



## MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sean Rabé, City Manager  
**DATE:** June 23, 2025  
**SUBJECT:** City Manager Report for June 23<sup>rd</sup> 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:**

- *SACOG Managers' Meeting*

Last week I attended the monthly Sacramento Area Council of Governments Managers' meeting, where the City Managers and County Executive Officers come together to discuss various items of interest to all of the SACOG member agencies. Last week included a discussion about economic development throughout the region, featuring Barry Broom from the Greater Sacramento Economic Council (GSEC) and the Economic Development Directors for Elk Grove, Citrus Heights, Roseville and Yuba County. It was an interesting look into how economic development isn't a one-size-fits all approach and, while all of these jurisdictions are very different, they all have some similar issues they are working through. Including vacant properties that negatively impact their commercial areas.

### **Planning & Building Department:**

- *Short-Term Rental Ordinance*

At its June 17 meeting, the Planning Commission reviewed a proposed amendment to the Short-Term Rental (STR) ordinance, which would allow STRs in the Central Commercial District (C-2). The amendment aims to strike a balance between preserving the district's primary commercial function and enabling flexible, visitor-serving uses that enhance vibrancy and support local businesses. The Commission voted to recommend that the City Council adopt the amendment as presented. Staff anticipate bringing the ordinance to Council for a first reading in July.

- *Tyler Permitting Software*

The department is still getting used to Tyler—what we like to call “The Hub.” Since going live just a short four months ago, we’ve been working through the usual quirks that come with learning any new software. That said, we’re starting to get the hang of it. A big thank you to the contractors and homeowners as well, who have been adapting to the new system and learning how to apply for and submit documents electronically. Transitioning from paper to digital isn’t easy, and their efforts are appreciated!

- *New Commercial Building Permits*

The department has received several new building permit applications and improvement plans over the past few weeks, including proposals for an urgent care clinic, a new mercado, and an auto repair shop. We’re staying busy reviewing these applications and working to get them across the finish line during the peak construction season!

### **Finance Department:**

- *FY 2025-26 Budget Adoption:*

The City’s FY 2025-26 Final Budget being recommended for adoption to City Council on June 23, 2025 is \$37,105,709. The citywide budget at its highest categorized level consists of \$15 million in personnel costs (40% of budget), \$11 million in operating costs (30% of budget), \$8 million in capital costs (21% of budget), \$3 million in debt payments (7% of budget), and \$500k in internal transfers (2% of budget). The budget is balanced with revenues from taxes of \$15 million, fees for services of \$8 million, State / Federal agencies of \$5 million, use of one-time reserves of \$5 million, leases and rentals of \$2 million, franchise fees of \$1 million, internal transfers of \$600k, licenses and permits of \$600k, miscellaneous revenues of \$500k, and fines of \$64k.

The budget includes the use of one-time reserves for pavement repairs at the airport, and ongoing rehabilitation projects for the City’s sewer system. Overall, department budgets, including the City’s committees and commissions, are being allocated at the reduced levels set in the prior year to ensure the City’s fiscal condition doesn’t return to deficit status.

Knowing the City’s largest discretionary revenue source is sales tax and generated primarily through the taxes received from fuel sales, the City is moving forward with plans to diversify its revenue sources over the long term. Among the list of priorities heading into FY 2025-26, include pursuing a boutique hotel within City limits, furthering steps towards annexation, implementing the components of the updated general plan, entertaining a cannabis ordinance, and making strides in new business attraction by highlighting the incredible opportunities that Auburn has to offer. As the final

budget takes hold for FY 2025-26, City leadership and staff continue to do more with less and capitalize on opportunities with the biggest bang for our buck.

- Accomplishments & Goals: Finance continues to improve existing processes and recently implemented long overdue fraud protections and increased interest earnings for the City's bank accounts. There are many goals and objectives to be accomplished over the next year and beyond, such as writing procedures, strengthening policies, and reconciling funds. The vision with the additional ½ full time employee for Finance is to enable the finance director and finance analyst to share in more of the responsibilities on a lengthy to-do list.

### **Police Department:**

- Special Olympics

The Auburn Police Department recently participated in two impactful events in support of the Special Olympics of Northern California: Tip-A-Cop and the Law Enforcement Torch Run.

On June 17th, officers traded in their uniforms for aprons at The Station Public House, serving meals and raising funds at our annual Tip-A-Cop event. The evening was filled with community spirit, laughter, and generosity, with all tips going directly to support Special Olympics athletes.

The following evening, our department proudly carried the Torch of Hope through the streets of Auburn as part of the Law Enforcement Torch Run. Officers, staff, and even a few local athletes ran side by side to promote inclusion and raise awareness for individuals with intellectual disabilities.

Both events showcased the power of partnership between law enforcement and our community. We are proud to be part of a city that continues to show up, cheer loud, and give back.

- Fireworks are banned in the City of Auburn.

As we approach the 4th of July, please remember that all fireworks — including those labeled "safe and sane" — are prohibited within city limits. Help us keep our community safe and fire-free this summer. If you see fireworks being used, please report it to Auburn Police Department's non-emergency line at (530) 823-4234 .

- Law Enforcement Unified Command Training:

Officers from Auburn Police Department participated in the first Unified Command training alongside Placer County Sheriff's Office, Rocklin PD, Roseville PD, and Lincoln PD.

This joint training is designed to strengthen interagency collaboration and communication during critical incidents, ensuring a more coordinated and effective response when it matters most.

- *Auburn Police Department awarded another DUI Grant*

We're pleased to announce that Auburn Police Department has been approved for another year of DUI grant funding for the upcoming fiscal year.

This continued support will allow us to enhance traffic safety efforts through DUI enforcement operations, public education, and awareness campaigns aimed at reducing impaired driving in our community.

## **Fire Department:**

- *Hook and Ladder Co. #1 History Presentation*

On June 14th, members of the Auburn Fire Department and Auburn Hook and Ladder Co. #1 supported Carol Cramer and April McDonald during their quarterly presentation in the Rose Room. The presentation focused on the history of Auburn Hook and Ladder Co. #1 and the Auburn Fire Department. Carol and April shared highlights of significant fires in Auburn's past and introduced a book they are currently working on that chronicles the department's history. The presentation also discussed Lafayette Burns, the first Auburn Fire Department member to die in the line of duty. Auburn Hook and Ladder Co. #1 Foreman Erik Croft spoke briefly about the company's history and mission. The event was well attended, with five active firefighters and eight retired firefighters present.

- *Rotary Avenues of Service Award*

On June 17th, Chief Rogers was invited by Carolyn Metzker to attend the Rotary Club of Auburn's monthly meeting at the Auburn Elks Lodge. The occasion was to present the annual Avenues of Service – Vocational Service Award to Administrative Volunteer and Rotary Club member Jeff Mikles. Chief Rogers spoke about Jeff's significant contributions to the Auburn Fire Department, highlighting his dedication to managing the Baltimore Ravine Shaded Fuel Break Project and his commitment to researching new grant opportunities. Congratulations to Jeff on this well-deserved recognition!

- *Local Hazard Mitigation Plan*

On June 18th, Chief Rogers participated in the planning partner kickoff meeting for the five-year update to the Placer County Local Hazard Mitigation Plan (LHMP). The meeting provided an overview of the planning and data collection process and outlined the responsibilities and deliverables for participating local governments. Participation in the LHMP update will require input from multiple City departments. Having a current and approved LHMP is essential, as it ensures both Placer County and the City of Auburn remain eligible for FEMA grant funding. This is one of two major planning processes the City of Auburn will participate in. The second is the update of the Community Wildfire Protection Plan, which is scheduled to begin later in 2025.

## Public Works Department:

- Street work update

Our Public Works team is putting the finishing touches on this year's surface-treatment package and plans to bring it to Council in the next couple of weeks for the green light to advertise. We're switching things up a bit going out to bid in early summer and aiming for a fall construction start because we've been getting better asphalt prices that way.

- LCTOP funding news

As we prep the FY 24-25 Low Carbon Transit Operations Program request, here's the latest: the Governor's May Revise proposed hitting pause on several Cap-and-Trade transit set-asides (including LCTOP, AHSC, TIRCP, etc.) from 2025-26 through 2028-29. Thanks to a big push from transit agencies and advocates, the Legislature's \$325 billion budget keeps those dollars intact for now. We'll need to stay loud to make sure transit keeps its slice in future Cap-and-Trade talks.

- Regional transit plan

The Western Placer County Short-Range Transit Plan the roadmap for tightening coordination among Auburn Transit, Placer County Transit, and Roseville Transit is done. It layers on the earlier Comprehensive Operational Analyses, lays out service tweaks, capital projects, and coordination roles (with WPCTSA lending support), and covers the next five years. Look for a staff report and adoption request at Council in early July.

## City Clerk:

- Lights, Camera, Action!

The long-awaited audio/video upgrade in the Council Chambers is officially underway! Wiring begins this Wednesday, followed by installation of brand-new equipment over the next two weeks. This project is funded through ARPA dollars as part of the FY 2024-25 budget—improving public access and modernizing our meeting technology.

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