



Issue: Council Bill 2022-042 – AN ORDINANCE OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE 2022 ANNUAL BUDGET TO APPROPRIATE FUNDS FOR A FULL-TIME PARALEGAL POSITION

Date: April 20, 2022.

Submitted: Nick Woodman, City Attorney

Background

As part of the City's 2022 Annual Budget discussions, staff submitted a request to fund a full-time paralegal. At the time, the motivation for the request was primarily based on the Council's decision to consolidate the municipal court with Christian County Associate Division.

During the discussion of the 2022 Annual Budget, the consensus of Council was to reevaluate the request after the first quarter of 2022.

At the April 11, 2022, regular City Council meeting, the Council directed staff to prepare a budget amendment ordinance to fund a full-time paralegal.

Analysis

Staff is requesting a budget amendment in the amount of \$57,361.00. This amount includes pay, benefits, and work equipment (computer, phone, etc.). This amount is based on an individual starting on May 15, 2022 and includes a 2% addition for potential overtime.

As a note, the pay requested in this budget amendment will likely not be the actual yearly amount of paid wages for the position. The amount paid will be based on the experience and qualifications of the successful candidate. In future budget years, staff will have a more precise number and therefore a more precise budget request.

Recommendation

Staff's recommendation approval of this Council Bill.

1 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE 2022**
2 **ANNUAL BUDGET TO APPROPRIATE FUNDS FOR A FULL-TIME PARALEGAL**
3 **POSITION.**

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5
6 **WHEREAS** Section 67.040 RSMo. provides that after a budget has been approved
7 no increase in the revenues or expenditures from any fund shall be made unless the
8 governing body adopts a measure setting forth the facts and reasons making the increase
9 necessary and authorizing the increase; and

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11 **WHEREAS** Section 8.7 of the City Charter authorizes the City Council to amend
12 budgeted revenues and expenditures upon the request of the City Administrator; and

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14 **WHEREAS** the City Administrator has requested a budget amendment in the
15 amount of \$57,361.00 and for the purposes contemplated by this Ordinance; and

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17 **WHEREAS** the City Council desires to amend the City’s 2022 budget for the
18 purposes identified herein.

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20 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**
21 **NIXA, AS FOLLOWS, THAT:**

22
23 **SECTION 1:** The City of Nixa’s 2022 Annual Budget is hereby amended in the
24 accounts and the amounts as shown on “Council Bill Exhibit A,” which is attached hereto
25 and incorporated herein by this reference.

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27 **SECTION 2:** City Council finds that the budget amendment enacted by this
28 Ordinance has been recommended by the City Administrator. The City Administrator is
29 directed to cause the appropriate accounting entries to be made in the books and records
30 of the City to reflect the budget amendment enacted by this Ordinance.

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32 **SECTION 3:** This Ordinance shall be in full force and effect from and after its final
33 passage by the City Council and after its approval by the Mayor, subject to the provisions
34 of section 3.11(g) of the City Charter.

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36
37 **[Remainder of page intentionally left blank. Signatures follow on next page.]**
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47 **ADOPTED BY THE CITY COUNCIL THIS ____ DAY OF _____ 2022.**

48

49 ATTEST:

50

51 _____

52 CITY CLERK

53

54 **APPROVED BY THE MAYOR.**

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56 ATTEST:

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58 _____

59 CITY CLERK

60

61 APPROVED AS TO FORM:

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63 _____

64 CITY ATTORNEY

PRESIDING OFFICER

MAYOR

DATE OF APPROVAL

City of Nixa, MO
Budget Amendment

<u>Budget Amendment Amount</u>	<u>Fund</u>	<u>G/L Description</u>	<u>G/L Line #</u>	<u>Revenue Source</u>
\$38,700	11	Salaries	11-160-5250000	Current
\$2,960	11	Payroll Taxes	11-160-5250500	Current
\$7,947	11	Group Insurance	11-160-5251000	Current
\$5,882	11	LAGERS	11-160-5251500	Current
\$52	11	Work Comp Premium	11-160-5255000	Current
\$320	11	Computer Services	11-160-5110503	Current
\$1,500	11	Trackable Assets < \$5,000	11-160-5181000	Current
\$57,361	TOTAL			

Explanation: To amend the current budget of the City of Nixa to appropriate funds for the addition of a Paralegal position in the Legal Department.

This proposed Budget Amendment has been approved and requested by the City Administrator, pursuant to City Charter section 8.7.

Jimmy Liles, City Administrator

Authorized by Passage of Ordinance No. _____

Date of Passage: _____

Total Budget Amendments by Department Year to Date:

Electric	
Water	
Wastewater	
Street	
General	
Admin	40,000
Police	100,329
Park	7,500
Planning/Dev	
TOTAL	<u><u>\$147,829</u></u>