



City Council Staff Report

Subject: Amendments to the Rocklin Municipal Code Related to the Budget Process

Date: March 24, 2026

Submitted By: Zonousia Lee, Budget Officer
Daniel Choe, Administrative Services Deputy Director

Department: Administrative Services - Finance

Recommendation:

Introduce, Waive the Full Reading and Read by Title Only, an Ordinance of the City Council of the City of Rocklin Amending Section 2.28.020, and Chapter 3.28 of the Rocklin Municipal Code Relating to the Preparation, Submission, and City Council's Adoption of the Budget.

Background:

Effective with Fiscal Year (FY) 2025/26, the City transitioned from an annual budget process to a biennial (two-year) budget process to further promote long-term fiscal planning, improve alignment with City Council's two-year strategic planning process, and enhance operational efficiency. On June 24, 2025, the City Council adopted a two-year budget for FY 2025/26 and FY 2026/27 (Resolution No. 2025-137), thereby replacing the prior annual budget framework.

At this time staff recommends amendments to the Rocklin Municipal Code (RMC) to address inconsistencies between the RMC and the updated budget process.

Chapter 2.28

Chapter 2.28, titled "Finance Director," establishes the City's responsibility to prepare and submit a proposed budget to the City Council on or before May 15 of each year. The key revision to Chapter 2.28 is as follows:

- Section 2.28.020: Amended the requirement for preparation and submission of the proposed budget to the City Council from "on or before the 15th day of May each year" to "on or before the 15th day of May of each odd-numbered year," consistent with the City's transition to a two-year budget cycle.

Chapter 3.28

Chapter 3.28, titled "Budget," establishes the procedures and authority governing the submission, review, and adoption of the City's operating budget and Capital Improvement Program (CIP).

The key revisions to Chapter 3.28 are as follows:

- Section 3.28.010: Removed references to an annual budget cycle and replaced them with references to a two-year budget cycle. This section also introduces requirements for a mid-cycle review to align with the City's two-year budget process.
- Sections 3.28.020 and 3.28.030: Removed in their entirety, as the provisions are already addressed under Section 3.28.010.
- Section 3.28.040: Renumbered to Section 3.28.020 and revised to replace public hearing provisions with budget workshops.
- Section 3.28.050: Renumbered to Section 3.28.030 and updated to provide for the adoption of a two fiscal year budget on or before June 30 of each odd-numbered year.
- Section 3.28.060: Renumbered to Section 3.28.040 and clarified to reflect the City Council's authority over budget appropriations, amendments, and revisions, as well as the City Manager's administrative responsibilities related to the budget.

Fiscal Impact:

There is no direct fiscal impact to the staff recommendation. The proposed changes do not introduce any modifications to the existing two-year operating and capital budgets.

ATTACHMENTS:

1. [Ordinance](#)
2. [Ordinance \(with redline changes\)](#)