



## MEMORANDUM

<b>TO:</b>	Honorable Mayor and Members of the City Council
<b>FROM:</b>	Sean Rabé, City Manager
<b>DATE:</b>	January 26, 2026
<b>SUBJECT:</b>	City Manager Report for the January 26 <sup>th</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:**

The Auburn Area Chamber of Commerce held its annual Installation Dinner and Awards Ceremony this past Friday, with Auburn Recreation District's Manouch Shirvanioun sworn in as President for 2026.

- Rising Star Award: Chris Haupt, Two Ass Brewing Co.
- Best Local Event: Faith & Fantasy Ball, by Friends of Auburn Faith
- Volunteer of the Year: Peggy Seitzinger, Roper's Jewelry
- Best Non-Profit: Friends of the Library, Bob & Stephanie Snyder
- New Entrepreneur Award: Astrid Withrow, Tesla Healing and Wellness
- CEO's Chamber Award: Eric Chun
- President's Award: Rosie Joe Hernberger
- Lifetime Achievement: Bruce Cosgrove

These types of events really showcase what makes this community as special as it is. Acknowledging the people who are putting their hearts and souls into Auburn is so important – thank you all for your work!

### **Planning Department:**

At its January 20, 2026, meeting, the Historic Design Review Commission approved improvements to the Auburn State Theatre. The applicant has since submitted a building permit application and is hopeful to begin construction this spring. Planned improvements include new exterior painting, the addition of a 1,200-square-foot green room, and various interior upgrades.

During this same meeting, the Planning Commission approved the improvements to the Fairgate Carwash at 205 Fairgate Street. Two new RV wash bays along with site

improvements. This project is intended to better serve Auburn's growing recreational vehicle use, as well as public safety vehicles.

### **Economic Development:**

Restaurant Josephine is a true Auburn success story. The restaurant was founded in partnership with the City, which provided a Community Development Block Grant (CDBG) to help the business get started. Today, Restaurant Josephine has become a favorite in town, known for its French-inspired cuisine and charming atmosphere. People literally line up at the door each night hoping to get. This is not an exaggeration. They are located directly across the street from City Hall so we can see the lines each night.

It's especially exciting to share that Josephine's owners and chefs, Courtney McDonald and Eric Alexander, have been recognized as semifinalists for the James Beard Award for Best Chef: California. Congratulations to the Josephine team on this well-deserved honor. We're holding high hopes that you'll take home the award, Auburn is lucky to have you.

### **Finance Department:**

#### Business License News

The Finance Department not only assists the public with issuing and renewing business licenses, but we also play a role in supporting our Code Enforcement Team at the Police Department by issuing letters of non-compliance. Last week, the Finance team mailed over 80 non-compliance letters to potential businesses that could be operating without a business license. Some of these businesses may have been closed and the owners did not notify the City to inactivate their license, however, some businesses are open and subject to penalty for failing to maintain a valid license. All businesses providing services within the City limits are subject to the City of Auburn Municipal Code 33.002 requiring a valid business license. Violations of this code could be subject to penalties and interest of up to **\$1,000 per day!** Businesses receiving these letters should get in touch with the Finance Department right away to resolve the matter regardless of the status of their business.

#### Upcoming Financial Presentations

The City's independent external auditors will present an overview of the FY 2024-25 Annual Comprehensive Financial Report (ACFR) at the February 9, 2026 City Council meeting. The FY 2024-25 audit is now complete with some positive outcomes that have expedited prior year accounting clean-up and put laser focus on the financial procedures to implement to stay in compliance with new GASB standards.

On February 23, 2026, the Finance Department will present the FY 2025-26 Mid-Year Financial Update to the City Council for the ongoing commitment to remain fiscally transparent. In addition, the City's financial advisors, NHA Advisors, will be partnering with finance staff to deliver information on the status and recommended funding options for the City's unfunded pension liability.

## **Fire Department:**

### Sub-Joint Operations Agreement Implementation

On January 31<sup>st</sup>, the Sub-Joint Operations Agreement between the Auburn Fire Department and the Placer Hills Fire Protection District will be implemented. The agreement modifies the chief officer structure of both agencies to include two Assistant Fire Chiefs, one part-time Fire Marshal, one Division Chief of Fire Prevention, and three field Battalion Chiefs.

Operationally, the field Battalion Chiefs will be deployed from the Maidu Fire Station and will respond to incidents in Auburn, Placer Hills, Newcastle, and Penryn. The Assistant Fire Chiefs and Division Chief of Fire Prevention will support administrative functions, command-and-control responsibilities, and fire prevention activities, and will respond to significant incidents in support of field operations. Command staff from both agencies have worked collaboratively to ensure a smooth operational transition while maintaining continuity of service and support for line personnel.

### Assistant Fire Chief Promotion

Effective February 1<sup>st</sup>, Tony D'Ambrogi will assume the role of Assistant Fire Chief. Tony began his fire service career with the Auburn Fire Department as a volunteer/relief firefighter in September 2008 and has served the Fire Department continuously throughout his career. Tony has made significant contributions to the advancement of the organization, and his primary focus will be administrative oversight and ensuring the ongoing success of the Sub-Joint Operations Agreement.

## **Public Works Department:**

Over the next few days, work on Jordan Lane will continue as the final remaining portion of the Caltrans roundabout project. While work is underway, traffic will continue to move through the area. There are no full closures planned; however, there may be intermittent periods during the day when traffic control is required as vehicles and equipment enter and exit the site. Motorists should expect single-lane access with flaggers in place to maintain a continuous flow of traffic in and out of the canyon. This work is expected to take only a few days, after which the remaining residents on Jordan Lane will regain full access to their driveways.

The annual roadway rehabilitation project is now out to bid, with bids scheduled to be opened on February 2nd. This is exciting news, as it signals that our spring and summer projects are about to get underway.

We are also just a few days away from completing the dry rot repairs at the Auburn Police Department. While the repairs were more extensive than originally anticipated, combined with the new solar installations at both the Police Department and the Sacramento Street Fire Station, these improvements address long-standing issues and enhance the overall efficiency of our facilities.

## **Human Resources:**

### **Current Recruitments**

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

### **Did You Know?**

The City offers a free Employee Assistance Program (EAP) called Concern that's available to *all* City employees and their dependents. These confidential services are designed to support you through life's everyday challenges, both at work and at home.

Concern can help with:

- Short-term counseling
- Personal and work-life coaching
- Parent and parenting support
- Relationship guidance
- Legal referrals
- Money and financial coaching
- Childcare and adult family care resources
- Identity theft response
- Easy access through Concern's digital platform

### **◆ Learn More — Join Our Webinar!**

We're excited to offer a brief informational webinar where you can learn about the many resources available through the City of Auburn's EAP.

 Date: February 3, 2026

 Time: 9:00 a.m. – 9:30 a.m.

An email with additional details and the webinar link will be sent to employees this week!



[www.concernhealth.com](http://www.concernhealth.com)

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".

Sean Rabé, City Manager