

Agenda Statement

Meeting Date: July 15, 2025
To: City Council
From: Jackie Wilde- City Manager



Agenda Item: Authorizing the Reallocation and Appropriation of \$250,210 Within the FY2025 Operating Budget for Contracted Services and Minor Capital Improvements

Administration requests Council approval to reallocate and appropriate \$250,210 within the FY2025 operating budget to address immediate needs for contracted services and minor capital improvements supporting city operations and community services.

This appropriation will support:

- **Harbor Billing Upgrade (\$125,000):** Implementation of harbor billing system improvements, including migration to QuickBooks Online and Marina GO and/or additional cloud-based harbor billing components, and assistance with new electronic meter reading system implementation to address audit-identified internal control and billing accuracy shortfalls.
- **City Hall Door and Window Repairs (\$20,000):** Replacement and repair of aging doors and windows to improve building security, energy efficiency, and functionality, with the project proceeding under an RFB consistent with procurement requirements.
- **Administration Contracted Services (\$75,000):** Continued support for technical, financial, and legal services necessary to advance ARRC land purchase efforts, manage ongoing projects, and maintain effective municipal operations using existing contractors and support structures.
- **City Clerk Record Retention (\$7,800):** Scanning and organizing the City's unarchived historical records to establish a compliant, accessible records management system supporting operational needs and preservation of historical documents.
- **Fire Department Equipment Services (\$3,500):** Annual testing and certification of fire and emergency vehicle ground ladders per NFPA 1932 to maintain operational readiness and compliance.
- **Tsunami Warning Siren Relocation (\$12,910):** Removal of the existing Federal Signal 6032 tsunami warning siren, stripping equipment, and reinstalling it on an existing light pole in the harbor adjacent to the railroad, including adding the National Anthem function for emergency readiness and community use.
- **Barnacle Device Lease (\$6,000 estimate):** Lease of two Barnacle devices for enforcement, utilizing the government rate of \$3,000 per device with replacement every 24 months. The City is working with the company to customize fines and features, opt out of the drop box option to reduce costs, and may structure the 4% collection fee into fines to avoid additional City expenses.

These actions support ongoing efforts to improve operational efficiency, compliance, customer service, safety, and preparation for emergencies, aligned with Council’s priorities for fiscal stewardship and service improvements.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Legislative Priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Whittier Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FISCAL NOTE: Certain projects were previously budgeted but were unspent due to other projects taking priority. The Harbor accounting upgrades are critical to avoid significant audit deficiencies that can adversely affect the City’s ability to obtain grant funding; these services will be paid for by the Harbor. Other funding is needed to continue ongoing consulting efforts that were not contemplated in the annual budget process, as well as new priorities to improve continuity of historical records, safety of fire ladders.

ATTORNEY REVIEW: ☐ Yes ☐ No ☒ Not Applicable

RECOMMENDATION: Staff recommends that the City Council approve the appropriation of funds as outlined to ensure operational improvements, compliance, and continued support for Administration, harbor operations, and public safety.