



**NIXA CITY COUNCIL
Tentative Agenda
November 9, 2016
6:00 PM
NIXA CITY HALL
715 W. MT. VERNON**

**Call to Order
Roll Call
Pledge of Allegiance**

Visitors:
None Scheduled

Service Awards:
Travis Carr P & Z 5 years

Presentations:
2017 Enterprise Budget Introduction-Water/Wastewater

Bid Awards:
P & Z- 3rd Party Plan Reviews

Discussion Items:
Unfinished Business Items:
 City Hall Renovation Update

New Business Items:
 Communication Director Position
 Planning & Zoning Commission Appointment/Reappointment
 Dog Park Naming Rights

Information:
Vacant Lot Update
Fuel Cost Adjustment Rates
Sucker Day 2017

Mayor and Council Member Reports:
Liaison Report-Police

Executive Session:
Executive Session pursuant to RSMo 610.021.2 Real Estate

Adjournment

City Council/ Staff Liaisons

| | |
|---|--|
| Justin Orf/Doug Colvin-Public Works | Aron Peterson/Travis Cossey-Planning |
| Andrea Long/Jimmy Liles-Police | Chris Russell/Matt Crouse-Park |
| Ryan Keating/Jill Finney-Communications & Cindy Robbins-City Clerk/Court | Kendal Dingus/ Donna Swatzell-Finance & Sharon Hankison-Human |



Memorandum

To: City Council
From: Travis Cossey
Re: Third Party Architect Bid Award
Date: November 9, 2016

Staff is seeking to obtain Council approval to award bid approval to retain the services of three Missouri Registered Architects for the purpose of commercial plan review. The City is currently under contract with two firms, Torgerson Design Partners and Burns Associates for our commercial plan review. The contract was provided for a three year term beginning in October of 2013. With the initial contract period ending, a new RFP was provided. Three firms responded to the RFP, Torgerson Design Partners, Burns Associates and Insight Design Architects.

The City utilizes the services of this third party consultant to review commercial plans on behalf of the City. When a set of commercial construction plans are received, the plans are sent to a third party architect to review the plans for compliance with City adopted building codes on behalf of the City. We use a rotation for distribution of the plans to the contracted firms with every other set going to each of the two firms. The fees charged for that review are then reimbursed by the applicant upon approval of the building permit prior to beginning construction.

Staff is recommending approval to accept all three firms that responded to the RFP. The contract period will be three years with an additional two year option for a total of five years. We are currently under contract with Torgerson and Burns with great success. Adding Insight Design Architects to our current rotation will add additional resources that staff can utilize for timely review of submitted plans.



Brian Bingle
City Administrator
P.O. Box 395
Nixa, MO 65714
bbingle@nixa.com
(417) 725-3785

Date: November 9, 2016

TO: City Council

FROM: Cindy Robbins, City Clerk
Brian Bingle, City Administrator

SUBJECT: City Hall Renovation

On October 6, 2016, at 3:00 p.m., staff opened bids for the City Hall renovation project. Council will recall that our initial probable opinion of cost was estimated at \$110,490, with a \$20,993 set-aside for construction and bid contingency. Our incurred project "Architect" administration expense has cost us \$24,000. With other expenses such as cabling and FF&E the total projected expense was estimated at \$160,483. Low bid opening was from Bales Construction at \$142,500, which does not include cabling and FF&E. Acceptance of this bid would not leave any funds available for contingency. Additional funds, not anticipated in the estimate, would be required to cover this bid.

Staff requested a turn-key project, amounting to the completion of all data drops. Due to a misunderstanding that the project required new CAT6A cabling bids came in excessively high. Again, Bales Construction was the low bid at \$21,742.

So, taking all of this into consideration, the City would be looking at a total expense of \$193,242,242: \$142,500 for construction, with no contingency funds; \$24,000, of which \$22,000 is already expended for architect administration; \$2,500 for FF&E; \$2,500 for relocation to HR; and, \$21,742 for cabling.

Staff was able to lower the construction bid through omissions to \$134,366 (\$8,134). Staff was also able to lower the cabling, in working with TSI, down to \$9,045. If we were to proceed with these costs, it is strongly recommended that we include an 8% construction contingency of \$10,749, adding the remaining \$5,000 as noted above, bringing the total expense to **\$161,160**. This amount does not include the \$22,000 we already have incurred for Architect administration, but does include a remaining \$2,000 amount for construction overview.

Although the City's unrestricted end-of-year reserves (\$2,422,304) has the means of affording this expense, Staff is sensitive to Council's earlier deliberation on this construction project. It is still Staff's recommendation that this renovation occur. It would alleviate the need for hiring additional personnel whose expense is indefinite. This expense is a one-time occurrence. It would also achieve Strategy 2, Action Plan 2 "Create a welcoming environment that reflects positive customer service."

Prior to shelving this project all-together, if Council is hesitant in spending these monies, Staff would recommend re-bidding the project early 2017. What we are finding is that contractors currently have more than enough work; therefore, all bids are coming in significantly higher than originally expected. In fact, business owners looking for contractors to accommodate remodeling or in-fill can't find any without a higher cost. Possible by re-bidding early 2017 the City might receive a lower construction bid proposal for your future consideration.

Attachment: Original Budget Estimate
Bid Alternate following bid opening
October 6, 2016 Bid(s)
TSI cabling quote

POST BID - BUDGET UPDATE

Nixa City Hall

Interior Administration Renovations without Alt. 1

DRAFT



Nixa, MO

October 12, 2016

OPINION AND STUDY OF PROBABLE COSTS : ACTUAL COSTS MAY VARY: THIS IS NOT AN ESTIMATE OF ACTUAL OR FINAL COSTS.

| (The following values are based on bid values from October 6, 2016) | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|-------------------|-----------|
| (This Budget represents the Architect's understanding of the Owner's Budget, and is not intended to be used as a formal accounting tool.) | | | | | | | | | | |
| | | | | | | | | | Value | Comments |
| A. CONSTRUCTION CONTRACT | | | | | | | | | | |
| Total area Renovated: 2,400 sf approx. | | | | | | | | | | |
| Bales Construction Base Bid Value | | | | | | | | | \$ 142,500 | |
| Bid Alternate No.1 - Data cabling | | | | | | | | | na | |
| TOTAL CONSTRUCTION CONTRACTS: BASE + BID ALT. 1 | | | | | | | | | \$ 142,500 | |
| B. PROJECT MODIFICATIONS - COST REDUCTIONS | | | | | | | | | | |
| Omit graphic sign | | | | | | | | | \$ (2,684) | |
| Omit Submittal exchange file management | | | | | | | | | \$ (1,200) | |
| Omit Installation of door lite | | | | | | | | | \$ (250) | |
| Omit small section of casework in Work Rm | | | | | | | | | \$ (500) | |
| Omit Curved soffit at Lobby | | | | | | | | | \$ (3,500) | |
| Install CAT6 cable in lieu of CAT6a | | | | | | | | | na | |
| TOTAL COST REDUCTIONS | | | | | | | | | \$ (8,134) | |
| TOTAL CONSTRUCTION CONTRACT AFTER REDUCTIONS | | | | | | | | | \$ 134,366 | |
| | | | | | | | | | Cost/SF: | \$ 56 |
| C. PROJECT CONTINGENCIES: | | | | | | | | | | |
| CONSTRUCTION CONTINGENCY (8%) | | | | | | | | | \$ 11,400 | |
| (This amount allows for unanticipated conditions, misc. omissions, upgrades, etc.; Owner may reassign unused portion.) | | | | | | | | | | |
| TOTAL CONTINGENCY | | | | | | | | | \$ 11,400 | |
| D. PROJECT EXPENSES | | | | | | | | | | |
| The following items are intended to alert the Project Owner that other expenses beyond construction are required in order to complete the entire project. There may be other items not listed here. The Owner must identify and confirm all possible cost items, and the amounts to be budgeted. | | | | | | | | | | |
| 1. PROJECT / ADMINISTRATIVE COSTS | | | | | | | | | | |
| Architectural, Engineering and misc. Bidding expenses | | | | | | | | | allowance | \$ 22,000 |
| 2. F.F.& E. (Furniture, Fixtures, and Equipment): (these values are speculative; allowances only; and must be confirmed by Owner.) | | | | | | | | | | |
| Furniture, Graphics, Interior Signs, etc. | | | | | | | | | | 0 |
| 3. Owner Expenses (I.T. mods, temp. office setup): (these values are speculative; allowances only; and must be confirmed by Owner.) | | | | | | | | | | |
| I.T., temp. offices, moving, setup, etc. | | | | | | | | | | ??? |
| POSSIBLE TOTAL PROJECT EXPENSES | | | | | | | | | \$ 22,000 | |
| POSSIBLE TOTAL PROJECT BUDGET | | | | | | | | | \$ 167,766 | |



TSI GLOBAL COMPANIES

700 Fountain Lakes Blvd,
St Charles, MO 63301
Phone: 417-447-4185

Quotation

Number: 1080
Date: 10/5/2016

Bill To:
Donna Swatzell
City of Nixa
PO Box 395
715 W Mt Vernon
Nixa, MO 65714
Phone: (417)725-3785
Email: dsharon@tsi-global.com

Ship To:
Donna Swatzell
City of Nixa
PO Box 395
715 W Mt Vernon
Nixa, MO 65714

| Item # | Mfr. Part | Description | Price | Qty. | Extended | |
|--------------------------|-----------------------|--|-----------|-------|---------------------|-------------|
| 1 | scope of work | TSI in base bid Proposed CAT 6 Plenum Cable- CAT6A as alternate. Installation of DATA / PHONE 23 Data drops with 46 cables. 10 Telecom Drops. Termination of Data Cable Not on Bid. Conduite provided by others . <input type="checkbox"/> All Cable Pathways, Pass through Sleeves, Fire Rated Penetrations, Cable Trays, Floor Penetrations, Conduit, Rough in Boxes, A/C Power to be provided by others. Mfr: | \$ 0.00 | 1 | \$ 0.00 | |
| *2 | AT30-2-14 | 2 POS Faceplate Grey Mfr: | \$ 1.63 | 15 | \$ 24.45 | |
| *3 | OR-KSSMB2-88 | Surface Mount Housing, 2-Port, TechChoice Keystone, Color: Cloud White. Mfr: ORTRONICS | \$ 2.78 | 8 | \$ 22.24 | |
| *4 | 6P4P24-BL-P-ESS-AP-CE | Category 6 Cable, Cable Type CMP, Color Blue, Brand or Series 77, Shielded No, No. of Pairs or Cond. 4 Pair, Jacket Material Low Smoke Flame Retardant PVC, Length 1000 Ft, Put-Up Box, Superior Essex Part No: 77-240-2B Mfr: Superior Essex | \$ 0.30 | 13000 | \$ 3,900.00 | |
| *5 | OR-KS6A-00 | CAT6 Keystone Jack Individual Mfr: | \$ 5.73 | 23 | \$ 131.79 | |
| *6 | OR-KS6A-43 | CAT6 Keystone jack orange Mfr: | \$ 5.73 | 10 | \$ 57.30 | |
| *7 | MISC Parts | misc Parts Mfr: | \$ 133.33 | 1 | \$ 133.33 | |
| *8 | labor | Installation labor. Mfr: | \$ 53.00 | 80 | \$ 4,240.00 | |
| *9 | CAT32HP24SM | 2 in. Dia. J-Hook Assembled to Hammer-On Flange Clip, 1/8 thru 1/4 in. Mfr: Erico Inc | \$ 4.86 | 60 | \$ 291.60 | |
| *10 | CAT64HP24SM | 4" J-Hook with Hammer-On 1/8" through 1/4" Flange Side Mount Mfr: Erico Inc | \$ 8.16 | 30 | \$ 244.80 | |
| 10 item(s) | | | | | | |
| | | | | | Sub-Total | \$ 9,045.51 |
| | | | | | Freight | \$ 0.00 |
| | | | | | Tax @ 7.475% | \$ 0.00 |
| | | | | | Total | \$ 9,045.51 |
| (*) Tax exempted Part(s) | | | | | | |

Recommended Products & Accessories

| Item # | Mfr. Part | Description | Price | Qty. | Extended |
|--------|--------------------|---|----------|-------|--------------|
| 1 | OR-SPKSU24 | Ortronics TechChoice, 24 Port, Modular, Rack Mount Mfr: ORTRONICS | \$ 43.76 | 1 | \$ 43.76 |
| 2 | 6AP4P24-BL-R-MOHAP | Cat6 A Solution. Mfr: | \$ 1.12 | 13000 | \$ 14,560.00 |
| 3 | OR-TJ6A | TRACJACK CAT6A CLARITY T668A/B FOG WHITE Mfr: | \$ 14.93 | 50 | \$ 746.50 |

10/6/2016

Print Quotation



TSI GLOBAL COMPANIES

700 Fountain Lakes Blvd,
St Charles, MO 63301
Phone: 417-447-4185

Quotation

Number: 1080

Date: 10/5/2016

Quote Valid Until: 11/4/2016

Payment Details

Pay by: Cash On Delivery
Payment Term Due upon Receipt

Terms and Conditions

Prepared by: Ken Ballard

Shipping and Delivery Details

Shipping via: Free Delivery

Email: kballard@tsi-global.com

Phone: 417-447-4185

PRELIMINARY SCHEMATIC DESIGN BUDGET: Plan Option "C"

Nixa City Hall

Interior Administration Renovations

Nixa, MO

July 6, 2016

DRAFT



OPINION AND STUDY OF PROBABLE COSTS : ACTUAL COSTS MAY VARY: THIS IS NOT AN ESTIMATE OF ACTUAL OR FINAL COSTS.

| (The following values are allowances only; actual costs may vary. Assumed bidding by September 2016.) | | | | | | | | | | LOW RANGE | to | PROBABLE | |
|--|----------------|------|----|-------------|-------------|--|--|--|--|------------|-----------|------------|-----------|
| (This Budget represents the Architect's understanding of the Owner's Budget, and is not intended to be used as a formal accounting tool.) | | | | | | | | | | | | | |
| A. CONSTRUCTION CONTRACT | | | | | | | | | | | | | |
| Total area Renovated: 2,400 sf approx. | | | | | | | | | | | | | |
| Storefront | 25'-6" x 9'-0" | 240 | sf | \$ 26.00 | to \$ 30.00 | | | | | \$ 6,240 | to | \$ 7,200 | |
| Storefront Opening | | 2 | ea | \$ 1,000.00 | | | | | | \$ 2,000 | to | \$ 2,200 | |
| Wood Doors & Hardware | | 1 | ea | \$ 1,000.00 | | | | | | \$ 1,000 | to | \$ 1,100 | |
| Relocate Existing doors/frames, etc.. | | 3 | ea | \$ 600.00 | | | | | | \$ 1,800 | to | \$ 1,980 | |
| Add door lite to existing door | | 1 | ea | \$ 400.00 | | | | | | \$ 400 | to | \$ 440 | |
| Ceramic Tiling | | 500 | sf | \$ 10.00 | | | | | | \$ 5,000 | to | \$ 5,500 | |
| Carpeting | | 1100 | sf | \$ 4.50 | | | | | | \$ 4,950 | to | \$ 5,445 | |
| Metal Stud & Drywall (14' tall) | | 2500 | sf | \$ 5.50 | | | | | | \$ 13,750 | to | \$ 15,125 | |
| Painting (10' tall) | | 4000 | sf | \$ 1.50 | | | | | | \$ 6,000 | to | \$ 6,600 | |
| Lay-in Ceiling | | 2400 | sf | \$ 4.00 | | | | | | \$ 9,600 | to | \$ 10,560 | |
| Insulation above ceiling | | 2400 | sf | \$ 1.25 | | | | | | \$ 3,000 | | \$ 3,300 | |
| Lighting | | 1 | ls | \$ 4,600.00 | | | | | | \$ 4,600 | to | \$ 5,060 | |
| Fire Sprinkler (includes engineering) | | 1 | ls | \$ 4,100.00 | | | | | | \$ 4,100 | to | \$ 4,510 | |
| Casework (includes built-ins, reception counter, | | 40 | lf | \$ 400.00 | | | | | | \$ 16,000 | to | \$ 17,600 | |
| Casework (work room) | | 25 | lf | \$ 200.00 | | | | | | \$ 5,000 | to | \$ 5,500 | |
| Electrical (includes sawcutting slab) | | 1 | ls | \$ 7,100.00 | | | | | | \$ 7,100 | to | \$ 7,810 | |
| HVAC | | 1 | ls | \$ 6,100.00 | | | | | | \$ 6,100 | to | \$ 6,710 | |
| Demolition - walls, ceiling, flooring | | 1 | ls | \$ 3,500.00 | | | | | | \$ 3,500 | to | \$ 3,850 | |
| TOTAL PROBABLE CONSTRUCTION CONTRACTS: BASE BID TARGET | | | | | | | | | | \$ 100,140 | to | \$ 110,490 | |
| | | | | | | | | | | Cost/SF: | \$ 42 | | \$ 46 |
| C. PROJECT CONTINGENCIES: | | | | | | | | | | | | | |
| 1. CONSTRUCTION CONTINGENCY (12% of Base Bid) | | | | | | | | | | \$ 12,017 | | \$ 13,259 | |
| (This amount allows for unanticipated conditions, misc. omissions, upgrades, etc.; Owner may reassign unused portion.) | | | | | | | | | | | | | |
| 2. BIDDING CONTINGENCY (7% of Base Bid) | | | | | | | | | | \$ 7,010 | | \$ 7,734 | |
| (This amount is to allow acceptance of a higher than expected bid. If not needed it is left to Owner discretion to reassign.) | | | | | | | | | | | | | |
| 3. TOTAL CONTINGENCIES | | | | | | | | | | \$ 19,027 | | \$ 20,993 | |
| | | | | | | | | | | Cost/SF: | \$ 50 | | \$ 55 |
| D. PROJECT EXPENSES | | | | | | | | | | | | | |
| The following items are intended to alert the Project Owner that other expenses beyond construction are required in order to complete the entire project. There may be other items not listed here. The Owner must identify and confirm all possible cost items, and the amounts to be budgeted. | | | | | | | | | | | | | |
| 1. PROJECT / ADMINISTRATIVE COSTS | | | | | | | | | | allowance | \$ 22,000 | | \$ 24,000 |
| Architectural, Engineering and misc. Bidding expenses | | | | | | | | | | | | | |
| 2. F.F. & E. (Furniture, Fixtures, and Equipment): (these values are speculative; allowances only; and must be confirmed by Owner.) | | | | | | | | | | | | | |
| Furniture, Graphics, Interior Signs, etc. | | | | | | | | | | \$ 2,000 | | \$ 2,500 | |
| 3. Owner Expenses (I.T. mods, temp. office setup): (these values are speculative; allowances only; and must be confirmed by Owner.) | | | | | | | | | | | | | |
| I.T., temp. offices, moving, setup, etc. | | | | | | | | | | \$ 2,000 | | \$ 2,500 | |
| POSSIBLE TOTAL PROJECT EXPENSES | | | | | | | | | | \$ 26,000 | | \$ 29,000 | |
| POSSIBLE TOTAL PROJECT BUDGET | | | | | | | | | | \$ 145,167 | | \$ 160,483 | |



City of Nixa
Parks and Recreation
PO BOX 395
701 N. Taylor Way
Nixa, MO 65714

To: Mayor Brian Steele and Nixa City Council

November 2, 2016

CC:

From: Matt Crouse

Re: Dog Park Naming Rights

I am pleased to announce we have found a donor that would like to provide funding for our community dog park. Jason Massengale has proposed providing \$30,000 to the parks department; in return, we would name the dog park after his father Bob Massengale. Below please see the terms of the agreement.

1. Naming Rights: \$30,000 for the (Bob Massengale Community Dog Park/Complete name to be determined by donor)(Name must be agreed upon by Nixa Parks and Recreation and donor)
 - o One lump sum payment to Nixa Parks and Recreation for naming rights. The naming rights are for eternity.
 - o Nixa Parks and Recreation would provide the signage for the park.
2. Nixa Parks and Recreation would retain rights to have additional lower sponsorship levels.
 - o Sponsorship funds would assist in the operations and maintenance the park.
3. Dog Membership (Fees may be changed, rate determined by Nixa Parks and Recreation)
 - o \$20 annual per household fee (proposed)
 - o Dog owner must Provide
 - Current dog vaccinations
 - City Dog Tag
 - Fee's would also help in the operations and maintenance of the park.
4. Nixa Parks and recreation retains the operations and maintenance of the park.
5. Nixa Parks and Recreation would work with sponsors to provide an annual fund raising event for the park to ensure continuing operations and maintenance of the park.

Nixa Parks and Recreation retains the rights to make and change dog park rules without notice to sponsors/investors.

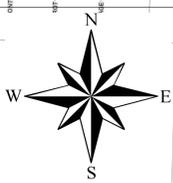
The proposed \$60,000 dog park would be located on the Norton Rd. well site. Once monies have been received by Nixa Parks and Recreation we would approach council for the remaining \$30,000 anticipated to complete the park. Today I am asking for your support of this project venture, knowing that in 2017 we would plan to approach council for the remaining funds needed to complete the park. Once complete the dog park would also allow the parks department to achieve one of our NCIP action plans to provide a dog park for the community.

Thank you for your continued support of parks in our community.

Respectfully,

Matt Crouse
Director, Parks and Recreation

Single Family Lot Inventory 2016



Legend
 - City Centerlines
 - City Boundary

Nixa lots information as of 10/26/2016

| | |
|------|---------------------|
| 7752 | Constructed Lots |
| 8136 | Total lots |
| 341 | Good lots available |
| 43 | Less desirable lots |

Construction Price Range 0 - 150,000

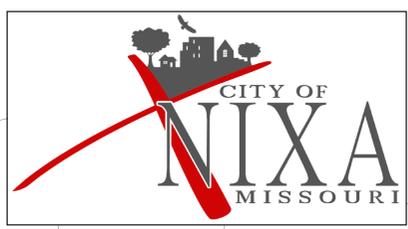
| | |
|----|----------------|
| 20 | Good |
| 21 | Less Desirable |

Construction Price Range 151 - 300,000

| | |
|-----|----------------|
| 223 | Good |
| 21 | Less Desirable |

Construction Price Range 300,000 +

| | |
|----|----------------|
| 98 | Good |
| 1 | Less Desirable |





Finance Department
715 W. Mt. Vernon
P.O. Box 395
Nixa, MO 65714
Phone (417) 724-5625
Fax (417) 724-5723

To: Mayor and Council
Cc: Brian Bingle, City Administrator
From: Donna Swatzell, Finance Director
Date: October 26, 2016
Re: Fuel Cost Adjustment Rate

In April and October of each year, fuel cost adjustment (FCA) rates are reviewed with our electric engineer, Toth and Associates. Consideration of rates for our customers are based on the rate that is charged to us by Springfield City Utilities, and the historical data of over and under collections.

On our October 31, 2016 billing, a new rate of (\$0.0160) will be implemented in comparison to the previous rate of (\$0.0176). Below is a historical summary of the fuel cost adjustment rate.

| Date | FCA Rate |
|--------------|-----------------|
| April 2013 | 0.0123 |
| October 2013 | 0.0134 |
| April 2014 | 0.0134 |
| October 2014 | (0.0109) |
| April 2015 | (0.0155) |
| October 2015 | (0.0176) |
| April 2016 | (0.0176) |
| October 2016 | (0.0160) |