



City Council Staff Report

Subject: Fiscal Year 2024/25 Third Quarter Reports: Financial, Building, Capital Improvement Program, and Strategic Plan Update

Date: June 10, 2025

Submitted By: Zonousia Lee, Budget Officer
Daniel Choe, Administrative Services Deputy Director
Andrew Keys, Assistant City Manager

Department: Administrative Services - Finance

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Accepting the Quarterly Financial Report for the Quarter Ended March 31, 2025, Amending the Fiscal Year 2024/25 Operating Budget.
- B. Receive the Quarterly Building Report and the Capital Improvement Program Progress Report for the Quarter Ended March 31, 2025.
- C. Receive an Update on the 2023-2025 Strategic Plan Regarding Progress Made on the Work Plan for the Quarter Ended March 31, 2025.

Background:

Fiscal Year (FY) 2024/25 Third Quarter Financial Report

The quarterly financial report provides an overview of the City of Rocklin's financial position as of March 2025. The City's departments and the Finance Division evaluate budget-to-actual performance to ensure fiscal stability, identify potential concerns, recommend necessary adjustments, and implement operational changes as required. This process ensures that the City remains financially sound while proactively addressing any emerging issues. The Quarterly Financial Report for the quarter ended March 31, 2025 is included as Exhibit A to the Resolution (Attachment 2).

Through this review, staff has identified necessary adjustments to the Fiscal Year (FY) 2024/25 Operating Budget to align budgetary requirements with contracts and actions previously approved by the City Council. Details are outlined in Exhibit B to the Resolution (Attachment 3).

Other Quarterly Reports

As part of this quarterly report, the Quarterly Building Report, previously submitted to City Council as a standalone item, is included as Attachment 4. The inclusion of this report in the Third Quarter Financial Report streamlines reporting by aligning building activity data with related revenue trends and financial performance indicators. For the third quarter, from

January through March of 2025, 706 permits were issued, and \$3.1 million in fees were charged.

Additionally, a Capital Improvement Program (CIP) Progress Report (Attachment 5) has been created to provide a status update of the CIP, and will be provided on a quarterly basis going forward.

2023-2025 Strategic Plan Update

On May 9, 2023, the City Council endorsed the 2023–2025 Strategic Plan and the accompanying Two-Year Work Plan. These documents were developed collaboratively by the City Council and City staff following a Strategic Planning Workshop held on March 22, 2023. The Strategic Plan is structured around five strategic outcomes, or “Pillars,” each supported by guiding directional statements that informed the development of the Work Plan.

The Two-Year Work Plan, which spans from July 1, 2023, through June 30, 2025, outlines specific projects and programs aligned with the strategic priorities identified by the City Council. These initiatives are considered key focus areas and are supported by dedicated resources to ensure meaningful progress throughout the duration of the plan.

The attached Strategic Plan Program Update (Attachment 6) summarizes progress made on the Work Plan from January through March 2025. It tracks staff-recommended and City Council-approved initiatives and highlights key advancements across all five strategic pillars.

City staff remain committed to implementing the Council’s strategic vision and continuing the progress toward a thriving, future-focused Rocklin.

Fiscal Impact:

There is no additional fiscal impact to the staff recommendation. Sufficient funds are available in their respective funds in FY 2024/25 Operating Budget to support the staff recommendations as reflected in Exhibit "B".

ATTACHMENTS:

1. Resolution
2. Resolution Exhibit A - FY2024/25 Third Quarter Financial Report
3. Resolution Exhibit B - Budget Amendments
4. Quarterly Building Report - January through March 2025
5. Capital Improvement Program Progress Report
6. Strategic Goals Matrix January through March 2025