Election Night.

While the main Placer County Elections Department has relocated down to 3715 Atherton Road in Rocklin; we still have local options:

- 11-Day Vote Center Open Oct. 26–Nov. 5 - Auburn Placer County Clerk-Recorder Office 2956 Richardson Dr.
- 4 – Vote Day Center: Open Nov 2-5 Auburn Veterans Hall 100 East St.

Police Department:

- [Greater Auburn Area Fire Safe Council](#): The Auburn Police Department had the opportunity to attend the Greater Auburn Area Fire Safe Council meeting, where Sergeant Davis provided a brief presentation on evacuation procedures, including the use of the Hi-Lo siren. With the adjacent area under a Red Flag Alert and fire season in full swing, we recognized the importance of sharing this critical information to help keep the community prepared and informed.
- [Auburn Police Department Prepares for Veterans Day Parade on November 11th](#): The Auburn Police Department is actively preparing for the upcoming Veterans Day Parade on November 11th. Our team is working diligently to ensure a safe and enjoyable experience for all participants and attendees. Officers are coordinating road closures, traffic management, and security measures to accommodate the parade route and expected crowds. We're also collaborating with event organizers and other city departments to finalize logistics and address any potential safety concerns. As we honor our veterans and their service, our goal is to provide a seamless and respectful event that reflects the community's gratitude and support.
- [Arrest Made in Ongoing Theft Investigation](#): The Auburn Police Department recently made an arrest in connection with a recurring series of thefts in the community. Our detectives are now working diligently to link the suspect to several previous incidents, analyzing evidence and following up on leads to establish a clear pattern. As this is an ongoing investigation, specific details are limited at this time. The arrest marks a significant step forward in addressing these crimes, and our team remains committed to ensuring accountability and restoring peace of mind to affected residents.
- [Successful Drug Take Back Event This Past Weekend](#): The Auburn Police Department successfully completed its Drug Take Back event on Saturday. This initiative provided community members with a safe and responsible way to dispose of unused or expired medications. As part of our ongoing commitment to public health and safety, officers and volunteers collected a total of 16 boxes of prescription drugs, preventing them from potentially being misused or improperly disposed of. While the event concluded, we encourage residents to remain vigilant about medication safety.

Planning/Economic Department:

- [Auto, Bike and Ped Circulation](#): The General Plan Technical Advisory Committee, met last week to discuss the question that seems nearly impossible to solve. "How to integrate bicycle facilities into the narrow and hilly streets of Auburn?" What became clear to the participants is that it's going to take a real out of the box

approach and is not something that a bunch of painted street sharrows will be able to provide.

The City will need to be aggressive with planning for bicycle circulation and find a way to develop a safe and functional bike network despite the challenges Auburn street networks pose to this project. The City's Active Transportation Planning (ATP) grant will provide us better data and more granular analysis than the Circulation Element of the General Plan and we hope that it will help us to solve for this very issue.

- **Businesses are Building:** We have reported on this before but think it should be noted that several of our commercial spaces in Downtown are either expanding or reconstructing their properties. The Station House is on the verge of opening their new indoor space pending ABC and some final touches.



The Pour Choice owner Jordan Minyard continues his efforts to develop the new space he calls Remedy. Jordan is extremely dedicated to making this bar/restaurant/retail space come to fruition as another anchor tenant to Downtown. He can be seen onsite every day doing much of the manual labor himself. Our hats are off to these two businesses for seeing the value in investing in Auburn.



And, the former Wells Fargo building in Downtown has presented conceptual plans for their renovation to that building. The goal is to get it to Historic Design Review soon so that they can start that project. The concept includes an outdoor kitchen, outdoor seating, a bar and family entertainment space.

Finance Department:

- *Moving Forward with Technology*: One of the focuses in Finance right now is finding more efficient ways to perform the daily operation. Earlier this year, the department automated its accounts payable process reducing staff time and eliminating paper and check stock. A few years ago, the City implemented a financial management software – an ERP, enterprise resource planning software, capable of automating several of the City’s financial transactions, including permitting functionality for the Community Development department, and human resource management functionality.

Since that time, not all the ERP modules were implemented but remain available as options. Most recently, Finance partnered with Community Development on the mechanics involved with permit payments.

Next up, Finance will be implementing the Fixed Asset module to further reduce reliance on MS Excel and reduce the amount of time necessary to perform capitalization and depreciation transactions that are required for proper accounting of the City’s assets.

In parallel with these activities, Finance has started the process to implement a budget development and transparency software, which will go live ahead of the FY 2025-26 fiscal year. The new budget software will be utilized Citywide for departments to prepare their annual budget requests, and to provide real-time labor costing and forecasting. This focus on new technology is not a nice-to-have but a must-have, given the Finance departments past high staffing turnover that has slowed innovative progress over the years. Finance is optimistically and strategically moving ahead with technology while balancing workload capacity and adaptability to change, while ensuring other daily priorities continue to be met.

Human Resources:

- *Interim Chief of Police*: The recruitment process for the permanent Chief of Police is currently underway. We have extended the closing date for applications to December 2. Interviews are anticipated to occur in mid-December.

Fire Department:

- *Riverview Drive Community Meeting*: On October 13th, Battalion Chief Jelle, Captain Murphy, Engineer Hooten, and Firefighter Steil attended a community meeting at 5 p.m. on Riverview Drive. Chief Jelle presented to 40 residents about the importance of maintaining defensible space and home hardening. Tim Monroe and Kathy Baxter from the Greater Auburn Area Fire Safe Council were also in attendance to provide additional resources and support to Riverview residents in achieving Firewise Community recognition.

- *ARD's Annual Auburn Harvest Festival:* The Auburn Fire Department attended ARD's Annual Auburn Harvest Festival on October 19th. Battalion Chief Jelle and Captain Murphy kicked off the event by coordinating the landing of a CALSTAR helicopter on James Field. Throughout the event, A-Shift interacted with community members, offering information about the department's services and safety efforts.
- *Skyridge School Jog-a-Thon:* A-Shift supported Skyridge School's Parent Teacher Club by attending their annual Jog-a-Thon fundraiser on October 25th. The students ran to raise funds to support the Spanish and Dance Clubs, STEAM and beautification projects, and to purchase supplies for both students and teachers. The Auburn Fire Department's presence added excitement and energy to the event.
- *Engineer Dalton Hooten's Departure:* Engineer Dalton Hooten left the City of Auburn Fire Department on October 27th to join the City of Petaluma Fire Department as a Firefighter. Dalton began his career with Auburn Fire in 2021 and was promoted to Engineer in 2022. During his time here, he demonstrated dedication to his role and to the community. We are grateful for his service and contributions to the department. As Dalton begins a new chapter in his fire service career, we wish him continued success and growth.

Public Works Department:

- *Annual Street Overlay Project Begins:* Last week, we began the 2024/2025 Annual Overlay Project, completing paving on Marion Way. This included four out of five residential driveway tie-ins, water diversion systems, and four of the five ADA ramp upgrades on Maidu Drive and Shirland Tract. Preparations, including edge grinding and core sampling, were also completed for paving on Maidu and Shirland, with paving expected to finish by Friday, November 1.
- *Sewer Line Work Upcoming:* Work is scheduled to begin Monday, October 28, on Reamer Street between Tuttle and High Streets to replace a damaged sewer line running above a storm drain. No environmental issues have been reported, and this proactive work aims to protect city waterways.
- *New Lift Station Fully Operational:* The new lift station at Diamond Ridge has been fully operational for a week without issues, with the project now in final stages. Remaining tasks include fence installation, replanting vegetation affected by water scarcity and extreme summer heat, and minor site preparation. A notice of completion is expected by year's end or early January.
- *Update on Highway 49 Roundabout Project:* The City of Auburn, Union Pacific and Caltrans continue to coordinate on an encroachment permit for sewer realignment associated with the SR 49 roundabout project. Union Pacific's Engineering Department is reviewing the latest submissions, and Auburn awaits feedback to complete the permit. City Staff knows that this has been a frustrating project, with seemingly needless delays. We will be reaching out again to Union Pacific to implore them to move the permitting process forward as quickly as possible.

A brief timeline of this permitting issue:

- **February - June:** Public Works initiated the permit process, with Caltrans assisting in addressing UP's design questions.
- **July - September:** UP requested adjustments to meet clearance, depth, and monitoring requirements. Revised plans and justifications were submitted.
- **October:** Auburn clarified alignment constraints due to existing utilities and proposed a meeting to address final concerns.

QUESTIONS? Please contact me at the phone number below or by email at srabe@auburn.ca.gov.

A handwritten signature in blue ink that reads "Sean Rabé".

Sean Rabé, City Manager