

## **RE: Budget Amendment for Design work to Relocate Utility Billing to City Hall**

### **Background:**

In April 2023, the citizens passed a  $\frac{3}{4}$  cent general fund sales tax increase for public safety. This increase will allow us to hire additional officers as well as build a new police department. Before a new police department can be built, we must move the utility billing department to city hall and demolish the current utility billing department building to make room for the new police department.

### **Analysis:**

In order to move utility billing, we must first complete a redesign of City Hall. Insight Design Architects provided a quote for the design work that included 2 packages. The first package is \$18,750 and includes the design to relocate Utility Billing to City Hall, and includes a program analysis with the Utility Billing Department to determine the space requirements. Package 2 is \$41,500 and includes the remodel of several areas that need to be improved for efficiency, improved work environment and also includes a possible new entry structure and exterior smoking area. The cost for both packages would be \$60,250. I believe the best use of resources would be to move forward with both packages to get a full understanding of the needed renovations of City Hall. Therefore, I am requesting the use of ARPA funds to complete the design work. This would require a budget amendment in the amount of \$60,250. Completing this design work, will allow us to appropriately budget for the necessary improvements in the 2024 budget.

### **Recommendation:**

Staff recommends the approval of the ordinance for a budget amendment for \$60,250 of ARPA funds to pay for the design work for necessary improvements and to relocate Utility Billing to City Hall.

MEMO PREPARED BY:

**Jimmy Liles** | City Administrator

Jliles@nixa.com | 417-725-3785

1 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE 2023**  
2 **ANNUAL BUDGET TO APPROPRIATE FUNDS FOR DESIGN WORK TO CITY HALL.**  
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4

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

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

13 **WHEREAS** the City Administrator has requested a budget amendment as  
14 reflected in "Council Bill Exhibit A" and for the purposes referenced therein; and  
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16 **WHEREAS** the City Council desires to amend the City's 2023 budget for the  
17 purposes identified herein.  
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19 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**  
20 **NIXA, AS FOLLOWS, THAT:**  
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22 **SECTION 1:** The City of Nixa's 2023 Annual Budget is hereby amended in the  
23 accounts and the amounts as shown on "Council Bill Exhibit A," which is attached hereto  
24 and incorporated herein by this reference.  
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26 **SECTION 2:** City Council finds that the budget amendment enacted by this  
27 Ordinance has been recommended by the City Administrator. The City Administrator is  
28 directed to cause the appropriate accounting entries to be made in the books and records  
29 of the City to reflect the budget amendment enacted by this Ordinance.  
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31 **SECTION 3:** This Ordinance shall be in full force and effect on July 1, 2023, subject  
32 to the provisions of section 3.11(g) of the City Charter.  
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35 **[Remainder of page intentionally left blank. Signatures follow on next page.]**  
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47 **ADOPTED BY THE COUNCIL THIS \_\_\_ DAY OF \_\_\_\_\_, 2023.**

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49

ATTEST:

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52 \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
CITY CLERK

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54 **APPROVED BY THE MAYOR THIS \_\_\_ DAY OF \_\_\_\_\_, 2023.**

55

56

ATTEST:

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59 \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

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61 APPROVED AS TO FORM:

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64 \_\_\_\_\_  
CITY ATTORNEY

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>
\$60,250	10 - ARPA	Transfers Out	10-111-5490000	Current
\$60,250	11 - General	Transfers In – ARPA funds	11-100-40111	
\$34,361.72	11 - General	Professional Fees	11-100-5160000	

Explanation: To amend the current budget of the City of Nixa to appropriate funds for architectural design services for the purpose of remodeling City Hall to accommodate Utility Billing and make better use of existing space for additional offices.

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	\$275,000
ARPA	\$33,650.53
Admin	\$7,100
Legal	
Economic Development	
Police	
Street	
Park	\$547,689
Planning & Development	
<b>TOTAL</b>	<u><u>\$863,439.53</u></u>