



City Council Staff Report

Subject: Quarterly Financial Report for the Quarter Ended March 31, 2023, and Amending the Fiscal Year 2022/23 Budget

Date: June 27, 2023

Submitted By: Andy Schiltz, Principal Management Analyst
Daniel Choe, Deputy Director of Administrative Services

Department: Administrative Services - Finance

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Accepting the Quarterly Financial Report for the Quarter Ended March 31, 2023, and Amending the Fiscal Year 2022/23 Budget.

Background:

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. The Quarterly Financial Report for the quarter ended March 31, 2023 is included as Exhibit A to the Resolution (Attachment 2).

As part of this review, staff has identified operational changes. On December 21, 2022, the Police Department was awarded an Officer Wellness and Mental Health Grant from the California Board of State and Community Corrections, in an amount to up to \$41,400 (Attachment 4). Staff recommends accepting the grant award and authorizing the City Manager to adjust the revenue and expenditure budgets in the Police Department in the Traffic Safety and Police Department Grants Fund (Fund 244). This adjustment is necessary to properly account for and administer the grant award.

The City received approximately \$7 million in funds from the American Rescue Plan Act (ARPA). The City Council has approved an ARPA Spending Plan, which encompasses various one-time grant programs such as small business and hotel support, restaurant assistance, non-profit assistance, mental health assistance, job training and student assistance, the Build Up Rocklin Small Business Program grant, and internal support projects. For each project identified, the staff presents the scope of recommended expenditures to the City Council, and then returns to the City Council for contract approval. Subsequently, staff returns to the City Council for a third time to appropriate expenditures and corresponding revenues. Staff recommends that the City Council authorize the City Manager or her designee

to approve all necessary financial transactions, budgets, and appropriations in accordance with the law and City policy. This authorization will enable the City Council's approved expenditures to be carried out without the need for a third presentation to the City Council by staff.

Additionally, the budget amendments previously approved by the City Council since the Fiscal Year 2022/23 quarter ended, December 31, 2022 are reflected in Exhibit B to the Resolution (Attachment 3).

Fiscal Impact:

Sufficient funds are available in their respective funds in the Fiscal Year 2022/23 Annual Budget to support the staff recommendation.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - FY 2022/23 3rd Quarter Financial Report](#)
3. [Resolution Exhibit B - Budget Amendments](#)
4. [BSCC Award Letter](#)