



City Council Staff Report

Subject: Fiscal Year 2025/26 Third Quarter Reports: Financial, Building, Capital Improvement Program, and Strategic Plan Update and Position Allocation Change

Date: June 9, 2026

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Department: Administrative Services - Finance

Recommendation:

- A. Receive and File the Quarterly Finance Report, Quarterly Building Report and the Capital Improvement Program Progress Report for the Quarter Ended March 31, 2026.
- B. Receive a Progress Update on the 2025 - 2027 Strategic Plan's Action Plan.
- C. Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of One Payroll Administrator Position From the Administrative Services Department and the Addition of One Payroll Technician I/II Position To the Administrative Services Department.

Background:

Fiscal Year (FY) 2025/26 Third Quarter Financial Report

The quarterly financial report (Attachment 1) provides an overview of the City of Rocklin's current financial position as of March 2026. 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. During the quarterly financial review, staff did not identify any necessary budgetary adjustments to the FY 2025/26 Operating Budget, however, staff recommends an allocation change within the Administrative Services Department, as discussed below.

Building Permits and CIP Progress Reports

The Quarterly Building Report is included as Attachment 2, aligning building activity data with related revenue trends and financial performance indicators. From January through March of 2026, 606 permits were issued, and \$1.9 million in fees were charged.

The Capital Improvement Program (CIP) Progress Report is included as Attachment 3 and provides a quarterly status update on CIP projects and programs.

2025 - 2027 Strategic Plan Update

On August 12, 2025, the City Council affirmed the 2025 - 2027 Strategic Plan and the accompanying Work Plan. The Work Plan framework (Attachment 4) is designed to guide the strategic use of City resources and ensure alignment between Council priorities and the City's two-year budget cycle. This quarterly update highlights activities during the January 1, 2026 to March 31, 2026 period. Key efforts during this quarter are outlined in Attachment 4 and include the hiring and training of new firefighter recruits, advancing key housing initiatives through ongoing Affordable Housing Agreement negotiations with USA Properties for The Steven project, the successful launch of the SizeUp platform to provide enhanced tools and data to support local businesses. Staff also applied for a Placer Valley Tourism grant to support targeted improvements to the Quarry Park Amphitheater, aimed at expanding event capacity, increasing visitor activity, and supporting ongoing economic development.

In public safety, following the adoption of the Rocklin Unified School District e-bike policy in December 2025, Rocklin Police Department and RUSD began the enforcement phase in February 2026 across all K–8 campuses. Since implementation, the City has seen a significant reduction in collisions involving juveniles operating e-transportation, reflecting improved safety outcomes for students and families.

As the City progresses through the second year of the 2025 - 2027 Strategic Plan cycle, quarterly updates will continue to provide progress reports on both new and ongoing initiatives. City staff remain committed to carrying out the Council's strategic vision and ensuring Rocklin continues to build upon its foundation as a resilient, vibrant, livable, sustainable, and safe community.

Position Allocation Change

Staff recommends adding a 1.0 full-time equivalent (FTE) Payroll Technician I/II and deleting a 1.0 FTE Payroll Administrator position, based on a consultant assessment and analysis of workload distribution. The evaluation found that current payroll functions align more appropriately with the Payroll Technician classification. This change will better align staffing with operational needs and support efficient payroll service delivery. Staff recommends the City Council Adopt a Resolution approving the position change.

Fiscal Impact:

There is no direct fiscal impact associated with accepting these quarterly reports.

ATTACHMENTS:

1. [FY 2025/26 Third Quarter Financial Report](#)
2. [Community Development Department January through March 2026](#)
3. [Capital Improvement Program Progress Report](#)
4. [2025 - 2027 Q3 Strategic Plan Update](#)
5. [Resolution](#)