

Introduced by: City Manager Nathan Mai-Lombardo

**AN ORDINANCE ADOPTING A REVISED FINANCIAL PROCEDURES
MANUAL FOR THE CITY OF BERKELEY, ST. LOUIS COUNTY, MISSOURI**

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

- Section 1.** That the City of Berkeley, Missouri hereby adopts the attached revised and updated Financial Procedures Manual.
- Section 2.** The attached manual is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.
- Section 3.** This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 06th day of March 2023
2nd Reading this 06th day of March 2023
3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2023**

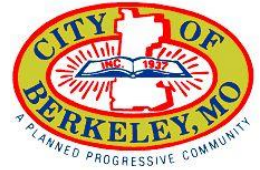
Babatunde Deinbo, Mayor

ATTEST:

Deanna L. Jones, City Clerk

Approved as to Form:
Donnell Smith, City Attorney

Final Roll Call:			
Councilwoman Verges	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman Williams	Aye	___	Nay ___ Absent ___ Abstain ___
Councilman Hoskins	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman Anthony	Aye	___	Nay ___ Absent ___ Abstain ___
Councilman Hindeleh	Aye	___	Nay ___ Absent ___ Abstain ___
Councilwoman-at-Large Crawford-Graham	Aye	___	Nay ___ Absent ___ Abstain ___
Mayor Deinbo	Aye	___	Nay ___ Absent ___ Abstain ___



MEMORANDUM

TO: Mayor Deinbo and Members of Council

CC: Deanna Jones, City Clerk, Torenzo Ford, Finance Director

FROM: Nathan Mai-Lombardo, City Manager

DATE: March 6, 2023

RE: Updated Financial Policies and Procedures

Mayor Deinbo and Councilmembers –

Periodically, it is responsible of staff to review and update our policies and procedures to ensure that we are always in compliance with State and Federal regulations, as well as have them optimized for our most efficient daily functioning.

Attached for you is an updated Financial Policies and Procedures Manual. This was developed at this time for the following reasons:

1. As has been discussed, the FY23/24 Budget will be significantly more comprehensive than it has been in the past. Including updated policies is an important part of this upcoming document, so staff wanted to ensure we had current text available.
2. Even the most recent copy staff was able to locate (2020) was incomplete and full of typos.
3. Changes needed to be made to ensure smooth daily operations related to purchasing and RFP's.
4. We added new text to ensure that the City always has sufficient General Fund reserves, a substantial improvement.

Please review the attached new draft and let me know any questions you might have. Torenzo or I will be happy to provide you with answers as expediently as we can. I am asking for your passage of this document during the next two Council meetings, so we have several weeks to provide any needed clarification or edits.

Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan", written in a cursive style.

Nathan Mai-Lombardo
City Manager