



RE: Electrical General Foreman Personnel Request

Background:

The Nixa Electric Department is experiencing unprecedented growth, with new development and service demands increasing at a pace not seen in recent years. Our workload continues to expand rapidly, placing significant pressure on our current supervisory structure.

Analysis:

With multiple large projects underway and a steady stream of service requests, the need for day-to-day oversight, planning, and field coordination has never been greater. Adding a General Foreman will help ensure we maintain efficiency, safety, and high-quality service as we scale to meet the city's growth. In addition to the increased workload, our crew makeup has shifted toward a younger, less experienced team. We currently have several newly qualified journeyman line workers and two active apprentices who require close supervision and mentorship to develop their skills safely and effectively. A dedicated General Foreman would provide critical leadership in the field, helping guide and support our growing team while also alleviating some of the operational burden currently placed on existing supervisors. This addition is essential to maintaining safe operations, supporting workforce development, and keeping up with the accelerating pace of work.

Recommendation:

Staff recommends changing the personnel request for an Electrical General Foreman from contingent to approved.

MEMO PREPARED BY:

Chris Huett | Electric Superintendent

417-725-2353

RE: WATER QUALITY UTILITY WORKER

Background: This position was presented during this year's budget discussion and was placed on contingent; staff is requesting that the position be removed from contingent and added under the Water Quality Department. The requested position will be an addition to the Water Quality Dept. and shared between the Water and Wastewater Departments. The addition of this role reflects the continued growth of system responsibilities and the need to maintain compliance with evolving regulatory requirements.

Analysis: This position will be responsible for routine mowing and maintenance of all well sites, lift stations, and treatment plant facilities, helping to ensure these critical assets remain accessible, safe, and in compliance with operational standards. This will help alleviate some of the strain that growth has placed on the Street Depts. Mow crew.

In addition, this position will assist with fire hydrant flushing and valve exercising, which are now required under updated regulations from the Missouri Department of Natural Resources (DNR). With the Fire Department no longer performing hydrant flushing, this responsibility must be absorbed by utility staff to ensure continued compliance and proper system function. Regular hydrant flushing and valve exercising are essential for maintaining water quality, system pressure, and emergency readiness.

This role will also be responsible for assisting with routine maintenance functions such as hydrant painting. The position can serve as a backup sludge truck driver and provide operational support during employee absences, peak workloads, or emergency situations.

This is intended to be an entry-level position, providing an opportunity to develop workforce capacity while building a pipeline of trained employees who can grow within the organization over time.

Recommendation: Staff recommend approval of this position to support regulatory compliance, maintain system reliability, and enhance operational efficiency across both the Water and Wastewater Departments.

MEMO PREPARED BY:

Jason Stutesmun | Water Quality Superintendent
417-725-2353

RE: 2026 Budgetary Amendment for the addition of one police officer position

Background:

In April of 2023 the citizens of Nixa passed a $\frac{3}{4}$ cent sales tax to help fund public safety. One of the goals of this sales tax initiative was to fund additional police officers. During the 2026 budget discussions, the police department was asked to examine the feasibility of adding additional officers after the first quarter of the 2026 fiscal year.

Direction was given to evaluate a variety of factors including our ability to fill current openings, revenues, and other factors that would have an impact on city finances.

Although the city revenues are relatively flat, we have filled our vacancies and our need for additional officers has not diminished. Unplanned time away for several officers such as injury or illness, along with required time away such as training has again stretched our line level staff. Calls for service remain steady.

Since the passage of the $\frac{3}{4}$ cent sales tax, the police department has hired 6 of the 11 officer positions that were intended to be funded with the tax. Although the police department would like to add the five remaining officer positions, the addition of one officer is fiscally responsible at this time and would move the department one step closer to reaching our original goal.

Analysis:

Because this position will be implemented mid-year, the salary and benefits totals for the budgetary amendment were calculated for seven months of fiscal year 2026. Whereas the equipment costs were calculated on a per officer basis.

The total amount needed for the budget amendment to fund an additional officer for the remainder of fiscal year 2026 is \$83,260.78. This includes 6 months of salary, benefits and all the equipment to outfit an officer.

The proposed source of funding for this budget amendment is the city reserve fund.

Recommendation:

It is the police department staff's recommendation this budgetary amendment be approved.

MEMO SUBMITTED BY:

Joe Campbell | Chief of Police
jcampbell@nixa.com | 417-725-2510

1 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE 2026**
2 **ANNUAL BUDGET IN THE AMOUNT OF \$128,123.00 TO APPROPRIATE FUNDS**
3 **FOR THE ADDITION OF THREE NEW EMPLOYEE POSITIONS IN POLICE AND**
4 **PUBLIC WORKS.**

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 identified a need for three new positions: a
15 police officer, an electrical general foreman, and a water quality employee; and

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17 **WHEREAS** the City Administrator has requested a budget amendment in the
18 amount of \$128,123.00, as reflected in Council Bill Exhibits A-1 through A-2, attached
19 hereto, for the purposes referenced therein; and

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21 **WHEREAS** the City Council desires to amend the City’s 2026 budget for the
22 purposes identified herein.

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

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27 **SECTION 1:** The City of Nixa’s 2026 Annual Budget is hereby amended in the
28 accounts and the amounts as shown on Council Bill Exhibits A-1 through A-2, which are
29 attached hereto and incorporated herein by this reference.

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

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

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40 **[Remainder of page intentionally left blank. Signatures follow on next page.]**

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ADOPTED BY THE COUNCIL THIS _____ DAY OF _____ 2026.

ATTEST:

PRESIDING OFFICER

CITY CLERK

APPROVED BY THE MAYOR THIS _____ DAY OF _____ 2026.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

INTERIM 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>
\$ 40,473	General	Salaries	11-200-5250000	Current Revenues
\$ 3,096	General	Payroll Taxes	11-200-5250500	Current Revenues
\$ 7,245	General	LAGERS	11-200-5251500	Current Revenues
\$ 8,364	General	Group Insurance	11-200-5251000	Current Revenues
\$ 3,300	General	Work Comp. Premium	11-200-5255000	Current Revenues
\$20,783	General	Uniforms/Equipment	11-200-5254003	Current Revenues

Explanation: To amend the current budget of the City of Nixa by \$83,261 to appropriate funds for the hiring of one additional police officer.

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

ARPA

Admin

Legal

Economic Development

Police

Street

Park

\$121,914

Planning & Development

TOTAL

\$121,914

Budget Amendment
City of Nixa, MO

<u>Budget Amendment Amount</u>	<u>Fund</u>	<u>G/L Description</u>	<u>G/L Line #</u>	<u>Revenue Source</u>
\$ 3,960	Electric	Salaries	01-700-5250000	Current Revenues
\$ 303	Electric	Payroll Taxes	01-700-5250500	Current Revenues
\$ 689	Electric	LAGERS	01-700-5251500	Current Revenues
\$ 250	Electric	Work Comp. Premium	01-700-5255000	Current Revenues
\$27,613	Water	Salaries	02-800-5250000	Current Revenues
\$2,112	Water	Payroll Taxes	02-800-5250500	Current Revenues
\$250	Water	Work Comp	02-800-5255000	Current Revenues
\$4,805	Water	LAGERS	02-800-5251500	Current Revenues
\$4,880	Water	Group Insurance	02-800-5251000	Current Revenues

Explanation: To amend the current budget of the City of Nixa by \$5,202 in the Electric fund and \$39,660 in the Water fund to appropriate funds for the creation of a new position, General Foreman, in the Electric fund, and to add a Utility Worker in the Water fund.

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	
ARPA	
Admin	
Legal	
Economic Development	
Police	
Street	
Park	\$121,914
Planning & Development	_____
TOTAL	<u>\$121,914</u>