

## **RE: AMENDING THE 2024 ANNUAL BUDGET FOR THE PURPOSE OF FUNDING THE PURCHASE AND INSTALLATION OF THE UTILITY BILLING KIOSK AT THE NIXA COMMUNITY LIBRARY**

### **Background:**

Last December, City Council approved \$12,000 for the addition of utility billing kiosks at the Library and City Hall. The reason for this line-item was to expand the number of ways Nixa residents can pay their utility bills. One kiosk is currently in operation inside the XCenter.

### **Analysis:**

Supporting documents are attached below.

I was tasked with putting together pricing to get a unit installed outside the Nixa Community Library. While coordinating with Dynatouch, it was determined that an enclosure would be needed to protect the unit from the elements. Staff got in touch with Sterling ATM to come up with a design for the kiosk enclosure. Staff also plans to utilize a Job Order Contract with Hambey Construction to purchase and install the unit. Approval of that contract will be at the next council meeting.

Staff is requesting a budget amendment to the water fund for \$22,000. This is on top of the \$12,000 previously approved. This will fund the purchase of the enclosure, a clearance sign, shipping costs, installation costs, camera system, concrete pad & bollards, electrical work, graphic design, and our annual lease agreement with the library.

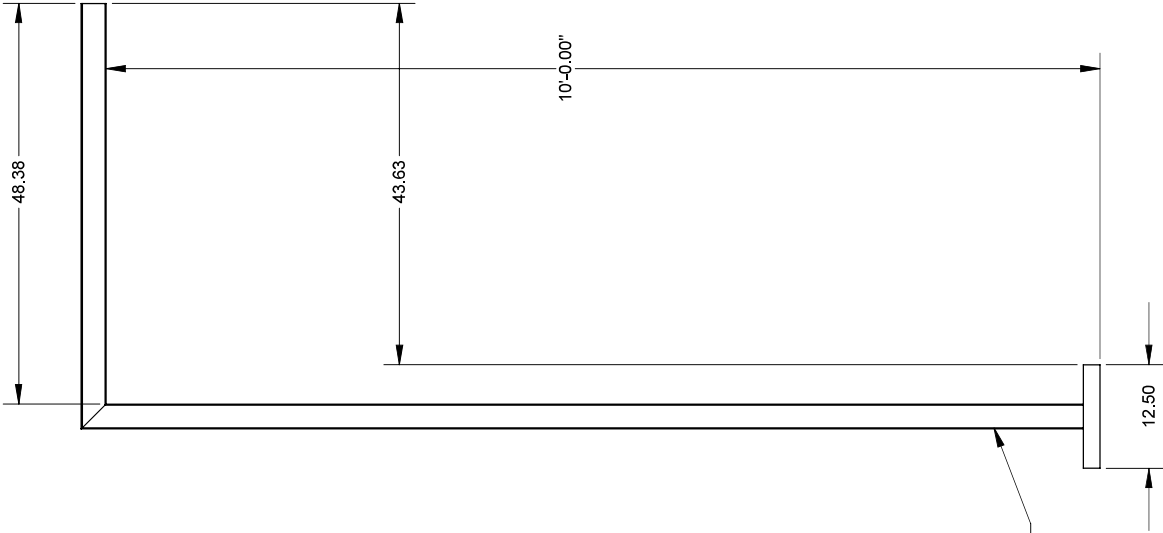
### **Recommendation:**

Staff recommends approval of this Budget Amendment.

### **MEMO SUBMITTED BY:**

**Justin Orf** | Project Facilitator

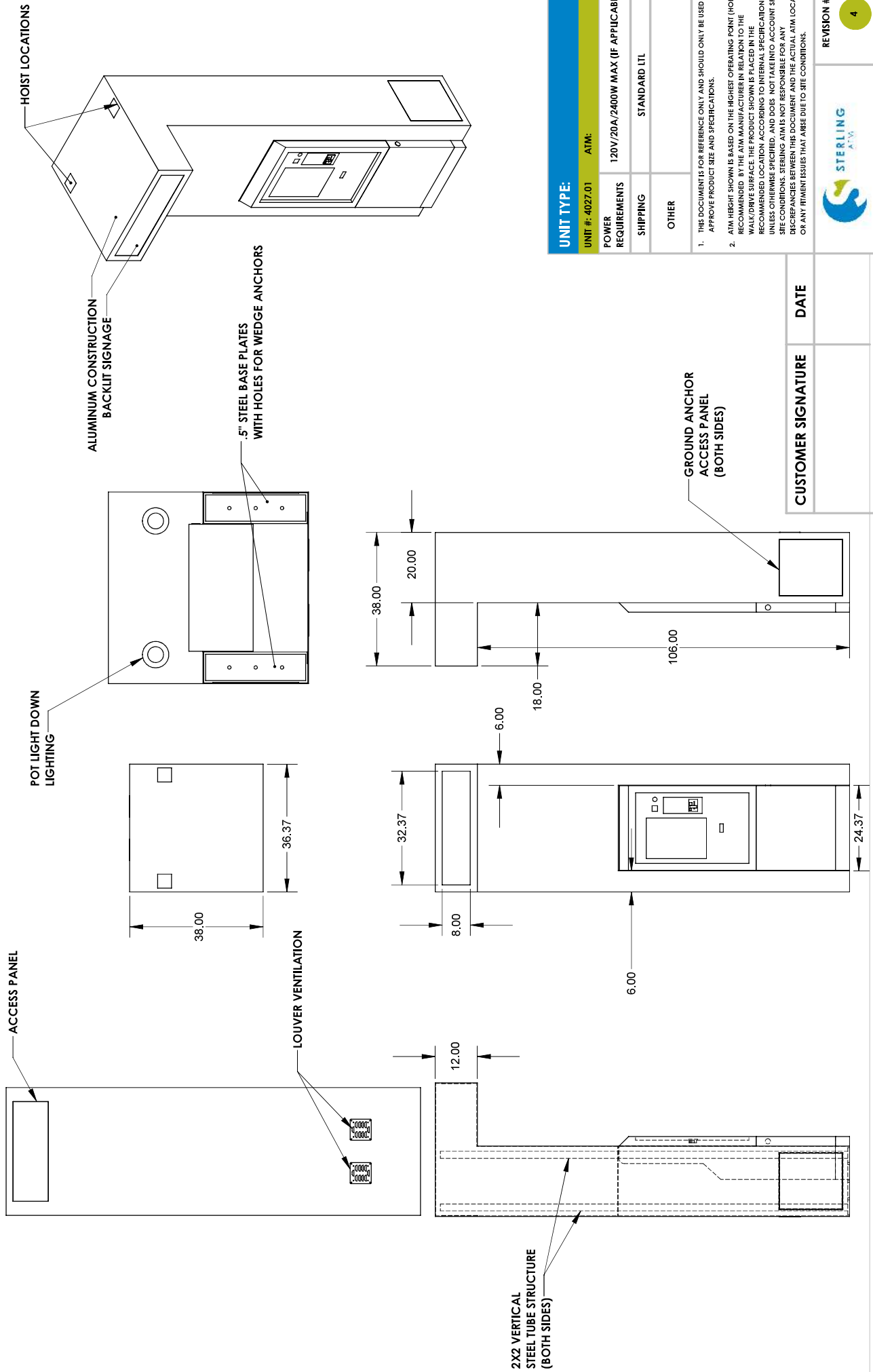
jorf@nixa.com | 417-725-3785



<b>UNIT TYPE: CLEARANCE BARRIER</b>	
UNIT #: 9064-100	ATM:
POWER REQUIREMENTS	120V/20A/2400W MAX (IF APPLICABLE)
SHIPPING	STANDARD LTL
OTHER	
<p>1. THIS DOCUMENT IS FOR REFERENCE ONLY AND SHOULD ONLY BE USED TO APPROVE PRODUCT SIZE AND SPECIFICATIONS.</p> <p>2. ATM HEIGHT SHOWN IS BASED ON THE HIGHEST OPERATING POINT (HOP) RECOMMENDED BY THE ATM MANUFACTURER IN RELATION TO THE WALL/DRIVE SURFACE THE PRODUCT SHOWN IS PLACED IN THE RECOMMENDED CONFIGURATION ACCORDING TO INTERNAL SPECIFICATIONS. THIS HEIGHT IS BASED ON THE HIGHEST OPERATING POINT SPECIFIC TO THE SITE CONDITIONS. STERLING ATM IS NOT RESPONSIBLE FOR ANY DISCREPANCIES BETWEEN THIS DOCUMENT AND THE ACTUAL ATM LOCATION, OR ANY FITMENT ISSUES THAT ARISE DUE TO SITE CONDITIONS.</p>	
REVISION #: 2	
DATE: 12/16/2023	

CUSTOMER SIGNATURE	DATE
<b>PID#: XXXX-XXXX-XXXX</b>	
<b>DRAWN BY : SkylerD</b>	

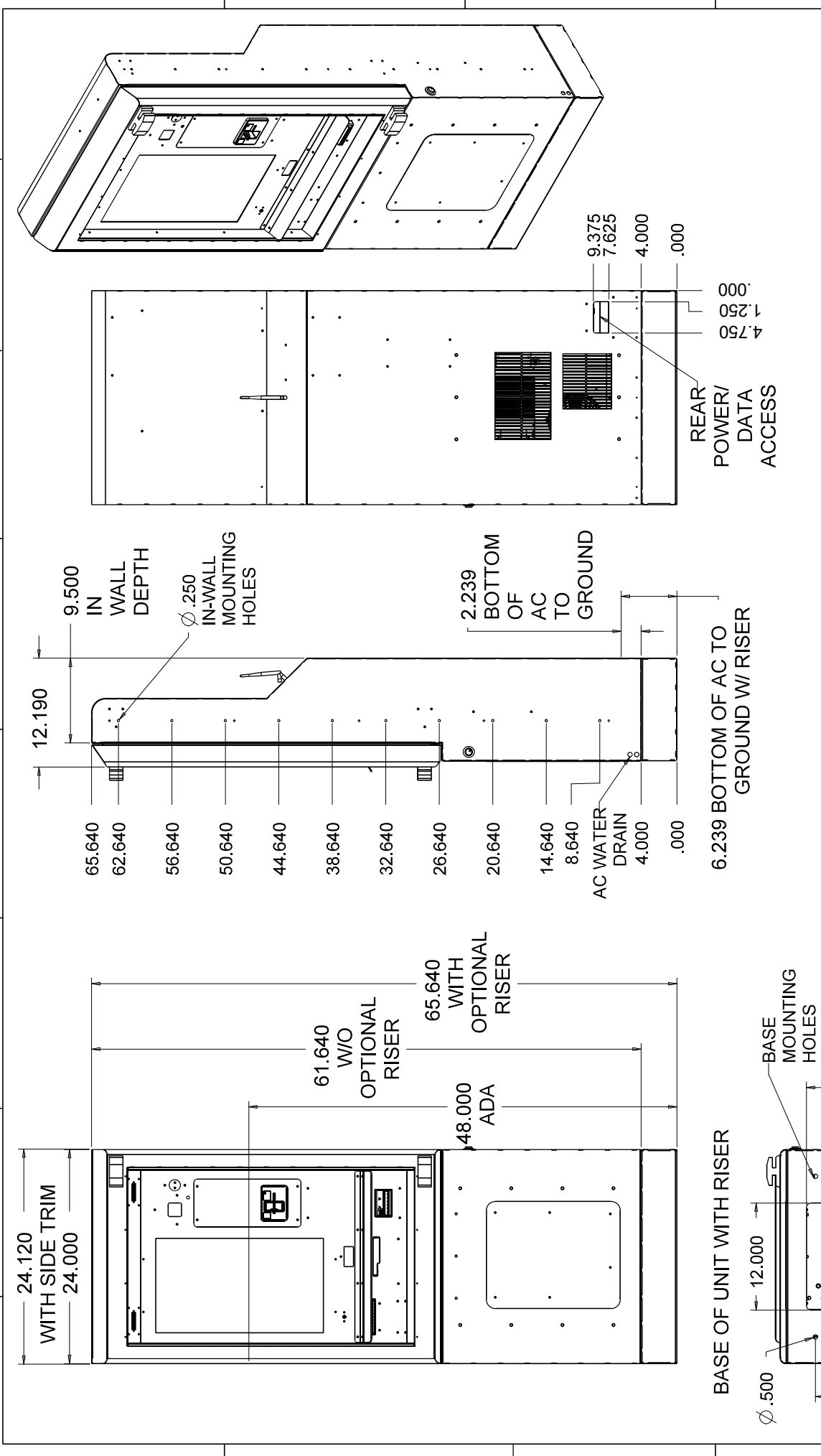
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<b>UNIT TYPE:</b>	
UNIT #: 4027.01	ATM:
POWER REQUIREMENTS	120V/20A/2400W MAX (IF APPLICABLE)
SHIPPING	STANDARD ITL
OTHER	
1. THIS DOCUMENT IS FOR REFERENCE ONLY AND SHOULD ONLY BE USED TO APPROVE PRODUCT SIZE AND SPECIFICATIONS. 2. ATM HEIGHT SHOWN IS BASED ON THE HIGHEST OPERATING POINT (HOT) RECOMMENDED BY THE ATM MANUFACTURER IN RELATION TO THE WALL/DRIVE SURFACE THE PRODUCT SHOWN IS PLACED IN THE RECOMMENDED CATEGORIES ACCORDING TO INTERNAL SPECIFICATIONS. STERLING ATM IS NOT RESPONSIBLE FOR ANY DISCREPANCIES BETWEEN THIS DOCUMENT AND THE ACTUAL ATM LOCATION, OR ANY FITMENT ISSUES THAT ARISE DUE TO SITE CONDITIONS.	
CUSTOMER SIGNATURE	DATE
REVISION #: 4	
DRAWN BY : BradenA	
DATE: 5/20/2024	

**PID#: XXXX-XXXX-XXXX**

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TOLERANCES		FEATURE ±.005 EDGE TO HOLE ±.015 FOLD TO EDGE ±.015	
REV		DESCRIPTIONS	BY DATE
DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED		REMOVE ALL BURRS AND SHARP EDGES	
CHKD BY:		SIZE:	SHEET:
MATERIAL:		ENG:	KJC/REV:

**KIOSK INNOVATION**

DRAWING PROPERTY OF KIOSK INNOVATIONS

TITLEPART: DVN325001

OUTDOOR BILLPAY

DATE: 07-22

ENG: KJC

SHEET: 1

1 AN ORDINANCE OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE 2024  
2 ANNUAL BUDGET IN THE AMOUNT OF \$22,000.00 FOR THE PURPOSE OF  
3 FUNDING THE INSTALLATION OF AN OUTDOOR UTILITY BILLING PAYMENT  
4 KIOSK.  
5  
6

7 **WHEREAS** Section 67.040 RSMo. provides that after a budget has been approved  
8 no increase in the revenues or expenditures from any fund shall be made unless the  
9 governing body adopts a measure setting forth the facts and reasons making the increase  
10 necessary and authorizing the increase; and  
11

12 **WHEREAS** Section 8.7 of the City Charter authorizes the City Council to amend  
13 budgeted revenues and expenditures upon the request of the City Administrator; and  
14

15 **WHEREAS** the City Administrator has requested a budget amendment in the  
16 amount of \$22,000.00, as reflected in "Council Bill Exhibit A," for the purposes referenced  
17 therein; and  
18

19 **WHEREAS** the City Council desires to amend the City's 2024 budget for the  
20 purposes identified herein.  
21

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

25 **SECTION 1:** The City of Nixa's 2024 Annual Budget is hereby amended in the  
26 accounts and the amounts as shown on "Council Bill Exhibit A," which is attached hereto  
27 and incorporated herein by this reference.  
28

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

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

38  
39 **[Remainder of page intentionally left blank. Signatures follow on next page.]**  
40  
41  
42  
43  
44  
45  
46

47 ADOPTED BY THE COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

48

49

ATTEST:

50

51

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

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

53

54

55 APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

56

57

ATTEST:

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60 \_\_\_\_\_  
MAYOR

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

61

62

63 APPROVED AS TO FORM:

64

65

66 \_\_\_\_\_  
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>
\$ 22,000.00	Water	Capital - Equipment	02-850-5452000-UB2023-01	Current Revenues

Explanation: To amend the current budget of the City of Nixa by \$22,000.00 to appropriate additional funds for installation of an outdoor utility billing payment kiosk.

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	\$34,650
Water	
Wastewater	\$30,000
ARPA	
Admin	
Legal	
Economic Development	
Police	\$50,000
Street	\$316,500
Park	
Planning & Development	
<b>TOTAL</b>	<b>\$431,150</b>