

Introduced by: City Manager Debra M. Irvin

**AN ORDINANCE APPROVING THE BUDGET OF THE CITY OF BERKELEY, MISSOURI, FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND CONCLUDING JUNE 30, 2022; APPROPRIATING THE SUMS THEREIN FOR THE PURPOSES AND OBJECTS THEREIN**

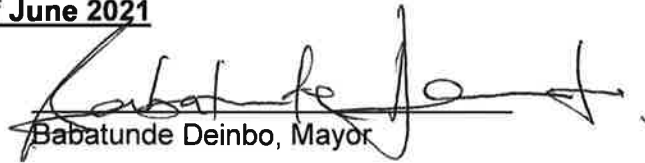
**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:**

- Section 1.** The budget of the City of Berkeley, Missouri for the fiscal year commencing July 1, 2021 and concluding June 30, 2022; as presented and attached hereto and made a part hereof as it more fully set forth herein, is hereby approved and such sums contained herein are hereby appropriated for the purposes and objects therein.
- Section 2.** This measure is deemed distinctly, the City Charter requires the Council to approve a budget, not later than the fourth (4<sup>th</sup>) day prior to commencement of this fiscal year.
- Section 3.** The budget summary will be attached and will be hereby incorporated herein and made a part of this ordinance.
- Section 4.** This Ordinance shall be in full force and effect from and after its passage.


1st Reading this 14<sup>th</sup> day of June 2021

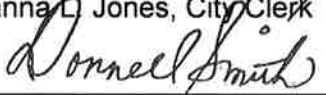
2nd Reading this 21<sup>st</sup> day of June 2021

3rd Reading, PASSED and APPROVED, this 21<sup>st</sup> day of June 2021



Babatunde Deinbo, Mayor

ATTEST:   
 \_\_\_\_\_  
 Deanna D. Jones, City Clerk

  
 \_\_\_\_\_  
 Donnell Smith, City Attorney

Final Roll Call:

Councilwoman Mitchell	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Williams	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Hoskins	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input checked="" type="checkbox"/>
Councilwoman Anthony	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilman Hindeleh	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman-at-Large Greene	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input checked="" type="checkbox"/>
Mayor Deinbo	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>



June 17, 2021

Honorable Babatunde Deinbo, Mayor and  
Honorable Members of the Berkeley City Council  
8425 Airport Road  
Berkeley, Missouri 63134

**Subject: Transmittal Letter for Fiscal Year 2022 Adopted Budget for the City of Berkeley**

**Honorable Mayor Deinbo and Honorable Members of the City Council:**

We are pleased to submit to you this presentation of the Budget for the City of Berkeley, for the period of July 1, 2021 through June 30, 2022.

This budget reflects a proposed revenue estimates that closely mirror the previous year along with our knowledge of revenues that are scheduled to be received during the Fiscal Year 2022. The proposed expenditure plan maintains the level of city services to the residents, addresses the need to remain financially stable in the year to come, and proposes expected expenditures that follow revenue changes. Because of COVID-19 pandemic, the city took action to cut all spring and summer events for 2021 and will plan as the need arises for the 2022 summer events.

We are confident this budget will serve as a useful tool for you, staff, and residents. It will not only provide a better understanding of the budget process but a coherent declaration of the City of Berkeley's priorities and budgetary allocations for Fiscal Year 2022.

### **Current Budget Situation**

The budget process is a challenging time for policy makers and for staff, alike. With the increasing demand for services and limitations on raising revenues, there is an on-going challenge to find ways to contain costs while, at the same time, meeting the needs of our residents.

Of all the challenges facing the city, none is more important than stabilizing operating revenues and expenditures. This will help maintain the City's ability to continue to provide the high level of services that our residents expect. We have worked hard to manage the cost of providing services as revenue sources are not increasing at the rate of the expenditures.

The Fiscal Year 2022 Adopted Budget contains revenues of approximately \$14.79 million and approximately \$14.61 million in citywide operating expenditures.



Fiscal Year 2022 revenues are projected slightly higher than 2021 fiscal year’s actual activity with the exception of \$580,507 in new funding for the City of Berkeley’s Ambulance. The 2022 revenue budget projections are partially predicated on the new state and local government guidelines for opening the economy back up.

All of the City’s Funds, with the exception of the General Fund, are considered “Restricted.” These revenues can only be spent on particular types of programs, activities and purchases for which they are established.

The City budget reflects the following Funds:

The General Fund, Park/Storm Water Fund, Capital Sales Tax Fund, Public Building Fund, Bond Sinking Fund, Police/Fire Pension Fund, Planning and Development Fund, Police Training Fund, Sewer Lateral Fund, Fire Equipment Fund, Ambulance Fund, Debt Service Rent Fund, Road & Bridge Fund, and Public Safety Fund.

**Fiscal Year 2022 General Fund Components**

The Fiscal Year 2022 General Fund is made up of several revenue sources which are shown below and compared with the prior Fiscal Year:

<b>GENERAL FUND</b>	<b>FY 2021 Budget</b>	<b>Percent of Total General Fund</b>	<b>FY 2022 Budget</b>	<b>Increase (Decrease) from Prior Year</b>
Property Taxes	1,886,500	20%	1,886,500	0
Franchise Fee Utility	2,425,000	25%	2,370,000	(55,000)
Sales Tax	1,730,000	20%	1,881,880	151,880
Licenses	1,882,060	21%	1,979,089	97,029
Permit	466,000	5%	490,355	24,355
Fines & Court Fees	144,480	2%	200,659	56,179
Interest and Investments	5,500	0%	6,761	1,261
Intergovernmental Revenue	303,773	4%	370,103	66,330
Miscellaneous Revenue	225,550	2%	165,930	(59,620)
<b>Total</b>	<b>9,068,863</b>	<b>100%</b>	<b>9,351,277</b>	<b>282,414</b>



Fiscal Year 2022 Operating Revenues

1. **The General Fund** includes Operating Revenues for the general purpose of operating the City's government and excludes all "Restricted Funds" The total increase in General Fund Revenue for Fiscal Year 2022 is projected at \$282,414. While there has been an increase in several areas of the revenue there is projected to be a large decline in intergovernmental revenue, miscellaneous revenue and a continued decline in court revenue.
2. **The Parks Fund Revenue** is derived from the passage of a (1/2) of one percent Sales Tax approved by voters and revenues from Parks and Recreation programs and services with projected revenues of \$542,170.
3. **The Police & Firefighter Pension Fund** is derived from a property tax of \$.33 per hundred dollars of assessed value and the contributions from the current police and fire staff. Revenues are projected in the amount of \$1,043,500.
4. **Bond & Interest Sinking Fund** is used to pay Principal and Interest on General Obligation Debt Service. FY2022 Budgeted Revenues is \$296,400.
5. **Sewer Lateral Fund** revenues is budgeted at \$86,500 which is derived from the \$28 per household charge included in the property tax bills billed each year by Saint Louis County.
6. **Capital Sales Fund** revenues budgeted at \$580,500 is used to fund needed capital expenses.
7. **Fire Equipment** revenue is derived from the passage of a (1/4) of one percent Sales Tax. Revenue is projected at \$276,250 for FY2022. The Fire Equipment Fund will be utilized to purchase equipment needed to promote public safety as a high priority in the City of Berkeley.
8. **Ambulance Fund** revenue is derived from the passage of a special purpose tax authorized by voters August 2020. The Ambulance Fund will be utilized to purchase and operate an ambulance for the City of Berkeley. Revenue is projected at \$580,507.
9. **The Planning and Development Fund** is derived from the Economic Development sales tax. It is projected to have revenues of \$553,500.
10. **COPS Debt Service Rent Fund** is a new fund to reflect the financing of the Municipal Complex. Revenues, including Transfers In, are budgeted at \$744,535.
11. **Roads & Bridges** is a new fund to reflect the proceeds for the maintenance and repair of the city's thoroughfares. Revenues are budgeted at \$240,100.
12. **Public Safety** is a new fund to reflect the proceeds for any services related to the safety of the citizens of the City of Berkeley. The revenue is derived from the Public Safety sales tax the was approved during 2017. Revenues are budgeted at \$450,050.

**Fiscal Year 2022 Operating Expenditures**

The FY2022 General Fund Operating Expenditures include expenses made by several Offices and Departments as shown below.

1. **City Council** expenditures are projected to be \$161,864. Less funds have been budgeted for the Mayor travel expenses, membership and dues expenses.
2. **Administration Department** includes the City Manager's Office, and the Human Resources Office. Total expenditures are projected to be \$2,016,753.
3. **City Clerk Office** expenditures are projected to be \$110,002.
4. **Finance Department Budget** expenditures are projected to be \$354,034.
5. **Municipal Court** expenditures are projected to be \$173,471. This includes additional cost of REJIS software and consultation, which is used to track offences, tickets, bonds and payments throughout the region.
6. **Moline Courts** expenditures are projected to be \$67,469.
7. **Information Technology** expenditures are projected to be \$206,198.
8. **Police Department** expenditures are projected to be \$2,398,978. The budget referred to above includes overall payroll, uniforms and REJIS fees.
9. **Fire Department** expenditures are projected to be \$2,196,760.
10. **Public Works Department** expenditures are projected to be \$55,657. The other major areas in Public Works includes the following divisions:
  - **Street Maintenance Division** Expenditures are \$654,650.
  - **Central Garage** Expenditures are \$284,984.
  - **Facilities Maintenance** Expenditures are \$178,471.
  - **Inspections Department** Expenditures are \$376,295.
11. **Contingency** Expenditures are projected to be \$200,000. These funds are only used in case for large expenses that were not projected.
12. **City Wide Payroll** Merit raises and pay adjustments were not given for Fiscal Year 2021. Merit increases are not budgeted for the Fiscal Year 2022.



**Fiscal Year 2022 Other Operating Funds**

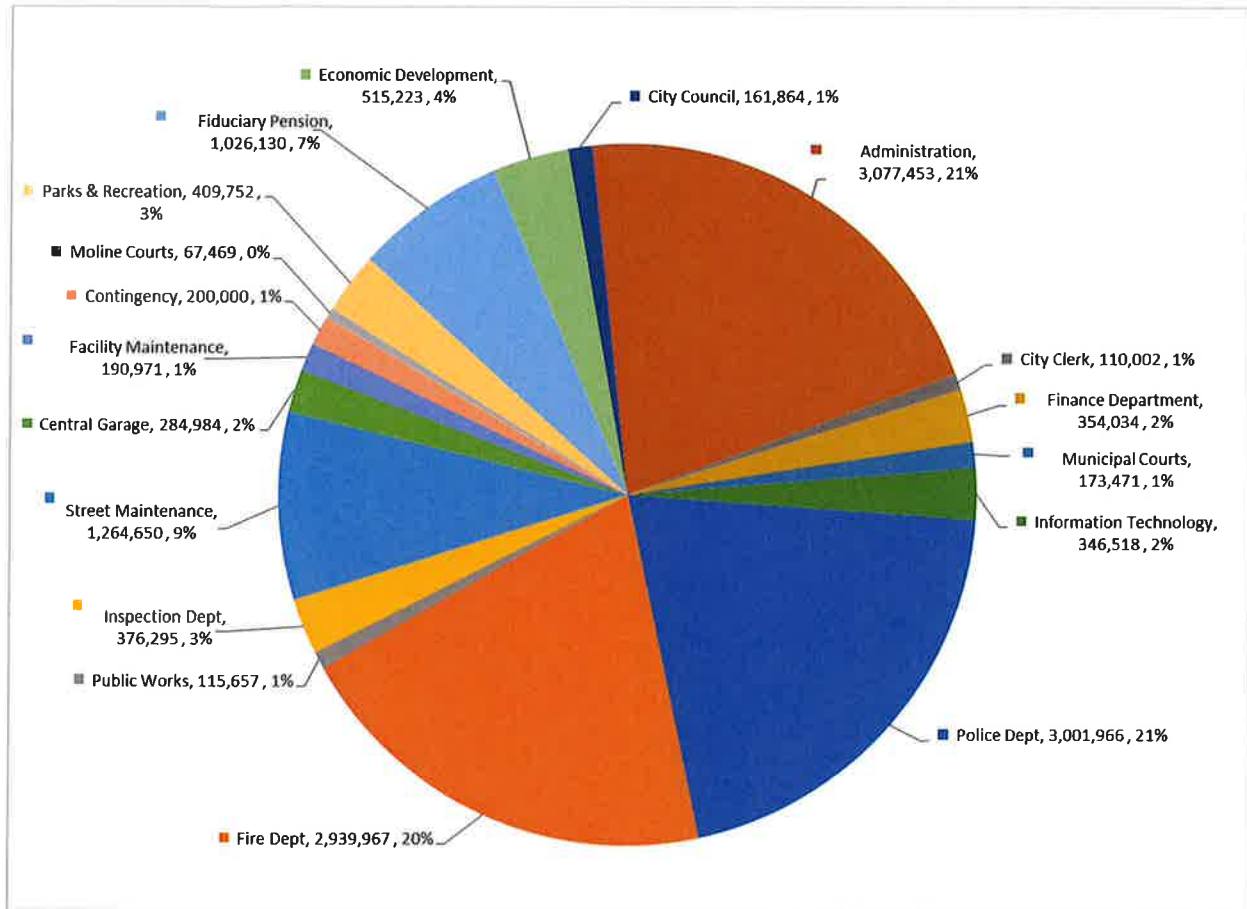
**Parks Fund** expenditures are projected to be \$409,752.

**Sewer Lateral** repair policy allows for 100.0% of the cost of the repair. Sewer Lateral expenditures will increase by \$10,000; additional amounts will be transferred to the General Fund to cover some of the expenses incurred while running this program. The Public Works Department intends to perform more Sewer Lateral inspections in the coming Fiscal Year. The budgeted expenditures are \$60,000.

**The Planning and Development Department** has budgeted \$515,223 for FY 2022. The city will budget for a full Economic Development Department Staff this year.



### City-Wide Expenditures



### Fiscal Year 2022 Adopted Budget Summary

This Budget Year is summarized, as follows:

- Adding the new Ambulance Fund is the most significant change to the 2022 fiscal year budget. Approximately \$580,507 will be added to this year’s revenue and expense accounts.
- Citywide payroll costs are projected to slightly increase with this fiscal year’s budget. Staff will be brought on board for the new Ambulance Fund, in addition, several open positions across departments will be filled or brought back to full-time status from the 2021 reduction due to COVID.
- It is the goal of this budget to maintain the level of service to the citizens of the City of Berkeley while ensuring that expenses are reasonable.
- Due to COVID-19, the city has eliminated recreation for the summer of 2021 and early spring 2022.



Honorable Mayor, Members of the City Council, with the COVID-19 Pandemic, this year continued to be an unusual budget planning year. Once again, the Finance Department and City Staff, met as a team effort in preparation for the fiscal year budget; the council met via Zoom meetings and in the Council Chambers during this transitional time. I would like to take this opportunity to thank the Mayor, City Council, Department Directors and their staff members for their efforts during the pandemic in putting together the Fiscal Year 2022 Budget.

Respectfully Submitted,

*Debra M. Irvin*

Debra M. Irvin  
City Manager

*Kimberly Camp*  
Kimberly Camp  
Finance Director





# FY-2022 SUMMARY BUDGET TABLES





**OPERATING REVENUE AND EXPENDITURE SUMMARY**

Fund Activity	General Fund Fund 01	Park Fund Fund 02	Police Station Debt Service Fund 03	Fire/Police Pension Fund 09	Debt-Service Fund Fund 11	Bond Sinking Fund Fund 12	Economic Development Fund Fund 14	Sewer Lateral Fund Fund 17	Capital Fund Fund 25	LLEBG Fund 27	Fire Equipment Fund 29	Ambulance Fund 31	Roads & Bridges Fund 35	Public Safety Fund 37	Total
Beginning Fund Balance	\$11,076,119	\$1,587,005	\$0	\$16,569,469	\$118,796	\$282,935	\$5,035,981	\$959,261	\$1,995,263	\$124,376	\$497,304	\$365,674	\$928,800	\$253,597	\$39,794,580
2021/22 Estimated Revenues	\$9,351,277	\$542,170	\$171,394	\$1,043,500	\$620,400	\$296,400	\$553,500	\$86,500	\$580,500	\$60	\$276,250	\$580,507	\$240,100	\$450,050	\$14,792,608
2021/22 Estimated Expenditure	\$9,435,586	\$409,752	\$180,400	\$1,026,130	\$620,400	\$225,000	\$515,223	\$60,000	\$910,320	\$0	\$162,700	\$580,507	\$200,000	\$415,488	\$14,741,506
Change in Fund Balance	(\$84,309)	\$132,418	(\$9,006)	\$17,370	\$118,796	\$71,400	\$38,277	\$26,500	(\$329,820)	\$60	\$113,550	\$0	\$40,100	\$34,562	\$169,898
Ending Fund Balance	\$10,991,810	\$1,719,423	(\$9,006)	\$16,586,839	\$118,796	\$354,335	\$5,074,258	\$985,761	\$1,665,443	\$124,436	\$610,854	\$365,674	\$968,900	\$288,159	\$39,845,682



<b>ESTIMATED FUND BALANCE - 6/30/2022</b>				
01	GENERAL FUND	11,076,119		
02	PARKS AND RECREATION	1,587,005		
03	POLICE STATION DEBT SERVICE	16,569,469		
09	FIDUCIARY FUND	118,796		
11	DEBT SERVICE-RENT	282,935		
12	BOND & INT. SINKING	5,035,981		
14	ECONOMIC DEVELOPMENT	959,261		
17	SEWER LATERAL FUND	1,995,263		
25	CAPITAL SALES TAX FU	124,376		
27	LLEBG	497,304		
27	FIRE EQUIPMENT TAX	365,674		
31	AMBULANCE FUND	928,800		
35	COUNTY ROAD & BRIDGE FUND	253,597		
37	PUBLIC SAFETY	11,076,119		
<b>TOTAL ESTIMATED FUND BALANCE</b>		<b>39,794,580</b>		
<b>REVENUE</b>		<b>CITY WIDE</b>	<b>OPERATIONS</b>	<b>SPECIAL TRANSACTIONS</b>
01	GENERAL FUND	9,351,277	9,351,277	0
02	PARKS AND RECREATION	542,170	542,170	0
03	POLICE STATION DEBT SERVICE	171,394		171,394
09	FIDUCIARY FUND	1,043,500	1,043,500	0
11	DEBT SERVICE-RENT	620,400	-	620,400
12	BOND & INT. SINKING	296,400	296,400	0
14	ECONOMIC DEVELOPMENT	553,500	553,500	0
17	SEWER LATERAL FUND	86,500	86,500	0
25	CAPITAL SALES TAX FU	580,500	580,500	0
27	LLEBG	60	60	0
29	FIRE EQUIPMENT TAX	276,250	276,250	0
31	AMBULANCE FUND	580,507	580,507	0
35	COUNTY ROAD & BRIDGE FUND	240,100	240,100	0
37	PUBLIC SAFETY	450,050	450,050	0
<b>TOTAL REVENUE</b>		<b>14,792,608</b>	<b>14,000,814</b>	<b>791,794</b>



<b>EXPENDITURES</b>					
10	City Council		161,864	161,864	0
11	Administration		2,016,753	2,016,753	0
12	City Clerk		110,002	110,002	0
13	Finance		354,034	354,034	0
14	Municipal Court		173,471	173,471	0
15	Information Technology		206,198	206,198	0
21	Police		2,398,978	2,398,978	0
22	Fire		2,196,760	2,196,760	0
23	Public Works		55,657	55,657	0
25	Inspections		376,295	376,295	0
30	Street		654,650	654,650	0
32	Central Garage		284,984	284,984	0
33	Facilities		178,471	178,471	0
34	Contingency		200,000	200,000	0
35	Moline Courts		67,469	67,469	0
<b>TOTAL GENERAL FUND</b>			<b>9,435,586</b>	<b>9,435,586</b>	<b>0</b>
02	PARKS AND RECREATION (50)		409,752	409,752	0
03	POLICE STATION DEBT SERVICE		180,400	180,400	0
09	FIDUCIARY FUND		1,026,130	1,026,130	0
11	DEBT SERVICE-RENT		495,300	495,300	0
12	BOND & INT. SINKING		225,000	296,400	0
14	ECONOMIC DEVELOPMENT (20)		515,223	515,223	0
17	SEWER LATERAL FUND		60,000	60,000	0
25	CAPITAL SALES TAX FU		910,320	910,320	0
29	FIRE EQUIPMENT TAX		162,700	162,700	0
31	AMBULANCE FUND		580,507	580,507	0
35	COUNTY ROAD & BRIDGE FUND		200,000	200,000	0
37	PUBLIC SAFETY		415,488	415,488	0
<b>TOTAL EXPENDITURES</b>			<b>14,616,406</b>	<b>14,616,406</b>	<b>0</b>
<b>Estimated Fund Balance 6/30/2022</b>			<b>39,970,782</b>		