



## MEMORANDUM

<b>TO:</b>	Honorable Mayor and Members of the City Council
<b>FROM:</b>	Sean Rabé, City Manager
<b>DATE:</b>	March 24, 2025
<b>SUBJECT:</b>	City Manager Report for March 24th 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:**

- *City Council's Budget Reduction Direction Met Early:* As Council knows, the City Council received a mid-year budget update at the February 24 City Council meeting. As Council heard, we are projecting to have a \$450,000 surplus for the end of the fiscal year – this after two years of \$1.2 million deficits and a previously identified structural deficit of about \$800,000.

This surplus was created through the hard work of ALL City Staff, and direction from the City Council through the declaration of a fiscal emergency in October. In fact, the City has met the Council's direction to cut 10 percent or \$1.15 million of personnel costs earlier than the end of the fiscal year – through attrition, and without any layoffs.

In addition, two of the Auburn Police Department's staff members are coming back to the Department after a short time away, helping to bolster the staffing at the Department. I'm pleased to see both a Police Officer and a Dispatcher coming back to Auburn.

- *Canyons Race Coming Up:* Staff met with the organizers of the UTMB Canyons Race this past week, to go over last minute logistics before the race on the weekend of April 25-26. This iconic 100-mile race takes place through parts of the Western States Trail, with a start and finish in Central Square. We're looking forward to hosting the thousands of visitors in town and many thousands more through the livestream of this amazing event!

### **Police Department:**

- On March 9, 2025, Auburn PD Officer Collins conducted a traffic stop for California Vehicle Code violations, leading to the arrest of 41-year-old Travis Mack of South Carolina. During the stop, Mack informed Officer Collins that he

was in possession of a "small amount" of marijuana. However, further investigation revealed 21 bags—far exceeding legal personal possession limits. Additionally, Officer Collins discovered nearly 1,000 counterfeit Adderall pills, which presumptively tested positive for methamphetamine. Evidence suggests Mack intended to transport these substances across state lines. Instead, his travel plans have been indefinitely postponed, with his final destination being the Placer County Jail, where he is being held without bail. Auburn PD extends its gratitude to Officer Collins for his vigilance and dedication to keeping our community safe.

- After nearly three years of dedicated service, Bryce is transitioning to a new role as a Deputy Sheriff with the Yuba County Sheriff's Office. Bryce has made invaluable contributions throughout his tenure with our department, particularly in DUI enforcement. He has been recognized with the MADD Award twice for consistently arresting at least 25 DUI offenders yearly. Additionally, Bryce earned the prestigious MADD "Rookie of the Year" award for his early and impactful contributions to public safety. Bryce's outstanding work in recovering stolen vehicles and arresting individuals involved in stolen car incidents earned him the 10851 (Stolen Vehicle) Award three times. Bryce was also awarded the Life Saving Award at PLEA for his bravery and decisive actions during a critical incident. We are incredibly proud of Bryce's accomplishments and confident he will continue to make a meaningful impact in his new role.
- The St. Patrick's Day Parade was a success! A huge thank you to the Auburn Police Department team for their dedication and hard work—rain or shine, you showed up for the community! We also appreciate everyone who attended and participated, making the event so special despite the weather. Your spirit and enthusiasm kept the celebration alive!

#### **Planning/Economic Department:**

- *City's Permit System Goes Live:* After three years of dedicated effort, the City is proud to announce the successful launch of its new online permit system. This system marks an advancement, transitioning from traditional paper-based permitting to a digital platform. Citizens can now apply for permits online, streamlining the process and increasing accessibility. The new system allows for secure online payment processing. City staff will continue to be readily available to assist with any questions, address concerns, and provide guidance throughout the permitting process.
- *Going Digital:* Building permit files are now fully digitized, marking a significant step forward in improving operational efficiency. Utilizing existing City resources, Shari Harris has spent numerous hours scanning years' worth of building permit files into the database.

The digitized database will streamline internal processes by eliminating the need for staff to manually search through physical file cabinets and paper records. With the new system in place, information can be easily queried and retrieved, even when detailed information may be lacking or when access to a specific file is not immediately available. This will significantly reduce time spent on manual searches, improving overall productivity.

A special thank you is extended to Shari Harris for her commitment to this project.

#### **Finance Department:**

- *Guiding the financial way:* The Finance Department has been involved in supporting a variety of City activities over the past couple of weeks. Such as, presenting the mid-year financial presentation to labor groups and fielding their questions, participating in the financial analysis of the energy savings capital project endeavor, helping department staff with the preparation of their upcoming budget submissions, various payroll analyses, going live with TOT collections via the City's vendor, HdL Companies, and much more. Heading into the Spring and Summer of 2025, in addition to continuing to deliver to City Council the quarterly financial updates, and the FY 2025-26 proposed and final budget, the Finance Department will be evaluating greater efficiencies. This includes, but is not limited to, furthering the concept of outsourcing business license administration to HdL Companies, and furthering a look at pre-funding options for retirement and OPEB specific to setting up a 115 Irrevocable Trust through PARS (a public agency retirement services company). Stay tuned for more information as the Finance Department continues to pursue mechanisms that guide the City's financial stability.

#### **Fire Department:**

- *Auburn Fire Department – Supports the St. Patrick's Day Parade:* On March 17th, Battalion Chief McCarthy, Captain Rendon, Engineer Rea, and Firefighter Steil, along with multiple Auburn Hook and Ladder Company #1 members, participated in the annual St. Patrick's Day Parade. The weather did not provide ideal conditions, but dedicated participants braved the cold and rain to support this long-standing community event.
- *Auburn Fire Department – Responds to an Electrical Service Dig In:* On March 18th, at approximately 11:15am, the Auburn Fire Department responded to a reported electrical hazard on Maidu Drive near Canyon Creek Drive. Upon arrival, Captain Croft found contractors working on the Canyon Creek development had struck an underground electrical service with an excavator, starting a small fire that was extinguished before Auburn Fire arrived. Captain Croft and Engine 1282 worked with the project foreman to secure the area and coordinated with PG&E to ensure the site was safe. No injuries were reported.

This incident is an important reminder to call 811 before digging to prevent damage to underground utilities.

- ***Auburn Fire Department – Firewise Community Presentation:*** On March 20th, Chief D'Ambrogi presented to the newly formed Riverview Firewise Community at the Canyon View Community Center. The event was attended by approximately 30 residents. Chief D'Ambrogi's presentation emphasized the importance of creating and maintaining the 0-5' Zone (Zone 0) around homes to reduce wildfire risk. Other topics included home hardening measures and wildfire evacuation preparedness.

#### **Public Works Department:**

- Last week, Public Works staff successfully completed work on the Depoe Bay parking lot, finishing just in time before next week's expected rain. We plan to address the rutting in the turn pocket at the corner of High Street and Elm Avenue after the next round of incoming storms.
- After extensive discussions between PCWA, the State Water Board, and City staff, the Aeolia sewer line project is officially out for bid.
- In less exciting—yet all-too-common—news, UPRR has returned with two additional clarification questions regarding the Borland Avenue roundabout project. Staff and Caltrans aim to address these by the end of the week. While it may not seem like major progress, it keeps us on track to complete the project within the current timeline.
- Last week, Public Works staff sent out community-wide notices identifying areas where tree trimming is needed to prevent interference with street sweepers and larger equipment such as fire engines and Vac-Con wastewater cleaning vehicles. We kindly ask residents to do their part in maintaining Auburn's infrastructure and protecting both public equipment and services.

#### **Human Resources Department:**

- Every month, we love to celebrate the incredible individuals who've reached another milestone in their service with the City of Auburn. Your commitment and hard work help shape our community, and we're so grateful for all you do! A big round of applause for our March work anniversaries!

-  Linda Steinle – 19 years
-  Lucas Rogers – 19 years
-  Dell Whiting – 8 years
-  Chris Sanschagrin – 7 years
-  Lee Hoffman – 4 years

-  Natalie Hampton – 4 years
-  Elijah Keim – 3 years
-  Kathleen Denton-Williamson – 3 years
-  Matthew Christie-Shingler – 2 years
-  Zachary Hopping – 2 years
-  Jarod Collins – 2 years
-  Gretchen Johnson – 1 year

Thank you all for your continued contributions to the City of Auburn — you make it a better place every day!

QUESTIONS? Please contact me at the phone number below or by email at [srabe@auburn.ca.gov](mailto:srabe@auburn.ca.gov).



Sean Rabé, City Manager