



MEMORANDUM

TO:	Honorable Mayor and Members of the City Council
FROM:	Sean Rabé, City Manager
DATE:	July 14, 2025
SUBJECT:	City Manager Report for July 14 th 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:

- *Tevis Cup Features Local Riders*

The 69th annual Tevis Cup 100-mile endurance ride was held this past weekend. The overall winner of the race was Heather Reynolds riding Sonic, while her husband, Jeremy Reynolds, was declared second with his horse Treasure. The couple crossed the finish line together, holding hands.

This year's Tevis Cup featured several Auburn riders including Kendall Groth (junior rider), Estelle Maxwell, Matt Scribner, Kelly Dears and Nicole Werz.

- *Caltrans Roundabout Update*

Last week I sent a letter to Union Pacific regarding the lack of movement on the City's sewer line relocation encroachment permit. That sewer line relocation is part of the Borland and Highway 49 round about project.

Our initial permit was submitted to UP back in February 2024. Since then we have had multiple rounds of reviews and comments, with no real movement toward the issuance of the permit. My letter to UP was spurred by their most recent email to the Public Works Director stating they have reached out to their Engineering Group for an update and due to conflicting property ownership information our application has been escalated to management for review. Obviously the lack of movement is frustrating to both the City and to Caltrans. If we don't hear anything back shortly from UP, Caltrans will proceed with the project and we will worry about moving the sewer line later.

Planning & Building Department:

- *Big Changes for Accessory Dwelling Units (ADUs) in 2025*

Have you heard about the new changes to state regulations on Accessory Dwelling Units (ADUs)? As of January 1, 2025, the California Department of Housing and Community Development (HCD) now allows:

- **Up to two Detached ADUs** on lots with a *proposed* multifamily dwelling.
- **Up to eight Detached ADUs** on lots with an *existing* multifamily dwelling—provided this number does not exceed the number of existing units on the lot.

The Building & Planning Department has received several inquiries, and, to date, two applications have been submitted for multiple ADUs in the R-3 (Multifamily Dwelling) District, signaling early interest in this expanded housing opportunity.

Finance Department:

- *Happy Fiscal New Year*

As the Finance Department celebrates a Happy New Fiscal-Year, FY 2025-26, staff have immediately entered the crunch time associated with closing the prior fiscal year, FY 2024-25, that ended June 30th. One of the criteria for a successful audit is to ensure all services that were received prior to June 30th are billed, paid, or other accrued as an expense. Same is true for any revenues earned but not yet received. To achieve this, Finance staff work closely with all departments to obtain, share information, and post transactions. At the same time, year-end activities include gathering annual totals in support of multiple required reports to external entities, posting transactions to allocate shared costs, and other transactions required in preparation of the Annual Comprehensive Financial Report (ACFR).

- *Payroll Processing*

Finance is also supporting our Human Resources department to process the payroll adjustments being entered in response to the personnel changes that City Council approved with the FY 2025-26 budget (e.g. 3% COLA, reclassifications, etc.). The first payroll to include the changes must be finalized by Wednesday of this week in order to pay our employees accurately. Attention to detail and software configuration expertise is critical to this process and staff are taking the extra time and care necessary to achieve the desired results.

Police Department:

- *Nation Night Out Coming Up!*

National Night Out is happening on Tuesday, August 5th, and we'd love for you to join us! If you or your business is interested in participating, hosting a booth, or being part of this fun community event, please reach out to the police department—we'd be happy to have you involved!

- *Fourth of July Recap*

The Fourth of July celebration in Auburn was a success, with a fantastic parade and a safe, fun atmosphere throughout the day. We received just one fireworks-related call on the 4th, where an officer on-viewed a large fireworks box on fire on the train trestle over I-80. Thanks to his quick response, he was able to extinguish the fire before it spread. A second fireworks call came in on the 5th but turned out to be a non-issue. Thank you to everyone who helped make the holiday safe and enjoyable for our community!

- *Reginal Records Meeting Hosted*

Auburn PD recently hosted the regional Records meeting, bringing together records staff from agencies across the area to share updates, discuss best practices, and collaborate on common challenges. It was a great opportunity for networking and professional development, and we're proud to support continued growth and teamwork within our region.

Fire Department:

- *Auburn Fire Department – Aid Provided to Incidents in the American River Canyon*

As of July 9th, the Auburn Fire Department has provided aid to CAL FIRE/Placer County Fire for five incidents in the American River Canyon below the City of Auburn. These incidents included two small vegetation fires, a bicycle accident, a water rescue, and a medical aid for heat exhaustion. While these emergencies occurred outside Auburn's jurisdiction, the Fire Department reminds everyone to use caution while recreating in the canyon. This includes being mindful of where you park and drive, avoiding the use of open flames, wearing life vests and bicycle helmets, and carrying enough water to stay hydrated. If you observe anything unusual or unsafe, please call 911. Early reporting can save lives and help keep small fires from becoming large ones.

- *Auburn Fire Department – Local Hazard Mitigation Plan Update*

Placer County has officially begun the 2026 update to its Multi-Jurisdictional Hazard Mitigation Plan, a countywide effort to assess hazard risks,

vulnerabilities, and mitigation capabilities. As a participating agency, the City of Auburn has completed the first round of assignments for our jurisdictional annex. This included submitting hazard event worksheets, providing updated floodplain information, reporting on building permits, and identifying key local stakeholders to support the planning process. Visit the City's website for updates and additional details as we move through this important project. Special thanks to Planning, Community Development, Public Works, and the City Clerk's Office for their contributions to this planning process.

Public Works Department:

- *APD Solar Project Roof Work Update*

As Council is aware, one outstanding item remained before we could fully move forward with the recently awarded solar project, securing a quote for the necessary roof upgrades at the Auburn Police Department. On Wednesday, July 9th, we received three bids from local companies. The lowest bid came from MCM Roofing Company, Inc. at \$39,600, with the other two bids coming in significantly higher. Staff is moving forward with awarding the contract to MCM so that this work can proceed, and we are already taking steps to initiate the solar project with Foothill Electric.

- *City Hall Roof Work*

We also received a bid for the roof work needed at City Hall. The lowest bid came in at \$158,250, also from MCM Roofing Company. While we will not be moving forward with this work at this time, we are prioritizing this anticipated cost as necessary to complete it in the near future, as the repairs are critical to the continued operation and a necessary step as we aim to gradually enhance the building's efficiency.

Economic Development and Airport:

- *Two Grants Issued*

The City is proud to announce the award of Tenant Improvement Economic Assistance Grants (TIEAG) to Remedy Supply Co and The Vault, two exciting new businesses investing in the revitalization of Auburn's historic commercial districts. Funded by defederalized CDBG funds, the TIEAG program supports commercial property owners undertaking substantial tenant improvement projects in long-vacant properties in Old Town and Downtown. Both projects exceeded the \$100,000 threshold in tenant improvements and demonstrated a clear need for assistance to purchase equipment and items critical to their business operations.

- Old Town Co-Op

The Old Town co-ops in Auburn began as a way to revitalize the City's historic retail spaces and support local artisans. They've been popping up now in both Old Town and Downtown as they rotate each month from one district to the other and have been wildly successful in both locations. A new co-op is set to launch this Thursday, July 17, and with only a few more left this year, now's the time to check it out. More information can be found on the Explore Auburn CA website under Events/Calendar.

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