



AGENDA

CITY COUNCIL SPECIAL MEETING

TUESDAY, OCTOBER 21, 2025, 6:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA

OJAI CITY COUNCIL

ANDY GILMAN, MAYOR

DISTRICT 1 - LESLIE RULE
DISTRICT 2 - RACHEL LANG

DISTRICT 3 - ANDREW WHITMAN
DISTRICT 4 - KIM MANG

BEN HARVEY
CITY MANAGER

MATTHEW SUMMERS
CITY ATTORNEY

WESTON MONTGOMERY
CHIEF DEPUTY CITY CLERK

VIEWING & ACCESS

Public participation is encouraged! The Ojai City Council meets regularly on the second and fourth Tuesdays of the month at 6:00 p.m. The meetings are conducted in a hybrid model, providing both in-person attendance and virtual public comment via the Zoom link below. Virtual attendance via Zoom is the only way to remotely provide public comment. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the "hand-raise" function to indicate their desire to speak on an item. The meeting is also livestreamed on the City's website at ojai.ca.gov/525/2968/Public-Meetings, on YouTube at youtube.com/@ojaicity, and on Spectrum Channel 10. See "Public Comment Options" below for further instruction.

[Zoom Link - October 21 Special Meeting](#)

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be considered routine and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the vote on the motion to adopt, specific items are removed from the Consent Calendar for separate motions.

1. City of Ojai Warrants for September 29, 2025 – October 12, 2025

RECOMMENDATION: Receive and file.

[Administrative Report - Warrant Report](#)

[Attachment A - Warrant Report Register](#)

2. Reappointment of Area Housing Authority Commissioner

RECOMMENDATION: That the City Council reappoint Mr. Steve Mason to serve a new four-year term as the City of Ojai's representative on the Area Housing Authority Board of Commissioners.

[Administrative Report - Area Housing Authority Reappointment](#)

[Attachment A - Application, Support Letter and Information](#)

DISCUSSION

3. City Council Goals

RECOMMENDATION: That the City Council discuss and adopt the City Council goals and corresponding tactics for staff analysis, along with estimates of additional resources (monetary, human, or both) needed for each prioritized tactic.

[Administrative Report - City Council Goals and Tactics](#)

[Attachment A - City Council Goals and Tactics with Staff Cost Estimates](#)

4. Concept Review: Public Safety Commission

RECOMMENDATION: Direct the City Manager, in consultation with the City Attorney, to return at a future meeting with a first reading of a draft ordinance establishing a Public Safety Commission.

[Administrative Report - Concept Review - Public Safety Commission](#)

5. Trolley Driver Pilot Benefit Program

RECOMMENDATION: For the City Council to approve a Trolley Driver Pilot Benefit Program that authorizes employment benefits for trolley drivers with the goal of attracting and retaining trolley drivers.

[Administrative Report - Trolley Driver Pilot Benefit Program](#)

[Attachment A - Trolley Driver Pilot Benefit Program](#)

6. Memorandum of Agreement with Space Launch Delta 30 for the Monitoring of Sonic Booms from Vandenberg Space Force Base

RECOMMENDATION: That the City Council authorize the City Manager to enter into a Memorandum of Agreement with Space Launch Delta 30 for the monitoring of sonic booms from Vandenberg Space Force Base.

[Administrative Report - Sonic Boom Monitoring Station](#)

[Attachment A - SLD 30 Sonic Boom Monitoring Station MOA](#)

ADJOURNMENT

Posted October 16, 2025 at 4:00 p.m.

Weston Montgomery, Chief Deputy City Clerk

ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (805) 646-5581. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you feel that a language interpreter is necessary for you to participate in this meeting, notification 48 hours prior to the meeting will enable the City to make reasonable arrangements for an interpreter to assure your participation/understanding of this meeting.

Si considera que un intérprete de idiomas es necesario para participar en esta reunión, la notificación 48 horas antes de la reunión le permitirá a la Ciudad hacer arreglos razonables para que un intérprete asegure su participación/comprensión de esta reunión del Concejo Municipal.

Para Español por favor llame al (805) 646-5581 ext. 100 o por correo electronico a cityclerk@ojai.ca.gov.

PUBLIC PARTICIPATION

Agenda reports and other disclosable public records related to agenda items are available on the City's website at ojai.ca.gov/525/2968/Public-Meetings and at City Hall located at 401 S. Ventura St., Ojai, Ca., during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

PUBLIC COMMENT OPTIONS

The easiest way to submit written public comments is through the “eComment” function on the [City Council’s Public Meetings page](#). Please click into the “eComment” link for the desired date and agenda item.

Written Comments: In order for staff to provide the City Council with written public comments timely, written/emailed public comments must be submitted no later than **3:00 p.m. on the day before the meeting.**

You may always submit written comments to the City Clerk via mail, in person at City Hall, or via email to cityclerk@ojai.ca.gov. If your written comment is received by 3:00 p.m. on the day before the meeting date, the City Clerk will distribute copies of your comments to all Council Members and recorded on the City website. Written comments received after 3:00 p.m. may not be distributed to the Council Members and recorded on the City website until after the meeting.

Verbal Comments: Verbal Comments will be received on any item on the agenda at the time the agenda item is heard. Comments may be made in person at the meeting or through Zoom, via the link at the top of the Agenda. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the hand-raise function to indicate their desire to speak on an item.

IMPORTANT NOTES:

All materials related to an item on this agenda, including written public comments, will be available for public inspection in the City Clerk's Office at City Hall, and following the meeting, will be accessible on the City of Ojai's website at ojai.ca.gov.

As a government agency, the City of Ojai is subject to the California Public Records Act (Government Code § 6250 et seq.). Please be advised that all communications submitted to City officials and staff are subject to public disclosure under the California Public Records Act. There are limited exceptions that allow the City to redact personal information under the California Public Records Act. If you have concerns regarding privacy, please do not include your personal identifying information, such as your name, e-mail, phone number, and home address in your correspondence to the City, including, but not limited to, public comment.

If you challenge the actions of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in the public notices, or in written correspondence delivered to the City Council at, or prior to, the public hearing (California Government Code Section 65009).

Any legal action by an applicant seeking to obtain a judicial review of the City Council's decision on a Hearing listed on this Agenda may be subject to the 90-day filing period of and governed by Code of Civil Procedure Section 1094.6.

LEVINE ACT WARNING

Applicants and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308. No City Council Member may accept, solicit, or direct a contribution of more than \$500 from any party or agent for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

A party to a City proceeding - which includes both applicants and agents - shall disclose on the record of the proceeding any contribution of more than \$500 made to any Council Member by the applicant or agent, during the preceding 12 months. No party to a City proceeding, or agent, shall make a contribution to a Council Member during the proceeding and for 12 months following the date a final decision is rendered by the City.

Prior to rendering a decision on a City proceeding, any Council Member who received a contribution of more than \$500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding and shall be disqualified from participating in the proceeding. However, if any Council Member receives a contribution that otherwise would require disqualification and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, the Council Member shall be permitted to participate in the proceeding.

If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity. Failure to do so may affect the City's ability to process your application.



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager
Christy Billings, Interim Finance Director

MEETING DATE: October 21, 2025

SUBJECT: City of Ojai Warrants for September 29, 2025 – October 12, 2025

RECOMMENDATION

Receive and file.

DISCUSSION

Disbursement Warrant Check Numbers: 79662-79730

Payroll Warrant Check Numbers: 38348-38349

Number of Direct Deposits: 56

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds	\$	516,674.90
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Payroll – October 02, 2025		<u>111,888.69</u>
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Total	\$	628,563.59
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CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

OPTIONS

1. Take no action.
2. Provide alternate direction to staff.

FISCAL IMPACT

There is no fiscal impact associated with this action. The list of warrants is presented for informational purposes only and reflects payments previously authorized and budgeted.

Prepared by: Scott Avila

ATTACHMENT(S)

- A. Check Register

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79662	Ojai Valley Fire Safe Council, Inc. Fire Safety Professional Service Agreement	10/07/2025	38,602.50
79663	7 Day Tire LLC September 2025 Trolley Maintenance	10/09/2025	3,781.35
79664	Accela Inc. Annual Community Development Software Subscription	10/09/2025	22,575.62
79665	Airgas West Transit & Public Works Gas Cylinder Rentals	10/09/2025	202.09
79666	AllGood Driving School, Inc. Recreation Class- Driver Education	10/09/2025	112.00
79667	Amy Farah Weiss September & October 2025 OTT Monthly Trailer Rental	10/09/2025	1,000.00
79668	California State Disbursement Unit October 2025 Payroll Expense	10/09/2025	82.15
79669	Catalina Industries Inc Paint for Citywide Maintenance	10/09/2025	321.16
79670	Falcon Roofing Company Charles Michael Parrent Museum Chapel Roof Replacement Project	10/09/2025	44,438.40
79671	Christy Billings Employee Reimbursement	10/09/2025	73.89
79672	City Management Advisors LLC August & September 2025 Finance Director Recruitment	10/09/2025	18,666.67
79673	Clean Harbors Environmental Services Inc Lithium Battery Removal & OTT Tent Decontamination	10/09/2025	14,035.13
79674	County Fire Protection September 2025 Fire Extinguisher Service	10/09/2025	88.60
79675	County of Ventura FY25-26 Q1 Library Services Agreement	10/09/2025	26,500.00
79676	Court-Ordered Debt Collections October 2025 Payroll Expense	10/09/2025	337.43

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79677	DATCO Pre-employment Physical & Random Drug Test	10/09/2025	240.00
79678	Dell Marketing LP Computer Purchase (10 Qty)	10/09/2025	10,832.10
79679	Delta Liquid Energy September 2025 Trolley Fuel	10/09/2025	1,770.39
79680	Emmanuel A Mendez October 2025 City Transit Wash	10/09/2025	1,144.00
79681	Fred's Tire Man Public Works Vehicle Tire Repair	10/09/2025	177.85
79682	Darrell Gooden Recreation Class- Kung Fu	10/09/2025	572.00
79683	Lucy Walker Grace Recreation Class- Dog Training	10/09/2025	1,300.00
79684	Green Thumb Int'l Equipment for Citywide Maintenance	10/09/2025	196.47
79685	Greg Rents Public Works Equipment Rental	10/09/2025	1,020.09
79686	E.J. Harrison & Sons September 2025 Arcade Rolloff Dumpster Rental	10/09/2025	7,082.69
79687	HdL Coren & Cone July - September 2025 Property Tax Contract Services	10/09/2025	2,587.50
79688	Help of Ojai Inc. August 2025 ADA Program	10/09/2025	4,500.00
79689	Interface Children Family Services Ventura County Information and Referral Services	10/09/2025	1,201.00
79690	Johannes M Pouw Recreation Class- Flag Football	10/09/2025	1,878.50
79691	Jolly Jumps Rentals Jolly Jumpers for Ojai Day 2025	10/09/2025	8,170.25

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79692	Lior Peres Reimbursement for Building Permit	10/09/2025	450.00
79693	Maura Macaluso Employee Reimbursement	10/09/2025	65.00
79694	Marborg Industries July 2025 Restroom Services for OTT	10/09/2025	1,496.90
79695	Martin's Ojai Locksmith September 2025 Door Repairs & Key Replacements	10/09/2025	562.25
79696	Meiners Oaks Hardware Supplies for Citywide Maintenance	10/09/2025	1,428.87
79697	Meyers Nave, A Professional Corporation August 2025 Special Counsel - Brown Act	10/09/2025	4,567.50
79698	MV Cheng & Associates Inc. September 2025 Finance Consulting Services	10/09/2025	10,067.50
79699	Ojai Business Center Inc September 2025 Copy of Property Plans	10/09/2025	104.14
79700	Ojai Lumber Company Inc Supplies for Citywide Maintenance	10/09/2025	640.11
79701	Ojai True Value Hardware Supplies for Citywide Maintenance	10/09/2025	27.61
79702	Ojai Valley Chamber of Commerce August & September 2025 Professional Service Agreement	10/09/2025	18,200.00
79703	Ojai Valley News August 2025 Legal Ads & Notices	10/09/2025	2,814.16
79704	Ojai Valley Sanitary District October 2025 Sewer Services	10/09/2025	1,635.62
79705	Olivarez Madruga Law Organization, LLP August 2025 TOT Attorney Fees	10/09/2025	11,616.00

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79706	Pax Environmental Inc July 2025 Arborist Consultation Services	10/09/2025	1,406.70
79707	Prudential Overall Supply Public Works Cleaning Supplies & Clothing Allowance	10/09/2025	466.83
79708	Vicke Quinlyn Ojai Day 2025 Poster Winner	10/09/2025	200.00
79709	Rachel Hunt Employee Reimbursement	10/09/2025	24.09
79710	Raimi & Associates Inc July & August 2025 General Plan Update Services	10/09/2025	11,463.90
79711	Ready Refresh by Nestle September 2025 Drinking Water for City Departments & OTT	10/09/2025	724.66
79712	Red Wing Shoe Store Public Works Boot Allowance	10/09/2025	600.00
79713	Rick Raine Employee Reimbursement	10/09/2025	150.00
79714	Gary Ryan Recreation Class- Weight Room	10/09/2025	1,802.25
79715	Jan C. Scow September 2025 Tree Site Evaluations	10/09/2025	1,784.00
79716	Secural Security Corporation September 2025 City Unhoused Security	10/09/2025	6,895.68
79717	Lucas Seibert Employee Reimbursement	10/09/2025	50.00
79718	Sharmin Naghi Manzarek Recreation Class- Singing & Acting	10/09/2025	1,560.00
79719	Scott Silver September 2025 OTT Water Pump Maintenance	10/09/2025	715.00

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
79720	Sinclair Sanitary Supply, Inc. Supplies for Citywide Maintenance	10/09/2025	1,110.95
79721	So Cal Gas September 2025 Gas	10/09/2025	91.60
79722	Southern CA Edison September 2025 City Street Lights	10/09/2025	28,919.55
79723	Total Restoration OTT Tent Decontamination & Cleaning	10/09/2025	7,815.60
79724	Tripepi Smith and Associates, Inc. September 2025 Graphic Art Services & Content Development	10/09/2025	8,022.50
79725	Tyco Integrated Security, LLC October - December 2025 City Hall Alarm Services	10/09/2025	897.27
79726	County of Ventura July 2025 Repairs to Trolley & Public Works Truck	10/09/2025	7,254.84
79727	Ventura Pest Management City Hall & Public Works Pest Control	10/09/2025	3,250.00
79728	Katya Welborn Recreation Class- Tennis	10/09/2025	3,568.50
79729	Western NRG Inc October 2025 Email Security & Annual Renewal Fee	10/09/2025	1,034.00
79730	Witherspoon Industries Inc September 2025 City Unhoused Storage Rental	10/09/2025	90.00
ACH	Mission Square 457 ACH October 2025 Payroll Expense	10/01/2025	7,996.67
ACH	IRS ACH October 2025 Payroll Expense	10/02/2025	41,812.42
ACH	EDD ACH October 2025 Payroll Expense	10/02/2025	6,532.81

Check Register

Check Summary By Check Number



Check No	Vendor Name	Check Date	Check Amount
ACH	CalPERS Retirement ACH October 2025 Payroll Expense	10/08/2025	21,403.84
ACH	Phoenix Civil Engineering, Inc. August 2025 Citywide Projects (Storm Drain Repair & Parking Lot Paving)	09/29/2025	26,904.00
ACH	Colantuono, Highsmith & Whatley, PC August 2025 General Services	09/29/2025	45,528.87
	General Services	17,500.00	
	Special Projects	6,786.50	
	Labor & Employment	2,790.00	
	Criminal Code Enforcement	1,769.95	
	Encampment Resolution Grant Management (Reimbursable)	6,952.50	
	Elections Advice	93.00	
	Tax & Assessments Advice	434.00	
	General Litigation	5,606.92	
	Active Litigation & Settlement Management	3,596.00	
ACH	Ameriflex: Claims ACH October 2025 Payroll Expense	09/29/2025	132.88
ACH	Altigen Communications, Inc. September 2025 Telephone & Microsoft Teams Direct Integration Fee	09/29/2025	7,700.00
ACH	Pitney Bowes-Reserve Account City Hall Postage Machine Refill	09/29/2025	1,600.00
		Total	516,674.90
ACH	Payroll Pay Period 9/15/2025-9/28/2025	10/02/2025	111,888.69
	Wire & Paper Check Total		111,888.69
	Grand Total		\$ 628,563.59



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager

MEETING DATE: October 21, 2025

SUBJECT: Reappointment of Area Housing Authority (AHA) Commissioner

RECOMMENDATION

That the City Council reappoint Mr. Steve Mason to serve a new four-year term as the City of Ojai's representative on the Area Housing Authority (AHA) Board of Commissioners.

DISCUSSION

The County's AHA provides housing assistance and affordable housing programs across the region. Each participating jurisdiction appoints two commissioners to the Board of Commissioners, each serving a four-year term.

Mr. Steve Mason has been serving as one of Ojai's appointed Commissioners, with his current term expiring in October 2025. According to the AHA, Commissioner Mason has been an excellent representative for the City of Ojai throughout his term, actively participating in Board matters and serving as a reliable liaison between the Authority and the City. The AHA has expressed its support for Mr. Mason's reappointment (as seen in Attachment A), noting his strong performance and commitment as a Commissioner.

Reappointing Mr. Mason will maintain Ojai's effective representation on the AHA Board. Staff recommends approval to support this community member's desire to continue their volunteer service. Mr. Mason resides in Meiners Oaks representing the Ojai Valley and City.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 1 - Affordable Housing

OPTIONS

1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT

There is no fiscal impact as a result of this action.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

- A. AHA Commissioner Information and Mason Support
- Page 1 of 1

Weston Montgomery

From: S. M. [REDACTED]
Sent: Monday, August 25, 2025 3:27 PM
To: Andy Gilman
Cc: Weston Montgomery; Mike Nigh; Carrie Sabatini
Subject: Appointment to Affordable Housing
Attachments: Steve Mason fact sheet signed Attachment A.pdf; S Mason appointment 2021 Ojai consent item.pdf; Steve Mason appointment 2021 Ojai consent item.pdf

Mayor Gilman-

My name is Steve Mason and I am currently serving as one of the City of Ojai's appointees to the Area Housing Authority (AHA) Ventura County Board of Commissioners. I was appointed by the Ojai City Council in October of 2021. That four year term is due to expire this November. I would be happy to serve another term as one of the City's appointees to the Board. I have attached the Fact Sheet for Commission Applicants that I submitted to the City back in 2021. I am happy to provide an update to the Fact Sheet and or meet with you to discuss this appointment. The City Council consent letter, authored by then City Manager Vega, for the appointment and a transmittal of the decision to the AHA are also attached.

The AHA one of the best run agencies I have worked with in my 35 years of local government service. The AHA website is: <https://www.ahacv.org>. Mr. Michael Nigh, Executive Director is copied on this email and can provide you with additional information about the AHA

I can be reached at [REDACTED] or via email.

Regards

Steve Mason

C: Chief Deputy City Clerk, Mr. Montgomery
AHA, Deputy Executive Director C. Sabatini

Attachments:

Received City of Ojai

AUG 10 2021

City Clerk



CITY OF OJAI
 City Clerk's Office
 401 South Ventura Street
 Ojai, CA 93023
 Telephone: 805-646-5581, Ext. 120
 FAX: 805-646-1980

FACT SHEET FOR COMMISSION APPLICANTS

Name: Steve Mason Date: August 10, 2021

Residence Address: [REDACTED]

Home Phone: [REDACTED] E-Mail: [REDACTED]

Employer: Santa Barbara County- Planning & Development Business Phone: [REDACTED]

Business Address: [REDACTED] Type of Local Govt, Land Use Agency
 Business

Education: B.S – Business Administration, Real Estate and Land Use

Number of years as a resident
 of the Ojai Valley: 33

Are you a registered voter
 of the City of Ojai? no

List Civic Activities, Clubs, Associations, Etc.: Classified Personnel Commissioner,
Ojai Unified School District, 2005 to present. Ojai Road Runners Track Club
2000-2010

Additional information, qualifications and/or references:

I have worked in local government for over 30 years and am currently the Assistant Director for the Planning and Development Department of Santa Barbara County. I have significant experience working with elected and appointed councils, boards and commissions in the development and implementation of land use policy. I have experience working as a land use planner and am familiar with state housing laws and local housing issues. I also have direct experience overseeing building and zoning code compliance, including dangerous and substandard housing.

Housing has been an area of professional and personal interest. I would be honored to represent the City of Ojai on the Area Housing Authority.

From: Linda Fisher-Helton <lhelton@ahacv.org>

Sent: Tuesday, August 19, 2025 4:16 PM

To: Weston Montgomery <Weston.Montgomery@ojai.ca.gov>; Ben Harvey <Ben.Harvey@ojai.ca.gov>

Cc: Admin@ahacv.org

Subject: Re: Area Housing Authority Generic Commissioner Information

Hi Weston and Ben,

I apologize for the delay. I have been out of the office and am just returning.

Each jurisdiction appoints two Commissioners to represent the city on the Board of Commissioners. It is a four-year term. In addition, one Resident Commissioner who lives in an eligible AHA housing complex is jointly ratified by all the jurisdictions. Commissioner Angela Bradley was re-appointed as the Resident Commissioner in June. Commissioner Bradley just happens to live in the unincorporated Ojai area but serves as the Resident Commissioner, not an Ojai Commissioner.

Currently, Steve Mason serves as a Commissioner for Ojai. His term ends in October 2025. For Commissioner Mason to continue his position on the Board, he needs to be re-appointed. Commissioner Mason has been an excellent representative during his term. The Board and AHA would welcome his re-appointment. The discussion of re-appointment is between Commissioner Mason and the City.

I am happy to share with you AHA's generic information regarding Commissioner responsibilities. I do not have access to any of Ojai's recruitment information or process.

Please let me know what additional information you need.

Thank you,

Linda

Linda Fisher-Helton
Community Relations Manager
House One and You Change the World
Area Housing Authority of the County of Ventura

www.ahacv.org

805-480-9991, ext. 235

Generic Commission Position Description

The Commissioner is appointed and may be sworn in by the City Council to serve a 4-year term on the Area Housing Authority (AHA) Board of Commissioners. The Board presently meets monthly on the 4th Wednesday, or as otherwise scheduled, at 3:00pm in Newbury Park.

The duties of the Commissioner are to:

- Attend and actively participate in monthly Board meetings
- Maintain an open line of communication with the City regarding issues brought forth at AHA meetings
- Continue to acquire additional training/education on housing issues through AHA resources, HUD and, if approved, local and regional conferences
- Maintain a professional demeanor in all interactions with city council, AHA staff, other commissioners, and the public
- Provide support and direction to the AHA executive director

In order to effectively participate as a Commissioner, the ideal candidate must live within the City limits and have:

- The ability to clearly communicate thoughts and ideas both verbally and in writing
- Transportation to meetings
- The ability to understand financial, managerial, and planning/development reports
- Time to attend monthly Board and Committee meetings
- Basic understanding of proper meeting etiquette as set forth in Robert's Rules of Order
- Basic understanding of the Brown Act
- Basic understanding of public agency ethical practices
- Access to e-mail and the internet is required
- The ability to fill out a Statement of Economic Interest- Form 700
- Ability to complete all required training (Ethics, Workplace Harassment Prevention, etc.)

This is a volunteer position which receives a monthly stipend of \$50 and mileage reimbursement from the Area Housing Authority.

This document is intended to guide municipalities through the recruitment process and should be changed to meet the agency's specific needs, goals, process, and requirements for selecting a new commissioner or reappointing a current commissioner.



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager

MEETING DATE: October 21, 2025

SUBJECT: City Council Goals

RECOMMENDATION

Discuss and adopt the City Council goals and corresponding tactics for staff analysis, along with estimates of additional resources (monetary, human, or both) needed for each prioritized tactic.

DISCUSSION

The City Council has worked to develop its proposed goals and corresponding tactics at the following meetings this year:

- [February 25, 2025](#)
- [March 11, 2025](#)
- [April 22, 2025](#)
- [May 13, 2025](#)
- [June 17, 2025](#)
- [August 5, 2025](#)

Each meeting has built upon the prior and yielded results. The City Council has nine adopted goals:

1. Affordable Housing
2. Wildfire Safety Risk Mitigation
3. Arts, Culture and Recreation Funding
4. Infrastructure Maintenance and Improvement
5. Public Safety
6. Diversifying Economy/Tourism Management
7. Climate Resiliency
8. Financial Stability
9. Communication and Relationships

Most recently in the process (at the August 5 City Council meeting), the City Council completed the review and prioritization of Goals No. 1-7, selecting roughly 3 tactics per goal. Attachment A identifies the goals and tactics finalized and prioritized from that meeting. Additionally, individual Council Member tactic suggestions for Goal No. 8

(Financial Stability) and Goal No. 9 (Communication and Relationships) are identified on the document for Council discussion.

Next Steps

Along with the continuing prioritization of tactics, staff has returned with estimates of additional resources (monetary, human, or both) needed for each prioritized tactic to date, for Goals No. 1-7. This may also be seen in Attachment A.

It is recommended that Council continue to finalize and prioritize Goals No. 8-9 during this discussion and workshop. Staff will then return with a complete document showing goals, tactics, and fiscal impacts.

CITY COUNCIL GOALS ALIGNMENT

N/A (See Explanation Below)

This report aligns with all nine (9) City Council Goals as a result of the discussion of goal creation.

OPTIONS

1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT

Discussing proposed City Council goals and tactics has no fiscal impact. The Adopted Fiscal Year 25-26 budget reflects all nine goals. However, subsequent amendment(s) following budget adoption may be required to implement funding/resources for some tactics.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

- A. Proposed City Council Goals and Tactics

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
1	Affordable Housing	1A. Implementation requirements of the City's Housing Element and Regional Housing Needs Assessment (RHNA) for housing program.			
		1B. Work with market-rate residential developers, with the goal of obtaining as many affordable housing units as possible.			
		1C. Investigate an inclusionary housing ordinance. (7) *			
		1D. Explore alternative building methods, adjust Municipal Code as necessary. (10) *			
		1E. Identify opportunities to create workforce housing and potential live/work strategies. (4)(9) * (Priority – R 2, L 2, G 2, M 3, W 2) **	60 Hours staff time = 15,000 Estimate, under 50k in all - absorbed by current budget and contract amendment with Wildan	\$ 15,000	\$ 15,000
		1F. Research establishment of a housing trust and potential budget allocation to support housing goals including rental assistance and a housing allotment. (2)(8) * (Priority – R 1, L 1, G 1, M 1, W 1) **	100k for 120 hrs consultant and 60 hrs legal		\$ 100,000
		1G. Explore creation of a Housing Commission, addressing affordable housing and homelessness. (5) * (Priority – R 3, L3, G 3, M 2) **	100k for 120 hrs consultant and 60 hrs legal		\$ 100,000
		1H. Research Expanding Whispering Oaks (or the equivalent) (3) *			
		1I. Collaborate with Ventura Home Share on home share program (6) *			
					Total Goal #1
FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
2	Wildfire Safety & Risk Mitigation	2A. Create educational outreach program regarding defensible space, and home hardening measures and provide assessment tool(s). (4, 2)			
		2B. Evaluate the need for potential mutual-aid agreements with the County or other agencies			
		2C. Promote participation in "VC Alert" and promote programs such as "Ready, Set, Go." (3)(9)			
		2D. Explore feasibility and cost to implement local warning systems such as warning sirens, reverse 911, and back-up systems for communications. Promote participation in "VC Alert" and promote programs such as "Ready, Set, Go." (3) (9) * (Priority – L1, G2, M2, W3, R2) **	Legal (10k) and in-house staff to create MOU with Ojai Civic Association & VCSD & VCFD- Bell Tower usage of sound system. 5-10 hours of in house staff to review message board		\$ 10,000
		2E. Evaluate Building and Planning Standards that minimize fire risk.			
		2F. Press utility providers to further harden infrastructure, ensure routine inspection, and underground when			
		2G. Collaborate with existing Fire and Sheriff emergency response training to include City officials and staff.			
		2H. Create "Yes" and "No" landscaping Check List for residents.			
		2I. Pursue partner agreements in cooperation with providers/regional partners to further efforts that will reduce hazardous conditions and fuel sources, Wildfire Prevention Grants, include land clearing, educational outreach program regarding defensible space, and home hardening measures, and provide assessment tool(s). (2) (4) (6) (8) (10) * (Priority – L2, G1, M1, W1, R1) **	PSA with Ojai Valley Fire Safe Council. \$386k appropriated at 08.26.25. RFP for fuel reduction TBD	\$ 386,000	
		2J. Commission a report on fire hardening measures. (11) *			

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
		2K. Explore homeowner fire hardening incentive program. (1) * (Priority – M3) **			
		2L. Research initiative to create micro-grid(s) and initiative to underground utility lines. (5) * (Priority – L3, G3, R3) **	50k Outside consultant for feasibility study for micro-grid. 25k for potential regional lobbyist contributions for future rate case CPUC for underground utilities.		\$ 75,000
			Total Goal #2	\$ 386,000	\$ 85,000
FY 2025-26 City Council Goals & Tactics					
Goal #		Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
3	Arts, Culture and Recreation Funding.	3A. Increase funding the Arts Grant Program to support programming and services, helping to strengthen the local arts and cultural community. (2) * (Priority – G1, L1) **	Council action at 06.24.2025 Budget Hearing increased to 100k	\$ 100,000	
		3B. Establish Cultural Arts Roundtables with local partners to gather information on programs of interest. (7) (13) *			
		3C. Expand promotion of existing "Walking Tour of Downtown Ojai Public Art" using Social Media and other			
		3D. Create Capital campaign for community pool at Soule Park. (8) * (Priority – R1) **			
		3E. Identify a location for a dog park in the city. (9) *			
		3F. Engage Arts Commission to place a mural in Kent Hall City Council Chambers.	Vinyl Wrap estimate		\$ 15,000
		3G. Research establishing 4th of July drone show.			
		3H. Create criteria for legacy organizations for Libby Bowl to expand programming of performing arts at Libbey			
		3I. Extend bike path to Soule Park with County partnership. (Cross-referenced in Goal 4G) (4) * (Priority – G3, W1, M1, R3, L2) **	Presentation of ideas by consultant and staff to City Council and County		\$ 25,000
		3J. Partner with OUSD to research a performing arts center downtown. (6) * (Priority – L2) **			
		3K. Consider Ojai Cultural Contribution, dedicating a portion of the TOT to non-profit applicants influencing the arts, culture, and recreation. (2) * (Priority – G2, M3, R2) **	Non-Measure C TOT funds may be used for this purpose at an amount, percentage, or level determined by the City Council.		
		3L. Cluff Vista Park maintenance. (Priority – W3) **			
			Total Goal #3	\$ 100,000	\$ 40,000
FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
	Infrastructure	4A. Research Road and Hardscape Alternative Materials with potential demonstration project. (2) * (Priority – R3, L2, G2) **	20k for report on methods and materials - for product choice. 250k demonstration project estimate		\$ 270,000
		4B. Continue implementation of the Pavement Management Program to maintain or increase Pavement Condition Index (PCI).			
		4C. Continue City Stormwater Drainage System assessment and create Master Plan.			
		4D. Research approaches to provide improved pedestrian crossings at Arcade and Montgomery. (3) *			
		4E. Explore water conservation projects. (5) *			

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
4	Maintenance and Improvement	4F. Present ATP Phase II options for the City Council to consider.			
		4G. Explore land use agreement with the County regarding Ojai Bike Trail to include a maintenance program, directing the City Manager to enter into negotiations with County. (Cross reference with Goal 3I) (7) * (Priority – M1, R1, W3) **	Underway internally with PW Director and CM		
		4H. Parking concept review – multiple topics. (Cross-referenced in Goal 6F) (4) * (Priority – M2, R2, L3, G1, W2) **	General Plan outside consultant funding for concept review		\$ 50,000
		4I. Research advancing road paving timeline to reduce expenditures. (Priority – M3, L1, G3, W1) **	4.5M this year on paving. Doubling would mean 9M. Add'l amount would need to come from GF Reserves		\$ 4,500,000
			Total Goal #4		\$ 4,820,000
FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
5	Public Safety	5A. Identify methods to enhance pedestrian and bicyclist safety, including creating E-Bike policy, and educational campaign. (2) (3) (6) * (Priority – L2, W1) **			
		~~5B. Create educational campaign to curtail the unsafe use of e-bikes. (3) Research traffic calming measures for concept review.~~ (2) (6) * (Priority – R2, G2, M3, W3) **	5B and 5F are the same - 110,000k for traffic engineer and development of speed hump policy - future agenda item		\$ 110,000
		5C. Partner with CalTrans and Ventura County for safety solutions at Highway 33 and Villanova Road. (10) *			
		5D. Discuss proposed program for Flock ALPR technology with the City Council.	Although not prioritized, Chief Jenkins estimates 11K for FLOCK Technology		
		5E. Develop/adopt speed hump policy. (6) *			
		5F. Conduct City-wide speed study with goal to establish citywide 25 MPH speed limit. (1) * (Priority – L3, R1, G3) **	5B and 5F are the same - 110,000k for traffic engineer and development of speed hump policy - future agenda item		
		5G. Conduct a crosswalk ADA accessibility audit, including potentially adding crosswalks. (8) (9) *			
		5H. Develop proactive code compliance measures.			
		5I. Create a traffic safety commission. (Priority – L1, R3, G1, M2, W2) **	Public Safety Commission - absorbed by internal staff time. 5k for ordinance needed for creation of Commission		\$ 5,000
			Total Goal #5		\$ 115,000
FY 2025-26 City Council Goals & Tactics				Budgeted in FY 2025-26	Non-Budgeted Estimates
Goal #	Goal	Tactic	Notes		
		6A. Procure adequate resources to successfully reinstate 2nd trolley route and restore Sunday service.			
		6B. Enhance education and enforcement regarding STR Ordinance.			

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
6	Diversifying Economy/Tourism Management	6C. Create 2:2 City/Chamber of Commerce Committee to discuss potential professional services agreement in light of new Chamber Director.			
		6D. Commission Economic Action Plan, especially to better capitalize on visitor population. (Priority – L2, W1, G1, R1, M1) **	Outside consultant needed		\$ 50,000
		6E. Pursue broadband franchise agreement to support local businesses.			
		6F. Commission parking study (including locations, metering and enforcement) to determine needs and potential revenue options. (Cross-referenced in Goal 4H)			
		6G. Explore other potential revenue options, including Sales Tax increase, paid parking, bus visitation fees, non-residential ownership tax. (Priority – L1, W3, G2, R2, M3) **	Outside consultant needed		\$ 35,000
		6H. Tourism communication plan.			
		6I. Investigate and return with report on “incubator business investments” used in City of Ventura or other agencies. (Priority – L3, W2, G3, R3, M2) **	Staff time absorbed within budget	\$ 20,000	
			Total Goal #6		\$ 85,000
FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
7	Climate Resiliency	7A. Develop recommendations for the replacement of City vehicles with electric or zero emissions vehicles when feasible. (Plug-in Hybrid option allowed for use)			
		7B. Enhance existing tree canopy and maintain health of existing City trees.			
		7C. Move forward with City facility electrification effort by awarding contract.			
		7D. Conduct education and outreach for anticipated Tree Ordinance update.			
		7E. Research alternative road paving materials. (Priority – L3, G1, M2) **	Same as 4A		
		7F. Complete the Climate Action Plan and consider the intersectionality of housing/traffic/climate mitigation/economic diversification (jobs housing mismatch).			
		7G. Investigate options of alternative building materials. (Priority – G1, R1) **			
		7H. Educate builders in energy efficient construction and incentivize through a grant program for both new construction and existing home improvements. (Priority – L1, W2, M3) **	CPA flexpath absorbed - alt materials/methods. 5k contract add on for Willdan		\$ 5,000
		7I. Explore installation of EV chargers at apartment buildings. (Priority – W3) **			
		7J. Explore grants for rainwater capture. (Priority – R1) **			
		7K. Flexpath electrification incentives, ordinance adoption.			
		7L. City Council Measure C Policy.			
		7M. Habitat restoration and “re-wilding” – investigate programs and funding available for Council consideration. (Priority – L2, G3, W1, M1, R2) **	CMO budget absorbed		
		Stopping Point at August 5 City Council Special Meeting			
			Total Goals #7		\$ 5,000

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics							
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates		
FY 2025-26 City Council Goals & Tactics							
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates		
8	Financial Stability	8A. Conduct study to update existing fees, and ensure costs are being recovered.					
		8B. Review the existing Investment Policy with Budget Committee, present recommendations to City Council.	Completed				
		8C. Review allocations of City costs to determine if special revenues are being fully utilized.					
		8D. Complete inventory of equipment and fleet.					
		8E. Develop and implement a Grant Management Policy to ensure compliant grants management and reporting.					
		8F. Prepare the City's first Annual Comprehensive Financial Report.	Completed				
		8G. Conduct a facilities reserve study to determine set-aside amounts for future capital improvements.					
		8H. Develop a City Total Compensation Philosophy to ensure effective recruitment and retention efforts.					
		8I. Evaluate Sheriff's Contract					
		8J. Research advancing paving timeline to spend less in the near term if possible					
		Live additions made during May 13 Regular Meeting (Goal 8)		Council Member Rule (Recommendations from May 13) 1. Procure public-facing interactive budget reporting software.			
					Total Goal #8		\$ -
FY 2025-26 City Council Goals & Tactics							
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates		
9	Communications and Relationships	9A. Develop and implement a Communications Strategy, including target audiences.					
		9B. Evaluate the City's website to improve ease of use for the public.					
		9C. Implement Granicus software-driven agenda management system.					
		9D. Implement 2:2 City/OUSD standing committee for purposes of discussing partnership areas (workforce housing, pool), areas of joint concern and mutual goals.					
		9E. Determine organizations/agencies/offices where better relationships would strategically benefit the City's service delivery, and assign City liaisons (City Council and/or City staff) where appropriate.					
		9F. Celebrate all Capital Improvement Project completions publicly through ribbon cuttings, press-releases and social media posts (when/where feasible).					
		9G. City Council meets weekly, with alternating weeks designated as no action taken.					
		9H. Bi-monthly townhalls to hear from the community (possible CM hosting schedule)					
		9I. Improve transparency, including closed session minutes.					
		9J. Research feasibility of enacting Measure M (at large voting) in November 2026.					

City Council Goals Tactics
Fiscal Year 2025-26

FY 2025-26 City Council Goals & Tactics					
Goal #	Goal	Tactic	Notes	Budgeted in FY 2025-26	Non-Budgeted Estimates
		9K. Initiate a Valley-wide advisory commission/committee.			
		9L. Consider modest stipend for Commissioners.			
			Total Goal #9		\$ -
	Live additions made during May 13 Regular Meeting (Goal 9)	Council Member Whitman (Recommendations from May 13) 1. Creation of a Traffic Safety Commission. 2. Change of the City Council meeting start time to 5:00, with Closed Sessions (when scheduled) to take place at the end of the agenda. 3. Initiate a City Council Liaison for the County's Municipal Advisory Committee (MAC) Mayor Pro Tem Lang (Recommendations from May 13) 1. Interactive Signage/Kiosk for Trolley/Bus Stops. 2. Consistency in signage and design a wayfinding approach. 3. PSA with the Humane Society. (Possibly Goal 3 Public Safety or Goal 5 Public Safety, to be workshopped) 4. Potential ORD for the rights of renters with animals. 5. City Arts Calendar "What's Happening" style calendar. Council Member Rule (Recommendations from May 13) 1. PSA with the Humane Society. (Possibly Goal 3 Public Safety or Goal 5 Public Safety, to be workshopped) 2. Evening drop-off of stray animals option. 3. Dog park for off-leash option and small dog option.			



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager
Taylor Anderson, Assistant City Attorney

MEETING DATE: October 21, 2025

SUBJECT: Concept Review: Public Safety Commission

RECOMMENDATION

Direct the City Manager, in consultation with the City Attorney, to return at a future meeting with a first reading of a draft ordinance establishing a Public Safety Commission.

DISCUSSION

The establishment of a Public Safety Commission would provide the City Council with structured community input on various public safety matters within the City's jurisdiction. The Commission would complement existing public safety efforts while fostering greater community involvement in safety initiatives and policy development.

Member Requirements

Staff recommends these requirements for Commission membership:

- *Term Length:* Members will serve four-year terms, consistent with other City Commissions.
- *Residency:* All members must live within the Ojai Area of Interest. The City Council may also choose to require that a certain number of members be City residents specifically.
- *Qualifications:* No special expertise is required for membership. However, all members must commit to learning about the policies and ordinances that govern public safety issues in Ojai.
- *Application and Selection Process:* This should mirror the 3-member committee process for all other commissions. Since there is no Chair for a new Commission, the first selection committee would be comprised of the Mayor and a rotating-Council member, as selected by the City Clerk.

Duties and Responsibilities

Staff recommends the Commission is advisory to the City Council and is tasked with providing recommendations to the City Council regarding:

- *Community Programs Support:* Support and encourage expansion of the neighborhood watch and Citizens Emergency Response Team (CERT) programs, and other public-facing programs and initiatives of the Ventura County Sheriff's Office and Ventura County Fire Department.
- *Public Safety Awareness:* Develop methods for increasing public safety awareness by recommending the most effective means of community communication and outreach.
- *Recognition Programs:* Recommend annual commendations by City Council for private residents and public employees who make significant contributions to public safety within the community.
- *Transportation Infrastructure Safety:* Receive community complaints/concerns, review and make recommendations regarding parking regulations, sidewalk conditions and accessibility, speed limits and enforcement, crosswalk safety and visibility, and traffic control measures to enhance pedestrian and vehicular safety.
- *Fire Safety Initiatives:* Fire hardening and fire safety related initiatives to improve community resilience and preparedness within the City's jurisdiction.

Commission Operating Parameters and Limitations

- *Meeting Frequency:* Meetings should be held at least once a quarter, and more frequently as needs arise.
- *Reporting Requirements:* All Commission recommendations must be submitted to the City Council in writing and include a summary of resident testimony received on each particular recommendation.
- *Non-Adjudicatory Role:* The Commission should be prohibited from functioning as an adjudicatory body and should have no authority to compel attendance of persons before it.
- *No Consideration of Specific Incidents or Employment Matters:* The Commission should be prohibited from considering or attempting to resolve resident complaints about specific incidents or allegations against City employees. The commission may only address broad policy issues that may be highlighted by such complaints.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 2 - Wildfire Safety and Risk Mitigation

Goal No. 5 - Public Safety

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action.
2. Provide alternate direction.

FISCAL IMPACT: There is no fiscal impact in conducting a concept review.

Prepared by: Taylor Anderson, Assistant City Attorney and Ben Harvey, City Manager



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager

MEETING DATE: October 21, 2025

SUBJECT: Trolley Driver Pilot Benefit Program

RECOMMENDATION

Direct the City Manager to establish a Trolley Driver Pilot Benefit Program that authorizes employment benefits for trolley drivers with the goal of attracting and retaining trolley drivers.

DISCUSSION

The Ojai Trolley Service was established in 1989. Ojai is the only city in the County of Ventura that owns and operates its own public transportation fleet. The trolley provides daily fixed-route transportation throughout Ojai, Meiners Oaks, and Mira Monte, and is the primary transit system for those areas.

Prior to the COVID-19 pandemic, the Ojai Trolley was operating two trolley routes and employed an average of 14 drivers at 19 hours per week. Shortly after the pandemic hit, several drivers did not return to work due to COVID concerns. The shortage of drivers limited trolley service to one route. Following the pandemic, the ability to attract and retain drivers continued to be difficult. In 2022, the City Council approved an increase to wages for trolley drivers that matched wages for similar positions in the County. However, even after increasing wages, filling these positions remained difficult. In an effort to increase our competitiveness and our ability to attract new drivers, the City Council approved a Trolley Driver Incentive Program in early 2023. The incentive program includes a one-time hiring bonus of up to \$1,500 paid after 12 months of service, as well as an annual longevity bonus of up to \$800 paid in June of each year.

Despite these enhancements to the compensation program and ongoing recruitment efforts, recruiting drivers continues to be challenging. Following discussions with applicants, City management has discovered that barriers to accepting a trolley driver position include the lack of employment benefits and the limited number of assigned working hours. In an effort to attract and retain drivers, staff propose to implement a Trolley Driver Pilot Benefit Program (Attachment A). The proposed program aims to address these issues by offering a range of benefits designed to improve the working conditions and overall satisfaction of trolley drivers. The benefits offered will be modeled after the current benefit program offered to regular full-time City employees. The key components of the program are as follows:

- Health and Wellness Benefits – health, dental, and vision insurance; access to mental health resources and counseling services.

- Financial Incentives – Retirement planning assistance and employer-matched retirement contributions; annual salary reviews and corresponding raises based on satisfactory evaluations.
- Work-Life Balance – paid time off including vacation days, sick leave and holiday pay; flexible shift arrangements.

It should be noted that the City's contribution towards these benefits will be prorated based on the employment status of the trolley drivers. Specifically, contributions will be adjusted for half-, three-quarter-, or full-time employment. However, some benefit options may not be available to those working less than full-time due to the current plan design and contract provisions. Additionally, drivers hired to work less than 1,000 hours per fiscal year will continue to be ineligible for benefits.

Staff propose that the pilot program be implemented over a 12-month period, starting January 1, 2026. An evaluation will be conducted at the end of this period to assess the effectiveness of the program and determine whether it should be extended or modified. The pilot benefit program is expected to: 1) increase job satisfaction and morale among trolley drivers; 2) reduce employee turnover and associated recruitment costs; 3) attract more qualified candidates; and 4) enhance the quality and reliability of trolley services for the public by increasing the trolley driver pool. If the program is a success, the City Council could consider enhancing the benefit package for other part-time staff who are assigned to work more than 1,000 hours a fiscal year (averaging 20+ hours a week).

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action.
2. Provide alternate direction to staff.

FISCAL IMPACT

The estimated cost of the pilot program is \$200,000. Funding is available within the Trolley Fund of the adopted Fiscal Year 25-26 budget.

Prepared by: Kathy Holman, Human Resources and Risk Manager

ATTACHMENT(S)

- A. Trolley Driver Pilot Benefit Program



City of Ojai
Trolley Driver Pilot Benefit Program

Effective January 1, 2026

BENEFITS ¹	DRIVER STATUS			
	Full-Time (36-40 hrs/wk)	¾-Time (29-35 hrs/wk)	½-Time (20-28 hrs/wk)	Temporary (<1,000 hrs/yr)
CalPERS Retirement <i>Classic Member Formula: 2% @ 60 – Employee contribution 7% (City pays 2% of employee contribution)</i> <i>New Member (PEPRA) Formula: 2% @62 – Employee contribution 7.96%</i>	X	X	X	X ²
457 (b) Deferred Compensation Program City matches Employee's elective deferral up to \$200/month or 3% of base salary, whichever is greater	X	X	X	
CalPERS Health Plan City pays 100% of employee coverage and 80% of dependent coverage for full-time employees (pro-rated for ¾- & ½-time employees)	X	X	X	
Dental – MetLife City pays 100% of employee coverage for full-time employees (pro-rated for ¾-time employees); dependent coverage paid by employee	X	X		
Vision – MetLife VSP Choice City pays 100% of employee coverage for full-time employees (pro-rated for ¾-time employees); dependent coverage paid by employee	X	X		
Flexible Spending Accounts HealthCare FSA employee contribution limit: \$3,400/year Dependent Care FSA employee contribution limit: \$5,000/year	X	X	X	
Life Insurance and AD&D Employee Policy: \$30,000 – City pays 100%	X	X		
Short- & Long-Term Disability City pays 100% of employee coverage	X			
Supplemental/Voluntary Insurance	X	X	X	
Employee Assistance Program (EAP)	X	X	X	X
Vacation Leave Accrual rate during 1 st year of employment: .042 hours earned for every hour worked (accrual rate increases every 2 years of employment)	X	X	X	
Sick Leave Accrual rate for full-, ¾-, ½-time employees: .046 hours earned for every hour worked Accrual rate for temporary employees: 1 hour earned for every 30 hours worked	X	X	X	X
Holidays 13 paid holidays per year	X	X	X	

¹ – Benefits shall be administered in conformance with the Employee Handbook of the City of Ojai, established City practice, and applicable state and federal law.

² – Temporary employees and employees working less than an average of 20 hours/week are enrolled in CalPERS retirement only if they are an existing member.

TROLLEY DRIVER INCENTIVE PROGRAM	
New Hire Incentive – on Anniversary of Employment	Incentive Amount
Driver works 900 hours or more in 1 st 12 months of employment	\$1,500
500-899 hours	\$750
250-499 hours	\$250
Less than 250 hours	\$0
Annual Retention Incentive (Paid in June of each year)	
Driver works 500 hours or more (7/1-5/31)	\$800
Driver works less than 500 hours (7/1-5/31)	\$400



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager
Lindy Palmer, Public Works Director

MEETING DATE: October 21, 2025

SUBJECT: Memorandum of Agreement with Space Launch Delta 30 for Monitoring of Sonic Booms from Vandenberg Space Force Base

RECOMMENDATION

Authorize the City Manager to enter into a Memorandum of Agreement (MOA) with Space Launch Delta 30 (SLD 30) for the monitoring of sonic booms from Vandenberg Space Force Base (Vandenberg).

DISCUSSION

Residents have expressed concerns regarding the frequency and intensity of sonic booms originating from Vandenberg, especially the proposed increase in launches for the proposed Falcon Launch Program. In response, Council approved and submitted their official comments to Vandenberg for the proposed Falcon Launch Program on June 24, 2025.

In its letter, Council strongly recommended that Vandenberg establish comprehensive noise monitoring protocols for sonic booms within Ojai city limits. The Council also included that Vandenberg addresses environmental impacts such as air quality, water quality, hazardous waste, risk assessment, and wildlife impacts.

In response, SLD 30 has partnered with Brigham Young University and California State University at Bakersfield to study ascent sonic booms in Santa Barbara, Ventura, and Los Angeles Counties. SLD 30 plans to place acoustic monitoring stations in counties along the central coast to capture measurements on all launches from Vandenberg. As part of this effort, City was approached by SLD30 to enter into an MOA to install sonic boom monitoring equipment throughout the City.

The proposed monitoring stations will consist of a microphone with a windscreen and weather shelter, a solar panel and the following hardware housed in a pelican case. They will also include a battery, solar controller, computer, data acquisition module, GPS clock, and cell modem. The equipment footprint with the solar panel (2ft x 3ft) is approximately 4ft x 8ft. The acoustic monitoring stations will have the ability to record 51.2 kHz or 50 kHz sampling.

The parties will agree on the station locations within the City. Staff has identified Libbey Park at 210 S. Signal St. and the Parks and Recreation Department at 510 Park Rd. as recommended locations for the proposed monitoring stations (both of these proposed locations are under City control, making deployment and access easier). These locations will be final once the MOA is signed.

The MOA outlines roles and responsibilities related to data sharing, monitoring protocols, and communication strategies.

Entering into the agreement with SLD 30 allows the City to proactively address sonic boom impacts, enhance transparency with the community, and strengthen interagency cooperation.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action.
2. Provide alternate direction to staff.

FISCAL IMPACT

There is no anticipated direct fiscal impact to the City as a result of entering into the proposed MOU. Any future costs or resource requirements will be brought before the Council for approval as needed. The City will need to provide power and network access to the monitoring equipment at its cost.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

- A. SLS 30 Sonic Boom Monitoring Station MOA

MEMORANDUM OF AGREEMENT
BETWEEN
THE SPACE LAUNCH DELTA (SLD 30)
AND
THE CITY OF OJAI, CALIFORNIA
FOR
THE SONIC BOOM STUDY

This is a memorandum of agreement (MOA) between the SLD 30 and the City of Ojai, State of California (hereinafter referred to as "CITY"). When referred to collectively, the SLD 30 and the CITY are referred to as the "PARTIES."

- 1 BACKGROUND: SLD 30 has partnered with Brigham Young University and California State University at Bakersfield to study ascent sonic booms in Santa Barbara, Ventura, and Los Angeles Counties. In support of gathering data to enhanced sonic boom characterization efforts and provide science-based parameters for the Space Launch Delta 30 commander to make launch decisions, SLD 30 plans to place sonic boom monitoring stations in counties along the central coast to capture measurements on all launches from Vandenberg Space Force Base.
- 2 AUTHORITIES: This agreement is being entered into in accordance with DoDI 4000.19 dated 16 Dec 2020.
- 3 PURPOSE AND SCOPE: The purpose of this MOA is to establish the framework for the Parties to support the deployment and maintenance of SLD 30 sonic boom monitoring stations on and around city and county owned facilities.
- 4 RESPONSIBILITIES OF THE PARTIES:
 - 4.1 The SLD 30 will –
 - 4.1.1 Deploy static the acoustic monitoring station(s) to the identified city or county facility or facilities, which shall be mutually agreed upon by the PARTIES in writing.
 - 4.1.2 Place the acoustic monitoring equipment with non-damaging methods in, on, or around the designated facility or facilities.
 - 4.1.3 Provide a description of all the hardware to be placed at the identified facility or facilities.
 - 4.1.4 Provide a list of personnel who will access the facilities for actions related to hardware deployment, maintenance, or removal.
 - 4.1.5 Provide at least 24 hours' notice before personnel access the identified locations for monitoring station deployment, maintenance, etc. actions.

4.2 The CITY will –

- 4.2.1 Provide a list of available city or county facilities for placement of acoustic monitoring stations.
- 4.2.2 Allow access to SLD 30 and contracted personnel to selected facility properties as requested for acoustic monitoring stations deployment, maintenance, troubleshooting, etc. actions. SLD 30 uses the selected facility properties at its own risk, and the CITY is not responsible for any loss or damage to SLD 30's sonic boom monitoring stations or equipment.
- 4.2.3 Provide SLD 30 with the appropriate network access, as applicable, at the identified facility locations to the extent available at the identified facility locations.
- 4.2.4 Provide SLD 30 with the appropriate power access, as applicable, at the identified facility locations to the extent available at the identified facility locations.
- 4.2.5 Provide SLD 30 seven (7) days' notice of any activities impacting access to the identified facilities for static monitoring station deployment, maintenance, etc. actions except in the event of emergencies where providing such advance notice is not practicable, in which case the CITY shall provide SLD 30 notice of such activities as promptly as possible.

5 PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

6 GENERAL PROVISIONS:

6.1 POINTS OF CONTACT: The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1 For the SLD 30 –

6.1.1.1 Primary: Thomas Stevens
Executive Director, Space Launch Delta 30
thomas.stevens@spaceforce.mil
805-606-0009

6.1.1.2 Alternate: Adekunbi Adewunmi
Chief, Project Integration, Space Launch Delta 30

adekunbi.adewunmi.1@spaceforce.mil
805-606-8698

6.1.2 For the CITY –

6.1.2.1 Primary: Ben Harvey
City Manager, City of Ojai
ben.harvey@ojai.ca.gov
805-646-5581

6.1.2.2 Alternate: Lindy Palmer
Public Works Director, City of Ojai
lindy.palmer@ojai.ca.gov
805-646-5581 ext 222

6.2 CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOA will be addressed, if to SLD 30 to –

6.2.1 SLD 30/XP
Attn: S5I, Project Integration
1515 Iceland Avenue
Vandenberg SFB, CA 93437

and, if to the CITY, to –

6.2.2 City of Ojai, City Manager
401 S Ventura St
Ojai, CA 93023

6.3 REVIEW OF AGREEMENT: The Parties will conduct periodic reviews of this MOA to identify any revisions and update requirements no later than one year after the effective date. Minor changes may be made at any time by correcting the existing document or attaching a memorandum to the basic document. Changes must be coordinated and initialed by a representative of both Parties.

6.4 MODIFICATION OF AGREEMENT: This MOA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

6.5 DISPUTES: Any disputes relating to this MOA will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

6.6 TERMINATION OF AGREEMENT: This MOA may be terminated by either Party by giving at least 90 days written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

6.7 TRANSFERABILITY: This Agreement is not transferable except with the written consent of the Parties.

6.8 ENTIRE AGREEMENT: It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter, thereby merging and superseding all prior agreements and representations by the Parties with respect to such subject matter.

6.9 EFFECTIVE DATE: This MOA takes effect beginning on the day after the last Party signs.

6.10 EXPIRATION DATE: This Agreement expires two years from the effective date.

6.11 CANCELLATION OR MODIFICATION OF PREVIOUS AGREEMENT: N/A

6.12 NO THIRD PARTY BENEFICIARIES: Nothing in this MOA, express or implied, is intended to give to, or will be construed to confer upon, any person not a party any remedy or claim under or by reason of this MOA and this MOA will be for the sole and exclusive benefit of the Parties.

6.13 SEVERABILITY: If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

6.14 OTHER FEDERAL AGENCIES: This MOA does not bind any federal agency, other than the Parties, nor waive required compliance with any law or regulation.

7 FINANCIAL DETAILS: N/A

AGREED: [Approval Authority signatures will never be alone on a blank page]

For the SLD 30 –

For the CITY –

THOMAS E. STEVENS, NH-04, USSF
Executive Director, Space Launch Delta 30

Ben Harvey
City Manager

(Date)

(Date)