



City Council Staff Report

Subject: Fiscal Year 2024/25 First Quarter: Financial Report, Budget and Position Adjustments, and Strategic Plan Update

Date: December 10, 2024

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Department: Administrative Services - Finance

Recommendation:

- A. Resolution of the City Council of the City of Rocklin Accepting the Quarterly Financial Report for the Quarter Ended September 30, 2024, Amending the Fiscal Year 2024/25 Operating Budget to Delete the Vacant Principal Management Analyst Position, Add the Assistant to the City Manager Position to the Management Unit Salary Schedule at Range 20, Adjust the Interfund Loan Amount for the Atherton Sewer Trunk Line Upsizing Project, and Adjust the Police Department Budget.
- B. Receive and File the 2023-2025 Strategic Plan Update.

Background:

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

The quarterly financial report provides an overview of the City of Rocklin's current financial position. The City departments and the Finance division evaluate budget-to-actual performance for fiscal soundness or potential issues requiring immediate actions, recommend any necessary mitigating plan, and make operational changes as required.

Through this review, staff has identified necessary adjustments to the Fiscal Year (FY) 2024/25 Operating Budget in order to align staffing and budgetary requirements. The Quarterly Financial Report for the quarter ended September 30, 2024 is included as Exhibit A to the Resolution (Attachment 2), budget amendments are included as Exhibit B to the Resolution (Attachment 3), and an amendment to the City of Rocklin Management Bargaining Unit Salary Schedule is included as Exhibit D to the Resolution (Attachment 4).

The recommended budget and position adjustment changes are as follows:

Administrative Services Department: (Net Cost: \$0)

On November 14, 2023, the City Council adopted Resolution No. 2023-176, approving various personnel updates. Among these updates was the establishment of one Senior Management Analyst (1.0 FTE) position and a 0.5 FTE Administrative Office Clerk position, funded by

reallocating resources from the vacant Principal Management Analyst (1.0 FTE) position. With the successful recruitment of these new positions, staff recommends deleting the vacant Principal Management Analyst allocation.

City Manager's Office: (Net Cost: \$0)

Staff recommends creating an Assistant to the City Manager (1.0 FTE) position to enhance operational capacity and address the growing demands of the City. Currently, the Assistant City Manager is balancing dual roles, which has become increasingly challenging due to the scope and complexity of managing the City Manager's Office. Adding this position will provide dedicated support, enabling more efficient oversight of key areas such as government relations, economic development, communications, and housing. This increased capacity will ensure the City Manager's Office can better serve the community, implement strategic initiatives, and advance the City's long-term goals. The anticipated cost for the position for the remainder of the year is \$94,500, which will be offset by operational savings in the FY 2024/25 Operating Budget, along with improvements in programs such as enhanced investment strategies coupled with other cost saving measures.

Additionally, this recommendation requires an update to the City of Rocklin Management Unit Salary Schedule to incorporate this classification, which will be placed at Range 20, with a salary range of \$110,524 to \$150,633.

Non-Departmental: (Net Cost: \$0)

In FY 2022/23, the City Council approved an interfund loan of \$1,098,000 from the General Fund (Resolution No. 2022-179), to fund the sewer trunk line upsizing project, with the understanding that future fee collections would be used to repay the loan. Accordingly, the FY 2024/25 budget included provisions for the loan repayment. However, with the approval of the purchase and sale agreement to acquire an additional sewer easement at 695 Menlo Drive adopted on October 22, 2024 (Resolution No. 2024-245), the loan repayment budget was redirected to support the easement purchase in the Whitney Ranch Trunk Sewer Project Fund (Fund 306). As a result, the corresponding General Fund revenue budget, which anticipated repayments from Fund 306, now requires adjustment.

To properly align the budget with these changes, staff recommends reducing both the revenue and expenditure budgets in the FY 2024/25 Operating Budget of the General Fund by \$25,000. This adjustment reflects the redirection of funds to Fund 306 and ensures consistency with the approved funding structure.

Police Department: (Net Cost: \$0)

The City is a member of the Northern California Cities Self Insurance Fund (NCCSIF), a Joint-Powers Authority pooling resources from local governments to manage and cover risks. NCCSIF allocates funds to the City for reimbursement of qualifying expenses; however, the City must initially cover these costs. Staff has identified \$55,150 in qualifying expenses. To facilitate these purchases and seek reimbursement from NCCSIF, an appropriation of \$55,200 to the Police Department's operating revenue and expenditure budget in the Traffic Safety/PD Grants Fund (Fund 244) is recommended.

2023-2025 Strategic Plan Update

On May 9, 2023, the City Council affirmed the outcomes of the 2023-2025 Strategic Plan and the associated 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 plan is centered around five strategic outcomes, or “Pillars,” each with guiding directional statements that inform and shape the development of the Two-Year Work Plan.

The Two-Year Work Plan, which covers the period from July 1, 2023, to June 30, 2025, outlines specific programs and project goals that align with the strategic priorities. These initiatives have been identified as key focus areas for staff, with resources allocated to drive progress over the next two years.

The attached Strategic Plan Program Update (Attachment 6) provides a detailed overview of the progress made on the Two-Year Work Plan items during the second and third quarters of Fiscal Year 2024/2025 (Q2 and Q3). This update tracks staff-recommended and City Council-approved initiatives and highlights the advancement of strategic outcomes under each of the five pillars.

The next quarterly update will cover progress for Q4 and will offer additional details on completed projects, upcoming initiatives, and any adjustments made to ensure alignment with the community’s needs and strategic objectives. The focus will remain on meeting the goals and milestones outlined in the Two-Year Work Plan through continued collaboration among City staff, City Council, and community stakeholders.

This update provides a snapshot of the work completed and ongoing efforts under the 2023-2025 Strategic Plan. Staff remain committed to achieving the strategic goals and advancing the City’s vision for the future as outlined in the plan.

Fiscal Impact:

Sufficient funds are available in their respective funds in the Fiscal Year 2024/25 Operating Budget to support the staff recommendations.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - FY 2024/25 First Quarter Financial Report](#)
3. [Resolution Exhibit B - Budget Amendments](#)
4. [Resolution Exhibit C - Management Salary Schedule](#)
5. [2023-2025 Strategic Plan Update](#)