



## MEMORANDUM

<b>TO:</b>	Honorable Mayor and Members of the City Council
<b>FROM:</b>	Sean Rabé, City Manager
<b>DATE:</b>	December 8, 2025
<b>SUBJECT:</b>	City Manager Report for the December 8th 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:**

#### Learning As We Go, Parade of Lights Version

This past weekend was full of Christmas cheer with the annual Parade of Lights on Saturday. I was able to ride in one of the Transit Department's new electric vans, with Transit Manager Greg Bowen behind the wheel. This parade continues to grow and grow, with thousands of people lining Lincoln Way and High Street, all the way to (and including) the fairgrounds. It was, as always, a wonderful event.

That said, as outlined in the Police Department's report below, the huge success of the event also brings its own problems – one of those being chairs lining the sidewalks more than five days ahead of the event. We will be looking to implement changes to prevent that from happening again.

#### Sign Misspellings Noticed

It was brought to my attention over the weekend that one of our new signs has a misspelling in it. It is disappointing to have this pointed out by members of the public but, rest assured, we will be removing the sign and replacing it as soon as the sign company can make us a correctly-spelled version.

### **Police Department:**

#### Festival of Lights – A Wonderful Success!

Thank you to everyone who joined us for this year's Festival of Lights Parade. What appeared to be one of our strongest turnouts yet made the evening truly special. The community spirit, incredible displays, and smiling families lining the streets created a festive atmosphere that we are proud to be a part of each year. We also appreciate the feedback received regarding Gum Lane and seating along the parade route. We hear your concerns and will be working on a proper solution to improve safety and access for next year's event. Thank you again to all participants, volunteers, city staff, and community

members who helped make this year's parade such a success. We look forward to making next year even better!

#### Hometown Heroes

Thank you to the students and staff of EV Cain for hosting the Hometown Heroes event. Your support, creativity, and kindness truly made us feel appreciated and welcomed. The Auburn PD is grateful for the opportunity to be part of such a meaningful celebration and to connect with so many wonderful students and educators. Thank you again for honoring local first responders and for making the event so special.

#### December PD Patches Are Now Available!

Our special December patches are officially here! This month's awareness patches support MADD and Shop With a Cop, with all donations benefiting meaningful programs in our community. Each patch is available for a \$10 donation, and supplies are limited, so grab yours while they last! Thank you for supporting these important causes and for continuing to make a difference during the holiday season.

#### **Planning Department:**

State Theatre Renovations – Staff received an application to renovate and modernize the historic State Theatre. Over the years, the theatre has undergone several improvements, including repairs following the 2023 ceiling collapse. Staff are currently reviewing the application, scope of work, and plans, and evaluating the next steps in accordance with historic building guidelines.

Construction projects wrapping up as we approach the end of the year. Renovations at the PG&E facility on Sacramento Street are nearing completion. In the Canyon Creek Subdivision, the last two homes are preparing for their final building inspections. *The Vault* is undergoing its Fire review and on-site inspection today. In addition, a number of small commercial tenant improvement projects are finishing up and are expected to open in the coming weeks.

#### **Economic Development:**

Country Christmas - Old Town Auburn is gearing up for its beloved Country Christmas festivities, happening this year on December 13th and 20th. The historic district will transform into a holiday marketplace filled with vendors, live entertainment, festive décor, and a visit from Santa himself. Thanks to the new Old Town Entertainment Zone, adults can also enjoy seasonal as well as their regular favorite libations as they stroll through the event.

#### **Finance Department:**

Status of FY 2024-25 Audit – Finance staff continue to support the upcoming publication of the Annual Comprehensive Financial Report (ACFR) for the fiscal year that ended 2024-25. The audit (that determines the outcome of the report) could be defined as having a double-edged sword, having both positive and negative results this year. The positive outcomes

include the finance team successfully cleaning up (non-cash) accounting transactions that were partially or incorrectly posted in prior FY 2022-23 and FY 2023-24. This continual clean-up of the past further strengthens our financial reporting accuracy and helps to identify which procedures should be written to aid the finance staff of the future. An example of this is the recent Grant Management Policy recommended and approved by City Council on September 22, 2025. Unfortunately, though still rather benign, the negative outcomes associated with the clean-up is the external auditor's focus on what "should have happened during the correct period" versus what was corrected. This is especially true when corrections are made after the fiscal year closed for which the errors occurred. Though the corrections were proper and necessary, if they are substantial enough, they triggered a restatement of prior year financial reports. When a restatement is necessary, it creates further need to audit a broader set of transactions in the current audit year to ensure the errors of the past were not repeated. All the good work of the finance team equates to more good work that is required. This can be difficult to explain in the publication and subsequent presentation of the ACFR to the public and Council members, so for now, the finance team is sharing the internal workings of the process to begin setting the stage.

Financial Policies – Finance has included two new administrative financial policies for the City Council's consideration at the December 8<sup>th</sup> meeting. A new Charge-Out-Rate Policy will provide a standardized costing approach that seeks reimbursement for services provided externally to the public that aren't otherwise charged (e.g. event services). The new policy creates billable rates by employee that include overhead and equipment degradation costs. A new Cost Allocation Policy will provide a standardized internal cost sharing model for non-general fund department's share in covering the general fund costs that are necessary for the business operations of the City. The public will not be impacted by this policy.

### **Fire Department:**

Santa Clause to Central Square – On November 29<sup>th</sup>, Battalion Chief Jelle, Captain Rendon, Engineer Rea, and Firefighter Sloan, along with Hook and Ladder Company #1 members Herb Yue, Matt Tribur, and Dave Davis, assisted with delivering Santa to Auburn's annual Christmas Tree Lighting Ceremony at Central Square. Despite a minor mechanical issue with the company's 1914 Buick, firefighters quickly adapted and pushed the historic engine down High Street to ensure Santa arrived right on time. The event was a success, and the vehicle was repaired while Santa met with local children and listened to their Christmas wishes.

Supports PHS/Sierra College Dual Enrollment Course – On December 1<sup>st</sup> and 3<sup>rd</sup>, Chiefs D'Ambrogio, Jelle, and Rogers conducted mock interviews at Placer High School for students enrolled in the Sierra College Fire Protection Organization course. This dual-enrollment program, exclusive to the Placer Union High School District, provides students with both high school and college credit while preparing them for future enrollment in regional fire academies. Many students were participating in a formal interview process for the first time. Department staff provided coaching and feedback to help them build confidence and

develop the skills needed for future opportunities. This partnership reflects the Auburn Fire Department's commitment to mentoring the next generation of fire service professionals.

Hometown Heroes Celebration – On December 6<sup>th</sup>, Captain Rendon, Engineer Rea, and Firefighter Sloan attended E.V. Cain School's annual Hometown Heroes Luncheon. This event honors local military veterans and public safety personnel for their dedication and service. The Auburn Fire Department is proud to participate each year and appreciates the opportunity to engage with our local students.

### **Public Works Department:**

Project update - The Public Works Department is working to close out the year and wrap up several long-standing projects. The Aeolia Sewer and Water Line Project is scheduled for completion on Friday, December 12<sup>th</sup>. Pavement preparation will take place Tuesday through Thursday, with paving planned for Friday as the forecast calls for favorable weather. The successful completion of this project is a testament to our residents, City Council, and staff, all of whom have remained committed to finding engineering solutions to long-standing challenges.

Looking ahead to 2026 - We have several important projects on the horizon. The reconstruction of the Canyon Court Lift Station is expected to begin in early spring, alongside the 2025/2026 Annual Surface Treatment Project, which is planned to occur concurrently. In addition, we are actively pursuing grant funding to further support and enhance our on-demand transit program, specifically by reducing fares, and in many cases eliminating them entirely for a period. This is aimed at helping educate the public about the program's availability and capacity.

### **Human Resources:**

#### December Work Anniversaries

We appreciate your dedication, passion, and hard work in strengthening our community and inspiring those around you.

This December, we recognize these outstanding employees for reaching their milestones:

**Amy Lind**– 16 years of service

**Kristie Jewell**– 6 years of service

**Shaun Maruscsak** – 6 years of service

**Rachel Bumpass** – 5 years of service

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

### Current Job Opportunities

- **Police Officer** – Ongoing (Lateral/Academy Graduate)
- **Bus Driver I** – Ongoing (Part-time)
- **Police Officer Reserve – Level I** – Ongoing (Part-time)

### **City Clerk:**

#### Arts Reception

The Auburn Arts Commission is hosting an art reception at the City Hall Gallery (1225 Lincoln Way) on Wednesday, December 10th from 5:30–7:30 p.m., featuring oil painter Patrick Shields. The exhibit runs December 3rd–January 29th. Patrick Shields, a longtime California artist with roots in the Entertainment Industry, creates oil paintings centered on the theme of freedom. His work reflects a passion for breaking convention while honoring the craft of fine art and has been featured in numerous galleries and public art shows.

#### City Hall Holiday Closure

City Hall will be closed from Christmas Eve through New Year's Day. This brief annual closure allows employees to use their vacation time and enjoy additional time with their families during the holiday season.

#### City Council Schedule

City Council goes dark through the holidays, next meeting is January 12<sup>th</sup>, **2026!**

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

A handwritten signature in blue ink that reads "Sean Rabé". The signature is stylized, with the first name "Sean" and the last name "Rabé" written in a cursive-like font. There is a horizontal line at the end of the signature.

Sean Rabé, City Manager