AGENDA

CITY COUNCIL REGULAR MEETING

TUESDAY, JUNE 23, 2026, 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	BETHANY BURGESS	WESTON MONTGOMERY
CITY MANAGER	CITY ATTORNEY	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 - June 23, 2026 - Regular Meeting

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. **Ojai Valley Fire Safe Council to Provide a Quarterly Update**

COMMISSION REPORTS

CITY MANAGER'S REPORT

PUBLIC COMMUNICATIONS

Public Communications is the time set aside during the meeting for members of the public to address the City Council on items of City business other than scheduled agenda items. Matters raised at this time may be briefly discussed by the Council, and will generally be referred to staff and/or placed on a subsequent agenda. Under State law, other than for emergency items, no action can be taken.

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.

2. **City of Ojai Warrants for May 25, 2026 - June 07, 2026**
   RECOMMENDATION: Receive and file.
   Administrative Report - Warrant Report
   Attachment A - Warrant Register Report
   Attachment B - Disbursement by Category
   Warrant Cover Letter

3. **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of May 31, 2026**
   RECOMMENDATION: Receive and file.
   Administrative Report -Treasurer's Report May 2026
   Attachment A -Treasurer's Monthly Report May 2026
   Exhibit A - Cash & Investment Summary May 2026

4. **Minutes - Planning Commission**
   RECOMMENDATION: Received and file.
   02-18-26 PC Regular Meeting
   05-06-26 PC Regular Meeting

5. **Annual Request for Services – Ventura County Animal Services**
   RECOMMENDATION: Authorize the City Manager to execute the second amendment to the Animal Services Agreement with Ventura County to exercise the second, one-year renewal period and extend the Agreement through June 30, 2027, and submit the annual Service Level Request to Ventura County Animal Services for Fiscal Year 2026/2027, at the existing service level and for the updated service costs identified in Attachment A.
   Administrative Report - County Animal Services Agreement
   Attachment A - Agreement No. 2026-43 - Amendment No. 2
   Attachment B - Amendment No. 1
   Attachment C - Animal Services Agreement (FY 2022-2025 Agreement)

6. **Fiscal Year 2026-27 Statement of Investment Policy**
   RECOMMENDATION: Adopt a resolution approving the City of Ojai's Fiscal Year 2026-27 Statement of Investment Policy and replace prior resolutions and policies relating to the City's Statement of Investment Policy, including but not limited to, the provisions contained within Investment Policy Resolution 25-25 adopted June 24, 2025.

Administrative Report - Investment Policy
Attachment A - Resolution No. 2026-23, FY 2026-27 Statement of Investment Policy
Attachment B - Investment Policy

7. **Award Amendment No. 1 to Ventura Regional Sanitary District (VRSD) for Storm Drain Cleaning and Video Inspections for the 2026 Pavement Rehabilitation Project (ST-3007)** ***(Operational Need)***
RECOMMENDATION: Authorize the City Manager to execute Amendment No. 1 (PW Agreement No. 2025-31A) to the existing agreement with Ventura Regional Sanitary District (VRSD, a special district) for continued storm drain cleaning and video inspection services in support of the 2026 Pavement Rehabilitation Project (ST-3007), increasing the not-to-exceed amount by $51,781 for a total authorized expenditure of $109,629, and extending the term through December 30, 2026.
Agenda Report - Amendment No. 1 with Ventura Regional Sanitary District
Attachment A - Original Agreement
Attachment B - Amendment No. 1

8. **Resolution Expressing Support for Conservation of Local Biodiversity and Stewardship of Natural, Coastal, and Public Lands**
RECOMMENDATION: Adopt the Resolution expressing support for the conservation of local biodiversity and the stewardship of natural, coastal, and public lands within the City of Ojai.
Administrative Report - Resolution Support of Biodiversity
Attachment A - Resolution No. 2026-28

9. **City Council Minutes**
RECOMMENDATION: Approve.
05-26-26 Special Meeting
05-26-26 Regular Meeting

10. **Commission Appointments**
RECOMMENDATION: Confirm nomination of applicant Raymond Sims as Public Safety Commissioner to fill an inaugural vacancy (two-year term ending May 2028), Brenna Furness as Public Safety Commissioner to fill an inaugural vacancy (two-year term ending May 2028), and confirm reappointment of Suzi Taylor as Parks and Recreation Commissioner (four-year term ending May 2030).
Administrative Report - Commission Appointments
Attachment A - Commssion Application - R. Sims
Attachment B - Commission Application - B. Furness
Attachment C - Reappointment Form - S. Taylor

PUBLIC HEARINGS

11. **City Council Appeal of Planning Commission Denial | Outdoor Storage and Use of an Existing Walk-in Freezer and Proposed Modifications to the Existing Outdoor Dining Area Located to the Rear of Ojai Mountain Farm Restaurant; Addressed 242 East Ojai Avenue (Design Review Permit [DRP 26-003] and Conditional Use Permit [CUP 26-003]). Assessor's Parcel Number 021-0-140-370. Representative: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams; Applicant: Tony Yanow, Ojai Mountain Farm.** ***(Requested by Mayor Gilman and Council Member Rule)***
RECOMMENDATION:

1. Receive the Administrative Report and Presentation from Staff and the Applicant;
2. Take Public Comment on this matter; and
3. Consider a resolution (Attachment A) approving the outdoor storage and use of an existing walk-in freezer and proposed modifications to the existing outdoor dining area located at 242 East Ojai Avenue, consistent with the findings associated with the Design Review Permit and Conditional Use Permit and subject to the conditions of approval, and finding that the project is categorically exempt from CEQA.

Administrative Report - 242 East Ojai Avenue Appeal
Attachment A - Resolution No. 2026-27
Attachment B - Original (CUP 07-05) Conditions of Approval and Plans
Attachment C - Color Board, Outdoor Furniture, and Umbrella Specs
Attachment D - Project Plans
Attachment E - Revised Project Plans â€“ 06-17-2026
Attachment F - Arcade Plaza Design Guidelines

12. Recommended Fiscal Year 2026/27 Budget, Annual GANN Appropriations Limit, and Salary Schedules and Adoption of Related Resolutions *(Operational Need)*

RECOMMENDATION:

1. Hold a public hearing to receive comments on the recommended FY 2026-27 Budget and complete the budget review;
2. Review and approve the GANN Appropriations Limit computation;
3. Adopt a Resolution establishing the GANN Appropriations Limit for FY 2026-27;
4. Adopt a Resolution adopting the FY 2026-27 Budget; and
5. Adopt a Resolution amending the Salary Schedule for City Employees, effective July 6, 2026.

Administrative Report - FY 2026-27 Budget
Attachment A - Recommended FY 2026-27 Budget Document
Attachment C - GANN Appropriation Limit
Attachment B - Resolution No 2026-24, Adopting FY 2026-27 Budget
Attachment D - Resolution No. 2026-25, GANN Limits
Attachment E - Resolution No. 2026-26, Salary Schedule Update

13. Zone Change (ZC 25-001) | Request for a zone change from Business Professional (BP) to Commercial (C-1) to allow for the sale of alcohol and bring an existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, located at 1124 Maricopa Highway, Assessor's Parcel Number 019-0-180-070. The subject site has a General Plan Designation of General Commercial (GC), and the Zoning Classification of the site is Business Professional (BP). Property Owner: Ojai Gas Inc. Applicant: Ojai Gas Inc. Raad Abasi. Representative: Alan Nelsen, Marquette Consulting, Inc. *(Operational Need)*

RECOMMENDATION:

1. Conduct a public hearing, accept public testimony, and close the public hearing; and
2. Adopt City Council Resolution (Attachment A) approving Zone Change (ZC 25-001) from Business Professional (BP) to General Commercial (C-1) to allow for the sale of alcohol and bring existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, based on

the findings and conditions in Attachment A as the proposal is consistent with the Ojai Municipal Code, and finding the project to be categorically exempt from CEQA.

Administrative Report - 1124 Maricopa Hwy Gas Zone Change
Attachment A - Resolution No. 2026-22
Attachment B - Site & Floor plan
Attachment C - Applicant's Justification
Attachment D - Table 2-4 OMC 10-2.503

DISCUSSION

14. **First Amendment to Agreement with Ventura County Behavioral Health for Intensive Services Coordinator for FY 2026-2027** ***(Operational Need)***
RECOMMENDATION: Authorize the City Manager to execute the First Amendment to the Agreement with Ventura County Behavioral Health for continuation of Intensive Service Coordinator services for non-emergency mental health and case management for unhoused individuals citywide, to extend the term of the Agreement by one year and increase the Agreement's Not-to-Exceed Limit by $177,647, funded equally by General Fund (OTT) and ERF Grant Funds, for a new total Not-to-Exceed Limit of $371,955, in a form approved by the City Attorney.
Administrative Report - VCBH Amendment No 1
Attachment A - VCBH CONTRACT FY 2025-26

15. **Concept Review for City of Ojai Speed Hump Policy** ***(City Council Direction)***
RECOMMENDATION:
    1. Review the recommendations for a City of Ojai Speed Hump Policy and provide feedback to staff; and,
    2. Decide whether to adopt the policy at a future meeting or have it reviewed by the Public Safety Commission.

Agenda Report - Concept Review for Speed Hump Policy
Attachment A - County of Ventura Modified Policy for Ojai
Attachment B - Comparison and Listing of Speed Hump Policies from Various Municipalities

16. **Council Member Town Hall and Panel Policy** ***(City Council Direction)***
RECOMMENDATION: Review and adopt the Town Hall and Panel Policy establishing guidelines for City sponsored and Council member hosted town community meetings, including the use of City resources and compliance.
Administrative Report - Council Member Town Hall and Panel Policy
Attachment A - Town Hall and Panel Policy

17. **Adoption of Updated Social Media Policy and Community Calendar Use Policy** ***(Operational Need)***
RECOMMENDATION:
    1. Adopt the updated City of Ojai Social Media Policy, including Appendices A through E; and
    2. Adopt the BeWith Community Calendar Use & Posting Policy, to ensure consistent governance, public transparency, accessibility, and legally defensible content moderation practices.

Administrative Report - Social Media Policy and BeWith Policy
Attachment A - Social Media Policy
Appendix A - Community Code of Conduct and Page Use
Appendix B - Authorized User Acknowledgement Form

Appendix C - Moderation Log Template
Appendix D - Account Approval Form
Appendix E - Deactivation Plan
Attachment B - BeWith Community Calendar - Use & Posting Policy

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

ADJOURNMENT

Posted June 19, 2026, at 2:00 p.m.
Weston Montgomery, Chief Deputy City Clerk

WRITTEN PUBLIC COMMENTS AND MEETING RECORDS
Written public comments will be published here for public access. Please see PUBLIC COMMENT OPTIONS below for instructions on how to submit.

WRITTEN COMMENTS / ADDITIONAL RECORDS / PRESENTATIONS
Written Public Comments 06 23 26
Additional Documents Included in Record
1124 Maricopa Presentation
Budget Adoption Presentation
Ojai Mountain Farm Presentation
Social Media Policy Presentation

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

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**
Brenda Cho, Finance Director

MEETING DATE: **June 23, 2026**

SUBJECT: **City of Ojai Warrants for May 25, 2026 – June 07, 2026**

RECOMMENDATION
Receive and file.

DISCUSSION
Disbursement Warrant Check Numbers: 80728-80792
Payroll Warrant Check Numbers: 38397-38399
Number of Direct Deposits: 64

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds		$ 924,853.44
Payroll – May 28, 2026		124,230.06
	Total	$ 1,049,083.50

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

OPTIONS
1. Take no action.
2. Provide alternative 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
B. Disbursement by Category

Check Register

Check Summary By Check Number

Check No	Vendor Name		Check Date	Check Amount
80728	**Advantage Mailing, LLC**		05/28/2026	12,426.18
	Summer 2026 Recreation Guide			
80729	**Agromin**		05/28/2026	2,491.96
	Organic Compost for City Parks			
80730	**Aleshire & Wynder LLP**		05/28/2026	129,310.34
	April 2026 Services			
	General Services	62,948.50		
	Encampment Resolution Grant Mgmt (reimbursable)	4,370.00		
	Special Projects	6,481.00		
	Litigation	22,942.34		
	Labor & Employment	11,007.50		
	Code Enforcement	1,926.00		
	Housing	192.50		
	Becker Development	2,733.50		
	Real Property	16,709.00		
80731	**Artesia Sawdust Products, Inc.**		05/28/2026	1,884.30
	Supplies for Parks Maintenance			
80732	**BKS Law Firm, PC**		05/28/2026	63,518.10
	April 2026 Common Interest & Ventura Watershed Litigation			
80733	**Canon Financial Services, Inc.**		05/28/2026	168.28
	May 2026 Copy Machine Lease			
80734	**County of Ventura**		05/28/2026	3,287.66
	Environmental Health Division Fee for Generators			
80735	**Eleanor Fishburn**		05/28/2026	1,827.50
	Cultural Monitoring of Soil Removal (grant reimbursable)			
80736	**Green Globe HVAC Inc**		05/28/2026	21,466.70
	May 2026 HVAC Maintenance at Libbey Bowl & Sarzotti Park			
80737	**Green Thumb Int'l**		05/28/2026	586.13
	Equipment for General Maintenance			
80738	**Greg Rents**		05/28/2026	187.69
	May 2026 PW Equipment Rental			
80739	**E.J. Harrison & Sons**		05/28/2026	134.30
	April 2026 Rolloff Dumpster Rental			

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80740	**Help of Ojai Inc.** May 2026 ADA Program	05/28/2026	4,500.00
80741	**Historic Resources Group LLC** April 2026 Historic Resources Inventory Update	05/28/2026	2,100.00
80742	**ICC Codification, Inc.** City Clerk Annual Ordinance Publication & Maintenance	05/28/2026	3,526.00
80743	**Kelly Cleaning & Supplies, Inc.** May 2026 Janitorial Services	05/28/2026	5,018.75
80744	**Koolco Mechanical Inc** Ice Machine Installation at Recreation Department	05/28/2026	2,004.30
80745	**Liebert Cassidy Whitmore** April 2026 Base Salary Survey	05/28/2026	6,141.00
80746	**Marborg Industries** November & December 2026 Restroom Services for City Unhoused	05/28/2026	3,106.07
80747	**Mark Cranes Tree Inc** May 2026 Tree Pruning	05/28/2026	10,800.00
80748	**MV Cheng & Associates Inc.** April 2026 Finance Consulting Services	05/28/2026	9,135.00
80749	**Ojai Valley Chamber of Commerce** May 2026 Professional Services Agreement	05/28/2026	4,543.79
80750	**Ojai Valley News** May 2026 Legal Ads	05/28/2026	1,127.00
80751	**Prudential Overall Supply** Public Works Cleaning Supplies & Clothing Allowance	05/28/2026	255.48
80752	**Jan C. Scow** May 2026 Tree Site Evaluation	05/28/2026	197.75
80753	**Secural Security Corporation** May 2026 City Unhoused Security	05/28/2026	6,228.32
80754	**Sinclair Sanitary Supply, Inc.** Cleaning Supplies for Citywide Maintenance	05/28/2026	872.67

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80755	**Staples Business Advantage** Office Supplies for Public Works	05/28/2026	347.16
80756	**StoreRite** June 2026 Monthly Storage Rental & April 2026 Shred	05/28/2026	222.75
80757	**Transtech Engineers, Inc** Construction Management Services for Maricopa Hwy ATP Project	05/28/2026	74.25
80758	**Tripepi Smith and Associates, Inc.** April 2026 Content Development	05/28/2026	337.50
80759	**Turning Point Foundation** Supplies for CalTrans Maintenance	05/28/2026	177.00
80760	**Ventura County Sheriff's Dept** April 2026 Patrol & Traffic Services	05/28/2026	342,189.90
80761	**Ventura Pest Management** May 2026 Pest Control	05/28/2026	3,475.00
80762	**Ventura Signs & Screen Printing** City Logo Apparel for Public Works & Community Development	05/28/2026	6,566.29
80763	**Westridge Market Inc** April 2026 Supplies for City Council Meetings	05/28/2026	406.06
80764	**7 Day Tire LLC** May 2026 Trolley Maintenance	06/04/2026	112.00
80765	**Kathleen Abasi** Recreation Class - Weight Room	06/04/2026	188.50
80766	**AllGood Driving School, Inc.** Recreation Class - Driver Education	06/04/2026	56.00
80767	**Blue Highways Production, LLC** Ojai Tennis Tournament Trolley Ad	06/04/2026	750.00
80768	**CALPELRA** Annual Membership Fee	06/04/2026	390.00
80769	**Canon Financial Services, Inc.** March 2025 - March 2026 Copy Machine Lease	06/04/2026	2,664.12

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
80770	**Gregory Kiley** May 2026 Government Relations Service	06/04/2026	3,000.00
80771	**Terry Kvasnik** Recreation Class - Parkour & Qi Gong	06/04/2026	673.40
80772	**Channel Counties Division: League of California Cities** 2026 Membership Dues	06/04/2026	1,000.00
80773	**Meiners Oaks Hardware** Supplies for Citywide Maintenance	06/04/2026	68.18
80774	**Municipal Resource Group, LLC** March 2026 HR Services	06/04/2026	260.00
80775	**National Graphics, LLC** Envelopes for Finance Department	06/04/2026	698.51
80776	**Olivarez Madruga Law Organization, LLP** April 2026 TOT Attorney Fee	06/04/2026	10,107.50
80777	**Phoenix Group Info Systems** April 2026 Parking Citation Fee	06/04/2026	165.51
80778	**Prudential Overall Supply** Public Works Cleaning Supplies & Clothing Allowance	06/04/2026	255.27
80779	**Puretec Industrial Water** June 2026 Monthly Rental Tanks	06/04/2026	146.43
80780	**SIGNA SERVICES, INC.** Annual Communications Remote Monitoring for Public Works	06/04/2026	125.00
80781	**Sinclair Sanitary Supply, Inc.** Supplies for Citywide Maintenance	06/04/2026	1,145.45
80782	**Sunbelt Rentals** Equipment Rental for City Hall	06/04/2026	303.23
80783	**Richard Thompson** Recreation Class - Tennis	06/04/2026	1,847.95
80784	**Trails By Potter, LLC** Recreation Class - Pickle Ball	06/04/2026	836.55

Check Register

Check Summary By Check Number

Check No	Vendor Name		Check Date	Check Amount
80785	**Ventura County Auditor-Controller**		06/04/2026	75.00
	April 2026 Parking Citation County Fee			
80786	**Verizon Wireless**		06/04/2026	2,204.82
	April 2026 City Cell Phones			
80787	**Susan Yuen**		06/04/2026	1,092.00
	Recreation Class - Japanese Drum Workshop			
80788	**California State Disbursement Unit**		06/05/2026	82.15
	May 2026 Payroll Expense			
80789	**Colonial Life & Accident Ins**		06/05/2026	692.58
	May 2026 Payroll Expense			
80790	**Franchise Tax Board**		06/05/2026	100.00
	May 2026 Payroll Expense			
80791	**Lincoln National Life Insurance Co**		06/05/2026	2,974.80
	May 2026 Payroll Expense			
80792	**Metropolitan Life Insurance Company**		06/05/2026	5,608.80
	May 2026 Payroll Expense			
ACH	**Ameriflex: Claims ACH**		05/27/2026	287.84
	May 2026 Payroll Expense			
ACH	**Amazon.com/Sales, Inc**		05/29/2026	4,331.04
	May 2026 Miscellaneous Supplies			
ACH	**ERGONOMICHOME.COM, INC.**		05/29/2026	27,317.40
	Final Payment for City Council Dais			
ACH	**Phoenix Civil Engineering, Inc.**		05/29/2026	9,498.00
	April 2026 Services			
	Citywide Paving Project	7,661.00		
	Street Light Beacon Design	1,837.00		
ACH	**Mission Square 457 ACH**		05/29/2026	11,439.39
	May 2026 Payroll Expense			
ACH	**Christopher Reno**		05/29/2026	7,175.00
	May 2026 Trolley Repairs			

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
ACH	**CalPERS Retirement ACH** May 2026 Payroll Expense	05/29/2026	27,648.16
ACH	**Chevron** April 2026 Fuel	06/01/2026	2,205.00
ACH	**Ready Refresh by Nestle** May 2026 Drinking Water for City Departments	06/01/2026	115.80
ACH	**IRS ACH** May 2026 Payroll Expense	06/01/2026	45,694.72
ACH	**EDD ACH** May 2026 Payroll Expense	06/01/2026	7,057.28
ACH	**Ready Refresh by Nestle** May 2026 Drinking Water for City Departments	06/01/2026	231.62
ACH	**Ameriflex: Claims ACH** May 2026 Payroll Expense	06/01/2026	3,931.00
ACH	**Ready Refresh by Nestle** May 2026 Drinking Water for City Departments	06/01/2026	340.97
ACH	**Amazon.com/Sales, Inc** May 2026 Miscellaneous Supplies	06/03/2026	1,283.55
ACH	**Charter Communications Holdings, LLC** May 2026 Enterprise TV for City Council Meetings	06/03/2026	104.00
ACH	**Phoenix Civil Engineering, Inc.** April 2026 Gym Structural Design	06/03/2026	408.00
ACH	**Christopher Reno** May 2026 Trolley Repair	06/03/2026	4,150.00
ACH	**CalPERS Health ACH** May 2026 Payroll Expense	06/05/2026	83,369.74
ACH	**Payroll** Pay Period 5/11/2026-5/25/2026	05/28/2026	124,230.06
		Grand Total	**$ 1,049,083.50**

City of Ojai

Disbursement by Category

Category	Amount
Advertisement	**1,127.00**
Ojai Valley News	1,127.00
Lease and Rentals	**3,692.50**
Canon Financial Services, Inc.	2,832.40
Greg Rents	187.69
Puretec Industrial Water	146.43
StoreRite	222.75
Sunbelt Rentals	303.23
Legal	**202,935.94**
Aleshire & Wynder LLP	129,310.34
BKS Law Firm, PC	63,518.10
Olivarez Madruga Law Organization, LLP	10,107.50
Payroll and Benefits	**313,116.52**
Ameriflex: Claims ACH	4,218.84
California State Disbursement Unit	82.15
CalPERS Health ACH	83,369.74
CalPERS Retirement ACH	27,648.16
Colonial Life & Accident Ins	692.58
EDD ACH	7,057.28
Franchise Tax Board	100.00
IRS ACH	45,694.72
Lincoln National Life Insurance Co	2,974.80
Metropolitan Life Insurance Company	5,608.80
Mission Square 457 ACH	11,439.39
Pay Period 5/11/2026-5/25/2026	124,230.06
Professional/Contract Services	**499,437.84**
7 Day Tire LLC	112.00
Advantage Mailing, LLC	12,426.18
Agromin	2,491.96
Blue Highways Production, LLC	750.00
CALPELRA	390.00
Channel Counties Division: League of California Cities	1,000.00
Christopher Reno	11,325.00
County of Ventura	3,287.66
E.J. Harrison & Sons	134.30
Eleanor Fishburn	1,827.50
ERGONOMICHOME.COM, INC.	27,317.40
Green Globe HVAC Inc	21,466.70
Gregory Kiley	3,000.00
Help of Ojai Inc.	4,500.00
Historic Resources Group LLC	2,100.00
ICC Codification, Inc.	3,526.00
Jan C. Scow	197.75
Kelly Cleaning & Supplies, Inc.	5,018.75
Koolco Mechanical Inc	2,004.30
Liebert Cassidy Whitmore	6,141.00
Marborg Industries	3,106.07
Mark Cranes Tree Inc	10,800.00
Municipal Resource Group, LLC	260.00
MV Cheng & Associates Inc.	9,135.00
Ojai Valley Chamber of Commerce	4,543.79

Phoenix Civil Engineering, Inc.	9,906.00
Phoenix Group Info Systems	165.51
Secural Security Corporation	6,228.32
SIGNA SERVICES, INC.	125.00
Transtech Engineers, Inc	74.25
Tripepi Smith and Associates, Inc.	337.50
Ventura County Auditor-Controller	75.00
Ventura County Sheriff's Dept	342,189.90
Ventura Pest Management	3,475.00
Recreation Classes	**4,694.40**
AllGood Driving School, Inc.	56.00
Kathleen Abasi	188.50
Richard Thompson	1,847.95
Susan Yuen	1,092.00
Terry Kvasnik	673.40
Trails By Potter, LLC	836.55
Supplies	**21,770.48**
Amazon.com/Sales, Inc	5,614.59
Artesia Sawdust Products, Inc.	1,884.30
Chevron	2,205.00
Green Thumb Int'l	586.13
Meiners Oaks Hardware	68.18
National Graphics, LLC	698.51
Prudential Overall Supply	510.75
Ready Refresh by Nestle	688.39
Sinclair Sanitary Supply, Inc.	2,018.12
Staples Business Advantage	347.16
Turning Point Foundation	177.00
Ventura Signs & Screen Printing	6,566.29
Westridge Market Inc	406.06
Utilities	**2,308.82**
Charter Communications Holdings, LLC	104.00
Verizon Wireless	2,204.82
Grand Total	**1,049,083.50**

Warrant Register for the Meeting Date June 23, 2026

Per Section 37208 of the Government Code, I hereby certify that the referenced demands conform to the approved budget except as noted and have been paid. These demands are hereby submitted to the City Council for receipt and file.

Brenda Cho, Finance Director

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Steve Olsen, City Treasurer
Brenda Cho, Finance Director

MEETING DATE: **June 23, 2026**

SUBJECT: **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of May 31, 2026**

RECOMMENDATION
Receive and file.

DISCUSSION
The City Treasurer has evaluated the City's investments and has formalized an investment plan working with the investments authorized by the Statement of Investment Policy, which was adopted by City Council in June 2025. The investment plan was developed with the intent of lengthening the duration and yield of the portfolio, while providing comparative benchmarks and protecting the City's funds. The focus of our investment strategy is Safety, Liquidity, and Yield.

The following is a summary of key information on the City's cash and investments. Please see Exhibit A for more detailed information and discussion.

Cash & Investments	Amounts	Yield %	Interest-to-Date 5/31/2026
Cash in Bank			
MBS Cash	$ 270,261	0.00%	
Wells Fargo Sweep	$ 2,147,196	3.49%	$ 79,599
Wells Fargo Section 125	$ 32,660	0.00%	
Investment Accounts			
LAIF	$ 27,147,178	3.81%	$ 664,230
MBS Certificate of Deposits	$ 11,364,799	3.30%	$ 386,475
Total Cash & Investments	**$ 40,962,094**	**3.63%**	**$ 1,130,304**

Change in Portfolio:

05-2026	$249,000	MBS withdrawal – CD redemption

The attached Treasurer's report for the month of May 2026 provides details of the investment plan and the City's cash and investment portfolio.

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 report.

Prepared by: Matthew Hutchins, Accountant II

ATTACHMENT(S)

Attachment A – Treasurer's Report
Exhibit A – Cash & Investment Summary

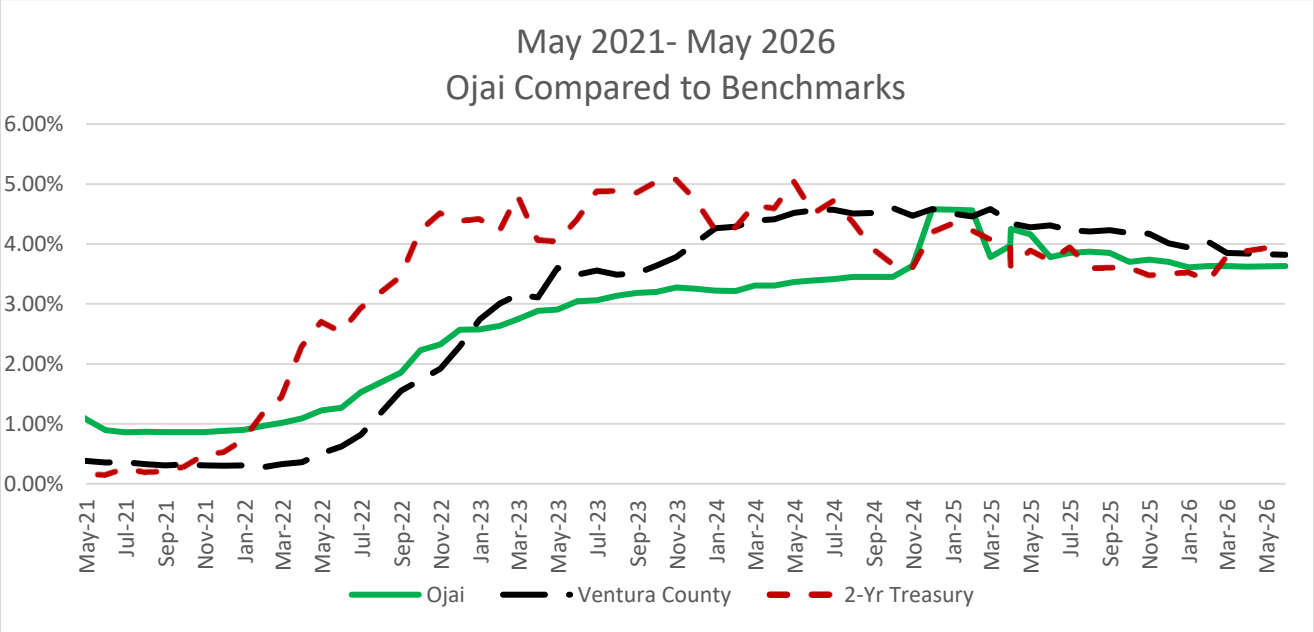
City of Ojai
Treasurer's Report for the Month of May 2026

The City Treasurer has evaluated the City's investments and has formalized an investment plan, which includes investments authorized by the Statement of Investment Policy, which was adopted by City Council in June 2025. The investment plan was developed within the framework of the three basic requirements for our investments:

1. Safety- Secure the City's principal that is invested,
2. Liquidity- provide sufficient cash flow for ongoing operations, and
3. Yield – obtain a reasonable rate of return on the City's investments.

Benchmarks

Benchmarks are used to measure how the City's portfolio is performing compared to other measures. Staff have chosen to compare the portfolio to two benchmarks: The County of Ventura Investment Pool and the US Government 2-yr Treasuries. Benchmarks may be changed if it is determined that a different benchmark would be more appropriate for the City's use. Historical information for the City's portfolio and the chosen benchmarks for the past five years is illustrated in the chart to the right. Historical information for the City's portfolio and the chosen benchmarks for the past five years is illustrated in the chart below.



The weighted average yield to maturity and the weighted average DTM for the City's investments portfolio on May 31, 2026, were 3.63% and 271 days. By comparison, the weighted average yield to maturity and the weighted average DTM for the County of Ventura portfolio were 3.82% and 295 days, and 2-yr Treasury were 3.98% and 720 days.

Impact of Market Changes on Investment Earnings and Values

Investments are purchased at par value and market interest rates may vary from the investment's

actual current yield. Changes in the market value of investments result in **"unrealized gains or losses"** on the investment. Increasing market interest rate environments generally result in an unrealized loss while decreasing market interest rates generally result in an unrealized gain. Unrealized gains and losses are temporary adjustments to the carrying value of the investment and do not become permanent unless the investment is sold prior to maturity. Governmental Accounting Standards Board Statement No. 31 (GASB 31) requires the City to adjust the value of investments to the market value in the annual financial statements. Because CDs are purchased with a fixed rate of interest until maturity and the temporary adjustments cumulatively net to zero by the time that the CDs mature, the GASB 31 adjustment can create significant distortions in revenues throughout the life of the CD.

Planned Investment Instruments

- **Certificates of deposit (CDs)** are purchased at par value and earn a constant rate of return throughout the life of the investment, regardless of the current market value of the investment. The CDs are fully insured by the federal government. The CDs may be sold prior to maturity at the current market value, which could result in a realized gain or loss on the sale; however, as the CDs move closer to maturity, the fixed interest rate will generally be higher than comparable investments with the same remaining term. Additionally, the interest earned over the life of the CD will generally offset any potential loss on the sale, thus protecting the City's principal. CDs are primarily subject to interest rate and reinvestment risk (see below).

- **The Local Agency Investment Pool** (LAIF) is a Local Government Investment Pool (LGIP) containing investments allowed by the California Government Code and administered by the California State Treasurer for local agencies to invest idle cash. LAIF funds may be accessed on the day that a withdrawal is requested and earn interest based upon the monthly yield of the pool. Interest is accrued monthly but is paid quarterly. These assets are primarily subject to credit risk (see below).

Credit, Interest Rate, and Reinvestment Risk

- **Credit risk** is the possibility that the deterioration in the underlying creditworthiness of an issuer will adversely affect the value of its outstanding bonds or that a bond issuer will fail to make timely payments of interest or principal on its outstanding bonds (default). A decline in a bond issuer's credit rating, or creditworthiness, may cause prices for its outstanding bonds to decline. Typically, the higher the credit risk, the higher the interest rate on the investment.

- **Interest rate risk** is the possibility that a fixed-rate investment will decline in value because of a rise in interest rates. Whenever investors buy securities that offer a fixed rate of return (such as CDs), they are exposing themselves to interest rate risk. In general, investment prices vary inversely with market interest rates. The change in the price of an investment depends on several factors, including its maturity date. In general, investments with longer maturities are more sensitive to changes in interest rates than investments with shorter maturities.

- **Reinvestment Risk** is the risk that falling interest rates will lead to a decline in cash flow from an investment when its principal and interest payments are reinvested at lower rates. In a declining interest rate environment, investors who have investments maturing face the difficult task of investing the proceeds in instruments with equal or greater interest rates than the matured investment. As a result, they are often forced to purchase securities that do not provide the same level of income, unless they take on more credit or market risk and buy investments with lower credit ratings.

Changes to the Pooled Cash and Investment Portfolio

Action:	Transaction Date	Amount	Description	Maturity Date	Percent Yield
	5/28/26	$249,000.00	MBS withdrawal – CD redemption	5/28/26	0.70%

Cash and Investment Balances

See Exhibit A for details on the cash and investment balances.

This report is presented pursuant to the City of Ojai's Investment Policy Resolution 25-25 adopted by the City Council on June 24, 2025. Staff estimate that there are sufficient funds available to meet the next 6 months' obligations.

CITY OF OJAI
TREASURER'S REPORT - CASH & INVESTMENT SUMMARY
May 31, 2026

POOLED DESIGNATED AND OPERATING CASH & INVESTMENTS:		PAR VALUE	BOOK/ MARKET VALUE	PERCENT OF CITY CASH	MATURITY	AVERAGE DAYS TO MATURITY	YIELD 365 DAYS EQUIVALENT
Operating Cash							
Checking Accounts							
Wells Fargo	Section 125	32,660	32,660	0.08%		1	0.00%
	Total	32,660	32,660	0.08%			
Money Market							
Wells Fargo (Sweep)	Sweep	2,134,203	2,147,196	5.24%		1	3.49%
MBS (Cash)	Cash	270,261	270,261	0.66%		1	0.00%
	Total Operating Cash	2,404,465	2,417,457	5.90%			
Invested Cash							
Local Government Pools and Certificates of Deposit							
Local Agency Investment Funds	Investment Pool	27,147,178	27,147,178	66.27%		220	3.81%
Certificates of Deposit:							
Ally Bk Sandy Utah Ctf Dep	Certificate of Deposit	246,000.00	245,934	0.60%	6/2/2026	2	3.10%
Exchange Bank	Certificate of Deposit	249,000.00	248,554	0.61%	6/17/2026	17	0.55%
UBS Bank Usa	Certificate of Deposit	249,000.00	248,353	0.61%	6/30/2026	30	0.90%
Medallion Bank	Certificate of Deposit	249,000.00	248,330	0.61%	6/30/2026	30	0.80%
Toyota Financial Savings Bank	Certificate of Deposit	248,000.00	246,896	0.60%	7/22/2026	52	0.95%
FIRST TECHNOLOGY FED	Certificate of Deposit	245,000.00	245,056	0.60%	9/25/2026	117	4.05%
QUORUM	Certificate of Deposit	249,000.00	249,142	0.61%	9/30/2026	122	4.15%
NUMERICA CR UN	Certificate of Deposit	249,000.00	249,336	0.61%	9/30/2026	122	4.35%
B1BANK BATON ROUGE	Certificate of Deposit	245,000.00	244,760	0.60%	9/30/2026	122	3.65%
FIRST NATL BK MIDDLE	Certificate of Deposit	245,000.00	244,686	0.60%	9/30/2026	122	3.70%
WINGS FINL CR UN	Certificate of Deposit	245,000.00	244,956	0.60%	10/21/2026	143	4.00%
AMERICAS CR UN	Certificate of Deposit	248,000.00	247,888	0.61%	10/23/2026	145	3.85%
Synchrony Bk	Certificate of Deposit	248,000.00	244,873	0.60%	11/5/2026	158	1.10%
Merrick Bk	Certificate of Deposit	249,000.00	245,512	0.60%	11/30/2026	183	1.15%
Pentagon Federal Cr Un	Certificate of Deposit	249,000.00	245,185	0.60%	12/23/2026	206	1.25%
State Bk India New York N Y	Certificate of Deposit	247,000.00	243,359	0.59%	1/21/2027	235	1.65%
Dogwood St Bk	Certificate of Deposit	249,000.00	244,647	0.60%	1/28/2027	242	1.30%
First Carolina Bk	Certificate of Deposit	249,000.00	244,647	0.60%	1/28/2027	242	1.30%
Amerant Bk Natl Assn Coral Gables Fl Ctf Dep	Certificate of Deposit	248,000.00	243,898	0.60%	2/16/2027	261	1.60%
Cfbank Fairlawn Ohio Ctf Dep	Certificate of Deposit	249,000.00	244,458	0.60%	2/17/2027	262	1.40%
Capital One Bk	Certificate of Deposit	246,000.00	243,191	0.59%	4/6/2027	310	2.65%
Capital One Natl Assn	Certificate of Deposit	246,000.00	243,540	0.60%	4/27/2027	331	2.90%
Lafayette Federal Credit Union	Certificate of Deposit	245,000.00	243,197	0.59%	5/25/2027	359	3.25%
Discover Bk Greenwood Del Ctf Dep	Certificate of Deposit	246,000.00	244,027	0.60%	6/1/2027	366	3.20%
First National BK of America	Certificate of Deposit	249,000.00	250,616	0.61%	7/26/2027	421	4.60%
MORGAN STANLEY BANK	Certificate of Deposit	245,000.00	243,650	0.60%	8/4/2027	430	3.55%
Cobalt Credit Union	Certificate of Deposit	245,000.00	243,648	0.60%	9/15/2027	472	3.60%
DECORAH BANK & TRUST CO.	Certificate of Deposit	249,000.00	245,945	0.60%	9/23/2027	480	3.70%
FIRST FOUNDATION BANK	Certificate of Deposit	244,000.00	246,089	0.60%	11/4/2027	522	4.70%
TRUE SKY FED CR UN OKLA CITY OK SH CTF	Certificate of Deposit	249,000.00	249,192	0.61%	11/8/2027	526	4.10%
Peoples Bk Co Coldwater Ohio	Certificate of Deposit	249,000.00	248,338	0.61%	1/12/2028	591	3.90%
SAN FRANCISCO FED CR UN	Certificate of Deposit	249,000.00	250,106	0.61%	2/3/2028	613	4.35%
LIBERTY FIRST CR UN LINCOLN	Certificate of Deposit	249,000.00	250,133	0.61%	2/3/2028	613	4.35%
Alaska Usa Fed Cr Union	Certificate of Deposit	248,000.00	251,298	0.61%	3/22/2028	661	4.85%
Neighbors FCU	Certificate of Deposit	248,000.00	252,558	0.62%	7/26/2028	787	5.00%
TTCU Fed Credit Union	Certificate of Deposit	248,000.00	252,558	0.62%	7/26/2028	787	5.00%
CUSTOMERS BK	Certificate of Deposit	245,000.00	243,912	0.60%	8/15/2028	807	3.90%
Leaders Credit Union	Certificate of Deposit	248,000.00	252,764	0.62%	8/30/2028	822	5.00%
EMPOWER FED CR UNION SYRACUSE	Certificate of Deposit	248,000.00	253,444	0.62%	9/29/2028	852	5.10%
NICOLET NATL BK GREENBAY WIS CTF DEP	Certificate of Deposit	249,000.00	247,202	0.60%	11/1/2028	885	3.80%
BAXTER CR UN VERNON HILLS ILL SH CTF	Certificate of Deposit	249,000.00	248,915	0.61%	11/22/2028	906	4.10%
City Fed Cr Un Amarillo Texas	Certificate of Deposit	249,000.00	247,969	0.61%	1/12/2029	957	3.95%
Mauch Chunk Trust Company	Certificate of Deposit	248,000.00	249,483	0.61%	2/28/2029	1,004	4.35%
BEAL BK USA LAS VEGAS NEV	Certificate of Deposit	244,000.00	247,955	0.61%	6/6/2029	1,102	4.70%
BALBOA THRIFT & LN	Certificate of Deposit	249,000.00	249,456	0.61%	7/23/2029	1,149	4.20%
SALLIE MAE BK SALT	Certificate of Deposit	244,000.00	245,142	0.60%	7/24/2029	1,150	4.30%
Total Certificates of Deposit		**11,383,000**	**11,364,799**	**27.74%**			
	Total	40,967,303	40,962,094	94.02%		271	(A) 0.0362632
	Total Pooled Operating Cash & Investments	**40,967,303**	**40,962,094**	**100.00%**			
	Total Pooled Cash & Investments	$ 40,967,303	$ 40,962,094	100.00%			

Rate includes 0.12% interest rate + 0.35% earnings credit

(B) Weighted Average days to maturity and yield for the invested cash

***DRAFT* MINUTES**
OJAI PLANNING COMMISSION
February 18, 2026

Call to Order

Chair Murphy called the *regular* meeting of the Ojai Planning Commission to order on Wednesday, February 18, 2026, at 6:00 p.m. (In-person and via teleconference).

Roll Call

On a call of the roll, the following Planning Commissioners were present in person: Chair Murphy, Vice Chair Chesley and Commissioners Rice Schmidt and Steward,
Absent: None
Vacancy: One
City staff present and attended in person: Lucas Seibert, Community Development Director, Maura Macaluso, Principial Planner, Darren Ziegler, Senior Counsel, and Shari Herbruck, Principal Planning and Building Technician.

Pledge of Allegiance Commissioner Rice Schmidt

Approval of the Agenda The Commission approved the change to the agenda as amended by the Director to remove Item 6, the training from the agenda. The Director explained it will be scheduled for a future meeting.

Motion: Commissioner Rice Schmidt moved and Vice Chair Chesley seconded the motion to remove Item 6, the training from the agenda.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None

Public Communication None

Consent Item(s)

1. Minutes of the Regular Meeting of Planning Commission January 7, 2026

Motion: Commissioner Rice Schmidt moved and Vice Chair Chesley seconded the motion to approve January 7, 2026, regular PC meeting minutes as submitted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None

Disclaimer of Site Visits and Ex-parte Contacts

All Commissioners reported they had no ex-parte contacts for any of the projects.

Commissioner Chesley recused himself from the item and left the dais as he has a personal interest in this item.

Public Hearing Item(s)

2. Amendment to Design Review Permit (DRP 25-005) | Regarding an (Amendment) to previously approved renovation and restoration plans, specifically related to the transom element above the entrance on the west elevation at 102 N. Signal Street. The building is a contributor to a California Register of Historical Resources (California Register) listed Downtown Ojai Historic District, Assessor's Parcel Number: 021-0-140-330. Property Owner(s): Richard and Evan Badt. Representative/Applicant: Jeff Becker, The Becker Group, Inc.

   Chair Murphy opened the Public Hearing and turned the time over to staff
   Staff –Planner Macaluso presented the staff report and a PowerPoint.

   Questions for staff
   The Commission asked questions related to work being completed and lighting.
   Staff provided answers to the satisfaction of the commission.

   Chair Murphy invited the applicants to speak.
   Jeff Becker, owner's representative, and Jason Heber, Architect, were both attended virtually and answered the commission's questions.

   Chair Murphy opened for comments
   Speakers: None.
   Chair Murphy closed the comment period

   The was no further discussion by the commission so Chair Murphy requested a motion.

Motion: Commissioner Rice Schmidt moved and Commissioner Steward seconded the motion to adopt PC Resolution 26-01 approving an amendment to the previously approved Design Review Permit (DRP 25-005) and including all previously approved conditions of approval regarding renovation and restoration related to elimination of previously proposed transom above entrance on the west elevation of 102 N. Signal Street as it is consistent with the Ojai Municipal Code as submitted with an added suggestion to the applicants to *consider* changing the outdoor light fixture above the door. Commissioner Rice Schmidt agreed to the amendment of the motion.
The motion passed as follows:
AYES: Murphy, Rice Schmidt, Steward
NOES: None
RECUSE: Chesley

Commissioner Chesley returned to the dais.

3. Design Review Permit (DRP 25-007) and Minor Conditional Use Permit (CUP 25-003) | Request for change of use from single use business administrative offices for a specialized school to include retail and restaurant uses, as well as outdoor dining, for property located at 302 El Paseo Road. Assessor's Parcel Number: 021-0-102-110. The Zone classification is General Commercial (C-1) and General Plan Land Use Designation is General Commercial (GC). Property Owner: Bijan Kohan, Elevated Entitlements.

Chair Murphy opened the Public Hearing and turned the time over to staff
Staff –Planner Macaluso presented the staff report and a PowerPoint.

Chair Murphy invited the applicants to speak.
Mr. Kohan addressed the commission and answered questions about parking, exterior lighting, stucco color, and public rights-of-way safety improvements.

Chair Murphy opened public comment
Speakers: In person Larry Steingold.
Chair Murphy closed the public comment period

The commission discussed and asked questions of staff and the applicant related to exterior windows and doors, stucco color change and parking.

The Commission deliberated and Chair Murphy requested a motion.

Motion: Commissioner Rice Schmidt moved and Vice Chair Chelsey seconded the motion to adopt PC Resolution 26-02 approving Design Review Permit (DRP 25-007) and Conditional Use Permit (CUP 25-003) for a change of use from single use business administrative offices for a specialized school to include retail and restaurant uses, as well as outdoor dining, based on the findings and conditions in (Attachment A) as the proposal is consistent with the Ojai Municipal Code. amended as follows:

1. **Prior to building permit approval, the applicant shall provide all window and door schedules and specifications to the Community Development Director for review with Commissioner Chesley to authorize the material(s) and color(s).**

The motion passed as follows:
AYES: Chesley, Steward, Murphy, Rice Schmidt
NOES: None
VACANCY: One

4. Zone Change (ZC 25-001) | Request for a zone change from Business Professional (BP) to Commercial (C-1) to allow for the sale of alcohol and bring an existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, located at 1124 Maricopa Highway, Assessor's Parcel Number 019-0-180-070. The subject site has a General Plan Designation of General Commercial (GC), and the Zoning Classification of the site is Business Professional (BP). Property Owner: Ojai Gas Inc. Applicant: Ojai Gas Inc. Raad Abasi. Representative: Alan Nelsen, Marquette Consulting, Inc.

Chair Murphy opened the Public Hearing and turned the time over to staff
Staff –Planner Macaluso presented the staff report and a PowerPoint.

Questions for staff
The Commission asked questions..
Staff provided answers to the satisfaction of the commission.

Chair Murphy invited the applicants to speak.
Alan Nelsen, Marquette Consulting, Inc., owner's representative, attended in person and answered the commission's questions.

Chair Murphy opened for comments
Speakers: In person: Larry Steingold.
Chair Murphy closed the comment period

The was no further discussion by the commission so Chair Murphy requested a motion.

Evelyn Abasi, addressed the commission and explained the a[applicant is agreeable to the added condition to clean up all the unpermitted outside storage on the site.

After further discussion by the commission Chair Murphy requested a motion.

Motion: Vice Chair Chesley moved and Commissioner Rice Schmidt seconded the motion to adopt PC Resolution 26-03 *recommending* approval to City Council of a Zone Change (ZC 25-001) to allow for the sale of alcohol and bring existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, based on the findings and conditions, amended as follows:

1. **The applicant shall apply for Planning Commission review and consideration of on-site outdoor storage through an amendment to the existing conditional use permit or remove all outdoor storage. Either option shall be followed through with by the applicant no later than 14 days after City Council review and consideration of the current request for a zone change.**

The motion passed as follows:
AYES: Chesley, Steward, Murphy, Rice Schmidt
NOES: None
VACANCY: One

5. Planning Commission Input Session (DRP 24-007) | The Planning Commission will have a discussion and welcomes input for the Design Review Permit regarding the proposed 5-unit single-story project located at 408-410 North Montgomery Street, including the dedication of five deed-restricted affordable housing units. Assessor's Parcel Number (APN): 021-0-092-010. Zoning Classification is Multi-Family Residential (R-2). General Plan Land Use Designation is Medium High-Density Residential (MHR) and includes a Special Housing

Overlay designation (SPL overlay). Property Owner: City of Ojai. Applicant: Habitat for Humanity.

Chair Murphy opened the Public Hearing and turned the time over to staff
Staff –Director Seibert presented the staff report and a PowerPoint.

Questions for staff
The Commission asked questions related to work being completed and lighting.
Staff provided answers to the satisfaction of the commission.

Chair Murphy invited the applicants to speak.
Darcy Taylor, Habitat Ventura, presented a PowerPoint.
Lorne Henkel, RRM Design Group, spoke.

The Commission had a conversation with Mr. Taylor and Mr. Henkel received the commission's comments and answered the commission's questions.

Chair Murphy opened for comments
Speakers: In person: John Trent, Bonnie LaForge, Dale Hanson
Chair Murphy closed the comment period

After further discussion with staff **Chair Murphy closed the item**.

Presentation / Training

~~6. Commission Roles and Boards and Commissions training~~

Director Seibert cancelled at the beginning of the meeting.

Informational Item(s)

7. Future Agenda Items
The Commission received a report from Community Development Director Seibert.

Director's Report – Director Seibert reported.

Commission Member Report - None

City Council Liaison –Mayor Andy Gilman was present

Adjournment

There being no further business brought before the Commission, Chair Murphy adjourned the meeting at 9:06 p.m.

Respectfully submitted by: _____
Shari Herbruck, Planning Commission Secretary

Reviewed by: _____
Lucas Seibert, Community Development Director

Approved by
the Planning Commission: _____
Judy Murphy , Planning Commission Chair

MINUTES
OJAI PLANNING COMMISSION
May 6, 2026

Call to Order

Chair Murphy called the *regular* meeting of the Ojai Planning Commission to order on Wednesday, May 6, 2026, at 6:00 p.m. (In-person and via teleconference).

Roll Call

On a call of the roll, the following Planning Commissioners were present in person: Chair Murphy, Vice Chair Chesley and Commissioners Rice Schmidt, and Steward.
Absent: None
Vacancy: One
City staff present: Lucas Seibert, Community Development Director, Darren Ziegler, City Attorney, and Aida Lawrence, Planning and Building Technician.

Pledge of Allegiance Commissioner Steward.

Approval of the Agenda The Commission approved the agenda as submitted.

Public Communication Larry Steingold and Nathaniel Mitchell.

Consent Item(s)

1. Minutes of the Regular Meeting of Planning Commission April 15, 2026

Motion: Commissioner Rice Schmidt moved and Commissioner Steward seconded the motion to approve April 15, 2026, regular PC meeting minutes as submitted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None
VACANCY: One

Discussion Item(s)

2. Review and Discuss | City of Ojai Draft Multi-Family and Mixed-Use Objective Design Standards

Chair Murphy opened the item and turned the time over to staff

Staff – Director Seibert presented the item with the recommendation:
That the Planning Commission review the draft Multi-Family and Mixed-Use Objective Design Standards, receive community input on the matter and consider directing staff to prepare a resolution for recommendation to City Council.

Questions for staff
The Commission and staff had a question and answer discussion.

Chair Murphy opened for comments
Speakers: In person Larry Steingold and Nathaniel Mitchell.
Chair Murphy closed the comment period

The Commission offered comments and considered creating an Ad Hoc to work on the objective design standards.
Definition of an Ad-hoc:
* A temporary group to work on a specific topic (limited purpose and limited time).
* Does not make decisions, only advisory.
* Not staffed

After closing the item and reopening the item a motion was made.

Motion: Commissioner Steward moved and Vice Chair Chesley seconded the motion to approve an Ad-hoc consisting of Vice Chair Chesley and Commissioner Rice Schmidt.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None
VACANCY: One

Chair Murphy closed the item.

3. Propose Topics to Discuss at the Future Joint Meeting with City Council

Chair Murphy opened the item and turned the time over to staff

Staff – Director Seibert presented the item with the recommendation to discuss/modify proposed topics for the joint meeting with City Council scheduled for Tuesday, June 9, 2026.

Chair Murphy opened for comments
Speakers: In person Larry Steingold.
Chair Murphy closed the comment period

After closing the item and reopening the item a motion was made.

After discussion the Planning Commission requested the date of June 9, 2026, to be moved as some commissioners will be out of town.

Informational Item(s)

4. Future Agenda Items

The Commission reviewed the list in the packet and received a report from Community Development Director Seibert.

Director's Report – Announced the Tree Workshop to be held in Kent Hall on May 28, 6:00-8:00 p.m. and made some additional announcements related to various projects.

Commission Member Report - None

City Council Liaison – Mayor Andy Gilman was in attendance and address the commission and announced the Council is considering a new planning commissioner at an upcoming City Council meeting.

Adjournment

There being no further business brought before the Commission, Chair Murphy adjourned the meeting 7:55 p.m.

Respectfully submitted by: Shari Herbruck

Shari Herbruck, Planning Commission Secretary

Reviewed by:

Lucas Seibert, Community Development Director

Approved by
the Planning Commission: Judy Murphy

Judy Murphy, Planning Commission Chair

Administrative Report

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **June 23, 2026**

SUBJECT: **Annual Request for Services – Ventura County Animal Services**

RECOMMENDATION

Authorize the City Manager to execute the second amendment to the Animal Services Agreement with Ventura County to exercise the second, one-year renewal period and extend the Agreement through June 30, 2027, and submit the annual Service Level Request to Ventura County Animal Services for Fiscal Year 2026/2027, at the existing service level and for the updated service costs identified in Attachment A.

DISCUSSION

The City of Ojai contracts with Ventura County Animal Services for animal shelter services, with the current agreement valid through June 30, 2026, following exercise of the first one (1)-year renewal period in June 2025. The City currently receives the following services: Shelter; Rabies Control; Hearings; and Licensing and Fees. The County requests each City in its jurisdiction submit a service level request for FY 2026/27.

The County provides shelter services to the City for all animals originating within the boundaries of the City, whether picked up in the City or dropped off at the County's animal shelter Animals are vaccinated and provided necessary care, food and shelter. Additional services include facilitating animal adoptions and foster care coordination for impounded animals.

The City and County have been operating under the current Animal Services Agreement beginning FY 2022/23 through FY 2024/25 (shown as Attachment C). This year's service level request, and amendment to the Agreement, will extend the Agreement for one additional year, but with the annual update of service costs through June 30, 2027. The City's shelter costs for FY 2026/27 are established in the attached amendment at the amount of **$47,683.09**. The field services costs reflect an increase from last year, from $75,400 for FY 2025/26 to **$83,200** for FY 2026/27. The City recommends continuing to contract for the existing services with the County of Ventura. The attached Amendment No. 2 to the Animal Services Agreement maintains the same level of all services from the previous fiscal years.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety
Goal No. 9 - Communication and Relationships

OPTIONS

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

FISCAL IMPACT

Funds for the existing level of service are included in the proposed FY 2026/27 budget. The total contract cost for FY 2026/27 is $130,883.09. However, projected revenue from animal licensing and redemption fees will partially offset the cost.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

A. Amendment No. 2 FY 2026/27 (Animal Services Agreement), including FY 2026/27 Service Level Request
B. Amendment No. 1 FY 2025/26 (Animal Services Agreement)
C. Animal Services Agreement (FY 2022-2025 Agreement)

AMENDMENT NO. 2 TO ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA AND CITY OF OJAI

This Amendment No. 2 to the Animal Services Agreement ("AGREEMENT") is made by and between the COUNTY OF VENTURA ("County") and the CITY OF OJAI ("City') (collectively "PARTIES") effective as of July 1, 2026.

1. Pursuant to section 6.2 of Section 6.0, TERM OF AGREEMENT, the term of the Agreement is being extended for an additional one (1) year period through June 30, 2027 (the "Second Extension Period").

2. During the Second Extension Period, the County agrees to provide those services requested in the City's annual Service Level Request attached hereto as Attachment A-2 at the service costs described therein.

All other terms of the AGREEMENT between the PARTIES remain the same.

CITY OF OJAI	COUNTY OF VENTURA
Signature: _____	Signature:
_____	
_____	Esteban Rodriguez
Title of Authorized City Representative	Animal Services Director
Date: _____	Date:
_____	

ATTACHMENT A-2
TO COUNTY-CITY ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA

AND

CITY OF OJAI

FY 2026/27 SERVICE LEVEL REQUEST

PART ONE: AVAILABLE SERVICES AND APPLICABLE BILLING RATES AND CREDITS

A. Animal Care Services

At the election of the City, the County shall provide the following services:

1. Shelter Services

As may be required, the County shall provide animal care services to the City for all animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) when there is a stray/abandoned animal, adoption return, confiscation, cruelty abuse or neglect investigation, or injured wildlife. The County will accept animals surrendered by their owners dependent upon shelter capacity. For animals originating in the City and impounded, the County shall provide the following animal care services: sheltering, boarding, animal adoptions, foster care coordination, veterinary care and treatment, bite quarantine, euthanasia services, and disposal of deceased animals. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Ventura County Animal Services Division's ("Animal Services") website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County will also provide, based upon availability of funding and resources, owner requested euthanasia, TNR (Trap, Neuter, Return) surgeries for community cats, and Pet Retention programming. These services will not result in the animal being impounded to the shelter. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such

animal by paying applicable fees according to the rates and fees approved by the County Board of Supervisors accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County animal care service costs incurred during the fiscal year identified above as set forth below. The County shall bill the City on a quarterly basis for animal care services based on a weighted three (3) calendar year average of the City's pro rata animal intake percentage, as follows:

The three (3) year weighted average will be calculated so that fifty percent (50%) of the rate is based on the City's previous calendar year pro rata animal intake percentage relative to the usage by other cities and unincorporated areas of Ventura County, twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from two (2) years prior and twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from three (3) years prior, illustrated as follows:

Example:

Hypothetical animal care budget: **$6,027,354**
Camarillo: (10.4% * .50) + (9.9% * .25) + (10.4% * .25) = **10.3%**
Future year cost = 10.3% of $6,027,354 = **$620,817**
Payments of **$155,204** made quarterly which will be reduced by any licensing revenue

	2018 INTAKE		2017 INTAKE		2016 INTAKE		FUTURE YEAR WEIGHTED AVG
Camarillo	1174	10.4%	1223	9.9%	1109	10.4%	10.3%
Fillmore	198	1.7%	320	2.6%	192	1.8%	2.0%
Moorpark	283	2.5%	245	2.0%	321	3.0%	2.5%
Ojai	44	0.4%	109	0.9%	50	0.5%	0.5%
Oxnard	4112	36.3%	4196	34.1%	3947	37.2%	36.0%
Port Hueneme	409	3.6%	432	3.5%	470	4.4%	3.8%
Simi Valley	1360	12.0%	1363	11.1%	1306	12.3%	11.8%
Ventura	1249	11.0%	1555	12.6%	1253	11.8%	11.6%
County	2494	22.0%	2864	23.3%	1971	18.5%	21.5%
Total Intake	11323	100.0%	12307	100.0%	10619	100.0%	100.0%

The animal care budget will be allocated among the participating cities and the County based on the weighted three (3) calendar year animal intake percentage formula described above. For FY 2026-2027, the County's animal care budget shall follow the following one (1) year fixed-rate schedule:

$8,469,151 for fiscal year 2026-2027.

In addition to the animal care formula charged to the participating cities, in the event of any animal intake at a County animal shelter originating from the City due to any law enforcement request, pending court case (including, but not limited to, a criminal case, a petition for writ of mandate under Code of Civil Procedure section 1085 or 1094.5, and a petition for hearing regarding whether a dog is potentially dangerous or vicious under Food and Agriculture Code section 31621, or related provisions of City Ordinance), or a court stay, which results in a County shelter stay of more than fifteen (15) days, the County shall also charge the City for animal care services according to the rates and fees approved by the County Board of Supervisors for each day that each such animal receives animal care services, and any fees have not been paid by the dog owner within 30 days of the County's invoice for services being mailed to the dog owner.

2. <u>Petitions for Hearing to Determine Dogs to be Potentially Dangerous or Vicious</u>

For any dog impounded to the shelter, the Animal Services Director may bring petitions for hearing to determine dogs residing within the jurisdictional limits of the City to be potentially dangerous or vicious under state law and/or City Ordinance Code. In connection with such petitions, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for County employee time expended (and including but not limited to, the attendance at hearing of County employees; legal services performed by the Office of County Counsel; and any services provided by an administrative hearing officer). If the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County at the administrative hearing officer's customary hourly rate. If the dog owner appeals any determination that a dog is potentially dangerous or vicious, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for the attendance at the appeal hearing of County employees and the legal services performed by the Office of County Counsel in connection with such an appeal.

3. <u>Rabies Suppression Record Management</u>

The County shall provide the City with rabies control activity reporting as required by State Law.

B. Field Services

At the election of the City, the County shall provide the City with the following field services consistent with County Ordinance and State Law.

For City Ordinance Code provisions that are consistent with County Ordinance Code and State law, animal control officers may issue citations (administrative or notice to appear) for violations observed by animal control officers while in the field (and including, but not limited to, citations issued for: failure to license, barking dog nuisance, failure to vaccinate, violation of leash laws, violation of mandatory spay/neuter, violation of animal nuisance orders, and breeding of animals without required permits). The City will be solely responsible for collection of the citation amounts and processing of any administrative appeals from these citations issued by animal control officers in the field except for barking dog nuisance citations which may be handled by the County. The County will not be responsible for collections or processing administrative appeals from citations issued in the field and/or citations in which the animal owner is provided notice to appear in court except for barking dog nuisance citations which may be handled by the County.

The County will provide, consistent with County Ordinance and State Law, response and investigation of reported animal bite and intimate contact cases to establish that there is compliance with state-mandated quarantine procedures. This includes a follow-up to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in providing field services. The City shall identify a budgeted amount for field services per fiscal year, as well as the average budgeted level of hours of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize in writing a higher budgeted annual amount for field services that are not state-mandated. The County will provide the City state-mandated field services, and the City agrees to pay the County's costs for all state-mandated field services, whether or not the City's budgeted amount or hours for field services have been exceeded. The County shall be under no obligation to provide the City with any non-state-mandated field services in excess of the City's budgeted cost and hours, in the absence of prior written City authorization to do so.

The County will issue barking dog citations to owners of dogs residing within the jurisdictional limits of the City upon the required showing being made under City ordinance regarding the existence of a barking nuisance. The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in reviewing and responding to complaints regarding

barking dog nuisances in the jurisdictional limits of the City, regardless of whether a barking nuisance citation is ultimately issued. Once a citation is issued, the dog owner will be responsible for paying the County's standard fee for any administrative review of a citation, as well as paying any required hearing deposit to request an administrative hearing to contest the citation, unless the dog owner establishes to the County the dog owner's financial inability to pay, in which case, the City shall reimburse the County according to the rates and fees approved by the County Board of Supervisors for County employees providing services based on the time expended per hearing; and if the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County for hearing officer services rendered at the administrative hearing officer's customary hourly rate.

In the event the City declines to have the County perform field services and transports an animal the shelter for care, the City shall be responsible for:

(i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;
(ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
(iii) Vaccinating an animal with current standard vaccinations provided by Animal Services after an animal has been transported to a County shelter; and
(iv) Taking a digital photograph of an animal and loading the digital photograph and other pertinent animal information onto Animal Services' computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

C. Administrative Services

1. Animal License Processing per License

At the election of the City, the County and/or the County's vendor shall provide the City with animal license processing services at the annual fiscal year cost of six dollars ($6.00) per applicable cat or dog license for each animal within the boundaries of the City. The County and/or the County's vendor shall mail license renewal notices to the animal owner of record; and when the renewal and payment are received, the County will process licenses. If the County and/or the County's vendor provides online web-licensing, it shall provide such web-licensing at no additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County and/or the County's vendor collects (less the amount of the County's license

processing fee of six dollars ($6.00)) will be credited to the City quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

PART TWO: SPECIFIC SERVICE REQUESTS AND APPROVALS

The County will provide the City with the services authorized below:

Animal Care Services:

☐X The City authorizes the County to provide animal care services for animals originating within the boundaries of the City during fiscal year 2026/27 according to the terms and conditions set forth in Part One of this Agreement. The budgeted cost of animal care services for the City will be **$47,683.09** for fiscal year 2026/27. In addition to the budgeted amount, as more fully set forth in Part One above, the City will also pay the County, according to rates and fees approved by the County Board of Supervisors for: (1) animal care services associated with County shelter stays of more than fifteen (15) days; (2) for County employee time expended in connection with petitions brought by the Director of Animal Services to determine whether dogs residing in the jurisdictional limits of the City are potentially dangerous or vicious, and (3) for County employee time expended in connection with any appeals from such determinations. In addition, if an administrative hearing officer is not a County employee, the City agrees to reimburse the County's costs for administrative hearing officer time at the administrative hearing officer's customary hourly rate. Consistent with Section 8.3 of the parties' Animal Services Agreement, the County shall credit the City with revenues paid by City residents toward amounts owed by the City for services provided.

Field Services:

☐X The City authorizes the County to provide budgeted field services during fiscal year 2026/27 of **$83,200**; with field services budgeted at **10** hours per week, to be provided by the County to the City, according to the terms and conditions set forth in Part One. If it appears that the City may exceed its budgeted cost and hours for field services: (i) the County will continue to provide additional state-mandated services to the City, and the City agrees to pay for those additional state-mandated services according to the rates and fees approved by the County Board of Supervisors, and (ii) the County will only provide further field services that are not state-mandated to the City upon receipt of City written approval for such services,

and the City agrees to pay for all such services authorized in writing by City personnel. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

□ The City authorizes the County to provide field services only for emergency calls (requests for an animal services officer by law enforcement or fire personnel, aggressive animal at large threatening the public, wild animal at large in City area, livestock at large and in sight, stray animal bite with the animal at large or confined by a non-owner) at a not to exceed amount of _____ hours for the fiscal year. This level of service is intended to provide emergency response on an as-needed basis from the County on behalf of a City that employs its own field services when requested by the City and the County is able to respond. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

□ The City declines to have the County provide field services.

Animal License Processing:

□X The City authorizes the County and/or the County's vendor to provide animal license processing services for the City during fiscal year 2026/27 according to the terms and conditions set forth in Part One.

□X The City has adopted the license fees set forth in Animal Services' approved schedule of rates and fees.

□ The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on _____, 20_____.

□ The City declines to have the County provide animal license processing.

Signature:_____
[Title of Authorized Representative]

Date:_____

Signature:_____
Director of Animal Services

Date:_____

AMENDMENT NO. 1 TO ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA AND CITY OF OJAI

This Amendment No. 1 to the Animal Services Agreement ("AGREEMENT") is made by and between the COUNTY OF VENTURA and the CITY OF OJAI (collectively "PARTIES").

Section 6.1 is amended to state as follows:

6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2022, and shall remain in effect until June 30, 2026.

All other terms of the AGREEMENT between the PARTIES remain the same.

"CITY OF OJAI"

Signature: _____
Ben Harvey, City Manager

Date: JUNE 24, 2025

"COUNTY OF VENTURA"

Signature: _____
Animal Services Director

Date: 7/10/25

Attest:

Signature: _____

Weston Montgomery,

Chief Deputy City Clerk

Date: JUNE 24, 2025

ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA AND CITY OF OJAI

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ANIMAL SERVICES AGREEMENT
COUNTY OF VENTURA AND CITY OF OJAI

THIS AGREEMENT is made by and between the COUNTY OF VENTURA, hereinafter referred to as the County, and the CITY OF OJAI, hereinafter referred to as the City.

RECITALS

a. The City is desirous of contracting with the County for the performance of animal services described herein by the County.

b. The County is agreeable to rendering such services on the terms and conditions set forth in this Agreement.

1.0 AGREEMENT TO PROVIDE SERVICES UNDER STATE AND LOCAL STATUTES

1.1 The County agrees, through its Animal Services Division ("Animal Services"), to provide animal services to the City as set forth herein and in the attached Service Level Request (Attachment A), as it may be amended by the parties from time to time.

1.2 Such services shall comply with applicable County ordinances, the municipal code of the City and the statutes of the State of California. The County will provide only those services set forth in the attached Service Level Request.

2.0 ADMINISTRATION OF PERSONNEL

2.1 All City employees who work in conjunction with Animal Services pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from or against the County based on this Agreement. The County shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any City personnel performing services hereunder. The County shall not be liable for compensation or indemnity to any City employee or agent of the City for injury or sickness arising out of his or her employment.

2.2 All County employees who perform services for the City pursuant to this Agreement shall remain employees of the County and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from or against the City based on this Agreement. The City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder. The City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his or her employment.

3.0 AMENDMENT OF SERVICE LEVEL REQUEST FORM

3.1 The County agrees to provide to the City a proposed Service Level Request form to complete and submit annually to the County, by no later than March 1st, for the upcoming contract year commencing July 1st. By no later than April 15th, the parties shall agree to the terms of the Service Level Request for the upcoming contract year, unless an alternate date is mutually agreed upon by both parties in writing. The Service Level Request for the upcoming contract year shall be signed by both parties and attached to this Agreement as an amendment. If the parties fail to reach agreement on the terms of the Service Level Request by May 1st, this Agreement shall expire at the end of the then current contract year.

4.0 PERFORMANCE OF AGREEMENT

4.1 The County shall furnish and supply all labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.

4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

4.3 The County, in its sole and exclusive discretion, shall determine the specific days and specific hours that any County animal shelter shall be open to the public and the staffing of the County animal shelters; however, the County will open its animal shelters to the public on at least five calendar days per week. The County will notify the City regarding any changes in hours and days that its animal shelters are open to the public.

/ / /

5.0 INDEMNIFICATION

5.1 The County shall defend, indemnify and hold harmless City, its agents, officials, officers, representatives and employees from and against all claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence of the County, its agents, employees, and subcontractors, and employees thereof in the performance or nonperformance of this Agreement.

5.2 The City shall defend, indemnify and hold harmless County, its agents, officials, officers, representatives and employees from and against all claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence of the City, its agents, employees, and subcontractors, and employees thereof in the performance or nonperformance of this Agreement.

5.3 Each party agrees to provide the indemnifying party with written notification of any claim under paragraph 5 of this Agreement within thirty (30) calendar days of notice thereof and shall cooperate with the indemnifying party in the defense of the claim.

5.4 Each party's right to, and responsibility for, indemnification shall survive the termination of this Agreement.

6.0 TERM OF AGREEMENT

6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2022, and shall remain in effect until June 30, 2025.

6.2 Upon mutual agreement of the parties, this Agreement may be renewed for up to five (5) successive periods of one (1) year each.

7.0 RIGHT OF TERMINATION

7.1 This Agreement may be terminated at any time, with or without cause, by either party upon written notice given to the other party at least ninety (90) days before the date specified for such termination.

7.2 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination

(including, but not limited to, payment for services already rendered), and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 RATES FOR SERVICES AND CREDIT FOR REVENUES

8.1 The City shall pay for the services provided under the then current Service Level Request (Attachment A) in accordance with the provisions thereof.

8.2 The rates and fees indicated in the Service Level Request shall be readjusted by the County annually effective the first day of July each year to reflect the reasonable average cost of such service in accordance with the policies and procedures for the determination of such rates and fees as adopted by the County Board of Supervisors and in compliance with Government Code section 54985.

8.3 The County shall credit the City with the following revenues paid by City residents toward the amounts owed by the City for services provided under the City's Service Level Request in Attachment A: revenues received from City animal licenses (less applicable license processing fees); revenues from redemption fees (consisting of impound fees, board fees, quarantine fees, and microchipping fees) paid by the City's residents if the animal is redeemed within the first three days of an animal stay each time an animal is admitted to a County shelter; revenues from barking dog citations paid by City residents; and revenues from administrative citations and civil penalties paid by City residents (less administrative processing costs).

8.4 The County shall retain any of the following fees paid by City residents without crediting such fees toward the amounts owed by the City for services provided under the City's Service Level Request in Attachment A: revenues from redemption fees (consisting of impound fees, board fees, quarantine fees, and microchipping fees) paid by City residents for any day after the first three days of an animal stay each time an animal is admitted to a County shelter and including, but not limited to, when fees are ordered be paid by the court or by an administrative hearing officer for dogs determined to be potentially dangerous or vicious; adoption fees; spay/neuter fees (and other veterinary fees for services); copying fees; return check charges; euthanasia and disposal fees; pickup and disposal of dead animal fees; cremation fees; owner relinquishment of animal fees; capture and transport fees; license fees for other than dog and cat licenses; permit fees; inspection fees; and other fees paid by City residents and not required to be credited to the City under section 8.3.

8.5 In the event that a City dog owner establishes the dog owner's financial inability to pay costs for an administrative review of a citation or an administrative hearing deposit, the County will invoice the City to pay the rates and fees approved by the County Board of Supervisors for such charges and the City agrees to pay such charges.

9.0 ATTORNEY FEES AND COSTS

9.1 In the event of any litigation (including, but not limited to, any petition filed by the County Animal Services Director to be heard by an administrative hearing officer or by the court regarding whether a dog is potentially dangerous or vicious for an animal residing within the jurisdictional limits of the City, or any appeal therefrom, when both County and City have agreed to the County Animal Services Director filing such petitions in the parties' service level request, a petition for writ of mandate under Code of Civil Procedure section 1085 or 1094.5) arising in any way from this Agreement (including, but not limited to, any Service Level Request), or the services provided under this Agreement (except for any litigation between the County and the City), the City shall pay or reimburse the County for all reasonable attorney fees and costs incurred by the County in connection with the litigation, including, but not limited to, attorney fees and costs incurred by the County on behalf of a hearing officer. In the event of any litigation between the City and the County, each party shall bear its own attorney fees and costs. The City's obligations under this paragraph shall survive the termination of this Agreement.

10.0 PAYMENT PROCEDURES

10.1 The County shall invoice the City during October for services performed during the period July 1 through September 30; during January for services performed during the period October 1 through December 31; during April for services performed during the period January 1 through March 31; and during July for services performed during the period April 1 through June 30; and the City shall pay the County all undisputed amounts within thirty (30) days after the date of said invoice.

10.2 If such payment is not delivered to the County office which is described on said invoice within sixty (60) days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within thirty (30) days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in

writing. For any disputed amounts, interest shall accrue if payment is not received within sixty (60) days after the dispute resolution is memorialized.

10.3 Interest shall be calculated at the rate of two percent (2%) annually or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution was memorialized.

11.0 RECORD RETENTION

10.1 The County shall maintain adequate financial records during the term of this Agreement to document its cost of providing services under this Agreement. The County shall retain financial records for a period of seven (7) years after payment for services under this Agreement, and shall make such financial records available for inspection to the City, or the City's designee, upon reasonable notice. The City shall ensure such records are handled in a manner consistent with all applicable privacy laws and all laws related to public records.

12.0 NOTICES

12.1 All notices (excluding invoices) required by, or related to, this Agreement shall be in writing and sent by certified mail, return receipt requested, postage prepaid and addressed as listed below. Neither party to this Agreement shall refuse to accept such mail; the parties to this Agreement shall promptly inform the other party of any change of address. All notices required by this Agreement are effective on the date of receipt, unless otherwise indicated herein. The mailing address of each party to the Agreement is as follows:

CITY:	City Manager City of Ojai 401 S. Ventura Street Ojai, CA 93023
COUNTY	Director, Animal Services (attn: Jackie Rose) 600 Aviation Drive Camarillo, California 93010

13.0 SEVERABILITY

13.1 If a court of competent jurisdiction declares any provision of this Agreement, or application thereof to any person or circumstances, to be unenforceable or in violation of law, the remaining provisions of this Agreement shall remain in full force and effect, and to that extent the provisions of this Agreement are severable.

14.0 WAIVER

14.1 Waiver of any default or breach of this Agreement shall not be considered a waiver of any subsequent default or breach, nor shall it be considered a modification of the terms of this Agreement.

15.0 ENTIRE AGREEMENT

15.1 This Agreement, including Attachment A hereto and any amendment thereof, constitutes the complete and exclusive statement of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County.

IN WITNESS WHEREOF, the County and the City enter into this Agreement as of the last date set forth below.

COUNTY OF VENTURA

Dated: 7/20/22

By _____
JACKIE ROSE
Director, Animal Services

CITY OF OJAI

Dated: 7/27/2022

By _____
James Vega
City of Ojai, City Manager

ATTEST:

By _____ 7/27/22
Gail Davis Date
Deputy City Clerk

APPROVED AS TO FORM:

By _____ 7/27/22
Matthew Summers Date
City Attorney

ATTACHMENT A TO COUNTY-CITY ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA

AND

CITY OF

OJAI

FY 2020-21 SERVICE LEVEL REQUEST

Part One: Available Services and Applicable Billing Rates and Credits

Animal Care Services

As may be required, the County shall provide animal care services to the City for all those animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) as a result of: confiscation, requests for euthanasia, owner surrender, owner return, pick-up of stray animals and transfers. For animals originating in the City, the County shall provide the following animal care services: impoundment, sheltering, boarding, quarantine, veterinary services, euthanasia services, animal adoptions, disposal of dead animals, pet retention services, foster coordination, volunteer management, TNR (trap neuter return) services for cats and related administrative services. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Ventura County Animal Services Division's ("Animal Services") website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such animal by paying applicable fees according to Animal Services' approved schedule of rates and fees accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County animal care service costs incurred during the fiscal year identified above as set forth below. The

County shall bill the City on a quarterly basis for animal care services based on a weighted three (3) calendar year average of the City's pro rata animal intake percentage, as follows:

1. The three (3) year weighted average will be calculated so that fifty percent (50%) of the rate is based on the City's previous calendar year pro rata animal intake percentage relative to the usage by other cities and unincorporated areas of Ventura County, twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from two (2) years prior and twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from three (3) years prior, illustrated as follows:

Example:

Hypothetical animal care budget: **$6,027,354**
Camarillo: (10.4% * .50) + (9.9% * .25) + (10.4% * .25) = **10.3%**
Future year cost = 10.3% of $6,027,354 = **$620,817**
Payments of **$155,204** made quarterly which will be reduced by any licensing revenue

	2018 INTAKE		2017 INTAKE		2016 INTAKE		FUTURE YEAR WEIGHTED AVG
Camarillo	1174	10.4%	1223	9.9%	1109	10.4%	10.3%
Fillmore	198	1.7%	320	2.6%	192	1.8%	2.0%
Moorpark	283	2.5%	245	2.0%	321	3.0%	2.5%
Ojai	44	0.4%	109	0.9%	50	0.5%	0.5%
Oxnard	4112	36.3%	4196	34.1%	3947	37.2%	36.0%
Port Hueneme	409	3.6%	432	3.5%	470	4.4%	3.8%
Simi Valley	1360	12.0%	1363	11.1%	1306	12.3%	11.8%
Ventura	1249	11.0%	1555	12.6%	1253	11.8%	11.6%
County	2494	22.0%	2864	23.3%	1971	18.5%	21.5%
Total Intake	11323	100.0%	12307	100.0%	10619	100.0%	100.0%

The animal care budget will be allocated among the participating cities and the County based on the weighted three (3) calendar year animal intake percentage formula

described above. The County's animal care budget shall follow the following five (5) year fixed-rate schedule:

$6,114,294.90 for fiscal year 2020-2021 (contract year 1)
$6,420,009.65 for fiscal year 2021-2022 (contract year 2)
$6,741,010.13 for fiscal year 2022-2023 (contract year 3)
$7,078,060.63 for fiscal year 2023-2024 (contract year 4)
$7,431,963.67 for fiscal year 2024-2025 (contract year 5)

In the event of any animal intake at a County animal shelter originating from the City due to any law enforcement request, pending court case (including, but not limited to, a petition for writ of mandate under Code of Civil Procedure section 1085 or 1094.5), or a court stay, which results in a County shelter stay of more than fifteen (15) days, the County shall charge the City for animal care services according to Animal Services' approved schedule of rates and fees for each day that each such animal receives animal care services.

Field Services

At the election of the City, the County shall provide the City with the following field services as may be required: responding to calls for service; pick up of dead animals; capture and transportation of animals; license, permit and other inspections; pre-hearing investigation of nuisance complaints; post-nuisance hearing compliance checks; investigation of potential cases of animal abuse and mistreatment; investigation of potential animal nuisances in violation of Ventura County Ordinance Code section 4467 or an equivalent municipal code provision; assistance with animal evacuations due to disaster or emergency; and similar or related field services. The City shall be charged according to the standard hourly rate for field services set forth in Animal Services' approved schedule of rates and fees based on actual hours expended. The City shall identify a budgeted amount for field services per fiscal year, as well as the average budgeted level of hours of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize in writing a higher budgeted annual amount for field services that are not state-mandated. The County will provide the City state-mandated field services, and the City agrees to pay the County's costs for all state-mandated field services, whether or not the City's budgeted amount or hours for field services have been exceeded. The County shall be under no obligation to provide the City with any non-state-mandated field services in excess of the City's budgeted cost and hours, in the absence of prior written City authorization to do so.

In the event the City declines to have the County perform field services, the City shall be responsible for:

(i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;
(ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
(iii) Vaccinating an animal with current standard vaccinations provided by Animal Services after an animal has been transported to a County shelter; and
(iv) Taking a digital photograph of an animal and loading the digital photograph and other pertinent animal information onto Animal Services' computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

Rabies Control

At the election of the City, the County shall provide the City with the following rabies control program as may be required: response and investigation of reported animal bite and intimate contact cases to establish that there is compliance with state mandated quarantine procedures. This includes a follow-up visit to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

Animal Nuisance Hearings

At the election of the City, and contingent upon County consent, the County shall provide the City with the services of one Hearing Officer and one administrative assistant to conduct animal nuisance hearings for (i) animal nuisance complaints (based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision) originating within the boundaries of the City and (ii) any alleged violation of existing animal nuisance orders previously issued to an animal owner. The County shall charge the City according to the standard hourly rate (for salary and fringe benefits) of the actual Hearing Officer and administrative assistant providing services based on the actual hours expended per hearing. The County will not conduct animal nuisance hearings for a violation of local leash law absent nuisance based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision.

Animal License Processing per License

At the election of the City, the County shall provide the City with animal license processing services at the annual fiscal year cost of six dollars ($6.00) per applicable cat or dog license for each animal within the boundaries of the City. The County shall mail license renewal notices to the animal owner of record; and when the renewal and payment are received, the County will process licenses. City residents can use the County's online web licensing feature at no additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County collects (less the County's license processing fee) will be credited to the City quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

Administrative Citation Processing

At the election of the City, the County shall provide the City with administrative citation processing services for citations issued to animal owners within the boundaries of the City. The citation processing services provided to the City shall be substantially equivalent to any services that the County contracts for with respect to processing of County administrative citations. In the event that the County reaches a determination, in its sole and exclusive discretion, that it no longer desires to provide administrative citation processing services to the City, the County shall provide the City with sixty (60) days' prior written notice before ceasing to provide such services. The County will provide the following administrative citation processing services to the City contingent upon the City's reimbursement of actual County costs incurred (including, but not limited to, actual costs charged by the County's General Services Agency for mailing and processing of citations and the cost of one (1) hour per month for the services of a Field Services Manager): generate auto citations in Chameleon software; send files to the General Services Agency for processing; receive and review auto citation files from the General Services Agency to ensure accuracy; send reviewed and completed files to the General Services Agency for processing and mailing to animal owners; receive and store finalized PDF file from the General Services Agency; generate email notification to the City's staff with PDF files for further collection and appeals; receive, through a Supervising Animal Control Officer, communication from City staff regarding citizen appeals when necessary; and receive updates from the City regarding customer data to be updated, with the County updating data in Chameleon software.

The City will be solely responsible for collections once citations are issued to animal owners and for paying for collections, including, but not limited to, costs for contracted collections services. The City will be solely responsible for processing any administrative appeals from citations issued. The County will not be responsible for collections or processing administrative appeals from citations.

Part Two: Specific Service Requests and Approvals

The County will provide the City with the services authorized below:

☒ Animal Care Services. The City authorizes the County to provide animal care services for animals originating within the boundaries of the City during fiscal year 2020-21 according to the terms and conditions set forth in Part One of this Agreement. The cost of animal care services for the City will be $40,882.28 for fiscal year 2020-21. Consistent with Section 8.3 of the parties' Animal Services Agreement, the County shall credit the City with revenues paid by City residents toward amounts owed by the City for services provided.

Field Services:

X The City authorizes the County to provide budgeted field services during fiscal year 2020-21 of $46,800; with field services budgeted at 10 hours per week, to be provided by the County to the City, according to the terms and conditions set forth in Part One. If it appears that the City may exceed its budgeted cost and hours for field services: (i) the County will continue to provide additional state-mandated services to the City, and the City agrees to pay for those additional state-mandated services at the hourly rates approved by the County Board of Supervisors, and (ii) the County will only provide further field services that are not state-mandated to the City upon receipt of City written approval for such services, and the City agrees to pay for all such services authorized in writing by City personnel. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

☐ The City authorizes the County to provide field services only for emergency calls (requests for an animal services officer by law enforcement or fire personnel, vicious animal at large threatening the public, wild animal at large in City area, livestock at large and in sight, stray animal bite with the animal at large or confined by a non-owner) at a not to exceed amount of _____ hours for the fiscal year. This level of service is intended to provide emergency response on an as-needed basis from the County on behalf of a City that employs its own field services when requested by the City and the County is able to respond. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

☐ The City declines to have the County provide field services.

Rabies Control

X The City authorizes the County to provide rabies control services.

□ The City declines to have the County provide rabies control services.

Animal Nuisance Hearings:

X The City authorizes the County to conduct animal nuisance hearings during fiscal year 2020-21 according to the terms and conditions set forth in Part One. The City hereby agrees to the County's enforcement of the City's municipal code provisions in conducting animal nuisance hearings, and the City agrees to enact, and maintain in full force and effect, municipal code provisions substantially equivalent to Ventura County Ordinance Code section 4467. The City hereby further agrees that, whether or not set forth in the municipal code provisions, the animal nuisance hearings hereby authorized include hearings on any alleged violation of existing animal nuisance orders previously issued to an animal owner.

The City hereby agrees that this authorization shall not be effective, and the County shall not be obligated to conduct any animal nuisance hearings for the City during the specified fiscal year, if the County checks the box below declining to conduct such hearings. If the County so declines, the City will be responsible for providing a hearing officer to preside over animal nuisance hearings involving alleged nuisance animals residing within the City's jurisdictional limits; and the City also shall be responsible for ensuring that the City has in effect an ordinance providing authorization for the City to appoint a hearing officer to preside over animal nuisance hearings involving alleged animal nuisance violations by animals within the City. In all cases in which the City is responsible for conducting animal nuisance hearings, the County will refer animal nuisance cases after investigation to the City for selection of a hearing officer and noticing of the hearing. A knowledgeable animal control officer familiar with the animal nuisance investigation, if requested by the City, required by the hearing officer, or subpoenaed by any party, will attend the animal nuisance hearing and be available to answer questions posed by the hearing officer, complainant and animal owner. The City will reimburse the County for the attendance of any animal control officer at the animal nuisance hearing pursuant to the hourly rate approved by the County Board of Supervisors.

□ The City declines to have the County conduct animal nuisance hearings.

☐ The County declines to conduct animal nuisance hearings for the City during the fiscal year specified above.

Animal License Processing:

X The City authorizes the County to provide animal license processing services for the City during fiscal year 2020-21 according to the terms and conditions set forth in Part One.

X The City has adopted the license fees set forth in Animal Services' approved schedule of rates and fees.

☐ The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on _____, 20_____.

☐ The City declines to have the County provide animal license processing.

Administrative Citation Processing:

X The City authorizes the County to provide administrative citation processing services for the City during fiscal year 2020-21 according to the terms and conditions set forth in Part One.

☐ The City declines to have the County provide administrative citation processing services.

Chameleon Read Rights:

☐ The City requests read rights for Chameleon software and agrees to pay its portion of the actual County Information Technology Services Department server/portal/VPN costs. Costs will reflect the actual County Information Technology Services Department additional costs to host and maintain the server for City read only rights to Chameleon and will be equally spread across all participating cities.

X The City declines to have the County provide Chameleon read rights.

CITY OF OJAI

Signature: _____

Date: 6/24/2020

COUNTY OF VENTURA

Signature: _____
Jackie Rose, Director of Animal Services

Date: 7/1/20

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Brenda Cho, Finance Director

MEETING DATE: **June 23, 2026**

SUBJECT: **Fiscal Year 2026-27 Statement of Investment Policy**

RECOMMENDATION

Adopt a resolution approving the City of Ojai's Fiscal Year 2026-27 Statement of Investment Policy and replace prior resolutions and policies relating to the City's Statement of Investment Policy, including but not limited to, the provisions contained within Investment Policy Resolution 25-25 adopted June 24, 2025.

DISCUSSION

California Government Code Section 53646(a)(2) requires that local governments annually review the Statement of Investment Policy (Policy) at a public meeting. This policy was submitted for review and consideration to the Finance and Budget Committee on May 19, 2026. The City Treasurer, who holds responsibility for the administration of the policy, is a current member of the Finance and Budget Committee.

The proposed policy has no changes as it meets industry's best practices. In FY 2025-26, the policy was awarded the Investment Policy Certification from the California Municipal Treasurers Association (CMTA). This award demonstrates the City's commitment to transparency and industry best practices for California's public agencies and districts.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

OPTIONS

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

FISCAL IMPACT

While the Investment Policy may influence the City's investment strategy in the future, adoption of the Policy itself has no direct fiscal impact.

Prepared by: Brenda Cho, Finance Director

ATTACHMENT(S)

A. Resolution – Fiscal Year 2026-27 Statement of Investment Policy
B. Investment Policy

CITY OF OJAI

RESOLUTION NO. 26-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY

WHEREAS, California Government Code Section 53646(a) (2) requires that local governments annually review and consider changes to their Statement of Investment Policy (Investment Policy); and

WHEREAS, City staff and the City Treasurer presented the proposed annual Statement of Investment Policy for Fiscal Year 2026/27 to the City's Budget and Finance Committee for review and consideration; and

WHEREAS, the City Council of the City of Ojai has reviewed and does hereby adopt the annual Statement of Investment Policy for Fiscal Year 2026/27; and

WHEREAS, the City Council of the City of Ojai hereby designates the Finance Director as the Investment Officer for the City of Ojai on June 23, 2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council considered in a public meeting and hereby adopts the annual Statement of Investment Policy for Fiscal Year 2026/27, attached hereto as Exhibit "A.".

SECTION 3. The City Council of the City of Ojai hereby authorizes the City Finance Director to serve as the Investment Officer for the City of Ojai.

SECTION 4. The annual Statement of Investment Policy shall be reviewed and adopted on an annual basis as required by the California Government Code.

SECTION 5. This resolution repeals and replaces all prior resolutions and policies relating to the City's Statement of Investment Policy, including, but not limited to, any provisions contained within Investment Policy Resolution No. 25-25 adopted June 24, 2025.

SECTION 6. The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED and ADOPTED this 23rd day of June 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

_____
Date

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-23 was adopted at a regular meeting held June 23, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Weston Montgomery, Chief Deputy City Clerk

City of Ojai

Fiscal Year 2026-27

Proposed Investment Policy

June 23, 2026

Steve Olsen
Treasurer

Brenda Cho
Finance Director

401 S. Ventura Street
Ojai, CA 93023
Ojai.CA.Gov

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1. POLICY

The purpose of this statement is to provide guidelines for the investment of the City's funds and is based upon State law and prudent money management. This policy is designed to improve the quality of decisions and according to the specific needs of the City of Ojai in priority order of safety, liquidity and return on investment. The goal is to enhance the economic status of the City while ensuring the safety of funds. The authority governing investment of public funds is set forth in the Government Code, Sections 53601 et seq. The Treasurer or Finance Director shall submit an investment policy to the governing body and to the Finance and Investment Committee.

2. SCOPE

This investment policy applies to all investment activities and financial assets of the City of Ojai. Employee retirement benefits funds are not covered or included in this policy. The funds are accounted for and incorporated in the City of Ojai's Annual Comprehensive Financial Report (ACFR) and include:

1) General Fund
2) Special Revenue Funds
3) Debt Service Funds (Currently no debt service)
4) Capital Project Funds
5) Enterprise Funds
6) Other: Trust Funds

3. PRUDENCE

The City holds to the "prudent investor standard" in that all investments placed shall be made with a degree of judgment and care, not for speculation, but considering the safety of the monies and acting as a fiduciary of the public trust. The prudent investor standard set forth in Section 53600.3 of the Government Code is as follows.

> "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

Related activities which comprise good cash management include cash projections, the expeditious collection of revenue, disbursement control and a cost-effective banking relationship."

4. OBJECTIVE

It is intended that the scope of this policy covers the investment of surplus (i.e., monies not required for the immediate needs of the City) of all monies held under the direct authority of the City. Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, pursuant to Government Code Sections 5922(d) and 53601(m), such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures. The City shall be guided by the following criteria in priority order when placing investments:

Safety: Safety is the primary duty and responsibility to protect, preserve and maintain the principal of the City's public funds, which are for the benefit of citizens of the community. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.

Liquidity: The City investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

Return on Investments: The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints for safety and liquidity needs identified in the Investment Policy and the cash flow characteristics of the portfolio.

5. DELEGATION OF AUTHORITY

Pursuant to Government Code Section 53607, the City Council of the City of Ojai annually delegates the authority to invest or reinvest funds of the City, or to sell or exchange securities so purchased, to the City Treasurer who shall be responsible for all transactions undertaken and shall exercise prudence in the selection of subordinate investment officers, and shall establish a system of controls to regulate the activities of subordinate investment officers.

Subject to the foregoing paragraph, the City Treasurer may authorize the Director of Finance to act as the City's Investment Officer in performing the treasury functions and duties under this policy. When acting as the City's Investment Officer as provided in this paragraph, the Director of Finance shall be subject to the same limitations, obligations, and requirements as the Treasurer.

The Treasurer shall establish written investment procedures for the operation of the investment program consistent with this policy. The procedure should describe custody/safekeeping agreements, repurchase agreements, wire transfer agreements, banking service agreements, cash flow forecasting and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedure established by the Treasurer.

The Investment Officer shall coordinate with the Treasurer to develop a master investment plan for the City, including a percentage of pooled cash allocated for investments, the layering of investments, and the composition of the investment typed in the City's investment portfolio. The Investment Officer shall discuss changes to the City's master investment plan with the City Treasurer prior to purchasing investments that vary from the plan. The City's investment portfolio shall be reviewed by the Finance and Budget Committee as discussed in **Section 18** of this policy

6. ETHICS AND CONFLICTS OF INTEREST

Investment officials will refrain from personal business activity that could conflict with proper execution and management of the policy and the investment program, or which could impair their ability to make impartial decisions. Investment Officers must file an annual Statement of Economic Interest Form 700 with the city clerk's office prior to April 1 of each year or when material interest in financial institutions or personal investment positions require it. Furthermore, Investment Officers must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the City.

7. AUTHORIZED FINANCIAL DEALERS AND INSTIUTIONS

The Investment Officer shall formally authorize investment broker-dealers investment services to the City. Investment brokers-dealers may be primary dealer or regional brokers that qualify under Securities & Exchange Commission Rule 15C-1 (uniform net capital rule) with branch offices in the State of California performing the transactions with the City. Broker-dealers must complete a broker-dealer statement of qualification before being approved by the Investment Officer and execute a certification that the brokers-dealers employees and supervisory personnel have read and understand the City's investment policy. The Investment Officer may conduct periodic reviews of the approval list of investment broker-dealers.

However, pursuant to Government Code Section 53601.5, the City shall purchase each authorized investment either (a) directly from the issuer or (b) from an institution licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code,(c) from a member of a federally regulated securities exchange, (d) from a national or state-chartered bank, (e) from a savings association or federal association (as defined by Section 5102 of the Financial Code), or (f) from a brokerage firm designated as a primary government dealer by the Federal Reserve bank . The Investment Officer shall select one or more financial institutions to provide safekeeping and custodial service for the City in accordance 53608 of the California Government Code. The purchase and sale of negotiable securities and repurchase agreement transactions shall be settled on a delivery-versus-payment basis (DVP). Negotiable securities purchase by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank, its correspondent bank or its Depository-Trust-Company (DTC) participant account. Non-negotiable investments such as money market fund, mutual funds, collateralized bank deposits, county investment pools, joint powers authority agreements, and LAIF will be in the name of the City with statements and/or receipts evidencing investment.

8. AUTHORIZED and SUITABLE INVESTMENTS

The Investment Officer must take special care to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. On June 22 ,2021, City Council adopted a resolution which states that the City shall strive to support green investments. The City Council has limited the investments to Only the securities maintained within the statutory limits imposed by the Government Code and, if more stringent, the limits set forth in Attachment A.

Ineligible Investments not authorized or described in Attachment A are ineligible for purchase. The policy specifically prohibits the investment of any funds in common stock, financial futures, options, inverse floaters, range notes, or mortgage-derived, interest-only strips. Government Code Section 53601.6 also prevents the involvement in security that could result in zero interest accrual if held to maturity. The limitation in the section does not apply to investment in share of beneficial interest issue by diversified management companies registered under the Investment Company Act of 1940 that are authorized pursuant to Government Code Section 53601(l).

On June 9, 2020, City Council adopted Resolution 20-35 which states that the City shall refrain from any new direct investments in businesses, funds or financial serves institutions that knowingly engage in work related to production, transportation, storage, processing, use or disposal of nuclear weapons or the components of nuclear weapons with no non-military applications.

9. REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City of Ojai must be in compliance with Section 8.0, Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 8.0 Authorized and Suitable Investments subsequent to the date of purchase, the (Designated Official – i.e. Treasurer) shall at least annually review the portfolio to identify those securities that do not comply. The (Designated Official – i.e. Treasurer) shall establish procedures to report to the City Council and to its Finance and Budget Committee, major and critical incidences of noncompliance identified through the review of the portfolio.

The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or City's risk preferences; and, If securities owned by City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

10. INVESTMENT POOLS/MUTUAL FUNDS

Investment pools include LAIF, shares of beneficial interest issued by authorized diversified management companies (mutual funds and money market funds) and county pooled investment funds, joint powers authority pools. A thorough investigation of any pool or fund is required prior to the City's investment and on a periodic basis while funds are invested.

The investigation will include review of the following items:

1) Eligible investments
2) Interest calculation
3) Investment policy and/or investment objectives
4) Process/Authorization of transferring of funds
5) Schedule for receiving statements and portfolio listing
6) Distribution, and treatment of gains/losses
7) Fee schedule
8) Eligible for bond proceeds

11. COLLATERALIZATION

The City is required to collateralize on two types of investment Certificate of Deposit and Repurchase (and Reverse Repurchase) Agreements. Collateralization level will be 110% of market value for Certificate of Deposits and 102% for Reverse Repurchase Agreements of principal and accrued interest. Collateral will be held by an independent third party with a current custodial agreement with safekeeping receipts

The City will only place in a Non-Negotiable Certificate of Deposit that amount which is covered by FDIC Insurance (per Government Code Section 53653) or fully collateralized (per Government Code Section 53630 et seq., including but not limited to Sections 53649, 53652, and 53656).

The City does not use Reverse Repurchase Agreements for the investment of funds.

12. SAFEKEEPING AND CUSTODY

All Security transactions entered into by the City should be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

13. DIVERSIFICATION

The Investment Officer shall diversify the investment portfolio by security type, institution and maturity. The restriction on concentration in a single security type or institution is detailed in Section 8.0.

14. MAXIMUM MATURITIES

To the extent possible, the City will attempt to match investments by anticipating cash flow requirements. The City does not place investments with a maturity in excess of five (5) years in accordance with the Government Code, Section 53601.

15. INTERNAL CONTROLS

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the City of Ojai are protected from loss, theft, fraud or misuse.

Annually, the City's independent auditor will conduct an independent review of investment records and verify the investments have been made in accordance with this policy. The internal control review will provide assurance of compliance with policies and procedures.

16. PERFORMANCE STANDARDS

Subject to the priority of investment objectives set forth in Section 4, this section sets forth the performance standards for the City's investment portfolio.

Specific objective: The City's investment strategy is passive with investments generally held to call or maturity. Given this strategy and policy objectives, the rate of return will be maintained on a consistent level representative of current market direction.

Overall objective: The investment portfolio shall be designed with the overall objective of obtaining a total rate of return throughout economic periods, commensurate with investment risk constraints and cash flow needs.

17. REPORTING

Within thirty (30) days of the end of each month, the Treasurer shall submit a monthly Treasurer's Report to the City Manager and City Council. The monthly investment reports are presented to the Finance and Budget Committee at its meeting. The monthly Treasurer’s report may be submitted via email to the members to meet the thirty (30) day requirement.

Meeting the requirements of Government Code Sections 53607 and 53646(b) (as modified by Section 53646(d)). The Treasurer shall submit the monthly investment report to the City Manager and City Council which shall list each investment-by-investment category and include the following:

1) Type of investment
2) Issuer
3) Date of maturity
4) Par and dollar value

5) Weighted average yield
6) Weighted average maturity

So long as the City Council's annual delegation of investment authority to the City Treasurer pursuant to Government Code Section 53607 is effective, the City Treasurer shall make a monthly report of all investment transactions to the City Council.

18. INVESTMENT POLICY COMPLIANCE AND ADOPTION

The Investment Policy shall be reviewed at least annually by the Treasurer and Investment Oversight Committee, Resolution 24-42, the Investment Oversight Committee is now known as the Budget and Finance Committee. The duties of which are to review the investment practices used by the Investment Officer for compliance with the investment policy. Analyze the monthly Treasurer's reports for adherence to established guidelines. Advise the City Council of any deviation from guidelines established by the Investment Policy or any other practices that are deemed imprudent for a public agency. Review and propose amendments to the City's Investment Policy

The Budget and Finance Committee is to ensure its consistency with the City overall objective and its compliance with California Government Code and best practice. Any modifications made thereto must be approved and adopted by resolution of the City Council. The investment policy shall be submitted to the Finance and Budget Committee for review and consideration prior to City Council for adoption at a public meeting on an annual basis whether or not modifications are necessary.

The Committee shall consist of seven (7) members, who shall be:

- City Treasurer
- Mayor
- City Manager
- Finance Director
- One Councilmember
- Two Ojai City Residents (Resolution 24-42)

Terms of elected City officials shall coincide with terms of their respective offices. Terms of resident members shall be for four years and shall serve until their successors have been appointed and qualified. Resident members may apply to serve for successive terms.

Attachment A

Authorized and Suitable Investments

Authorized Investment	Govt. Code	Maximum Percentage	Maximum Maturity	Minimum Quality	Other Constraints
U.S. Treasury Obligations	53601(b)	No Limit	5 Years	None	Notes, Bonds, Bills
U.S. Agency Obligations	53601(f)	No Limit	5 Years	None	Federal agency or U.S. government sponsored enterprise obligations, participations, or other instruments.
State of California Obligations	53601(d) and (d)	20% of Portfolio	5 Years	Underlying A, A-1	Bonds, notes, warrants or other evidences of indebtedness of any local agency within California
California Local Agency Bonds	53601(e)	20% of Portfolio	5 Years	Underlying A, A-1	Bonds, notes, warrants or other evidences of indebtedness of any local agency within California
Money Market Funds	53635 53601	15% of portfolio	5 Years	N/A	• Retain an investment adviser registered or exempt from registration with the SEC with 5 years' experience managing money market funds in excess of $500 million or • Have the highest ranking by not less than 2 NRSRO's
County Pooled Investment Funds	53684	20% of Portfolio	N/A	N/A	
Negotiable Certificates of Deposit	53601(i)	• 10% of portfolio • 5% single issuer	5 Years	A	• Issued by nationally or state-chartered banks; savings or federal associations; state or federal credit unions; or federally licensed or state licensed branches of foreign banks. and • Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies.

Authorized Investment	Govt. Code	Maximum Percentage	Maximum Maturity	Minimum Quality	Other Constraints
Bank Deposits - Collateralized or FDIC Insured	53630 et seq.	No Limit	N/A	Satisfactory rating from national bank rating service and from CRA review.	• Amounts up to $250,000 per institution are insured by the FDIC. • Amounts over the insurance limit must be placed with financial institutions participating in the California Local Agency Security Program, providing for collateralization of public funds. • Per 53638 deposits may not exceed bank shareholder equity; total net worth of depository savings or federal association; unimpaired capital and surplus of a credit union; unimpaired capital and surplus of industrial loan companies. • Treasurer may waive collateral for the portion of any deposits pursuant to federal law. • The use of private sector entities authorized by 53601.8 to assist in the placement of deposits are NOT permitted.
Bank or Credit Union Certificated of Deposits - FDIC Insured or NCUA Insured	53630 et seq.	80% of Portfolio	5 Years	N/A	• Issued by nationally or state-chartered banks or federally licensed or state licensed branches of foreign banks which are FDIC insured. and • Purchases limited to $5,000 below the FDIC or NCUA Limit per institution • Amounts up to $250,000 per institution are currently insured by the FDIC and NCUA;
Local Agency Investment Fund ("LAIF")	16429.1 et seq.	As permitted by LAIF	N/A	N/A	
Joint Powers Authority Pools	53601(p)	60% of portfolio	N/A	N/A	JPA must be • organized pursuant to Section 6509.7. • invest in securities in 53601 subdivisions (a) to (q); and • investment advisor is registered or exempt from registration with the SEC, with at least 5 years of experience, and has assets under management in excess of $500 million.

Attachment B

Glossary of Investment Terms

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with specific maturity evidenced by a Certificate. Large denomination CDs are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR): The official annual report of the City. It includes five combined statements for each individual fund and an account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as the principal in all transactions, buying and selling for his own account.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued a discount and redeemed at maturity for full face value (e.g., U.S. Treasury Bills.)

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DURATION: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government were set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per depositor per insured bank.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 11 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA or Fannie Mae): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. Due to its federal charter, FNMA is considered a U.S. government-sponsored enterprise. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a publicly traded stockholder-owned corporation that has also been under the conservatorship of the Federal Housing Finance Agency (FHFA) since September 6, 2008. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. For some securities issued by FNMA, FNMA provides guarantees as to the timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Mortgage-backed securities influencing the volume of affordable housing loans and that are guaranteed by GNMA. Security holder is protected by full faith and credit of the U.S. Government. Underlying mortgages for Ginnie Mae securities include those issued, insured, or guaranteed by the Federal Housing Administration (FHA), the U.S. Department of Veterans Affairs (VA), the U.S. Department of Agriculture's Rural Development (RD), and the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing (PIN). The term "pass throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, security is said to be liquid if the

spread between bid and asked prices is narrow and reasonable size can be done at those quotes. LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION:
A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

OFFER: The price asked for by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the

custody state, the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital. As to the City, the prudent investor standard is established by, and specifically described in, California Government Code Section 53600.3. See Section III of this investment policy.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution meeting the requirements of Government Code Section 53635.2, which has placed with an authorized depository agent per Government Code Section 53657 for the benefit of the depositor eligible collateral having a value of not less than the amount required by Government Code Section 53652 (currently ranging from 105% to 150% of the deposit, depending upon type of collateral) and the depository agent of which has been approved by the Administrator of Local Agency Security designated by Government Code Section 53661 (currently, the Commissioner of Business Oversight) to hold collateral for public deposits.

RATE OF RETURN: The yield obtainable on security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate for this.

REVERSE REPURCHASE AGREEMENT (REVERSE REPO): A reverse-repurchase agreement (reverse repo) involves borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar as a repo, the purpose of entering a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a straightforward investment of public funds, the reverse repo is a borrowing.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial +distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

YIELD: The rate of annual income returns to an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 23, 2026**

SUBJECT: **Award Amendment No. 1 to Ventura Regional Sanitary District (VRSD) for Storm Drain Cleaning and Video Inspections for the 2026 Pavement Rehabilitation Project (ST-3007)** ***(Operational Need)***

RECOMMENDATION

Authorize the City Manager to execute Amendment No. 1 (PW Agreement No. 2025-31A) to the existing agreement with Ventura Regional Sanitary District (VRSD, a special district) for continued storm drain cleaning and video inspection services in support of the 2026 Pavement Rehabilitation Project (ST-3007), increasing the not-to-exceed amount by $51,781 for a total authorized expenditure of $109,629, and extending the term through December 30, 2026.

DISCUSSION

Design work for ST-3007 is currently underway. As with the prior year's project, staff are concurrently evaluating opportunities to address underground infrastructure needs, specifically storm drains, to protect and preserve the City's investment in new pavement and provide much-needed maintenance to the City's storm drain system.

VRSD successfully performed the initial scope of work under the original agreement for a not-to-exceed amount of $57,848 for the 2025 Pavement Rehabilitation Project (ST-3006). Amendment No. 1 will include storm drain inspections for ST-3007 in an amount not-to-exceed $51,781 for a total authorized expenditure of $109,629.

Amendment No. 1 includes:

- Video inspection of storm drains to assess condition and identify potential failures.
- Cleaning and removal of debris to ensure proper flow.
- Condition assessment to prioritize necessary repairs before pavement rehabilitation.

Implementing this strategic approach enables the City to proactively prevent expensive emergency repairs, reduce interruptions during paving projects, and ensure the longevity of new pavement installations.

The specialized nature of storm drain cleaning, and inspection requires the use of large-scale equipment, such as CCTV cameras and vector trucks, which are essential for thorough debris removal and condition assessment. Since the Public Works department currently lacks access to these resources, staff strongly recommend engaging VRSD to perform these services.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 4 - Infrastructure Maintenance and Improvement
Goal No. 5 - Public Safety

OPTIONS

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

FISCAL IMPACT

Funding for storm drain cleaning and video inspection will be budgeted in the Capital Improvement Fund, Account No.031-1604-0814-007, in the amount of $100,000 for FY 26/27.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

A. PW Agreement No. 2025-31 Original Agreement with Ventura Regional Sanitary District
B. Amendment No. 1 with Ventura Regional Sanitary District

AGREEMENT FOR STORM DRAIN CLEANING AND VIDEO INSPECTION

This Agreement ("Agreement"), effective as of September 9, 2025, ("Effective Date"), is between Ventura Regional Sanitary District, ("Contractor"), a special district authorized by California Health & Safety Code §4700 et seq., and the City of Ojai, a California municipal corporation and general law city ("City"), collectively referred to as the "Parties." City and Contractor agree as follows:

1. Payment for Work:

City's payments to Contractor for the Work during the Term may not exceed the sum of $57,848.00 unless modified by mutual agreement in writing by the Parties in accordance with Section 10 below.

Contractor must furnish City with an invoice for all Work performed not more than once per month for the prior month's Work. Except as to any charges for Work performed or expenses incurred by Contractor that are disputed by City, City will cause Contractor to be paid within 30 days of receipt of Contractor's invoice.

Any payment to Contractor for Work performed under this Agreement will not be deemed to waive any defects in the Work performed by Contractor.

2. Commencement of Work.

A. "Commencement Date": September 9, 2025

B. "Termination Date": December 9, 2025

3. Scope and Performance of Work:

Contractor represents and warrants that it has the qualifications, experience, equipment and facilities necessary to properly perform the work ("Work") described in the attached Exhibit A (Scope of Work).

Contractor agrees to perform the Work in a thorough, competent, and professional manner consistent with generally accepted standards and practices utilized by persons engaged in providing work similar to those required of Contractor under this Agreement. Contractor will furnish all the labor, technical, administrative, professional, and other personnel, all supplies and materials, equipment, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the Work required of Contractor under this Agreement.

Contractor must obtain City's prior written approval before utilizing any subcontractors to perform any Work under this Agreement. This written approval must include the identity of the subcontractor and the terms of compensation and noted on the attached List of Subcontractors.

Contractor will not be compensated for any Work rendered in connection with this Agreement that is in addition to or outside of the Work set forth in Exhibit A, unless such additional Work is authorized in advance and in writing by City.

City may request changes to the Work, consisting of additions, deletions, or other revisions, and the compensation to be paid Contractor will be adjusted accordingly. All such changes must be authorized in writing and executed by Contractor and City. The cost or credit

to City resulting from changes in the Work will be determined by the written agreement between the Parties.

In performing the Work under this Agreement, Contractor is an independent contractor and has control over the manner in which the Work is performed provided that it is consistent with this Agreement. Contractor may not at any time or in any manner represent that it or any of its officers, employees, agents, or subcontractors are in any manner officers, employees, agents or subcontractors of City.

4. Campaign Contributions:

This Agreement is subject to Government Code section 84308, as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024). Consultant shall disclose any contribution to an elected or appointed City official's campaign or committee in an amount of more than five hundred dollars ($500) made within 12 months preceding the Commencement Date, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to City prior to, or concurrent with, Consultant's execution of this Agreement and no later than the Commencement Date.

5. Term and Termination of Agreement:

The initial term ("Term") of this Agreement will be for a period of from the Effective Date and terminate on the Termination Date unless terminated sooner by City as provided in this section or otherwise extended by the mutual written agreement of the Parties. City may terminate this Agreement, with or without cause, at any time by written notice of termination to Contractor. In the event such notice is given, Contractor must cease immediately all Work in progress.

6. General Legal Compliance:

In performing the Work, Contractor must comply with all applicable statutes, laws and regulations, including, but not limited to, OSHA requirements and the Ojai Municipal Code.

Contractor must, at Contractor's sole expense, obtain all necessary permits and licenses required for the Work, and give all necessary notices and pay all fees and taxes required by law, including, without limitation, any business license tax imposed by City

This Agreement is subject to the requirements of Government Code § 8546.7. That statute requires the Contractor shall be subject to the examination and audit of the California State Auditor, at the request of City or as part of any audit of City, for a period of three years after final payment under this Agreement.

[Add the following Labor Code requirements where the scope includes trenching or excavation in excess of 5-feet deep]

Labor Code § 6705: To the extent that the work requires trenches in excess of 5', prior to any excavation, contractor must provide and City, or a registered civil or structural engineer employed by the City to whom authority to accept has been delegated, must accept a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered

civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

Labor Code § 6706: To the extent that the proposed work requires the construction of a pipeline, sewer, sewage disposal system, boring and jacking pits, or similar trenches or open excavations, in excess of five (5) feet, Contractor, pursuant to California Labor Code section 6707, is required to submit a separate bid, subject to the same provision herein, for such work.

7. Indemnification:

Contractor agrees to indemnify, defend, protect and hold harmless City from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively, "Claims"), which City may suffer or incur or to which City may become subject by reason of or arising out the negligent or willfully wrongful acts or omissions of Contractor, its officers, employees, or agents committed in performing any Work under this Agreement. For the purposes of this section, "City" includes City's officers, officials, employees, agents and volunteers. The provisions of this section do not apply to Claims occurring as a result of the City's sole negligence or willful acts or omissions. The provisions of this section will survive the expiration or earlier termination of this Agreement.

8. Insurance:

Contractor agrees to have and maintain in full force and effect during the term of this Agreement the insurance coverages listed in Exhibit B ("Insurance"), which is made part of this Agreement.

9. General Provisions:

There are no understandings or agreements between Contractor and City other than those set forth in this Agreement. This Agreement may not be modified or amended except by written agreement of the Parties. Contractor may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Contractor's duties or obligations under this Agreement without the prior written consent of City. This Agreement is binding upon the successors and permitted assigns of the Parties. This Agreement will be interpreted, construed, and governed according to the laws of the State of California. In the event of litigation between the Parties, venue in state trial courts will be in the County of Ventura and venue in federal court will be in the Central District of California, in Los Angeles.

[Signature page follows]

The Parties have caused this Agreement to be executed by their undersigned authorized agents as follows:

CITY OF OJAI

Ben Harvey, City Manager

VENTURA REGIONAL SANITARY DISTRICT, CONTRACTOR

Eric Zets, General Manager

EXHIBIT A
SCOPE OF WORK

VENTURA REGIONAL SANITATION DISTRICT
4105 WEST GONZALES ROAD, OXNARD, CA 93036-2748

A Public Waste Management Agency

August 28, 2025

Jon Turner
Phoenix Civil Engineering

Dear Mr. Turner:

On behalf of Ventura Regional Sanitation District (VRSD), I am pleased to submit the attached cost proposal for the City of Ojai Request for Proposal to provide professional services for Stormdrain CCTV inspection and cleaning for $57,848.00.

We understand the project to include 30 sections on unknown length and various sizes of Stormdrain pipes. There are 10 sections of the pipes that were identified as having debris in them from 10% to 100%. VRSD has based this fee proposal on what we believe will be the necessary allocation of staff hours and associated fees. However, we bill only for the hours actually expended, so the actual amount billed to the City could be less than the stated total, depending on actual work performed. With the same aspect if VRSD is asked to perform more tasks the cost will increase. The proposal is set for cleaning 2 lines per day if it appears removing the material from the 10 lines that were identified VRSD will inform you before proceeding as this will increase the cost of the project. If you wish VRSD to proceed we will bill at the daily rate for the staff and equipment.

If selected for this important project, VRSD will provide the City with the required data and letter listing the specific work performed and tasks accomplished, together with the corresponding invoices.

If you have questions regarding any aspect of our proposal to provide the City with Stormdrain services, please do not hesitate to contact me directly. We look forward to serving the City's needs.

Sincerely,

Richard Jones

Richard Jones
Director of Operations
805-658-4679

Attachment Proposal

VENTURA REGIONAL SANITATION DISTRICT
4105 WEST GONZALES ROAD
OXNARD, CA 93036-2748
805.658.4679

FY26 PROPOSED CUSTOMER BUDGET

Project Number	Account					Quantity	Cost/Price	Extension
230700	***City of Ojai - Maintenance- Storm Drain Cleaning and Inspection***							
51010	Wages - Regular			Account Total---	$44,346			
		51010			Elec & Inst Control Supervisor	63	$184.00	$11,592
		51010			W/WW Worker	63	$159.00	$10,017
		51010			W/WW Worker	63	$159.00	$10,017
		51010			W/WW Worker	40	$159.00	$6,360
		51010			W/WW Worker	40	$159.00	$6,360
52185	Operating Supplies			Account Total---	$115			
		52185	Consumiables - Gloves, Trash Bags			1	$115.00	$115
52193	Water			Account Total---	$690			
		52193	Water - Casitas Water District			1	$690.00	$690
60195	Fund Transfer In-VACTOR USE			Account Total---	$5,005			
		60195	Vactor w/Chase Truck			5	$1,001.00	$5,005
60197	Fund Transfer In-TV VAN USE			Account Total---	$3,822			
		60197	CCTV Van			7	$546.00	$3,822
60594	Fund Transfer Out-EQUIPMENT			Account Total---	$390			
		60594	Push Camera for CCTV			3	$130.00	$390
60598	Fund Transfer Out-FLEET			Account Total---	$3,480			
		60598	Mileage			2000	$1.74	$3,480
				Project 230700 Total---	$57,848			

EXHIBIT B

INSURANCE

*VRSD is a self-insured government entity.

CERTIFICATE REGARDING WORKERS' COMPENSATION

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

_____
Name (print or type)

_____ _____
Date Signature

LIST OF SUBCONTRACTORS

WORK IDENTIFICATION:

_____

NAME AND ADDRESS OF BIDDER: _____

_____

Name/Address/Phone No./State License Number of Subcontractor/City of Ojai Business License Number	Department of Industrial Relations Registration Number*	Items of Work	Portion of Work (% of Contract Price)
		% of Total Contract Price by Subcontract	
		% of Total Contract Price by Contractor	

*Pursuant to Division 2, Part 7, Chapter 1, (commencing with section 1720 including section 1725.5) of the Labor Code

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

1. No City councilmember or commissioner shall accept, solicit, or direct a contribution of more than $500 from any party,[1] financially interested participant,[2] or agent[3] while a proceeding is pending or 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.

2. A party to a City proceeding shall disclose on the record of the proceeding any contribution of more than $500 made to any councilmember or commissioner by the party, or agent, during the preceding 12 months. No party to or participant in a City proceeding shall make a contribution of more than $500 to a councilmember or commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City. No agent to a party or participant shall make a contribution in any amount to a councilmember of commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City.

3. Prior to rendering a decision on a City proceeding, any councilmember or commissioner who received 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 councilmember or commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of making the decision, or knowing about the contribution and the relevant proceeding, whichever comes last, that councilmember or commissioner shall be permitted to participate in the proceeding.

---

1 "Party" is defined as any person who files an application for, or is the subject of, a proceeding.2 "Participant" is defined as any person who actively supports or opposes a particular decision in a

To determine whether a campaign contribution of more than $500 has been made by you or your agent to a councilmember or commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current City councilmembers and commissioners are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:
- ☐ License
- ☐ Lease
- ☐ Permit
- ☐ Franchise
- ☐ Other Contract
- ☐ Other Entitlement

Name and address of any party, participant, or agent who has contributed more than $500 to any councilmember or commissioner within the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

Date _____ Amount $ _____

Date _____ Amount $ _____

Date _____ Amount $ _____

(c) Name of councilmember or commissioner to whom contribution was made:

1. _____
2. _____
3. _____

(d) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

PW Agreement No. 2025-31

296213.5

proceeding.

[3] "Agent" is defined as a person who represents a party in connection with a proceeding for compensation who appears before or otherwise communicates with the City for the purpose of influencing the proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

Signature _____

Date _____ Phone _____

To be completed by City:
Document No:
_____

AMENDMENT NO. 1

AMENDMENT TO STORM DRAIN CLEANING AND VIDEO INSPECTION FOR THE 2026 PAVEMENT REHABILITAION PROJECT (ST-3007)

This Amendment to Agreement No. 2025-31 (Amendment) is entered into between the City of Ojai, a California general law city and municipal corporation (City), and Ventura Regional Sanitary District, (VRSD, Contractor), a special district authorized by California Health & Safety Code §4700 et seq., collectively referred to as the Parties. The effective date of this Amendment is June 23, 2026.

RECITALS

A. On September 9, 2025, the City Council awarded Public Works Agreement No. 2025-31 with VRSD, for storm drain cleaning and video inspection for the 2025 Pavement Rehabilitation Project (ST-3006) in an amount not-to-exceed $57,848, effective September 9, 2025, expiring December 9, 2025 (Agreement).

B. All capitalized terms not defined in this Amendment have the meaning set forth in the Agreement.

Section 1. Amendment. The Agreement is amended to modify the following:

1. Payment for Work: The total not-to-exceed amount for Amendment No. 1 is $51,781 for a total authorized expenditure of $109,629.

2. Commencement of Work: "Termination Date": December 30, 2026

3. Scope and Performance of Work: VRSD has the qualifications, experience, equipment and facilities necessary to properly perform the work described in the attached Exhibit A (Scope of Work) for Amendment No. 1.

Section 2. Continuation of Terms of Agreement. Except as expressly modified by the terms and provisions of this document, the remaining terms and provisions of the Agreement remain in full force and effect.

THE AUTHORIZED REPRESENTATIVES of the Parties have caused this Amendment, Agreement No. 2025-31A, to be executed as of the Effective Date.

CITY OF OJAI

_____

Ben Harvey, City Manager

VENTURA REGIONAL SANITARY DISTRICT, CONTRACTOR

_____

Eric Zets, Manager

EXHIBIT A

VENTURA REGIONAL SANITATION DISTRICT
4105 WEST GONZALES ROAD
OXNARD, CA 93036-2748
805.658.4679

FY27 PROPOSED CUSTOMER BUDGET

Project Number	Account				Quantity	Cost/Price	Extension
230701	***City of Ojai - Maintenance- Storm Drain Cleaning and Inspection***						
51010	Wages - Regular		Account Total---	$40,504			
	51010			Elec & Inst Control Supervisor	44	$190.00	$8,360
	51010			W/WW Worker	54	$164.00	$8,856
	51010			W/WW Worker	54	$164.00	$8,856
	51010			W/WW Worker	44	$164.00	$7,216
	51010			W/WW Worker	44	$164.00	$7,216
52185	Operating Supplies		Account Total---	$115			
	52185	Consumables - Gloves, Trash Bags			1	$115.00	$115
52193	Water		Account Total---	$690			
	52193	Water - Casitas Water District			1	$690.00	$690
60195	Fund Transfer In-VACTOR USE		Account Total---	$5,165			
	60195	Vactor W/Chase Truck			5	$1,033.00	$5,165
60197	Fund Transfer In-TV VAN USE		Account Total---	$3,384			
	60197	Video Inspection Vehicle			6	$564.00	$3,384
60594	Fund Transfer Out-EQUIPMENT		Account Total---	$670			
	60594				5	$134.00	$670
60598	Fund Transfer Out-FLEET		Account Total---	$1,253			
	60598				700	$1.79	$1,253
			Project 230701 Total---	$51,781			

Total for this report--- $51,781

Customer Signature: _____ Date: _____
Approval to Start Project

VRSD Signature: _____ Date: _____
Approval to Start Project

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 23, 2026**

SUBJECT: **Resolution Expressing Support for Conservation of Local Biodiversity and Stewardship of Natural, Coastal, and Public Lands *(Gilman)***

RECOMMENDATION

Adopt the Resolution expressing support for the conservation of local biodiversity and the stewardship of natural, coastal, and public lands within the City of Ojai.

DISCUSSION

The State of California has identified biodiversity conservation as a statewide priority through major initiatives such as the California Biodiversity Initiative (2018) and Executive Order N-82-20, which establishes the goal of conserving 30 percent of lands and coastal waters by 2030 (“30x30”). These statewide strategies emphasize biodiversity as essential to climate resilience, ecological health, food security, and community well-being.

The Resolution aligns the City of Ojai with these priorities by recognizing the ecological importance of the region. The south-central coast, including Ojai, lies within a biologically rich transition zone that supports a high diversity of native, rare, and sensitive species. The area’s terrestrial, coastal, and marine ecosystems provide critical benefits such as clean air and water, wildfire and erosion protection, and recreational, cultural, and educational opportunities.

These systems face increasing threats, including habitat fragmentation, invasive species, pollution, climate change, and unsustainable development—factors that require coordinated local action. The Resolution supports expanding stewardship of open spaces, restoring habitat areas, improving green infrastructure, and promoting wildlife-friendly development and the use of native plant landscaping. It also encourages collaboration with Chumash community members, conservation groups, land trusts, and educational institutions to support restoration, community science, and public education efforts. Finally, the Resolution directs staff to identify potential funding opportunities that may advance local biodiversity goals.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 7 - Climate Resiliency

OPTIONS

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

FISCAL IMPACT

Adoption of the Resolution does not commit the City to any specific expenditures at this time. Staff are directed to explore potential funding sources and evaluate opportunities related to biodiversity initiatives; if funding opportunities are available, they would be presented to the City Council prior to submission of any application for grant funds. Any future projects with fiscal implications will be brought forward separately for Council consideration

Prepared by: Norma Cervantes, Assistant to the City Manager

CITY OF OJAI

RESOLUTION NO. 2026-28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI EXPRESSING SUPPORT FOR THE CONSERVATION OF LOCAL BIODIVERSITY AND THE STEWARDSHIP OF NATURAL, COASTAL, AND PUBLIC LANDS

WHEREAS, the State of California has identified the protection and restoration of biodiversity as an important priority through initiatives such as the California Biodiversity Initiative (2018) and Executive Order N-82-20, which outlines statewide goals including conserving 30 percent of its lands and coastal waters by 2030 ("30x30"), and recognizes biodiversity as a key component of climate resilience, food security, and human well-being; and

WHEREAS, California's Natural and Working Lands Climate Smart Strategy highlights biodiversity conservation and habitat restoration as valuable tools for advancing the state's climate mitigation and adaptation goals, and encourages local governments to consider integrating nature-based solutions into land-use planning and community resilience efforts; and

WHEREAS, local efforts to preserve native species, restore degraded ecosystems, protect pollinator habitats, and expand green infrastructure may contribute to statewide strategies such as California's State Wildlife Action Plan, the Pathways to 30x30 California strategy, and regional conservation frameworks including those within the California Floristic Province Hotspot, of which the South Central Coast of California is a core part; and

WHEREAS, local activities within City of Ojai that support native species, habitat restoration, pollinator protection, and green infrastructure are already reflected in various planning efforts; and

WHEREAS, California's Central Coast region—including City of Ojai—is located within an ecologically unique transition zone between northern and southern ecosystems, contributing to a high level of species diversity; and

WHEREAS, the region's diverse terrestrial ecosystems support a variety of rare, sensitive, and native plant and wildlife species; and

WHEREAS, the marine and coastal environments off our shores also support important biodiversity, including species listed under state and federal protections; and

WHEREAS, these ecosystems are not only ecologically valuable but also essential to our local communities' health, cultural heritage, climate resilience, and economy, providing clean air and water, protection from erosion and wildfire, and opportunities for outdoor recreation, fishing, and education; and

WHEREAS, the continued health of these biodiversity-rich systems is threatened by habitat fragmentation, invasive species, pollution, climate change, and unsustainable development, underscoring the need for urgent, coordinated action at the local level.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council hereby acknowledges the ecological value of California's south central coast and expresses support for efforts that help sustain the region's native flora, fauna, and marine ecosystems.

SECTION 3. The City of Ojai supports, where feasible, the continued expansion, and stewardship of local open spaces, habitat areas, greenbelts, and marine resources, including, but not limited to, restoration efforts and urban biodiversity initiatives.

SECTION 4. The City Council desires for the City of Ojai to consider biodiversity-related factors when making planning, zoning, and development decisions, including encouraging the use of native plant landscaping, wildlife-friendly design, and nature-based solutions to climate resilience.

SECTION 5. The City Council encourages collaboration with Chumash community members, agencies, conservation groups, land trusts, educational institutions, and scientists to explore opportunities for habitat restoration, community science, and biodiversity education in our communities.

SECTION 6. The City Council directs staff to explore and evaluate, and inform the Council regarding, potential funding sources that may support the City's local biodiversity goals.

SECTION 7. Certification. The City Clerk shall certify the adoption of this Resolution.

SECTION 8. Effective Date. This Resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED on June 23, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

Date: _____

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-28 was adopted at a regular meeting held June 23, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

MINUTES

CITY COUNCIL SPECIAL MEETING

TUESDAY, MAY 26, 2026, 5:00 PM

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

Mayor Gilman called the meeting to order at 5:00 p.m.

ROLL CALL

The following members were present: Mayor Gilman, Mayor Pro Tem Mang, and Council Members Rule, Lang, and Whitman.

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, Chief Deputy City Clerk Montgomery, Human Resources Manager Holman.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Council Member Lang, seconded by Council Member Rule, to approve the agenda.

The motion carried unanimously.

CLOSED SESSION

1. **Conference with Labor Negotiators - Government Code Section 54957.6**
   City/Agency Designated Representatives: Ben Harvey, City Manager; Kathy Holman, Human Resources/Risk Manager
   Unrepresented Employee(s): All Unrepresented Employees

CITY ATTORNEY'S REPORT OUT OF CLOSED SESSION

City Attorney Burgess reporting out of closed session, stating that Council provided direction to staff to bring back additional information at a future closed session.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 6:00 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES

CITY COUNCIL REGULAR MEETING

TUESDAY, MAY 26, 2026, 6:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA AGENDA UPDATED - 5/22/26, 9:00 PM - TO INCLUDE PRESENTATION SECTION ITEM

Mayor Gilman called the meeting to order at 6:00 p.m.

ROLL CALL

The following members were present: Mayor Gilman, Mayor Pro Tem Mang, and Council Members Rule, Lang, and Whitman.

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, and Chief Deputy City Clerk Montgomery.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Council Member Lang, seconded by Mayor Gilman, to approve the agenda, with Item 10 continued to a future meeting.

The motion carried unanimously.

PRESENTATION

Proclamation Designating May 2026 as Historic Preservation Month

COMMISSION REPORTS

None

CITY MANAGER'S REPORT

City Manager Harvey provided an oral report.

PUBLIC COMMUNICATIONS

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 April 27, 2026 - May 10, 2026**
   RECOMMENDATION: Receive and file.

2. **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of April 30, 2026**
   RECOMMENDATION: Receive and file.

3. **Minutes - City Council**
   RECOMMENDATION: Approve.

4. **Confirm Reappointments to Fill Term-Ending Vacancies on City Commissions** RECOMMENDATION: Confirm nomination of commission reappointments: Gina McHatton, Historic Preservation Commission; Craig Walker, Historic Preservation
   Commission; Carolyn Wagner, Arts Commission (terms ending May 2030).

5. **Confirm Appointment to Fill Inaugural Vacancy on the Public Safety Commission**
   RECOMMENDATION: Confirm nomination of applicant Jim McEachen as Public Safety Commissioner to fill an inaugural vacancy (four-year term ending May 2030).

6. **Amendment No 2 to Pristine Auto Detailing for Fleet Detailing Services *(Operational Need)***
   RECOMMENDATION:
   1. Authorize City Manager to execute the second amendment to PW Agreement No. 2025-29B with Pristine Auto Detailing (Pristine Auto) to increase the not-to-exceed amount for FY 25-26 by $15,000; and
   2. Authorize the City Manager to issue a Request for Proposal (RFP) for trolley detailing services for FY 26-27.

Mayor Gilman pulled Items 4 and 5 for discussion.

MOTION: It was moved by Council Member Lang, seconded by Council Member Rule, to approve Items 1, 2, 3, and 6.

The motion carried unanimously.

MOTION: It was moved by Council Member Rule, seconded by Council Member Lang, to approve Item 4.

The motion carried unanimously.

MOTION: It was moved by Mayor Gilman, seconded by Mayor Pro Tem Mang, to approve Item 5.

The motion carried unanimously.

DISCUSSION

7. **Consideration of the City's Ability to Shift to At Large Voting *(Gilman/Rule)***
   RECOMMENDATION:
   1. Consider information regarding the ability to shift from electing City Council Members "by-district" to an "at-large" method of selection.
   2. Provide direction (or not) to the City Attorney's Office as to whether to return to City Council with an ordinance repealing or amending Ordinance No. 889 or an ordinance submitting a ballot question to the voters seeking voter approval to return to at-large elections.
   3. Provide alternate direction to the City Attorney.

Councilmember Whitman made a motion that City Council not move forward with a change in the method of selection. The City Attorney clarified that no action is needed to maintain the status quo. No action was taken.

8. **Initiating Proceedings for the Annual Levy of Assessments, Preliminarily Approving the Engineer's Annual Levy Report, and Declaring the Council's Intent to Levy and Collect Assessments for the Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District No. 2, and Landscaping and Lighting District No. 3 *(City Council Direction)***
   RECOMMENDATION:
   1. Adopt Resolution No. 2026-13 - Initiating Proceedings for the Annual Levy of Assessments for the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/27; and
   2. Adopt Resolution No. 2026-14 - Preliminarily Approving the Engineer's Annual Levy Report for the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/2027; and
   3. Adopt Resolution No. 2026-15 - Declaring the Council's Intent To Levy and Collect Assessments Within the City of Ojai Landscaping and Lighting District No. 1, Plaza Maintenance Assessment District (District No. 2), and Landscaping and Lighting District No. 3 for Fiscal Year 2026/2027 and Setting a Time and Place for Public Hearing.

MOTION: It was moved by Mayor Gilman, seconded by Council Member Lang, to approve Item 8, as recommended.

The motion carried unanimously.

9. **Five-Year Proposed Capital Improvement Program *(City Council Direction)***
   RECOMMENDATION: Receive a presentation on the current and proposed Capital Improvement Program and provide feedback and direction to be incorporated in the FY26/27 approved budget.

Council provided feedback for staff.

10. **City of Long Beach Modular Connect Shelter Units Request for Proposals *(Mang/Whitman)***
    RECOMMENDATION: Discuss City of Long Beach Request for Proposals and provide direction to staff as to whether to submit a proposal to the City of Long Beach to acquire one or more Connect Shelter units and also provide direction as to the maximum proposal price for such proposal.

Item 10 continued to a future meeting.

11. **Update on Aspire Broadband Agreement and Microtrenching Ordinance *(City Council Direction)***
    RECOMMENDATION: Receive an update regarding the agreement proposed by Aspire Broadband for the installation of a fiber network within the city's right-of-way.

Council provided feedback for staff.

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

Council Member Mang requested consideration of an Area Housing Authority appointment.

Council Members Whitman and Lang, and Mayor Gilman, requested a future agenda item regarding the "Local Heros Award" collaborate with students for water tanks projects.

Mayor Gilman and Councilmember Rule requested a call up of the Planning Commission's denial decision of the Ojai Mountain Farm Conditional Use Permit and Design Review Permit.

Council Members Rule, Lang, Whitman and Mayor Gilman, requested a future item regarding fire ember screens, and a project fully funded by the City. Council Member Whitman requested that we look into grant funding to help pay for this and that was agreed to by the other Council Members.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 9:55 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

Administrative Report

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **June 23, 2026**

SUBJECT: **Commission Appointments**

RECOMMENDATION

Confirm nomination of applicant Raymond Sims as Public Safety Commissioner to fill an inaugural vacancy (two-year term ending May 2028), Brenna Furness as Public Safety Commissioner to fill an inaugural vacancy (two-year term ending May 2028), and confirm reappointment of Suzi Taylor as Parks and Recreation Commissioner (four-year term ending May 2030).

DISCUSSION

Public Safety Commissioner – Raymond Sims and Brenna Furness

City Council established the Public Safety Commission in March 2026 through Ordinance No. 972. This is now established as Ojai Municipal Code Title 3 Chapter 9. The Municipal Code outlines the process for filling the inaugural Commission vacancies.

For the inaugural Commission, a nominating committee comprised of the Mayor and a rotating City Councilmember, as determined by the City Clerk, shall nominate four Commissioners for confirmation by the City Council, with each Councilmember having an opportunity to serve on a nominating committee. The Mayor shall nominate one Commissioner independently for confirmation by the City Council.

Also, for the inaugural Commission, the first three members appointed shall serve an initial term of up to four years, and the remaining two members shall serve an initial term of up to two years. All inaugural Commissioners are eligible for reappointment. All subsequent Commission appointments shall be for a term of four years.

Following Council action for these appointments, the Public Safety Commission would now be constituted with five commissioners. Staff will then work to coordinate the first meeting and agenda of the commission, with a meeting as early as July 2026 (depending on commissioner availability).

Reappointment to the Parks and Recreation Commission – Suzi Taylor

Additionally, the Municipal Code established for each of the City Council's advisory commissions places the month of May as the term-ending month for commission seats.

As assigned in the Municipal Code, the City Clerk's Office provided the rotating Council Member involved in each Nominating Committee. Then, the City Clerk's Office provided communication and instruction to the City Council and Commission Chairs/Vice Chairs, so they may determine if their unanimous nomination would be to reappoint the interested commissioner or pursue a regular vacancy filling process.

The City's Local Appointments ("Maddy Act") List, which is mandated and updated throughout the year on the City website, outlines the commission seats and Council Member involved in each appointment and reappointment

The City performed numerous acts of outreach to the Council and the public. Public outreach included updating the Maddy Act Local Appointments List, updating the City website for Commission Vacancies, posting public notice of the vacancies, advertising in the Ojai Valley News, and providing communications to the full Council, Commissioners, and staff.

This process has been followed for each candidate under consideration. As required by Ojai Municipal Code, the nominating committees together recommend:

1. **Raymond Sims – Public Safety Commission** (Appointment to fill two-year term. Term ending May 2028) (Mayor Gilman and Mayor Pro Tem Mang)

2. **Brenna Furness – Public Safety Commission** (Appointment to fill two-year term. Term ending May 2028) (Mayor Gilman)

3. **Suzi Taylor – Parks and Recreation Commission** (Appointment to fill four-year term. Term ending May 2030) (Mayor Gilman, Mayor Pro Tem Mang, and Vice Chair Intner)

If the City Council rejects these nominees, the nominating committee(s) will reconvene to select another candidate. This process continues until a nominee is confirmed.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 9 - Communication and Relationships

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. Commissioner Application Form – R. Sims
B. Commissioner Application Form – B. Furness
C. Commissioner Reappointment Form – S. Taylor

APPLICATION FOR APPOINTMENT

Please indicate your interest(s) below:

City of Ojai Commissions/Committee/Board
☐ Arts Commission
☐ Historic Preservation Commission
☐ Parks & Recreation Commission
☐ Planning Commission
☒ Public Safety Commission
☐ Finance and Budget Committee
☐ Building Appeals Board
County of Ventura Advisory Committees
☐ Air Pollution Control District Advisory Commission
☐ Area Agency on Aging
☐ Area Housing Authority
☐ Citizens Transportation Advisory Committee (CTAC)

Name: RAYMOND P. SIMS, M.D. Date: 5-17-2026

[redacted]

Employer: RETIRED Business Phone: SAME

Business Address: RETIRED PHYSICIAN

Type of Business:

Education: SEE ATTACHED CV

Number of years as an Ojai Valley resident: 63

Are you registered to vote in the City of Ojai?: ☒ Yes ☐ No

List civic activities, clubs and associations, etc.: PLEASE SEE ATTACHED CV

Additional information, qualifications and/or references: MANY YEARS SPENT AS PHYSICIAN WITH GERIATRICS & INTERNAL MEDICINE SPECIALTIES EVALUATING AND ASSISTING PATIENTS WITH LIFE SAFETY ISSUES ALSO AS MEMBER OF OJAI HOSPITAL, PARTICIPATED IN MANY HOSPITAL SURVEYS INCLUDING SAFETY ISSUES, AS WELL AS SAFETY AT CONDO RESN. REFERENCE: STEVE QUILICI

(You may attach additional pages if you wish)

PLEASE NOTE: The City of Ojai requires all appointees to file a Form 700 Statement of Economic Interests. If you have any questions regarding the Form 700 or the City's application process, please contact the City Clerk's office at cityclerk@ojai.ca.gov.

MD.

Signature

Return the completed from via email to cityclerk@ojai.ca.gov or via mail to:

City Clerk's Office
401 South Ventura Street
Ojai, California 93023

CURRICULUM VITAE

RAYMOND PAUL SIMS, M.D., F.A.C.P.

PERSONAL INFORMATION:

Date of Birth: September 21, 1954
Place of Birth: Cleveland, Ohio
Professional Address: P.O. Box 60, Ojai, CA 93024
Telephone: 805-798-2326
Email: rsimsmd@sbcglobal.net

EDUCATION/POST GRADUATE TRAINING

Undergraduate Education, 1972-1976: University of California, Santa Barbara
Major: Biochemistry and Molecular Biology. BA Degree awarded June 1976

Medical Education, 1976-1980: University of California, Los Angeles
M.D. Degree awarded June 1980

Fellowship Awards: Children's Hospital of Los Angeles, Los Angeles, California
Student Fellow in Oncology, Clinical Cancer Training Program
Summer, 1976, and Summer, 1977

Internship/Residency: Cedars-Sinai Medical Center, Los Angeles, July 1980 through June 1983
Specialty: Internal Medicine

MEDICAL LICENSURE: California G-46135 July 1980 to present.

BOARD CERTIFICATION:

American Board of Internal Medicine Candidate # 90689 9/1/1983
Geriatric Medicine Candidate # 90689 04/20/1988
Recertification in Geriatric Medicine Candidate # 90689 11/3/1999
Recertification in Geriatric Medicine Candidate # 90689 11/16/2009
Geriatric Medicine Maintenance of Certification Knowledge Check-In Spring, 2019

ADDITIONAL CERTIFICATION: BCLS and ACLS Certified 1980 to 2021.

PRESENT POSITION:

Retired, Private Practice of Internal Medicine and Geriatric Medicine, Ojai, California, July 1983 to August 2021.

PREVIOUS PROFESSIONAL POSITIONS:

Co-Director, ICU/CCU and Cardiorespiratory Services Department, Ojai Valley Community Hospital 1986-2006
Medical Director, St. Joseph's Health and Retirement Center, Ojai, California, February 1988-May 2012

TEACHING ACTIVITIES:

Cedars-Sinai Medical Center, Los Angeles, California, Internal Medicine Clinic Attending, 1983-1986
Ventura County/UCLA Medical Center, Ventura, California, Medicine Wards Attending, 1983-1988
ACLS Instructor, Ojai Valley Community Hospital, Ojai, California 1995-2003

1983-2015: Periodic organized and informal lectures to nursing staff, Ojai Valley Community Hospital
Office Preceptor for Cedars-Sinai Medical Center 3rd Year Resident 2006

HOSPITAL COMMITTEE APPOINTMENTS AND POSITIONS:

Ventura County/UCLA Medical Center
Ventura, California

Department of Medicine Committee, 1983-1989

Ojai Valley Community Hospital
Ojai, California

ICU/CCU Committee, 1984-1994, Chairman 1985-1986 and 1993-1994
Surgical Tissue, Blood Utilization Review, and Medical Records Committee, 1984-1986
Professional Activities Committee, 1985-1986
Pharmacy and Therapeutics Committee, 1985-1990, Chairman 1995-1990
IPA Steering Committee, 1987
IPA Board of Directors, 1988, Secretary
Patient Care Committee, 1989-1990
Medical Executive Committee, Member at Large 1989-1990; 1995-1998, and 2011-2012
Credentials Committee, 1999-2009 and 2013-2014
Ethics Committee, 2005 to 2012, Chairman 2011-2012
Institutional Review Committee, 2005-2006, Chairman
Medical Staff Quality Assurance Committee, 2005-Present
Department of Medicine, 1989-2022.

Chief of Staff, 1995-1996
Chief, Department of Medicine, 1989-1990 and 2011-2012
Governing Board, Member 1995-1996, and Chairman 1990-1993

St. Joseph's Health and Retirement Center
Ojai, California

Medical Advisory Board and Chair, April 1986 to May 2012
Utilization Review Committee, April 1986 to May 2012
Pharmacy and Therapeutics Subcommittee, April 1986 to May 2012
Infection Control Subcommittee, April 1986 to May 2012

HONORS AND AWARDS:

Graduated Magna Cum Laude, University of California, Santa Barbara, June 1976

University Service Award, University of California, Santa Barbara, June 1976
Geriatrics Recognition Award, American Geriatric Society, 2000-2004
Pampuri Service Award, St. Joseph's Health and Retirement Center, Ojai, California, October 14, 2004
American Heart Association Recognition Award, Ojai, California, November 2006
Rotary Club Living Treasure Award, April 24, 2007
American Heart Association Service Award, 2007
American Medical Association Physician Recognition Awards:
1983-1986, 1988-1991, 1999-2002, 12/01/2009-12/1/2012, 1/1/2010-1/1/2013
Fellow, American College of Physicians, awarded March 2012

PROFESSIONAL AND SOCIETY MEMBERSHIPS:

American College of Physicians, Member-1985 to March 2012; Fellow-March 2012 to Present
American Geriatrics Society, 1989 to Present
California Geriatrics Society, 2007 to 2021

ACP ACTIVITIES:

Panel member for public presentation of Healthscope Films, "Aches/Pains, and Arthritis," "Chest Pains," and "Update on Hypertension."
Attended ACP Sponsored Courses:
Current Topics in Infectious Diseases
Intensive Course in Geriatric Medicine and Board Review
MKSAP 6-19 submitted for score.
Active Participant in ACP Physician Survey on Vaccinations 2009 to 2019

MORE RECENT COMMUNITY ACTIVITIES:

Participating on community panels on the Effects of Aging, End of Life and POLST forms.
Art in the Hospital; as well as advising the "Art in the Hospital" Auxiliary Guild Committee.
Founding and Active Member of Operation Picasso Committee for Hospital Art at Ojai Hospital.
Member, Gardens and Grounds Committee and Tree Subcommittee, Montecito Shores HOA 2023
President, Montecito Shores HOA February 2024 to present.

PREVIOUS COMMUNITY ACTIVITIES:
Providing sports physical examinations at Nordhoff High School and on field physician for the Villanova Preparatory School Football Team.
Continuous Quality Improvement Committee of Help Unlimited, a local home health agency.
Lectures on various medical subjects to local organizations in the Ojai Valley including the Better Breathers Club local chapter of the American Lung Association, and occasional newspaper articles.
Board member and President of the Ojai Chapter of the American Heart Association for ~10 years.
Lecture on Advance Directives & POLST forms to Ferguson, Case, Orr, and Patterson Law 8/28/2013.

ADDITIONAL EXPERIENCE:

Member of Delegation to China, People to People, International Exchange on Alzheimer's Disease, September 2001-first formal exchange with Chinese health care professionals on Alzheimer's.

APPLICATION FOR APPOINTMENT

Please indicate your interest(s) below:

City of Ojai Commissions/Committee/Board
☐ Arts Commission
☐ Historic Preservation Commission
☐ Parks & Recreation Commission
☐ Planning Commission
■ Public Safety Commission
☐ Finance and Budget Committee
☐ Building Appeals Board
County of Ventura Advisory Committees
☐ Air Pollution Control District Advisory Commission
☐ Area Agency on Aging
☐ Area Housing Authority
☐ Citizens Transportation Advisory Committee (CTAC)

Name: Brenna Furness Date: June 17, 2026

[redacted]

Employer: Conflict Resolution Institute Business Phone: 805-384-1313

Business Address: 4475 Market Street, Ste. C. Ventura, CA 93003

Type of Business: Non-Profit, 501(c)(3) Community Mediation Center

Education: I hold a M.A. in Negotiation, Conflict Resolution and Peacebuilding, a Juris Doctor, and a B.A. in Social Science.

I am Certified as a Mediator through the Dispute Resolution Programs Act (12 years)

I am a Rape Crisis Advocate with the Coalition for Family Harmony (4 years)

Number of years as an Ojai Valley resident: 46

Are you registered to vote in the City of Ojai?: ■ Yes ☐ No

List civic activities, clubs and associations, etc.:
Member: National Association for Community Mediation, Member: Alliance for Peace Bu

Member: Nordhoff Parent Association, Founding Member & Secretary of the Board, O-H

Volunteer with SART Ventura County (Sexual Assault Response Team)

Additional information, qualifications and/or references:
Dr. Sandra Gomez: [redacted]

(You may attach additional pages if you wish)

PLEASE NOTE: The City of Ojai requires all appointees to file a Form 700 Statement of Economic Interests. If you have any questions regarding the Form 700 or the City's application process, please contact the City Clerk's office at cityclerk@ojai.ca.gov.

Brenna Furness

Signature

Return the completed from via email to cityclerk@ojai.ca.gov or via mail to:

City Clerk's Office
401 South Ventura Street
Ojai, California 93023

June 17, 2026

Re: Additional Statement: Application for Appointment, Public Safety Commission

Dear City Council Members,

As an Ojai resident, local business owner since 2006 (Coffee Connection), and parent of four children, I care deeply about the well-being and safety of our community. Three of my children are alumni of the Ojai Unified School District, and my youngest is currently attending Nordhoff. Ojai has been home to my family for three generations, and I believe in servant leadership and giving back to the community that has given much to us.

Through my professional, volunteer, and business experience, I have developed strong skills in communication, active listening, problem-solving, and collaboration in high stakes and high conflict circumstances. I enjoy working across organizations and agencies and finding practical solutions to complex challenges. I value diverse perspectives, use a trauma-informed approach and believe the best outcomes come from listening carefully, building relationships, and working together in service of our community.

Thank you for your consideration as an Appointee to the Public Safety Commission, it would be my privilege to serve my community in this capacity.

Sincerely,

Brenna Furness

REQUEST FOR REAPPOINTMENT

I currently serve on the following Commission/Committee/Board (marked below):

City of Ojai Commissions/Committee/Board
☐ Arts Commission
☐ Historic Preservation Commission
☑ Parks & Recreation Commission
☐ Planning Commission
☐ Public Safety Commission
☐ Finance and Budget Committee
☐ Building Appeals Board
County of Ventura Advisory Committees
☐ Air Pollution Control District Advisory Commission
☐ Area Agency on Aging
☐ Area Housing Authority
☐ Citizens Transportation Advisory Committee (CTAC)

☑ My term is expiring and I would like to be considered for reappointment.

☐ My term is expiring; I am not interested in being reappointed.

Name: SUZI TAYLOR Date: 05/05/2026

[redacted]

You may attach any additional information you wish to support your request for reappointment.

Suzi Taylor.

Signature

Return the completed from via email to cityclerk@ojai.ca.gov or via mail to:

City Clerk's Office
401 South Ventura Street
Ojai, California 93023

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney
Lucas Seibert, Community Development Director

MEETING DATE: **June 23, 2026**

SUBJECT: **City Council Appeal of Planning Commission Denial | Outdoor Storage and Use of an Existing Walk-in Freezer and Proposed Modifications to the Existing Outdoor Dining Area Located to the Rear of Ojai Mountain Farm Restaurant; Addressed 242 East Ojai Avenue (Design Review Permit [DRP 26-003] and Conditional Use Permit [CUP 26-003]). Assessor's Parcel Number 021-0-140-370. Representative: Patrick Housh, Paul Poirier + Associates Architects. Property Owner: Verna Joy Adams; Applicant: Tony Yanow, Ojai Mountain Farm.**

RECOMMENDATION

That the City Council:

1. Receive the Administrative Report and Presentation from Staff and the Applicant;
2. Take Public Comment on this matter; and
3. Consider a resolution (Attachment A) approving the outdoor storage and use of an existing walk-in freezer and proposed modifications to the existing outdoor dining area located at 242 East Ojai Avenue, consistent with the findings associated with the Design Review Permit and Conditional Use Permit and subject to the conditions of approval, and finding that the project is categorically exempt from CEQA.

DISCUSSION

Ojai Mountain Farm is a newly opened restaurant in The Ojai Arcade, located within the former "Osteria Monte Grappa," tenant space at 242 East Ojai Avenue. The subject site has a General Plan Designation of Downtown Commercial (DC) and Zoning Classification of General Commercial (C-1). The subject site is located in the thoroughfare corridor overlay (T-C-O) district, State of California designated Downtown Ojai Historic District, and within the area subject to the Arcade Plaza Design Guidelines.

Proposed modifications to the outdoor dining area and existing conditional use permit were originally presented to the Planning Commission in March 2026 and ultimately denied. The reasons cited in the denial were inconsistencies with the Ojai Arcade Plaza Architectural Design Guidelines and the proposed increase in the footprint of the outdoor dining area, which extends beyond the originally approved boundaries, further encroaching into the

public right-of-way. The Planning Commission also expressed concerns related to access and safety within the Arcade Plaza area and concerns related to the existence of an unpermitted freezer located within the Arcade Plaza installed by the applicant.

Taking into account the Planning Commission's concerns, in April the applicant submitted a reimagined and designed outdoor dining area for Ojai Mountain Farm that follows the Ojai Arcade Plaza Architectural Design Guidelines regarding the intended use and regarding its design including materials and colors (Attachments C and D). Following the Planning Commission's consideration of the revised design and plans in May 2026, the applicant submitted a further revised set of plans on June 17, 2026, reducing the square footage and seating by approximately 18 additional square feet (Attachment E).

Project Description | The current plan submitted by the applicant introduces a 30-inch-high solid steel fence with a combined planter and gated access. This new fencing approach replaces the previously proposed tubular metal fence. The total outdoor patio area surrounded by the fence encompasses a reduction from 600 square feet to roughly 580 square feet. The reimagined 580 square foot patio includes an existing fenced section that is approximately 204 square feet in area, adjacent to the rear of the building to the east of the rear door, screening a walk-in freezer and storage area. The 580 square foot patio also includes an approximately 18 square foot planter area adjacent to the rear of the building to the west of the rear door and ten, two-top metal tables including up to twenty chairs canopied by a 16.5-square foot shade umbrella. The plan also includes four, two-top tables outside of the proposed umbrella area including up to 8 chairs. This area was specifically reduced from four, four-top tables in the previous submittal in an effort to reduce the overall outdoor dining area as a result of hearing comments at the Planning Commission hearing. The total number of tables and chairs is reflected in the conditions of approval. All existing brick pavers would remain in place.

Outdoor dining at the rear of the tenant space has long been part of the restaurant use in this location, consistent with prior restaurant tenants. In January 2025, the applicant requested a zoning clearance (ZCL 24-107) for placement of a freezer within the conditionally approved outdoor area. The zoning clearance was ministerially approved by City staff on January 23, 2025. In January 2026, based on questions received by the Planning Commission with respect to the applicant's original application, the new City Attorney evaluated the issuance of the zoning clearance and determined that such use should have been approved through a Conditional Use Permit. The City Attorney further clarified that the Ojai Municipal Code requires all outdoor commercial uses to be conducted within an enclosed structure absent a CUP. Additional provisions of the Municipal Code also require a Design Review Permit . As a result, the freezer and existing six-foot high wood fencing are included for review and consideration through the current, revised application.

The original approved Conditional Use Permit for the outdoor patio area from 2007 is attached hereto as Attachment B. The color board, outdoor furniture, and umbrella specs for this application are included in Attachment C. The Arcade Plaza Design Guidelines are Attachment F.

If the Council grants the appeal, separately from the land use process contemplated under

the City's Zoning Code, the applicant will need to apply for and receive an encroachment permit for the freezer and other stored items and an outdoor dining permit for use of the Plaza for outdoor dining from the Public Works Department. (Note: The City Manager will be proposing revisions to the Municipal Code to transfer responsibility for outdoor dining permits to the Community Development Department to facilitate processing of the outdoor dining permit at the same time as the required CUP.)

Background | The subject site has included restaurants over the years including Vesta and Osteria Monte Grappa, and in 2007, a minor conditional use permit (CUP 07-05) and director's exemption from design review (MISC 07-35) was approved by the Community Development Director for an outdoor dining area at the rear of the building on City property.

The initial minor conditional use permit and director's exemption stipulated that the outdoor patio area behind the restaurant must be confined to a maximum of 360 square feet. The 360 square foot area included the storage and planter areas adjacent to the rear of the structure within the east and west bounds of the associated restaurant building sides. According to Section 10-2.2413 (Conditional use permit to run with the land) of the Ojai Municipal Code, the previously approved conditional use permit for outdoor dining remains valid; however, the outdoor dining area has been expanded and modified over time without proper review and consideration of such expansion. The expansion likely resulted from temporary outdoor dining permits issued during the 2020 pandemic to allow restaurants to continue operations amid indoor restrictions.

The current request seeks to amend the prior CUP approval from 360 square feet of patio area to allow for a total of approximately 580 square foot outdoor patio area. Approximately 340 square feet of the total 580 square feet is proposed to be for dining while approximately 240 square feet includes a path of travel through the patio, an enclosed freezer and storage area (approx. 204 square feet – which is reduced from the area that was previously fenced and used for storage by the previous business), and a small planter area adjacent to the west of the rear entrance to the building. This request falls under the provisions of Section 10-2.2410 (Modification of a conditional use permit) and under the provisions of Section 10-2.2012 (Modifications of design review permit) of the Ojai Municipal Code. Initially processed at the director's level, this matter is forwarded to the Commission for review and consideration.

Noise | On Friday, May 8, 2026, staff measured noise levels within the current outdoor dining area of Ojai Mountain Farm at approximately 10:00 a.m. and 1:00 p.m. At both times there was a mixture of pedestrians walking and talking, nearby hammering and construction related noise, the constant hum of a nearby HVAC condenser, potentially the sound of refrigeration or other utility equipment coming from the Rainbow Bridge grocery store, as well as the constant hum of roof equipment from 242 E. Ojai Avenue. The morning noise decibels at approximately 10:00 a.m. ranged from 55.8 to 58 db where the afternoon decibels at approximately 1:00 p.m. ranged from 58 to 62 db. Pursuant to Section 5-11.04 (Noise standards and limits) of the Ojai Municipal Code, the noise standards that apply to the commercial/industrial zones within the City limit the noise level to 65 db from 7:00 am to 10:00 pm and 55 db from 10:00 pm to 7:00 am.

Conditional Use Permit (CUP) | A CUP is a land use tool that allows a land use or business

activity that is not otherwise permitted under applicable zoning regulations. A conditional use permit is required for two use actions regarding the subject business and site. First, pursuant to Section 10-2.503, Table 2-4, footnote No. 5 of the Ojai Municipal Code, all uses in Commercial and Manufacturing Zoning districts “shall be conducted within an enclosed structure unless granted a conditional use permit.” The use of an outdoor freezer located on the rear outdoor patio area is not within an enclosed structure and for this reason requires a CUP.

Second, pursuant to Section 10-2.2403 Subsection (b)(5) of the Ojai Municipal Code, outdoor dining on public rights-of-way requires a minor conditional use permit. The subject outdoor patio area includes a dining area located within the public right-of-way and thus requires a minor conditional use permit. A minor conditional use permit was issued for the existing outdoor dining by the director in 2007. The proposed expansion of the outdoor dining requires a modification to their approved outdoor dining permit issued in 2007. The application includes this request.

Pursuant to Section 10-2.1802 Subsection (b), permit processing and environmental/design review shall be concurrent and the final decision on the project shall be made by the highest level of review authority. In this case, and consistent with this section of the Ojai Municipal Code, the CUP and minor CUP were processed to the highest level of review afforded by the Ojai Municipal Code, which is the Planning Commission.

Design Review Permit (DRP) | The DRP process and procedures outlined in Title 10, Chapter 2, Article 20 (Design Review Permits) are crafted to ensure buildings fit their subject site and surroundings, promoting thoughtful development. The DRP process reviews design quality, compatibility, and zoning compliance before issuing permits. The procedure aims to streamline permit approval while maintaining thorough review. Design review permits are required with applications for conditional use permits involving the construction of any building or structure and for any exterior alteration that modifies the visual characteristics of a property located within the C-1 zone.

The basis for approving, conditionally approving or denying a design review permit is expressly limited to physical attributes of a project as opposed to use, occupancy or considerations other than compliance with the standards set forth in OMC Sections 10-2.2004 and 10-2.2009.

Approval, conditional approval or denial of a design review permit shall be accompanied with findings, supported by substantial evidence, that the action is justified on the basis of the findings set forth in Sections 10-2.2004 and 10-2.2009.

Unpermitted Use | As discussed above, the proposal incorporates a detailed floor plan depicting the outdoor patio area located at the rear of the building. This area includes the placement of a six-foot by ten-foot commercial freezer, standing approximately eight feet high, positioned directly east of the existing rear entrance to the tenant space. The freezer occupies a portion of the rear yard that has historically been included in the total patio area but not used for service-related functions including outdoor patio seating.

A previously existing six-foot-tall wood fence—recently rebuilt at a slightly smaller footprint

than the previously existing fence—encloses an approximately twelve-foot by seventeen-foot section (approx. 204 square feet total) of the rear yard. This fence screens the area containing both the new freezer unit and an existing mature oak tree.

Pursuant to Table 2-4 found in OMC § 10-2.503, and more specifically footnote (5) thereto, any use not conducted within an enclosed structure in a commercial or manufacturing zone must be accompanied by a conditional use permit, even if the use is otherwise permitted. Because the freezer is an outdoor commercial use, a Conditional Use Permit should have been required. Without a Conditional Use Permit allowing the freezer, the freezer is currently an unpermitted use. When an individual or entity constructs or installs a structure or initiates a use that is unpermitted, a local public agency may: (1) allow the unpermitted use to remain, (2) require removal or cessation of the unpermitted use, or (3) where the unpermitted use would be allowed by issuance of a permit, require the individual or entity to submit an appropriate application for the unpermitted use, which if approved, converts it to an allowed use. After being advised by the Community Development Department that the freezer is an unpermitted use, in lieu of removal or continuation of the unpermitted use, the applicant agreed to submit an application to amend the existing Conditional Use Permit and Design Review Permit to include the freezer, as well as the expanded outdoor dining area.

This current proposal depicts this unpermitted use which is included in the application under consideration.

Historic Preservation Commission | The current submittal was reviewed by the Historic Preservation Commission at their regularly scheduled meeting on May 14, 2026. At this meeting the Historic Preservation Commission was presented with the current application and asked to comment on the project's compliance with the Ojai Arcade Plaza Design Guidelines for staff to forward to the Planning Commission for their consideration. The comments included dislike of the outdoor walk-in freezer installation, specifically stating that the freezer is noisy, it is on public property, and not appropriate. Additional comments made by the Commission relating to the current proposal and condition of the project site included negative feedback related to exposed roof equipment, installation of a Life Source Water system, and an electrical panel that may have damaged the existing building. The Historic Preservation Commission also stated that the current proposal warrants the need for an Environmental Impact Report (EIR) in that the California Environmental Quality Act (CEQA) recognizes both direct and indirect impacts to historic resources. The Commission concluded that this project introduces substantial visual and environmental changes. Further, the Commission noted that the oversized modern elements obstruct pedestrian circulation and degrade the Plaza's association with the Spanish theme intended for the area.

See additional information below pertaining to CEQA.

Planning Commission | The Planning Commission reviewed this matter on May 20, 2026 and after considering the proposal denied the matter identifying inconsistency with the Arcade Plaza Design Guidelines. The specific inconsistencies that the Commission noted were the use of a single, large umbrella and the outdoor dining barrier.

Arcade Plaza Design Guidelines | Staff finds that this application is consistent with the Arcade Plaza Design Guidelines and the Design Standards set forth in Section 10-2.2004 (Standards) of the Ojai Municipal Code. The proposed patio includes the use of a canvas umbrella to provide shade while also keeping the patio open and integrated with the surrounding plaza. Umbrellas are encouraged in the design guidelines in semi-private patio settings as it defines the space while keeping it visible to the public. The umbrella will be made of high-quality cloth material (Sunbrella is proposed) as encouraged in the Arcade Plaza Design Guidelines. The patio remodel will be oriented towards the plaza with a low-rise steel boundary fence. The Arcade Plaza Design Guidelines encourage metal for stairway handrails, guardrails and decorative railings as well as for furniture. The existing screen around the freezer also meets the intent of the Arcade Plaza Design Guidelines, as the Guidelines state, under walls and facades, that wood should be used throughout the plaza as it complements the natural landscaping and the Mission Revival architecture in the area. The existing screen is stained wood which also meets the standard in the Guidelines stating that all wood materials must be properly detailed and finished, preferably stained, and not left in a raw unfinished state. The metal barriers, tables, and chairs are consistent with the form of other outdoor patio areas in the plaza, such as the neighboring patios at 308 East Ojai Avenue (Sam's Place) and 217 East Matilija Street (Magic Hour). Additionally, the wood screen freezer enclosure is consistent with other utility enclosures within the plaza.

The proposed project is, therefore, consistent with the design standards required of design review permit applications including context, continuity, scale and architecture and with the design standards of the Arcade Plaza.

General Plan Conformance | The Land Use Element of the City's General Plan includes ways of creating and maintaining an inventory of land uses that provides diverse economic, social, and cultural opportunities. In reviewing this project and associated General Plan goals, the project meets the following goals:

- Reinforces the characteristics that make Ojai a desirable place to live; and integrates complementary land uses in a manner which minimizes vehicle miles traveled within the community (LU-3).
- Creating and maintaining places and opportunities for the residents of Ojai to interact, exchange ideas, and realize common goals of a unified community. Integrate plazas and focal points into new commercial and multiple family developments (LU-4).
- Recognize and support visitor serving uses as an integral part of community life, and ensure that visitor serving uses and activities are designed and managed in such a manner that they are secondary to Ojai's small-town character and identity as a desirable place to live (LU-17).

Municipal Code and General Plan | Staff's initial review of the request for a zone clearance for placement of the storage freezer included a site plan with the freezer located at the rear of the structure, adjacent to the west of the rear door. Staff found this location to be potentially pedestrian restrictive as it was so close to the rear entrance. An alternative plan included placing the freezer inside the building. However, in order to install the freezer inside, an exterior wall of the building would be required to be removed. Removal of either the front or rear wall would have potentially required the preparation of an Environmental Impact Report (EIR) as the structure is within the State Historic District and the structure

retains sufficient integrity as it is a contributing structure to the Downtown Ojai State Historic District. Removal and replacement of either wall would additionally have been financially prohibitive. Additionally, the interior space of the building likely could not have been extended without permanently encroaching into the City-owned Plaza. A concern with the current location, east of the rear entry, was the integrity of the existing oak tree. An Arborist report indicated installation of the freezer would not be detrimental to the integrity of the tree and provided a tree protection plan for the concrete pad and freezer placement.

Screening Method | Screening of the storage freezer is required, as all utilities and storage areas are required to be screened to the height of the utility/storage area. Consistent with the Arcade Plaza Design Guidelines utilitarian equipment will include screens as high as the equipment, and hide storage and service facilities from public view and integrate into the building's design.

The current screening is a six-foot high fence made of wood material. In addition to the freezer, the fenced area also serves as storage. The current fence replaced a previous screen previously installed to serve as a storage area for the tenant at 242 E. Ojai Avenue and the tenant next door to the east. The applicant is considering an overlap board panel screening feature proposed to be made of Douglas Fir and painted a shade of brown to blend with the color palette of the Plaza which encourages darker accent colors.

Environmental | The Community Development Director has determined the proposed project to be categorically exempt pursuant to Section 15301(E)(1) of the California Environmental Quality Act (CEQA) Guidelines under Class 1 which consists of the permitting or minor alteration of existing public or private facilities and mechanical equipment involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities.

Pursuant to Section 15300 of the CEQA Guidelines, a categorical exemption is one of a list of classes of projects that "have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA." Section 15300.2 of the CEQA Guidelines provides a list of exceptions to the categorical exemptions, which includes: (1) certain projects located in a particularly sensitive environment, (2) projects where the cumulative impact of successive projects of the same type in the same place, over time, is significant; (3) activities where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances; (4) projects which may result in damage to scenic resources located within a state scenic highway; (5) projects located on certain hazardous waste sites; and (6) projects which may cause a substantial adverse change in the significance of a historical resource.

The proposed project includes improvements on the City owned, outdoor dining area at the rear of a structure listed as a contributor to the Downtown Ojai State Historic District. The improvements do not include alteration of the structure, and will not cause a substantial adverse change in the significance of the historical resource (i.e., the building), therefore, no further environmental review is necessary.

COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action;
2. Deny DRP 26-003 and CUP 26-003 and take no further action; or
3. Provide alternative direction to staff.

FISCAL IMPACT

The preparation of this report and supporting materials are covered under the Community Development Department budget for 2025/26. An estimated ten hours of staff time was spent preparing the reports. As mentioned, time would be covered by funds already appropriated in the adopted budget and is recoverable from the applicant.

Prepared by: Lucas Seibert, Community Development Director

ATTACHMENT(S)

A – City Council Resolution
B – Original (CUP 07-05) Conditions of Approval and Plans
C – Color Board, Outdoor Furniture, and Umbrella Specs
D – Project Plans
E – Revised Project Plans – 06-17-2026
F – Arcade Plaza Design Guidelines

CITY OF OJAI
CITY COUNCIL RESOLUTION NO. 26-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, APPROVING DESIGN REVIEW PERMIT (DRP 26-003) AND CONDITIONAL USE PERMIT (CUP 26-003) FOR THE OUTDOOR STORAGE AND USE OF AN EXISTING FREEZER AND MODIFICATION AND EXPANSION OF AN EXISTING OUTDOOR DINING AREA LOCATED TO THE REAR OF A NEWLY ESTABLISHED RESTAURANT "OJAI MOUNTAIN FARM" AND WITHIN THE PUBLIC AREA OF THE ARCADE PLAZA AREA AND ADDRESSED 242 EAST OJAI AVENUE ASSESSOR'S PARCEL NUMBER 021-0-140-370; AND FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on April 27, 2026, Patrick Housh, Architect and representative for the applicant, Ojai Mountain Farm, submitted an application for a Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), to formalize the existing unpermitted freezer and modification and expansion of an existing outdoor dining area located to the rear of a newly established restaurant "Ojai Mountain Farm" and within the public area of the Arcade Plaza Area and addressed 242 East Ojai Avenue; and

WHEREAS, the approved minor Conditional Use Permit (CUP 07-05) and director's exemption (MISC 07-35) for the existing outdoor dining facility at the subject site is currently valid pursuant to Section 10-2.2413 (Conditional use permit to run with the land) of the Ojai Municipal Code which includes that a conditional use permit granted in compliance with the provisions of Article 24 (Condition Use Permit) of the Ojai Municipal Code, shall continue to be valid upon a change of ownership of the site, business, service, use, or structure which was the subject of the permit application; and

WHEREAS, the applicant has proposed an expansion of the outdoor dining area greater than what was approved in the original Conditional Use Permit (CUP 07-05), expanding the use from approximately 360 square feet to approximately 580 square feet, and the application is therefore being processed as an amendment to the original Conditional Use Permit; and

WHEREAS, outdoor dining areas on public rights-of-way (public property) are permissible subject to the approval of a minor Conditional Use Permit pursuant to Section 10-2.2403 (Applicability) of the Ojai Municipal Code; and

WHEREAS, the applicant has proposed the permitting and authorization to use the area for outdoor storage and use of an existing unpermitted walk-in freezer subject to approval of a Conditional Use Permit pursuant to Section 10-2.503, Table 2-4, footnote no. 5, which requires that any use not conducted within an enclosed structure in a commercial or manufacturing zone must be accompanied by a conditional use permit; and

WHEREAS, on May 14, 2026, the Historic Preservation Commission reviewed this matter and provided comments, and those comments were forwarded to the Planning Commission for consideration; and

WHEREAS, pursuant to Ojai Municipal Code Section 10-2.2003(a)(5) (Applicability) and Section 10-2.3102 (b) (Procedures) of the Ojai Municipal Code, a public hearing was held by the Planning Commission on May 20, 2026, for review and consideration of Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), therefore considering an amendment to Conditional Use Permit (CUP 07-05) with notice of said hearing sent to all property owners within a 300'-0" radius of the subject property and published in the *Ojai Valley News* at least 10 days prior to the public hearing; and

WHEREAS, after taking public testimony and hearing evidence from City staff and the applicant, the Planning Commission denied the proposed Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) citing inconsistency with the City's Arcade Plaza Design Guidelines; and

WHEREAS, on June 9, 2026, the City Council considered appealing the Planning Commission denial of the subject project located at 242 East Ojai Avenue; and

WHEREAS, through a majority vote by the City Council the appeal was set and considered a hearing de novo and may consider any issue(s) associated with the appeal, in addition to the specific ground for the appeal; and

WHEREAS, a public notice of the appeal shall be given in the same manner as the original notice given for Planning Commission consideration; and

WHEREAS, consistent with the Planning Commission notification process, the City Council appeal included notice of said hearing sent to all property owners within a 300'-0" radius of the subject property and published in the Ojai Valley News at least 10-days prior to the public hearing; and

WHEREAS, on June 23, 2026, the City Council considered the matter de novo, took public testimony and hearing evidence from City staff and the applicant, the City Council considered all matters related to the appeal hearing and approved the Design Review Permit (DRP 26-006) and Conditional Use Permit (CUP 26-003) considering all facts and findings and subject to the conditions of approval; and

WHEREAS, based upon the foregoing facts and findings for the Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003), the City Council hereby determines as follows:

Findings for Design Review Permits Section 10-2.2009 (Findings and Decision):

a. All basic provisions of these Zoning Regulations are complied with.

Justification: The subject zoning district, General Commercial (C-1) is complied with as outdoor dining is a permitted use subject to director approval. Additionally, the outdoor storage and use of the freezer requires Planning Commission approval of a Conditional Use Permit. The City Council has authority through the appeal process to confirm compliance with the zoning regulations.

b. The following are designed and arranged so that traffic congestion is avoided, pedestrian and vehicular safety and welfare are provided and no adverse effect of any type on surrounding property will result:

Justification: The outdoor storage, outdoor dining area, structures and improvements included in this project will have no adverse effect on pedestrian and vehicular safety as all of the improvements will be within the designated outdoor dining area of approximately 580 square feet and the public rights-of-way of the Arcade Plaza. The patio expansion design is consistent with Arcade Plaza Design Guidelines as the outdoor dining area addition will be inviting to pedestrians but will not infringe on the existing public space and amenities within the plaza. There will be no impacts to vehicular safety as the proposed modifications to the outdoor dining area are entirely within an exclusively pedestrian area.

There will be no adverse impact on vehicular ingress, egress and internal circulation as this project does not include an addition or removal of a vehicular ingress or egress. Internal circulation will not be adversely impacted as the expansion is within the designated outdoor patio area and will continue to provide pedestrian circulation within the Arcade Plaza area.

Setbacks will not be adversely impacted as the subject site has already been developed as a part of the Arcade Plaza, and the project does not include structural additions which would impact existing setbacks.

The height of buildings will not be adversely impacted as there are no additional enclosed structures nor alterations to the primary structures included in this proposal for approval. The tallest feature of the patio remodel and addition include the singular free-standing umbrella which will reach a height of approximately 11'-6", which is within the height requirement of the General Commercial zone.

There will be no impact on proximity to service as the site has the same use as existing and will not put additional strain on services, (ie. Fire and Police).

Fencing and architectural features included in the project are consistent with the property development standards of the municipal code and the Arcade Plaza Design Guidelines and will therefore not pose an adverse impact.

There is no landscaping included in the project and thus no adverse impact will be posed, however the patio enclosure will include embedded planters, which will not adversely impact the surrounding pedestrian experience nor the consumer.

c. The proposed lighting is so arranged as to be directed away from adjoining properties.

Justification: The proposed outdoor dining area lighting is directed away from adjoining properties as the proposed lighting will be capped, stringed, Tivoli lights, and/or strip lighting under the umbrellas, which will direct the light downward, solely illuminating the outdoor dining area.

d. The proposed signs shall not, by size, location, color or lighting, interfere with traffic, limit visibility or be so directed as to adversely affect surrounding properties or be in conflict with any provision of these Zoning Regulations; and

Justification: No signs are proposed as part of this review and consideration.

e. In approving a design review permit for a development with direct access to a State highway as shown on the circulation element of the Ojai General Plan or any applicable and adopted specific plan, the Commission shall make the following supplemental findings:

Justification: Existing open space and scenic vistas that can be viewed from State Highway 150 will remain protected as there are no structural alterations or height increases included in the project.

Performance standards of Design Review Permits are complied with as the project meets applicable Design Standards including context, continuity, and scale. The proposed improvements conform to the Arcade Plaza Design Guidelines and the Design Standards set forth in Ojai Municipal Code Section 10-2.2004. The proposed outdoor dining area incorporates one high-quality umbrella that provides shade for dining patrons while maintaining openness and visibility to the surrounding plaza, consistent with Guideline provisions encouraging umbrellas in semi-private patio spaces. The design also includes low, moveable teak planters that preserve permeability and continue the use's established orientation to the plaza.

The proposed outdoor dining configuration is compatible with other approved outdoor dining forms within the Arcade, including the adjacent outdoor dining at 308 East Ojai Avenue, which similarly employs moveable furniture. Accordingly, the project is determined to be consistent with the Design Review Permit findings related to Context, Continuity, Scale, and Architecture, as well as the applicable design standards governing development within the Arcade Plaza.

The site design and development of the proposed use is consistent with the General Plan as the General Plan encourages a busy pedestrian atmosphere in the Town Center of Ojai. Key design concepts for new development in the Town Center identified in Figure 10 of the

Land Use Element of the General Plan include a pedestrian design focus and creating lively spaces for both visitors and residents. The provision of outdoor dining is an important component of creating lively space in and near the downtown area. Additionally, there are no applicable specific plans, so the project is therefore compliant.

The project will not worsen traffic conditions on State highways, such as State Highway 150, which the site is primarily accessed from, as the restaurant use is existing thus the current proposed outdoor dining expansion would not generate more trips nor require additional parking demand.

No mitigation is necessary as the restaurant use including outdoor dining patio area was previously existing.

Findings for Conditional Use Permits Section 10-2.2406 (Findings and Decision):

a. The proposed use is conditionally allowed within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of these Zoning Regulations;

   Justification: Outdoor dining and outdoor storage and use of a freezer are conditionally allowed within the subject zoning district, General Commercial, and would therefore not impair the integrity and character of the subject zoning district as the proposed project complies with all applicable provisions of these Zoning Regulations. Zoning regulations pertaining to development standards do not apply as there are no structural additions included in the project.

b. The proposed use is consistent with the General Plan;

   Justification: The proposed project is consistent with the intent of the General Plan as the General Plan encourages a busy pedestrian atmosphere in the Town Center of Ojai. Key design concepts for new development in the Town Center identified in Figure 10 of the Land Use Element of the General Plan include a pedestrian design focus and creating lively spaces for both visitors and residents. The provision of outdoor dining and outdoor storage and use is an important component of creating lively and usable space in and near the downtown area.

c. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses and would not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other allowed uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

   Justification: The subject site operates as a restaurant and said use will remain a restaurant. The project solely includes an expansion to the existing outdoor dining area and outdoor storage and use of the walk-in freezer and therefore will not impact traffic significantly with the negligible amount of new trips generated from the added capacity.

Since the use of the site will not be changing and the outdoor dining is located within the Arcade Plaza where outdoor dining areas are encouraged, there will be no adverse impact on public interest, health, safety, convenience, or welfare.

d. The subject site is physically suitable for the type and density and intensity of use being proposed;

Justification: The subject site is physically suitable for the type and density of use as the use as outdoor dining was accommodated for the previous tenant. The Arcade Plaza where the outdoor dining area is being expanded will be able to accommodate the additional seating, as the proposed outdoor dining expansion and outdoor storage and use of the walk-in freezer will not infringe on existing public walkways, paths-of-travel, and other amenities within the Arcade Plaza. Pedestrians within the plaza will have clearance through the plaza and the outdoor dining area itself is inviting, open, and well-integrated with the plaza.

e. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety;

Justification: As the site has been used as a restaurant, connections to water, sanitation, and services have already been established. Those connections will continue to be utilized, and improved as needed. No additional measure regarding public access is needed as the site exists within the existing Arcade which is connected to pedestrian facilities and public parking lots within the central commercial district, and existing pedestrian access providing safe ingress and egress in and through the Arcade Plaza.

f. The proposed project has been reviewed in compliance with the provisions of CEQA and/or the City's environmental review procedures; and

Justification: The proposed patio remodel is categorically exempt pursuant to Section 15301(E)(1) of California Environmental Quality Act (CEQA) Guidelines under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; and Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities. The proposed project includes the installation of several smaller free-standing umbrellas and metal fence enclosure to accessorize the existing commercial facility. Therefore, no further environmental review is necessary. Additionally, none of the exceptions to the categorical exemptions established in Section 15300.2 of the CEQA Guidelines exists.

g. There would be no potential significant negative effects upon environmental quality and

natural resources that would not be properly mitigated and monitored, unless a statement of overriding considerations is adopted by the applicable review authority.

Justification: There will be no potential significant negative effects upon environmental quality as the site is developed, and the proposed project does not include any structural changes. Therefore, there will be no changes to the effects on the surrounding environment as the proposed use will also remain the same.

WHEREAS, The City Council has determined the proposed patio remodel is categorically exempt pursuant to Section 15301(E)(1) of the California Environmental Quality Act (CEQA) Guidelines under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less; Section 15303(E) Class 3 which consists of construction and location of limited numbers of new, small facilities or structures, including accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences; and Section 15311 Class 11 which consists of construction or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities; and that no exceptions to the categorical exemptions exists with respect to this project. The proposed project includes the installation of several smaller free-standing umbrellas and metal fence enclosure to accessorize the existing commercial facility. Therefore, no further environmental review is necessary.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council determines that the above set forth findings are true and correct in regards to Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) and the associated CEQA exemptions, which findings are incorporated herein.

SECTION 2. The City Council hereby approves Design Review Permit (DRP 26-003) and Conditional Use Permit (CUP 26-003) as described and as an amendment to Conditional Use Permit (CUP 07-05) in the staff report, as discussed at the June 23, 2026 public hearing, and as depicted in the on the plans subject to the following conditions. The decision of the City Council is final.

CONDITIONS OF APPROVAL

<u>Project Specific Conditions</u>

1. The project approval constitutes the City's authorization of the following:

    a. The modification and expansion of the outdoor dining facility from the originally approved 360 square feet area including 6 tables and 24 seats as part of conditional use permit (CUP 07-05) in 2007 to approximately 580 square feet, 14 tables and up to 28

seats located in the rear and within the public Arcade Plaza area of the existing restaurant "Ojai Mountain Farm" addressed at 242 East Ojai Avenue, including one free-standing umbrella fixed to the ground at a height of 11'-6" with metal enclosure as described in the approved plans;

b. The approval and continued use and existing outdoor storage and use of an eight foot tall x six foot wide x eight foot long walk-in freezer;

c. The current conditional use permit (CUP 26-003) herein replaces the previously approved conditional use permit (CUP 07-05).

2. The outdoor dining use herein approved, shall remain exactly as described in the application approved by City Council, unless and until an amendment to this Conditional Use Permit is approved as set forth in Ojai Municipal Code Title 10, Chapter 2, Article 24 (Conditional Use Permits). No conditional use may be changed to a type of conditional use different than that use proposed and location described in this permit.

3. Any work to be done or storage of construction materials within the dripline of protected trees shall comply with the associated Tree Permit's (T 25-020) Tree Protections Plan.

4. The applicant shall comply with all requirements of the California Department of Alcoholic Beverage Control (ABC).

5. The applicant shall comply with all requirements of the Ventura County Fire Department.

6. The applicant shall comply with all requirements of the Ventura County Environmental Health Division.

7. All furniture approved as part of the conditional use permit shall be maintained in good and clean condition and shall be replaced with the same type of furniture if it becomes deteriorated, or other acceptable furniture as deemed appropriate by the Community Development Director.

8. If the restaurant use is discontinued for a period of six months, then the outdoor walk-in freezer located on City property adjacent to the rear of the restaurant business within the outdoor dining area shall be immediately removed by the property owner of 242 E. Ojai Avenue. Failure of the property owner at 242 E. Ojai Avenue to remove the outdoor walk-in freezer immediately, shall cause the city to remove the freezer and consider options for the property owner to reimburse the City for the expense to remove the outdoor walk-in freezer.

9. If the outdoor walk-in freezer requires maintenance or repair, then the outdoor walk-in freezer shall be repaired or maintained at the property owner's (of 242 E. Ojai Avenue) expense within 30 days. However, if the outdoor walk-in freezer requires replacement, the outdoor walk-in freezer shall be relocated by the property owner (of 242 E. Ojai Avenue)

within 30 days to within the interior walls of the business located at 242 E. Ojai Avenue, at the property owner's expense.

10. Prior to expansion of the existing outdoor dining area, from approximately 360 square feet to approximately 580 square feet, and pursuant to Title 7 Chapter 1 Article 7 (Outdoor Dining Permits) of the Ojai Municipal Code, the business owner shall submit an application for an Encroachment Permit and receive approval consistent with the Ojai Municipal Code.

11. Prior to the issuance of an Encroachment Permit the applicant shall submit plans for review and consideration to the Community Development Director indicating screening of all exterior utilities and mechanical equipment.

12. This approval includes the following number of tables and chairs within the established outdoor dining area: ten two-top tables with twenty chairs under the single 16.5 feet by 16.5 feet umbrella, and four two-top tables with eight chairs outside of the umbrella area.

Community Development Standard Conditions

13. Discretionary conditions of approval shall be included on the first page of the building plans submitted to the Building Department for the project's building permit.

14. Within 180 days of design review permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Time Limits and Extension) of the Ojai Municipal Code or the permit shall be deemed void, unless such approval is extended by the Commission for good cause either before or after the expiration of such time limit.

15. Within 180 days of a conditional use permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Title Limits and Extensions) or the permit shall be deemed void. Discontinuance of the use permitted by the conditional use permit for a period of six months shall cause the Permit to be deemed void.

16. If noise levels associated with project construction exceed State standards as cited in the City's Noise Element of the General Plan and the Uniform Building Code, applicant/property owner will provide for mitigation of noise generation to State standards and maintain consistency with Title 5, Chapter 11 (Noise Standards and Regulations).

17. Prior to commencing construction, a building permit shall be obtained from the building division. All conditions of the building division shall be met in conformance with Title 9 (Building Regulations) of the Ojai Municipal Code.

18. All conditions of the City Engineer shall be met in conformance with Title 7 (Public Works) of the Ojai Municipal Code.

19. Any proposed outdoor lighting shall comply with Title 10, Chapter 2, Article 16.5 (Exterior Lighting Standards) of the Ojai Municipal Code.

20. During construction, short-term dust impacts shall be mitigated by sufficiently watering all excavated or graded materials to prevent excessive amounts of dust. Watering shall occur twice daily with complete coverage, preferably in the late morning and after work is completed for the duration of construction.

21. To reduce potential short-term, construction-related noise impacts associated with this project, construction work shall be limited to occur between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday and prohibited on weekends and holidays; consistent with Title 5, Chapter 11 (Noise Standards and Regulations) of the Ojai Municipal Code.

22. All rubbish, trash and garbage shall be regularly removed from the property and shall not be allowed to accumulate thereon. Applicant/property owner shall take advantage of all recycling programs offered by the City's contract rubbish hauler and shall provide space for storage of containers for this purpose.

23. No structure of a temporary or permanent character, trailer, camper, boat or equipment, or materials, supplies, inventory or work in progress or any similar property shall be permitted to remain upon the exterior portion of the lot after completion of construction/final inspection.

24. The applicant and property owner are prohibited from using any portion of the subject property for short-term, transient, or vacation rentals for any period of time less than 30 days in exchange for any form of compensation as this land use is not permitted by Ojai Municipal Code Section 10-2.402, Table 2-2, which lists all allowable land uses in residential zones. This prohibition shall remain in place unless and until the Ojai Municipal Code is amended to permit this land use. Violation of this condition of approval may result in revocation of this permit, in compliance with all applicable laws.

Legal requirements:

a. The owner/applicant, on behalf of itself and its successors and assigns, shall defend and hold harmless the City of Ojai, its officers, boards, commissions, agents and employees, and each of them from and against any claims, demands, actions, suits, liabilities and judgments of every kind and nature regardless of the merit of the same arising out of or related to the exercise and enjoyment of the approval of the City of the development permits necessary to the project including costs of investigations, attorney fees and court costs in the defense of any actions.

b. If the City believes that it is entitled to indemnification pursuant to this Condition, the City shall give the applicant prompt and written notice thereof. Any such notice shall set forth in reasonable detail and to the extent then known the basis for such claim for indemnification. Each such claim for indemnification shall expressly state that the applicant shall have only the thirty (30)-day period referred to in the next sentence to dispute or deny such a claim. The applicant shall have thirty (30) days following its receipt of such notice either to (i) acquiesce in such claim and its responsibilities to

indemnify the City in respect thereof in accordance with the terms of this Condition by giving the City written notice of such acquiescence or (ii) object to the claim by giving the City written notice of the objection. If the applicant does not object to such claim for indemnification within such thirty (30)-day period, the applicant shall be deemed to have acquiesced in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition. If the applicant objects to such claim for indemnification within such thirty (30)-day period but it is subsequently determined that the City is entitled to indemnification from the applicant, interest shall be deemed to have accrued on the unpaid amount of such indemnification, including cost to defend, from the date on which the judgment or other final order is entered against the City until full payment of the amount of such indemnification at a rate of ten percent (10 percent) per annum and the City shall be entitled to payment of such interest from the applicant.

c. In connection with any claim which may give rise to indemnity under this Condition resulting from or arising out of any claim or proceeding against the City, the applicant shall (unless the City elects not to seek indemnity hereunder for such claim) assume the defense of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect to the entirety of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect of the entirety of such claim and provide assurances reasonably satisfactory to the City, that the applicant will be financially able to satisfy the amount of such claim in full if such claim or proceeding is decided adversely.

   If the applicant assumes the defense of any such claim or proceeding, the applicant shall select counsel reasonably acceptable to the City to conduct the defense of such claim or proceeding, or shall pay for the defense of such claim or proceeding by the City's attorneys, shall take all steps reasonably necessary in the defense or settlement thereof, shall at all times diligently and promptly pursue the resolution thereof and shall bear all costs and expenses in connection with defending against such claim or proceeding.

   If the applicant shall have assumed the defense of any claim or proceeding in accordance with this Condition, the applicant may consent to a settlement of, or the entry of any judgment arising from, any such claim or proceeding only with the prior written consent of the City; provided, that the applicant shall pay or cause to be paid all amounts arising out of such settlement or judgment either concurrently with the effectiveness thereof or shall obtain and deliver to the City prior to the execution of such settlement a general release executed by the person not a party hereto, which general release shall release the City from any liability in such matter; provided, further, that the applicant shall not be authorized to encumber any of the assets of the city or to agree any restriction that would apply to the City or to its conduct of business; provided, further, that a condition to any such settlement shall be a complete release of the City, its council, board, commissions, officers, employees, consultants and agents with respect to such claim. The City shall be entitled to participate in (but not control) the

defense of any such action, with its own counsel and at its own expense. The City shall, and shall cause each of its officers, employees, consultants and agents to cooperate fully with the applicant in the defense of any claim or proceeding being defended by the applicant pursuant to this Condition.

PASSED, APPROVED and **ADOPTED** this 23rd day of June, 2026.

AYES:
NOES:
ABSTAIN:
ABSENT:
VACANCY:

_____

Final Conditions of Approval
242 E. Ojai Avenue
Conditional Use Permit (CUP 07-05) &
Director's Exemption from Design Review (MISC 07-35)
Community Development Director Approved on July 24, 2007

This Conditional Use Permit is based upon and limited to compliance with the project description, the hearing exhibits received by the Planning Department dated July 5, 2007, and conditions of approval set forth below. Any deviations from the project description, exhibits or conditions must be reviewed and approved by the Community Development Director for conformity with this approval. Deviations may require modification to the permits and/or further environmental review. Deviations without the above-described approval will constitute a violation of permit approval.

Project description: On July 24, 2007 the City of Ojai Community Development Director approved Conditional Use Permit (CUP 07-05) and Director's Exemption from Design Review (MISC 07-35) for outdoor dining use for business owner Deborah Curry and property owner Dick Adams, on property located at 242 E. Ojai Avenue, Ojai, California. The Director approved both design proposals for providing a physical boundary for the outdoor dining and alcohol consumption area as required by the California Department of Alcoholic Beverage Control and as illustrated on the approved site plans.

The applicant is hereby notified, as part of this application, that he/she is required to meet the following conditions in accordance with the ordinances of the City of Ojai and the State of California. The applicant is hereby notified that he/she is required to comply with all applicable Codes and/or Ordinances of the City of Ojai and the State of California that pertain to this development and are not herein specified.

1. The applicant shall comply with all requirements of the California Department of Alcoholic Beverage Control.

2. The applicant shall comply with all requirements of the Ventura County Fire Department.

3. The applicant shall comply with all requirements of the Ventura County Environmental Health Division.

4. The applicant shall obtain an encroachment permit from the Department of Pubic Works.

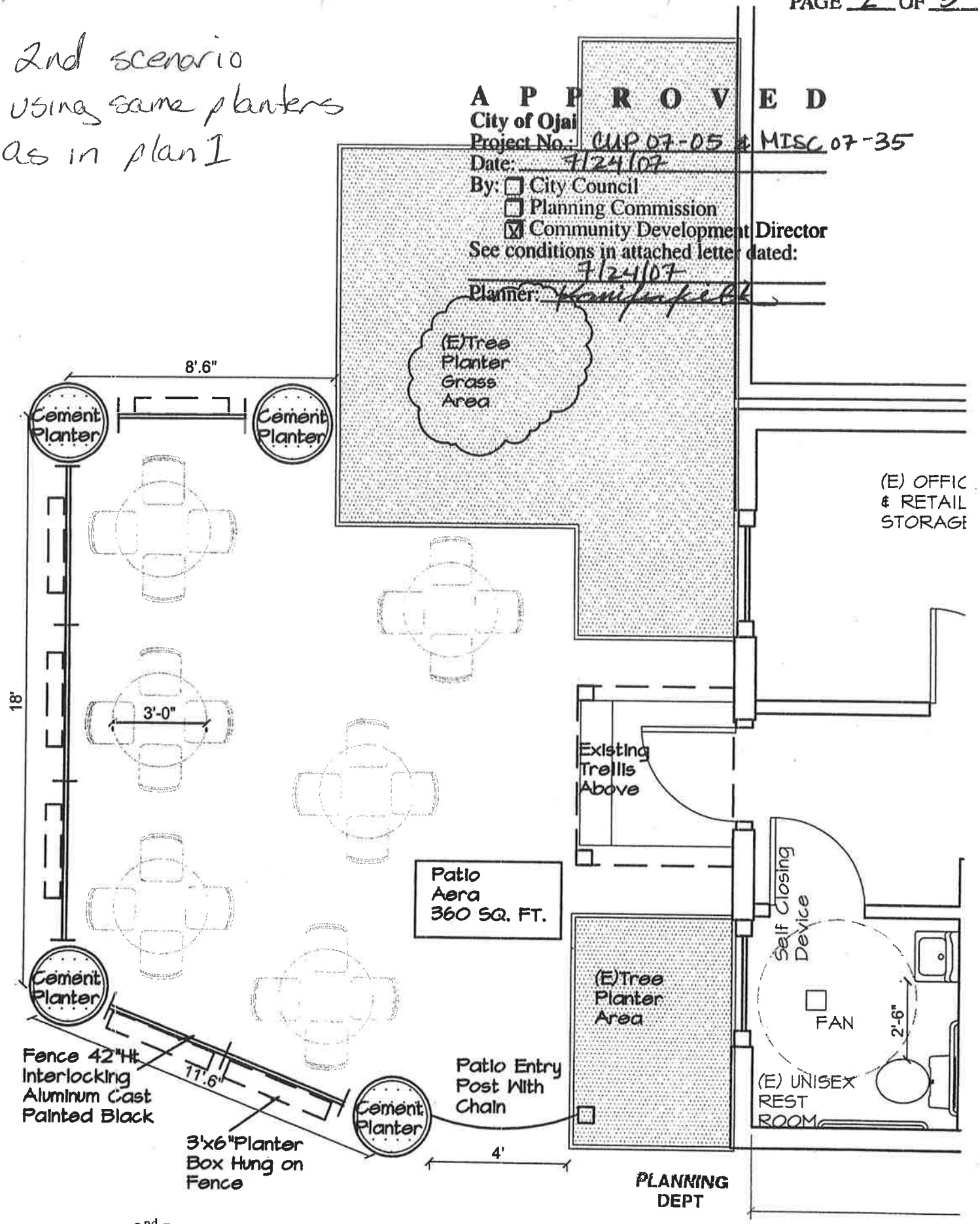
5. Any expansion of this use or any other types of uses must be approved by the City of Ojai. The area for outdoor dining is limited to the 360 square-foot area as delineated on the site plan for this project received by the Community Development Department on July 5, 2007.

6. The outdoor dining use herein approved, shall remain exactly as described in the application approved by the Director, unless and until an amendment to this Conditional Use Permit is approved as set forth in Ojai Municipal Code Article 24. No conditional use may be changed to a type of conditional use different than that use, purpose and location described in this permit.

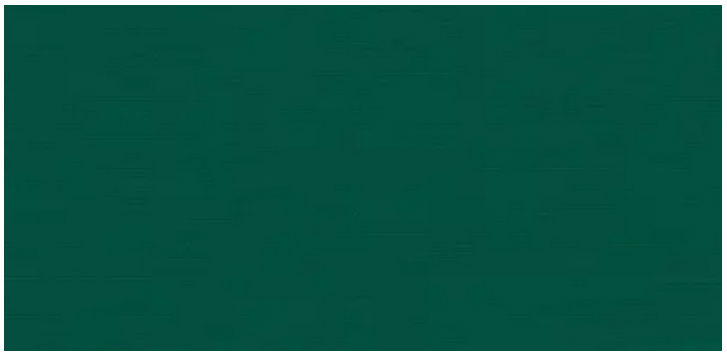
7. Within 180 days of CUP approval, the permit shall be exercised in compliance with Article 32 or the permit shall be deemed void. Discontinuance of the use permitted by the Conditional Use Permit for a period of six months shall cause the Permit to be deemed void.

8. All furniture approved as part of this Conditional Use Permit must be maintained in good and clean condition and shall be replaced with the same type of chair if they become deteriorated, or other acceptable chair as deemed appropriate by the Community Development Director.

2nd scenario
using same planters
as in plan 1



2nd Proposal: Combination of planters and fencing



UMBRELLA FABRIC
SUNBRELLA CANVAS FOREST GREEN

METAL FENCING
MATCH EXISTING

Ojai Mountain Farm Patio

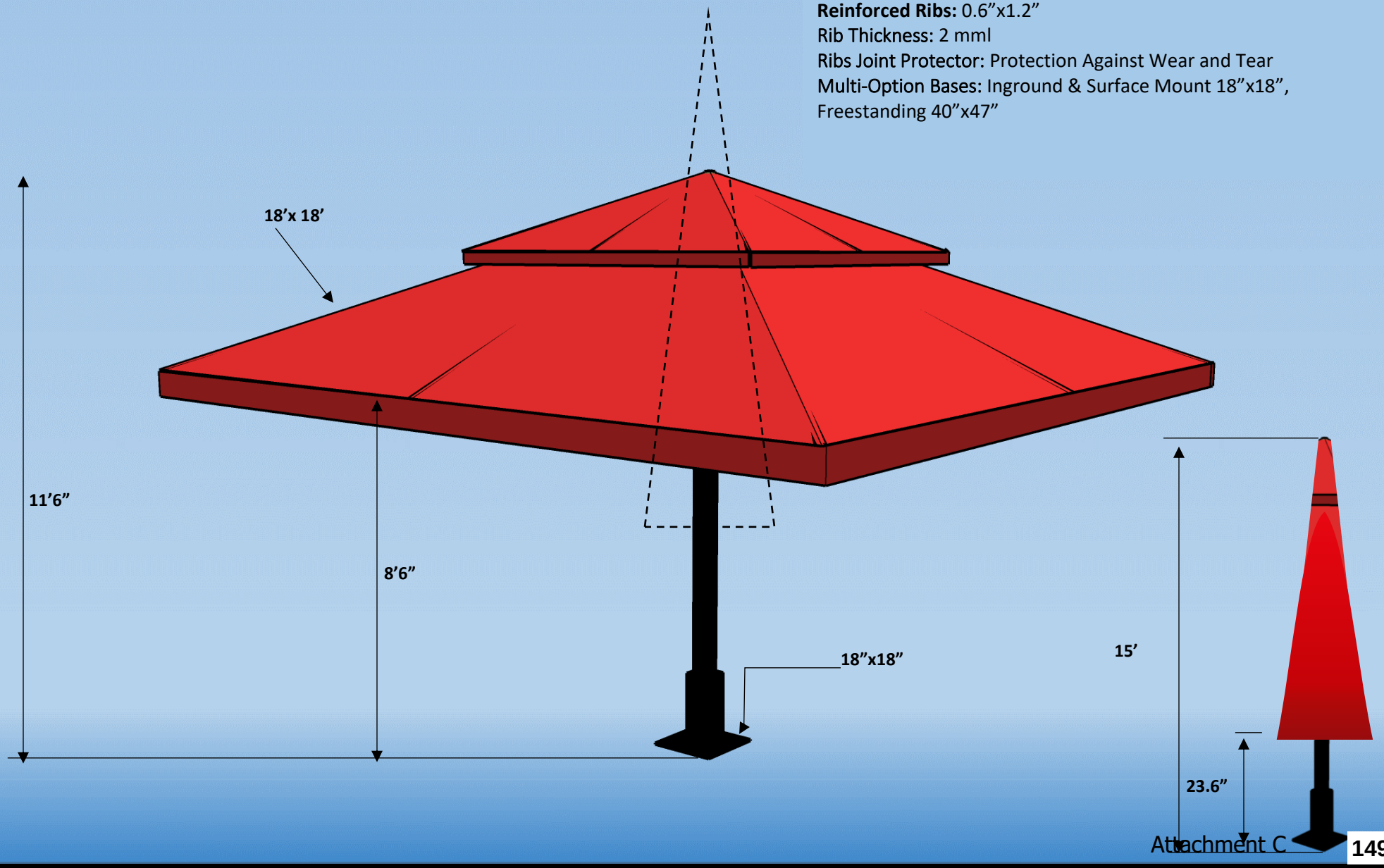
242 East Ojai Avenue, Ojai, California

Paul Poirier + Associates
ARCHITECTS
156 W. Alamar Avenue • Suite C • Santa Barbara CA • 93105
telephone 805.682.8894 *fax* 805.898.9683

Telescopic Umbrella

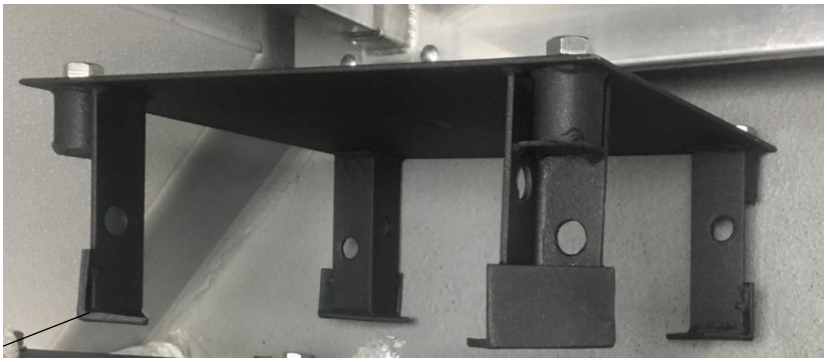
Specifications

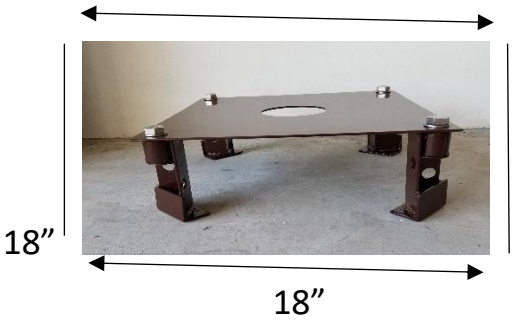
Post: Galvanized Steel 5.2” Ø
Thickness of Metal Parts: 1/8”
End Caps: UV-resistant Plastic in Black, Brown, Grey, White
Hardware: 304 Stainless Steel
Crank Mechanism: Internal Winch
Ribs: 12 Aluminum 0.7”x1.6”
Reinforced Ribs: 0.6”x1.2”
Rib Thickness: 2 mml
Ribs Joint Protector: Protection Against Wear and Tear
Multi-Option Bases: Inground & Surface Mount 18”x18”, Freestanding 40”x47”



Installation Instructions

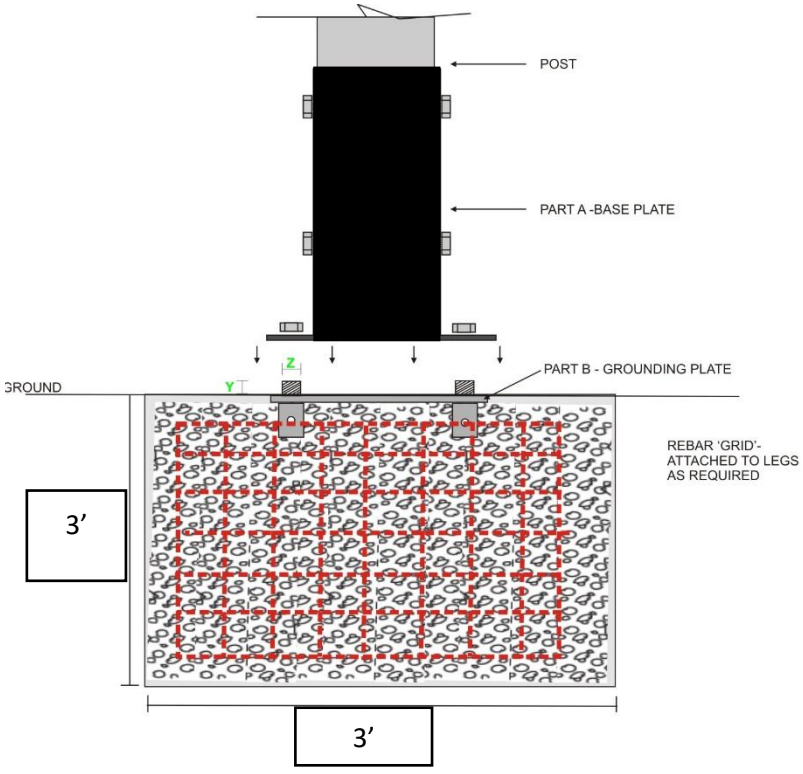
Inground Base





THE CENTER OF THE IN-GORUND PLATE SHALL BE POSITIONED IN THE CENTER OF THE UMBRELLA*. FIRST, DIG A HOLE 3’X3’X3’. REINFORCE THE FOOTER WITH ½” REBAR 4” APART FOR AMORING AND REBAR THROUGH HOLES PROVIDED IN LEGS OF THE BASE ONCE THE IN-GROUND BASE IS LEVEL INSIDE THE FOOTER THEN POUR THE CONCRETE. (5000 PSI) ONE CUBIC YARD OF CONCRETE (ORDER MORE TO ACCOUNT FOR SPILLAGE OR UNEVEN GROUND

THE IN-GROUND BASE MUST BE PERFECTLY LEVELED! THE CONCRETE MUST CURE BEFORE UMBRELLA’S INSTALLATION.



Thank you for choosing

The Shade Experts USA

www.theshadeexpertsusa.com

INFRARED HEATERS

HLW15 – IP Rating 55

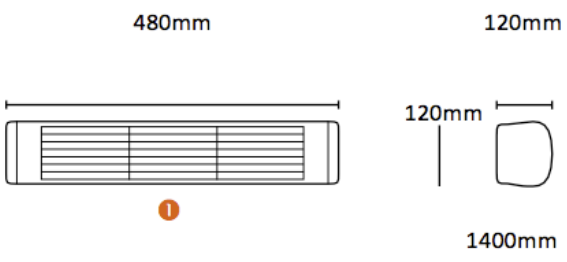
The HLW15 uses a patented quartz lamp uncoated to give a warm color of light and high instant heat to deliver high energy instant heat. Unlike other outdoor products this heater has very low glare and users feel warm and comfortable from switch on. It is available in White or Black colors and wattages to suit your needs.

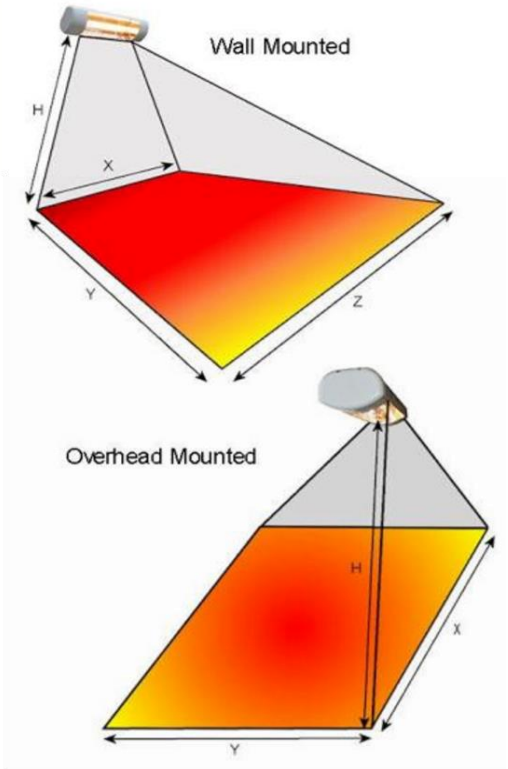
KEY FEATURES

- Infrared Technology Instant heat using short wave quartz halogen emitters with a tungsten filament
- Suitable for wall or parasol mounting
- Body manufactured from powder coated aluminum
- Designed, manufactured, tested and independently approved to IP55
- Unique and patented lamp design
- The thermal effect is significantly improved over existing products due to the revolutionary design and combining a very effective reflector with glass free front face
- Comes complete with umbrella arm clamp

SPECIFICATIONS

Wall Mounted				Area Covered
H	X	Y	Z	
2.0m	2.3m	2.4m	4.0m	7.6m²
2.5m	3.0m	3.0m	5.2m	12.3m²
Overhead Mounted				
2.0m	3.6m	2.5m		9.0m²
2.5m	4.8m	3.5m		16.8m²





AVAILABLE MODELS:

HLW15G: White 1500 watts, 220 volts 6.81 amp or 240 volts 6.25amp, Gold lamp.

HLW15BG: Black 1500 watts, 220 volts 6.81 amp - 240 volts 6.25 amp, Gold lamp.

TECHNICAL SPECIFICATIONS

POWER SUPPLY: 120-240V 1000W-1500W
*Can be run on less power

WEIGHT: 1.7KG

SIZE: L 480mm x H 120mm x D 120mm
(Not including wall bracket)

LAMP LIFE: Min. 7,000 Hours. All Heaters supplied with 3M mains cable, wall bracket & parasol clamp

ACCESSORIES

HLWPARARM: Arm for mounting fitting to professional umbrella. This arm allows the heater to be mounted on umbrella ribs and with a simple lift and twist action the heater can be lowered to the center pole enabling the parasol to be closed without the need. to remove the heaters first.

CONTROLLERS There are various ways of saving energy by using one of our controllers

INFRESCO-T 6KW CONTROLLER

The Infresco-T 6kW is part of a family of controllers designed to provide energy saving when used with quartz infrared halogen lamps or other heating and lighting products. The 'T' model switches the lamps on for a predetermined time period of between 1 and 30 minutes. The microcontroller-based unit incorporates zero-voltage switching and a soft-start function to eliminate the lamps' initial high inrush current – potentially increasing lamp life by as much as 30%. Installation of the unit is simple and once installed is relatively maintenance-free

KEY FEATURES

- Energy Saving – provides heat for a pre-determined time period
- Extends lamp life
- Controls up to 4 x 1500W lamps
- Low-Cost
- Soft-Start/ zero voltage switch off
- Easy to install

TECHNICAL SPECIFICATION

SUPPLY VOLTAGE: 230VAC +/- 10% 50/60 Hz

SWITCHING CAPACITY: 6kW Max.

LAMP ON-TIME: 1 to 60 minutes

CURRENT CONSUMPTION (CONTROL CIRCUIT): 20mA

TERMINALS: 6.0mm2 Rising Clamp

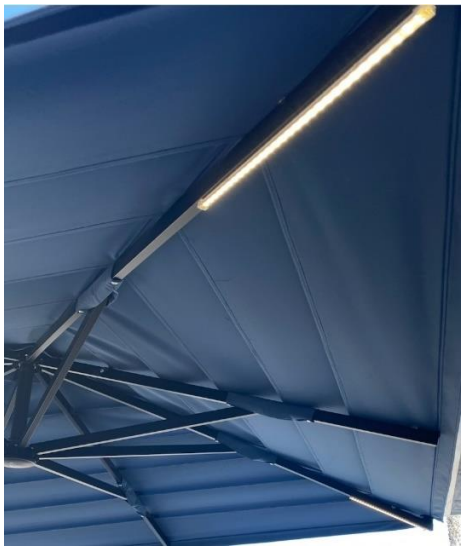
OPERATING TEMPERATURE: -20 to 40 degrees Celsius

PROTECTION RATING: IP65

GLAND DIAMETER: Max Cable Entry 2.5mm2

ENCOSURE DIMENSIONS (W x L x H): 130 x 130 x 75mm

LED STRIP LIGHTING



Available in (3500°K) designed for outdoor applications including Parasol illumination.
The LED Beam angle is 120° with 120 LED's per meter with low power consumption at 9.6W per meter.
Mounted on the rib of the parasol encased in a metal frame. The LED system includes a 60W IP67 LED Driver.

Product features include

- Low power consumption – 9.6W per meter
- Average strip life of 40,000 hours
- Dimmable
- Remote Control
- DC12V, 6 amp 120 LED's/m with white back board.
- No ultraviolet and infrared radiation, low power consumption, Low heat generation, safe to touch
- CE, LVD, EMC & RoHS approved

CONSTANT VOLTAGE LED DRIVER

- Power Input: 120,220/240 VAC 50Hz
- Current Rating Options: 60W
- Dimensions 60W – 150x50x30mm
- Color temperature (2700-3000°K)
- Power Output: 12V DC
- IP Rating: IP67
- 6 AMP

12V LED Strip:

- Input Voltage: 12V DC
- 120 LED's per meter
- Beam Angle: 120º
- Power Consumption: 9.6W per meter
- IP Rating: IP68

Flash Furniture ET-3534-BK-GG Distressed Black Stackable Metal Chair with Vertical Slat Back and Drain Hole Seat

★★★★★ Read 3 reviews Item #: 354ET3534BK MFR #: ET-3534-BK-GG

Only
$56.99/Each

1 Add to Cart

Wish List Rapid Reorder

Other Available Colors:

‹ Silver Table Tops

BFM Seating SM2432 SoHo 24" x 32" Rectangular Outdoor / Indoor Tabletop - Silver Mist

Item #: 163SM2432 MFR #: SM2432

You last purchased this on
Mar 07 2019 at 04:06PM EST ›

Quantity Discounts

Buy 12 or more
$90.88/Each

Buy 1 - 11	$94.99/Each

Accessories & Options

Optional - Umbrella Hole

1 Add to Cart

Patio Renovation

at

OJAI MOUNTAIN FARM

242 EAST OJAI AVENUE

OJAI, CALIFORNIA 93023

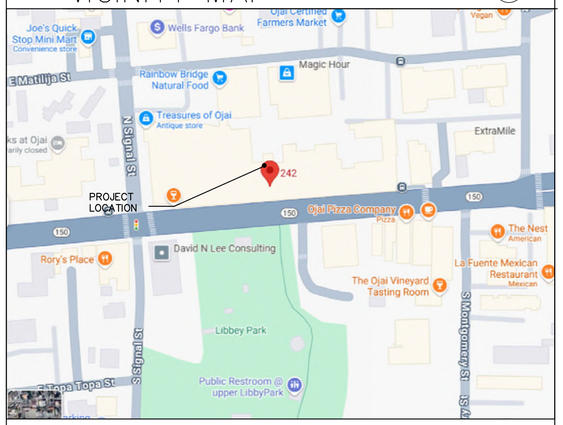
ABBREVIATIONS

AB	anchor bolt	FOF	face of finish	P-LAM	plastic laminate	>	plate
ABV	above	FOM	face of masonry	PAR	parallel	<	centerline
A/C	asphaltic concrete	FOS	face of stud	PBD	particle board	~	diameter
AC	air conditioner	FP	fireproof	PCF	pounds per cubic foot	□	square foot
ACC	access	FPL	fireplace	PERF	perforated	#	number
AD	area drain	FR	frame	PERI	perimeter	@	at
ADJ	adjacent	FTG	footing	PFL	pounds per linear foot	⊥	perpendicular
AFF	above finish floor	FUR	furring	PG	plate glass		
AGG	aggregate	FUT	future	PL	property line		
ALT	alternate			PLAS	plaster		
ALUM	aluminum	GA	gauge	PLYWD	plywood		
ANC	anchor	GALV	galvanized	PNL	panel		
ANOD	anodized	GB	grab bar	PNT	paint		
ARCH	architect	GC	general contractor	PP	phone panel		
AT	asphalt tile	GD	garbage disposal	PSF	pounds per square foot		
AUTO	automatic	GD	grading	PSI	pounds per square inch		
		GI	galvanized iron	PT	point		
BD	board	GL	glass, glazing	PT	pressure treated		
BEL	below	GLB	glass block	PTD	paper towel dispenser		
BET	between	GLULAM	glu lam beam	PTN	partition		
BIT	bituminous	GP	galvanized pipe	PVC	polyvinyl chloride		
BLDG	building	GPL	gypsum lath	PVMT	pavement		
BLK	block	GPPL	gypsum plaster				
BLKG	blocking	GRN	granite	QT	quarry tile		
BM	beam	GSM	galvanized sheet metal				
BM	benchmark	GVL	gravel	(R)	remove		
BOC	bottom of curb	GWB	gypsum wall board	(RR)	remove and replace		
BOF	bottom of footing	GYP	gypsum	R	riser		
BOJ	bottom of joist			RA	return air		
BOT	bottom	HB	hose bib	RAD	radius		
BRG	bearing	HBD	hardboard	RAG	return air grille		
BRK	brick	HC	hollow core	RB	ridge beam		
BRZ	bronze	HC	handicap	RB	rubber base		
BS	bath sides	HD	heavy duty	RBT	rabbet		
BUR	built up roofing	HDR	header	RD	roof drain		
BVL	bevel	HDW	hardware	REBAR	reinforcing steel bar		
BW	both ways	HEX	hexagonal	REF	reference		
		HH	handhole	REFER	refrigerator		
C	channel steel	HJT	head joint	REG	register		
CAB	cabinet	HK	hook	REINF	reinforcing		
CB	catch basin	HM	hollow metal	RES	resilient		
CEM	cement	HOR	horizontal	RET	return		
CER	ceramic	HPT	high point	REV	revision		
CFT	cubic foot	HT	height	RFG	roofing		
CHT	ceiling height	HTG	heating	RH	right hand		
CI	cast iron	HVAC	heating, ventilating, AC	RM	room		
CIP	cast in place	HW	hot water	RO	rough opening		
CIR	circle	HWD	hardwood	ROW	right of way		
CJ	ceiling joist	HWH	hot water heater	RR	roof rafter		
CJT	control joint			RVS	reverse		
CLG	ceiling	ICBO	international conference of building officials	RDWD	redwood		
CLR	clear						
CLS	closure	ID	inside diameter	S	south		
CM	centimeters	INCL	include	SCH	schedule		
CMT	ceramic mosaic tile	INSUL	insulation	SCR	screen		
CMU	concrete masonry unit	INT	interior	SD	smoke detector		
CO	clean out	INTM	intermediate	SD	storm drain		
COL	column			SEC	section		
COMPO	composition	JST	joist	SH	single hung		
CONC	concrete	JT	joint	SHT	sheet		
CONN	connection			SHTG	sheeting		
CONST	construction	KD	kiln dried	SIM	similar		
CONT	continuous	KIT	kitchen	SPEC	specification		
CONTR	contractor	KO	knockout	SQ	square		
CORR	corrugated	KPL	kickplate	SQ FT	square feet		
CPR	copper			SS	stainless steel		
CPT	carpet	L	length	STC	sound transmission coefficient		
CS	countersink	L	steel angle				
CSMT	casement	LAD	ladder	STD	standard		
CT	ceramic tile	LAM	laminate	STL	steel		
CTR	counter	LAV	lavatory	STRUCT	structure		
CSK	countersink	LB	lag bolt	SUS	suspended		
CW	cold water	LC	light control	SYN	synthetic		
CYD	cubic yard	LH	left hand	SYS	system		
		LL	live load				
(D)	demolition	LMS	limestone	T&G	tongue and groove		
d	penny	LPT	low point	TB	towel bar		
D	drain	LT	light	TC	terra cotta		
DA	double acting	LTL	lintel	TC	top of curb		
DBL	double	LW	lightweight	TEL	telephone		
DF	douglas fir			THK	thick		
DF	drinking fountain	M	meter	THR	threshold		
DG	decomposed granite	MAS	masonry	TOJ	top of joist		
DH	double hung	MATL	material	TOL	tolerance		
DIAG	diagonal	MAX	maximum	TOP	top of plate		
DIA	diameter	MB	machine bolt	TOR	top of ridge		
DIM	dimension	MBR	member	TOS	top of slab		
DL	dead load	MC	medicine cabinet	TOW	top of wall		
DN	down	MECH	mechanical	TS	tube steel		
DPR	damper	MED	medium	TSTL	top of steel		
DR	door	MEMB	membrane	TV	television		
DS	downspout	MFR	manufacturer	TYP	typical		
DTL	detail	MH	manhole	TZ	terrazzo		
DW	dishwasher	MIN	minimum				
DWG	drawing	MIR	mirror	UNF	unfinished		
DWR	drawer	MISC	miscellaneous	UNO	unless noted otherwise		
		MLD	molding	UR	urinal		
(E)	existing	MM	millimeter				
E	east	MO	masonry opening	VAR	varnish		
EW	each way	MOD	modular	VB	vinyl base		
EA	each	MOV	movable	VB	vapor barrier		
EB	expansion bolt	MRB	marble	VCT	vinyl composition tile		
EF	each face	MSB	main switch board	VERT	vertical		
EL	elevation	MT	mount	VG	vertical grain		
ELEC	electrical	MTL	metal	VIF	verify in field		
ELEV	elevator	MULL	mullion	VIN	vinyl		
EMER	emergency	MCS	metal 'C' studs	VJT	vertical joint		
ENC	enclosure	MDS	metal drywall studs	VNR	veneer		
EP	electrical panel			VTR	vent through roof		
EQ	equal	N	north				
EQUIP	equipment	NAT	natural	W	west		
ESC	escalator	NI	nickel	W	water		
ESP	electrical sub panel	NIC	not in contract	W	width, wide		
EST	estimate	NO	number	W/	with		
EXH	exhaust	NOM	nominal	W/O	without		
EXP	exposed	NR	noise reduction	WB	wood base		
EXT	exterior	NRC	noise reduction coefficient	WC	watercloset		
				WD	wood		
FA	fire alarm	NTS	not to scale	WG	wired glass		
FAU	forced air unit	(N)	new	WH	hot water heater		
FB	face brick			WH	wall hung		
FBO	furnished by others	O/	over	WI	wrought iron		
FD	floor drain	OBS	obscure	WIN	window		
FDN	foundation	OC	on center	WM	wire mesh		
FE	fire extinguisher	OD	outside diameter	WP	waterproof		
FF	finish floor	OFCI	owner furnished contractor installed	WPT	working point		
FFL	finish floor line	OFI	owner furnished	WR	water repellent		
FHMS	flathead machine screw	OHMS	ovalhead machine screw	WS	water softener		
FHWS	flathead wood screw	OHWS	ovalhead wood screw	WS	water stop		
FIN	finish	OPH	opposite hand	WSCT	wainscot		
FJ	floor joist	OPP	opposite	WT	weight		
FLCO	floor cleanout	OPS	opposite surface	WTW	wall to wall		
FLEX	flexible			WWF	welded wire fabric		
FLG	flashing						
FLR	floor						
FLUOR	fluorescent						
FOC	face of concrete						

PROJECT DIRECTORY

PROPERTY OWNER: VERNA JOY ADAMS	944 EL CAMINO CORTO OJAI, CA 93023 PH: (805) 646-2626
TENANT: ANTHONY YANOW MADDY LEFFLER	OJAI MOUNTAIN FARM 975 RANCHO DRIVE OJAI, CA 93023 PH: (323) 674-4398
ARCHITECT: PAUL POIRIER, AIA PATRICK HOUSH	PAUL POIRIER + ASSOCIATES ARCHITECTS 156 WEST ALAMAR, SUITE C SANTA BARBARA, CA 93105 PH: (805) 682-8894 FAX: (805) 898-9683
ARBORIST: JAN SCOW	JAN SCOW CONSULTING ARBORIST, LLC OJAI, CA 93023 PH: (805) 272.8095 INFO@JANSCOW.COM

VICINITY MAP



PROJECT STATISTICS

ASSESSOR'S PARCEL NUMBERS:	021-0-140-370
GENERAL PLAN:	COMMERCIAL
LAND USE ZONE:	C1
OCCUPANCY GROUP:	B
PARKING PROVIDED: EXISTING PUBLIC PARKING LOTS	
FIRE SPRINKLER SYSTEM: NONE	
EXISTING RESTAURANT AREA (NOT A PART):	3,081 SF
EXISTING PATIO AREA:	702 SF
PROPOSED OUTDOOR SEATING AREA:	360 SF

ALL WORK SHALL BE IN CONFORMANCE:

2022 CBC	2022 CMC
2022 CEC	2022 CFC
2022 CPC	2022 CEnC
2022 CRC	
2022 CEBC	

CALIFORNIA ADMINISTRATIVE CODE, TITLE 24, PART 1 2022
CALIFORNIA GREEN BUILDING STANDARDS CODE AND THE
2022 TITLE 24 ENERGY REGULATION
2022 CALIFORNIA FIRE CODE
VENTURA COUNTY ORDINANCE 4608 AND AMENDMENTS

DEFERRED SUBMITTALS

SHEET INDEX

A0.1	TITLE SHEET & PROJECT DATA
A0.2	SITE PHOTOS
A0.3	PHOTOS OF EXISTING ARCADE PLAZA PATIOS
A1.1	SITE PLAN
A2.1	PATIO FLOOR PLAN
A2.3	PATIO PLAN WITH CUP 07-05, EXISTING AND PROPOSED PATIO OVERLAYS
A2.4	ROOF PLAN
A3.1	EXTERIOR ELEVATION AND FINISH SCHEDULE
A8.1	FENCE DETAILS

SCOPE OF WORK

THIS PROJECT IS FOR THE 527 SF RENOVATION OF AN EXISTING 702 SF OUTDOOR DINING SPACE TO INCLUDE NEW FENCING AND UMBRELLA.

NO GRADING WORK PROPOSED FOR THIS PROJECT.
EXISTING BRICK PAVERS TO REMAIN.

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:19pm
REVISIONS:
NO: DATE: COMMENTS:

LICENSED ARCHITECT PAUL H. POIRIER No. 17,801 Renewal Date 10-31-25 STATE OF CALIFORNIA

Paul Poirier + Associates
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156 West Alamar Ave. • Suite C • Santa Barbara, CA 93105
telephone (805) 682-8894
fax (805) 898-9683

Ojai Mountain Farm
Patio Renovation

CLIENT:
Anthony Yanow
Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023

SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A0.1
PROJECT INFORMATION

LOOKING SW TOWARDS PROJECT

LOOKING SW TOWARDS PROJECT

LOOKING SOUTH TOWARDS PROJECT

LOOKING SE TOWARDS PROJECT

LOOKING WEST FROM PROJECT

LOOKING SOUTH TOWARDS PROJECT

LOOKING NORTH FROM PROJECT

LOOKING NORTH FROM PROJECT

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

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No. C 18801
Renewal Date 10-31-25
STATE OF CALIFORNIA

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OJAI MOUNTAIN FARM
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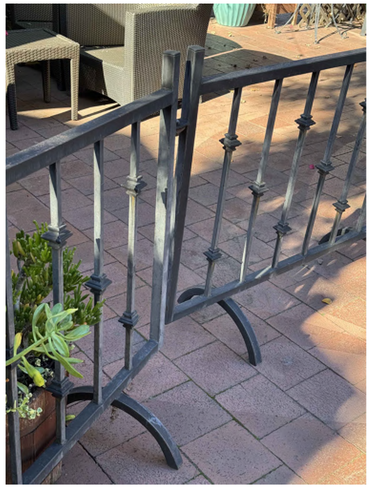
A0.2
SITE PHOTOS



EXISTING PATIO FENCING

LOOKING SW TOWARDS EXISTING
OUTDOOR DINING

LOOKING SOUTH TOWARDS YUME PATIO

LOOKING EAST TOWARDS EXISTING
OUTDOOR DINING

EXISTING FENCE PANEL

LOOKING SE TOWARDS EXISTING
OUTDOOR DINING

LOOKING NE TOWARDS EXISTING
OUTDOOR DINING

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
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APPROVALS: DATE:

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Renewal Date
10-31-25
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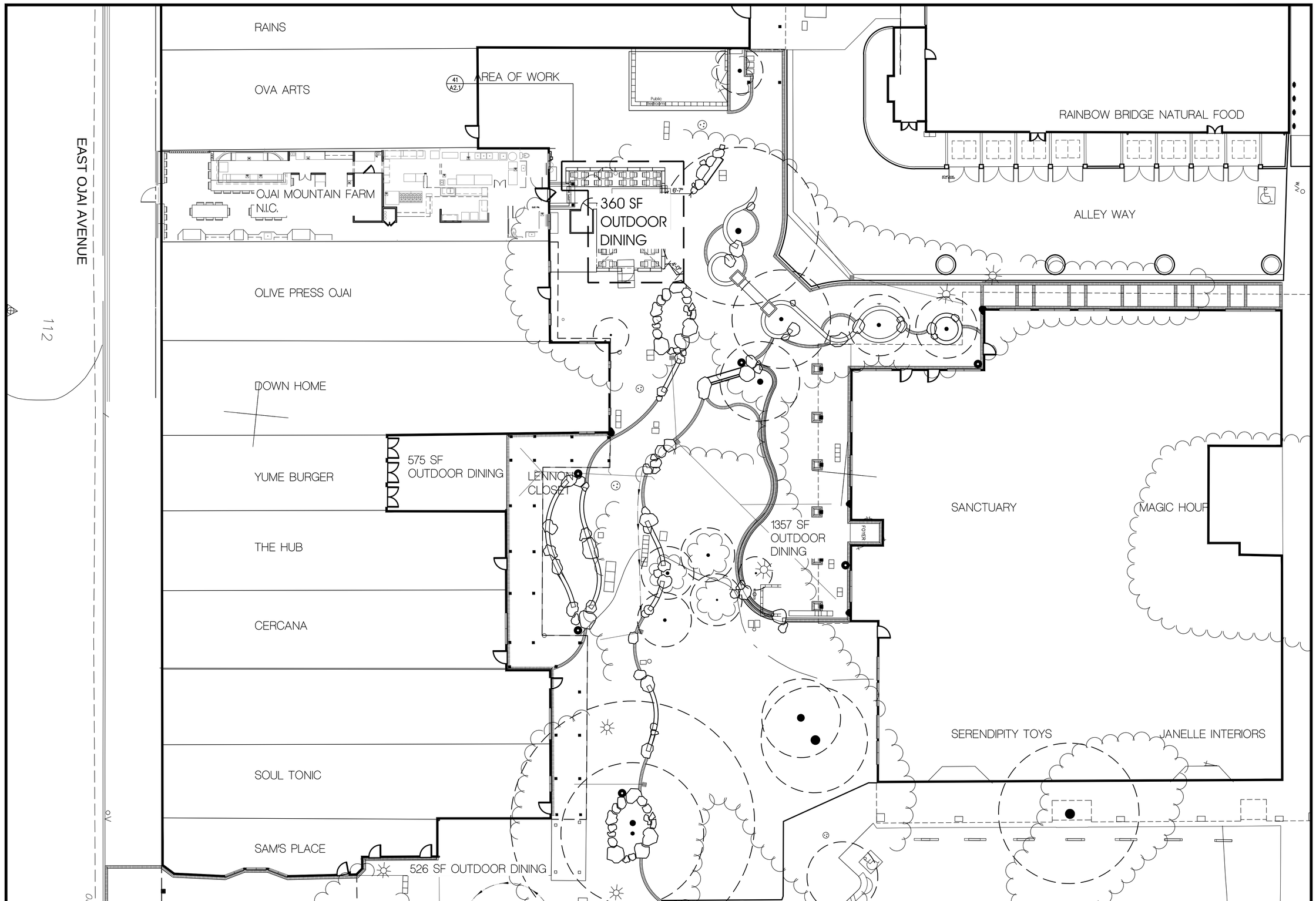
Ojai, CA 93023

A0.3
SITE PHOTOS



41 Site Plan
Scale: 3/32"=1'-0"

N

PROJECT CODE: 2511
FILENAME: 2511 A12 OMF Site Plan.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:15pm
REVISIONS:
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Ojai Mountain Farm
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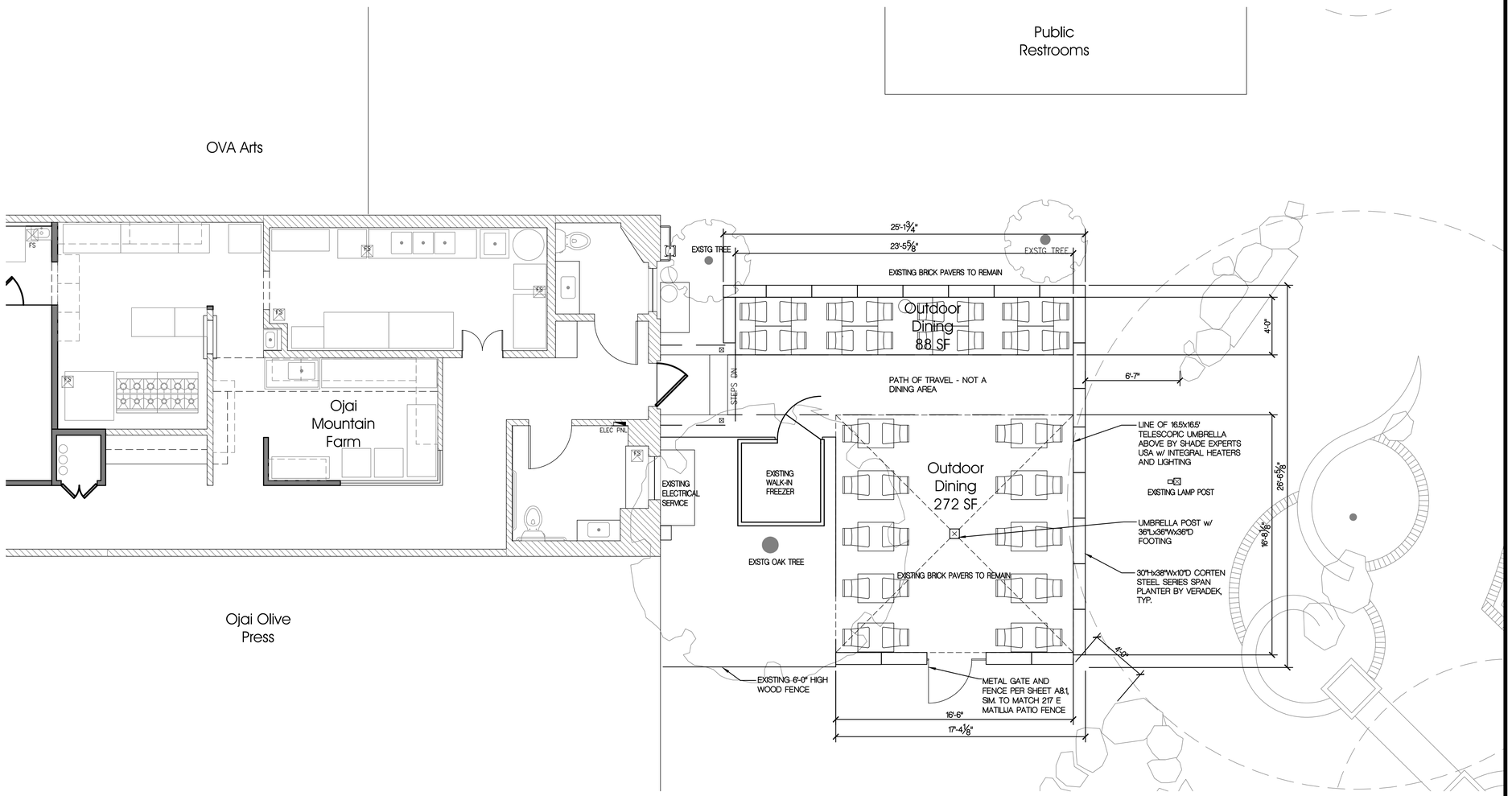
Ojai, CA 93023

A1.1
PARTIAL SITE PLAN

OUTDOOR DINING OCCUPANCY CALCULATIONS

CUP 07-05 APPROVED OUTDOOR DINING AREA =	360 SF
PROPOSED OUTDOOR DINING AREA =	360 SF



41 **Floor Plan**
Scale: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Umbrella.dwg
ISSUE DATE: 1.31.07

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APPROVALS: DATE:

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Ojai Mountain Farm
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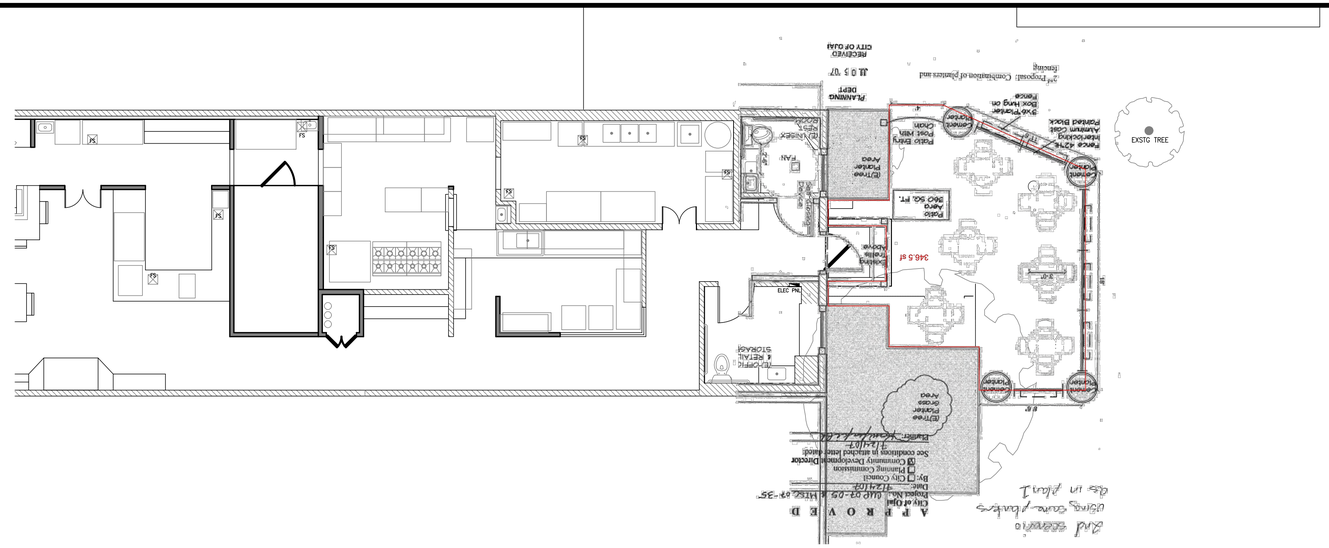
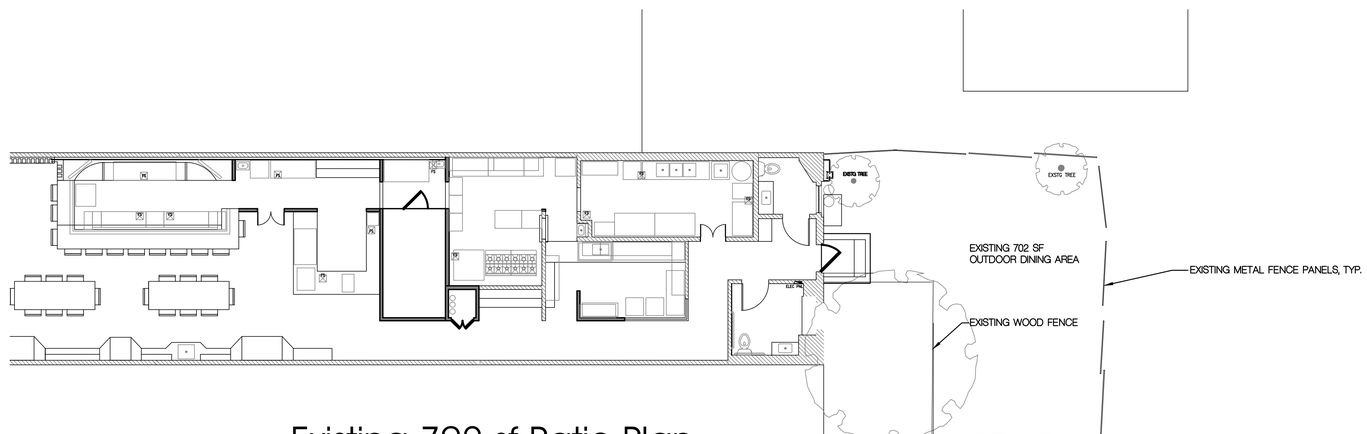
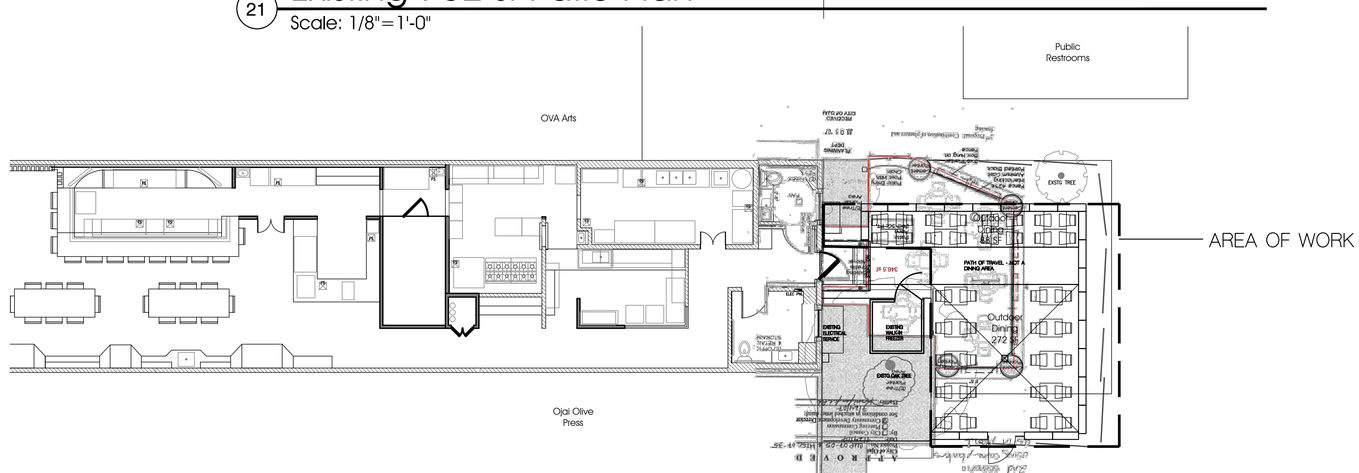
A2.1
FLOOR PLAN



11 CUP 07-05 360 sf Patio Plan
Scale: 1/8"=1'-0"



21 Existing 702 sf Patio Plan
Scale: 1/8"=1'-0"



41 Overlay Patio Plan
Scale: 1/8"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Overlay.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:46pm
REVISIONS:
NO: DATE: COMMENTS:

LICENSED ARCHITECT
PAUL H. POIRIER
No. C-18,801
Renewal Date
10-31-25
STATE OF CALIFORNIA

Paul Poirier + Associates
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156 West Alamar Ave. • Suite C • Santa Barbara, CA 93105
fax (805) 898-9683 *telephone* (805) 682-8894

Ojai Mountain Farm
Patio Renovation

CLIENT:
Anthony Yanow
Ojai Mountain Farm
975 Rancho Drive
Ojai, CA 93023

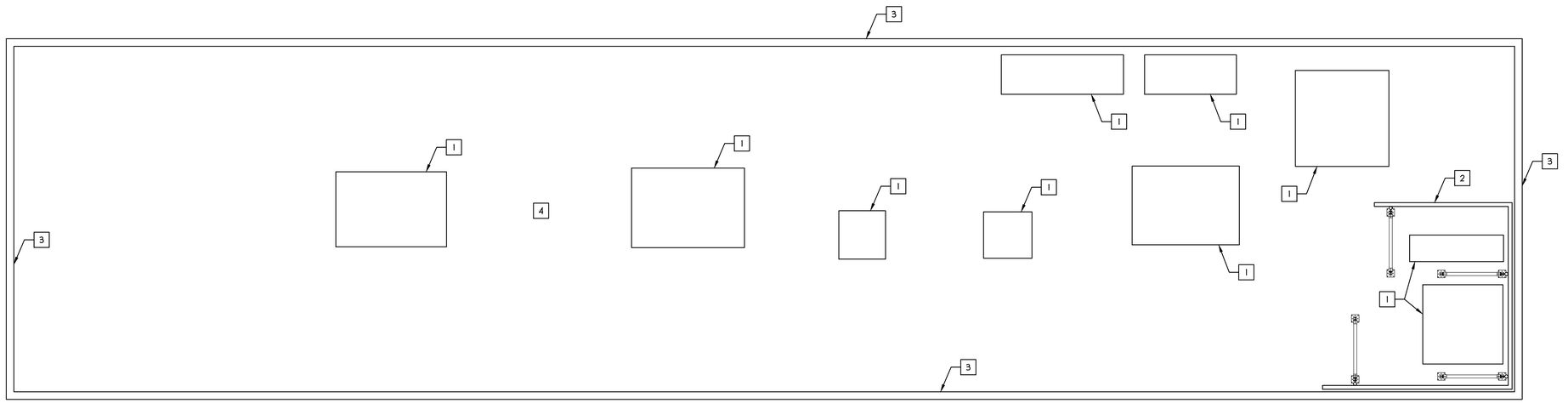
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A2.3
PATIO OVERLAY

KEYNOTES

NO.	REF. DTL.	DESCRIPTION
1		(E) MECHANICAL UNIT TO REMAIN
2		5'-0" HT ROOFSCREEN SC3 FRAME BY ROOFSCREEN w/ ROTOLOCK SQUARE BASE SUPPORTS
3		(E) PARAPET WALL
4		(E) LOW SLOPE ROOF
5		NOT USED
6		NOT USED
7		NOT USED
8		NOT USED
9		NOT USED

NOTE:
ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBILITY FROM PUBLIC VIEW



41 ROOF PLAN
SCALE: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A24 Roof Plan.dwg
ISSUE DATE:
DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:
PRINT DATE: Apr 27, 2026, 12:09pm
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NO: DATE: COMMENTS:

LICENSED ARCHITECT
PAUL H. POIRIER
No. C19,831
Renewal Date
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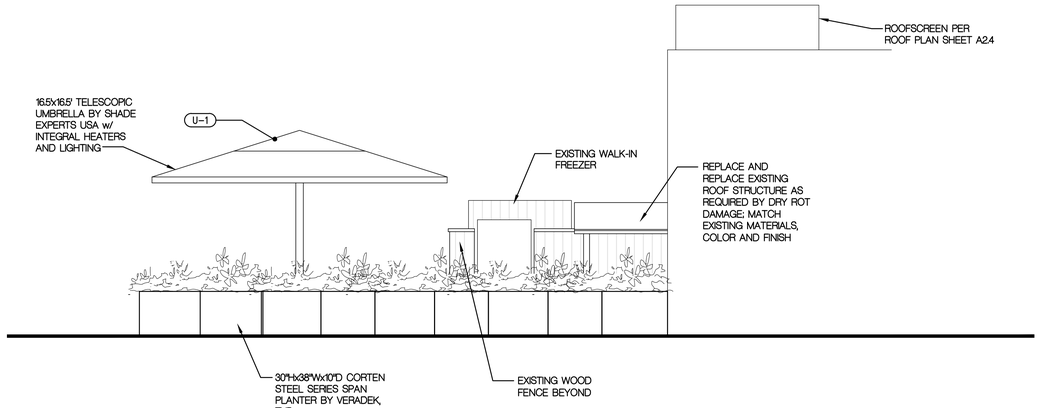
242 East Ojai Avenue
Ojai, CA 93023

A2.4
ROOF PLAN

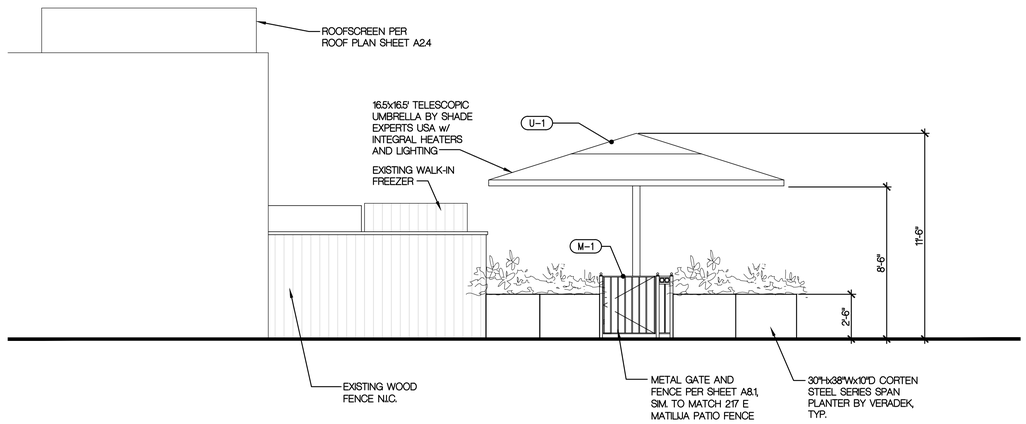
EXTERIOR COLOR SCHEDULE

MATERIAL		COLOR
M1	METAL FENCING	PAINT TO MATCH 217 E MATILIJA FENCE COLOR
U-1	UMBRELLA	CANVAS FOREST GREEN (5446-0000) SUNBRELLA



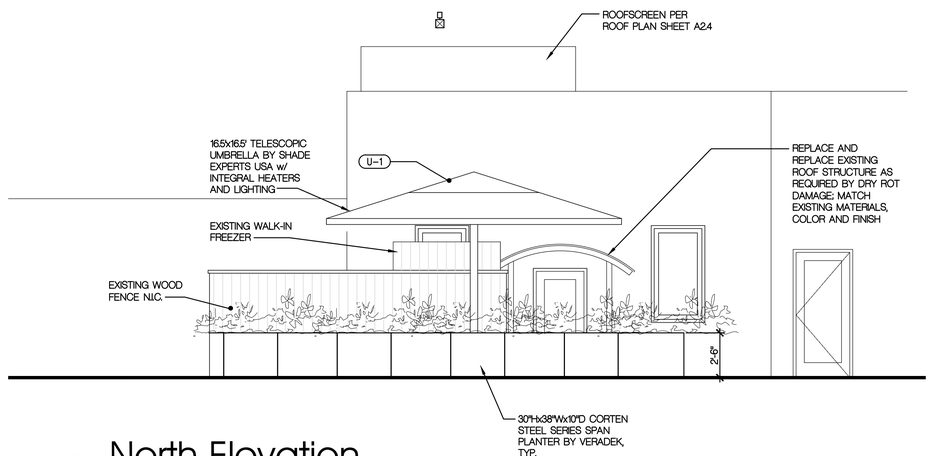
21 West Elevation

Scale: 1/4"=1'-0"



31 East Elevation

Scale: 1/4"=1'-0"



41 North Elevation

Scale: 1/4"=1'-0"

ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBLITY FROM PUBLIC VIEW

PROJECT CODE: 2511
FILENAME: 2511 A31 OMF Patio Elevations.dwg
ISSUE DATE: 7.15.2025

DRAWN BY: PSH
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Apr 27, 2026, 1:50pm
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LICENSED ARCHITECT PAUL H. POIRIER No. C-16,801 Renewal Date 10-31-25 STATE OF CALIFORNIA

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Ojai Mountain Farm
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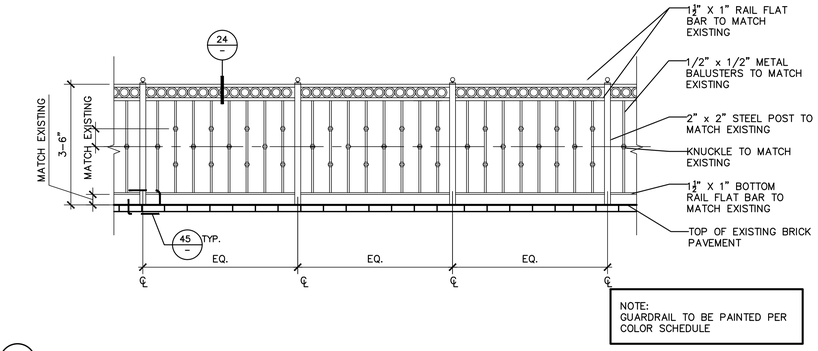
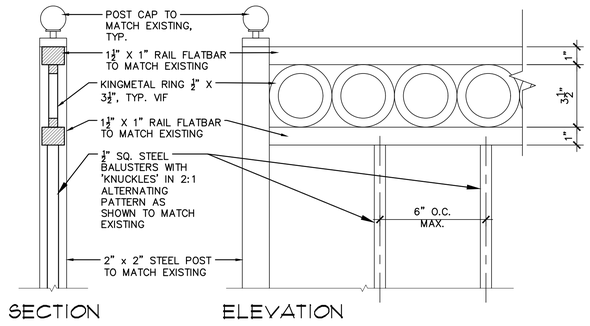
A3.1
EXTERIOR ELEVATIONS - UMBRELLA



14 FENCE ELEVATION (TYPICAL)

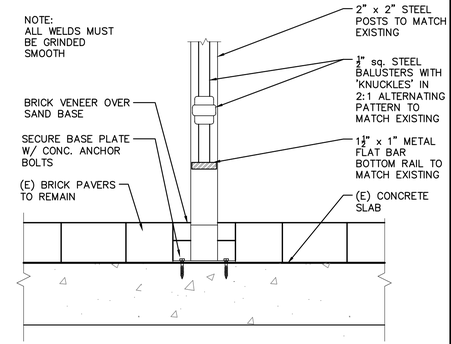
1/2"=1'-0"
D0572375



NOTE:
ALL WELDS MUST BE GRINDED SMOOTH

24 FENCE DETAILS

3"=1'-0"
D0572378



45 FENCE @ (E) SLAB

3"=1'-0"
D0572379

PROJECT CODE: 2511
FILENAME: 2511 A81 Railings.dwg
ISSUE DATE: -

DRAWN BY: EB
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Dec 11, 2025, 8:29am
REVISIONS:
NO: DATE: COMMENTS:

LICENSED ARCHITECT
PAUL H. POIRIER
No. C19,831
Renewal Date
10-31-25
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Ojai, CA 93023

.\OMF+Final+Logo.png

A8.1
METAL FENCE DETAILS

P:\Dwg\2511\03 DWG\2511 A81 Railings.dwg Dec 11, 2025, 8:29am

ojai mountain farm

Patio Repositioning and Renovation

242 EAST OJAI AVENUE

OJAI, CALIFORNIA 93023

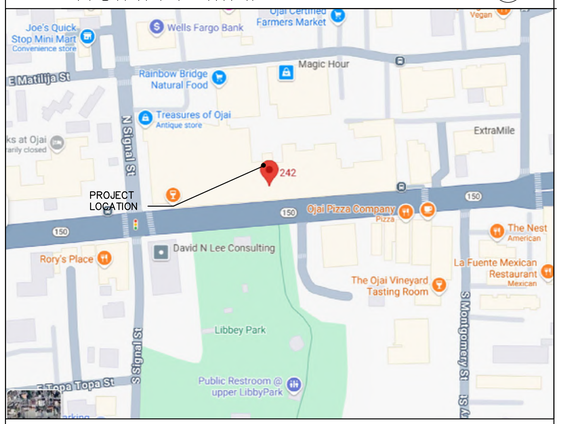
ABBREVIATIONS

AB	anchor bolt	FOF	face of finish	P-LAM	plastic laminate	>	plate
ABV	above	FOM	face of masonry	PAR	parallel	<	centerline
A/C	asphaltic concrete	FOS	face of stud	PBD	particle board	~	diameter
AC	air conditioner	FP	fireproof	PCF	pounds per cubic foot		square foot
ACC	access	FPL	fireplace	PERF	perforated	#	number
AD	area drain	FR	frame	PERI	perimeter	@	at
ADJ	adjacent	FTG	footing	PFL	pounds per linear foot	⊥	perpendicular
AFF	above finish floor	FUR	furring	PG	plate glass		
AGG	aggregate	FUT	future	PL	property line		
ALT	alternate			PLAS	plaster		
ALUM	aluminum	GA	gauge	PLYWD	plywood		
ANC	anchor	GALV	galvanized	PNL	panel		
ANOD	anodized	GB	grab bar	PNT	paint		
ARCH	architect	GC	general contractor	PP	phone panel		
AT	asphalt tile	GD	garbage disposal	PSF	pounds per square foot		
AUTO	automatic	GD	grading	PSI	pounds per square inch		
		GI	galvanized iron	PT	paint		
BD	board	GL	glass, glazing	PT	pressure treated		
BEL	below	GLB	glass block	PTD	paper towel dispenser		
BET	between	GLULAM	glu lam beam	PTN	partition		
BIT	bituminous	GP	galvanized pipe	PVC	polyvinyl chloride		
BLDG	building	GPL	gypsum lath	PVMT	pavement		
BLK	block	GPPL	gypsum plaster				
BLKG	blocking	GRN	granite	QT	quarry tile		
BM	beam	GSM	galvanized sheet metal				
BM	benchmark	GVL	gravel	(R)	remove		
BOC	bottom of curb	GWB	gypsum wall board	(RR)	remove and replace		
BOF	bottom of footing	GYP	gypsum	R	riser		
BOJ	bottom of joist			RA	return air		
BOT	bottom	HB	hose bib	RAD	radius		
BRG	bearing	HBD	hardboard	RAG	return air grille		
BRK	brick	HC	hollow core	RB	ridge beam		
BRZ	bronze	HC	handicap	RB	rubber base		
BS	bath sides	HD	heavy duty	RBT	rabbet		
BUR	built up roofing	HDR	header	RD	roof drain		
BVL	bevel	HDW	hardware	REBAR	reinforcing steel bar		
BW	both ways	HEX	hexagonal	REF	reference		
		HH	handhole	REFER	refrigerator		
C	channel steel	HJT	head joint	REG	register		
CAB	cabinet	HK	hook	REINF	reinforcing		
CB	catch basin	HM	hollow metal	RES	resilient		
CEM	cement	HOR	horizontal	RET	return		
CER	ceramic	HPT	high point	REV	revision		
CFT	cubic foot	HT	height	RFG	roofing		
CHT	ceiling height	HTG	heating	RH	right hand		
CI	cast iron	HVAC	heating, ventilating, AC	RM	room		
CIP	cast in place	HW	hot water	RO	rough opening		
CIR	circle	HWD	hardwood	ROW	right of way		
CJ	ceiling joist	HWH	hot water heater	RR	roof rafter		
CJT	control joint			RVS	reverse		
CLG	ceiling	ICBO	international conference of building officials	RDWD	redwood		
CLR	clear						
CLS	closure	ID	inside diameter	S	south		
CM	centimeters	INCL	include	SCH	schedule		
CMT	ceramic mosaic tile	INSUL	insulation	SCR	screen		
CMU	concrete masonry unit	INT	interior	SD	smoke detector		
CO	clean out	INTM	intermediate	SD	storm drain		
COL	column			SEC	section		
COMPO	composition	JST	joist	SH	single hung		
CONC	concrete	JT	joint	SHT	sheet		
CONN	connection			SHTG	sheeting		
CONST	construction	KD	kiln dried	SIM	similar		
CONT	continuous	KIT	kitchen	SPEC	specification		
CONTR	contractor	KO	knockout	SQ	square		
CORR	corrugated	KPL	kickplate	SQ FT	square feet		
CPR	copper			SS	stainless steel		
CPT	carpet	L	length	STC	sound transmission coefficient		
CS	countersink	L	steel angle				
CSMT	casement	LAD	ladder	STD	standard		
CT	ceramic tile	LAM	laminate	STL	steel		
CTR	counter	LAV	lavatory	STRUCT	structure		
CSK	countersink	LB	lag bolt	SUS	suspended		
CW	cold water	LC	light control	SYN	synthetic		
CYD	cubic yard	LH	left hand	SYS	system		
		LL	live load				
(D)	demolition	LMS	limestone	T&G	tongue and groove		
d	penny	LPT	low point	TB	towel bar		
D	drain	LT	light	TC	terra cotta		
DA	double acting	LTL	lintel	TC	top of curb		
DBL	double	LW	lightweight	TEL	telephone		
DF	douglas fir			THK	thick		
DF	drinking fountain	M	meter	THR	threshold		
DG	decomposed granite	MAS	masonry	TOJ	top of joist		
DH	double hung	MATL	material	TOL	tolerance		
DIAG	diagonal	MAX	maximum	TOP	top of plate		
DIA	diameter	MB	machine bolt	TOR	top of ridge		
DIM	dimension	MBR	member	TOS	top of slab		
DL	dead load	MC	medicine cabinet	TOW	top of wall		
DN	down	MECH	mechanical	TS	tube steel		
DPR	damper	MED	medium	TSTL	top of steel		
DR	door	MEMB	membrane	TV	television		
DS	downspout	MFR	manufacturer	TYP	typical		
DTL	detail	MH	manhole	TZ	terrazzo		
DW	dishwasher	MIN	minimum				
DWG	drawing	MIR	mirror	UNF	unfinished		
DWR	drawer	MISC	miscellaneous	UNO	unless noted otherwise		
		MLD	molding	UR	urinal		
(E)	existing	MM	millimeter				
E	east	MO	masonry opening	VAR	varnish		
EW	each way	MOD	modular	VB	vinyl base		
EA	each	MOV	movable	VB	vapor barrier		
EB	expansion bolt	MRB	marble	VCT	vinyl composition tile		
EF	each face	MSB	main switch board	VERT	vertical		
EL	elevation	MT	mount	VG	vertical grain		
ELEC	electrical	MTL	metal	VIF	verify in field		
ELEV	elevator	MULL	mullion	VIN	vinyl		
EMER	emergency	MCS	metal 'C' studs	VJT	vertical joint		
ENC	enclosure	MDS	metal drywall studs	VNR	veneer		
EP	electrical panel			VTR	vent through roof		
EQ	equal	N	north				
EQUIP	equipment	NAT	natural	W	west		
ESC	escalator	NI	nickel	W	water		
ESP	electrical sub panel	NIC	not in contract	W	width, wide		
EST	estimate	NO	number	W/	with		
EXH	exhaust	NOM	nominal	W/O	without		
EXP	exposed	NR	noise reduction	WB	wood base		
EXT	exterior	NRC	noise reduction coefficient	WC	watercloset		
				WD	wood		
FA	fire alarm	NTS	not to scale	WG	wired glass		
FAU	forced air unit	(N)	new	WH	hot water heater		
FB	face brick			WH	wall hung		
FBO	furnished by others	O/	over	WI	wrought iron		
FD	floor drain	OBS	obscure	WIN	window		
FDN	foundation	OC	on center	WM	wire mesh		
FE	fire extinguisher	OD	outside diameter	WP	waterproof		
FF	finish floor	OFCI	owner furnished contractor installed	WPT	working point		
FFL	finish floor line		owner furnished	WR	water repellent		
FHMS	flathead machine screw	OHMS	ovalhead machine screw	WS	water softener		
FHWS	flathead wood screw	OHWS	ovelhead wood screw	WS	water stop		
FIN	finish	OPH	opposite hand	WSCT	wainscot		
FJ	floor joist	OPP	opposite	WT	weight		
FLCO	floor cleanout	OPS	opposite surface	WTW	wall to wall		
FLEX	flexible			WWF	welded wire fabric		
FLG	flashing						
FLR	floor						
FLUOR	fluorescent						
FOC	face of concrete						

PROJECT DIRECTORY

PROPERTY OWNER: VERNA JOY ADAMS	944 EL CAMINO CORTO OJAI, CA 93023 PH: (805) 646-2626
TENANT: ANTHONY YANOW MADDY LEFFLER	OJAI MOUNTAIN FARM 242 EAST OJAI AVENUE OJAI, CA 93023
ARCHITECT: PAUL POIRIER, AIA PATRICK HOUSH	PAUL POIRIER + ASSOCIATES ARCHITECTS 156 WEST ALAMAR, SUITE C SANTA BARBARA, CA 93105 PH: (805) 682-8894 FAX: (805) 898-9683
ARBORIST: JAN SCOW	JAN SCOW CONSULTING ARBORIST, LLC OJAI, CA 93023 PH: (805) 272.8095 INFO@JANSCOW.COM

VICINITY MAP



PROJECT STATISTICS

ASSESSOR'S PARCEL NUMBERS:	021-0-140-370
GENERAL PLAN:	COMMERCIAL
LAND USE ZONE:	C1
OCCUPANCY GROUP:	B
PARKING PROVIDED:	
EXISTING PUBLIC PARKING LOTS	
FIRE SPRINKLER SYSTEM: NONE	
EXISTING RESTAURANT AREA (NOT A PART):	2,875 SF
PREEXISTING OUTDOOR PATIO USE AREA PRIOR TO CURRENT TENANT::	702 SF
PROPOSED OUTDOOR SEATING AREA:	342 SF
EGRESS PATH OF TRAVEL AREA:	100 SF

ALL WORK SHALL BE IN CONFORMANCE:

2022 CBC	2022 CMC
2022 CEC	2022 CFC
2022 CPC	2022 CEnC
2022 CRC	
2022 CEBC	

CALIFORNIA ADMINISTRATIVE CODE, TITLE 24, PART 1 2022
CALIFORNIA GREEN BUILDING STANDARDS CODE AND THE 2022 TITLE 24 ENERGY REGULATION
2022 CALIFORNIA FIRE CODE
VENTURA COUNTY ORDINANCE 4608 AND AMENDMENTS

DEFERRED SUBMITTALS

SHEET INDEX

A0.1	TITLE SHEET & PROJECT DATA
A0.2	SITE PHOTOS
A0.3	PHOTOS OF EXISTING ARCADE PLAZA PATIOS
A1.1	SITE PLAN
A2.1	PATIO FLOOR PLAN
A2.3	PATIO PLAN WITH CUP 07-05, EXISTING AND PROPOSED PATIO OVERLAYS
A2.4	ROOF PLAN
A3.1	EXTERIOR ELEVATION AND FINISH SCHEDULE
A8.1	FENCE DETAILS

SCOPE OF WORK

THIS PROJECT IS FOR THE 342 SF REPOSITIONING OF THE DINING AREA TOWARDS THE PLAZA CENTER. PROJECT TO INCLUDE NEW FENCING AND UMBRELLA.

NO GRADING WORK PROPOSED FOR THIS PROJECT.
EXISTING BRICK PAVERS TO REMAIN.

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 4:02pm
REVISIONS:
NO: DATE: COMMENTS:

LICENSED ARCHITECT PAUL H. POIRIER No. C-18,851 Renewal Date 10-31-25 STATE OF CALIFORNIA

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Patio Renovation
CLIENT:
Anthony Yanow
Ojai Mountain Farm
242 East Ojai Avenue
Ojai, CA 93023

ojai mountain farm
SITE ADDRESS:
242 East Ojai Avenue
Ojai, CA 93023

A0.1
PROJECT INFORMATION

LOOKING SW TOWARDS PROJECT

LOOKING SW TOWARDS PROJECT

LOOKING SOUTH TOWARDS PROJECT

LOOKING SE TOWARDS PROJECT

LOOKING WEST FROM PROJECT

LOOKING SOUTH TOWARDS PROJECT

LOOKING NORTH FROM PROJECT

LOOKING NORTH FROM PROJECT

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 3:59pm
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NO: DATE: COMMENTS:

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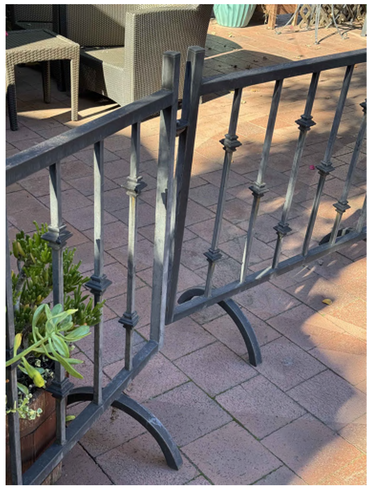
A0.2
SITE PHOTOS



EXISTING PATIO FENCING

LOOKING SW TOWARDS EXISTING
OUTDOOR DINING

LOOKING SOUTH TOWARDS YUME PATIO

LOOKING EAST TOWARDS EXISTING
OUTDOOR DINING

EXISTING FENCE PANEL

LOOKING SE TOWARDS EXISTING
OUTDOOR DINING

LOOKING NE TOWARDS EXISTING
OUTDOOR DINING

PROJECT CODE: 2511
FILENAME: 2511 A01 Cover Sheet.dwg
ISSUE DATE:

DRAWN BY: PPA
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 3:58pm
REVISIONS:
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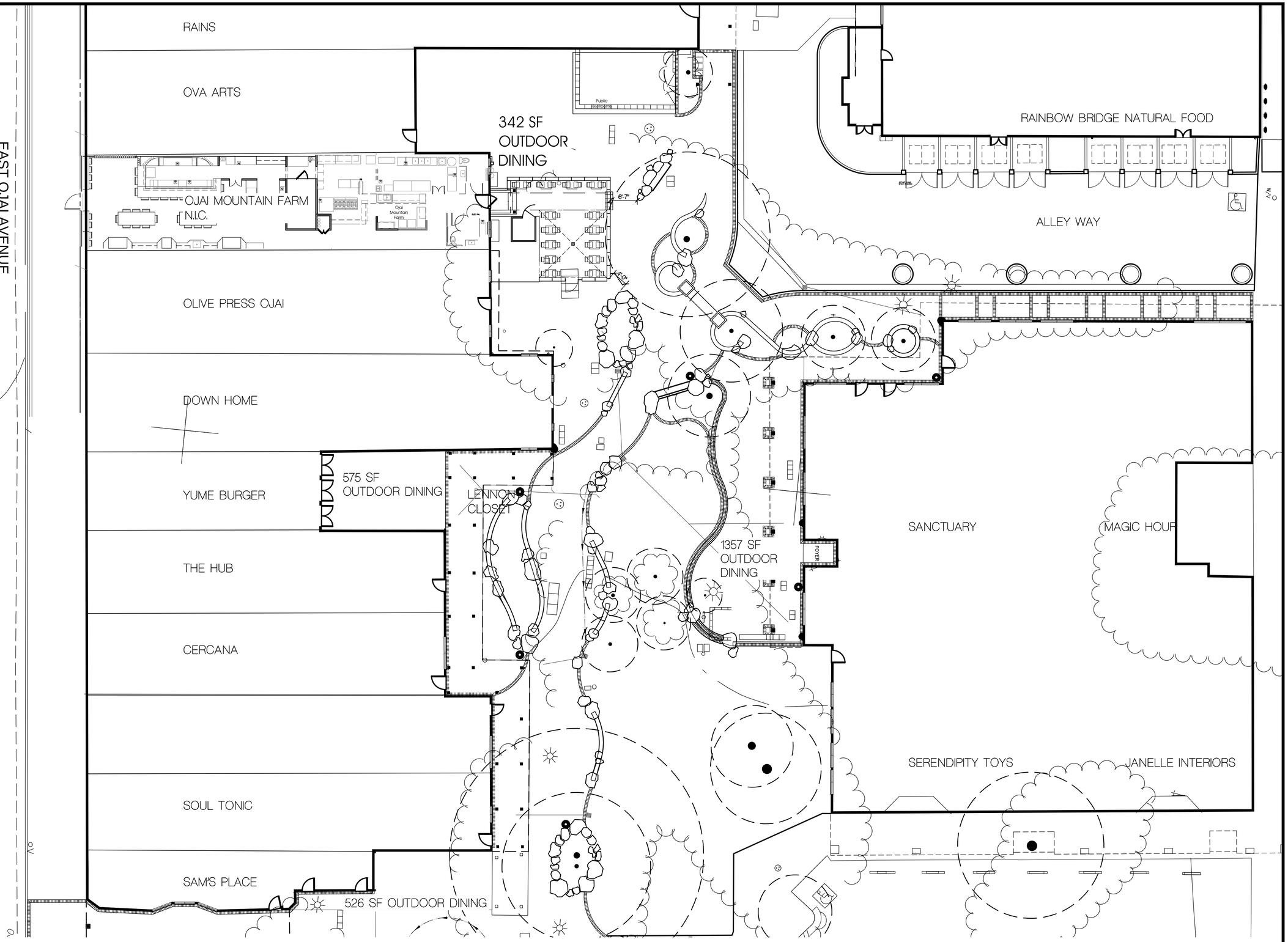
A0.3
SITE PHOTOS



41 Site Plan
Scale: 3/32"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A12 OMF Site Plan.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 5:10pm
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NO: DATE: COMMENTS:

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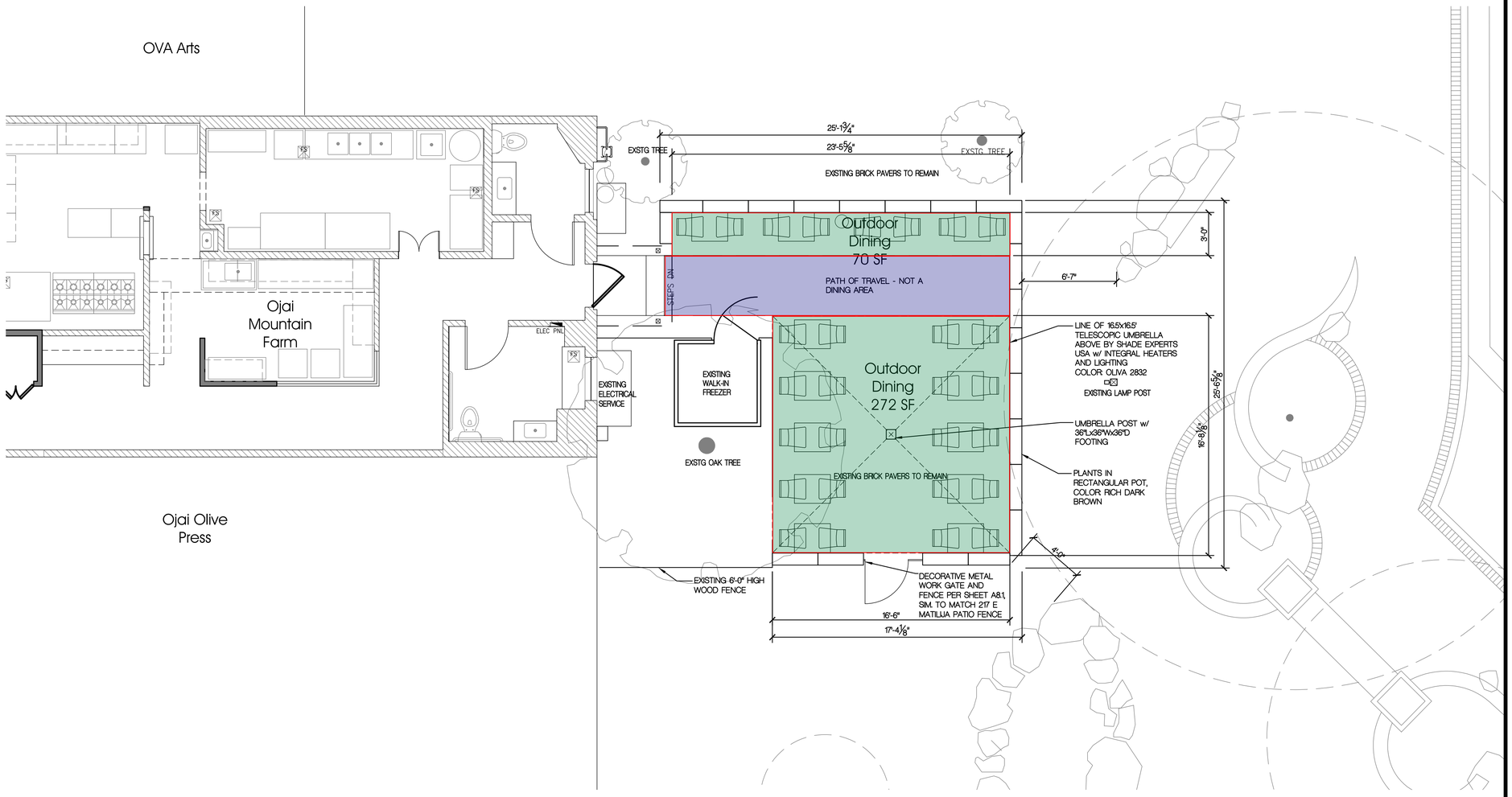
Ojai, CA 93023

A1.1
PARTIAL SITE PLAN

OUTDOOR DINING OCCUPANCY CALCULATIONS

	CUP 07-05 APPROVED OUTDOOR DINING AREA =	360 SF
	PROPOSED OUTDOOR DINING AREA =	342 SF
	EGRESS PATH OF TRAVEL AREA =	100 SF



41 **Floor Plan**
Scale: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Umbrella.dwg
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 5:17pm
REVISIONS:
NO: DATE: COMMENTS:

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Renewal Date 10-31-25
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ojai mountain farm
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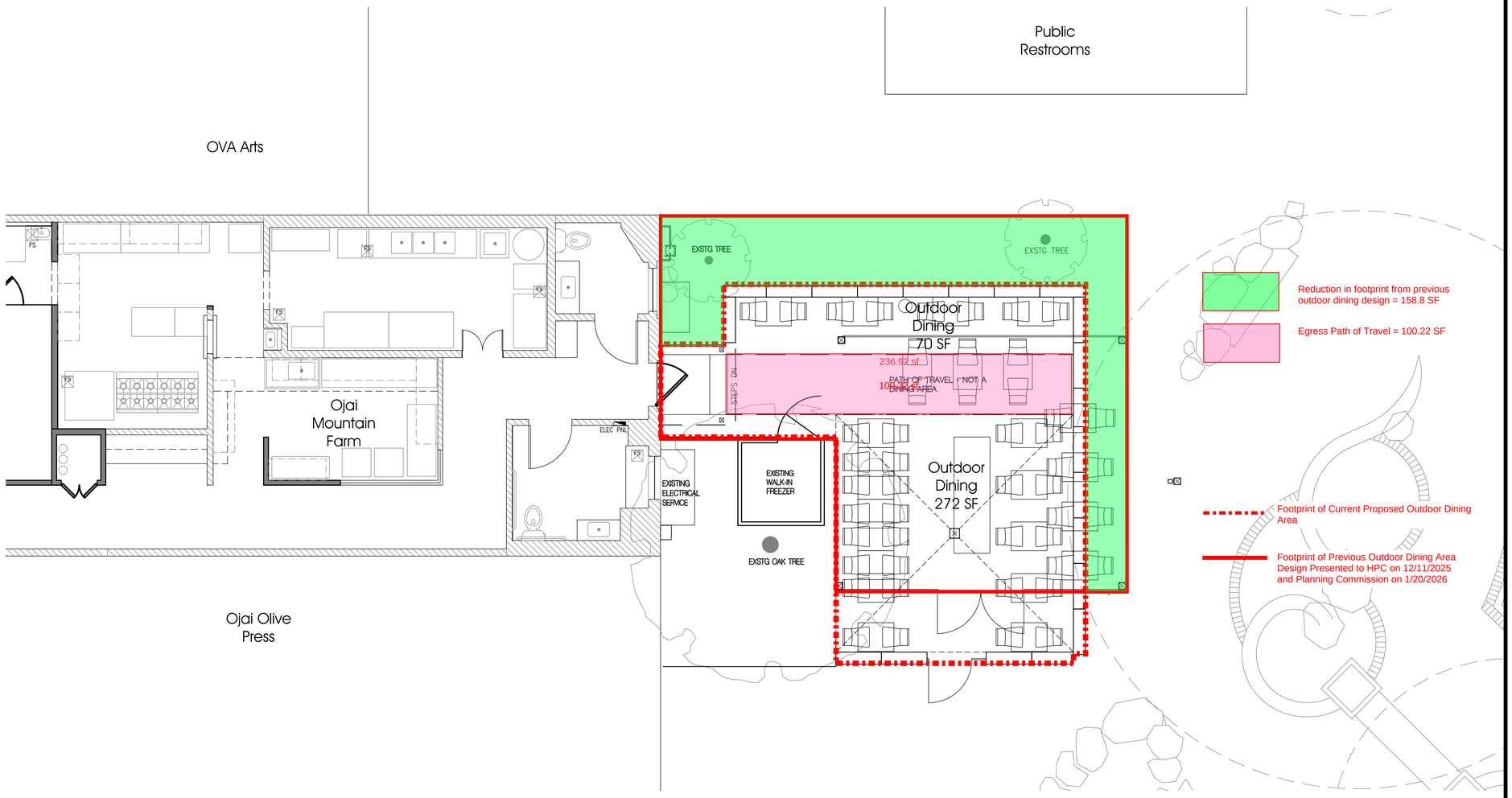
A2.1
FLOOR PLAN



41 Patio Footprint Overlay

Scale: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Umbrella Cnc
ISSUE DATE: 1.31.07

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

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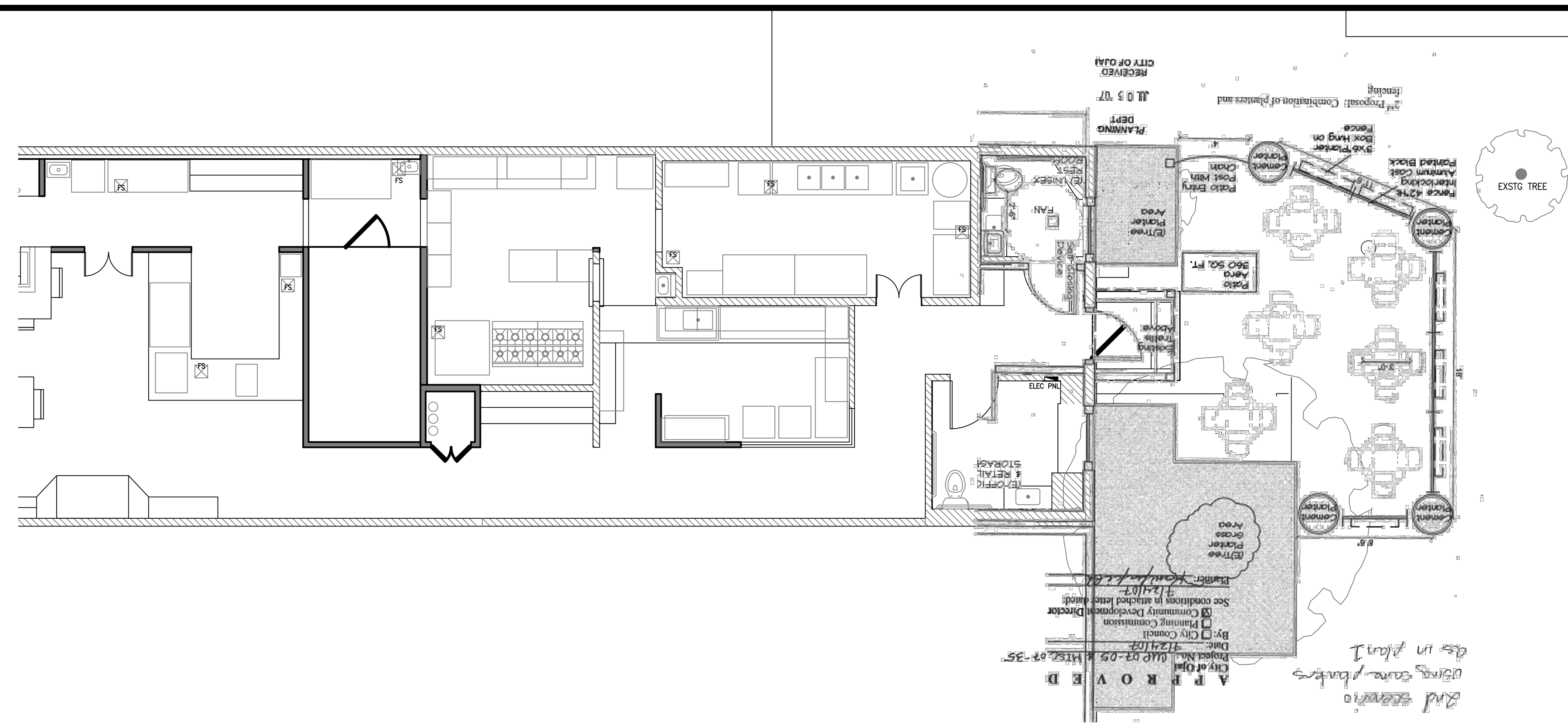
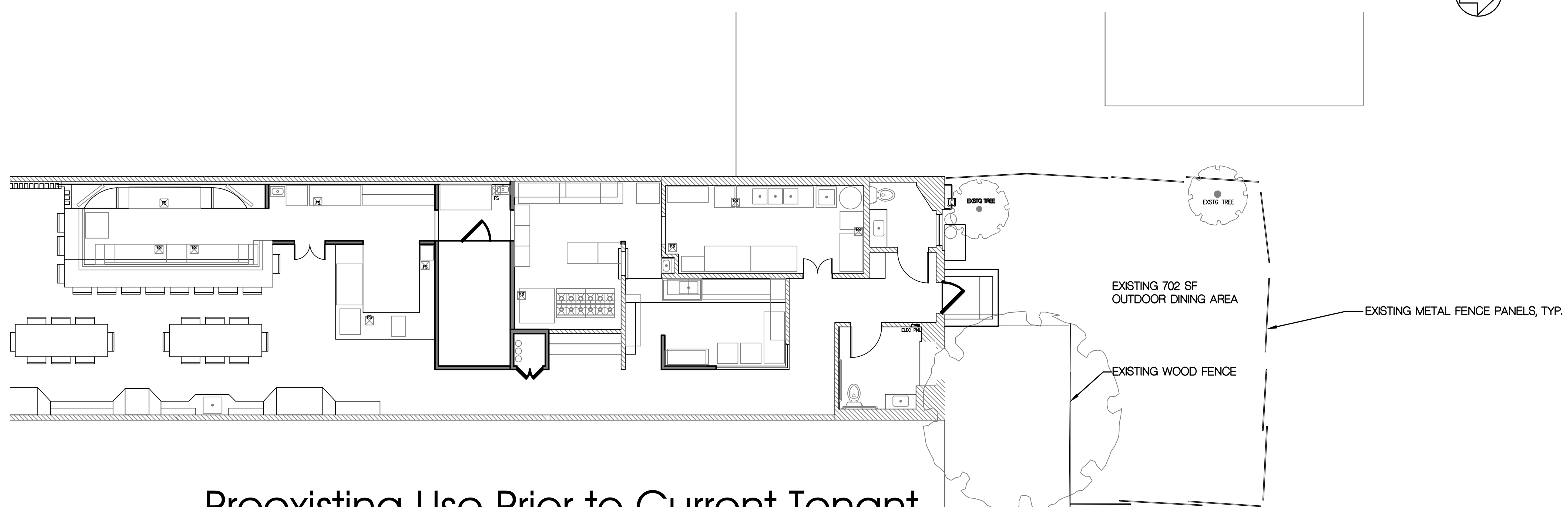
A2.2
PATIO FOOTPRINT OVERLAY



CUP 07-05 Patio Plan

11 Scale: 1/8"=1'-0"

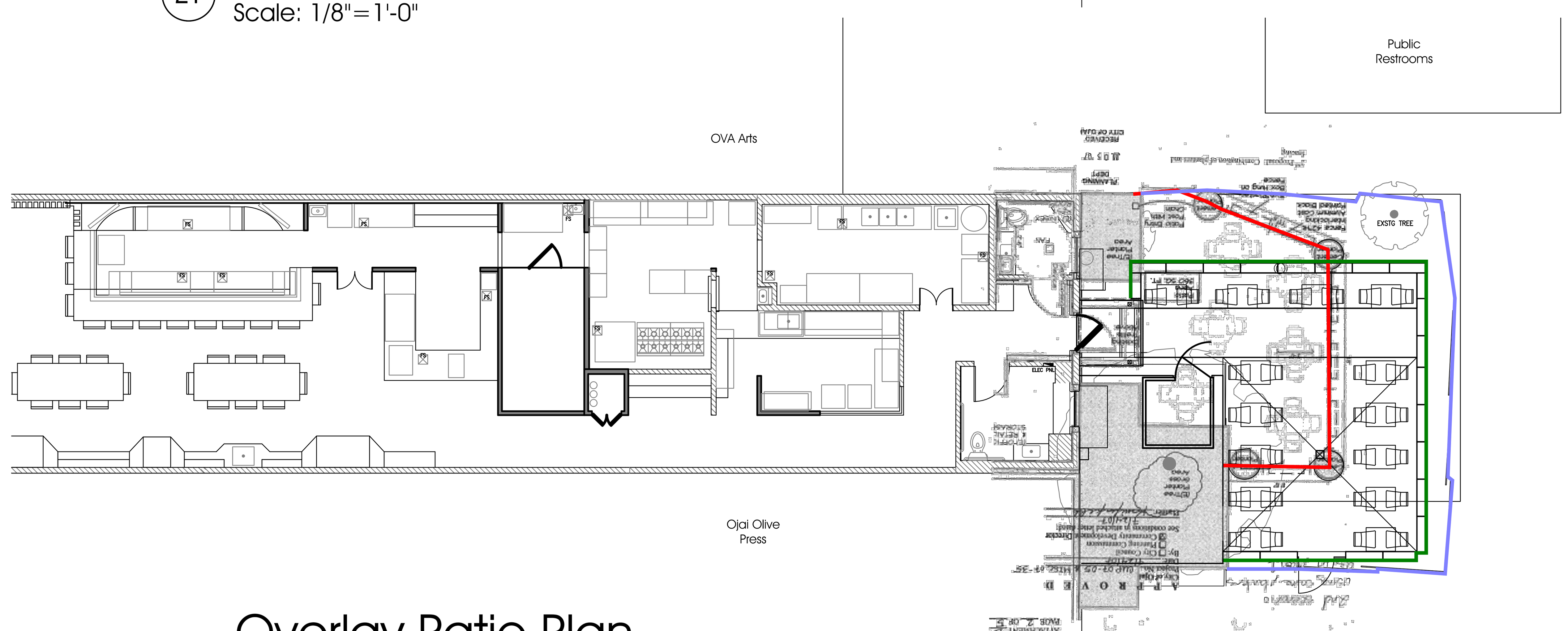
N



Preexisting Use Prior to Current Tenant

21 Scale: 1/8"=1'-0"

N



- CUP 07-05 Footprint
- Preexisting Use Prior to Current Tenant Footprint
- Proposed Outdoor Dining Footprint

Overlay Patio Plan

41 Scale: 1/8"=1'-0"

N

PROJECT CODE: 2511
FILENAME: 2511 A21 OMF Patio Plan Overlay.dwg
ISSUE DATE: 1.31.07

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CHECKED BY:
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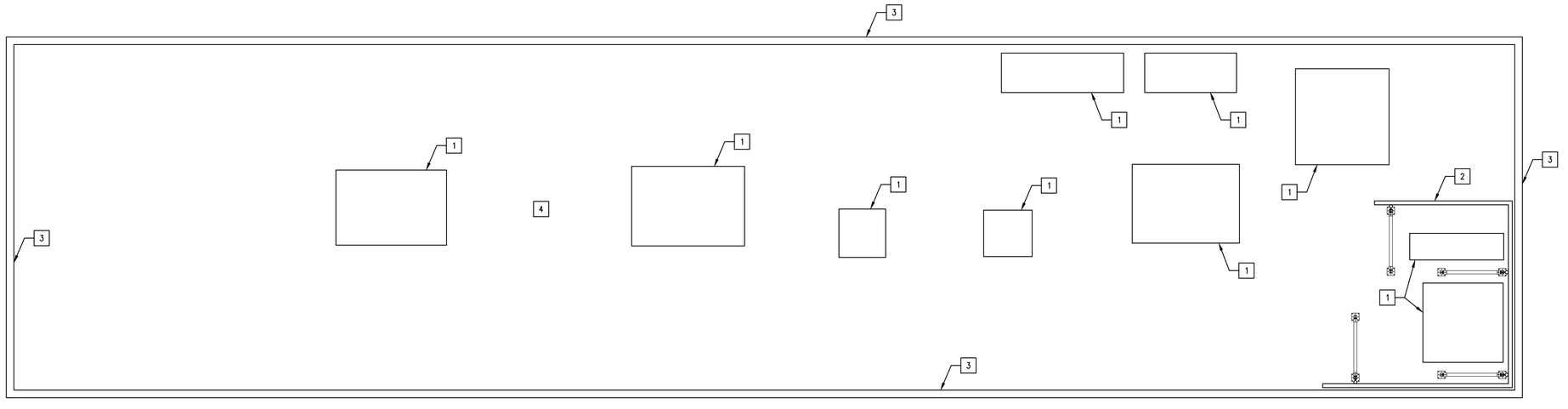
A2.3
PATIO OVERLAY

KEYNOTES

NO.	REF. DTL.	DESCRIPTION
1		(E) MECHANICAL UNIT TO REMAIN
2		5'-0" HT ROOFSCREEN SC3 FRAME BY ROOFSCREEN w/ ROTOLOCK SQUARE BASE SUPPORTS
3		(E) PARAPET WALL
4		(E) LOW SLOPE ROOF
5		NOT USED
6		NOT USED
7		NOT USED
8		NOT USED
9		NOT USED

NOTE:
ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBILITY FROM PUBLIC VIEW



41 ROOF PLAN
SCALE: 1/4"=1'-0"

PROJECT CODE: 2511
FILENAME: 2511 A24 Roof Plan.dwg
ISSUE DATE:
DRAWN BY: PPA
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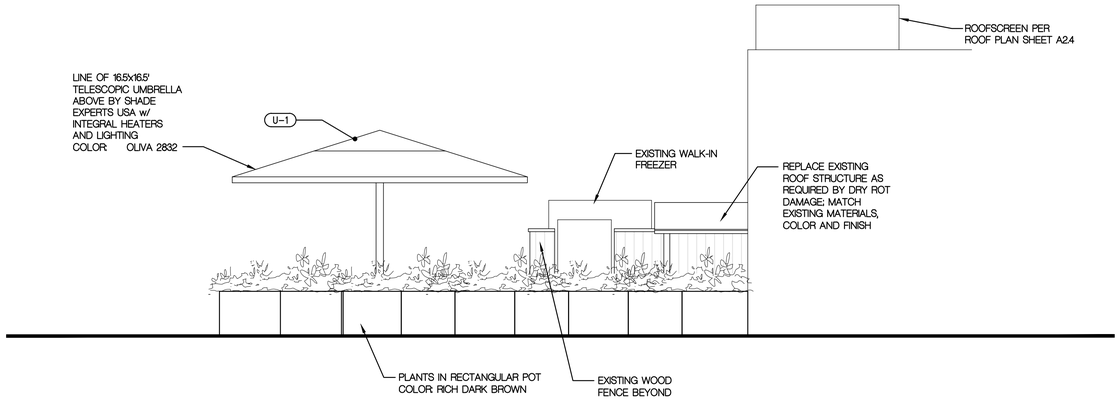
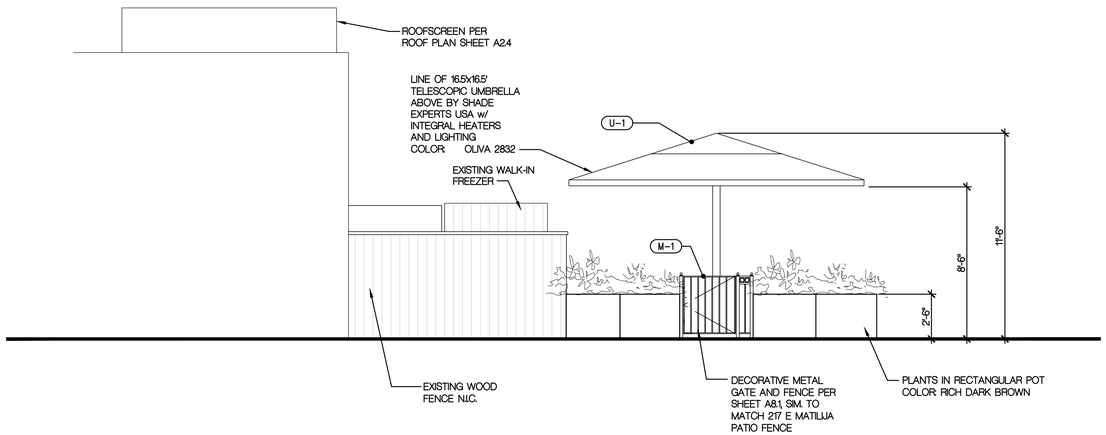
A2.4
ROOF PLAN

ALL ROOFTOP MECHANICAL AND VENTILATION EQUIPMENT SHALL BE ARCHITECTURALLY SCREENED TO PREVENT VISIBLITY FROM PUBLIC VIEW



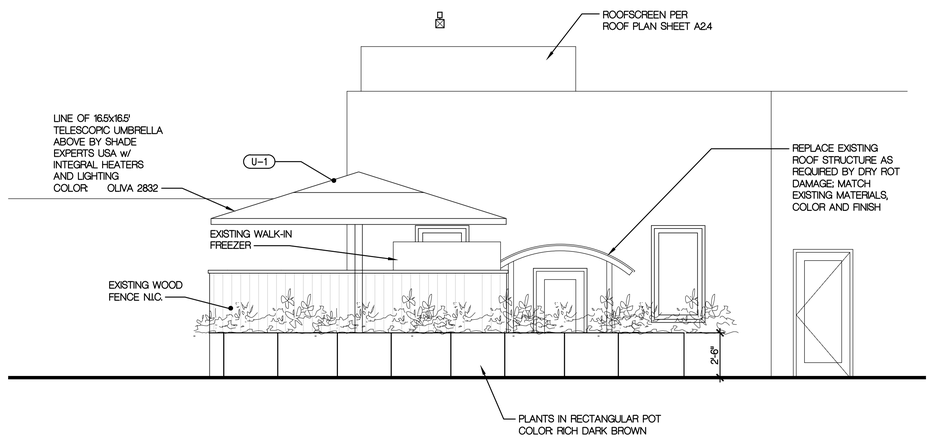
21 West Elevation

Scale: 1/4"=1'-0"



31 East Elevation

Scale: 1/4"=1'-0"



41 North Elevation

Scale: 1/4"=1'-0"

EXTERIOR COLOR SCHEDULE

MATERIAL	COLOR
M1 METAL FENCING	PAINT TO MATCH 217 E MATILIJA FENCE COLOR
U-1 UMBRELLA	CANVAS FOREST GREEN (5446-0000) SUNBRELLA

PROJECT CODE: 2511
FILENAME: 2511 A31 OMF Patio Elevations.dwg
ISSUE DATE: 7.15.2025

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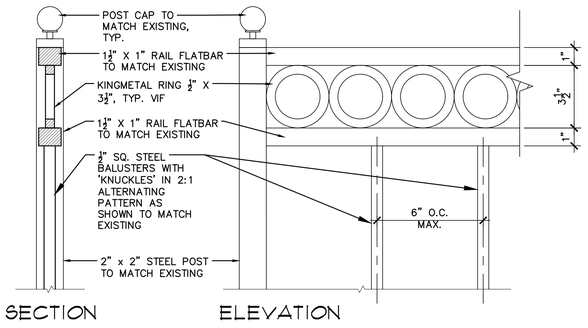
A3.1

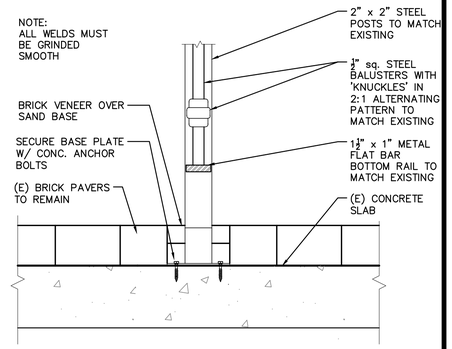
EXTERIOR ELEVATIONS - UMBRELLA



24 FENCE DETAILS

NOTE:
ALL WELDS MUST BE GRINDED SMOOTH

3"=1'-0"
D0572378



45 FENCE @ (E) SLAB

3"=1'-0"
D0572379

PROJECT CODE: 2511
FILENAME: 2511 A81 Railings.dwg
ISSUE DATE: -

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CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Dec 11, 2025, 8:29am
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.\OMF+Final+Logo.png

A8.1
METAL FENCE DETAILS

P:\Dwg\2511\03 DWG\2511 A81 Railings.dwg Dec 11, 2025, 8:29am

Ojai Arcade Plaza

Architectural Design Guidelines

June 12, 2001

OJAI ARCADE PLAZA
Architectural Design Guidelines

June 12, 2001

Prepared for:
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401 South Ventura Street
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Sheri Ann Cate, Vice Chair
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John Mirk, Chair
Paul Blatz, Vice Chair
Tucker Adams, Commissioner
Craig Brown, Commissioner
Marge Fay, Commissioner
David Hirschberg, Commissioner
Joe McAllister, Commissioner

Guidelines Subcommittee:
Tucker Adams
Susan Amend
Tom Bostrom
David Bury
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Alan Rains

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ARCADE PLAZA DESIGN CHECKLIST

This checklist to assist staff in reviewing projects, but is not meant to be used in-lieu of the Design Guidelines.

- ❑ Does the design reflect and/or compliment the Mission Revival style? Pg. 8
- ❑ Is the building oriented to the plaza with elements such as entrances, patios, awnings, windows, landscaping and paving? Pg. 10
- ❑ Are large, blank walls enhanced with landscaping, stucco relief, tile, etc.? Pg. 10
- ❑ If a new covered walkway is proposed, does it match that of the existing covered walkway system? Pg.12
- ❑ Are high quality materials and craftsmanship being proposed for trellis structures? Do they incorporate heavy timber with dark colored stains? Pg. 13
- ❑ If this is a new building, does it reflect the form, scale, and proportion (relationship of height and width) of existing adjacent buildings? Pg. 14
- ❑ If this is a new building, has the overall massing been broken up with variation in wall planes, heights and roof planes or by incorporating exterior stairways or balconies? Pg. 14-15
- ❑ Are any new roof slopes proposed, shallow and range between 3:12 and 6:12? Pg. 18
- ❑ Are Mission Revival style parapet roofs incorporated in flat roof designs and do they appear to be an integral part of the building not just tacked on? Pg. 18-19
- ❑ Has the rooftop equipment been screened so as not to be visible from the ground level? Pg. 19 Wall or window mounted HVAC units should not be used. Pg. 36
- ❑ If the design incorporates a mansard roof, is it high and deep enough to look like a true pitched roof? Pg. 19
- ❑ Refer to page 20 for recommended and discouraged roof materials.
- ❑ Does the building have a recognizable base, body, roofline, and entry? Pg. 22
- ❑ Refer to pages 23-24 for recommended and discouraged façade colors and materials.
- ❑ Refer to page 26 for recommended architectural details and accent materials.
- ❑ Is the entrance clearly identifiable? Pg. 27
- ❑ Are windows on the first floor pedestrian scale with clear glass panels that occupy 50-70% of the first floor frontage? Pg. 28
- ❑ Are windows oriented vertically (taller rather than wider) and rectangular or rectangular with a curved top? Pg. 28
- ❑ Refer to page 30 for recommended and discouraged window materials.
- ❑ Are proposed awnings made of cloth not vinyl, wood or terra cotta tile? Pg. 30
- ❑ Is the method of sign attachment to the building (i.e. bracket) integral to the overall building design? Pg. 32
- ❑ The overall length of a sign should not exceed 75% of the width of the building or space directly of above the storefront and should not dominate the building façade or project above the building roofline. Pg. 32
- ❑ Are selected sign materials high quality, low maintenance, and long lasting? Pg. 32
- ❑ Refer to pages 33-34 for specific recommendations for wall-mounted signs, hanging and projecting signs, awning signage, temporary signs, and prohibited signs.
- ❑ Are exposed pipes, vents, gutters, utility service areas (electrical panels, etc.) and flashing painted, concealed from view, or integrated into the overall building design? Pg. 36-37
- ❑ Does the design incorporate energy-efficient concepts such as natural heating/cooling, appropriate sun/wind exposure and orientation? Pg. 38
- ❑ Refer to pages 39-40 for landscaping guidelines.
- ❑ Are café table and chairs made of high quality materials? Resin and plastic should be avoided. Pg.41

Executive Summary

Located in the heart of downtown Ojai, the Arcade Plaza is a hidden jewel. It offers shopping and dining, as well as, a place to sit and relax. With the recent investment by the Ojai Redevelopment Agency the plaza will soon be revitalized. To fully realize the benefits of this revitalization effort, many of the buildings that surround the plaza will also need to be upgraded. This document provides a clear set of guidelines to strengthen the Mission Revival architectural character of the surrounding buildings, and unify the plaza. By following this easy to use document, property owners will be given examples and ideas on how to improve their building and contribute to reinvigorating the plaza area character.

These guidelines evolved through a series of meetings with members of the community and the Redevelopment Agency. The plaza buildings should compliment the existing Mission Revival architecture in the area and encourage both quiet private spaces as well as active public areas.

The first part of this document identifies document users, explains how to use it, and describes the preferred architectural style for the plaza. The second part of the document illustrates the architectural design criteria for all façade improvements and new construction. The criteria include suggestions for building form, massing, architectural elements, doors, windows, materials, signage, lighting, landscape, and furnishings. The last part of the document provides examples of possible improvements to various buildings within the plaza. To assist in reviewing a project, a simplified checklist is included in the back of this document. This checklist highlights key components of the guidelines that should be considered when reviewing renovations and new construction proposals.

The Arcade Plaza buildings not only frame the plaza but are key to creating the Mission Revival theme that will unify the plaza area. Striving for quality improvements and consistency, these guidelines will help create a welcoming environment attracting shoppers and pedestrians, and will promote a downtown full of economic vitality.

I. Introduction

Ojai Arcade Plaza is located at the heart of downtown Ojai. The City of Ojai Redevelopment Agency plans to breathe new life into this potentially thriving public space.

Originally, the plaza was created from an alley in the early 1980's as a redevelopment project aimed at invigorating what was then a seriously blighted area. Though today's plaza is a great improvement from the previous alley, however it was never fully developed as planned in the initial redevelopment project. A number of vacant properties were never developed, temporary improvements never made permanent, and many plaza improvements that were designed in the 1980's do not meet the City's expectations for a "revitalized" Arcade Plaza.

The Redevelopment Agency has since obtained ownership of one of the larger infill parcels and a Plaza Redesign Plan and Implementation Plan was adopted in 1999. Developing Design Guidelines for plaza building facades was one of the first steps outlined in the implementation plan.

Plaza Location

The Ojai Arcade Plaza is located between Ojai Avenue (Highway 150), Matilija Street, Signal Street, and Montgomery Street. The plaza is surrounded by the downtown business district where some local businesses back onto the plaza, and a few businesses face the plaza. There are quiet green spaces, large trees, shelter from traffic and noise, and just enough pedestrian activity to make the plaza a nice place to eat a quiet lunch or read a book. On the contrary, it is not currently a popular destination in the downtown and is not easy to find. Although the Arcade Plaza is a relaxing pedestrian space, there are significant opportunities for improvement to maintain its quiet elegance while providing added economic vitality to the downtown pedestrian core. These design guidelines for buildings surrounding the Arcade Plaza are important elements in the total revitalization process.

A. Application Process

As described in the Ojai Municipal Code, Title 10 – Chapter 2, Zoning Ordinance (section 10.46.010), all applications, within the guideline boundary, which include a physical alteration/construction shall be reviewed to ensure consistency with these guidelines. The Director may require that a project applicant submit design concept plans for preliminary design review before submittal of a formal application for a project deemed significant by the Director. The purpose of the preliminary consultation is to advise the project applicant of applicable design guidelines (such as this document), design review policies, and other specific design criteria that may affect the project's design.

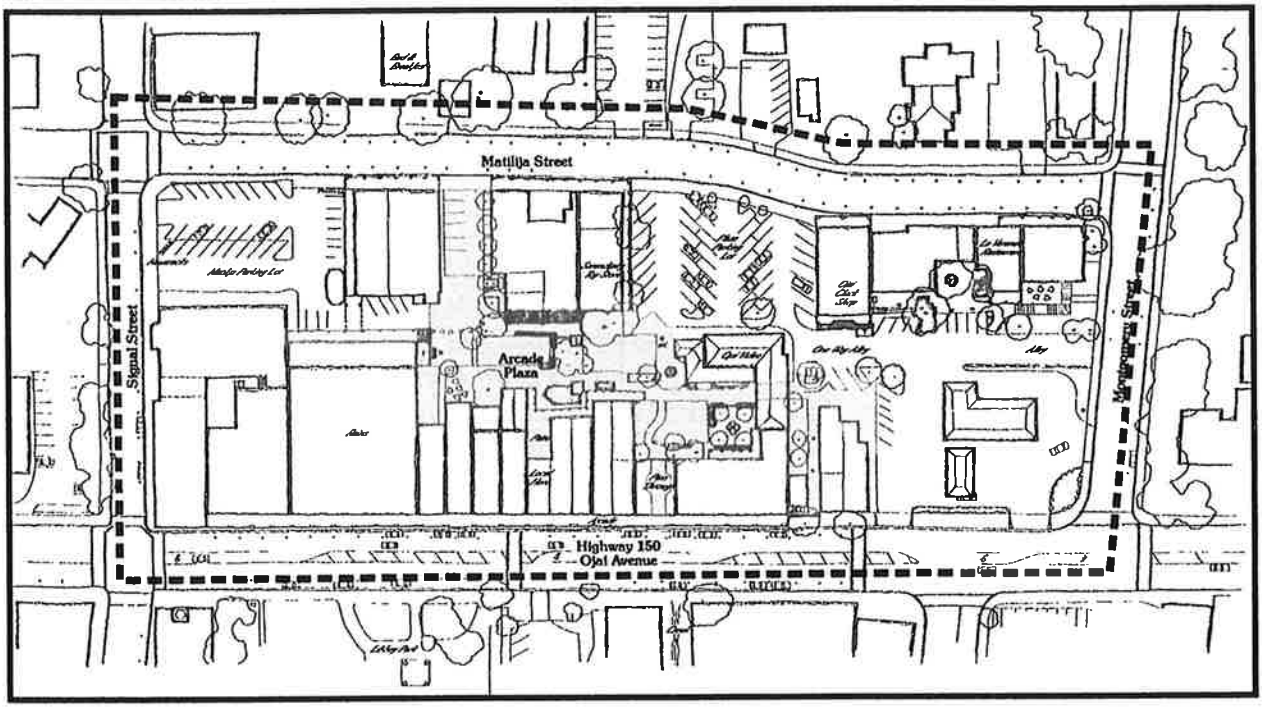
The Director, the Planning Commission, and the Redevelopment Commission (as appropriate) will use its discretion in applying specific guidelines in this manual to a particular project. Each guideline may not apply equally to every project. If a project is consistent with some of the guidelines and inconsistent with others, it will be up to the Director, the Planning Commission, and the Redevelopment Commission (as appropriate) to decide if the project is consistent with the overall intent of this document.

These guidelines are to be used for property within the designated "guideline boundary" as described below. Projects subject to the design review by the Planning Commission include:

- Projects applying for a building permit; and
- Any construction (with or without a building permit) that affects the exterior elevation of an existing structure.

1. Guideline Boundary

These guidelines pertain to the block between Ojai Avenue (Highway 150), Matilija Street, Signal Street, and Montgomery Street. Though the primary focus of these guidelines is to enhance the buildings that face into the Arcade Plaza, they have been written to also include buildings that face onto parking lots and adjacent streets. All new development on properties immediately adjacent to the plaza are encouraged to embrace the Mission Revival Style.



Ojai Plaza Arcade and Guideline Boundary

B. Purpose for the Guidelines

The purpose of the guidelines is to give clear and concise direction for the renovation of existing buildings and construction of new buildings. The intent is to create a welcoming environment that attracts shoppers and pedestrians. These guidelines offer simple solutions and recommendations to improve commercial buildings in a way that increases foot traffic and creates a unified architectural theme. The guidelines are intended to guide the creative and artistic approach of the designer rather than to stifle creativity.

1. Arcade Plaza Vision

During the public outreach process for the Arcade Plaza Redesign, the community clearly defined a "vision" for the Arcade Plaza. Below is a summary of that vision:

The plaza will act as the "Town Square" or "heart" of the downtown and enhance the small town experience of Ojai. As a tranquil yet lively space the plaza will be oriented to all age groups and provide a comfortable place for the community to interact and enjoy. Additionally, the plaza must be designed to support a healthy downtown business climate by creating a place where we can satisfy the human need to be in a pleasant environment.

The buildings that frame and surround the plaza play a big role in creating the desired character and realizing this vision. By enhancing these buildings, the plaza will take on an improved image, that will help create economic vitality for the plaza business.

2. Design Guideline Goals:

- Identify the architectural components, character, building forms, details, and other elements that should be enhanced during future improvements.
- Create a clear, concise and user-friendly document that is easy to administer.
- Provide basic design recommendations for property in the plaza area, promoting design creativity and variation while insuring consistency in building scale, style, and pedestrian orientation.
- Enhance community activity and the pride of ownership in the plaza area.
- Provide clear descriptions of architectural treatments that support the desired architectural character, yet allow for creative and whimsical artistic features.

3. Who will use these guidelines?

Property Owners:
The guidelines will provide property owners with a clear and simple design review process. This document will work in conjunction with the General Plan, Zoning, and Building codes for the City of Ojai and provide a clear set of expectations and responsibilities for property owners.

Design Professionals:
The guidelines will provide a clear and graphic direction for renovation and new construction. They will serve as an information tool that can provide a link between the property Owner and the Designer. They will clarify the desired architectural style for the plaza buildings and give ingredients of that style.

City Staff:
The guidelines are to be administered by city staff with simplicity and clarity in assisting the general public with project processing. The guidelines will serve as the basis for evaluating proposals for compatibility and compliance. City staff will also use these guidelines when working with the Redevelopment Commission and Agency, the Planning Commission, and the City Council.

Review Agencies:
The guidelines will provide the Redevelopment Commission and Agency, the Planning Commission, the City Council, and other reviewing agencies with a basis for evaluating proposals for compatibility and compliance.

C. Architectural Character

The Ojai Avenue arcade and pergola exemplify the Mission Revival architectural style that is desired for the Arcade Plaza Area. This style, common throughout downtown Ojai, originated in the early eighteenth century. Inspired by the missions built by the Franciscans in California and the Southwest, Mission Revival became popular in the late 1800's. Reacting to the popularity of the Colonial Revival style in the northeastern states, California architects began embracing the historic mission architecture. With the 1893 opening of the Colombian Exposition in Chicago the Mission Revival style began to flourish.

Authentic Mission architecture was kept simple in design and ornamentation due to a lack of skilled labor and a limited access to building materials. The California missions were typically a simple design constructed of adobe bricks. The walls were thick and the arches were low to support their own weight while long eaves where constructed to protect the adobe walls. Rooflines typically were formed at a low pitch or with shaped parapets. Looking at the origin of the Mission Revival architectural style, helps us understand the basic ingredients of this style predominately found in downtown Ojai.

Architecture surrounding the plaza should be both unified with the downtown Ojai Mission Revival architectural style and support the design of the plaza itself. Plaza buildings should incorporate innovative, artistic, and whimsical elements to intrigue the visitor yet embrace the Mission Revival style. Through repetition of Mission revival architectural elements, the plaza area will be unified with a consistent theme.

Architectural features and elements in the plaza area should be "non-standard" where feasible, reflecting Ojai's natural environment and unique character. Opportunities should be given to involve artists and other professional designers in the design of features such as: signs, lighting fixtures, benches, wall-fountains, etc.

Design Features Typical of Mission Revival Style Architecture

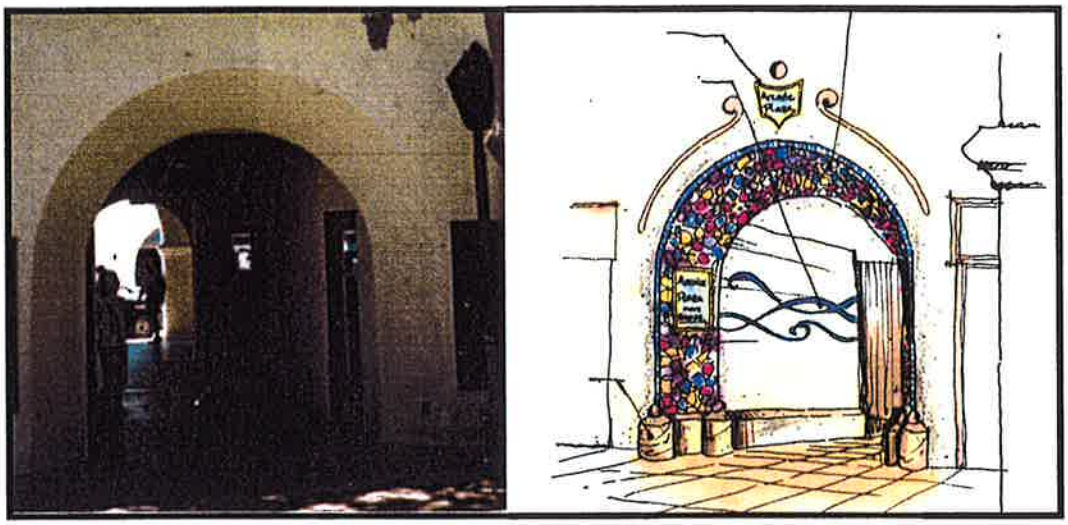
- Symmetrical facades with a simple square or rectangular plan.
- Asymmetrical facades commonly found with square or rectangular plans and occasionally with rambling compound plans
- Relatively smooth stucco (cement plaster) walls with hand-troweled finish
- Arched door and window openings
- Scalloped, parapeted gable ends
- Low pitched red clay tile roofs
- Facades often extend upward to form an arched, S-curved or angled parapet
- Deep overhanging eaves with exposed rafter tails, beams, and corbels
- Quatrefoil windows
- Sparse ornamentation, usually terra cotta or concrete in Islamic or Sullivanesque patterns
- Bell towers
- Porch roofs supported by large square piers
- Deep door and window reveals to give appearance of thick walls
- Ornamental iron grille work on windows, railings, or for decoration
- Exterior stairs and balconies
- Multi-paned windows
- Heavy timber with dark stain
- Decorative tile accents

Mission Revival elements in downtown Ojai

II. Architectural Design Criteria

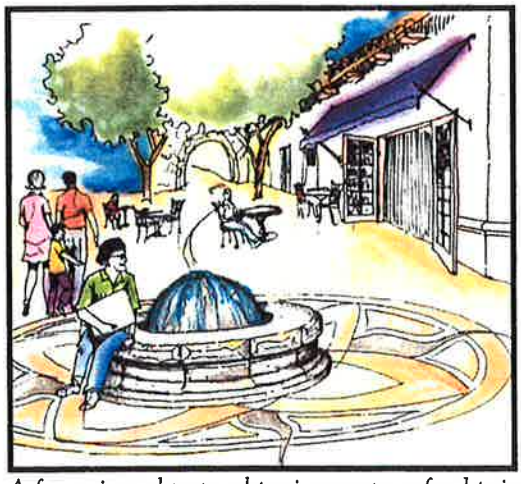
A. Site Planning and Design

Site planning refers to the arrangement of buildings and parking areas, the size and location of pedestrian spaces and landscaping, and how these features relate to one another.



Pedestrian linkages to the plaza should be enhanced.

- Pedestrian linkages to and from the plaza should be enhanced with signage, landscaping, public art, and/or special paving.
- Focal points should be developed to create a definite sense of identification and draw people through the plaza. Landscape, fountains, artwork, textured pavement, changes in pavement levels, and building features may be used to create focal points.



A fountain and textured paving creates a focal point.

Focal points draw people into the plaza.

Outdoor seating adds atmosphere.

- New development / renovations / additions are encouraged to incorporate public art consistent with the City's one percent public art program.
- Each property is encouraged to have its own identity, yet integrate with adjacent properties.
- Where possible, buildings should be oriented to create and define usable outdoor spaces. These spaces should have a variety of microclimates, such as shady, sunny, warm, cool, open, and private.
- Buildings abutting the arcade plaza are encouraged to:
  - Orient business toward plaza. This can be done with entrances, patios, awnings, windows, landscaping, and paving.
  - Enhance large, blank walls with murals, landscaping, stucco relief, tile, etc.
  - Provide outdoor seating and tables to add to the pedestrian atmosphere in the plaza.
- Entries to buildings should be individualized, be clearly identifiable, integrated with adjacent landscaping.
- Pedestrian walks should provide logical linkages to surrounding sidewalks, connections through the parking lots, and to adjoining uses.
- Loading, trash, and storage areas should be located away from seating areas and screened from public view and designed to fit with the plaza's Mission Revival style architecture. (See Section G – Utilitarian Aspects of the Building.) (Refer to Approved Plaza Master Plan for trash and recycling storage areas.)

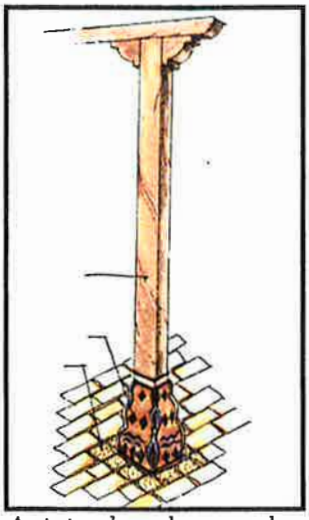
B. Semi-Private Spaces

An important part of building design is the treatment of semi-private "transitional" spaces. These spaces link the outdoor public spaces to the indoor private spaces. The features addressed in this section include stairways, balconies, patios, courtyards, trellises, colonnades, and low "half" walls. These features add human scale and variety to buildings.

Stairway design should be integrated with the building's overall character and design.

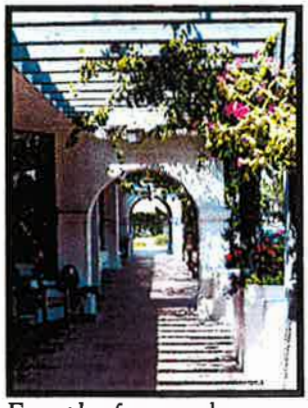
Semi-private patios are encouraged.

- Architectural features that create semi-private, spaces between buildings and streets, such as porches, balconies, patios, staircases and courtyards are encouraged. These features should be fully integrated into the overall design to avoid the appearance of being an afterthought or "tacked on".
- Stairway location and design should complement building form and massing.
- Pre-fabricated metal stairs are discouraged.
- Stair treads (steps) should be covered with non-slip tile, stone or other low maintenance materials that compliment the building's overall design.
- Patios and courtyards with outdoor seating are encouraged. Potted plants, trellis structures, and sculptures can be used to define these spaces.
- Covered walkways provide a visual, as well as protective linkage between uses. These walkways may occur at building street frontages, between buildings, from buildings to parking lots, and within a parking lot.
- New covered walkways should have a similar design made with similar materials as the existing covered walkways.
- Enclosed walkways or "pass-throughs" should incorporate elements that draw people into the plaza. This can be done with paving, wall treatments, lighting, and public art.
- Enclosed walkways provide an opportunity for pedestrian scale wall treatments such as murals, tile treatments, sculpture, alcoves, or vines.



Artistic column bases can be used to add character and a sense of stability.

Existing covered walkway.



Example of an arcade.

1. Arcades, Covered-walkways, and Trellises

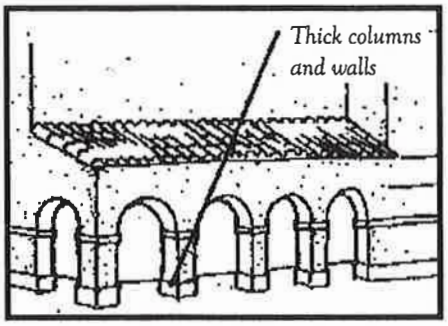
The existing Ojai Avenue arcades and covered-walkways have been identified as vital and functional architectural components. In the plaza area there exists three types: 1) the Ojai Avenue arcade, 2) the terra cotta tile roofed covered-walkways in the interior plaza, and 3) attached arcades integrated into buildings (along Matilija Street and parking lot). These guidelines are for both building new or revitalizing existing arcades and covered-walkways within the plaza area. Any new proposed covered walkways should match the existing design. An exception to this would be when an artistic column base is incorporated.

Arcades and covered-walkways consist of three basic elements:

- Columns
- The detail and articulation corner (top of column)
- The underside of the arcade/covered-walkways.

Arcade / Covered-walkway Columns

- Arcades should have a sufficient wall column thickness emphasizing a sense of strength, balance, and traditional masonry proportions. This proportion and massing is essential to the Mission Revival Architectural style.
- Columns can vary slightly in size, frequency, material, and proportion, but the support itself should appear solid and provide a sense of stability.
- Simple pipe or square tubing, although functional, is not consistent with the Mission Revival Architectural style. These types of support columns should be avoided.
- The base of columns should have a distinct material application or relief treatment. This application should extend a minimum of 12" above the base.
- The top of the column should also be treated as a terminus or transition to the horizontal support.



Arcades attached to buildings should possess traditional masonry proportions.

Column bases should be large enough to provide a sense of stability.

Underside of Arcade

- When selecting materials and determining the level of detail to apply on this surface, priority must be given to visibility. The underside of the arcade/covered-walkway will be very visible from a pedestrian point of view. Avoid unfinished looking treatments.
- The appropriate treatment of this surface will enhance the effectiveness of signage.
- Proper attachments for signage should be utilized at every application. Screw in "J" or "eye" hooks are not allowed.
- Locate and select lighting that does not create glare or an unsafe situation for pedestrians. Low level, upward lighting, or soffit lighting, is more appropriate than "spot" or "down lighting". Lighting that is directly focused on signage may be appropriate if carefully applied and controlled.

Trellises

- The use of trellises along blank walls are encouraged. This will add interesting shade and shadows detail and create an opportunity for climbing vines on bare walls.

Trellis used along blank wall to accent entry and add interesting shade and shadow detail

- Heavy timber with dark colored stains should be used for trellis structures.
- High quality craftsmanship should be used on trellis structures.
- Trellises can be used to enclose trash and storage areas.
- Trellis structures can be used to shelter parking areas, outdoor seating areas or accent entries.

C. Building Form and Massing

Building forms and facades have an impact on the cohesiveness and comfort of a space. It is particularly important in a plaza which is surrounded by buildings such as the Arcade Plaza, that the form and massing of these buildings be proportionate to attract pedestrian activity. Where infill buildings are being constructed, or existing structures upgraded, design principals including continuity, proportion, mass, scale and rhythm will help create an aesthetically pleasing façade and plaza.

1. Continuity

Continuity among individual buildings in the plaza area will contribute to a unifying identity. Repeating form and massing elements on building facades, i.e. wall planes and modulation, window and door arrangements, entries, transoms, awnings and parapet treatments, will help create continuity with the plaza area.

- New buildings should reflect the existing form, scale, and proportion (relationship of height and width) of adjacent buildings.

2. Building Mass

Mass is defined as a three-dimensional form such as a cube, box, cylinder, or pyramid. The way the forms are sized and combined directly relates to the way buildings feel to a pedestrian. Voids or open spaces in the forms can change their appearance and make the building more interesting and less imposing.

Vertical and horizontal articulation reduces a building's apparent mass.

- Changes in vertical planes break up a box-like appearance. Vertical elements such as pilasters help create "bays" to give the appearance of several smaller buildings.
- Massing design may include:
  - Variation in the wall plane (project and recess)
  - Variation in wall height
  - Roofs located at different levels
  - Exterior stairways
  - Balconies

Balconies on upper floors are encouraged and help to break up large massing.

- Architectural elements, materials, and colors can emphasize or de-emphasize a building mass.
- Upper floors may be appropriate to accommodate balconies, seating and other architectural treatments.
- Multistory buildings should incorporate some one-story elements to "soften" the buildings overall mass.
- Massing of columns, walls, parapets, and window openings should reflect permanence by emphasizing thickness and mass.
- Projections and recesses are encouraged to add texture and differentiation between buildings. These elements could include recessed storefronts that are large enough to accommodate seating along a sidewalk. Entry portals proportional to the buildings with columns and a detailed roof or balcony also add texture.

3. Scale

Scale is the proportion of one object to another. "Human" or "intimate" scale incorporates building and landscape elements that are modest in size. "Monumental" scale incorporates large or grand building elements. Buildings within the plaza area should incorporate human scale elements.

- Architectural details that relate to human scale such as arches, trellises, or awnings should be utilized.
- Articulated storefronts with carefully arranged doors, windows, arches, trellises or awnings, rather than blank walls, should face onto the plaza.

4. Rhythm

Rhythm describes the relationship of building components, as well as the relationship of individual buildings to one another.

Example of windows establishing rhythm.

- Rhythms can be the simple repetition of one or more architectural details.
- Rhythm may be expressed by changing materials or color.
- Rhythm may be expressed by using elements such as columns and windows.

5. Proportion

The ratio of one dimension to another, such as the width of a building to its height defines its proportion. Exaggerated proportions can create awkward buildings.

- Proportions that have historically been related to the selected architectural style, Mission Revival should be utilized.

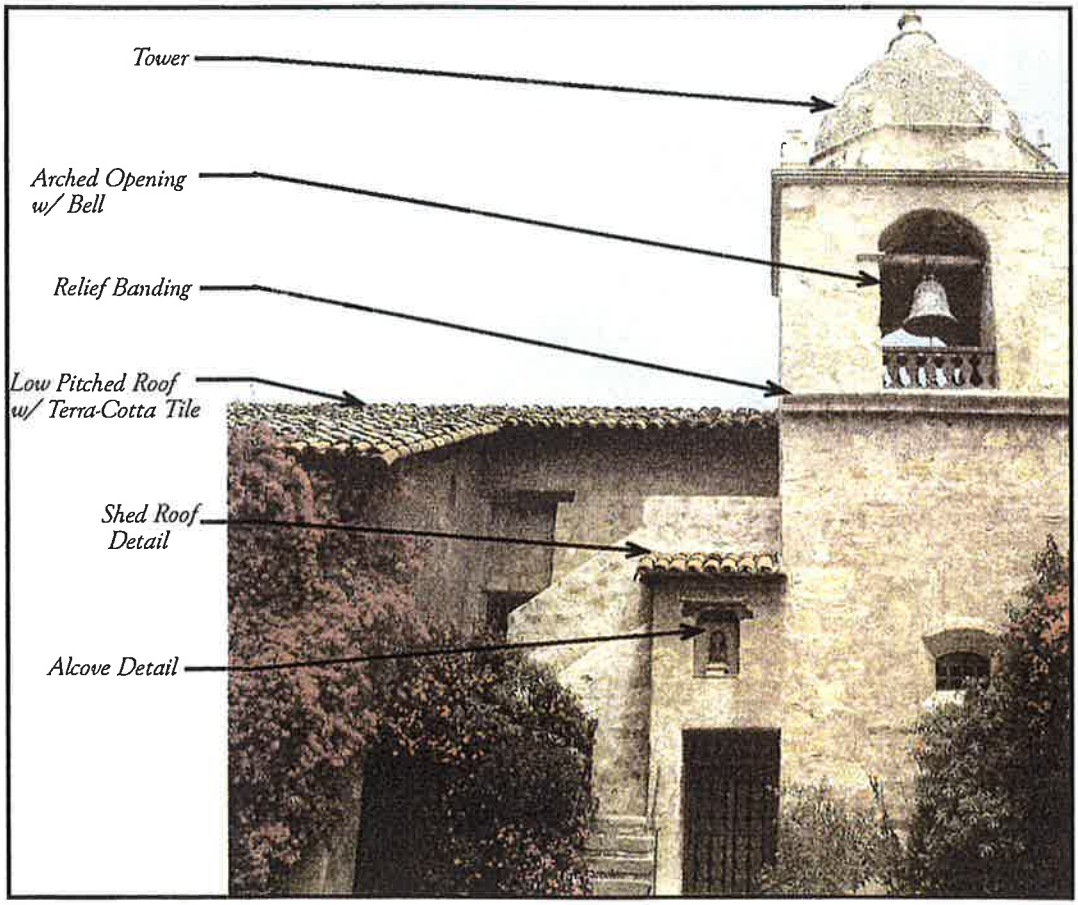
6. Balance

The visual equality between elements describes its balance. Harmonious visual balance is important regardless if building elements are symmetrical or asymmetrical.

D. Building Elements

To a large degree, the architectural style of a project is dictated by the building elements and architectural details. This includes the colors, materials, architectural features, lighting, roof forms, and signs. Architectural elements should be complimentary and work well together to create a uniform project identity. In addition, building forms and elements should be designed to discourage public access to roof structures.

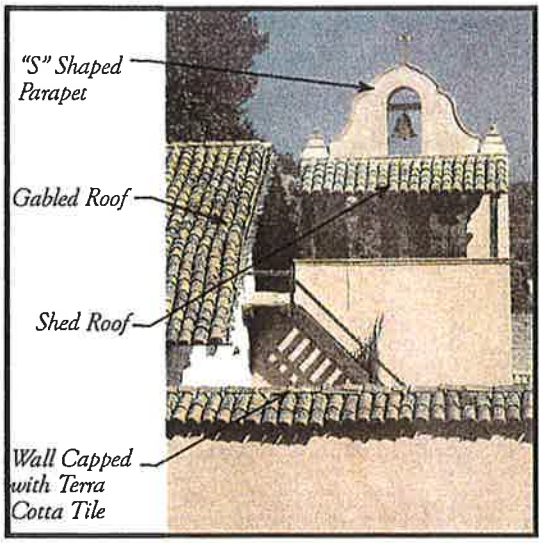
The following guidelines address materials as they relate to roofs, walls and facades, windows, doors and other related features. Maintenance, vandal resistance, long and short term costs, functionality, and appearance should all be taken into consideration during the design process.



Building elements add interest to building facades.

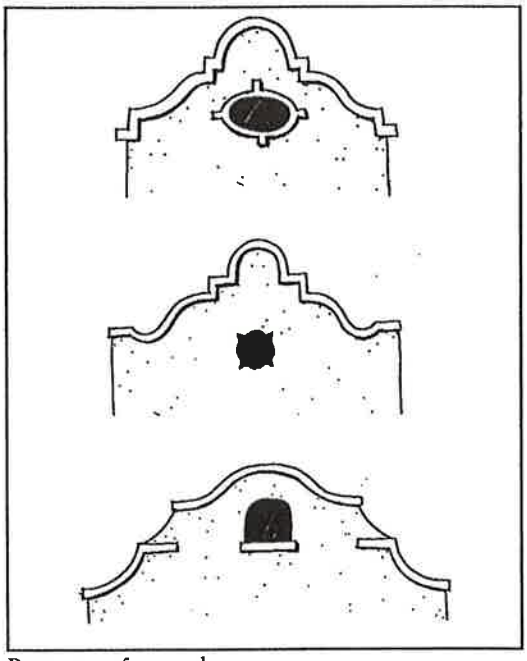
1. Roof Forms and Materials

One of the most important factors in defining a building's overall character is the roof design. This includes roof shape, form, slope, material, texture and color. To ensure consistent architectural quality throughout the Ojai plaza, building roof treatment should be representative of the design and scale of the balance of the building. The following roof design guidelines apply to all structures in the project area.



Varied roof forms add visual interest to buildings.

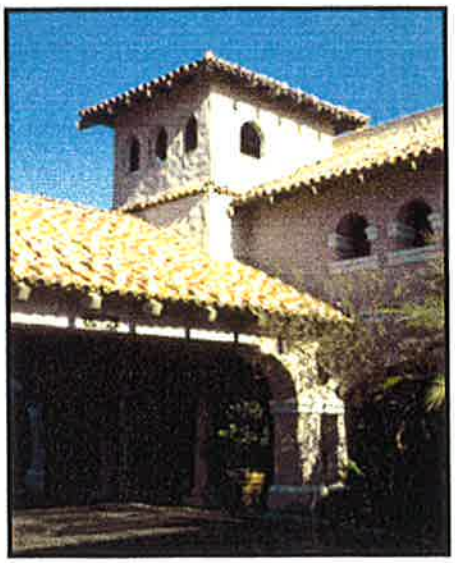
- Slopes of pitched roofs should be shallow and range between 3:12 and 6:12. Steeply pitched roofs greater than 6:12 are strongly discouraged.
- Gabled, hipped (including pyramidal) and shed roofs are encouraged.
- Parapets are encouraged on flat roofs. Mission Revival style incorporates parapets with "S" shaped forms.
- Decorative chimney forms and cupolas are encouraged.


Parapet roof examples.

Decorative chimney form.

All visible sides of roof forms should have a finished look.

Exposed rafter tails are encouraged.



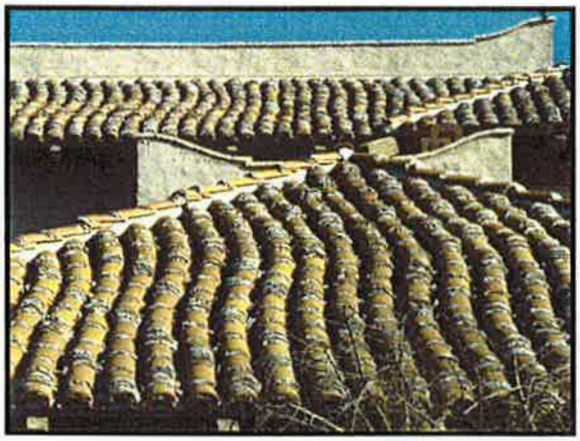
Mission style tower elements are encouraged.

- Roofing that is visible from upper stories should be aesthetically pleasing.
- Roof parapets should not appear "tacked on" and should convey the same feeling of permanence as the balance of the building. The material used on the "cap" and visible sides of roof parapets should be detailed and finished in the same manner as the "front" to ensure overall architectural integrity.
- Roof parapets should be well-detailed, three-dimensional, and of substantial size to complement a building.
- Continuous mansard roofs are discouraged.
- Exposed structural elements (beams, trusses, frames, rafter "tails", etc.) are appropriate roof overhang details.
- Exposed rafter "tails" should not extend beyond the roof overhangs.
- Deep roof overhangs are encouraged especially when used in arcades, verandas or where they're specifically used to enhance passive solar design.
- Tower elements with roof forms that reflect the Mission style are encouraged.
- Barrel tile caps at roof hips and ridges are encouraged.
- Rooftop equipment should be screened and not visible from ground level at any distance. Buildings with flat or low pitched roofs should incorporate parapets, pitched facades, or architectural elements designed to screen roof mounted mechanical equipment and to be architecturally compatible with the design of the building facade.
- Mansard roofs should have a roof pitch that is high and deep enough to look like a true pitched roof.

Recommended Roof Materials

- Clay or integrally colored concrete roof tiles.
- "Mission" or "Barrel" shaped roof tiles.
- Roof tiles can be grouted or ungrouted.
- "Terra Cotta" and other red/earth tone roof tiles.
- All ridge and hip caps should coordinate with field tiles.
- Visible portions of "built up" or other flat-roof materials should be colored or covered with aggregate that is compatible with the color and design of adjacent roofing and façade materials.
- Roof materials and colors are important aspects of the overall building design. Visible pitched roofs should use terra cotta colored tiles.

Grouted terra cotta tile roof



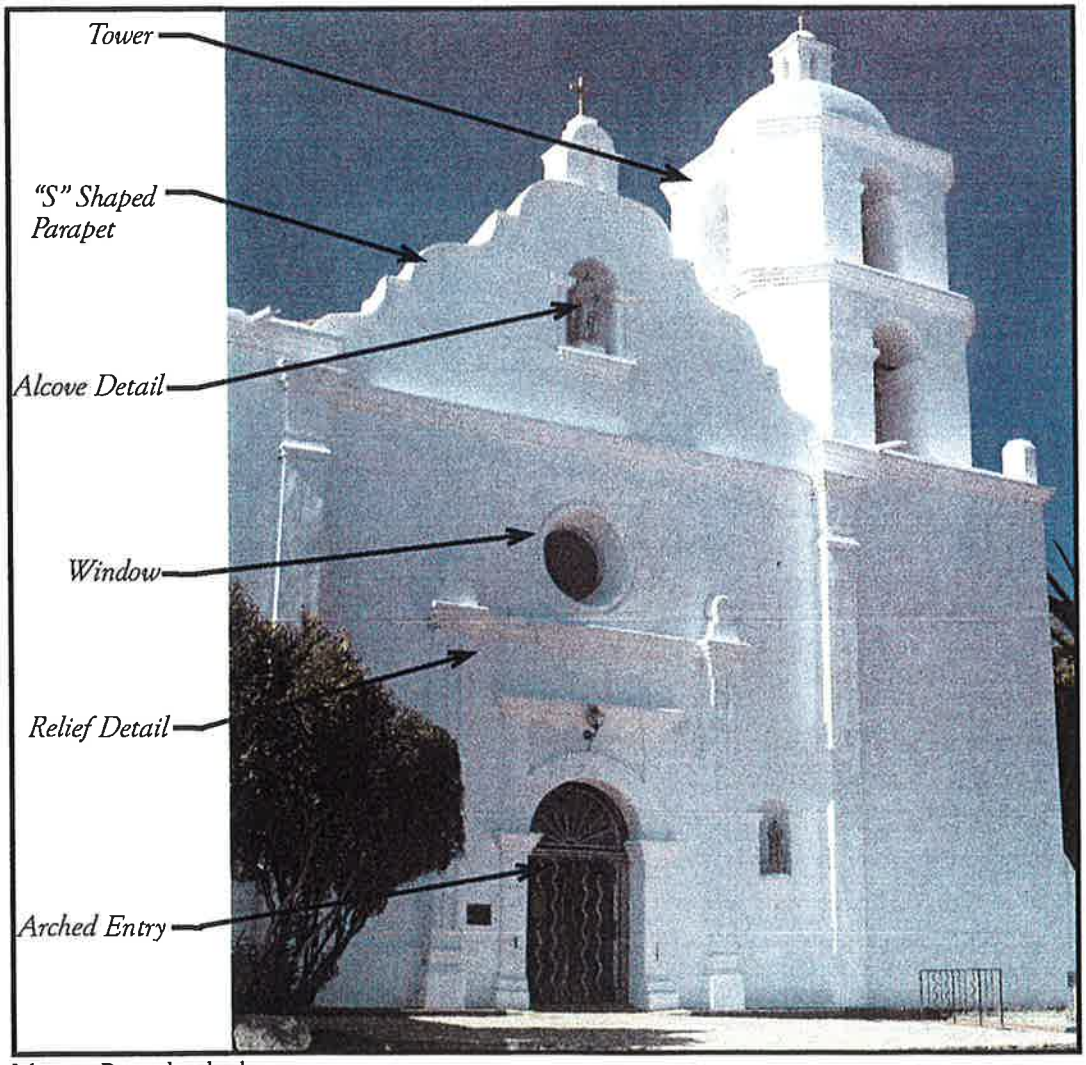
Barrel shaped terra cotta tile roof.

Roof Materials That Are Discouraged

- Highly reflective or brightly colored materials (high gloss tile, unpainted metal flashing)
- Low-profile composition roof tile, wood and/or hardboard, or synthetic shingles and shakes
- Simulated clay tile roofs (pressed metal roofing)
- Corrugated fiberglass or metal ("tin") panel roofing
- S-tiles should not be used.

2. Walls and Facades

As is the case with building roofs, the design and materials used for walls and facades play an important role in determining a building's overall character. Buildings of large size should be designed to avoid box-like appearance with "blank" walls. Vertical and horizontal articulation of a building's facade help provide visual interest. Use relief molding forms, color, or special materials to accentuate the building base. Architectural details should be used to enhance the buildings and adjacent pedestrian spaces by adding color, shadows, and interesting forms. The following guidelines will give examples of architectural details and forms that can be incorporated on new buildings and/or existing building renovations.



Mission Revival style elements.

- Large bare walls should be articulated with varied reveal and relief patterns such as molding, texture changes, and architectural details. These measures create distinct shadow patterns resulting in the increased perception of depth and variety. Wall surfaces should not exceed approximately 250 square feet or continuous runs greater than approximately 30' without some form of articulation as described above.
- The articulation and material use on a building façade should be appropriate to the Mission style.
- Exterior walls/facades, especially at ground level, should include windows, trellises/arcades, roof overhangs, reveals, wainscots, varied materials and other architectural elements. This articulation contributes to a building's character, provides visual diversity, and enhances pedestrian scale.

Wall relief elements and wall fountains are encouraged.

Balconies help add interest to a facade.

- Large "Blank" walls are discouraged. See architectural details and accents.
- Articulation/detailing of exterior walls at ground level should be integrated with landscape features (trees, plants, walls, trellises and unique land forms) to ensure appropriate transition from ground to wall plane.
- Building base (also called bulkhead or wainscot), which use varied texture and/or color with terra cotta or glazed tile accents are encouraged at ground level areas and gathering nodes.
- Wall/façade elements should express building function, structure and scale and should illustrate a fully integrated design.
- Smooth and Spanish Mission styled stucco surfaces with tile accents are encouraged.
- Building facades and walls should have subdued medium to light colors with darker, richer and brighter colors used as accents or special features.
- Each building should have a recognizable base, body, roof line, and entry.
- Varying materials between base and body of a building can break long wall planes.

Trellis structures add shadow and interest to building facades.

- The material palette for building in the plaza should reflect the materials commonly found and used in the region including those used in the area's historically significant buildings. Although the selected building materials will play a large part in establishing a design character, the appropriate architectural detailing of these materials will ensure that the plaza has a feeling of quality, permanence and timelessness.
- Materials should also compliment the natural landscaping and the Mission Revival architecture in the area. Natural materials such as stone, terra cotta tiles, boulders, and wood should be used throughout the plaza. Colorful tile, ornamental glass, stucco, and wrought iron detailing should be use to accent areas and bring color to the design.

Recommended Façade Colors and Materials

- Cement plaster or synthetic plaster (EIFS) in medium to light muted earth toned colors.
- Glazed or unglazed tile used as accents on a building's base, walls and columns are encouraged.
- Artistic elements and accents such as mosaic are encouraged.
- Stone or simulated stone (i.e., river rock) used as accents are encouraged.
- Cast and precast concrete with a texture/finish appropriate to the building's design. This material is acceptable on building bases and columns/ pilasters. Concrete used as a finish material may be used if painted or tinted to an approved color.

Simple accent details on smooth stucco walls are recommended.

- Terrazzo and architectural terra cotta used on building columns, bases or as accents.
- Heavy timber construction used in trellises, roof overhangs, balconies and other architectural elements. All wood materials must be properly detailed and finished (preferably stained) and should not be left in a "raw" unfinished state.
- Foam details may be allowed if it is applied above 6' high and consistent with the Mission Revival style.

- The creative blend of traditional historic materials and today's technologically advanced building materials/systems is encouraged.
- Buildings should keep a balanced color palette between base colors and "brighter" or "darker" accent colors on each building.
- Colors should be used that reduce sun glare on wall planes by using flatter, muted colors, i.e. avoiding bright whites.
- Door and window trims, awnings, and wall tiles provide opportunity for color that adds interest and texture to storefronts or building bases. Color of trim should be coordinated with the wall colors.
- Colors should be coordinated with other adjacent buildings.
- Colors should compliment natural / unpainted materials used on the facades such as pressure treated wood, terra cotta, and tile.

Medium to light earth-toned colors are most suitable for the project.

- Large areas of intense light color should be avoided. While more subdued colors usually work best for overall building color, darker accent colors are appropriate for trim, windows, doors, and key architectural elements.

Façade Colors and Materials That Are Discouraged

- Highly reflective or brightly colored materials, except as accents
- Concrete block (smooth, split-face, etc.)
- Brick masonry
- Wood or simulated shingles or shakes
- Corrugated fiberglass or metal ("tin") panels
- Simulated stone or masonry
- Vinyl or sheet metal siding
- Plywood, hardboard or dimensional lumber
- Wood and composite horizontal or vertical siding
- Bright whites and other colors that will create a glare.

Articulate all sides of buildings.

Alcoves are common Mission Revival elements.

Balconies with decorative supports are encouraged.

3. Sides and Backs of Buildings

Consistent architectural design and detailing should be provided on all sides of a building to help eliminate obvious "side" and "back" of building appearances.

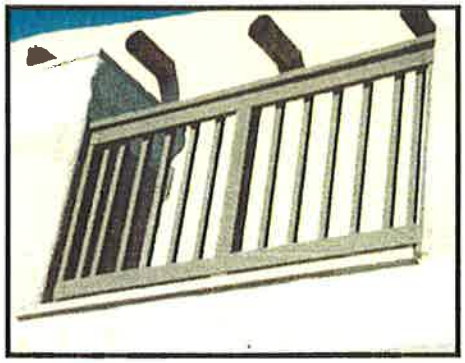
The facades next to the vacant parcels currently have blank walls. If the City eventually purchases the vacant parcels, these blank walls will be incorporated into new facades and enhanced with architectural details, windows, and doors. Until then, blank walls should be enhanced with temporary treatments like landscaping and paint treatments

- Murals, trellises, or vines and espaliers should be placed on large expanses of walls at the rear or sides of buildings to soften and create interest.
- Wall-mounted lighting should be provided between buildings to ensure security. (See Lighting.)

4. Architectural Details and Accents

Accents and architectural details are features on a building that can provide visual interest, variety, and quality in appearance.

- Alcoves or niches are common Mission Revival elements and are encouraged.
- Flashing details, gutters, downspouts, and vents should be designed to complement the building's overall design.
- Decorative wrought iron should be utilized at railings, gates, etc. and should be painted to coordinate with any wrought iron light fixtures or other features. Rich, dark to black colors are recommended.



Wood railing

Iron railing

Wall fountain with colorful tile.

- All railing including stairway handrails, guardrails and decorative railing should be constructed of wood or metal and should be stained or painted to coordinate with other building features/elements.
- Subtle artistic and unique accents are encouraged.

Subtle artistic and unique accents are encouraged.

Recommended Architectural Detail and Accent Materials

- Glazed or unglazed ceramic or clay tile in rich colors at window/door surrounds, address identification placards, bulkheads, architectural lighting, seating, and other details
- Terra cotta tile
- Wood canopies and trellises
- Stained wood in dark color
- Wrought iron (black or dark brown) ornamental iron work at windows, railings, etc.
- Stone or river rock (local stone preferred)
- Artist designed elements

Arched opening

Wrought iron grill work over window

Roof overhang at entry

Wall planter

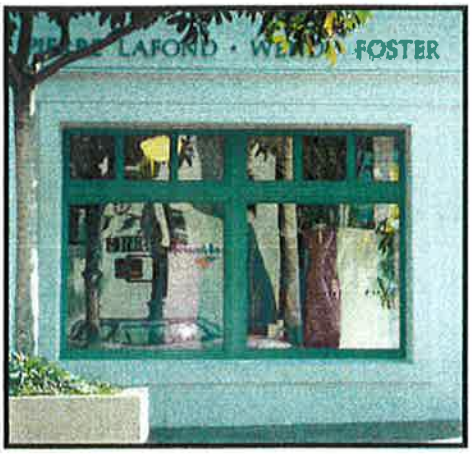
5. Entries and Doorways

It is important that the main entrance to a building is clearly identifiable. It is the primary point of arrival and should be treated as such.

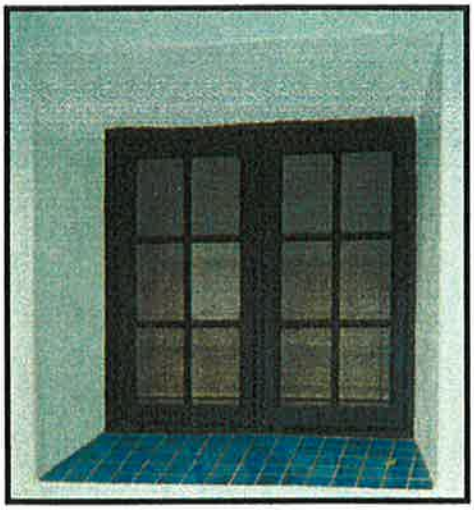
Designs should incorporate one or more of the following methods in the entrance design.

- A change in wall plane or wall articulations around the door will help accent the entry.
- Placement of art or decorative detailing at the entry.
- A projecting element above the entrance.
- A change in material or detailing.
- Architectural elements such as flanked columns, archways, or decorative fixtures.
- Recessed doors, archways, or cased openings.
- A portico or formal porch projecting from or set into the surface.
- Changes in the roofline, a tower, or a break in the surface to the subject wall.
- Upper floor entries should have their own distinct design that compliments the main building frontage.
- When possible, awnings, tiled roof canopies, or trellises accenting the entries should be incorporated into the building façade.

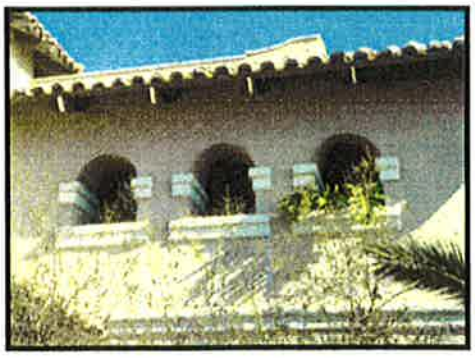
Columns, signage and building form helps accent entry.



Storefront windows located on the first floor distinguish it as a publicly oriented space.



Recessed multi-paned operable windows are encouraged.



Example of Mission Revival arched window / openings.

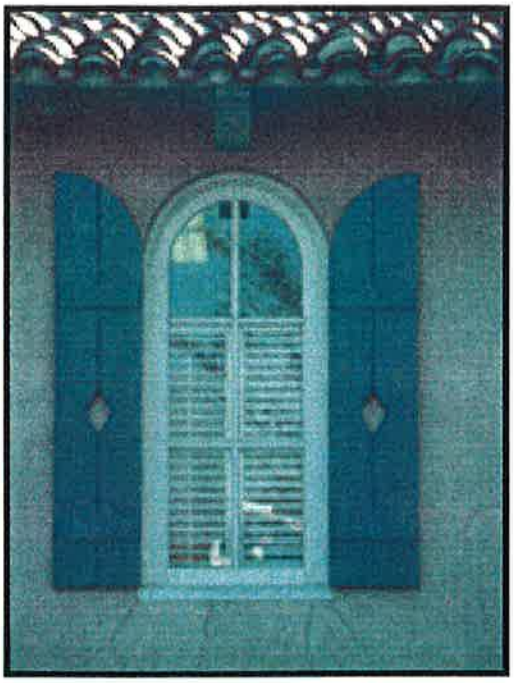
6. Windows, Doors, and Storefronts

- At the street level, windows should have pedestrian scale and detail.
- Clear glass is recommended facing onto plaza walkways to create interesting interior shop views for pedestrians. Heat gain can be limited by implementing awnings, recessed storefronts, polarized glass, or professionally-applied UV film.
- Windows on upper floors should reinforce the typical rhythm of upper story windows found on traditional Mission style buildings.
- The first floor of commercial buildings should contain storefront windows to help distinguish it as a more publicly oriented space. Storefront windows, when combined with entry doors, should occupy 50% to 70% of a first-floor frontage.
- Windows may be accented with wall planters or window boxes at their base.
- Operable windows are encouraged to provide natural air circulation and allow interchange between indoor and outdoor spaces.
- Windows should be rectangular or have arched tops and be vertically proportioned (taller rather than wider).
- Multi-paned windows that are consistent with the Mission style and are encouraged.
- To further reinforce the sense of quality desired, windows and doors should be recessed into the wall. Windows flush with the adjacent wall plane are discouraged. All windows, including storefront window/window-wall systems should be recessed to create pronounced shadow lines.

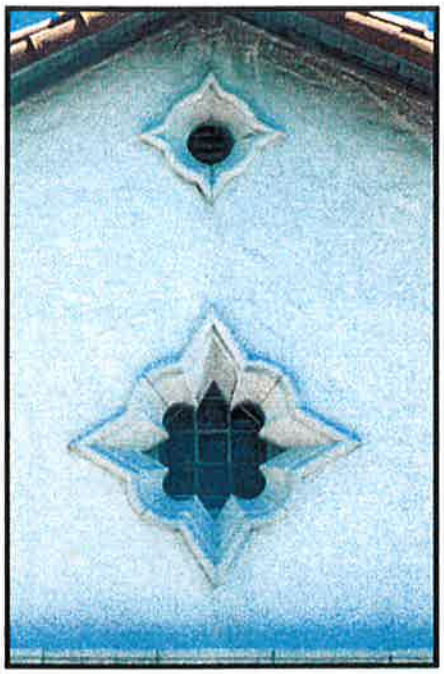
Paint, tile, awnings should be used to articulate and accentuate openings.

Wood slatted awnings add color and interest to windows.

- Openings should be articulated/accentuated with paint, tile, shutters, awnings, plant shelves/planters or other appropriate architectural features. These features and the various shadow patterns created throughout the façade add a rich visual texture to a building.
- A rhythm created by multiple window openings is common in Mission Revival architecture and is encouraged.
- Small scale square, circular and arched windows are permitted if appropriately used in conjunction with the other window and door openings on a façade as they relate to the building's design character.
- Door and window hardware should be of a high quality and should have a design, finish and color that complements the overall project character.
- Arched openings or windows are appropriate to the desired style of the Ojai Arcade plaza.
- Divide storefront windows into a series of vertical windows. Large window panes are discouraged.
- A consistent use of window style, size and related trim or accents on a building is recommended to simplify a building's elevation, ensuring a consistent character.
- Provide adequate space between windows and adjacent roofs, wall corners or other features.
- Skylights should be appropriately detailed and should relate to the overall design concept in their form, location and color.



Arched multi-paned window.



Quatrefoil windows are common with Mission Revival architecture.

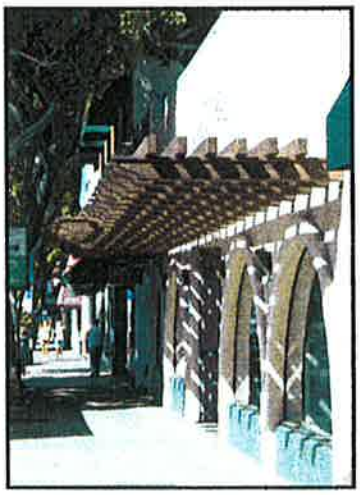
Recommended Door and Window Construction Materials

- Though the materials are important, it is the profile and proportion (width) of the window frames that reflect the desired Mission Revival style.
- Clear or very lightly tinted window glazing
- Acceptable frame colors include off-white and medium to dark earth toned colors
- Painted, or stained, wood window sashes, frames and doors
- Canvas, wood, or terra cotta tile awnings at doors and windows in rich, medium to dark colors
- Plaster, terra cotta, stone, wood, tile, or other compatible door and window "surrounds"
- Wood casement windows are preferred, due to their more natural and substantial form
- Accent windows of leaded, etched, beveled, and colored glass consistent with the style of building.
- Authentic wood mullions should be used to divide window panes.

Door and Window Construction Materials That Are Discouraged

- Clear anodized/mill finished aluminum window frames
- Reflective or colored glazing, this includes black and silver
- White or "frosted" plastic skylight lenses
- Aluminum storefront type systems

Canvas awnings help accent entries and add color to the facade.

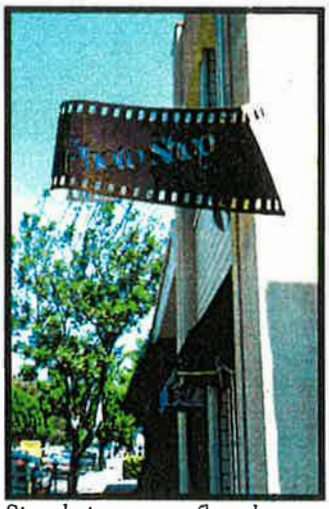


Wood trellis structure acts as an awning providing shade interest to facade.

Cloth umbrellas are encouraged.

7. Awnings and Umbrellas

- Awnings add color, forms, relief, and pedestrian protection from the elements. They may also create a space for identification signage.
- Awnings, as well as signage, help to clearly demarcate building entries and help orient pedestrians.
- Awning maintenance should be in accordance with the awning manufacturer's care instructions. The life of the awning is generally not expected to exceed eight to ten years. Property owners should not propose installing awnings unless they are prepared to replace the awnings every eight to ten years.
- Awnings with imprinted signage are encouraged. Lettering style and size should be in scale with the awning and adjacent awnings subject to the existing sign ordinance. (Refer to the awning sign section, page 34)
- Awnings and umbrellas should be made of cloth (not plastic or vinyl, wood or terra cotta tile) and should be high enough so as not to block visibility of pedestrians.
- Awnings should not be wrapped around buildings in continuous bands. Awnings should only be placed on top of doors, windows, and other openings where arcades are not utilized.
- Awnings should not dominate the facade, but should be in scale with the rest of the building.
- Awnings and umbrellas should be regularly maintained and kept free from tears, fading, and stains.
- Awnings, if lighted, should be lit with the direct, architecturally interesting and appropriate fixtures such as "gooseneck" type fixtures.
- Awnings should be placed within vertical elements when the facade of a building is divided into distinct structural bays.
- Fabric and wood slatted awnings are encouraged on storefronts and windows. Awnings shapes and colors must complement the overall building design and should appear as an integral part of the building's architecture.
- Umbrellas should be one color and free of all advertising and other text.



Sign designs can reflect the type of business.

Signs at eye level height will attract pedestrians.

Hanging / projecting sign example.

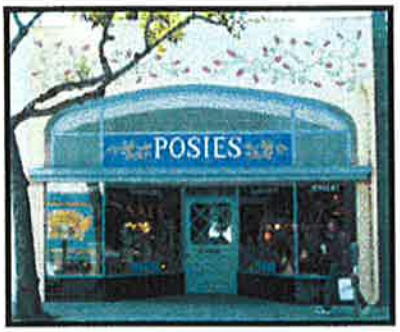
E. Signage

Signs are an important part of every business, but can too easily detract from the overall appearance of a storefront and the plaza area. These guidelines will promote signage that will serve a beneficial function and will be architecturally interesting to the individual storefronts, as well as the downtown plaza area. All new store signs must be consistent with the City's Sign Code, Chapter 6, and must be approved by the City.

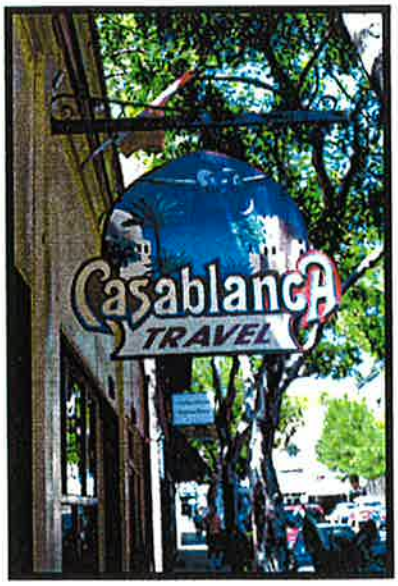
- The method of sign attachment to the building should be integrated into the overall sign design chosen. Metal brackets (i.e. wrought iron) compliment the Mission Revival style of architecture and are encouraged.
- Signs should coordinate with the building design, materials, color, size, and placement.
- Signs should not cover up windows or important architectural features.
- Overly large signs that dominate a building façade are not permitted.
- The overall length of a sign shall not exceed 75% of the width of the building or space directly above the storefront.
- Sign variety is encouraged among different users.
- The character of each sign including the type/style, design, shape, or graphics should reflect the nature of the business and be of a high quality.
- When a large building has more than one tenant, the individual tenant signs should follow a consistent design standard and be integrated into the building architecture and design.
- No signs or advertisement should project above the peak of the roof or parapet.
- "Luminous tube" neon signs shall be prohibited.
- Signage shall be constructed of high quality, low maintenance, and long lasting materials.
- Signs shall be clear, concise, and informative.
- Creative and whimsical sign designs that add interest for the pedestrian are encouraged. Because the plaza area is primarily pedestrian space, the signs used in this area should be located and designed for pedestrians.

Listed below are guidelines for the four main types of signs encouraged in the plaza area, wall-mounted signs, temporary signs, hanging signs, and awning signs.

Wall mounted signs can be mounted to accent shadows or flush with facade.



Sign painted directly on building



Signs hanging from decorative wrought iron brackets are encouraged.

1. Wall-Mounted/Painted Signs

Wall-Mounted/Painted Signs can be letters or panels attached directly to the building or painted onto the building. These signs can be either smaller pedestrian oriented signs or larger auto-oriented signs.

- Signs attached directly to a building should be proportional to the wall space.
- Wall signs shall not project out from the face of the building more than 4" nor over the property line.
- Wall-mounted signs shall not obstruct windows or interfere with other architectural details.
- Signs reflecting the type of business through design, shape, or graphic form are encouraged.

2. Hanging and Projecting Signs

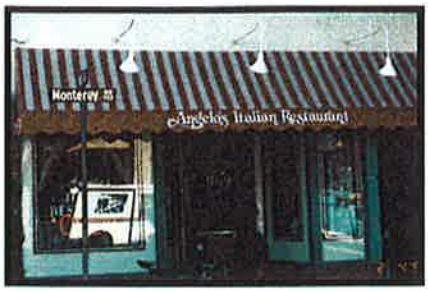
Hanging signs can either be hung from brackets that attach to the building (also called projecting signs), or hung from arcade / covered walkway, or trellis structures (under canopy signs). These signs are primarily pedestrian oriented signs.

- The height from the sidewalk to the bottom of the sign must be in accordance to the city standards, a minimum of 8 feet.
- Size of hanging signs should be a maximum of ten (10) square feet in area to give businesses equal visibility of their signage. The City may approve a larger or smaller sign if it is determined that such signs are architecturally harmonious in relation to the size and location of the building area occupied by the enterprise and the center for which the overall sign plan is proposed.
- Hanging signs should be carefully detailed to have a quality finished and designed appearance.
- The method of attachment of the sign to the underside of the arcade should be carefully detailed. This includes:
  - How the chain, cable or rod attaches to the underside of the arcade
  - The chain, cable or rod itself
  - The way the chain, cable, or rod attaches to the sign

Proportional awning sign example.

3. Awning Signs

Awning signs consist of letters graphics, and/or logos printed onto awnings. Used along a sidewalk, these signs are primarily auto-oriented. Used within the plaza, these signs will be pedestrian oriented.



Sign graphics and lettering should not dominate the awning.

- Awnings with imprinted signage may be used. Signage letters should be complementary to the awning in color, and should be proportional.
- Simplicity is the key to a quality awning sign. Graphics, letters and logos can be used, but may not cover more than 25% of awning and must be professionally designed.

Example of undesirable awning sign.

- Awning signage should be properly maintained and should be replaced if it starts to appear faded or worn.
- Awning signage should be limited to store names and trademarks should be avoided.

Appropriate temporary sign.

Inappropriate temporary sign.

4.Temporary Signs (Special Occasion Sign)

Though these signs are only temporary, they should have a clean, quality appearance. Poor quality, messy signs are not allowed. Temporary signs are typically used in a window display such as grand openings, sales, holidays, carnivals, political campaigns, community affairs, etc.

- Temporary signs should take up no more than twenty-five percent (25%) of the window or opening area which remains after deducting the area from any window or opening area devoted to permanent interior business window signs. The sign may be used for thirty (30) days and shall be removed no later than one (1) day after the thirty day period has expired.

5. Prohibited Signs

The following types of signs will be prohibited in the Ojai Plaza Area.

- Flashing, rotating, moving, blinking, and reflecting or fluorescent painted signs
- Signs on trees, shrubs, stones, fences, utility poles, or any similar object or structure
- Signs of nonpermanent materials
- Floating signs (i.e. balloons)
- Internally illuminated plastic signs
- "Luminous tube" neon signs shall be prohibited.

Wrought iron or similar material lighting is encouraged.

F. Site and Building Lighting

Exterior architectural lighting is an important feature for buildings and for the plaza area. Lighting will help address the community goals to make the plaza a safer, more inviting, and active place in the evening. Effective lighting provides safety and direction for vehicles and pedestrians, visibility and security for businesses, while enhancing architectural building and landscape details. These guidelines apply to lights associated with the building.

- Building entries, covered/uncovered walkways, stairways, balconies and architectural elements on a building façade should be accented with architectural lighting.
- Light fixtures should work in conjunction with and complement the building's character. This includes the size, scale, proportion and finish of the fixture.
- Provide adequate lighting without excessive overlap of illuminated areas. Design lighting to provide ambiance, safety, and security without unnecessary spill over or glare onto adjacent properties.
- Spotlighting or glare from any site lighting should be shielded from adjacent properties and directed at a specific object or target area. Exposed bulbs should not be used.
- Light fixtures should be designed or selected to be architecturally compatible with the Mission Revival Style. Metal (wrought iron looking) fixtures painted in dark colors are common of this style. Typical fixtures are square and geometric as opposed to rounded forms.
- Uplighting of building elements and trees are effective and attractive lighting techniques that are encouraged.
- Use low-voltage lighting that conserves energy in the landscaped areas whenever possible.
- Colored lights are discouraged.

- Strings of tivoli lights are discouraged on building facades except during the holiday season (Thanksgiving to New Years).
- Landscape lighting can be used to accent walkways and entries and/or seating areas and specimen plants / trees.
- Window display areas should be well lit. This will help light plaza area and attract window-shopping activity.

G. Utilitarian Aspects of the Buildings

Utilitarian aspects of the building include trash and recycling containers, delivery areas, utilities, storage areas, roof drainage, energy guidelines, and food service guidelines. These aspects can be the most difficult areas to design, but poorly addressed can ruin the character of a building and the plaza. Utility service areas should be part of the early building design or remodel process, rather than an afterthought at the construction document phase.

1. Screening of Utilitarian Equipment

- Service, utility, and loading areas should be carefully designed, located, and integrated into the site plan. These critical functional elements should not detract from the public viewshed area.
- Siting of noise and odor generating functions on any site that may create a nuisance for the adjacent properties should be avoided.
- Roof access should be provided from the interior of the building. Exterior roof access ladders are not allowed.
- Wall or window mounted HVAC units are not permitted.
- Roof mounted HVAC equipment including ducts, vents and passive solar collectors shall be fully screened from public views. The screening structures/elements should be architecturally compatible with the overall design theme of the building using similar materials, textures, colors and form. Screens that appear as tacked on "fences" set on roof tops are discouraged. Where appropriate, parapet walls or other roof structures should be designed to a height that screens equipment without the need to add secondary screening structures.
- All new equipment will have screens as high as the equipment.
- Hide loading, storage and service facilities including docks, etc. from public views and integrate into the building's design.
- Paint or conceal from view bare metallic surfaces such as pipes, vents, gutters and flashing in a manner harmonious to the structure. Paint and finish flashing to match the adjacent building materials.
- Heavy timber, stucco, and trellis, or terra-cotta tile roof structures can be used for storage.

2. **Trash Enclosures**

- Provide recycling bins along with trash bins.
- Integrate recycling bins into trash container enclosure structure.
- Locate trash container enclosures in areas that minimize their visibility from adjacent uses, properties, streets and upper story uses.
- Trash enclosure structures should be six feet in height, shall be architecturally compatible with the design theme of adjacent buildings using similar durable low maintenance materials, textures, and colors.
- Trash collection areas and enclosures should be located for the convenience of users and collection agencies. (See Arcade Plaza Master Plan.)
- Use materials such as heavy timber, stucco, and terra-cotta roof tiles for trash enclosure structures.
- Roof structures over trash enclosures are encouraged. These can be a terra-cotta tile pitched roof or a heavy timber trellis structure.
- The best recycling, refuse and green waste practices that are feasible are encouraged within the plaza.

3. **Disabled-Accessible Ramps and Railing**

- Ramps and guardrails used as a means of egress must conform to the criteria listed in Section 1003.3.4 of the Uniform Building Code (UBC).
- Guardrails should compliment the architectural style of the building while conforming to the UBC.
- Ramps can be integrated into the site design creating functional or unique spaces.

4. **Exterior Utility Panels**

- Utility service areas, such as electrical panels, should be placed within enclosures or hidden from view that are architecturally integrated into the building design.

5. **Roof Drainage**

- Gutters and downspouts on the exterior of the building should be decorative or designed to integrate with the building facade.
- Roof scuppers should not be used in areas that are visible to the public spaces, unless they are decorative elements.

6. **Food Service**

- Grease traps should be designed and implemented per the Uniform Plumbing Code.
- A plan for grease removal / extraction from the facility should be created. If grease barrels are to be stored on site for eventual removal then they need to be stored within the trash enclosure or in another approved location.
- Grease barrels with spill containment basins are recommended.
- In order to prevent grease build-up and undesirable odors all equipment and mats must be washed in compliance with the National Pollution Discharge Elimination Standards.

7. **Energy Guidelines**

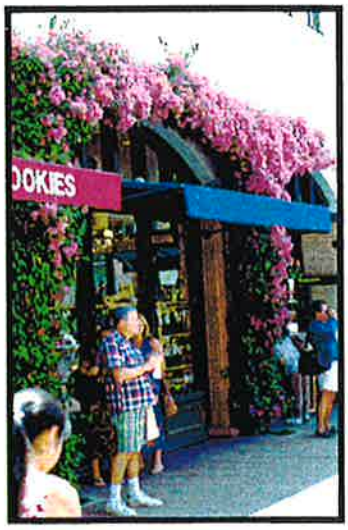
- All buildings should incorporate energy-efficient concepts, i.e.: natural heating/cooling, appropriate sun/wind exposure and orientation (Passive solar design).
- Buildings and related structures/elements should provide plenty of shade and air circulation for pedestrian users in the hot summer months, thermal mass for natural heating in the cool winter months.
- All buildings should incorporate the construction industries' 'state-of-the-art' energy-efficient technologies (e.g. photovoltaic solar energy collection panels) and construction systems/technologies to provide the highest possible energy efficient buildings.

H. Landscape / Hardscape

On the whole, the city's existing lush landscaping, with a variety of shade trees and colorful understory, will continue into the expansion area. All privately landscaped areas should strive to follow this same planting arrangements and careful maintenance practices.

1. Plant Materials and Layout

- Landscaping should be consistent with the existing landscaping palette within the plaza.
- Where new landscaping is proposed within the plaza, a landscaping plan should be submitted to the City for review.
- Use of native and low water use plants in conjunction with efficient and long-term water system for the establishment and maintenance of a drought-tolerant landscape is strongly recommended.
- Artwork and sculpture are encouraged to be incorporated into any landscape design.
- Use of window boxes for upper story users is encouraged to provide color-spots at higher elevations, but plants must be accessible for maintenance and should be attached safely and securely.
- Plant material such as evergreens should be used to soften structural edges. It may not be used as a mask to justify poor building design.
- Water features should be used with planting and natural materials in courtyards and plazas.
- Trees and shrubs should be located and spaced to allow for mature and long-term growth. Trees and shrubs should provide minimal root problems.
- Accent planting should be used around entries and key activity hubs.
- Planting should be used to screen less desirable areas from public view, i.e., trash enclosures, parking areas, storage areas, loading areas, and public utilities.
- Consideration of seasonal shading from trees and shrubs should be considered when developing planting schemes.



Planting around entries can add visual appeal.

- The irrigation systems shall be designed to apply water slowly allowing plants to be deep watered and reducing runoff. Drip systems are required in all areas except turf irrigation and small ornamental planting.
- Deciduous trees provide solar control during summer and winter while providing fall color, seasonal flower and other desired effects.

- Plants to be avoided include: short lived plants and those susceptible to disease; shrubs and ground cover that have become commonplace in Southern California; and large expanses of single plant varieties due to their unchanging appearance and loss of landscaping once struck with disease.
- Lawn areas should be limited to a maximum of 1/3 the area devoted to plant material and should to be used only to serve a functional purpose.
- Pruning should be done in order to preserve the health, structural integrity, beauty, and longevity of the plant. It should not be used to clip plants into unnatural geometric shapes.
- All properties should be well maintained in order to have positive effects on the adjacent area and on the community as a whole. Dead plants should be replaced as soon as possible to preserve the appearance of the property.

2. Paving Treatment

Though most of the paving areas are publicly owned, this section offers guidelines for sidewalk or patio paving treatments on private property.

- Areas between privately-owned properties and the street right-of-way may be paved with a different material than the sidewalk to accentuate entry ways or other pedestrian ways.
- Courtyards, outdoor patios, arcades, and plazas provide inviting open spaces. Accent these spaces with a more detailed and well-defined paving design. Materials may include concrete or brick pavers, tile, scored, colored, and textured concrete.
- Use durable, smooth and even surfaces used in well-traveled areas.
- Incorporate patterned and colored in paving treatments using tile, brick, textured concrete in order to provide clear identification of pedestrian access points into buildings, parking features and to accent semi-private areas.
- Artist designed paving treatments are encouraged to add creativity and interest and may possibly serve as public art or can be functional art as a time piece, directional marker, or historical anecdote.

Special paving on private property is encouraged.

I. Furnishings

Furnishings are to be incorporated into the plaza to complement and enhance surrounding development and make it comfortable for pedestrians. Such elements include public art, benches, telephone boxes, café tables and chairs, moveable pots and plant containers, historical plaques, tables, informational displays, etc. All outdoor furnishings shall be of high quality and made of long lasting material. Artistic forms and unusual materials that compliment and do not clutter or compete with the existing Village character are encouraged.

- Resin or plastic benches, café tables and chairs should not be used within the plaza.
- Umbrellas should be made of cloth (not plastic or vinyl) and should be high enough so as not to block visibility of pedestrians.
- Umbrellas should be regularly maintained and kept free from tears, fading, and stains.
- Plastic trash containers should not be used.
- Plastic pottery should not be used.
- Authentic quality materials should be used for all furnishings.

Artistic and unique furniture is encouraged.

Solid colored umbrellas are encouraged.

Furniture can add color and character.

Metal furniture provides a durable alternative.

Authentic quality materials should be used.

III. Facade Renovation and New Construction

1. New Construction

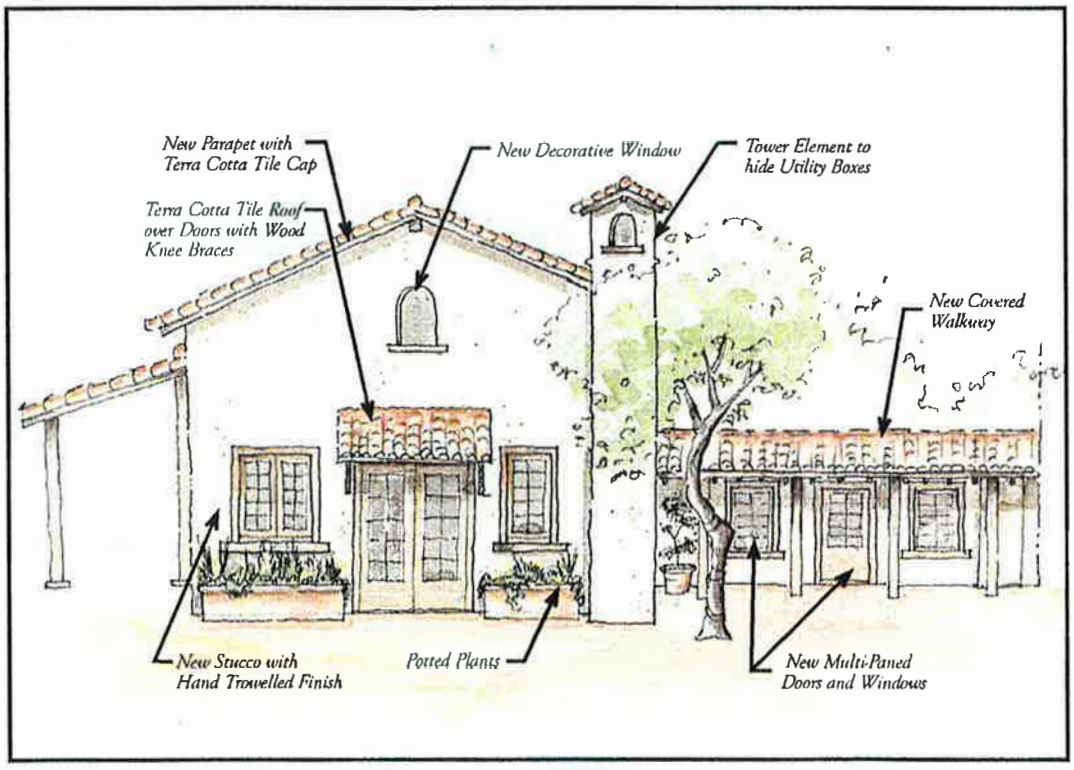
- Design of new buildings should be consistent with the design guidelines of this document.
- There are a few undeveloped parcels in the plaza that are privately owned. During the Ojai Plaza public outreach process, the community recommended that the plaza remain a more open undeveloped plaza with a few small building additions. The concept plan shows a small structure (i.e. flower stand) at the end of the Ojai Avenue walk-through, a building expansion in the Southwest corner of the plaza, and a small kiosk type structure centrally located in the plaza. If these or any other building additions or new structures are built in the plaza, it is important that they follow both the concept plan as well as the Design Guideline document.

2. Renovations

When renovating or adding onto an existing structure, the architectural style, massing, and detailing should compliment the existing structure. If the existing building is not consistent with this guideline document, it should be upgraded.

- Form and massing of additions should be congruent with the existing structure to avoid a "tacked-on" look.
- Architectural details such as windows, doors, wall treatments, colors and materials should compliment existing building.

Before



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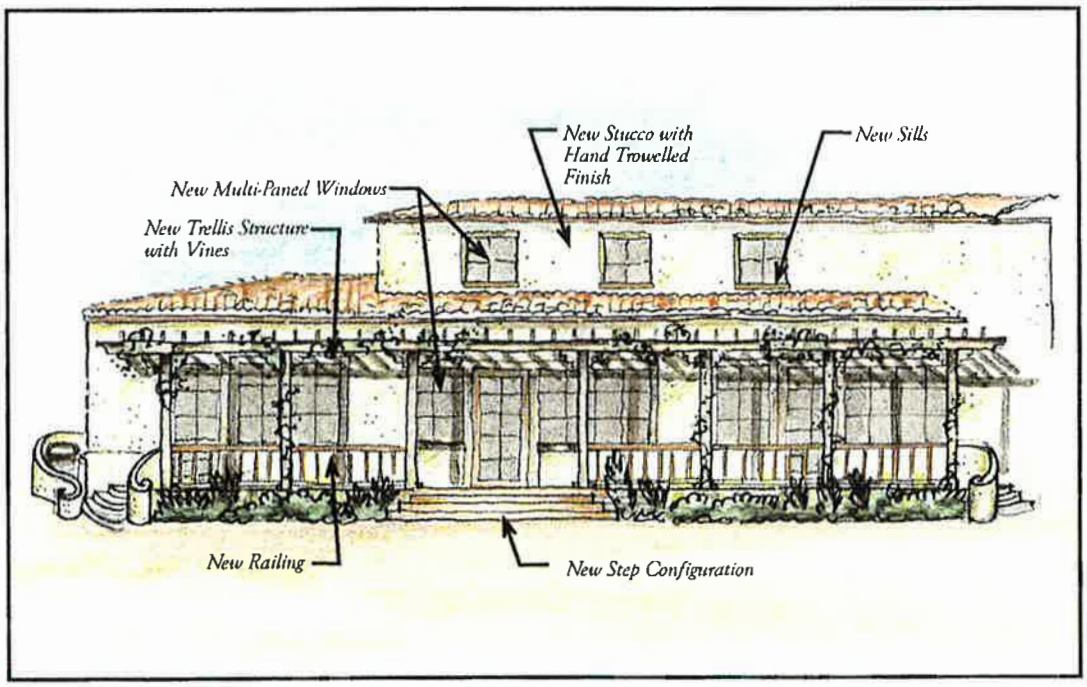

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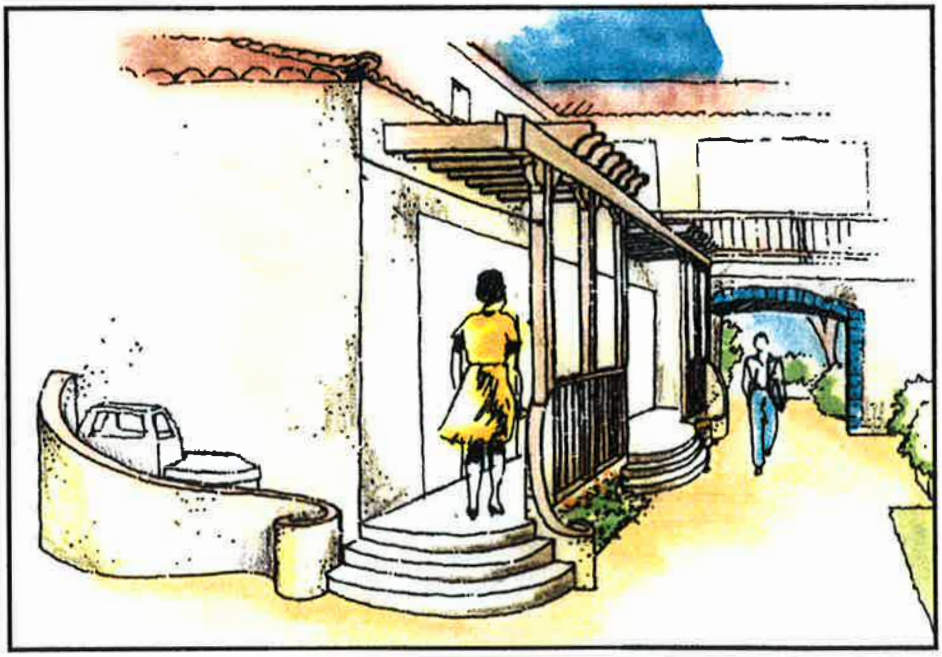


After

MISSION REVIVAL STYLE

Influences and examples of Mission Revival architectural style can be found throughout California. The photos used in this document were taken from the following locations:

City of Carmel, California
City of Ojai, California
City of San Luis Obispo, California
City of Santa Barbara, California

Harris Ranch, Coalinga, California

Mission Carmel, Carmel, California
Mission La Purisima, Lompoc, California
Mission San Buenaventura, Ventura, California
Mission San Diego, San Diego, California
Mission San Fernando, Mission Hills, California
Mission San Luis Obispo, San Luis Obispo, California
Mission San Luis Rey, Oceanside, California
Mission San Rafael Arcangel, San Rafael, California

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Brenda Cho, Finance Director

MEETING DATE: **June 23, 2026**

SUBJECT: **Recommended Fiscal Year 2026/27 Budget, Annual GANN Appropriations Limit, and Salary Schedules and Adoption of Related Resolutions**

RECOMMENDATION

1. Hold a public hearing to receive comments on the recommended FY 2026-27 Budget and complete the budget review;
2. Review and approve the GANN Appropriations Limit computation;
3. Adopt a Resolution establishing the GANN Appropriations Limit for FY 2026-27;
4. Adopt a Resolution adopting the FY 2026-27 Budget; and
5. Adopt a Resolution amending the Salary Schedule for City Employees, effective July 6, 2026.

DISCUSSION

The proposed budget for the fiscal year ending June 30, 2027 (FY 2026-27) has been reviewed by the Finance and Budget Committee on May 19th and June 2nd and by City Council on June 9th (Administrative Report linked for reference).The budget document has been updated to reflect the feedback from City Council to include:

- Addition of $7K for Ojai Day Mandala (010-1502-0553-081)
- Addition of $1M for fire safety and mitigation (033-1110-0810-100)

The General Fund budget remains structurally balanced for operations and only uses reserves for capital improvement or one-time, non-recurring expenditures per the City's balanced budget policy. Additionally, according to the minimum fund balance policy, the minimum balance is to be 100% of the prior year's general fund operating expenditures as the minimum reserve.

Though the budget is structurally balanced with a surplus of approximately $112K, the City is estimated to experience a one-year decline in the fund balance of $1.1M, due to capital improvement and/or non-recurring costs of a grant match to OUSD ($125K), historic inventory survey (88K), and fire safety and mitigation ($1M). The projected ending fund balance for FY 26-27 is $20.6 million, of which $3.3 million is unallocated beyond the 100% reserve amount.

Fiscal Year	Beginning Balance	Revenues	Operating Expenditures	Net Operating	Non-Recurring	Change in FB	Ending balance	100% Reserve	Unallocated
FY25/26; budgeted	22,543,751	17,331,230	18,507,901	(1,176,671)	1,136,500	(2,313,171)	20,230,580	16,098,801	4,131,779
FY25/26; projected	22,543,751	17,331,230	17,279,070	52,160	923,500	(871,340)	21,672,411	16,098,801	5,573,610
FY26/27; proposed	21,672,411	18,668,490	18,556,733	111,757	1,213,000	(1,101,243)	20,571,168	17,279,070	3,292,099

GANN Appropriation Limit

The Finance and Budget Committee reviewed the GANN Appropriations Limit calculation at the June 2nd meeting. A presentation on the GANN was also provided by Terry Shea from RAMS CPA at this committee meeting.

In 1979, California voters approved Article XIII-B of the California State Constitution (commonly known as Proposition 4, or the "Gann Initiative"), which limits the amount of revenue that state and local governments can appropriate from "proceeds of taxes" each fiscal year.

In 1980, the State Legislature enacted Government Code Section 7900, *et seq.*, requiring each local government to adopt an annual appropriations limit by resolution. This limit is calculated using prior year's limit, adjusted for:

- Changes in population, and
- The greater of the California per capita personal income growth or U.S. CPI (or the lesser, depending on legislation in effect), or assessed local non-residential new construction

Each year, the California Department of Finance provides these factors for us in calculating the new appropriations limit.

In 1990, Proposition 111 and Senate Bill 88 modified the Gann Initiative to allow additional flexibility in selecting adjustment factors. Beginning in FY1990-91, cities may choose:

- The population growth of either the City or County, and
- Either the change in California per capita personal income or the growth in non-residential assessed valuation due to new construction.

Under Proposition 4, if a city's tax revenues exceed the appropriations limit in any fiscal year, the excess must be returned to taxpayers within two years, either through refunds or by lowering taxes or fees.

Calculation of FY2026-27 Appropriations Limitation

Appropriation Limit for FY 2025-26 $17,252,819

Adjustment Factors:	% Ratio
Population Factor	0.9932
Growth Factor	1.0495
Population Ratio* Economic Ratio	1.0424

Appropriation Limit for FY 2026-27 $17,984,338

*For FY 2026-27, the City used the County population growth factor as it provided the higher allowable adjustment.

The computation shows the total adjustment factor for FY 2026-27 is 1.0424. The appropriations limit for FY 2026-27 is $17,984,338 and the City's estimated net proposed tax proceeds budget is approximately $17 million, which remains below the established appropriation limit.

Salary Schedule Amendments
The recommended FY 2026-27 Budget includes several updates to the City's salary schedule. These changes are designed to maintain competitive compensation, promote internal equity, and reflect the findings of the recently completed base salary survey and internal organizational review.

As part of these updates, a 3.5% COLA is proposed for all classifications, with the exception of the City Manager classification. This adjustment ensures the City's compensation structure remains responsive to current economic conditions and ongoing workforce needs. Employees in eligible classifications will receive the COLA effective July 6, 2026.

<u>New Classifications</u>
To strengthen the City's organizational structure and establish clearer career pathways between department head and management-level roles, the following new classifications are proposed for addition to the salary schedule:

- Assistant Community Development Director
- Assistant Finance Director
- Human Resources Director
- Public Works Superintendent
- Senior Administrative Analyst

These additions are intended to address existing structural gaps and enhance the City's operational capacity.

<u>Classification Title Changes</u>
Several classification titles are recommended for revision to better reflect assigned duties or to account for the reallocation of responsibilities, as described below:

- Human Resources/Risk Manager → Human Resources Manager
  Risk-related duties will be redistributed among multiple staff members, with the classification of Assistant Finance Director assuming primary risk management responsibilities.

- Homeless Services Coordinator → Ojai Tent Town (OTT) Manager
  The revised title more accurately describes the role's operational focus and program oversight responsibilities.

- Recreation Classifications
  The following recreation classifications are proposed for retitling to create a clearer, tiered progression structure:
    - Recreation Leader → Recreation Leader I
    - Recreation Specialist I → Recreation Leader II
    - Recreation Specialist II/Aquatics Specialist → Recreation Leader III
    - Aquatics Specialist will become its own separate classification

Eliminated Classifications

To improve clarity, ensure internal consistency, and streamline the City's Salary Schedule, several classifications listed under the "Hourly Rated Positions" section have been identified as duplicates of existing roles. As part of the review of the Salary Schedule, it was found that these duplicated classifications have not always aligned with one another in terms of listed compensation. Eliminating these duplications supports a unified, accurate salary structure and prevents unintended pay discrepancies. The following titles (formerly listed in the Hourly Rated Positions section of the Salary Schedule) are proposed for elimination (note: except as stated elsewhere, all of these positions remain in other parts of the salary schedule):

- Associate Planner
- Homeless Services Coordinator
- Records Technician
- Transit Operations Supervisor
- Trolley Driver

Additionally, the Recreation Administrative Assistant classification will be eliminated because it duplicates the existing Administrative Assistant I classification.

This action is strictly an administrative clean-up of the Salary Schedule. It does not remove any positions or reduce services, only redundant titles.

Consolidated Classifications

Two pairs of titles are proposed to be merged into single classifications to reduce redundancy:

- Class/Camp Instructor I & II → Class/Camp Instructor
- Sports Official I/II → Sports Official (to be compensated at a flat hourly rate)

Market Adjustments

The salary schedule incorporates targeted market adjustments for selected classifications where survey data indicated that current compensation falls below prevailing labor market benchmarks. These adjustments are designed to ensure the City remains competitive in attracting and retaining a skilled workforce, while preserving internal alignment across functional areas.

Employees currently occupying positions that receive a market adjustment will be placed at the salary step within the revised salary range that is closest to their current rate of pay, following application of the COLA.

Market adjustments will apply to the following classifications:

- Accounting Specialist I/II
- Senior Accounting Specialist
- Administrative Assistant I/II
- Administrative Analyst I/II
- Deputy City Clerk
- Events & Public Information Officer
- Management Analyst
- Recreation Coordinator
- Recreation Supervisor
- Trolley Coordinator
- Transit Operations Supervisor
- IT Manager

Note: Several of these classifications are currently vacant and not budgeted for FY 2026-27. Maintaining their adjusted ranges preserves structural alignment and ensures the City is prepared to fill these positions should operational needs change.

Full-Time Equivalent (FTE) Adjustments

To align staffing levels with operational needs and improve continuity of service, several adjustments to the City's FTE count are included in the FY 2026-27 Budget. These changes formalize part-time roles whose responsibilities have expanded and add permanent support in key operational areas.

- Maintenance Worker I – Recreation
  The existing 0.50 FTE Maintenance Worker I assigned to Recreation is proposed to be increased to 1.00 FTE. A full-time schedule provides consistent support for facilities, programming, and year-round operational needs.

- Homeless Services Coordinator (proposed Ojai Tent Town Manager)
  The current 0.75 FTE role is proposed for conversion to 1.00 FTE. The position, recommended for retitling as OTT Manager, has grown in operational oversight and service coordination.

- Transit Operations Supervisor
  The existing 0.75 FTE Transit Operations Supervisor is proposed to be increased to 1.00 FTE. This supports consistent supervision of transit operations, compliance oversight, and staff coordination.

- Administrative Analyst I – City Manager's Office
  A new full-time Administrative Analyst I position is proposed to support the City Manager's Office. This position will replace a temporary, part-time assignment currently being filled by a retired annuitant, ensuring continuity while transitioning these responsibilities back to permanent City staff. The role will provide analytical, administrative, and project support across City operations.

COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

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

FISCAL IMPACT
By adopting the resolutions, the City Council authorizes the City Manager to implement and manage expenditures in accordance with the appropriations set forth in the FY 2026-27 Budget. The budget may be updated throughout the fiscal year to allow for the pursuit and achievement of City Council goals and address forecast changes or unanticipated events.

Prepared by: Brenda Cho, Finance Director
Leah Palmer, Accounting Manager
Kathy Holman, Human Resources/Risk Manager

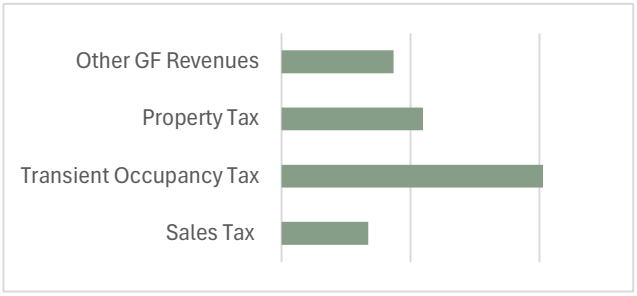
ATTACHMENT(S)
Attachment A – Recommended FY 2026-27 Budget Document
Attachment B – Resolution Adopting the FY 2026-27 Budget
Attachment C – GANN Limit
Attachment D – Resolution Establishing the Appropriations Limit for FY 2026-27
Attachment E – Resolution Amending the Salary Schedule for City Employees, effective July 6, 2026

FY 2026/27 PROPOSED BUDGET
AT-A-GLANCE

TOTAL CITYWIDE BUDGET		
Revenues	$	29,275,278
Expenditures	$	36,558,990

GENERAL FUND BUDGET	
Revenues	18,668,490
Expenditures	18,556,733
Operational Surplus	111,757
One-Time/Non-Recurring & Capital Expenditures:	
Historic Resource Inventory	88,000
OUSD CTEFP Grant Match	125,000
Fire Safety & Mitigation	1,000,000
Total Costs	1,213,000
Decrease in Fund Balance	(1,101,243)

TOP THREE GENERAL FUND REVENUE SOURCES	Amount	% of Budget
Sales Tax	2,695,000	14%
Transient Occupancy Tax	8,107,000	43%
Property Tax	4,387,418	24%
Other GF Revenues	3,479,072	19%
Total GF Revenues	18,668,490	100%



GENERAL FUND RESERVE

The City Council and City staff shall maintain a minimum fund balance of one hundred percent (100%) of the prior year's General Fund Operating Expenditures as the City's minimum General Fund Reserve.

	Budgeted FY 25/26	Projected FY 25/26	Projected FY 26/27
Ending Fund Balance	20,230,580	21,672,411	21,571,168
Operating Expenditures	18,507,901	17,279,070	18,556,733
Percentage	109%	125%	116%

MEASURE C BUDGET	
Est Fund Beginning Balance	6,051,302
Revenues	4,170,000
Expenditures	10,007,163
Est Fund Ending Balance	214,139

Measure C Projects Highlights	
Citywide Facility Energy EP	1,000,000
Road Overlays	6,273,123
Large Drain Safety Improvements	700,000
Concrete & Sidewalk Repairs	350,000
Libbey Park Restrooms	250,000
Code Enforcement	250,000
Cluff Vista Improvements	100,000
Speed Humps	100,000

FY 26/27 Budget Includes:

Top three revenue sources projected in consultation with HdL
Staffing Changes to address operational needs and to create growth opportunity and succession plannning
  Elevate 5 positions to full-time
  9 Promotions (8 budgeted halfway into the FY)
3.5% COLA
New acquatics program
Technology enhancements and security
23% of General Fund Budget Dedicated to Public Safety

FY 2026/27 Budget Summary

General Fund Revenues

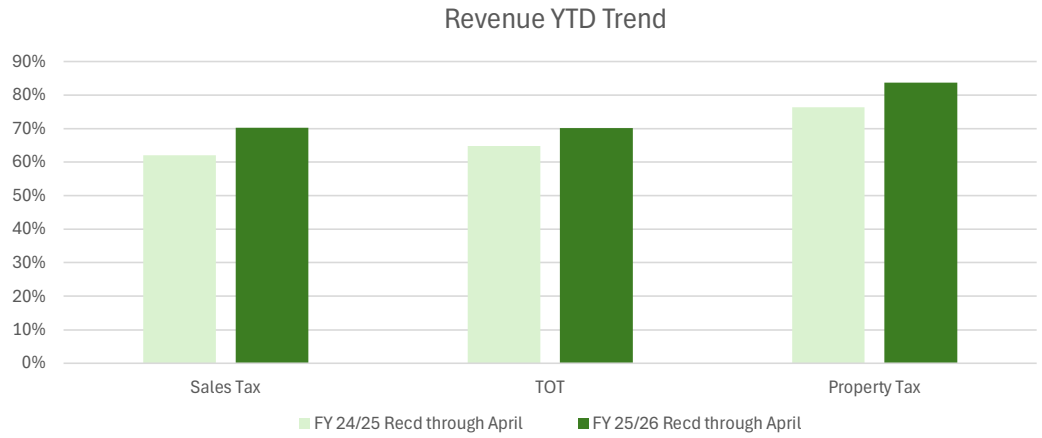
Revenues	FY 26/27 Proposed	% of GF Revenues
Sales Tax	2,695,000	14%
TOT	8,107,000	43%
Property Tax	4,387,418	24%
Other GF Revenues	3,479,072	19%
TOTAL GF Revenues	18,668,490	100%

Breakdown of Sales Tax - $2,695,000	
Bradley-Burns Sales Tax	2,525,000
Public Safety Augmentation	170,000

Transient Occupancy Tax	
General Fund	8,107,000
Measure C	4,053,000
Total TOT	12,160,000

Breakdown of Property Tax - $4,387,418	
Secured Property Tax	2,541,073
Unsecured Property Tax	82,309
Supplemental Taxes	35,000
Admin Cost/Ventura County	(30,839)
RPTTF Residual Distribution	310,605
Motor Vehicle in Lieu	1,449,270

Revenues	FY 24/25 Budget	% of Budget Recd through April	FY 25/26 Budget	% of Budget Recd through April	FY 26/27 Proposed
Sales Tax	2,483,710	62%	2,446,319	70%	2,695,000
TOT	6,635,040	65%	7,433,333	70%	8,107,000
Property Tax	4,194,990	76%	4,029,492	84%	4,387,418
Total	13,313,740	68%	13,909,144	74%	15,189,418



FY 2026/27 Budget Summary

General Fund Expenditures by Department

Department	FY 24/25 Unaudited	FY 25/26 Budget	FY 25/26 Estimate	FY 26/27 Proposed
City Council	197,080	249,007	221,461	252,610
City Manager	1,156,069	1,409,557	1,325,267	1,626,297
City Treasurer	24,479	9,884	6,735	7,290
Finance*	1,007,824	1,426,617	1,096,028	1,440,820
City Attorney	1,360,975	1,230,778	1,230,778	900,000
City Clerk/Records	246,017	321,033	311,263	340,402
Non-Departmental*	2,737,138	2,683,359	2,611,212	2,785,413
Arts Commission	31,357	117,450	107,232	117,450
Police	3,566,873	4,175,390	4,126,598	4,261,621
Planning	1,022,963	1,355,694	1,007,278	1,297,963
Building	692,301	607,600	774,080	497,490
Planning Commission	-	6,000	-	6,000
Historic Preservation Comm*	15,990	1,050	8,214	2,550
Parks and Rec Comm	2,254	-	-	-
Recreation	365,028	722,573	700,410	765,058
Recreation Programs	747,094	610,627	616,654	752,840
Public Works	1,107,175	1,673,428	1,262,926	1,369,200
Parks & Landscaping	494,788	479,221	650,354	602,657
Public Works Gen Maint	387,064	218,806	334,193	387,048
Public Works Street Maint	303,938	428,626	248,336	306,166
Public Works Special Events	7,518	14,637	4,398	19,690
Public Works - NPDES	77,737	97,941	30,129	84,688
Public Works - AB939	41,803	61,000	70,990	60,000
Public Works - CalTrans SR33	53,324	30,421	38,606	30,028
Public Works - CalTrans SR150	41,280	52,000	30,792	69,955
Information Technology	410,733	525,202	465,136	573,497
Totals	**16,098,801**	**18,507,901**	**17,279,070**	**18,556,733**
Non-Recurring; Capital				
Purchase of 503 S Ventura St		850,000	850,000	-
Kroll Targeted Review		73,500	73,500	-
Historic Inventory Survey		88,000	-	88,000
OUSD Grant Match		125,000	-	125,000
Fire Safety & Mitigation		-	-	1,000,000
		19,644,401	18,202,570	19,769,733

FY 2026/27 Budget Summary

General Fund Expenditures by Department

Department	FY 25/26 Budget	FY 25/26 Estimate	FY 26/27 Proposed	% Change from Budget	% Change from Est
City Council	249,007	221,461	252,610	1.4%	14.1%
City Manager	1,409,557	1,325,267	1,626,297	15.4%	22.7%
City Treasurer	9,884	6,735	7,290	-26.2%	8.2%
Finance*	1,426,617	1,096,028	1,440,820	1.0%	31.5%
City Attorney	1,230,778	1,230,778	900,000	-26.9%	-26.9%
City Clerk/Records	321,033	311,263	340,402	6.0%	9.4%
Non-Departmental*	2,683,359	2,611,212	2,785,413	3.8%	6.7%
Arts Commission	117,450	107,232	117,450	0.0%	9.5%
Police	4,175,390	4,126,598	4,261,621	2.1%	3.3%
Planning	1,355,694	1,007,278	1,297,963	-4.3%	28.9%
Building	607,600	774,080	497,490	-18.1%	-35.7%
Planning Commission	6,000	-	6,000	0.0%	100.0%
Historic Preservation Comm*	1,050	8,214	2,550	142.9%	-69.0%
Recreation	722,573	700,410	765,058	5.9%	9.2%
Recreation Programs	610,627	616,654	752,840	23.3%	22.1%
Public Works	1,673,428	1,262,926	1,369,200	-18.2%	8.4%
Parks & Landscaping	479,221	650,354	602,657	25.8%	-7.3%
Public Works Gen Maint	218,806	334,193	387,048	76.9%	15.8%
Public Works Street Maint	428,626	248,336	306,166	-28.6%	23.3%
Public Works Special Events	14,637	4,398	19,690	34.5%	347.7%
Public Works - NPDES	97,941	30,129	84,688	-13.5%	181.1%
Public Works - AB939	61,000	70,990	60,000	-1.6%	-15.5%
Public Works - CalTrans SR33	30,421	38,606	30,028	-1.3%	-22.2%
Public Works - CalTrans SR150	52,000	30,792	69,955	34.5%	127.2%
Information Technology	525,202	465,136	573,497	9.2%	23.3%
Totals	**18,507,901**	**17,279,070**	**18,556,733**	**0.3%**	**7.4%**
Non-Recurring; Capital					
Purchase of 503 S Ventura St	850,000	850,000	-		
Kroll Targeted Review	73,500	73,500	-		
Historic Inventory Survey	88,000	-	88,000		
OUSD Grant Match	125,000	-	125,000		
Fire Safety & Mitigation	-	-	1,000,000		
	19,644,401	18,202,570	19,769,733		

*Excludes non-recurring expenditures

Fund Balance Summary

Minimum Fund Balance

The City Council and City staff shall maintain a minimum fund balance of one hundred percent (100%) of the prior year's General Fund Operating Expenditures as the City's minimum General Fund Reserve. The City Council recognizes that the minimum General Fund reserves are needed for cash flow requirements; and contingencies such as exposure to natural disasters, exposure to economic impacts, and vulnerability to actions of the State.

Fiscal Year	Beginning Balance	Revenues	Operating Expenditures	Net Operating	Non-Recurring	Change in FB	Ending balance	100% Reserve	Unallocated
FY 25/26; budgeted	22,543,751	17,331,230	18,507,901	(1,176,671)	1,136,500	(2,313,171)	20,230,580	16,098,801	4,131,779
FY 25/26; projected	22,543,751	17,331,230	17,279,070	52,160	923,500	(871,340)	21,672,411	16,098,801	5,573,610
FY 26/27; proposed	21,672,411	18,668,490	18,556,733	111,757	1,213,000	(1,101,243)	20,571,168	17,279,070	3,292,099

Beginning and Ending Fund Balances
Fiscal Year 2025-26 Projected

			Budgeted Beginning Balance 07/01/25	Revenues	Transfers In	Transfers (Out)	Expenditures	Change in Fund Balances	Reclassify Nonspendable Fund Balance	Budgeted Ending Balance 06/30/26
	Governmental Funds									
10	General		$ 22,543,751	17,331,230	-	(45,257)	(18,157,313)	(871,340)	(440,000)	21,232,411
11	Libbey Bowl Maintenance		46,864	8,840	-	-	(21,000)	(12,160)	-	34,704
12	Measure C - 5% TOT		5,156,368	3,719,167	-	(2,625,675)	(198,558)	894,934	-	6,051,302
13	Public Arts Fund	*	181,194	15,000		-	(81,500)	(66,500)	-	114,694
14	Encampment Resolution Funding Grant	*	346,000	810,770	-	-	(660,770)	150,000	-	496,000
22	Gas Tax	*	203,055	431,630	-	(500,000)	-	(68,370)	-	134,685
24	Transit Replacement		59,966	500	-	-	-	500	-	60,466
25	Drainage	*	60,346	200	-	-	-	200	-	60,546
26	Local Transport (Article 3)	*	(376,748)	651,810	-	-	-	651,810	-	275,062
31	CIP Fund		1,033,689	4,522,250	2,975,675	-	(7,647,925)	(150,000)	-	883,689
32	Park Acquisition		5,539	-	-	-	-	-	-	5,539
33	Vehicle, IT, Equip Rep		99,199	-	400,000	-	(866,000)	(466,000)	-	(366,801)
42	CDBG	*	246	-	-	-	-	-	-	246
50	Street Lighting	*	124,897	93,844	-	-	(97,000)	(3,156)	-	121,741
51	Library	*	86,944	150,500	-	-	(112,000)	38,500	-	125,444
52	Plaza Maintenance	*	282,976	158,560		(250,000)	(108,152)	(199,592)	-	83,384
192	Housing Suc Agency		683,512	51,257	45,257		(152,250)	(55,736)	-	627,776
	Total Governmental		30,537,798	27,945,558	3,420,932	(3,420,932)	(28,102,468)	(156,910)	(440,000)	29,940,888
	Enterprise Funds									
23	Local Transportation (Unrestricted)		(15,706)	490,000	-	-	(780,172)	(290,172)	-	(305,878)
70	Cemetery Trust		(65,263)	12,800	-	-	(45,729)	(32,929)	-	(98,192)
	Total Enterprise Funds		(80,969)	502,800	-	-	(825,901)	(323,101)	-	(404,070)
	Citywide total		$ 30,456,829	$ 28,448,358	$ 3,420,932	$ (3,420,932)	$ (28,928,369)	$ (480,011)	$ (440,000)	$ 29,536,818

***Estimated Fund balance includes Restricted, Committed, and Unrestricted funds as well as grants not yet received.**

Beginning and Ending Fund Balances
Fiscal Year 2026/27 Budgeted

			Budgeted Beginning Balance 07/01/26	Revenues	Transfers In	Transfers (Out)	Expenditures	Change in Fund Balances	Reclassify Nonspendable Fund Balance	Budgeted Ending Balance 06/30/27
	Governmental Funds									
10	General		21,232,411	18,668,490	-	(1,025,000)	(18,744,733)	(1,101,243)	(20,000)	20,111,168
11	Libbey Bowl Maintenance		34,704	5,000	-	-	(20,000)	(15,000)	-	19,704
12	Measure C - 5% TOT		6,051,302	4,170,000		(9,551,123)	(456,040)	(5,837,163)	-	214,139
13	Public Arts Fund	*	114,694	5,000	-	-	(51,500)	(46,500)	-	68,194
14	Encampment Resolution Funding Grant	*	496,000	3,572,360	-	(3,327,640)	(244,720)	-	-	496,000
21	Road Maintenance Rehab		-	215,714	-	(170,000)	-	45,714	-	45,714
22	Gas Tax	*	134,685	237,537	-	(230,000)	-	7,537	-	142,222
24	Transit Replacement		60,466	1,800	-	-	-	1,800	-	62,266
25	Drainage	*	60,546	1,900	-	-	-	1,900	-	
26	Local Transport (Article 3)	*	275,062	3,100	-	(75,000)	-	(71,900)	-	203,162
31	CIP Fund		883,689	1,350,000	13,825,763		(15,175,763)	-	-	883,689
32	Park Acquisition		5,539	-	-	-	-	-	-	5,539
33	Vehicle, IT, Equip Rep		(366,801)	39,000	558,000		(593,000)	4,000	-	(362,801)
42	CDBG	*	246	-	-	-	-	-	-	246
50	Street Lighting	*	121,741	93,836	-	-	(113,000)	(19,164)	-	102,577
51	Library	*	125,444	109,000	-	-	(109,000)	-	-	125,444
52	Plaza Maintenance	*	83,384	122,241	25,000	(30,000)	(92,085)	25,156	-	108,540
192	Housing Suc Agency		627,776	10,000	-	-	(6,500)	3,500	-	631,276
	Total Governmental		29,940,888	28,604,978	14,408,763	(14,408,763)	(35,606,341)	(7,001,363)	(20,000)	22,857,079
			-							
	Enterprise Funds		-							
23	Local Transportation (Unrestricted)		(305,878)	660,000	-	-	(871,250)	(211,250)	-	(517,128)
70	Cemetery Trust		(98,192)	10,300	-	-	(81,399)	(71,099)	-	(169,291)
	Total Enterprise Funds		(404,070)	670,300	-	-	(952,649)	(282,349)	-	(686,419)
	Citywide total		$ 29,536,818	$ 29,275,278	$ 14,408,763	$ (14,408,763)	$ (36,558,990)	$ (7,283,712)	$ (20,000)	$ 22,170,660

***Estimated Fund balance includes Restricted, Committed, and Unrestricted funds as well as grants not yet received.**

PERSONNEL HEADCOUNT
FY 2026/27

Elected Officials	Headcount
City Council	5
City Treasurer	1
City Clerk	1
Total Elected Officials	7

Department	Full-Time	Part-Time
City Manager	6	1
City Clerk /Records Mgmt	1	1
Finance	5	1
Community Development *	5	0
Recreation	7	29
Public Works	14	0
Information Technology	2	0
Transportation	2	6
Total Headcount	42	38
Total Personnel Headcount	49	38

*Community Development includes Planning Division and Building & Safety Division

Personnel Headcount Details

Department	Full-Time	Part-Time
City Manager's Office (7)		
City Manager	1	
*Assistant to the City Manager	1	
Human Resources/Risk Manager	1	
**Homeless Services Coordinator	1	
*Admin Analyst I	1	
**CalPERS Retired Annuitant	1	1
Total CM Office	6	1
Finance (6)		
Finance Director	1	
*Accounting Manager	1	
Accountant	1	
Accounting Specialist	1	
Sr Accting Specialist	1	
CalPERS Retired Annuitant		1
Total Finance	5	1
City Clerk (2)		
Chief Deputy City Clerk	1	
CalPERS Retired Annuitant		1
Total City Clerk	1	1
Transportation (8)		
**Transit Operations Supervisor	1	
**Trolley Driver	1	6
Total Transportation	2	6
Community Development (5)		
Community Development Director	1	
*Principal Planner	1	
*Planning Aide	1	
Planning/Building Tech	1	
Principal Bldg & PlanningTech	1	
Total Community Development	5	-
Recreation Admin (7)		
Recreation Manager	1	
Rec Coordinator	3	
Recreation Specialist II	1	
Administrative Asst I	1	
**P/W Maint Worker I	1	
Total Rec Admin	7	-
Recreation Program (29)		
Recreation Leader		16
Recreation Specialist I		6
Recreation Specialist II		1
Sports Official II		3
Lifeguards		3
Total Rec Program	-	29
Public Works (14)		
Director Of Public Works	1	
Administrative Analyst I	1	
*Administrative Analyst II	1	
Administrative Assistant II	1	
Public Works Supervisor	1	
Project Manager	1	
P/W Maint Worker I	5	
P/W Maint Worker II	1	
Senior Maint Wkr	2	
Total Public Works	14	-
Information Technology (2)		
IT Manager	1	
IT Specialist	1	
Total IT	2	-

**Part-Time > Full-Time
City Manager's Office (2)
Homeless Services Coordinator
Admin Analyst I
Transportation (2)
Transit Operations Supervisor
Trolley Driver
Recreation (1)
P/W Maint Worker I

* Promotions
City Manager's Office (3)
Deputy City Manager
Admin Analyst II
Human Resources Director
Finance (1)
Assistant Finance Director
Community Development (2)
Assistant Community Development Director
Associate Planner
Public Works (3)
Senior Administrative Analyst
Public Works Superintendent
P/W Maint Worker II

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9301-1010-101	Secured Property Tax	2,231,945	2,377,883	2,541,073	7%
010-9301-1010-102	Unsecured Property Tax	78,253	75,412	79,309	5%
010-9301-1010-103	Supplemental Taxes	55,688	-	35,000	100%
010-9301-1010-104	RDA Pass Through Prop Tax	103,037	-	-	100%
010-9301-1010-107	Admin Cost / Ventura County	28,964	-	(30,839)	-100%
010-9301-1010-108	RPTTF Residual Distribution	443,849	250,000	310,605	24%
010-9301-1010-112	Unsecured Property Tax-PY	2,755	3,000	3,000	0%
Total Revenues - Property Tax		2,944,492	2,706,295	2,938,148	9%
010-9301-1011-100	Sales Tax	2,261,612	2,281,642	2,525,000	11%
010-9301-1011-104	Psaf/172 Money-1/2% Sales Tx	167,980	164,677	170,000	3%
Total Revenues - Sales Tax		2,429,592	2,446,319	2,695,000	10%
010-9301-1025-000	Business Licenses	212,308	296,000	225,000	-24%
010-9301-1025-001	Bus Lic Application/renewal	22,639	25,000	20,000	-20%
010-9301-1025-002	Business Licenses Penalties	15,804	6,000	6,000	0%
010-9301-1025-005	Bus Lic / SB1186 $4 State Fee	7,250	7,740	6,000	-22%
010-9301-1025-020	Business License - Admin Fee	-	-	(85,000)	-100%
Total Revenues - Business Licenses		258,000	334,740	172,000	-49%
010-9301-1026-105	So California Edison	123,886	123,700	135,000	9%
010-9301-1026-106	So California Gas Franchise	36,191	52,040	40,000	-23%
010-9301-1026-108	Charter Comm (frmrly Spectrum)	95,591	79,010	85,000	8%
010-9301-1026-110	E J Harrison	147,450	142,000	145,000	2%
010-9301-1026-128	Cable Companies 1% Peg Fees	21,954	11,460	20,000	75%
010-9301-1026-999	Contra Revenue Account	(21,954)	-	-	0%
Total Revenues - Franchise Fees		403,118	408,210	425,000	4%
010-9301-1027-000	Transient Occupancy Tax	6,973,251	7,433,333	8,107,000	9%
010-9301-1027-003	Admin Cost/TOT HdL	(4,945)	5,550	(6,000)	-208%
010-9301-1027-150	Transient Occupancy- Prior YR	2,397	-	-	0%
Total Revenues - TOT		6,970,702	7,438,883	8,101,000	9%
010-9301-1028-000	Cannabis Tax	201,830	190,500	175,000	-8%
010-9301-1028-010	Cannabis Tax - Admin Fee	-	-	(2,000)	-100%
Total Revenues - Cannabis		201,830	190,500	173,000	-9%
010-9301-1030-000	Documentary Stamp Tax	102,208	130,000	115,000	-12%
010-9301-1033-999	Deferred Revenue CONTRA Acct	20,038	-	-	0%
010-9302-1053-020	Inspection Fee	-	300	-	-100%
010-9302-1054-000	Tree Permits	9,450	10,000	6,000	-40%
010-9302-1055-000	Home Occupation Permits	112	1,700	500	-71%
010-9302-1055-001	Zoning Clearance App-Bus Lic	2,016	3,000	2,000	-33%
010-9302-1056-000	Building Allocations	-	210	-	-100%
010-9302-1057-000	Cannabis Annual Licensing Fees	14,899	15,000	19,212	28%
010-9302-1058-000	Household Haz.Residental	14,310	8,500	15,000	76%
010-9302-1060-000	Planning Fees	9,164	15,000	15,000	0%
010-9302-1060-001	Plan filing fee	813	5,000	2,000	-60%
010-9302-1061-000	Building & Safety Permits	225,716	300,000	225,000	-25%
010-9302-1061-020	BuildingPermits/GenMaintSurChg	52	500		-100%
010-9302-1062-000	Sign Permits	-	2,000	-	-100%
010-9302-1063-000	Encroach Permit/banner Fees	56,209	60,000	60,000	0%
010-9302-1063-001	Traffic Mitigation-Ojai Share*	2,965	3,500	3,500	0%
010-9302-1063-002	TrafficMitigation-VCnty Share	-	100		-100%
010-9302-1063-004	Parking In-lieu Fees*	16,535	-	-	0%
010-9302-1063-006	Technical Surcharge*	10,719	13,000	10,000	-23%
010-9302-1063-007	General Plan Maintenance Fees*	35,745	45,000	40,000	-11%
010-9302-1063-999	Developer Fees/Contra Account	(46,464)	-	-	0%

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9302-1065-000	Plan Review Fees	83,148	110,000	80,000	-27%
010-9302-1081-000	Well Permits	-	1,000	-	-100%
010-9302-1083-000	Filming Permits	2,510	2,500	5,000	100%
010-9302-1900-000	Misc, Appeal & Permit Fees	6,302	200	500	150%
010-9302-1900-001	Appeal Fees	300	-	-	0%
010-9303-1018-000	Vehicle Fines & Penalties	11,589	10,000	13,000	30%
010-9303-1019-010	Social Host Violation Fines	32,375	-	-	0%
010-9303-1020-000	Parking Citations	1,724	3,500	3,500	0%
010-9303-1020-999	Parking Cit Due To Vta Co	-	660	-	-100%
010-9303-1021-000	Building Code Violations	-	500	-	-100%
010-9303-1021-050	Admin Remedy Fines & Penalty	15,802	10,000	5,000	-50%
Total Revenues - Permits, Fines, Forfeitures, Penalties		628,247	751,170	620,212	-17%
010-9304-1033-000	Interest Income	591,219	500,000	900,000	80%
010-9304-1033-100	Gain/Loss FMV Adjustment	184,674	-	-	0%
010-9304-1033-101	Rental Income	5,000	4,800	1,000	-79%
Total Revenues - Use of Money/Property		780,893	504,800	901,000	78%
010-9305-1015-000	Motor Vehicle In Lieu - COUNTY	1,238,568	1,303,717	1,434,270	10%
010-9305-1015-101	Prprty Tx - Vlf In Lieu -STATE	23,876	19,480	15,000	-23%
010-9305-1022-000	Homeowners Subvention(hoptr)	13,281	12,990	13,000	0%
010-9305-1043-020	SB90 St. Mandated Costs Reim	-	9,050	10,000	10%
010-9305-1043-021	SB90 St. Mand Csts Reim-PY	9,666	3,650	-	-100%
010-9305-1043-135	CA Disaster Mitigation Grant	222,909	-	-	0%
010-9305-1043-140	VCTC SB125 Grant	269,868	-	-	0%
010-9305-1050-000	AB 939 Fees/SRRE	147,450	106,000	140,000	32%
010-9305-1050-999	Deferred Revenue CONTRA Acct	(6,037)	181,028	-	-100%
010-9305-1096-005	Special Event Police Services	22,027	14,200	73,860	420%
010-9305-1097-000	SLESF "COPS" Funding	194,663	173,000	195,000	13%
010-9305-1106-000	NPDES Revenue	19,846	15,000	20,000	33%
010-9306-1037-000	State Highway Maintenance	16,170	201,708	100,000	-50%
010-9306-1042-000	Sale Of Maps & Copies	616	1,500	500	-67%
010-9306-1067-119	Use Fees-libbey Park	24,700	64,240	55,000	-14%
010-9306-1067-120	Use Fee-Other	50	-	500	100%
010-9307-1033-999	Deferred Revenue CONTRA Acct	(82,794)	-	-	0%
010-9307-1044-000	Misc Refunds & Receipts	6,895	2,500	2,500	0%
010-9307-1044-001	Misc Reimbursements	55	-	-	0%
010-9307-1044-010	Misc Donations	15	1,500	-	-100%
010-9307-1044-030	Cash Over/short	124	-	-	0%
010-9307-1044-050	PD Fees Fingrprnt-T/C Rpts	6,500	4,500	5,000	11%
010-9307-1044-131	Libbey Pk Tennis Ct Lights	858	1,000	1,000	0%
010-9307-1044-135	Electric Vehicle ChargeStation	10,223	9,000	12,000	33%
010-9307-1045-012	Transfer-in/Measure C Fd (12)	-	40,000	-	-100%
010-9309-1044-205	Misc Donations/Best Tennis Grt	68	-	-	0%
Total Revenues - Other		2,140,074	2,164,063	2,077,630	-4%
010-9309-1660-000	Recreation Program Revenue	13,285	10,000	10,000	0%
010-9309-1660-005	Adult Sports League	10,239	6,000	20,000	233%
010-9309-1660-007	Brochure	2,684	3,000	3,000	0%
010-9309-1660-008	Movie Night Revenue	7,112	8,000	8,000	0%
010-9309-1660-009	Aquatics	-	-	5,000	100%
010-9309-1660-010	Instructional Soccer	11,949	10,500	10,500	0%
010-9309-1660-012	Youth Flag Football	-	300	-	-100%
010-9309-1660-014	Youth Basketball	25,791	27,000	27,000	0%
010-9309-1660-016	Adult Basketball	-	1,000	-	-100%

General Fund Revenues

Account Code	Description	FY 24/25	FY 25/26 Budget	FY 26/27 Proposed	% Change
010-9309-1660-020	Gymnastics	108,045	80,000	120,000	50%
010-9309-1660-021	Seniors		-	7,000	100%
010-9309-1660-025	CPR/First Aid Progam	-	3,000	-	-100%
010-9309-1660-036	Drop-in Sports	4,895	4,000	4,000	0%
010-9309-1661-000	Recreation Classes Revenue	20,437	15,000	45,000	200%
010-9309-1661-001	Tennis Program	35,071	28,000	45,000	61%
010-9309-1661-016	Driving Education	354	500	500	0%
010-9309-1661-017	Guitar	444	700	-	-100%
010-9309-1661-018	Keyboarding	(37)	-	-	0%
010-9309-1661-020	Martial Arts	21,402	20,000	30,000	50%
010-9309-1661-021	Painting	2,479	2,500	-	-100%
010-9309-1661-022	Pottery Class	5,167	2,000	5,000	150%
010-9309-1661-027	Tai Chi Ch'uan	2,035	2,000	-	-100%
010-9309-1661-028	Theater Workshop	2,168	2,000	-	-100%
010-9309-1661-029	Weight Room	22,920	15,000	18,000	20%
010-9309-1661-030	Western Horsemanship	2,602	4,000	5,000	25%
010-9309-1661-031	Zumba Fitness	-	200	1,500	650%
010-9309-1661-032	Performing Arts	8,839	7,000	35,000	400%
010-9309-1661-038	Wilderness	1,710	1,000	1,500	50%
010-9309-1661-042	Yoga Revenue	346	100	2,000	1900%
010-9309-1661-044	Dog Training	9,251	7,700	9,500	23%
010-9309-1663-081	Ojai Day	16,240	17,000	18,000	6%
010-9309-1664-000	Facility Use	45,416	49,250	55,000	12%
010-9309-1665-100	Contracted Specialty Camps	64,782	28,000	25,000	-11%
010-9309-1665-110	Employee Specialty Camps	-	1,500	5,000	233%
010-9309-1665-120	Day Camp & Excursions	67,119	30,000	50,000	67%
Total Revenues - Recreation		512,745	386,250	565,500	46%
Total General Fund Revenues		17,269,692	17,331,230	18,668,490	8%

City Council

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1101-0013-000	Salaries - Special	54,019	59,280	59,280	0%	-
010-1101-0021-001	Pers/retirement	3,182	4,719	4,700	0%	(19)
010-1101-0021-002	Social Security	3,043	4,535	3,700	-18%	(835)
010-1101-0021-003	Deferred Comp. (457 Plan)	1,200	-	2,400	100%	2,400
010-1101-0021-005	Workers Comp Insurance	-	1,850	-	-100%	(1,850)
010-1101-0021-006	Health Insurance	90,387	139,868	134,330	-4%	(5,538)
010-1101-0021-007	Life Insurance	429	557	600	8%	44
010-1101-0021-009	Dental Insurance	3,640	3,559	3,700	4%	141
010-1101-0021-011	Vision Insurance	622	599	600	0%	1
010-1101-0021-012	Medicare	712	1,190	900	-24%	(290)
Salaries & Benefits		157,233	216,157	210,210	-3%	(5,947)
010-1101-0141-000	Training & Education	12,101	9,950	10,000	1%	50
010-1101-0141-321	Professional Membership & Dues	300	9,500	10,000	5%	500
010-1101-0141-370	City Council Meeting Expenses	419	3,000	7,000	133%	4,000
010-1101-0145-000	Office Supplies	1,094	1,500	1,500	0%	-
010-1101-0145-100	Miscellanous Expenditures	199	-	-	0%	-
010-1101-0145-308	Ups/fedex/ Postage	124	-	100	100%	100
010-1101-0146-311	Council Meeting Supplies	11,879	6,500	12,000	85%	5,500
010-1101-0147-100	Contract Serv / Interpreter	-	2,400	-	-100%	(2,400)
010-1101-0147-314	Contract Serv / Office Machine	3,340	-	1,300	100%	1,300
010-1101-0147-317	Contract Serv / Alarms	879	-	500	100%	500
010-1101-0194-000	Telephone	114	-	-	0%	-
010-1101-0206-000	EDC-VC & LAFCO	9,399	-	-	0%	-
Other Expenditures		39,846	32,850	42,400	29%	9,550
						-
Total City Council		197,079	249,007	252,610	1.4%	3,604

City Manager

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1102-0011-000	Salaries - Regular	614,274	680,182	842,000	24%	161,818
010-1102-0011-001	Salaries - Reg/Comp Absence	-	1,246	-	-100%	(1,246)
010-1102-0012-000	Salaries - Part-time	58,177	38,022	21,400	-44%	(16,622)
010-1102-0015-000	Salaries - Overtime	895	-	2,200	100%	2,200
010-1102-0021-001	Pers/retirement	48,749	59,983	68,300	14%	8,317
010-1102-0021-002	Social Security	36,219	52,034	53,700	3%	1,666
010-1102-0021-003	Deferred Comp. (457 Plan)	12,224	17,730	25,400	43%	7,670
010-1102-0021-004	Unemployment	784	1,375	1,700	24%	325
010-1102-0021-006	Health Insurance	70,466	96,038	181,497	89%	85,459
010-1102-0021-007	Life Insurance	667	780	1,000	28%	220
010-1102-0021-008	Disability Insurance	3,680	3,021	6,200	105%	3,179
010-1102-0021-009	Dental Insurance	2,120	2,633	4,200	60%	1,567
010-1102-0021-011	Vision Insurance	385	443	700	58%	257
010-1102-0021-012	Medicare	9,923	880	12,600	1332%	11,720
Salaries & Benefits		858,564	954,367	1,220,897	28%	266,530
010-1102-0021-013	Temporary Housing Allowance	5,000	-	-	0%	-
010-1102-0021-014	Car Allowance	-	-	6,000	100%	6,000
010-1102-0125-000	Prsnnl-pers Health/adm Fees	24,330	42,200	7,100	-83%	(35,100)
010-1102-0125-010	Prsnnl-pre-emplymt Phys Exam	2,037	-	1,500	100%	1,500
010-1102-0125-020	Prsnnl-compliance Posters	164	-	300	100%	300
010-1102-0127-000	Community & Service Awards	848	-	-	0%	-
010-1102-0127-010	Comm/Emp Recognition & Award	9,667	13,500	18,000	33%	4,500
010-1102-0131-000	Advertising	5,551	-	-	0%	-
010-1102-0138-000	Fingerprinting Costs	1,022	-	500	100%	500
010-1102-0138-358	Recruitment	58	35,000	10,000	-71%	(25,000)
010-1102-0141-000	Training & Education	16,137	18,100	18,500	2%	400
010-1102-0141-321	Professional / Membership Dues	5,120	4,150	4,200	1%	50
010-1102-0141-322	Publications	1,704	1,200	1,200	0%	-
010-1102-0141-370	City Manager Meeting Expenses	4,303	6,000	6,000	0%	-
010-1102-0144-000	Computer Supplies / R & M	4,746	1,800	1,800	0%	-
010-1102-0145-000	Office Supplies	6,858	6,500	6,500	0%	-
010-1102-0145-100	Miscellanous Expenditures	880	-	-	0%	-
010-1102-0145-308	Ups/fedex/postage	406	500	500	0%	-
010-1102-0146-311	Water/1st Aid/Kitchen Supplies	2,177	1,500	2,000	33%	500
010-1102-0147-000	Contract Services/General	57,433	207,000	160,000	-23%	(47,000)
010-1102-0147-001	Communications Consulting Serv	33,394	103,740	145,600	40%	41,860
010-1102-0147-018	FinanceProcessReview-Consultan	94,876	-	-	0%	-
010-1102-0147-314	Contract Serv / Office Machine	2,914	2,600	2,600	0%	-
010-1102-0147-317	Contract Serv / Alarms	527	-	-	0%	-
010-1102-0155-005	Auto Mileage Reimbursements	11,182	2,800	2,500	-11%	(300)
010-1102-0194-000	Telephone	2,849	-	2,000	100%	2,000
010-1102-0206-000	VCOG/EDC-VC/LOCC	3,322	8,600	8,600	0%	-
Other Expenditures		297,505	455,190	405,400	-11%	(49,790)
						-
Total City Manager		1,156,069	1,409,557	1,626,297	15.4%	216,740

City Treasurer

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1103-0011-000	Salaries Regular	14,508	5,460	-	-100%	(5,460)
010-1103-0013-000	Salaries - Special	5,355	-	5,460	100%	5,460
010-1103-0021-002	Social Security	1,111	238	340	43%	102
010-1103-0021-004	Unemployment	10	10	-	-100%	(10)
010-1103-0021-005	Workers Comp Insurance	-	360	-	-100%	(360)
010-1103-0021-007	Life Insurance	57	66	60	-9%	(6)
010-1103-0021-009	Dental Insurance	749	712	730	3%	18
010-1103-0021-011	Vision Insurance	126	120	120	0%	-
010-1103-0021-012	Medicare	289	418	80	-81%	(338)
Salaries & Benefits		24,479	7,384	6,790	-8%	(594)
						-
010-1103-0141-321	Professional Dues	-	2,500	500	-80%	(2,000)
Other Expenditures		-	2,500	500	-80%	(2,000)
						-
Total City Treasurer		24,479	9,884	7,290	-26.2%	(2,594)

Finance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1104-0011-000	Salaries - Regular	470,092	557,291	655,400	18%	98,109
010-1104-0012-000	Salaries - Part-time	58,775	-	53,100	100%	53,100
010-1104-0015-000	Salaries - Overtime	2,874	3,239	3,800	17%	561
010-1104-0021-001	Pers/retirement	42,141	54,328	50,900	-6%	(3,428)
010-1104-0021-002	Social Security	31,416	42,861	44,200	3%	1,339
010-1104-0021-003	Deferred Comp. (457 Plan)	10,346	16,808	19,800	18%	2,992
010-1104-0021-004	Unemployment	989	869	1,500	73%	631
010-1104-0021-005	Workers Comp Insurance	-	11,967	-	-100%	(11,967)
010-1104-0021-006	Health Insurance	92,136	148,007	128,270	-13%	(19,737)
010-1104-0021-007	Life Insurance	505	481	600	25%	119
010-1104-0021-008	Disability Insurance	2,465	3,235	4,800	48%	1,565
010-1104-0021-009	Dental Insurance	2,915	3,289	3,700	12%	411
010-1104-0021-011	Vision Insurance	505	553	600	8%	47
010-1104-0021-012	Medicare	7,681	1,099	10,400	846%	9,301
Salaries & Benefits		722,838	844,027	977,070	16%	133,043
010-1104-0131-000	Legal Advertising/Notices	831	1,000	1,000	0%	-
010-1104-0133-060	Miscellanous Expenditures	6,840	3,000	7,500	150%	4,500
010-1104-0141-000	Training & Education	24,420	20,000	20,000	0%	-
010-1104-0141-010	EmployRecognition/Appreciation	223	-	-	0%	-
010-1104-0141-321	Professional / Membership Dues	685	2,500	1,500	-40%	(1,000)
010-1104-0141-322	Publications	184	300	300	0%	-
010-1104-0144-000	Computer Supplies / R & M	1,483	1,500	1,500	0%	-
010-1104-0145-000	Office Supplies	9,127	10,000	5,500	-45%	(4,500)
010-1104-0145-100	Miscellanous Expenditures	18,942	73,500	-	-100%	(73,500)
010-1104-0145-200	Software License and mant	2,535	15,000	7,500	-50%	(7,500)
010-1104-0145-308	Ups/fedex/ Postage	2,442	3,750	2,000	-47%	(1,750)
010-1104-0146-311	Water/1st Aid/Kitchen Supplies	1,264	1,050	1,500	43%	450
010-1104-0147-000	Contract Services	-	92,000	40,000	-57%	(52,000)
010-1104-0147-100	Cont Serv/ Cannabis Compliance	-	10,000	-	-100%	(10,000)
010-1104-0147-300	Contract Serv / Acctg Services	111,928	247,000	175,000	-29%	(72,000)
010-1104-0147-301	Contract Serv / Audit	59,338	70,000	70,000	0%	-
010-1104-0147-302	Contract Serv / Parking Cites	2,756	3,000	3,000	0%	-
010-1104-0147-303	Contract Serv/ SB90 Filing	750	800	1,000	25%	200
010-1104-0147-304	Contract Serv / PERS Actuarial	-	6,450	6,450	0%	-
010-1104-0147-305	Annual Lease Check Printer	-	260	-	-100%	(260)
010-1104-0147-307	Contract Serv/PENSION -GASB 68	-	5,200	8,500	63%	3,300
010-1104-0147-308	Contract Serv-Fee Study	-	50,000	60,000	20%	10,000
010-1104-0147-309	Contract Serv/Tax	10,279	7,500	36,000	100%	28,500
010-1104-0147-310	Contract Serv/ TOT	18,748	16,500	-	-100%	(16,500)
010-1104-0147-311	Contract Serv/OPEB/GASB75	1,305	7,830	8,500	9%	670
010-1104-0147-314	Contract Serv / Office Machine	5,254	5,750	2,500	-57%	(3,250)
010-1104-0147-317	Contract Serv / Alarms	703	1,200	3,000	150%	1,800
010-1104-0151-317	Equipment Repairs & Maint	2,046	-	-	0%	-
010-1104-0155-005	Auto Mileage Reimbursements	816	1,000	1,500	50%	500
010-1104-0194-000	Telephone	1,341	-	-	0%	-
010-1104-0194-360	High-speed Internet Services	747	-	-	0%	-
Other Expenditures		284,986	656,090	463,750	-29%	(192,340)
						-
Total Finance		1,007,824	1,500,117	1,440,820	-4.0%	(59,297)

City Attorney

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1105-0147-000	Contract Serv / Retainer	187,519	222,000	-	-100%	(222,000)
010-1105-0147-001	General Consulting Services	377,594	640,978	640,000	0%	(978)
010-1105-0147-019	TOT Issues	61,667	60,000	20,000	-67%	(40,000)
010-1105-0147-032	Real Property Issues	20,808	10,000	20,000	100%	10,000
010-1105-0147-035	Brown Act Issues	142,910	20,000	20,000	0%	-
010-1105-0147-039	Litigation Support	401,024	168,000	100,000	-40%	(68,000)
010-1105-0147-105	Code Enforcement Issues	113,679	80,000	50,000	-38%	(30,000)
010-1105-0147-110	SpecialCounselLabor&Employment	55,774	16,800	50,000	198%	33,200
010-1105-0147-113	Election related issues	-	8,000	-	-100%	(8,000)
010-1105-0147-210	RDA Successor Issues	-	5,000	-	-100%	(5,000)
Total City Attorney		1,360,975	1,230,778	900,000	-26.9%	(330,778)

City Clerk

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1107-0011-000	Salaries - Regular	124,731	136,063	140,000	3%	3,937
010-1107-0012-000	Salaries - Part-time	-	50,266	34,100	-32%	(16,166)
010-1107-0013-000	Salaries- Special	5,355	-	5,500	100%	5,500
010-1107-0021-001	Pers/retirement	9,679	10,393	10,600	2%	207
010-1107-0021-002	Social Security	7,959	14,254	11,100	-22%	(3,154)
010-1107-0021-003	Deferred Comp. (457 Plan)	1,766	-	4,500	100%	4,500
010-1107-0021-004	Unemployment	130	383	500	31%	117
010-1107-0021-005	Workers Comp Insurance	-	3,222	-	-100%	(3,222)
010-1107-0021-006	Health Insurance	24,589	26,573	29,492	11%	2,919
010-1107-0021-007	Life Insurance	124	211	200	-5%	(11)
010-1107-0021-008	Disability Insurance	306	504	1,300	158%	796
010-1107-0021-009	Dental Insurance	735	1,434	700	-51%	(734)
010-1107-0021-011	Vision Insurance	124	242	100	-59%	(142)
010-1107-0021-012	Medicare	1,862	2,188	2,600	19%	412
Salaries & Benefits		177,359	245,733	240,692	-2%	(5,041)
010-1107-0131-000	Legal Advertising/Notices	6,830	12,000	8,000	-33%	(4,000)
010-1107-0131-364	Publication of Ordinances	16,132	12,000	5,000	-58%	(7,000)
010-1107-0132-000	Elections	20,080	-	30,000	100%	30,000
010-1107-0141-000	Training & Education	6,709	12,000	12,000	0%	-
010-1107-0141-321	Professional / Membership Dues	585	-	600	100%	600
010-1107-0144-000	Computer Supplies / R & M	1,953	-	1,500	100%	1,500
010-1107-0145-000	Office Supplies	443	800	1,500	88%	700
010-1107-0145-100	Records Request Supplies	27	-	-	0%	-
010-1107-0145-200	Software License and maint	6,478	-	-	0%	-
010-1107-0145-201	Peak Agenda Mgmt-Software	5,061	14,500	20,000	38%	5,500
010-1107-0145-308	Postage And Shipping Costs	324	-	300	100%	300
010-1107-0146-311	Water/1st Aid/Kitchen Supplies	54	-	60	100%	60
010-1107-0147-000	Contract Services / Other	-	10,000	7,500	-25%	(2,500)
010-1107-0147-314	Contract Serv / Office Machine	935	-	550	100%	550
010-1107-0147-317	Contract Serv / Alarms	176	-	200	100%	200
010-1107-0147-318	RetentionSched.Update-Contract	-	10,000	8,000	-20%	(2,000)
010-1107-0148-000	Records Management	557	-	500	100%	500
010-1107-0149-010	Storage Rental	1,980	4,000	4,000	0%	-
010-1107-0194-000	Telephone	335	-	-	0%	-
Other Expenditures		68,657	75,300	99,710	32%	24,410
Total City Clerk		246,016	321,033	340,402	6.0%	19,369

Non-Departmental

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1110-0011-000	Salaries Regular	138,913	-	-	0%	-
010-1110-0012-000	Salaries - Part-time	-	-	-	0%	-
010-1110-0015-000	Salaries - Overtime	1,612	-	-	0%	-
010-1110-0021-001	Pers/retirement	9,269	-	-	0%	-
010-1110-0021-002	Social Security	8,531	-	-	0%	-
010-1110-0021-003	Deferred Comp. (457 Plan)	450	-	-	0%	-
010-1110-0021-004	Unemployment	126	-	-	0%	-
010-1110-0021-005	Workers Comp Insurance	-	-	-	0%	-
010-1110-0021-006	Health Insurance	28,011	-	-	0%	-
010-1110-0021-007	Life Insurance	121	-	-	0%	-
010-1110-0021-008	Disability Insurance	352	-	-	0%	-
010-1110-0021-009	Dental Insurance	224	-	-	0%	-
010-1110-0021-011	Vision Insurance	29	-	-	0%	-
010-1110-0021-012	Medicare	1,995	-	-	0%	-
010-1110-0021-016	PERS Unfunded Liability	444,585	570,817	612,420	7%	41,603
010-1110-0021-106	Retiree Medical Payments	253,305	228,000	270,000	18%	42,000
010-1110-0125-100	Partial OPEB Pre-funding	82,500	100,000	100,000	0%	-
010-1110-0125-101	Partial PENSION Pre-funding	100,000	100,000	100,000	0%	-
010-1110-0126-000	General Liability Ins	233,096	295,648	377,302	28%	81,654
010-1110-0126-001	FSA Admin Fee	528	1,200	1,500	25%	300
010-1110-0126-002	Workers Compensation Insurance	83,321	102,881	123,879	20%	20,998
010-1110-0126-003	Property Insurance	126,879	132,879	122,249	-8%	(10,630)
010-1110-0126-100	Employee Dishonesty Bond	1,153	1,275	1,363	7%	88
010-1110-0129-000	Bank Charges	9,372	10,000	15,000	50%	5,000
010-1110-0132-000	Community Outreach	11,833	10,500	20,000	90%	9,500
010-1110-0132-001	Community Summer ConcertSeries	-	3,500	-	-100%	(3,500)
010-1110-0132-002	Community Winter Wonderland	-	3,000	-	-100%	(3,000)
010-1110-0132-003	Contributions	-	125,000	125,000	0%	-
010-1110-0132-005	OTT	435,775	322,800	400,000	24%	77,200
010-1110-0132-010	City Apparel	2,701	10,000	12,000	20%	2,000
010-1110-0132-012	Ojai ValleyGreen Coalition	26,000	41,352	-	-100%	(41,352)
010-1110-0132-014	Ojai Chamber of Commerce	-	109,200	109,600	0%	400
010-1110-0132-015	Ojai Museum Operation Support	60,000	75,000	85,000	13%	10,000
010-1110-0132-016	2-1-1VenturaCnty Health&Safety	1,166	1,200	1,250	4%	50
010-1110-0132-017	Ojai Valley Fire Safe Council	-	2,500	-	-100%	(2,500)
010-1110-0138-000	Fingerprinting Costs-Non Emp	(5,417)	-	5,000	100%	5,000
010-1110-0141-000	Training, Education & Seminar	1,396	2,800	-	-100%	(2,800)
010-1110-0141-321	Professional / Membership Dues	5,753	-	1,100	100%	1,100
010-1110-0141-322	Publications	173	500	500	0%	-
010-1110-0146-000	Materials & Supplies	124	-	-	0%	-
010-1110-0147-000	Contract Services	22,395	61,000	20,000	-67%	(41,000)
010-1110-0147-001	Libbey Bowl Management	7,061	10,000	-	-100%	(10,000)
010-1110-0147-010	Libbey Bowl Operations	6,000	7,500	40,000	433%	32,500
010-1110-0147-014	Contr Serv - Rental Assistance	-	100,000	-	-100%	(100,000)
010-1110-0147-020	GOGov (CitizenRequest Mgmt)	1,692	1,800	7,000	289%	5,200
010-1110-0147-371	ContractSvcs-HabitatRestoratio	19,713	-	-	0%	-
010-1110-0154-000	Bad Debt/Returned Checks	144,231	-	-	0%	-
010-1110-0191-000	Electricity	99,968	130,000	185,000	42%	55,000
010-1110-0192-000	Natural Gas	8,856	8,000	11,500	44%	3,500
010-1110-0193-000	Water	73,011	60,000	80,000	33%	20,000
010-1110-0194-000	Telephone	19,896	27,750	27,750	0%	-
010-1110-0194-360	High-speed Internet Services	8,568	10,000	11,000	10%	1,000
010-1110-0196-000	Sewer Services	14,713	100,000	20,000	-80%	(80,000)
010-1110-0900-052	Trnsf Out/plaza Maint(52)	-	-	25,000	100%	25,000
010-1110-0202-000	Independence Day Program	32	-	-	0%	-
010-1110-0553-081	OjaiDay Materials & Supplies	28,122	-	-	0%	-
010-1110-0900-031	Trans Out to Capital (031)	-	-	1,000,000	100%	1,000,000
010-1110-0900-192	Trans Out to Housing (192)	219,004	42,257	-	-100%	(42,257)
Total Non-Departmental		2,737,138	2,808,359	3,910,413	39.2%	1,102,054

Arts Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1112-0203-001	Arts Grants	30,000	100,000	100,000	0%	-
010-1112-0203-002	PublicArtsCollectionMaintenanc	-	6,550	6,550	0%	-
010-1112-0203-003	Mentor Program	250	-	-	0%	-
010-1112-0203-004	City Gallery	450	-	-	0%	-
010-1112-0203-006	Arts Education	200	6,000	6,000	0%	-
010-1112-0203-007	Meeing & Event Supplies	57	1,250	1,250	0%	-
010-1112-0203-008	Arts Commission Communications	400	2,650	2,650	0%	-
010-1112-0203-009	Arts Commission Technology	-	1,000	1,000	0%	-
Total Arts Commission		31,357	117,450	117,450	0%	-

Police

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1301-0021-016	PERS Unfunded Liability	28,328	-	30,186	100%	30,186
010-1301-0144-010	Computer Update-mdt Services	4,121	-	4,365	100%	4,365
010-1301-0144-012	Hi Tech Task Force Cost	3,942	-	4,000	100%	4,000
010-1301-0145-000	Office Supplies	991	-	-	0%	-
010-1301-0146-000	Parts & Supplies	299	-	-	0%	-
010-1301-0146-311	Water/1st Aid/Kitchen Supplies	1,238	-	750	100%	750
010-1301-0147-327	Ventura Co Sheriffs Dept	3,368,640	3,648,700	3,981,200	9%	332,500
010-1301-0147-328	VC Sheriff Motor Officer	16,721	350,000	10,000	-97%	(340,000)
010-1301-0147-329	Contract Service / Auto Towing	-	1,370	1,000	-27%	(370)
010-1301-0223-000	Off Duty Court Time	1,160	3,300	3,250	-2%	(50)
010-1301-0223-001	Crisis Intervention Team Prg	846	-	560	100%	560
010-1301-0238-001	Special Enforcement Unit/cop	49,110	40,000	45,700	14%	5,700
010-1301-0238-002	SST II / cop	58,364	60,000	63,250	5%	3,250
010-1301-0252-000	Special Event Overtime	33,112	45,000	73,860	64%	28,860
010-1301-0899-001	Body Cameras / Tasers	-	27,020	43,500	61%	16,480
Total Police		3,566,873	4,175,390	4,261,621	2.1%	86,231

Planning

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1401-0011-000	Salaries - Regular	530,817	626,069	662,000	6%	35,931
010-1401-0012-000	Salaries - Part-time	19,424	41,831	-	-100%	(41,831)
010-1401-0015-000	Salaries - Overtime	7,223	7,032	7,300	4%	268
010-1401-0021-001	Pers/retirement	54,796	65,044	60,000	-8%	(5,044)
010-1401-0021-002	Social Security	33,405	51,633	41,500	-20%	(10,133)
010-1401-0021-003	Deferred Comp. (457 Plan)	8,589	9,861	20,100	104%	10,239
010-1401-0021-004	Unemployment	921	957	1,100	15%	143
010-1401-0021-006	Health Insurance	78,258	91,222	92,213	1%	991
010-1401-0021-007	Life Insurance	516	504	500	-1%	(4)
010-1401-0021-008	Disability Insurance	2,345	2,014	4,800	138%	2,786
010-1401-0021-009	Dental Insurance	3,068	3,584	3,300	-8%	(284)
010-1401-0021-011	Vision Insurance	536	603	600	0%	(3)
010-1401-0021-012	Medicare	8,056	2,860	9,700	239%	6,840
Salaries & Benefits		747,954	903,214	903,113	0.0%	(101)
						-
010-1401-0131-000	Legal Advertising/Notices	4,448	3,670	8,000	118%	4,330
010-1401-0141-000	TrainingEducation&Seminars	1,140	5,000	5,000	0%	-
010-1401-0141-321	Professional / Membership Dues	2,162	2,250	2,250	0%	-
010-1401-0141-322	Publications(Planning Commiss)	180	210	400	90%	190
010-1401-0141-324	Plan Commissioners Education	1,365	-	-	0%	-
010-1401-0141-326	Planning Conferences	900	5,000	-	-100%	(5,000)
010-1401-0144-000	Computer Supplies / R & M	721	3,000	2,000	-33%	(1,000)
010-1401-0145-000	Office Supplies	1,200	1,600	2,000	25%	400
010-1401-0145-100	Miscellanous Expenditures	564	1,200	5,000	317%	3,800
010-1401-0145-200	Software License	42,748	49,000	73,500	50%	24,500
010-1401-0145-308	Postage And Shipping Costs	1,590	2,400	1,500	-38%	(900)
010-1401-0146-311	Water/1st Aid/Kitchen Supplies	232	250	250	0%	-
010-1401-0147-000	Contract Services / General	31,811	123,400	40,000	-68%	(83,400)
010-1401-0147-100	Contract SVC/ CDD Director	-	-	-	0%	-
010-1401-0147-110	Contract svc-Gen Plan Update	131,193	250,000	250,000	0%	-
010-1401-0147-301	Contract svc Short Term Rental	16,500	-	-	0%	-
010-1401-0147-310	Contract Serv/TF Expenditures	16,197	-	-	0%	-
010-1401-0147-314	Contract Serv / Office Machine	3,334	3,800	2,500	-34%	(1,300)
010-1401-0147-317	Contract Serv / Alarms	1,054	900	1,150	28%	250
010-1401-0147-332	Contract Serv / Plan Checking	15,761	-	-	0%	-
010-1401-0153-000	Vehicle Fuel	168	500	1,000	100%	500
010-1401-0155-005	Auto Mileage Reimbursements	66	300	300	0%	-
010-1401-0194-000	Telephone	1,676	-	-	0%	-
Other Expenditures		275,009	452,480	394,850	-13%	(57,630)
Total Planning		1,022,963	1,355,694	1,297,963	-4.3%	(57,731)

Building & Safety

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1402-0011-000	Salaries - Regular	52,038	-	57,000	100%	57,000
010-1402-0015-000	Salaries - Overtime	2,086	-	1,600	100%	1,600
010-1402-0021-001	Pers/retirement	7,390	-	7,000	100%	7,000
010-1402-0021-002	Social Security	3,340	-	3,600	100%	3,600
010-1402-0021-003	Deferred Comp. (457 Plan)	1,210	-	1,700	100%	1,700
010-1402-0021-004	Unemployment	63	-	100	100%	100
010-1402-0021-006	Health Insurance	9,136	-	9,090	100%	9,090
010-1402-0021-007	Life Insurance	60	-	100	100%	100
010-1402-0021-008	Disability Insurance	-	-	400	100%	400
010-1402-0021-009	Dental Insurance	358	-	400	100%	400
010-1402-0021-011	Vision Insurance	60	-	100	100%	100
010-1402-0021-012	Medicare	781	-	800	100%	800
Salaries & Benefits		76,523	-	81,890	100%	81,890
010-1402-0141-322	Publications(HPC)	2,516	3,000	3,000	0%	-
010-1402-0145-000	Office Supplies	1,177	1,100	1,100	0%	-
010-1402-0145-100	Miscellanous Expenditures	1,636	-	-	0%	-
010-1402-0147-235	CntrctSrv/Code Enforcement	158,717	230,000	10,000	-96%	(220,000)
010-1402-0147-332	Contract Bldg Plan Chk/Permit	330,170	250,000	300,000	20%	50,000
010-1402-0153-000	Vehicle Fuel	1,666	1,500	1,500	0%	-
010-1402-0194-000	Telephone	1,676	-	-	0%	-
010-1402-0200-000	Animal Regulations Contract	118,219	122,000	100,000	-18%	(22,000)
Other Expenditures		615,777	607,600	415,600	-32%	(192,000)
						-
Total Building & Safety		692,300	607,600	497,490	-18.1%	(110,110)

Planning Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1403-0141-324	Planning Comm Education	-	6,000	6,000	0%	-
Total Planning Commission		-	6,000	6,000	0%	-

Historic Preservation Commission

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1404-0131-000	Legal Advertising/Notices	289	-	-	0%	-
010-1404-0141-000	Training, Education & Seminars	549	-	-	0%	-
010-1404-0141-321	Professional Dues/Memberships	650	1,000	1,000	0%	-
010-1404-0145-000	Office/Misc Supplies	8,381	-	-	0%	-
010-1404-0145-010	Historic Landmark Plaque Fee	1,470	-	1,500	100%	1,500
010-1404-0147-000	Contractual Svc-HPC	4,650	88,050	88,050	0%	-
Total Historic Preservation Commission		15,990	89,050	90,550	1.7%	1,500

Recreation Administration

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1502-0011-000	Salaries - Regular	161,017	324,870	431,000	33%	106,130
010-1502-0015-000	Salaries - Overtime	645	3,030	3,600	19%	570
010-1502-0021-001	Pers/retirement	14,085	36,995	33,500	-9%	(3,495)
010-1502-0021-002	Social Security	9,898	30,644	27,000	-12%	(3,644)
010-1502-0021-003	Deferred Comp. (457 Plan)	4,106	6,542	13,100	100%	6,558
010-1502-0021-004	Unemployment	435	957	1,100	15%	143
010-1502-0021-006	Health Insurance	37,712	122,048	89,688	-27%	(32,360)
010-1502-0021-007	Life Insurance	247	252	600	138%	348
010-1502-0021-008	Disability Insurance	(199)	-	3,200	100%	3,200
010-1502-0021-009	Dental Insurance	1,468	3,584	3,200	-11%	(384)
010-1502-0021-011	Vision Insurance	257	603	600	0%	(3)
010-1502-0021-012	Medicare	2,315	1,198	6,300	426%	5,102
Salaries & Benefits		231,986	530,723	612,888	15%	82,165
						-
010-1502-0138-000	Fingerprinting Costs	-	500	-	-100%	(500)
010-1502-0141-000	Training & Education	1,096	3,000	6,500	117%	3,500
010-1502-0141-321	Professional / Membership Dues	673	1,500	2,000	33%	500
010-1502-0144-000	Computer Supplies / R & M	1,427	1,500	4,000	167%	2,500
010-1502-0145-000	Office Supplies	5,346	3,500	3,500	0%	-
010-1502-0145-100	Recreation Open House	2,422	4,000	4,000	0%	-
010-1502-0145-200	Miscellanous Expenditures	3,851	2,000	2,000	0%	-
010-1502-0145-308	Ups/fedex/postage	502	400	400	0%	-
010-1502-0146-311	Water/1st Aid/Kitchen Supplies	608	500	900	80%	400
010-1502-0147-000	Contract Services	93,924	100,000	40,000	-60%	(60,000)
010-1502-0147-314	Contract Serv / Office Machine	2,724	3,000	3,000	0%	-
010-1502-0147-317	Contract Serv / Alarms	1,456	1,770	1,770	0%	-
010-1502-0151-000	Vehicle Repairs & Mainenance	1,841				
010-1502-0151-317	Equipment Maint & Repairs	2,056	2,500	5,000	100%	2,500
010-1502-0155-005	Auto Mileage Reimbursements	482	680	100	-85%	(580)
010-1502-0194-000	Telephone/alarm	1,722	-	-	0%	-
010-1502-0553-080	Ojai Day/Labor Costs	-	2,000	2,000	0%	-
010-1502-0553-081	Ojai Day/Material & Supplies	950	35,000	42,000	20%	7,000
010-1502-0554-000	Facility Maintenance	11,961	30,000	35,000	17%	5,000
Other Expenditures		133,042	191,850	152,170	-21%	(39,680)
Total Recreation Administration		365,028	722,573	765,058	5.9%	42,485

Recreation Programs

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1503-0011-000	Salaries - Regular	210,465	87,293	122,000	40%	34,707
010-1503-0012-000	Salaries - Part-time	191,719	192,927	246,000	28%	53,073
010-1503-0015-000	Salaries - Overtime	1,449	1,213	2,300	90%	1,087
010-1503-0021-001	Pers/retirement	20,602	11,782	14,300	21%	2,518
010-1503-0021-002	Social Security	25,028	14,998	22,900	53%	7,902
010-1503-0021-003	Deferred Comp. (457 Plan)	2,394	-	3,800	100%	3,800
010-1503-0021-004	Unemployment	2,551	2,518	7,300	190%	4,782
010-1503-0021-006	Health Insurance	44,756	15,975	24,240	52%	8,265
010-1503-0021-007	Life Insurance	304	352	200	-43%	(152)
010-1503-0021-008	Disability Insurance	(123)	-	900	100%	900
010-1503-0021-009	Dental Insurance	1,953	717	1,200	67%	483
010-1503-0021-011	Vision Insurance	339	121	200	65%	79
010-1503-0021-012	Medicare	5,853	13,331	5,400	-59%	(7,931)
Salaries & Benefits		507,289	341,227	450,740	32%	109,513
						-
010-1503-0131-000	Publication of Brochures	56,695	63,000	63,000	0%	-
010-1503-0138-000	Fingerprinting/DMV Costs	-	500	-	-100%	(500)
010-1503-0141-000	Training & Education	530	5,000	3,000	-40%	(2,000)
010-1503-0145-000	Office Supplies	1,992	2,000	2,000	0%	-
010-1503-0145-100	Miscellanous Expenditures	2,755	2,000	2,000	0%	-
010-1503-0151-000	Vehicle Repairs & Mainenance	-	400	400	0%	-
010-1503-0153-000	Vehicle Fuel	703	1,500	1,500	0%	-
010-1503-0155-005	Auto Mileage Reimbursements	-	1,000	3,000	200%	2,000
010-1503-0206-000	Audio Video Licensing	1,776	1,500	1,500	0%	-
010-1503-0550-000	Recreation Programs	6,688	4,000	4,000	0%	-
010-1503-0550-005	Adult Sports Leagues	3,427	2,200	3,600	64%	1,400
010-1503-0550-008	Movie Nights Expenditures	1,171	1,200	1,200	0%	-
010-1503-0550-009	Aquatics	-	10,000	15,000	50%	5,000
010-1503-0550-010	Instructional Soccer	16,612	15,000	12,000	-20%	(3,000)
010-1503-0550-012	Youth Flag Football	104	2,000	-	-100%	(2,000)
010-1503-0550-014	Youth Basketball	16,242	15,000	15,000	0%	-
010-1503-0550-016	Adult Basketball	-	600	-	-100%	(600)
010-1503-0550-020	Gymnastics	3,237	2,400	2,400	0%	-
010-1503-0550-021	Seniors	-	5,000	5,000	0%	-
010-1503-0550-025	CPR/First Aid Program	-	2,000	-	-100%	(2,000)
010-1503-0550-036	Drop-in Sports	603	500	500	0%	-
010-1503-0550-066	Miscellaneous	-	2,000	2,000	0%	-
010-1503-0551-000	Recreation Classes - Tennis	21,124	9,000	27,500	206%	18,500
010-1503-0551-010	Recreation Classes - Other	11,279	10,000	30,000	200%	20,000
010-1503-0551-014	Cartooning	3,117	-	-	0%	-
010-1503-0551-016	Driving Education	364	300	300	0%	-
010-1503-0551-017	Guitar	455	600	-	-100%	(600)
010-1503-0551-020	Martial Arts	14,838	10,000	20,000	100%	10,000
010-1503-0551-022	Pottery Class	5,075	4,000	4,000	0%	-
010-1503-0551-027	Tai Chi Ch'uan	2,542	5,000	-	-100%	(5,000)
010-1503-0551-028	Theater Workshop	-	3,000	-	-100%	(3,000)
010-1503-0551-029	Weight Room	17,481	20,000	20,000	0%	-
010-1503-0551-030	Western Horsemanship	2,195	5,000	5,000	0%	-
010-1503-0551-031	Zumba Fitness	296	500	500	0%	-
010-1503-0551-032	Performing Arts	11,249	10,000	22,000	120%	12,000
010-1503-0551-038	Wilderness	174	600	600	0%	-
010-1503-0551-042	Yoga	-	1,200	1,200	100%	-
010-1503-0551-044	Manner Class for Dogs	6,407	5,900	5,900	0%	-
010-1503-0551-047	Aikido Classes	481	500	-	-100%	(500)
010-1503-0554-000	Facility Use/Field Prep	-	1,500	1,500	0%	-
010-1503-0555-100	Contracted Specialty Camps	24,036	35,000	10,000	-71%	(25,000)
010-1503-0555-110	Employee Specialty Programs	1,584	1,500	6,500	333%	5,000
010-1503-0555-120	Day Camps & Excursions	4,574	7,000	10,000	43%	3,000
Other Expenditures		239,805	269,400	302,100	12%	32,700
						-
Total Recreation Programs		747,094	610,627	752,840	23.3%	142,213

Public Works

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1601-0011-000	Salaries - Regular	700,727	955,093	767,000	-20%	(188,093)
010-1601-0015-000	Salaries - Overtime	17,347	14,041	17,500	25%	3,459
010-1601-0021-001	Pers/retirement	58,394	92,348	68,100	-26%	(24,248)
010-1601-0021-002	Social Security	44,098	74,139	48,300	-35%	(25,839)
010-1601-0021-003	Deferred Comp. (457 Plan)	17,249	24,540	23,400	-5%	(1,140)
010-1601-0021-004	Unemployment	1,237	1,460	1,800	23%	340
010-1601-0021-006	Health Insurance	126,860	200,874	161,600	-20%	(39,274)
010-1601-0021-007	Life Insurance	746	755	900	19%	145
010-1601-0021-008	Disability Insurance	4,663	3,776	5,600	48%	1,824
010-1601-0021-009	Dental Insurance	4,529	7,097	5,500	-23%	(1,597)
010-1601-0021-011	Vision Insurance	752	1,193	900	-25%	(293)
010-1601-0021-012	Medicare	10,313	2,612	11,300	333%	8,688
Salaries & Benefits		986,914	1,377,928	1,111,900	-19%	(266,028)
010-1601-0141-000	Department Meetings	1,452	3,000	3,000	0%	-
010-1601-0141-321	Professional / Membership Dues	405	500	1,500	200%	1,000
010-1601-0141-322	Subscriptions	58	500	8,000	1500%	7,500
010-1601-0141-323	Professional Seminars	1,654	5,000	7,000	40%	2,000
010-1601-0142-000	Clothing Allowance	10,416	15,000	11,000	-27%	(4,000)
010-1601-0144-000	Computer Supplies	2,049	3,000	1,800	-40%	(1,200)
010-1601-0145-000	Office Supplies	9,629	10,000	6,000	-40%	(4,000)
010-1601-0145-100	Miscellanous Expenditures	1,113	-	1,000	100%	1,000
010-1601-0145-308	Postage And Shipping Costs	1,762	1,500	1,000	-33%	(500)
010-1601-0146-000	General Parts & Supplies	10,356	10,000	10,000	0%	-
010-1601-0146-311	Water/1st Aid/Kitchen Supplies	1,469	3,000	4,000	33%	1,000
010-1601-0147-000	CntrctSrv/SolidWasteSolution,I	300	-	-	0%	-
010-1601-0147-001	General Engineering Services	-	152,000	120,000	-21%	(32,000)
010-1601-0147-314	Contract Serv / Office Machine	1,800	2,000	2,000	0%	-
010-1601-0147-318	Contract Services- ADA Plan	2,000	2,000	-	-100%	(2,000)
010-1601-0151-000	Vehicle Repairs & Maintenance	43,150	50,000	50,000	0%	-
010-1601-0151-317	Equipment Repairs	10,527	15,000	10,000	-33%	(5,000)
010-1601-0151-503	Vehicle Repairs & Maint/Rec	560	-	-	0%	-
010-1601-0153-000	Vehicle Fuel-all Pw Depts	20,055	22,000	20,000	-9%	(2,000)
010-1601-0155-005	Auto Mileage Reimbursements	165	1,000	1,000	0%	-
010-1601-0194-000	Telephone	1,341	-	-	0%	-
Other Expenditures		120,261	295,500	257,300	-13%	(38,200)
Total Public Works		1,107,175	1,673,428	1,369,200	-18.2%	(304,228)

PW - Parks and Landscaping

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1602-0011-000	Salaries - Regular	191,749	157,219	238,000	51%	80,781
010-1602-0015-000	Salaries - Overtime	88	2,540	-	-100%	(2,540)
010-1602-0021-001	Pers/retirement	24,339	16,243	21,100	30%	4,857
010-1602-0021-002	Social Security	11,515	12,222	15,000	23%	2,778
010-1602-0021-003	Deferred Comp. (457 Plan)	3,921	4,152	7,300	76%	3,148
010-1602-0021-004	Unemployment	223	302	600	99%	298
010-1602-0021-006	Health Insurance	51,342	36,498	50,197	38%	13,699
010-1602-0021-007	Life Insurance	289	322	300	-7%	(22)
010-1602-0021-008	Disability Insurance	-	-	1,700	100%	1,700
010-1602-0021-009	Dental Insurance	1,693	1,147	1,700	48%	553
010-1602-0021-011	Vision Insurance	265	193	300	55%	107
010-1602-0021-012	Medicare	2,693	384	3,500	811%	3,116
Salaries & Benefits		288,117	231,222	339,697	47%	108,475
010-1602-0119-001	Lease Interest: Debt Service	8,866	-	-	0%	-
010-1602-0131-000	Legal Advertising/Notices	364	-	-	0%	-
010-1602-0134-000	Skate Park Lease	531	27,919	29,000	4%	1,081
010-1602-0134-100	Soule Park Lease	-	6,180	6,360	3%	180
010-1602-0141-323	Professional Seminars	-	3,000	3,000	0%	-
010-1602-0146-310	General Parts & Supplies	13,659	10,000	20,000	100%	10,000
010-1602-0146-338	Fertilizer	1,379	1,500	2,000	33%	500
010-1602-0146-339	Little/OakTree HouseMaint-City	422	-	-	0%	-
010-1602-0146-340	Sarzotti Park Maint-City	4,114	8,400	6,000	-29%	(2,400)
010-1602-0146-341	Libbey Park Maint-City	17,715	18,000	15,000	-17%	(3,000)
010-1602-0146-342	Rotary Park Maint-City	2,582	2,000	1,500	-25%	(500)
010-1602-0146-343	Skate Park Maint-City	3,311	2,000	1,500	-25%	(500)
010-1602-0146-344	Cluff Vista Park Maint-City	759	3,500	3,500	0%	-
010-1602-0146-345	Libbey Bowl Maint-City	4,928	5,000	10,000	100%	5,000
010-1602-0146-346	Daly Park Maint-City	1,830	5,000	2,000	-60%	(3,000)
010-1602-0146-347	Soule Park Pickleball Maint - City	-	-	2,500	100%	2,500
010-1602-0147-150	Contract Services/ Janitorial	23,053	-	-	0%	-
010-1602-0147-200	Contract Services	125	20,000	5,000	-75%	(15,000)
010-1602-0147-339	Little/Oak Tree House Maint.	1,968	-	-	0%	-
010-1602-0147-340	Sarzotti Park Maintenance	3,650	26,000	22,000	-15%	(4,000)
010-1602-0147-341	Libbey Park Maintenance	9,329	26,000	22,000	-15%	(4,000)
010-1602-0147-342	Rotary Park Maintenance	471	1,500	600	-60%	(900)
010-1602-0147-343	Skate Park Maintenance	856	12,000	6,000	-50%	(6,000)
010-1602-0147-344	Cluff Vista Park Maintenance	-	8,000	5,000	-38%	(3,000)
010-1602-0147-345	Demo Garden Maintenance	-	1,500	1,500	0%	-
010-1602-0147-346	Daly Park Maintenance	-	10,000	3,500	-65%	(6,500)
010-1602-0147-417	Libbey Bowl Maintenance	2,834	3,000	15,000	400%	12,000
010-1602-0147-347	Soule Park Pickleball Maintenance	-	-	5,000	100%	5,000
010-1602-0149-000	Equipment Rental	1,821	5,000	5,000	0%	-
010-1602-0160-000	Tree Maintenance	34,300	30,000	50,000	67%	20,000
010-1602-0160-010	Contract Arborist	957	2,500	5,000	100%	2,500
010-1602-0160-100	Tree Purchases	322	5,000	10,000	100%	5,000
010-1602-0191-000	Electricity	64,404	-	-	0%	-
010-1602-0804-020	Libbey Park Bleacher Repairs	2,119	5,000	5,000	0%	-
Other Expenditures		206,670	247,999	262,960	6%	14,961
Total PW - Parks & Landscape		494,788	479,221	602,657	25.8%	123,436

PW - General Maintenance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1603-0011-000	Salaries - Regular	116,478	58,957	119,000	102%	60,043
010-1603-0015-000	Salaries - Overtime	2,601	953	3,400	257%	2,447
010-1603-0021-001	Pers/retirement	12,026	6,091	10,600	74%	4,509
010-1603-0021-002	Social Security	7,305	4,583	7,500	64%	2,917
010-1603-0021-003	Deferred Comp. (457 Plan)	2,487	1,557	3,700	138%	2,143
010-1603-0021-004	Unemployment	145	201	300	49%	99
010-1603-0021-006	Health Insurance	24,702	13,686	25,048	83%	11,362
010-1603-0021-007	Life Insurance	174	131	200	53%	69
010-1603-0021-008	Disability Insurance	-	-	900	100%	900
010-1603-0021-009	Dental Insurance	1,062	430	900	109%	470
010-1603-0021-011	Vision Insurance	136	73	200	174%	127
010-1603-0021-012	Medicare	1,708	144	1,800	1150%	1,656
Salaries & Benefits		168,824	86,806	173,548	100%	86,742
010-1603-0146-310	Gen Maint Parts & Supplies	11,075	15,000	25,000	67%	10,000
010-1603-0146-311	Water/1st Aid/Kitchen Supplies	1,806	3,000	1,500	-50%	(1,500)
010-1603-0146-312	Building Maintenance / PW	17,321	20,000	7,000	-65%	(13,000)
010-1603-0146-313	Building Maintenance/City Hall	14,345	17,000	7,000	-59%	(10,000)
010-1603-0146-314	Building Maintenance / Museum	11,087	15,000	2,000	-87%	(13,000)
010-1603-0146-315	Building Maintenance / Police	7,731	2,000	7,000	250%	5,000
010-1603-0146-316	Building Maintenance/Rec Dep	9,135	20,000	1,000	-95%	(19,000)
010-1603-0146-317	Building Maintenance/Kent Hall	-	-	2,000	100%	2,000
010-1603-0146-318	Building Maintenance/Oak Tree House	-	-	2,000	100%	2,000
010-1603-0147-000	Contract Services/Gen. Maint.	63,215	30,000	30,000	0%	-
010-1603-0147-150	Contract Services/ Janitorial	59,956	-	-	0%	-
010-1603-0147-200	Contract Services	563	-	-	0%	-
010-1603-0147-312	Contract Services/Public Works	-	-	22,000	100%	22,000
010-1603-0147-313	Contract Services/City Hall	-	-	23,000	100%	23,000
010-1603-0147-314	Contract Services/Museum	-	-	5,000	100%	5,000
010-1603-0147-315	Contract Services/Police dept	-	-	6,000	100%	6,000
010-1603-0147-316	Contract Services/Rec Dept	-	-	29,000	100%	29,000
010-1603-0147-317	Contract Services/Kent Hall	-	-	20,000	100%	20,000
010-1603-0147-318	Contract Services/Oak Tree House	-	-	11,000	100%	11,000
010-1603-0147-052	Contract Services/Plaza Arcade	-	-	8,000	100%	8,000
010-1603-0147-250	Contract Svc -Disaster Cleanup	10,220	5,000	5,000	0%	-
010-1603-0151-000	Vehicle Repairs & Mainenance	371	-	-	0%	-
010-1603-0151-317	Equipment Repairs & Mainten	11,415	5,000	-	-100%	(5,000)
Other Expenditures		218,240	132,000	213,500	62%	81,500
Total - PW General Maintenance		387,064	218,806	387,048	76.9%	168,242

Street Maintenance

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1604-0011-000	Salaries - Regular	56,154	58,957	80,000	36%	21,043
010-1604-0015-000	Salaries - Overtime	-	953	-	-100%	(953)
010-1604-0021-001	Pers/retirement	6,345	6,091	7,100	17%	1,009
010-1604-0021-002	Social Security	3,391	4,583	5,000	9%	417
010-1604-0021-003	Deferred Comp. (457 Plan)	1,133	1,557	2,500	61%	943
010-1604-0021-004	Unemployment	202	76	200	163%	124
010-1604-0021-006	Health Insurance	14,390	13,686	16,766	23%	3,080
010-1604-0021-007	Life Insurance	87	76	100	32%	24
010-1604-0021-008	Disability Insurance	-	-	600	100%	600
010-1604-0021-009	Dental Insurance	513	430	600	40%	170
010-1604-0021-011	Vision Insurance	75	73	100	37%	27
010-1604-0021-012	Medicare	793	144	1,200	733%	1,056
Salaries & Benefits		83,083	86,626	114,166	32%	27,540
010-1604-0146-000	St. Maint. Parts & Supplies	17,070	50,000	50,000	0%	-
010-1604-0147-000	Contract Services/Gen.St.Maint	39,732	70,000	40,000	-43%	(30,000)
010-1604-0147-316	Contract Srv / Street Sign	2,535	7,000	7,000	0%	-
010-1604-0149-000	Equipment Rental	904	5,000	5,000	0%	-
010-1604-0160-000	St Tree Maint/Not Inc Cltran	153,638	50,000	80,000	60%	30,000
010-1604-0160-001	Street Tree Report	1,766	10,000	10,000	0%	-
010-1604-0160-002	Contract Serv / St Tree Maint	4,200	150,000	-	-100%	(150,000)
010-1604-0808-100	Misc Street Signs	1,012	-	-	0%	-
Other Expenditures		220,856	342,000	192,000	-44%	(150,000)
Total Street Maintenance		303,938	428,626	306,166	-28.6%	(122,460)

PW - Special Events

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1605-0011-000	Salaries - Regular	5,070	9,984	14,000	40%	4,016
010-1605-0015-000	Salaries - Overtime	-	159	-	-100%	(159)
010-1605-0021-001	Pers/retirement	663	1,015	1,200	18%	185
010-1605-0021-002	Social Security	304	764	800	5%	36
010-1605-0021-003	Deferred Comp. (457 Plan)	81	287	400	39%	113
010-1605-0021-004	Unemployment	7	20	30	50%	10
010-1605-0021-006	Health Insurance	1,269	2,281	2,828	24%	547
010-1605-0021-007	Life Insurance	7	20	16	-20%	(4)
010-1605-0021-008	Disability Insurance	-	-	100	100%	100
010-1605-0021-009	Dental Insurance	40	71	100	41%	29
010-1605-0021-011	Vision Insurance	7	12	16	33%	4
010-1605-0021-012	Medicare	71	24	200	733%	176
Total PW - Special Events		7,518	14,637	19,690	34.5%	5,053

PW - NPDES

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1701-0011-000	Salaries - Regular	18,307	9,825	14,000	42%	4,175
010-1701-0015-000	Salaries - Overtime	-	159	-	-100%	(159)
010-1701-0021-001	Pers/retirement	2,100	1,015	1,200	18%	185
010-1701-0021-002	Social Security	1,109	764	800	5%	36
010-1701-0021-003	Deferred Comp. (457 Plan)	275	260	400	54%	140
010-1701-0021-004	Unemployment	10	20	30	50%	10
010-1701-0021-006	Health Insurance	3,584	2,281	2,828	24%	547
010-1701-0021-007	Life Insurance	21	10	15	50%	5
010-1701-0021-008	Disability Insurance	-	-	100	100%	100
010-1701-0021-009	Dental Insurance	125	71	100	41%	29
010-1701-0021-011	Vision Insurance	17	12	15	25%	3
010-1701-0021-012	Medicare	260	24	200	733%	176
Salaries & Benefits		25,808	14,441	19,688	36%	5,247
010-1701-0146-000	NPDS Related Supplies&Material	-	1,000	3,000	200%	2,000
010-1701-0147-000	Contract Serv/StrmwaterTesting	460	2,500	2,000	-20%	(500)
010-1701-0147-300	Contract Serv/VC Strm WrtrMgmt	79	-	-	0%	-
010-1701-0147-310	CntrctSrv/VenturaRiverAlgeTMDL	23,515	30,000	30,000	0%	-
010-1701-0147-315	Storm Drain Maintenance	19,602	40,000	20,000	-50%	(20,000)
010-1701-0147-338	SWRCB Annual Fees	8,273	10,000	10,000	0%	-
Miscellaneous Expenses		51,929	83,500	65,000	-22%	(18,500)
Total PW - NPDES		77,737	97,941	84,688	-13.5%	(13,253)

PW - AB 939

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1702-0145-100	Miscellanous Expenditures	931	1,000	-	-100%	(1,000)
010-1702-0147-000	Contract Services/SWS	24,726	30,000	60,000	100%	30,000
010-1702-0147-005	Contract Services/Misc	16,146	30,000	-	-100%	(30,000)
Total PW - AB939		41,803	61,000	60,000	-1.6%	(1,000)

PW - Caltrans Contract

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1703-0011-000	Salaries - Regular	24,827	9,984	14,000	40%	4,016
010-1703-0021-001	Pers/retirement	2,506	1,015	1,200	18%	185
010-1703-0021-002	Social Security	1,435	764	800	5%	36
010-1703-0021-003	Deferred Comp. (457 Plan)	236	260	400	54%	140
010-1703-0021-004	Unemployment	27	10	30	200%	20
010-1703-0021-006	Health Insurance	9,712	2,281	2,828	24%	547
010-1703-0021-007	Life Insurance	45	-	15	100%	15
010-1703-0021-008	Disability Insurance	-	-	100	100%	100
010-1703-0021-009	Dental Insurance	255	71	100	41%	29
010-1703-0021-011	Vision Insurance	42	12	15	25%	3
010-1703-0021-012	Medicare	336	24	200	733%	176
Salaries & Benefits		39,421	14,421	19,688	37%	5,267
010-1703-0146-000	CalTran Maint Parts & Supplies	11,373	2,000	10,340	417%	8,340
010-1703-0147-315	ContractServices/Landscaping	2,530	6,000	-	-100%	(6,000)
010-1703-0160-000	Tree Maintenance	-	8,000	-	-100%	(8,000)
Miscellaneous Expenses		13,903	16,000	10,340	-35%	(5,660)
Total PW- Caltrans Contract Exp		53,324	30,421	30,028	-1.3%	(393)

PW - Caltrans Contract SR150

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1704-0011-000	Salaries - Regular	10,861	-	27,000	100%	27,000
010-1704-0021-001	Pers/retirement	1,157	-	2,300	100%	2,300
010-1704-0021-002	Social Security	642	-	1,700	100%	1,700
010-1704-0021-003	Deferred Comp. (457 Plan)	220	-	800	100%	800
010-1704-0021-004	Unemployment	24	-	100	100%	100
010-1704-0021-006	Health Insurance	3,676	-	5,555	100%	5,555
010-1704-0021-007	Life Insurance	19	-	-	100%	-
010-1704-0021-008	Disability Insurance	-	-	200	100%	200
010-1704-0021-009	Dental Insurance	102	-	200	100%	200
010-1704-0021-011	Vision Insurance	14	-	-	100%	-
010-1704-0021-012	Medicare	150	-	400	100%	400
Salaries & Benefits		16,864	-	38,255	100%	38,255
010-1704-0146-000	CalTrans Maint Part & Supplies	471	1,000	31,700	3070%	30,700
010-1704-0147-000	Contract Services	22,185	45,000	-	-100%	(45,000)
010-1704-0147-315	Contract Svc/Landscaping	1,760	-	-	0%	-
010-1704-0160-000	Tree Maintenance	-	6,000	-	-100%	(6,000)
Miscellaneous Expenses		24,416	52,000	31,700	-39%	(20,300)
Total PW - Caltrans Contract SR150		41,280	52,000	69,955	34.5%	17,955

Information Technology

Account Code	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
010-1801-0011-000	Salaries - Regular	206,950	259,227	274,000	6%	14,773
010-1801-0015-000	Salaries - Overtime	420	2,449	3,300	35%	851
010-1801-0021-001	Pers/retirement	21,959	27,482	28,000	2%	518
010-1801-0021-002	Social Security	12,986	20,018	17,200	-14%	(2,818)
010-1801-0021-003	Deferred Comp. (457 Plan)	4,659	7,851	8,300	6%	449
010-1801-0021-004	Unemployment	340	403	500	24%	97
010-1801-0021-006	Health Insurance	29,891	58,378	40,097	-31%	(18,281)
010-1801-0021-007	Life Insurance	212	252	200	-21%	(52)
010-1801-0021-008	Disability Insurance	1,200	1,007	2,000	99%	993
010-1801-0021-009	Dental Insurance	1,320	1,434	1,500	5%	66
010-1801-0021-011	Vision Insurance	222	242	200	-17%	(42)
010-1801-0021-012	Medicare	3,037	479	4,000	735%	3,521
Salaries & Benefits		283,194	379,222	379,297	0.0%	75
						-
010-1801-0141-000	Training & Education	-	1,000	5,000	400%	4,000
010-1801-0141-321	Professional Dues	-	300	300	0%	-
010-1801-0144-000	Computer Supplies / R & M	14,237	13,400	13,400	0%	-
010-1801-0144-001	Computer Upgrade For Gl Sys	54	-	-	0%	-
010-1801-0145-000	Office Supplies	382	500	500	0%	-
010-1801-0145-200	Software License	1,826	65,000	110,000	69%	45,000
010-1801-0146-311	Water/1st Aid/Kitchen Supplies	145	-	-	0%	-
010-1801-0147-317	Contract Services	88,969	55,000	60,000	9%	5,000
010-1801-0195-000	Web Site Licenses & Maint	1,888	10,780	5,000	-54%	(5,780)
010-1801-0900-033	Trans to Equi Replacement (33)	20,038	-	-	0%	-
Miscellaneous Expenses		127,539	145,980	194,200	33%	48,220
						-
Total Information Technology		410,733	525,202	573,497	9.2%	48,295

Fund 011 - Libbey Bowl Maintenance

To support the ongoing upkeep and capital needs of Libbey Bowl.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
011-9304-1033-100	Libbey Bowl Ticket Surcharge	-	8,840	5,000	-43%	(3,840)
Total Revenues		-	8,840	5,000	-43%	(3,840)
Expenditures						
011-1602-0147-000	Maintenance	-	21,000	20,000	-5%	(1,000)
Total Expenditures		-	21,000	20,000	-5%	(1,000)

Fund 012 - Measure C - 5% TOT

To account for the additional 5% special transient occupancy tax (hotel tax) on hotel guests to fund capital improvement and maintenance projects, including street paving; and fire mitigation, code enforcement, and climate change mitigation.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
012-9301-1027-003	Admin Cost/TOT HdL	(2,436)	2,500	(3,000)	-220%	(5,500)
012-9301-1027-004	Transient Occupancy Tax Measure C	3,433,887	3,716,667	4,053,000	9%	336,333
012-9301-1027-150	Transient Occupancy- Prior YR	1,180	-	-	0%	-
012-9304-1033-000	Interest Income	231,378	-	120,000	100%	120,000
Total Revenues		3,664,009	3,719,167	4,170,000	12%	450,833
012-1110-0011-000	Salaries - Regular	-	68,595	129,000	88%	60,405
012-1110-0012-000	Salaries - Part-time	-	34,297	-	-100%	(34,297)
012-1110-0015-000	Salaries - Overtime	-	1,458	1,400	-4%	(58)
012-1110-0021-001	Pers/retirement	-	11,228	10,300	-8%	(928)
012-1110-0021-002	Social Security	-	7,983	8,100	1%	117
012-1110-0021-003	Deferred Comp. (457 Plan)	-	-	4,000	100%	4,000
012-1110-0021-004	Unemployment	-	-	500	100%	500
012-1110-0021-006	Health Insurance	-	72,842	47,800	-34%	(25,042)
012-1110-0021-007	Life Insurance	-	-	300	100%	300
012-1110-0021-008	Disability Insurance	-	-	1,000	100%	1,000
012-1110-0021-009	Dental Insurance	-	1,434	1,500	5%	66
012-1110-0021-011	Vision Insurance	-	242	240	-1%	(2)
012-1110-0021-012	Medicare	-	479	1,900	297%	1,421
Salaries & Benefits		-	198,558	206,040	4%	7,482
012-1110-0129-000	Bank Charges	4,198	-	-	0%	-
012-1206-0900-023	Transfer-Out to Transit (23)	(47,346)	-	-	0%	-
012-1402-0147-235	CntrctSrv / CodeEnforcement	-	-	250,000	100%	250,000
012-1402-0900-010	Transfer To General Fund 10	52,755	-	-	0%	-
012-1601-0900-031	Transfer to Cap Projects (31)	5,230,961	6,298,986	8,993,123	43%	2,694,137
012-1601-0900-033	TransferOut/Equip&Vehicle(033)	267,603	831,000	558,000	-33%	(273,000)
012-1604-0900-031	Transfer Out to Fd 031-Streets	500,000	-	-	0%	-
Other Expenditures		6,008,171	7,129,986	9,801,123	37%	2,671,137
Total Expenditures		6,008,171	7,328,544	10,007,163	37%	2,678,619

Fund 013 - Public Arts Fund

To exclusively cover expenses related to the City's Public Arts Program to enrich the City through the integration of public art.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
013-9304-1033-000	Interest Income	7,803	15,000	5,000	-67%	(10,000)
013-9307-1045-010	Transfer In General Fund	-	30,000	-	-100%	(30,000)
Total Revenues		8,959	45,000	5,000	-89%	(40,000)
Expenditures						
013-1112-0147-000	Public Arts AssessmentContract	-	6,500	6,500	0%	-
013-1112-0203-002	Arts Acquisitions	-	30,000	-	-100%	(30,000)
013-1112-0890-011	Restoration and Maintenance	-	45,000	45,000	0%	-
Total Expenditures		-	81,500	51,500	-37%	(30,000)

Fund 014 - Encampment Resolution Funding Grant

To account for the $12.7 million Encampment Resolution Fund grant award received by the State to create a permanemt supportive housing development known as the Ojai Permanent Supportive Housing Project.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
014-9304-1033-000	Interest Income	240,113	150,000	75,000	-50%	(75,000)
014-9305-1109-150	Encampment Resolution Fund Grant	6,375,343	-	3,497,360	100%	3,497,360
Total Revenues		6,615,456	150,000	3,572,360	2282%	3,422,360
014-1110-0129-000	Bank charges	-	1,500	-	-100%	(1,500)
014-1110-0146-000	Materials & Supplies	-	30,000	-	-100%	(30,000)
014-1110-0147-372	Systems Support - Help of Ojai	72,360	220,000	144,720	-34%	(75,280)
014-1110-0147-373	Attorney-LegalFees/Negotiation	-	74,000	-	-100%	(74,000)
014-1110-0147-375	Systems Support -St Fran Chall	102,269	64,920	-	-100%	(64,920)
014-1110-0147-376	Pest Management	-	80,000	-	-100%	(80,000)
014-1110-0147-377	System Support - BH	25,908	-	100,000	100%	100,000
014-1110-0151-317	Operating Maintenance	-	78,350	-	-100%	(78,350)
014-1110-0191-000	Electricity	-	42,440	-	-100%	(42,440)
014-1110-0193-000	Water	-	33,740	-	-100%	(33,740)
014-1110-0194-000	Telephone	-	8,840	-	-100%	(8,840)
014-1110-0194-360	High-Speed Internet Services	-	7,960	-	-100%	(7,960)
014-1110-0196-000	Sewer Services	-	19,020	-	-100%	(19,020)
014-1110-0900-031	Transfer-Out to CIP (31)	6,174,807	3,000,000	3,327,640	11%	327,640
Total Expenditures		6,375,343	3,660,770	3,572,360	-2%	(88,410)

Fund 021 - Road Maintenance and Rehabilitation

To accounf for funds from Road Maintenance and Rehabilitation program (SB1) allocated to the City by the State which may only used used for road maintenance and rehabilitation.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
021-9301-1088-000	Road Maintenance Rehab	-	-	215,714	100%	215,714
Total Revenues		-	-	215,714	100%	215,714
021-1604-0900-031	Transfer to Capital Project Fund	-	-	170,000	100%	170,000
Total Expenditures		-	-	170,000	100%	170,000

Fund 022 - Gas Tax

To account for maintenance, rehabilitation or improvements of public streets. The State of California assesses a tax on gasoline purchases as authorized by Sections 2103, 2105, 2106, 2107, and 2107.5 of the Streets and Highway Code. A portion of this tax is allocated to the City based on a formula established by State law.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
022-9301-1082-000	Highway User Tax - 2103	73,336	69,963	75,161	7%	5,198
022-9301-1084-000	Highway User Tax - 2105	47,812	48,941	50,259	3%	1,318
022-9301-1085-000	Highway User Tax - 2106	35,641	35,727	36,909	3%	1,182
022-9301-1086-000	Highway User Tax - 2107	63,426	66,793	67,208	1%	415
022-9301-1087-000	Highway User Tax - 2107.5	2,000	2,000	2,000	0%	-
022-9301-1088-000	Road Maint Rehab	208,904	201,706	-	-100%	(201,706)
022-9304-1033-000	Interest Income	15,763	6,500	6,000	-8%	(500)
Total Revenues		446,882	431,630	237,537	-45%	(194,093)
						-
022-1604-0900-031	Transfer to Capital Project Fund	639,119	298,294	230,000	-23%	(68,294)
Total Expenditures		639,119	298,294	230,000	-23%	(68,294)

Fund 023 - Local Transportation

To account for transit operations and maintenance.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
023-9305-1014-010	GoldCoast Transit	147,723	-	155,000	100%	155,000
023-9305-1043-000	CMAQ Grant Trolley Conver	-	407,500	-	-100%	(407,500)
023-9305-1112-000	Co Transportation Subsidy	403,757	-	400,000	100%	400,000
023-9306-1090-121	Trolley Fare Box Revenue	31,414	42,500	65,000	53%	22,500
023-9306-1090-123	Trolley Advertising Revenue	6,533	36,000	36,000	0%	-
023-9307-1045-010	Transfer-in/Gen Fund (10)	269,868	-	-	0%	-
023-9307-1045-012	TransfersIN from MeasureC(012)	(47,346)	-	-	0%	-
023-9307-1045-031	Transfer-in/Cap Proj Fund (31)	(12,261)	-	-	0%	-
023-9307-1044-000	Misc Refunds & Receipts	-	4,000	4,000	0%	-
Total Revenues		799,688	490,000	660,000	35%	170,000
						-
023-1206-0011-000	Salaries - Regular	61,579	248,271	191,630	-23%	(56,641)
023-1206-0012-000	Salaries - Part-time	207,250	114,228	192,000	68%	77,772
023-1206-0013-000	Transit Incentives	4,050	-	5,000	100%	5,000
023-1206-0015-000	Salaries - Overtime	7,057	10,720	7,800	-27%	(2,920)
023-1206-0021-001	Pers/retirement	15,268	21,199	16,500	-22%	(4,699)
023-1206-0021-002	Social Security	16,780	21,321	24,500	15%	3,179
023-1206-0021-003	Deferred Comp. (457 Plan)	2,368	2,620	11,850	352%	9,230
023-1206-0021-004	Unemployment	902	2,520	2,200	-13%	(320)
023-1206-0021-005	Workers Comp Insurance	-	20,140	20,000	-1%	(140)
023-1206-0021-006	Health Insurance	5,607	15,105	32,900	118%	17,795
023-1206-0021-007	Life Insurance	340	201	1,000	398%	799
023-1206-0021-008	Disability Insurance	478	1,259	2,850	126%	1,591
023-1206-0021-009	Dental Insurance	144	1,007	1,650	64%	643
023-1206-0021-011	Vision Insurance	26	201	270	34%	69
023-1206-0021-012	Medicare	4,078	6,680	5,700	-15%	(980)
Salaries & Benefits		325,927	465,472	515,850	11%	50,378
023-1206-0021-016	PERS Unfunded Liability	48,845	-	-	0%	-
023-1206-0021-106	RetireeHealth Insr/Transi OPEB	23,629	-	-	0%	-
023-1206-0126-000	General Liab Insurance	7,645	28,500	20,000	-30%	(8,500)
023-1206-0126-002	Workers Compensation Insurance	2,743	-	-	0%	-
023-1206-0131-000	Advertising	22,622	11,500	11,500	0%	-
023-1206-0138-000	Personnel Administration	350	1,500	1,500	0%	-
023-1206-0138-358	Recruitment	564	-	500	100%	500
023-1206-0141-000	Training & Education	1,841	3,600	3,600	0%	-
023-1206-0141-321	Professional / Membership Dues	28	3,800	3,800	0%	-
023-1206-0142-000	Clothing Allowance	901	2,400	2,000	-17%	(400)
023-1206-0145-000	Office Supplies	644	1,800	3,000	67%	1,200
023-1206-0145-100	Miscellanous Expenditures	143	-	1,500	100%	1,500
023-1206-0145-308	Ups/fedex/postage	313	400	400	0%	-
023-1206-0146-000	Transit Parts & Supplies	18,538	42,000	30,000	-29%	(12,000)
023-1206-0146-311	Water/1st Aid/Kitchen Supplies	922	3,600	1,500	-58%	(2,100)
023-1206-0147-000	Professional & Contractural	49,038	5,000	35,000	600%	30,000
023-1206-0147-301	Contract Services / Audit	5,470	26,500	-	-100%	(26,500)
023-1206-0147-314	Contract Serv/Office Machine	2,046	3,600	1,000	-72%	(2,600)
023-1206-0147-316	Contract Svr- Medical	210	1,200	1,500	25%	300
023-1206-0151-317	Vehicle Parts & Supplies	15,686	4,500	10,000	122%	5,500
023-1206-0151-318	Vehicle Oil & Lubicants	662	600	1,000	67%	400
023-1206-0151-319	Tires	(257)	12,800	10,000	-22%	(2,800)
023-1206-0152-000	Contract Vehicle Maintenance	121,241	65,000	125,000	92%	60,000
023-1206-0153-000	Vehicle Fuel	22,720	47,600	40,000	-16%	(7,600)
023-1206-0155-005	Auto Mileage Reimbursements	-	800	500	-38%	(300)
023-1206-0194-000	Telephone	1,491	-	1,500	100%	1,500
023-1206-0194-360	High-speed Internet Services	585	-	600	100%	600
023-1206-0222-000	ADA Programs	23,375	24,000	25,000	4%	1,000
023-1206-0222-001	ADA Programs - County	23,375	24,000	25,000	4%	1,000
023-1206-0899-001	Trolley Purchases	269,868	-		0%	-
Other Expenditures		665,235	314,700	355,400	13%	40,700
Total Expenditures		991,162	780,172	871,250	12%	91,078

Fund 024 - Transit Replacement

To account for transit replacement.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
024-9304-1033-000	Interest Income	1,618	500	1,800	260%	1,300
Total Revenues		1,618	500	1,800	260%	1,300

Fund 025 - Drainage

Drainage fees are charged to developers to assist the City in building future qualified projects.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
025-9304-1033-000	Interest Income	1,695	200	1,900	850%	1,700
Total Revenues		1,695	200	1,900	850%	1,700

Fund 026 - Local Transportation

To account for Local Transportation Funds for the operation and maintenance of transit related purposes.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
026-9301-1094-000	Article 3 - Bike/Ped Funds	1,091	149,810	1,100	-99%	(148,710)
026-9304-1033-000	Interest Income	-	2,000	2,000	0%	-
Total Revenues		1,091	151,810	3,100	-98%	(148,710)
026-1604-0900-031	Transfer Out Capital Project	500,000	-	75,000	100%	75,000
Total Expenditures		500,000	-	75,000	100%	75,000

Fund 031 - CIP Fund

To account for cpital improvement projects

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
031-9000-0900-010	Transfer In/Fund 10	500,000	-	1,000,000	100%	1,000,000
031-9000-0900-012	Transfer In MeasureC Fd12	5,243,222	6,298,986	8,993,123	43%	2,694,137
031-9000-0900-014	TransferIN / ERF Grant (014)	6,174,807	3,000,000	3,327,640	11%	327,640
031-9000-0900-021	Transfer In / RMRA FD	-	-	170,000	100%	170,000
031-9000-0900-022	Transfer-in frm Gas Tax FD 22	639,119	500,000	230,000	-54%	(270,000)
031-9000-0900-026	Transfer-in frm TDA ART3 FD 26	500,000	-	75,000	100%	75,000
031-9000-0900-052	Transfer-in frm PlazaMaint F52	55,467	250,000	30,000	-88%	(220,000)
031-9304-1033-000	Interest Income	-	2,250	-	-100%	(2,250)
031-9305-1109-100	Misc Grants	1,610,872	1,520,000	750,000	-51%	(770,000)
031-9305-1012-020	ATP CMAQ Grant - Ojai/Maricopa	-	3,000,000	600,000	-80%	(2,400,000)
031-9307-1044-020	Project Cost Reimbursements	175,016	-	-	0%	-
Total Revenues		14,898,503	14,571,236	15,175,763	4%	604,527
031-1110-0801-500	Citywide Facility Energy EP	-	909,986	1,000,000	10%	90,014
031-1110-0802-005	City Hall Pckleball Sound Wall	-	250,000	-	-100%	(250,000)
031-1110-0805-941	Permanent Housing -DM	5,900,000	-	-	0%	-
031-1110-0805-942	Permanent Housing - Contingency	-	-	200,000	100%	200,000
031-1110-0805-943	Permanent Housing - Tech Serv	163,769	51,133	75,000	47%	23,867
031-1110-0805-945	Administrative Costs - Legal	111,038	-	52,640	100%	52,640
031-1110-0810-100	Fire Mitigation	-	386,025	1,000,000	159%	613,975
031-1206-0801-004	Trolley Stop Shelters	1,340	-	75,000	100%	75,000
031-1206-0801-005	Trolley washpad & soundwall	2,999	-	-	0%	-
031-1601-0805-100	Kent Hall/Little House Repairs	153,839	-	-	0%	-
031-1601-0805-500	Oak Tree House - Roof	-	100,000	-	-100%	(100,000)
031-1601-0805-501	Oak Tree House - Deck	-	100,000	-	-100%	(100,000)
031-1602-0801-500	Sarzotti Campus Electrification	-	250,000	-	-100%	(250,000)
031-1602-0801-344	Cluff Vista	-	-	100,000	100%	100,000
031-1602-0802-106	Pickleball	434,459	-	-	0%	-
031-1602-0802-108	Sarzotti Park Playground	-	200,000	650,000	225%	450,000
031-1602-0802-109	Sarzotti Park - Outdoor Gym	-	50,000	100,000	100%	50,000
031-1602-0802-110	Structural Gym	-	-	120,000	100%	120,000
031-1602-0802-302	Libbey Park Improvements	11,288	-	250,000	100%	250,000
031-1603-0805-941	PW Lower Yard - Cabin Village	-	3,000,000	3,000,000	0%	-
031-1603-0805-942	PW Lower Yard - Metal Roofs EB	-	100,000	-	-100%	(100,000)
031-1603-0805-943	PW Lower Yard - Rollup Door	-	30,000	-	-100%	(30,000)
031-1603-0805-944	PW U.Y- Entrance Gate Repair	-	30,000	-	-100%	(30,000)
031-1603-0816-150	City Hall Roof Repair	-	-	-	0%	-
031-1603-0816-151	City Bldg HVAC Replacement	40,475	200,000	-	-100%	(200,000)
031-1603-0816-155	Plaza Improvements	55,467	-	30,000	100%	30,000
031-1603-0816-164	Chapel Roof	-	50,000	-	-100%	(50,000)
031-1603-0816-173	Police Dept Maintenance	30,169	-	-	0%	-
031-1603-0816-178	Equip-Replace Backup Genrtr PW	29,995	-	-	0%	-
031-1603-0823-002	Signal/Matilija(RainbowBridge)	61,663	509,025	-	-100%	(509,025)
031-1604-0160-100	Street Tree Planting	-	200,000	-	-100%	(200,000)
031-1604-0805-402	Bike Trail Bridge@FoxCnynBrrnc	6,787	-	-	0%	-
031-1604-0814-001	Drainiage Study Update	30,972	-	-	0%	-
031-1604-0814-003	Large Drain Safety Improvement	249,079	400,000	600,000	50%	200,000
031-1604-0814-007	Video Inspection CMP/RCP Drain	-	200,000	100,000	-50%	(100,000)
031-1604-0817-008	Road Overlays	4,998,636	5,028,123	6,673,123	33%	1,645,000
031-1604-0817-009	Crosswalks - R.F Beacons	-	100,000	75,000	-25%	(25,000)
031-1604-0817-010	Concrete & Sidewalk Repair	-	200,000	350,000	75%	150,000
031-1604-0807-011	Speed Humps	-	-	100,000	100%	100,000
031-1604-0821-002	ATP - Prelim Dsgn & Outr-Grant	33,488	-	-	0%	-
031-1604-0821-003	ATP - Construction	2,996,284	3,072,852	600,000	-80%	(2,472,852)
031-1604-0833-200	Trash Excluders	25,599	25,000	25,000	0%	-
031-1801-0805-000	City Hall Building Access	-	-	100,000	100%	100,000
Total Expenditures		15,337,347	15,442,144	15,175,763	-2%	(266,381)

Fund 033 - Vehicle, IT, Equip

To finance the scheduled replacement of City-owned vehicles, technology, and other essential equipment. This fund is funded by the General Fund and Measure C.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
033-9000-0900-010	Transfer from(10) PEGAnnualRe	20,038	-	35,000	100%	35,000
033-9001-0900-010	Vehicle Repl Transfer fnd10	267,602	-	-	0%	-
033-9002-0900-012	Equip & IT Transfer IN (012)	-	831,000	558,000	-33%	(273,000)
033-9304-1033-000	Interest Income	4,425	-	4,000	100%	4,000
Total Revenues		292,065	831,000	597,000	-28%	(234,000)
						-
033-1101-0899-200	PEG	20,038	70,000	35,000	-50%	(35,000)
033-1102-0899-201	Equipment	5,686	-	-	0%	-
033-1104-0899-200	Software	28,213	240,000	50,000	-79%	(190,000)
033-1104-0899-201	Equipment	4,541	50,000	-	-100%	(50,000)
033-1107-0899-200	Software	21,227	35,000	37,000	6%	2,000
033-1110-0144-000	City-wide Software Upgrade	-	20,000	20,000	0%	-
033-1110-0147-301	Cybersecurity & Audit/Compliance	22,768	100,000	150,000	50%	50,000
033-1110-0899-120	Electric Backup Battery	5,920	-	-	0%	-
033-1110-0899-201	PC/Laptop Equipment	47,610	-	-	0%	-
033-1206-0899-100	Vehicle Purchases	-	80,000	-	-100%	(80,000)
033-1401-0899-201	Equipment	1,237	-	-	0%	-
033-1502-0899-201	Equipment-Recreation Admin	840	-	-	0%	-
033-1503-0899-100	Equipment-Recreation Programs	5,740	50,000	50,000	0%	-
033-1503-0899-300	John Deere Recreation Dept	14,268	-	-	0%	-
033-1601-0899-100	Vehicle Purchases	143,174	-	150,000	100%	150,000
033-1601-0899-121	Electric Vehicle Charging Stat	-	120,000	-	-100%	(120,000)
033-1601-0899-200	Software Implementation	1,183	-	-	0%	-
033-1601-0899-201	PC/Laptop Equipment	2,520	-	-	0%	-
033-1601-0899-210	Landscaping & Yard Equip	15,906	-	-	0%	-
033-1601-0899-300	PW Vehicles PARTS/equipment	115,882	-	-	0%	-
033-1602-0899-300	Landscaping Vehicles	14,267	-	-	0%	-
033-1604-0899-200	Streets Equipment	1,121	-	-	0%	-
033-1801-0144-000	City-wide Software Upgrade	27,058	-	-	0%	-
033-1801-0899-201	Equipment - IT	5,700	-	-	0%	-
033-1801-0899-301	IT Servers & Hardware	6,896	-	-	0%	-
033-1801-0899-302	City-wide Computers/Laptops	-	51,000	51,000	0%	-
033-1801-0899-303	IT Network & Server Room	38,729	50,000	50,000	0%	-
Total Expenditures		550,522	866,000	593,000	-32%	(273,000)

Fund 050 - Landscaping and Street Lighting

The City established this district to provide landscaping and lighting operations and repair of the City's streetlights. This fund is used to account for the assessments received for, and expenditures related to the operations of this district.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
050-9304-1033-000	Interest Income	3,811	700	700	0%	-
050-9308-1077-000	Assessment Levy L&LD #1	46,838	47,265	48,074	2%	809
050-9308-1077-107	Admin Cost / Ventura County	(49)	750	(1,173)	-256%	(1,923)
050-9308-1077-201	Interest Apport/Prop Tax	-	-	-	0%	-
050-9308-1077-411	Assessment Levy L&LD #3	43,890	45,129	46,235	2%	1,106
Total Revenues		94,490	93,844	93,836	0%	(8)
						-
050-1604-0147-000	Contract Services	3,500	10,000	8,000	-20%	(2,000)
050-1604-0162-000	Electricity	89,390	87,000	105,000	21%	18,000
Total Expenditures		92,890	97,000	113,000	16%	16,000

Fund 051 - Library Special Tax

In 1996, Ojai residents approved a special library parcel tax to account for the library's special tax revenues and the operations of the fund.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
051-9304-1033-000	Interest Income	-	200	500	150%	300
051-9308-1075-000	Library Special Tax	136,585	150,000	110,000	-27%	(40,000)
051-9308-1075-107	Admin Cost/Ventura County	(935)	500	(1,000)	-300%	(1,500)
Total Revenues		135,650	150,500	109,000	-28%	(41,500)
						-
051-1203-0210-000	Library Services	106,000	112,000	106,000	-5%	(6,000)
051-1203-0147-000	Contract Services	-	-	3,000	100%	3,000
Total Expenditures		106,000	112,000	109,000	-3%	(3,000)

Fund 052 - Plaza Maintenance

The City established this district to provide maintenance of the Acrade Plaza. This fund is used to account for the assessments received for, and expenditures related to the operations of this district.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
052-9304-1033-000	Interest Income	7,484	1,200	1,200	0%	-
052-9304-1033-101	Farmer's Market Rental	4,875	4,500	4,500	0%	-
052-9307-1045-010	Transfer In General Fund	-	-	25,000	100%	25,000
052-9308-1078-000	Plaza Maint. District #2 Levy	143,267	177,510	116,921	-34%	(60,589)
052-9308-1078-107	Admin Cost / Ventura County	(363)	350	(380)	-209%	(730)
Total Revenues		155,262	183,560	147,241	-20%	(36,319)
052-1110-0129-000	Bank Charges	-	50	-	-100%	(50)
052-1606-0011-000	Salaries - Regular	43,027	40,280	40,315	0%	35
052-1606-0021-001	Pers/retirement	4,897	3,152	3,530	12%	378
052-1606-0021-002	Social Security	2,627	1,752	2,550	46%	798
052-1606-0021-003	Deferred Comp. (457 Plan)	720	806	1,210	50%	404
052-1606-0021-004	Unemployment	58	101	100	-1%	(1)
052-1606-0021-005	Workers Comp Insurance	-	785	-	-100%	(785)
052-1606-0021-006	Health Insurance	9,284	6,777	8,280	22%	1,503
052-1606-0021-007	Life Insurance	67	60	50	-17%	(10)
052-1606-0021-008	Disability Insurance	-	282	300	6%	18
052-1606-0021-009	Dental Insurance	399	413	300	-27%	(113)
052-1606-0021-011	Vision Insurance	67	70	50	-29%	(20)
052-1606-0021-012	Medicare	614	624	600	-4%	(24)
Salaries & Benefits		61,761	55,152	57,285	4%	2,133
052-1606-0146-000	General Parts & Supplies	11,753	9,000	10,000	11%	1,000
052-1606-0147-000	Contract Services/ER Prep	695	700	7,000	900%	6,300
052-1606-0147-150	Contract Services/Janitorial	8,213	7,000		-100%	(7,000)
052-1606-0147-200	Contract Services/Pest Control	27,717	7,000	6,000	-14%	(1,000)
052-1606-0191-000	Electricity	20,038	20,000	5,000	-75%	(15,000)
052-1606-0193-000	Water	6,602	7,500	5,000	-33%	(2,500)
052-1606-0196-000	Sewer Service	1,476	1,800	1,800	0%	-
052-1606-0900-031	Transfer Out Capital Project	55,467	250,000	30,000	-88%	(220,000)
Other Expenditures		131,959	303,000	64,800	-79%	(238,200)
Total Expenditures		193,719	358,152	122,085	-66%	(236,067)

Fund 070 - Cemetery Trust

To account for the operations and maintenance of the cemetery.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
070-9304-1033-000	Interest Income	3,624	2,500	-	-100%	(2,500)
070-9306-1039-000	Cemetery Plot & Urn Sales	-	1,000	1,000	0%	-
070-9306-1039-010	Cemetery Endowment Fund Rcpt	150	1,000	1,000	0%	-
070-9306-1039-020	Cemetery Interment	4,561	5,000	5,000	0%	-
070-9306-1039-021	Cemetery Vault & Vault Setting	-	800	800	0%	-
070-9306-1039-030	Cemetery Marker Setting	3,426	2,500	2,500	0%	-
070-9306-1039-999	Deferred Revenue CONTRA	9,259	-	-	0%	-
Total Revenues		21,020	12,800	10,300	-20%	(2,500)
070-1603-0011-000	Salaries - Regular	11,451	13,595	13,276	-2%	(319)
070-1603-0011-001	Salaries - Reg/Comp Absence	5,052	-	-	0%	-
070-1603-0015-000	Salaries - Overtime	-	101	225	123%	124
070-1603-0021-000	Fringe Benefits Allocation	-	-	-	0%	-
070-1603-0021-001	Pers/retirement	1,207	1,208	1,180	-2%	(28)
070-1603-0021-002	Social Security	690	806	837	4%	31
070-1603-0021-003	Deferred Comp. (457 Plan)	92	-	405	100%	405
070-1603-0021-004	Unemployment	6	504	31	-94%	(473)
070-1603-0021-005	Workers Comp Insurance	-	227	-	-100%	(227)
070-1603-0021-006	Health Insurance	2,214	3,525	2,760	-22%	(765)
070-1603-0021-007	Life Insurance	15	20	20	0%	-
070-1603-0021-008	Disability Insurance	-	101	100	-1%	(1)
070-1603-0021-009	Dental Insurance	91	126	100	-21%	(26)
070-1603-0021-011	Vision Insurance	15	25	20	-20%	(5)
070-1603-0021-012	Medicare	161	201	195	-3%	(6)
070-1603-0126-002	Workers Compensation Insurance	327	350	350	0%	-
Salaries & Benefits		21,322	20,789	19,499	-6%	(1,290)
070-1603-0129-000	Bank Charges	-	20	-	-100%	(20)
070-1603-0145-100	Miscellaneous Expenses	295	1,000	500	-50%	(500)
070-1603-0145-308	Ups/fedex/postage	14	20	-	-100%	(20)
070-1603-0147-000	Contract Services	-	20,000	40,000	100%	20,000
070-1603-0163-000	General Parts & Supplies	260	2,000	20,000	900%	18,000
070-1603-0170-001	Cemetery Buy Back Urn Sites	-	500	-	-100%	(500)
070-1603-0193-000	Water	127	1,400	1,400	0%	-
Other Expenditures		696	24,940	61,900	148%	36,960
Total Expenditures		22,017	45,729	81,399	78%	35,670

Fund 192 - RDA Housing Successory Agency

To account for activities of the former Low-and-Moderate- Income Housing Fund of the former Redevelopment Agency of the City assumed by the City in February 2012.

Account	Description	FY 24/25 Unaudited	FY 25/26 Budget	FY 26/27 Proposed	% Change	$ Change
Revenues						
192-9704-1033-000	Interest Income	13,584	6,000	10,000	67%	4,000
192-9707-1029-000	Housing Loan Pymts Received	219,004	45,257	-	-100%	(45,257)
Total Revenues		232,588	51,257	10,000	-80%	(41,257)
192-1903-0147-000	Contract Services	-	-	4,000	100%	4,000
192-1903-0147-001	Contract Services/Legal	-	150,000	-	-100%	(150,000)
192-1903-0196-000	Sewer Charge 408 N Montgomery	1,658	2,250	2,500	11%	250
Total Expenditures		1,658	152,250	6,500	-96%	(145,750)

City of Ojai Capital Improvement Program

Summary - Cost by Project

STREETS **City Council Goals:** **Infrastructure & Improvement** **Public Safety**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	SB1 (RMRA)	CMAQ	Total
ST-3006	Street Rehabilitation 2025 (FY 25-26) PMP Year 2	4,500,000	-	-	-	-	-	4,500,000					-
ST-3007	Street Rehabilitation 2026 (FY (26-27) PMP Year 3	250,000	2,500,000	-	-	-	-	2,750,000	-	2,100,000	400,000		2,500,000
ST-3008	Street Rehabilitation 2027 (FY 27-28) PMP Year 4		250,000	2,000,000	-	-	-	2,250,000	-	250,000			250,000
ST-3011	Street Rehabilitation 2028 (FY 28-29) PMP Year 5		-	250,000	2,000,000	-	-	2,250,000	-	-			-
ST-3017	Street Rehabilitation 2029 (FY 29-30) PMP Year 1				350,000	2,000,000	-	2,350,000		-			-
ST-3048	ATP - (Phase II Ojai Ave)	3,000,000	600,000	4,925,000	-	-	-	8,525,000	-	-		600,000	600,000
ST-3061	Miscellaneous Concrete & Sidewalk Repairs	200,000	150,000	300,000	300,000	300,000	300,000	1,550,000	-	150,000			150,000
ST-3016	Rapid Flashing Beacons - Crosswalks	100,000						100,000					
ST-XXXX (New)	Sidewalk Construction - Ojai Ave (Between Camarco & Capri Hotel)		-	200,000				200,000		-			-
ST-XXXX (New)	Speed Hump Installation		100,000	150,000	150,000	150,000	150,000	700,000		100,000			100,000
ST-XXXX (New)	Feasibility Study for Pedestrian Safety Improvements: Arbolada		-	50,000	500,000	-	-	550,000					-
	Streets Subtotal	8,050,000	3,600,000	7,875,000	3,300,000	2,450,000	450,000	25,725,000	-	2,600,000	400,000	600,000	3,600,000
Parking Lots													
ST-3050	Libbey Park - East of Fountain	-	-	-	-	250,000	-	250,000	-	-			-
ST-3032	Libbey Park - Lower Tennis Courts	-	-	-	-	-		-	-	-			-
ST-3055	Sarzotti Park - South & West Lot	-	-	400,000	-	-	-	400,000	-	-			-
ST-3056	Sarzotti Park - North Lot	-	-		300,000	-	-	300,000	-	-			-
ST-3035	Skate Park - Park and Ride Montgomery	-	-	-	300,000	-	-	300,000	-	-			-
ST-3058	Rotary Park	-	-	-	-		200,000	200,000	-	-			-
ST-3053	City Hall (Dirt Lot)	-	-	-	-	-	200,000	200,000	-	-			-
ST-3057	Public Works Yard - Upper Parking Lots	-	-	-	200,000	-	-	200,000	-	-			-
ST-3036	Public Works Yard - Middle Parking Lots	-	-		500,000	-	-	500,000	-	-			-
ST-3034	Police Department	-	-	-	200,000	-	-	200,000	-	-			-
ST-3051	Matillja/Aliso (Farmers Market)	-	-	-	-	250,000		250,000	-	-			-
ST-3054	Signal Street Leased Lot (Adjacent to PO)	-	-	-	-	-	100,000	100,000	-	-			-
ST-3060	Cemetery	-	-	200,000	-	-	-	200,000	-	-			-
ST-XXXX (New)	Museum	-	-	-	-	-	-	-		-			-
	Parking Lots Subtotal	-	-	600,000	1,500,000	500,000	500,000	3,100,000	-	-	-	-	-
	STREETS TOTAL	8,050,000	3,600,000	8,475,000	4,800,000	2,950,000	950,000	28,825,000	-	2,600,000	400,000	600,000	3,600,000
Completed Projects													
ST-3031	Downtown & Arcade Parking Lot	481,654						481,654					
	Completed Total	481,654	-	-	-	-	-	481,654					

PARKS **City Council Goals:** **Arts, Culture, and Recreation Funding** **Infrastructure Maintenance and Improvement**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	State Parks		Total
PK-3061	Libbey Park - Remodel Restrooms		250,000	500,000	-	-	-	750,000	-	250,000			250,000
PK-3067	Libbey Park - Repave Asphalt Walkway & Sidewalk Improvements				300,000	-		300,000	-	-			-
PK-3013	Sarzotti Park - New Playground	200,000	650,000		-	-	-	850,000	-	-	650,000		650,000
PK-3043	Sarzotti Park - Construct Half Basketball Court		-	200,000	-	-	-	200,000	-	-			-
PK-3065	Sarzotti Park - Walking Path & Outdoor Workout Stations	50,000	100,000					150,000	-	-	100,000		100,000
PK-3066	City Hall - Pickleball Sound Wall	250,000						250,000					
PK-XXXX (New)	Splash Pad Concept Design - Location TBD							-					-
PK-XXXX (New)	City Hall Campus - Green Coalition Master Plan			200,000		-	1,000,000	1,200,000					-
PK-XXXX (New)	Cluff Vista Park - Improvements		100,000					100,000		100,000			100,000
	PARKS TOTAL	500,000	1,100,000	900,000	300,000	-	1,000,000	3,800,000	-	350,000	750,000	-	1,100,000

CLIMATE **City Council Goals:** **Wildfire Safety Risk Mitigation** **Climate Resiliency**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C			Total
ER-3037	Citywide Energy Modernization Program (Climatec Phase I)	500,000	1,000,000	500,000						1,000,000			1,000,000
ER-3020	City Hall - Electric HVAC	100,000	-	-	-	-	-	100,000	-	-			-
ER-3068	Sarzotti Campus - Eletrification - Clean Power Alliance	250,000		-	-	-	-	250,000	-	-			-
ER-3024	Sarzotti Campus - Electric Vehicle Charging Station	60,000		-	-	-	-	60,000					-
ER-3022	Libbey Park - Electric Vehicle Charging Station	60,000	-	80,000	-	-	-	140,000	-	-			-
ER-3073	Street Tree Planting	-	-	100,000	100,000	100,000	100,000	400,000		-			-
ER-3021	Charging Station for Electric Trolley	-	-	500,000	-	-	-	500,000	-	-			-
	CLIMATE TOTAL	970,000	1,000,000	1,180,000	100,000	100,000	100,000	1,450,000	-	1,000,000	-	-	1,000,000
Completed Projects													
ER-3073	Street Tree Planting	77,610	-	-	-	-	-	77,610					
ER-3070	Police Department - Electric HVAC	16,223						16,223					
	Completed Total	93,833	-	-	-	-	-	93,833					

FACILITIES **City Council Goals:** **Affordable Housing** **Infrastructure Maintenance and Improvement** **Public Safety**		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	ERAF		Total
CF-3072	City Hall - Exterior Improvement Near Pickleball Courts	-	-	-	200,000	-	-	200,000	-	-			-
CF-3089	City Hall - Remodel Restrooms	-	-					-	-	-			-
CF-3088	Kent Hall - Kitchen Remodel	-			50,000			50,000					-
CF-3028	Public Works Lower Yard - Trash Enclosure Roof	-		200,000	-	-	-	200,000	-	-			-
CF-3075	Public Works Lower Yard - Metal Roofs for Equipment Bays	100,000	-	100,000	-	-	-	200,000	-	-			-
CF-3040	Public Works Lower Yard - Rollup Door Upgrade for Equipment Bays		-	30,000	-	-	-	30,000	-	-			-
CF-3018	Public Works Admin Building - Paint Exterior		-	-	-	-	-	-	-	-			-
CF-3019	Public Works Crew Building - Exterior		-	-	-	-	-	-	-	-			-
CF-3086	Public Works Crew Building - New Roof				50,000			50,000	-	-			-
CF-3030	Arcade - Roof		-	-	-	200,000	-	200,000	-	-			-
CF-3063	Sarzotti Campus - Boyd Center Roof			-	400,000	-	-	400,000					-
CF-3065	Sarzotti Campus - Martin Gym Roof			-	400,000	-	-	400,000	-	-			-
CF-XXXX	Sarzotti Campus - Structural Gym		120,000					120,000		120,000			120,000
CF-3049**	Construction of Ojai Permanent Supportive Housing Project	1,500,000	8,000,000		-	-	-	9,500,000			8,000,000	-	8,000,000
CF-XXXX (New)	Arcade - Pergola Archway and Pillars (South of Ojai Ave)		-					-		-			-
CF-XXXX (New)	City Hall - Interior Improvements	-	-	200,000	-	-	-	200,000		-			-
CF-XXXX (New)	City Hall - Roof Repairs		-					-		-			-
CF-XXXX (New)	City Hall - Security Fencing							-					-
CF-XXXX (New)	Kent Hall - Construct Ramp	-	-	100,000	-			100,000					-
CF-XXXX (New)	Museum - Entrance/Stucco Wall Repair		-					-		-			-
CF-XXXX (New)	Emergency Siren System												-
	FACILITIES TOTAL	1,600,000	8,120,000	330,000	1,100,000	200,000	-	1,730,000	-	120,000	8,000,000	-	8,120,000
Completed Projects													
CF-3085	Public Works Upper Yard - Entrance Gate Repair	11,500	-	-	-	-	-	11,500					
CF-3025	Oak Tree House - Roof	6,425	-	-	-	-	-	6,425					
CF-3073	Museum - Chapel Roof	56,000	-	-	-	-	-	56,000					
CF-3040	Public Works Lower Yard - Rollup Door Upgrade for Equipment Bays	20,000						20,000					
Misc.	Martin Gym Remediation	5,000						5,000					
	Completed Total	98,925	-	-	-	-	-	98,925					

STORMWATER City Council Goals: Infrastructure Maintenance and Improvement Public Safety		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C			Total
SW-3038	Storm Drain Video Inspection		100,000	50,000	50,000	50,000	50,000	300,000	-	100,000			100,000
SW-3039	Trash Excluders	25,000	-	25,000	25,000	25,000	25,000	125,000	-	-			-
SW-3080	Storm Drain Improvements/Repairs	400,000	200,000	400,000	400,000	400,000	400,000	2,200,000	-	200,000			200,000
	STORMWATER TOTAL	425,000	300,000	475,000	475,000	475,000	475,000	2,625,000	-	300,000	-	-	300,000
Completed Projects													
SW-3038	Storm Drain Video Inspection	53,000	-	-	-	-	-	53,000					
	Completed Total	53,000	-	-	-	-	-	53,000					

TRANSIT City Council Goals: Infrastructure Maintenance and Improvement Diversifying Economy/Tourism Management		Approved CIP FY 25-26	Year 1 FY 26-27 (Proposed)	Year 2 FY 27-28	Year 3 FY 28-29	Year 4 FY 29-30	Year 5 FY 30-31	Total Project Cost	Funding Source FY 26/27				
									General Fund	Measure C	CMAQ	Transit Fund	Total
TR-3044	Trolley Stop Shelter (996 Ojai Ave)	-	75,000		-	-	-	75,000		-	66,800	8,200	75,000
	TRANSIT TOTAL	-	75,000	-	-	-	-	75,000	-	-	66,800	8,200	75,000

Completed Projects Total	727,412											
In progress Projects Total	11,545,000											
Grand Total	12,272,412	14,195,000	11,360,000	6,775,000	3,725,000	2,525,000	38,505,000	-	4,370,000	9,216,800	608,200	14,195,000

** The figures shown in FY25/26 and FY26/27 illustrate the work effort rather than the actual expenditures and budget due to the "cash advance" being recorded as an expense.

CITY OF OJAI
GANN APPROPRIATION LIMIT
FY 2026-2027

Schedule 1

Appropriation Limitation Calculation

	% Change in Per Capita Personal Income	% Change in Population per DOF	Growth Factor	Appropriation Limit by Fiscal Year
Allowed Growth Rate:				
2020-21	1.0373	0.9962	1.0334	13,375,819
2021-22	1.0573	0.9981	1.0553	14,115,383
2022-23	1.0755	0.9936	1.0686	15,083,935
2023-24	1.0444	0.9928	1.0369	15,640,236
2024-25	1.0362	0.9995	1.0357	16,198,309
2025-26	1.0644	1.0007	1.0651	17,252,819
2026-27	1.0495	0.9932	1.0424	17,984,338
2026-27 Appropriation Limit				**$17,984,338**
Less Appropriations subject to limit (Sched 2)				**17,088,458**
2026-27 Appropriations Under Allowed Limit				**$895,880**

Schedule 2

Appropriation Subject to Limit

Account Name	Estimated Revenues	Estimated Capital Outlay	Subject Revenues
Property Tax	2,627,543		2,627,543
RPTTF Residual Dist	310,605		310,605
Sales Tax	2,525,000		2,525,000
Business License Tax	225,000		225,000
Interest App/Prop Tax	620,000		620,000
Motor Vehicle In Lieu-County	1,434,270		1,434,270
Prop Tax-Vlf in Lieu-State	15,000		15,000
Transient Occupancy Tax	8,107,000		8,107,000
Measure C - TOT	4,053,000	3,003,960	1,049,040
Cannabis Tax	175,000		175,000
Total Source of Funds	**$20,092,418**	**$3,003,960**	**$17,088,458**

Qualified Capital Outlay:	
Citywide Facility Energy EP	1,000,000
Cluff Vista Improvements	100,000
Structural Gym	120,000
Libbey Park Improvements	250,000
Large Drain Safety Improvements	600,000
Road Overlay	833,960
Speed Humps	100,000
Total	3,003,960

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
1021 O Street, Suite 3110 ▪ Sacramento CA 95814 ▪ www.dof.ca.gov

May 1, 2026

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2026, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2026–27. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2026–27 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2026**. Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Erika Li
Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2026–27 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2026-27	4.95

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2026–27 appropriation limit.

2026–27:

Per Capita Cost of Living Change = 4.95 percent
Population Change = -0.14 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.95 + 100}{100} = 1.0495$

Population converted to a ratio: $\frac{-0.14 + 100}{100} = 0.9986$

Calculation of factor for FY 2026–27: 1.0495 x 0.9986 = 1.0480

About the Data

FISCAL YEAR 2026-27
Annual Percent Change in Population Minus Exclusions*
January 1, 2025 to January 1, 2026, and Total Population January 1, 2026

City	County	Percent Change 25-26	Population Minus Exclusions 1-1-25	Population Minus Exclusions 1-1-26	Total Population 1-1-26
Camarillo	Ventura	-0.30	68,973	68,764	68,764
Fillmore	Ventura	-0.78	17,125	16,992	16,992
Moorpark	Ventura	-1.19	34,573	34,161	34,161
Ojai	Ventura	-1.03	7,579	7,501	7,501
Oxnard	Ventura	-0.38	199,319	198,557	198,557
Port Hueneme	Ventura	-1.18	18,881	18,659	21,103
San Buenaventura (Ventura)	Ventura	-0.24	108,270	108,011	108,061
Santa Paula	Ventura	0.75	31,738	31,976	31,976
Simi Valley	Ventura	-1.00	124,923	123,672	123,842
Thousand Oaks	Ventura	-1.14	122,688	121,286	121,286
Unincorporated	Ventura	-1.21	90,904	89,807	92,063
Incorporated	Ventura	-0.61	734,069	729,579	732,243
County Total	Ventura	-0.68	824,973	819,386	824,306

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

About the Data

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HdL Coren & Cone

THE CITY OF OJAI

NONRESIDENTIAL NEW CONSTRUCTION

2024/25 TO 2025/26 TAX YEARS - IN PARCEL NUMBER ORDER

FOR USE IN CALCULATING 2026/27 GANN LIMIT

Parcel	Use Category	Owner	Prior Year Improvements	Current Year Improvements	Percent Change
020-0-160-010	Institutional	Ojai Valley School	6,974,093	7,464,792	+ 7.0%
021-0-081-070	Commercial	Su Nido Family Partnership Lp	1,862,301	1,932,147	+ 3.8%
022-0-210-020	Irrigated	Mayer David-Hirshfeld Jacklyn Trust	151,974	422,016	+ 177.7%
023-0-077-050	Recreational	Arts Forward Ojai Llc	1,808,430	2,641,282	+ 46.1%
023-0-110-130	Commercial	A-A Thacher Trust	145,258	188,663	+ 29.9%
023-0-172-030	Institutional	Ventura County Humane Society	1,925,277	2,379,178	+ 23.6%
024-0-120-285	Industrial	Ojai Valley Business Park	2,230,367	2,343,314	+ 5.1%
7 Parcels Listed			**15,097,700**	**17,371,392**	**+ 15.1%**

This calculation reflects the 2025/26 increase in taxable values for this city due to non-residential new construction as a percentage of the total taxable value **Increase** (as of the 2025/26 lien year roll date). This percentage may be used as an alternative to the change in California per-capita personal income for calculating a taxing agency's annual adjustment of its Appropriation Limit pursuant to Article XIIIB of the State Constitution as Amended by Proposition 111 in June, 1990.

Total Change in Non-Residential Valuation Due to New Development	2,273,692
Less Automatic 2.000% Assessors's Inflation Adjustment	-301,954
Actual Change in Non-Residential Valuation	1,971,738
Change in Total Assessed Value	147,310,929
= Alternate 2026/27 Appropriations Limit Factor	**1.34%**

Includes taxable primary parcels with known nonresidential use codes, no prior lien year transfers, and improvement value increases greater than 2.0%
Change in Total Assessed Value is the assessed value change of the locally assessed secured and unsecured tax rolls.

CITY OF OJAI

RESOLUTION NO. 26-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, ADOPTING THE PROPOSED BUDGET FOR FISCAL YEAR 2026-2027

WHEREAS, the City Manager has prepared and presented or distributed to the City Council of the City of Ojai the proposed budget and supporting documents for fiscal year 2026-2027 during its meetings on June 9, 2026, and at a public hearing conducted on June 23, 2026, and such materials have been made available for review by the public for each of these sessions, and

WHEREAS, the Ojai City Manager and Finance Director have studied these budgets at length and find them to be a sound plan for financing the City of Ojai's municipal operations and capital improvements while maintaining appropriate expenditure controls; and

WHEREAS, after providing publication of notice the City Council conducted a public hearing to solicit and receive public comments on said budgets at the June 23, 2026, regular City Council meeting; and

WHEREAS, the City Council acknowledges its interest in enabling the City Manager to conduct City business in the most efficient and effective manner possible; and

WHEREAS, all necessary changes and modifications were made to said budgets, as directed by the City Council during its meetings on June 9, 2026 and June 23, 2026; and

WHEREAS, Government Code Section 66001 requires that a local agency make findings once each fiscal year with respect to unexpended development impact fees held for five years or more; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council, after due consideration, accepts and adopts the 2026-2027 budgets as amended during its regular meeting of June 23, 2026.

SECTION 3. The City Council is aware of the potential that events beyond the control of the City Council could substantially reduce City revenues and/or increase

expenditures. Therefore, the City Manager may temporarily suspend the expenditure of funds in the adopted budget if, in the City Manager's judgment, such deferral is necessary to protect the City's Financial position and the impact of such a temporary suspension on City operations will not be substantially detrimental to City services.

SECTION 4. The City Manager is further directed to report back to the Council, as needed, with recommendations for revision of the budget when, and if, budget impacts are known, and recommended City program adjustments can be formulated.

SECTION 5. The City Council hereby authorizes the City Manager to sign and execute any professional or consulting service contracts on behalf of the City within the City Manager's signature authority or as approved by the City Council, provided that the service has been approved as a part of the adopted budget.

SECTION 6. The City budget analysis shows impact fees collected by the City since 1991, some of which the City will hold for more than five years. Pursuant to State law, the Council hereby finds that the monies collected are necessary to carry out the purpose for which the impact fees were levied and the improvements to be so financed as identified by the City's Engineer will benefit the properties where development was approved.

SECTION 7. The City Clerk shall certify the adoption of this Resolution.

SECTION 8. This Resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED on this 23rd day of June 2026.

CITY OF OJAI, CALIFORNIA

_____

Andy Gilman, Mayor

_____

Date

ATTEST:

_____

Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-24 was adopted at a regular meeting held June 23, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF OJAI

RESOLUTION NO. 2026-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-27

WHEREAS, the Gann Spending Limitation Initiative added Article XIII B to the Constitution of the State of California to establish and define annual appropriation limits on state and local government entities; and

WHEREAS, appropriations limits are developed based upon base year 1986-87 appropriations; and

WHEREAS, the City chooses to compute its appropriations limit based on the percentage change in California per capita personal income; and

WHEREAS, the City chooses as an adjustment factor the growth in the County population for Ventura County; and

WHEREAS, based upon State formulas, the 2026-27 appropriations limit is 4.24% above the 2025-26 limits.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council hereby establishes the annual Appropriations Limit for the 2026-27 Fiscal Year at $17,984.338.

SECTION 3. The Appropriations Limit established in this Resolution includes adjustments made pursuant to Section 3 of Article XIII B of the California Constitution and SB 1352, as of the date of this Resolution.

SECTION 4. The Appropriations Limit established herein is subject to amendments, deletions, and additions which may be provided pursuant to Article XIII B of the California Constitution.

SECTION 5. The City Clerk shall certify the adoption of this Resolution.

SECTION 6. This Resolution shall take effect upon its adoption.

PASSED, APPROVED AND ADOPTED on this 23rd day of June 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

_____
Date

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-25 was adopted at a regular meeting held June 23, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF OJAI
RESOLUTION NO. 2026-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING THE SALARY SCHEDULE TO UPDATE SALARY RANGES AND CLASSIFICATIONS FOR CITY EMPLOYEES FOR FISCAL YEAR 2026-27 EFFECTIVE JULY 6, 2026

WHEREAS, on June 2, 2026, the City Council of the City of Ojai adopted Resolution No. 2026-21 approving a salary schedule for citywide classifications for the 2025-26 Fiscal Year; and

WHEREAS, the City Council is authorized under the provisions of the Employee Handbook to approve a compensation and classification plan for City employees; and

WHEREAS, a review of operational needs and a base salary survey was conducted, and certain changes and adjustments are appropriate to update Citywide classifications and salary ranges; and

WHEREAS, it is the intent of the City Council to replace Resolution No. 2026-21 with this Resolution once adopted.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AND ORDER, AS FOLLOWS:

SECTION 1. The recitals are true and correct and incorporated by this reference.

SECTION 2. New salary ranges to be established for Citywide classifications to include a 3.5% cost of living adjustment to all classifications with the exception of the City Manager and market adjustments to the following classifications: Accounting Specialist I/II, Senior Accounting Specialist, Administrative Assistant I/II, Administrative Analyst I/II, Deputy City Clerk, Events & Public Information Officer, Management Analyst, Recreation Coordinator, Recreation Supervisor, Trolley Coordinator, Transit Operations Supervisor, and IT Manager.

SECTION 3. Amend Citywide classifications with the following changes:

- Create the following classifications: Assistant Community Development Director, Assistant Finance Director, Human Resources Director, Public Works Superintendent, and Senior Administrative Analyst.

- Retitle certain classifications as follows:

Current Classification Title	Revised Classification Title
Human Resources/Risk Manager	Human Resources Manager
Homeless Services Coordinator	Ojai Tent Town (OTT) Manager
Recreation Leader	Recreation Leader I
Recreation Specialist I	Recreation Leader II
Recreation Specialist II/Aquatics Specialist	Recreation Leader III Aquatics Specialist
Class/Camp Instructor I/II	Class/Camp Instructor
Sports Official I/II	Sports Official

- Remove duplicative classification titles by eliminating the following Hourly Rated Position classifications: Associate Planner, Homeless Services Coordinator, Records Technician, Transit Operations Supervisor, and Trolley Driver.

SECTION 4. The City Council approves the attached amended and restated Salary Schedule ("Exhibit A"), effective July 6, 2026.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 23rd day of June 2026 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____

Bethany A. Burgess, City Attorney

Exhibit A – Salary Schedule, Effective July 6, 2026

CITY OF OJAI
Salary Schedule
Effective July 6, 2026

ELECTED OFFICIALS	Monthly
Mayor & Council Members	988.00
City Clerk	455.00
Treasurer	455.00

			HOURLY				
	Classification	**Salary Range**	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**
*	City Manager	Contract	129.81	129.81	129.81	129.81	129.81
	EXECUTIVE MANAGEMENT						
*	Assistant City Manager	ACM	99.95	104.95	110.20	115.71	121.50
*	Community Development Director	DIR	90.86	95.40	100.17	105.18	110.44
*	Finance Director	DIR	90.86	95.40	100.17	105.18	110.44
*	Public Works Director	DIR	90.86	95.40	100.17	105.18	110.44
*	Human Resources Director	ASDIR	79.00	82.95	87.10	91.46	96.03
	SENIOR MANAGEMENT						
*	Assistant Community Development Director	ASDIR	79.00	82.95	87.10	91.46	96.03
*	Assistant Finance Director	ASDIR	79.00	82.95	87.10	91.46	96.03
*	Deputy City Manager	ASDIR	79.00	82.95	87.10	91.46	96.03
*	IT Manager	MGMT3	66.12	69.43	72.90	76.55	80.38
	MANAGEMENT EMPLOYEES						
*	Accounting Manager	MGMT	58.51	61.44	64.51	67.74	71.13
*	Assistant to the City Manager	MGMT	58.51	61.44	64.51	67.74	71.13
*	Chief Deputy City Clerk	MGMT	58.51	61.44	64.51	67.74	71.13
*	Human Resources Manager	MGMT	58.51	61.44	64.51	67.74	71.13
*	Principal Planner	MGMT	58.51	61.44	64.51	67.74	71.13
*	Public Works Superintendent	MGMT	58.51	61.44	64.51	67.74	71.13
*	Recreation Manager	MGMT	58.51	61.44	64.51	67.74	71.13
	REGULAR EMPLOYEES						
	Account Clerk	27F	25.44	26.71	28.05	29.45	30.92
	Accountant I	47F	41.70	43.79	45.98	48.28	50.69
	Accountant II	51F	46.03	48.33	50.75	53.29	55.95
	Accounting Specialist I	33F	29.51	30.99	32.54	34.17	35.88
	Accounting Specialist II	37F	32.58	34.21	35.92	37.72	39.61
	Administrative Analyst I	47F	41.70	43.79	45.98	48.28	50.69
	Administrative Analyst II	51F	46.03	48.33	50.75	53.29	55.95
	Administrative Assistant I	37F	32.58	34.21	35.92	37.72	39.61
	Administrative Assistant II	41F	35.96	37.76	39.65	41.63	43.71
	Assistant Planner	45F	39.69	41.67	43.75	45.94	48.24
	Associate Planner	49F	43.81	46.00	48.30	50.72	53.26
*	Deputy City Clerk	49F	43.81	46.00	48.30	50.72	53.26
*	Events & Public Information Officer	55F	50.81	53.35	56.02	58.82	61.76
	IT Specialist	52F	47.18	49.54	52.02	54.62	57.35
	Maintenance Worker I	31F	28.09	29.49	30.96	32.51	34.14
	Maintenance Worker II	35F	31.01	32.56	34.19	35.90	37.70
*	Management Analyst	55F	50.81	53.35	56.02	58.82	61.76
	Office Specialist I	24F	23.62	24.80	26.04	27.34	28.71
	Office Specialist II	27F	25.44	26.71	28.05	29.45	30.92
	Ojai Tent Town (OTT) Manager	45F	39.69	41.67	43.75	45.94	48.24
	Planning & Building Technician	39F	34.22	35.93	37.73	39.62	41.60
	Planning Aide	35F	31.01	32.56	34.19	35.90	37.70
	Principal Planning & Building Technician	49F	43.81	46.00	48.30	50.72	53.26
	Public Works Inspector/Project Manager	53F	48.36	50.78	53.32	55.99	58.79
	Public Works Supervisor	53F	48.36	50.78	53.32	55.99	58.79
	Records Technician	27F	25.44	26.71	28.05	29.45	30.92
	Recreation Coordinator	41F	35.96	37.76	39.65	41.63	43.71
	Recreation Specialist II	27F	25.44	26.71	28.05	29.45	30.92

* Denotes Classification Exempt from the Fair Labor Standards Act (FLSA)

			HOURLY				
	Classification	**Salary Range**	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**
	Recreation Supervisor	50F	44.91	47.16	49.52	52.00	54.60
	Senior Accounting Specialist	41F	35.96	37.76	39.65	41.63	43.71
	Senior Administrative Analyst	55F	50.81	53.35	56.02	58.82	61.76
	Senior Maintenance Worker	39F	34.22	35.93	37.73	39.62	41.60
*	Senior Planner	53F	48.36	50.78	53.32	55.99	58.79
	Senior Planning & Building Technician	43F	37.78	39.67	41.65	43.73	45.92
	Transit Operations Supervisor	45F	39.69	41.67	43.75	45.94	48.24
	Trolley Coordinator	41F	35.96	37.76	39.65	41.63	43.71
	HOURLY RATED POSITIONS						
	Aquatics Specialist	19R	20.87	21.91	23.01	24.16	25.37
	Class/Camp Instructor	27R	25.44	26.71	28.05	29.45	30.92
	Recreation Leader I	12R	17.56	18.44	19.36	20.33	21.35
	Recreation Leader II	16R	19.38	20.35	21.37	22.44	23.56
	Recreation Leader III	19R	20.87	21.91	23.01	24.16	25.37
	Trolley Driver	28F	26.08	27.38	28.75	30.19	31.70
	Lifeguard	Flat Rate	25.87				
	Sports Official	Flat Rate	41.58				
	CalPERS Extra-Help Retired Annuitant	OPEN	17.56				129.81
	CalPERS Interim Retired Annuitant	OPEN	17.56				129.81

SPECIALTY PAY - STAND BY PAY		
Classification	**Standby Shift Minimum**	**Rate of Pay**
Maintenance Worker I	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Maintenance Worker II	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Senior Maintenance Worker	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Public Works Inspector	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Public Works Supervisor	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Transit Operations Supervisor	Standby Pay (3 Hour Minimum)	$2.50 Per Hour
Trolley Driver	Standby Pay (3 Hour Minimum)	$2.50 Per Hour

SPECIALTY PAY - TROLLEY DRIVER RETENTION PROGRAM		
Classification	**Minimum Hour Threshold**	**Annual Incentive**
Trolley Driver	250 Hours or More (July 1 - May 31)	$400 One Time Payment
Trolley Driver	500 Hours or More (July 1 - May 31)	$800 One Time Payment

SPECIALTY PAY - CERTIFICATIONS	
CERTIFICATION	**Rate of Pay**
USAG-SAFETY [Safety & Risk Management (U101) / Safe Sport Trained (U110)]	$50 Per Month
USAG-COACHING [Fund. of Gym. Instr. (U100) / Tough Coaching or Emotional Abuse (U112)]	$100 Per Month

* Denotes Classification Exempt from the Fair Labor Standards Act (FLSA)

CITY OF OJAI
Salary Ranges
Effective July 6, 2026

	HOURLY					MONTHLY					ANNUAL				
Salary Range	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
24F	23.62	24.80	26.04	27.34	28.71	4,094.13	4,298.67	4,513.60	4,738.93	4,976.40	49,129.60	51,584.00	54,163.20	56,867.20	59,716.80
25F	24.21	25.42	26.69	28.02	29.42	4,196.40	4,406.13	4,626.27	4,856.80	5,099.47	50,356.80	52,873.60	55,515.20	58,281.60	61,193.60
26F	24.82	26.06	27.36	28.73	30.17	4,302.13	4,517.07	4,742.40	4,979.87	5,229.47	51,625.60	54,204.80	56,908.80	59,758.40	62,753.60
27F	25.44	26.71	28.05	29.45	30.92	4,409.60	4,629.73	4,862.00	5,104.67	5,359.47	52,915.20	55,556.80	58,344.00	61,256.00	64,313.60
28F	26.08	27.38	28.75	30.19	31.70	4,520.53	4,745.87	4,983.33	5,232.93	5,494.67	54,246.40	56,950.40	59,800.00	62,795.20	65,936.00
29F	26.73	28.07	29.47	30.94	32.49	4,633.20	4,865.47	5,108.13	5,362.93	5,631.60	55,598.40	58,385.60	61,297.60	64,355.20	67,579.20
30F	27.40	28.77	30.21	31.72	33.31	4,749.33	4,986.80	5,236.40	5,498.13	5,773.73	56,992.00	59,841.60	62,836.80	65,977.60	69,284.80
31F	28.09	29.49	30.96	32.51	34.14	4,868.93	5,111.60	5,366.40	5,635.07	5,917.60	58,427.20	61,339.20	64,396.80	67,620.80	71,011.20
32F	28.79	30.23	31.74	33.33	35.00	4,990.27	5,239.87	5,501.60	5,777.20	6,066.67	59,883.20	62,878.40	66,019.20	69,326.40	72,800.00
33F	29.51	30.99	32.54	34.17	35.88	5,115.07	5,371.60	5,640.27	5,922.80	6,219.20	61,380.80	64,459.20	67,683.20	71,073.60	74,630.40
34F	30.25	31.76	33.35	35.02	36.77	5,243.33	5,505.07	5,780.67	6,070.13	6,373.47	62,920.00	66,060.80	69,368.00	72,841.60	76,481.60
35F	31.01	32.56	34.19	35.90	37.70	5,375.07	5,643.73	5,926.27	6,222.67	6,534.67	64,500.80	67,724.80	71,115.20	74,672.00	78,416.00
36F	31.79	33.38	35.05	36.80	38.64	5,510.27	5,785.87	6,075.33	6,378.67	6,697.60	66,123.20	69,430.40	72,904.00	76,544.00	80,371.20
37F	32.58	34.21	35.92	37.72	39.61	5,647.20	5,929.73	6,226.13	6,538.13	6,865.73	67,766.40	71,156.80	74,713.60	78,457.60	82,388.80
38F	33.39	35.06	36.81	38.65	40.58	5,787.60	6,077.07	6,380.40	6,699.33	7,033.87	69,451.20	72,924.80	76,564.80	80,392.00	84,406.40
39F	34.22	35.93	37.73	39.62	41.60	5,931.47	6,227.87	6,539.87	6,867.47	7,210.67	71,177.60	74,734.40	78,478.40	82,409.60	86,528.00
40F	35.08	36.83	38.67	40.60	42.63	6,080.53	6,383.87	6,702.80	7,037.33	7,389.20	72,966.40	76,606.40	80,433.60	84,448.00	88,670.40
41F	35.96	37.76	39.65	41.63	43.71	6,233.07	6,545.07	6,872.67	7,215.87	7,576.40	74,796.80	78,540.80	82,472.00	86,590.40	90,916.80
42F	36.86	38.70	40.64	42.67	44.80	6,389.07	6,708.00	7,044.27	7,396.13	7,765.33	76,668.80	80,496.00	84,531.20	88,753.60	93,184.00
43F	37.78	39.67	41.65	43.73	45.92	6,548.53	6,876.13	7,219.33	7,579.87	7,959.47	78,582.40	82,513.60	86,632.00	90,958.40	95,513.60
44F	38.72	40.66	42.69	44.82	47.06	6,711.47	7,047.73	7,399.60	7,768.80	8,157.07	80,537.60	84,572.80	88,795.20	93,225.60	97,884.80
45F	39.69	41.67	43.75	45.94	48.24	6,879.60	7,222.80	7,583.33	7,962.93	8,361.60	82,555.20	86,673.60	91,000.00	95,555.20	100,339.20
46F	40.68	42.71	44.85	47.09	49.44	7,051.20	7,403.07	7,774.00	8,162.27	8,569.60	84,614.40	88,836.80	93,288.00	97,947.20	102,835.20
47F	41.70	43.79	45.98	48.28	50.69	7,228.00	7,590.27	7,969.87	8,368.53	8,786.27	86,736.00	91,083.20	95,638.40	100,422.40	105,435.20
48F	42.74	44.88	47.12	49.48	51.95	7,408.27	7,779.20	8,167.47	8,576.53	9,004.67	88,899.20	93,350.40	98,009.60	102,918.40	108,056.00
49F	43.81	46.00	48.30	50.72	53.26	7,593.73	7,973.33	8,372.00	8,791.47	9,231.73	91,124.80	95,680.00	100,464.00	105,497.60	110,780.80
50F	44.91	47.16	49.52	52.00	54.60	7,784.40	8,174.40	8,583.47	9,013.33	9,464.00	93,412.80	98,092.80	103,001.60	108,160.00	113,568.00
51F	46.03	48.33	50.75	53.29	55.95	7,978.53	8,377.20	8,796.67	9,236.93	9,698.00	95,742.40	100,526.40	105,560.00	110,843.20	116,376.00
52F	47.18	49.54	52.02	54.62	57.35	8,177.87	8,586.93	9,016.80	9,467.47	9,940.67	98,134.40	103,043.20	108,201.60	113,609.60	119,288.00
53F	48.36	50.78	53.32	55.99	58.79	8,382.40	8,801.87	9,242.13	9,704.93	10,190.27	100,588.80	105,622.40	110,905.60	116,459.20	122,283.20
54F	49.57	52.05	54.65	57.38	60.25	8,592.13	9,022.00	9,472.67	9,945.87	10,443.33	103,105.60	108,264.00	113,672.00	119,350.40	125,320.00
55F	50.81	53.35	56.02	58.82	61.76	8,807.07	9,247.33	9,710.13	10,195.47	10,705.07	105,684.80	110,968.00	116,521.60	122,345.60	128,460.80
56F	52.08	54.68	57.41	60.28	63.29	9,027.20	9,477.87	9,951.07	10,448.53	10,970.27	108,326.40	113,734.40	119,412.80	125,382.40	131,643.20
57F	53.38	56.05	58.85	61.79	64.88	9,252.53	9,715.33	10,200.67	10,710.27	11,245.87	111,030.40	116,584.00	122,408.00	128,523.20	134,950.40
58F	54.71	57.45	60.32	63.34	66.51	9,483.07	9,958.00	10,455.47	10,978.93	11,528.40	113,796.80	119,496.00	125,465.60	131,747.20	138,340.80
59F	56.08	58.88	61.82	64.91	68.16	9,720.53	10,205.87	10,715.47	11,251.07	11,814.40	116,646.40	122,470.40	128,585.60	135,012.80	141,772.80
60F	57.48	60.35	63.37	66.54	69.87	9,963.20	10,460.67	10,984.13	11,533.60	12,110.80	119,558.40	125,528.00	131,809.60	138,403.20	145,329.60
MGMT	58.51	61.44	64.51	67.74	71.13	10,141.73	10,649.60	11,181.73	11,741.60	12,329.20	121,700.80	127,795.20	134,180.80	140,899.20	147,950.40
MGMT2	62.20	65.31	68.58	72.01	75.61	10,781.33	11,320.40	11,887.20	12,481.73	13,105.73	129,376.00	135,844.80	142,646.40	149,780.80	157,268.80
MGMT3	66.12	69.43	72.90	76.55	80.38	11,460.80	12,034.53	12,636.00	13,268.67	13,932.53	137,529.60	144,414.40	151,632.00	159,224.00	167,190.40
ASDIR	79.00	82.95	87.10	91.46	96.03	13,693.33	14,378.00	15,097.33	15,853.07	16,645.20	164,320.00	172,536.00	181,168.00	190,236.80	199,742.40
DIR	90.86	95.40	100.17	105.18	110.44	15,749.07	16,536.00	17,362.80	18,231.20	19,142.93	188,988.80	198,432.00	208,353.60	218,774.40	229,715.20
ACM	99.95	104.95	110.20	115.71	121.50	17,324.67	18,191.33	19,101.33	20,056.40	21,060.00	207,896.00	218,296.00	229,216.00	240,676.80	252,720.00
12R	17.56	18.44	19.36	20.33	21.35										
13R	18.00	18.90	19.85	20.84	21.88										
14R	18.45	19.37	20.34	21.36	22.43										
15R	18.91	19.86	20.85	21.89	22.98										
16R	19.38	20.35	21.37	22.44	23.56										
17R	19.86	20.85	21.89	22.98	24.13										
18R	20.36	21.38	22.45	23.57	24.75										
19R	20.87	21.91	23.01	24.16	25.37										
20R	21.39	22.46	23.58	24.76	26.00										
21R	21.92	23.02	24.17	25.38	26.65										
22R	22.47	23.59	24.77	26.01	27.31										
23R	23.03	24.18	25.39	26.66	27.99										
24R	23.62	24.80	26.04	27.34	28.71										
25R	24.21	25.42	26.69	28.02	29.42										
26R	24.82	26.06	27.36	28.73	30.17										
27R	25.44	26.71	28.05	29.45	30.92										
OPEN	17.56				129.81										

Administrative Report

TO: **HONORABLE CITY COUNCIL**

FROM: **Lucas Seibert, Community Development Director**
Maura Macaluso, Principal Planner

MEETING DATE: **June 23, 2026**

SUBJECT: **Zone Change (ZC 25-001) | Request for a zone change from Business Professional (BP) to Commercial (C-1) to allow for the sale of alcohol and bring an existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, located at 1124 Maricopa Highway, Assessor's Parcel Number 019-0-180-070. The subject site has a General Plan Designation of General Commercial (GC), and the Zoning Classification of the site is Business Professional (BP). Property Owner: Ojai Gas Inc. Applicant: Ojai Gas Inc. Raad Abasi. Representative: Alan Nelsen, Marquette Consulting, Inc.**

Recommendation(s)

1. Conduct a public hearing, accept public testimony, and close the public hearing; and

2. Adopt City Council Resolution (Attachment A) approving Zone Change (ZC 25-001) from Business Professional (BP) to General Commercial (C-1) to allow for the sale of alcohol and bring existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone designation, based on the findings and conditions in Attachment A as the proposal is consistent with the Ojai Municipal Code, and finding the project to be categorically exempt from CEQA.

Discussion

The applicant is requesting City Council approval of a zone change from Business Professional (BP) to Commercial (C-1) to allow for the sale of alcohol and bring an existing gas station "Ojai Gas" associated convenience store use into conformance regarding zone Land Use designation. No exterior modifications are proposed to the exterior of the existing structure or site as part of this application request.

Gas Station
Pursuant to Section 10-2.503 (Commercial and manufacturing district land uses and permit requirements) of the Ojai Municipal Code, service stations, including gas stations, are not permitted in the Business Professional zone however they are permitted in the General Commercial (C-1) zone subject to Planning Commission approval of a conditional use permit. Due to previous non-conformance of this gas station, in 1996, the property owner requested and received Planning Commission approval of a Conditional Use Permit (CUP 96-6) to operate the existing gas station use - more details related to this CUP are below in the History section of staff report. Pursuant to Section 10-2.2413 (Conditional use permit to run with the land) of the Ojai Municipal Code, a conditional use permit granted in compliance with the provisions of Article 24 (Conditional Use Permits) shall continue to be valid upon a change of ownership of the site, business, service, use, or structure which was the subject of the permit application. For this reason, the gas station may continue to operate in C-1 zone under the existing CUP.

Convenience Store and Sale of Alcohol
Pursuant to Section 10-2.503 (Commercial and manufacturing district land uses and permit requirements) of the Ojai Municipal Code, the existing convenience store is not a permitted use in the BP zone. The sale of alcohol is also not a permitted use in the BP zone. Both convenience stores and the sale of alcohol are however permitted in the C-1 zone. A change of zone from BP to C-1 would correct the non-compliance aspect of the existing convenience store and allow the sale of alcohol.

Gas Stations Within City Limits
There are two additional gas stations within the City's limits, including Chevron located at 360 E. Ojai Avenue and Shell located at 616 E. Ojai Avenue. Both gas stations are located within the C-1 zone. Research, including staff site visits, indicates that the Shell station holds a conditional use permit. The Chevron station, on the other hand, is considered an existing non-conforming use as it was established prior to the requirement of a conditional use permit for the operation of service stations. Both gas stations include a convenience store and sell beer and wine by-right, as these sales are permitted within the C-1 zone. This research is pertinent because the business/property owner is trying to stay competitive. Although "Ojai Gas" is situated at the corner of two major thoroughfares, the other stations are located in the center of town.

Zoning
Surrounding Uses
The project site is located approximately 400 feet east of the intersection of State Highways 33 and 150. More specifically, located at 1124 Maricopa Highway, the site is located on a major thoroughfare between medical offices and a State of California Transportation storage yard. Directly across Highway 33 (Maricopa Highway) is an existing shopping center including a VONS grocery store as the anchor, with attached

retail and restaurant tenants and a detached, stand-alone liquor store. Directly behind the gas station, to the east, is a veterinary hospital.

The surrounding land uses are relevant to this request because they indicate a diverse yet heavily commercial area prime for a commercial zone district designation.

Surrounding Uses	**Zone Designation**
West – Medical	Business Professional (BP)
East – CA Dept. Trans Storage Yard	Business Professional (BP)
North – Veterinary Hospital	Business Professional (BP)
South – VONS & stand-alone liquor store	General Commercial (C-1)

Zone Change
Should the City Council entertain supporting the request for a zone change from BP to C-1 for the subject site, findings pursuant to Section 10-2.2707 (Findings and decision) of the Ojai Municipal Code are required to be made (see attached draft Resolution). A zone change from BP to C-1 will make the currently non-conforming convenience store, and proposed sale of alcohol, conforming uses. If the City Council were not to entertain this request, the existing convenience store will remain non-conforming and no expansion would be permitted, including the sale of beer and wine. The applicant, who is also the business and property owner, is seeking this change of zone to be in compliance with the Municipal Code and include the sale of beer and wine to be in a competitive market with the additional two gas stations within the City limits who may sell beer and wine by right.

Justification
Pursuant to Section 10-2.2707 (Findings and decision) of the Ojai Municipal Code, an amendment to the Zoning Map may be approved only if specific findings are made, as applicable to the type of amendment, in compliance with State law (Government Code Section 65800, et seq.). Pursuant to this Section, it is the responsibility of the applicant to establish evidence in support of required findings. The applicant's justifications to the required findings are attached and are generally consistent with staff's analysis in the following ways:

- The C-1 zone designation is consistent with the General Plan Land Use Designation of General Commercial (GC) in that the primary purpose of the GC Land Use Designation is to provide appropriately located areas for general shopping and commercial service needs of the area residents and workers, as well as the needs of highway users and tourists. Appropriate uses include a range of common retail and personal service uses, specialty, offices, highway-oriented uses, financial institutions, hotel and motels, and art and studio facilities. Both the C-1 and B-P zone designations fall under the GC General Plan Land Use Designation.
- The proposed zone change from BP to C-1 would not be detrimental to the public convenience, health, interest, safety, or welfare of the City as the existing use

would be the same, but would include the addition of the sale of beer and wine, which is a permitted use at the other gas stations in town. The gas station itself has been in operation under a Planning Commission approved conditional use permit since 1996.

- The Director has reviewed the requested zone change in compliance with the provisions of CEQA and has determined the proposed zone changed from Business Professional (BP) to General Commercial (C-1) to bring an existing gas station related convenience store and proposed beer and wine sales into conformance regarding zone designation is categorically exempt pursuant to Section 15301 of California Environmental Quality Act (CEQA) under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less.
- Additionally, as discussed, no additions to the existing structure are proposed and the site has been operational as a gas station for some time and has therefore proven to be physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation(s).
- Lastly, the gas station use is permitted in the C-1 zone subject to Planning Commission approval of a conditional use permit which was previously established. The convenience store, which is currently nonconforming, will be a permitted use in the C-1 zone, and the requested sale of beer and wine will be permitted in the C-1 zone and will afford the business owner/property owner the opportunity to be competitive with the other two existing gas stations within the City limits. The requested zone change is therefore internally consistent with other applicable provisions of these Zoning Regulations.

Background

On February 18, 2026, and then again on June 3, 2026, due to a correction in noticing related to amendments to State of California Government Code Section 65854, that included an increase in the required public notice period from ten to twenty days, the Planning Commission reviewed, considered and recommended the City Council approve the zone change request from Business Professional (BP) to Commercial (C-1) zone designation. These public hearings were preceded by a Concept Review on June 18, 2025. The request for a zone change from Business Professional (BP) to Commercial (C-1) zone designation for the subject site is to expand the existing uses by including the sale of alcohol in the existing convenience store.

Zone and General Plan Land Use Designation

The project site is located in the Business Professional (BP) zone. Pursuant to Section 10-2.503 (Commercial and manufacturing district land uses and permit requirements) of the Ojai Municipal Code, convenience stores and the sale of alcohol are not permitted

uses within the BP zone. Service stations are also not permitted in the BP zone. However, due to non-conformance of the gas station use in 1996, the property owner requested and received Planning Commission approval of a Conditional Use Permit (CUP 96-6) to operate the gas station use. The Planning Commission approval at that time was pursuant to Section 10-2.2002 of the Ojai Municipal Code. This Section, currently relates to Design Review Permits, as it was revised in 2004 and 2013. Language in the 1996 staff report and justification for granting the Conditional Use Permit include that conditional use permits may be granted by the Commission pursuant to Section 10-2.2002 of the Ojai Municipal Code, which recognized that *it is necessary to sometimes permit certain uses because of their area of operation or characterization. Conditional uses may be approved by the Commission if it is found that such a use is "essential or desirable" to the public convenience or welfare and that the use, with such conditions as may be imposed, will not impair the integrity and character of the zone…or be inconsistent with the General Plan, or be detrimental to the public health, safety, morals, or welfare.*

The current zone change being requested by the applicant is from BP to C-1. The existing gas station, subject to approval of a conditional use permit, convenience store, as well as desired sale of off-site alcohol, are permitted in the C-1 zone. (See attached land use chart – Table 2-4 of Section 10-2.503 (Commercial and manufacturing district land uses and permit requirements) of the Ojai Municipal Code for uses permitted in commercial and manufacturing zone districts for both BP and C-1 zone designations).

The current General Plan Land Use Designation for the project site is General Commercial (GC). The primary purpose of areas designated as General Commercial is to provide appropriately located areas for the general shopping and commercial service needs of the area residents and workers, as well as the needs of highway users and tourists. Appropriate uses include a range of common retail and personal service uses, specialty, offices, highway-oriented uses, financial institutions, hotel and motels, and art and studio facilities. Both the C-1 and BP zone designations are consistent with the GC Land Use Designation. Therefore, a General Plan Amendment is not required.

The convenience store was added as a use to the existing gas station at some point without benefit of permit. A recent request for the sale of alcohol in the existing non-conforming convenience store would essentially expand the current nonconforming use, thus furthering the non-compliance. Hence, the Community Development Department determined that consideration of a zone change to a zone designation that permits the existing non-conforming uses, and including the sale of alcohol, and is consistent with the highly commercial surrounding area, may be the appropriate path forward for the applicant and the City.

The Planning Commission ultimately made a recommendation to the City Council to approve the zone change request.

Noticing

Public Notice for this meeting was given consistent with Section 10-2. 2902 (Hearing and notice) of the Ojai Municipal Code as follows:

1. The notice of the public hearing for June 23, 2026, meeting was published in the Ojai Valley News on May 29, 2026; and
2. The notice of the public hearing was mailed on May 29, 2026, to owners of real property, as identified on the latest adjusted Ventura County Tax Assessor Roles, within three hundred (300) feet of the exterior boundaries of the assessor's parcel(s) subject to the hearing.

Environmental Review

The Community Development Director has determined the proposed zone change from Business Professional (BP) to General Commercial (C-1) to bring an existing gas station related convenience store and proposed beer and wine sales into conformance regarding zone designation is categorically exempt pursuant to Section 15301 of the California Environmental Quality Act (CEQA) Guidelines under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition or 2,500 square feet, whichever is less. Therefore, no further environmental review is necessary.

COUNCIL GOALS ALIGNMENT

Goal No. 6 - Diversifying Economy/Tourism Management

OPTIONS

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

FISCAL IMPACT

The project has been reviewed and processed by Community Development Department staff and such time and effort will be paid for by the applicant as part of the discretionary permit process has been incorporated into the City of Ojai Adopted Budget Fiscal Year 2025/26.

Prepared by Maura Macaluso, Principal Planner

Attachments

A – PC Resolution for recommendation to City Council
B – Site Plan including Photos
C – Applicant's Justification
D – Section 10-2.503 (Commercial and manufacturing district land uses and permit requirements) of the Ojai Municipal Code

CITY OF OJAI
RESOLUTION NO. 2026-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI APPROVING THE PROPOSED ZONE CHANGE (ZC 25-001) FROM BUSINESS PROFESSIONAL (BP) TO GENERAL COMMERCIAL (C-1) FOR PROPERTY LOCATED AT 1124 MARICOPA HIGHWAY ASSESSOR'S PARCEL NUMBER (019-0-180-070) AND DETERMINING THE PROJECT TO BE CATEGORICALLY EXEMPT FROM CEQA

WHEREAS, On September 2, 2025, the applicant, Raad Abasi. Representative: Alan Nelsen, Marquette Consulting, Inc., submitted applications for a change of zone; and

WHEREAS, On November 12, 2025 Community Development Department staff sent a letter to the applicant indicating complete for processing; and

WHEREAS, Government Code Section 65860 requires a City or County's zoning ordinances to be consistent with its General Plan and the proposed zone change complies with said Government Code; and,

WHEREAS, Ojai is a community which recognizes the need to preserve its character, aesthetic value, and the unique quality of life; and

WHEREAS, on February 18, 2026, the Planning Commission held a noticed public hearing regarding the aforementioned project Zone Change (ZC 25-001) and, notice of said hearing was sent to all property owners within a 300' radius of the subject property and published in the *Ojai Valley News* at least 10 days prior to the public hearing; and

WHEREAS, in order to comply with recent changes in state law, on June 3, 2026, the Planning Commission held a second noticed public hearing regarding the aforementioned project Zone Change and notice of said hearing was sent to all property owners within a 300' radius of the subject property and published in the *Ojai Valley News* at least 20 days prior to the public hearing; and

WHEREAS, the Planning Commission hereby determined the proposed zone change from Business Professional (BP) to General Commercial (C-1) to bring an existing gas station related convenience store and proposed beer and wine sales into conformance regarding zone designation is categorically exempt pursuant to Section 15301 of California Environmental Quality Act (CEQA) Guidelines under Class 1 which consists of minor alterations of existing public or private facilities involving negligible or no expansion of existing or former use, including additions to existing structures such that the addition will not result in an increase of more than 50 percent of the floor area of the

structures before the addition or 2,500 square feet, whichever is less and no exceptions to the categorical exemption exist; and

WHEREAS, per Ojai Municipal Code Section 10-2.2707 (Findings and decision), an amendment to the Zoning Map may be approved only if the following findings are made, as applicable to the type of amendment in compliance with State law (Government Code Section 65800, et. seq.):

1. The proposed Zone Change ensures and maintains internal consistency with the actions, goals, objectives, and policies of the General Plan and Zoning Ordinance, and would not create any inconsistencies. In the case of this amendment to the Zone Map from Business Professional (BP) to General Commercial (C-1), the change is consistent with the existing General Plan Land Use designation of General Plan (GC), and the existing gas station is currently operating under a previously approved Conditional Use Permit, the existing convenience store and proposed sale of beer and wine is permitted in the C-1 Zone Designation; and

2. The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the City as the project site is developed and the request is a Zone change from Business Professional (BP) to General Commercial (C-1) to bring an existing gas station related convenience store into conformance regarding zone designation and allow the proposed beer and wine sales; and

3. The proposed project has been reviewed in compliance with the provisions of CEQA and the City's environmental review procedures and has been found to be Categorically Exempt per California Environmental Quality Act (CEQA) Section 15301 (Existing Facilities); and

4. The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation and anticipated land use development because the site has been previously developed with a structure and all utilities as well as adequate vehicular and pedestrian access as the structure has been functioning as a gas station with unpermitted convenience store; and

5. The proposed amendment is internally consistent with other applicable provisions of these Zoning Regulations as the previously developed site meets all zoning ordinance requirements for commercial development including setbacks, height, and lot coverage and is being approved subject to conditions of approval.

NOW, THEREFORE, THE OJAI CITY COUNCIL HEREBY FINDS, DETERMINES, DECLARES, RESOLVES AND RECOMMENDS AS FOLLOWS:

SECTION 1. The City Council determines that the above set forth findings are true and correct in regard to the proposed Zone Change.

SECTION 2. The proposed Zone Change from Business Professional (BP) to General Commercial (C-1) is consistent with the City of Ojai General Plan classification of General Commercial (GC); and

SECTION 3. The City Council hereby approves Zone Change (ZC 25-001) and applies the Zone Change to the City's Zoning Map, subject to the following conditions.

COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS OF APPROVAL

Project Specific Conditions

1. All new construction on the property shall be subject to issuance of a Building Permit from the City of Ojai. The applicants shall comply with all requirements pursuant to Title 9 (Building Regulations) of the Ojai Municipal Code.

2. All new construction on the property shall comply with City Public Works standards pursuant to Title 7 (Public Works) of the Ojai Municipal Code.

3. No signs are approved as part of this submittal. All future proposed signs shall be reviewed and considered pursuant to Section 10.2-1603 (General provisions for all signs) of the Ojai Municipal Code.

Legal requirements:

4. The owner/applicant, on behalf of itself and its successors and assigns, shall defend and hold harmless the City of Ojai, its officers, boards, commissions, agents and employees, and each of them from and against any claims, demands, actions, suits, liabilities and judgments of every kind and nature regardless of the merit of the same arising out of or related to the exercise and enjoyment of the approval of the City of the development permits necessary to the project including costs of investigations, attorney fees and court costs in the defense of any actions.

5. If the City believes that it is entitled to indemnification pursuant to this Condition, the City shall give the applicant prompt and written notice thereof. Any such notice shall set forth in reasonable detail and to the extent then known the basis for such claim for indemnification. Each such claim for indemnification shall expressly state that the applicant shall have only the thirty (30)-day period referred to in the next sentence to dispute or deny such a claim. The applicant shall have thirty (30) days following its receipt of such notice either to (I) acquiesce in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition by giving the City written notice of such acquiescence or (ii) object to the claim by giving the City written notice of the objection. If the applicant does not object to such claim for indemnification within such thirty (30)-day period,

the applicant shall be deemed to have acquiesced in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition. If the applicant objects to such claim for indemnification within such thirty (30)-day period but it is subsequently determined that the City is entitled to indemnification from the applicant, interest shall be deemed to have accrued on the unpaid amount of such indemnification, including cost to defend, from the date on which the judgment or other final order is entered against the City until full payment of the amount of such indemnification at a rate of ten percent (10 percent) per annum and the City shall be entitled to payment of such interest from the applicant.

6. In connection with any claim which may give rise to indemnity under this Condition resulting from or arising out of any claim or proceeding against the City, the applicant shall (unless the City elects not to seek indemnity hereunder for such claim) assume the defense of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect to the entirety of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect of the entirety of such claim and provide assurances reasonably satisfactory to the City, that the applicant will be financially able to satisfy the amount of such claim in full if such claim or proceeding is decided adversely.

7. If the applicant assumes the defense of any such claim or proceeding, the applicant shall select counsel reasonably acceptable to the City to conduct the defense of such claim or proceeding, or shall pay for the defense of such claim or proceeding by the City's attorneys, shall take all steps reasonably necessary in the defense or settlement thereof, shall at all times diligently and promptly pursue the resolution thereof and shall bear all costs and expenses in connection with defending against such claim or proceeding.

8. If the applicant shall have assumed the defense of any claim or proceeding in accordance with this Condition, the applicant may consent to a settlement of, or the entry of any judgment arising from, any such claim or proceeding only with the prior written consent of the City; provided, that the applicant shall pay or cause to be paid all amounts arising out of such settlement or judgment either concurrently with the effectiveness thereof or shall obtain and deliver to the City prior to the execution of such settlement a general release executed by the person not a party hereto, which general release shall release the City from any liability in such matter; provided, further, that the applicant shall not be authorized to encumber any of the assets of the city or to agree any restriction that would apply to the City or to its conduct of business; provided, further, that a condition to any such settlement shall be a complete release of the City, its council, board, commissions, officers, employees, consultants and agents with respect to such claim. The City shall be entitled to participate in (but not control) the defense of any such action, with its own counsel and at its own expense. The City shall, and shall cause each of its officers, employees, consultants and agents to cooperate fully with the

applicant in the defense of any claim or proceeding being defended by the applicant pursuant to this Condition.

PASSED, APPROVED AND ADOPTED on June 23, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:
Date:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

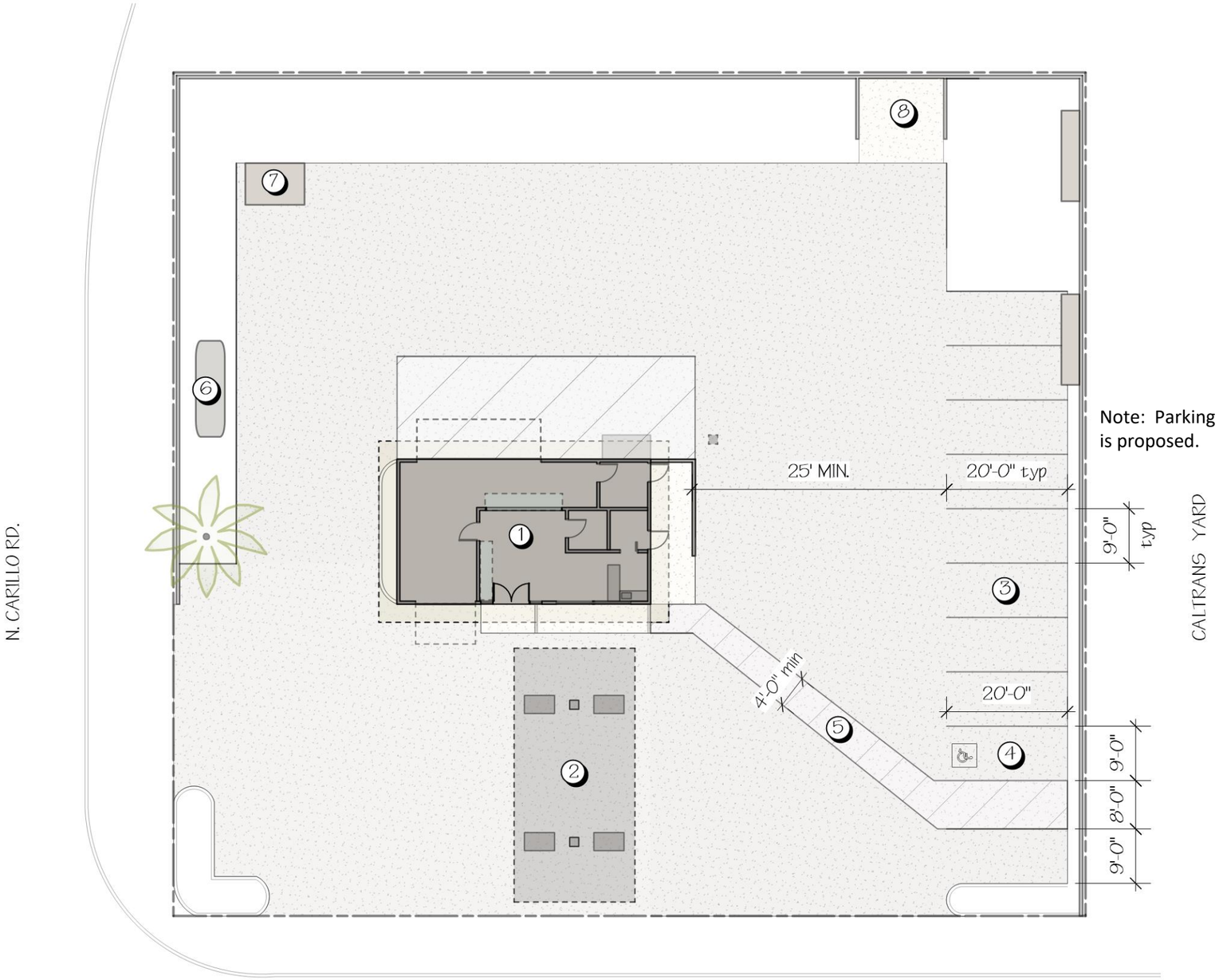
_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-22 was adopted at a regular meeting held _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Resolution:
None



Note: Parking layout shown is proposed.

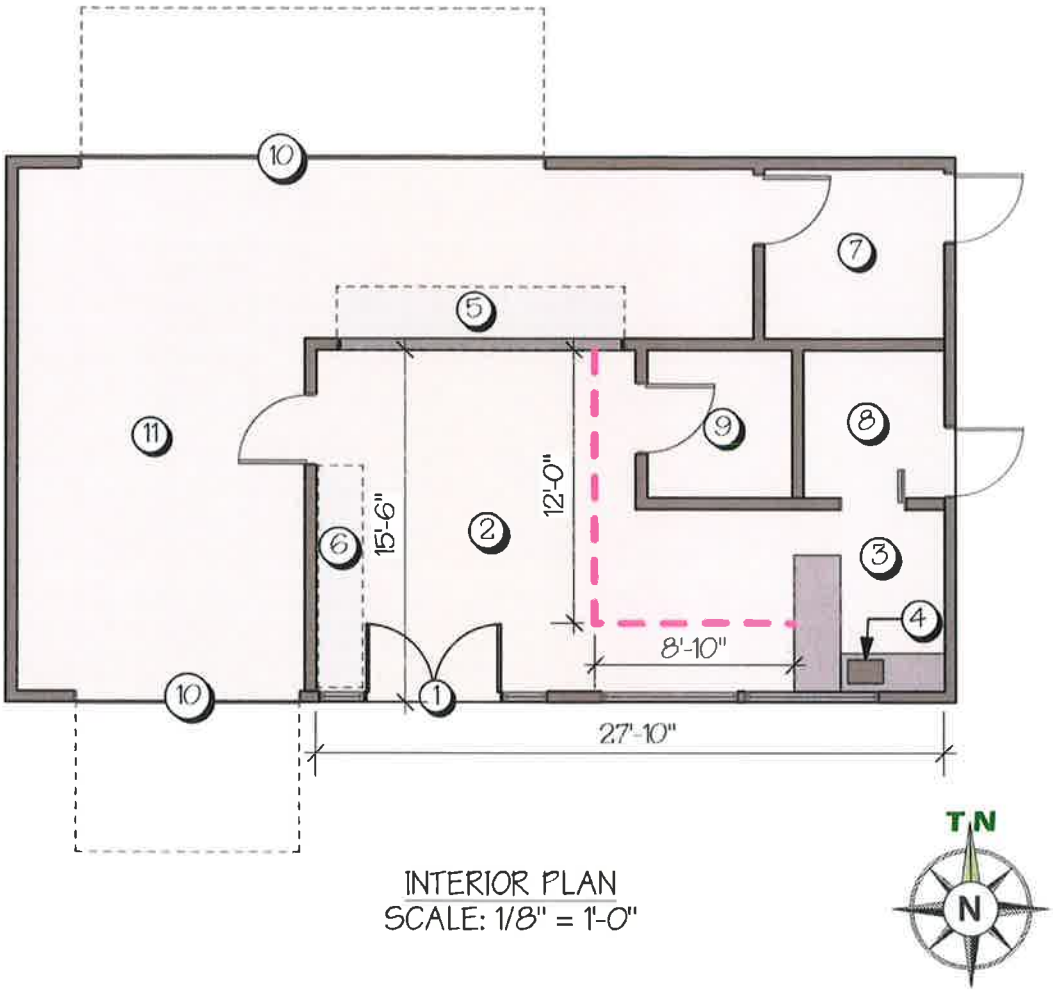
SITE PLAN LEGEND

1. (E) OJAI GAS RETAIL BUILDING (1,000sf)
2. (E) GAS PUMPS UNDER CANOPY
3. PARKING AREA (10 TOTAL SPACES)
4. ACCESSIBLE PARKING SPACE (Per Section 1129B of the Uniform Building Code (UBC)
5. ACCESSIBLE WALK STRIPING
6. (E) PROPANE TANK
7. (E) WASTE OIL STORAGE
8. (E) TRASH ENCLOSURE

OVERALL SITE PLAN
SCALE: 1" = 20'-0"

BILL MELLETT DESIGN
LANDSCAPE ARCHITECTURE
P.O. BOX 104, OJAI, CA 93024
BILL MELLETT DESIGN IS A DIVISION OF ENCINO HILL INC.
BMDLA.COM (805) 640-0168

OJAI GAS, INC.
8/29/25



INTERIOR PLAN
SCALE: 1/8" = 1'-0"

INTERIOR PLAN LEGEND

1. CUSTOMER ENTRY DOORS
2. RETAIL SPACE
3. CASHIER AREA
4. CASH REGISTER
5. REFRIGERATORS TO BE USED FOR BEER AND WINE
6. REFRIGERATORS FOR SOFT DRINKS AND JUICES
7. BATHROOM
8. SERVICE ROOM
9. STORAGE ROOM
10. GARAGE DOORS
11. GARAGE

RECEIVED
FEB 02 2026
Community Development Department

BILL MELLETT DESIGN
LANDSCAPE ARCHITECTURE
P.O. BOX 104, OJAI, CA 93024
BILL MELLETT DESIGN IS A DIVISION OF ENCINO HILL INC.
BMDLA.COM (805) 640-0168

OJAI GAS, INC
3/28/25

MARQUETTE
CONSULTING, INC.

October 16, 2025

Ms. Maura Macaluso
Principal Planner
City of Ojai
Community Development Department
401 South Ventura Street
Ojai, CA 93023

Subject: Ojai Gas, Inc.
1124 Maricopa Highway
Ojai, CA 93023
Assessor's Parcel Number 019-0-180-07
Response to Determination of Incomplete Application for Zone Change (ZC 25-001)

Dear Ms. Macaluso:

On behalf of Ojai Gas, Inc., Marquette Consulting, Inc has prepared this *Response to Determination of Incomplete Application for Zone Change (ZC 25-001)*. The information below is provided in support of the zone change request.

Per Section 10-2.2707 of the Ojai Municipal Code (Findings and decision), *An amendment to the General Plan, the Zoning Map, or these Zoning Regulations, may be approved only if the following findings are made, as applicable to the type of amendment in compliance with State law (Government Code Section 65800, et seq.). It is the responsibility of the applicant to establish evidence in support of the required findings.*

(a) Mandatory findings required for all amendments (e.g., General Plan, Zoning Map, and these Zoning Regulations).
(1) The proposed amendment ensures and maintains internal consistency with the actions, goals, objectives, and policies of the General Plan, and would not create any inconsistencies with these Zoning Regulations, in the case of an amendment of these Zoning Regulations;
The proposed project does not modify the Zoning Regulations, rather it is a request to change the zoning from Business Professional (B-P) to Commercial (C-1).

9452 Telephone Road, #258, Ventura, CA 93004
(805) 901-3966 MarquetteConsult@gmail.com

The General Plan Land Use Designation for the subject site is General Commercial (GC). The primary purpose of areas designated as GC is to provide appropriately located areas for general shopping and commercial service needs of the area residents and workers, as well as the needs of highway users and tourists. Appropriate uses include a range of common retail and personal service uses, specialty, offices, highway-oriented uses, financial institutions, hotel and motels, and art and studio facilities. Both the C-1 and B-P zone designations fall under the *General Commercial* General Plan Land Use Designation. Therefore, the zone change would remain consistent with the GC Land Use Designation.

Though this is an existing developed use with no proposed exterior modifications, in support of the zone change, the project is consistent with several policies of the General Plan's Land Use and Circulation Elements as described below.

Land Use Element

LU-3 Maintain an inventory of land uses that provides diverse economic, social, and cultural opportunities; reinforces the characteristics that make Ojai a desirable place to live; and integrates complementary land uses in a manner which minimizes vehicle miles traveled within the community.

LU-6 Maintain an adequate inventory of commercial lands for the provision of goods and services to the community that:
-meets the needs of Ojai residents and visitors without increasing the present proportion of commercial and office development (other than which is within the Maricopa Specific Plan) to the City's residential population;
-contribute to a sound local economic base; and
-are visually attractive and compatible in intensity, building scale, and architectural design with the community's natural environment and small-town character.

LU-9 Ensure that all extensions of public services and facilities to facilitate land use changes are accomplished in a manner consistent with the provisions of the Ojai General Plan.
-Prohibit the extension of urban services into areas designated for agricultural, open space, or rural uses.
-Ensure that existing residents and businesses are not burdened with either the capital or operations and maintenance costs of public services and facilities needed to serve new development.

LU-11 Limit the intensity of new development to that which is consistent with the long-term availability of the resources needed to support existing and future developments, as well as can be supported by adequate public services and facilities within present and reasonably foreseeable budget limitations.
-Permit new developments only where and when adequate water and sewer infrastructure can be ensured by providing systemwide infrastructure improvements in advance of needs. Where

construction of master planned facilities is not practical in advance, permit the construction and use of on-site facilities only to the extent that future construction of the master planned facilities will not be jeopardized.
-Ensure that new development will not exacerbate congestion problems along State Highway 33 between Ojai and Ventura or along local roadways.

LU-17 Recognize and support visitor serving uses as an integral part of community life, and ensure that visitor serving uses and activities are designed and managed in such a manner that they are secondary to Ojai's small-town character and identity as a desirable place to live.

Circulation Element
CIR-4 Facilitate the application of special design standards that recognize the inherent differences between urban and rural land uses (e.g., requirements for construction of curbs, gutters, and sidewalks in urban, but not rural areas), protect and incorporate existing oak and other mature trees located in or adjacent to the street right-of-way into overall street design, as well as standards that promote safety in areas of special circumstances (e.g., hill-side and agricultural areas) and maximize the unique natural and manmade character of the community.

CIR-5 Achieve and maintain an organization of land uses which, to the extent feasible and consistent with community character and environmental protection, integrates places of residence, retail commerce, daily service needs, work, education, and recreation, and which minimizes the impacts of through traffic within residential neighborhoods.

(2) The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the City; and
The proposed C-1 zoning is very similar to the B-P zoning, and both zones fall under the *General Commercial* General Plan Land Use Designation. As the subject property is currently developed with no proposed construction or exterior modifications, the zone change will not be detrimental to the public convenience, health, interest, safety, or welfare of the City. Ojai Gas, Inc. continues to provide goods and services to the local community and highway users. Furthermore, the zone change to C-1 will remedy the current legal, non-conforming use as the B-P zone does not allow service station and convenience stores.

(3) The proposed project has been reviewed in compliance with the provisions of CEQA and/or the City's environmental review procedures.
We believe this project is exempt from CEQA review under Section 15301 of the CEQA Guidelines (Existing Facilities). Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that

existing at the time of the lead agency's determination. As noted above, the project does not involve an expansion of the existing use.

(b) Additional finding for Zoning Map amendments. The site(s) is/are physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation(s) and anticipated land use development(s).

The subject site is currently developed as a gas/service station. There are no proposed construction or exterior modifications. Located at the corner of Maricopa Highway and North Carillo Road, the property has two existing driveways on Maricopa Highway and one driveway on North Carillo road. Existing access to the property is sufficient for continued use of the gas/service station. The property is currently served by all necessary utilities and no new utility services are required. There are no protected trees on or adjacent to the site.

Though located on Maricopa Highway (Highway 33), the subject site is located in an area with a variety of zoning classifications including Business, Commercial, Residential, and Institutional. The Ojai Gas, Inc. property has an established and historical use as a gas/service station. Per Section 10-2.502 of the Ojai Municipal Code, "The C-1 District is applied to areas appropriate for a range of community and tourist serving retail and service uses. Typical land uses include general retail and personal services, hotels and motels, etc." Therefore, the proposed rezoning of the property to C-1 is more appropriate use compared to the B-P zone designation.

For comparison, the Vons shopping center on the opposite (south) side of Maricopa Highway is zoned C-1 and consists of multiple commercial business uses including the Vons grocery store, liquor store (1198 Maricopa Highway), restaurant, hardware store, clothing store, pet supply, and salon. West of the Vons shopping center are two banks, an optometrist, cleaners, laundromat, craft store, and restaurant, also zoned C-1.

East of the subject site is the Caltrans Maintenance Station. It is similarly zoned B-P, but it's use as a yard supporting Caltrans operations and equipment is also inconsistent with the B-P zoning classification.

In contrast to the subject site, the property to the west (1200 and 1202 Maricopa Highway) is also zoned B-P but is developed with commercial office buildings and occupied by multiple medical-related professional services that are consistent with the B-P zone.

North of the subject site (1120 Maricopa Highway) is a flag lot zoned B-P but appears to be developed with a residence, however the parking lot layout suggests past commercial use. The Ojai Pet Hospital is historically associated with this address. However, as the gates were closed and the business sign removed, we could not verify the current use.

As this is an existing development with similarly zoned properties and adjoining commercial land uses, the zone change does not create any inconsistencies with City Zoning Regulations.

(c) Additional finding for amendments of these Zoning Regulations. The proposed amendment is internally consistent with other applicable provisions of these Zoning Regulations.

As noted above, the proposed project does not modify the Zoning Regulations, rather it is a request to change the zoning from B-P to C-1. There are no proposed construction or exterior modifications to the existing structure as part of this application request. As the improvements were previously permitted, the subject site will continue to meet other development regulations of the Zoning Ordinance including:

1. Setbacks, building height, and lot coverage (<50%).
2. The calculated number of required parking for the site is seven spaces and the proposed restriping of the parking lot will provide ten spaces, including a 25' drive aisle.
3. There are no proposed changes to the existing signage, lighting, or landscaping.

We trust this information meets your requirements. Should you have any questions regarding this matter, or require additional information, please contact our office at (805) 901-3966.

Respectfully submitted,
Marquette Consulting, Inc.

Alan Nelsen
President

cc: Mr. Robbie Abasi, Ojai Gas, Inc.

Article 5 **Commercial and Manufacturing Zoning Districts**

§ 10-2.501 **Purpose of article.**

This article lists the uses of land that may be allowed within the commercial and manufacturing zoning districts established by Articles 2 through 7, determines the type of land use permit/approval required for each use, and provides basic standards for site development.
(§ 3, Ord. 771, eff. February 13, 2004)

§ 10-2.502 **Purposes of commercial and manufacturing zoning districts.**

The commercial and manufacturing zoning districts are intended to "Maintain an adequate inventory of commercial lands for the provision of goods and services to the community that...contribute to a sound local economic base." (General Plan, Land Use Element). The purposes of the individual commercial and manufacturing zoning districts and the manner in which they are applied are as follows.

(a) *C-1 (General Commercial) District.* The C-1 Zoning District is applied to areas appropriate for a range of community and tourist serving retail and service land uses. Typical land uses include general retail and personal services, hotels and motels, etc. The C-1 Zoning District is consistent with the General Commercial land use designation of the General Plan.

(b) *B-P (Business Professional Commercial) District.* The B-P Zoning District is intended to provide attractive areas within the small town, historical context of the downtown Arcade area. This zoning district includes diverse, compatible land uses including offices, specialty retail, restaurants, cultural facilities and bed and breakfasts. The B-P Zoning District is consistent with the General Commercial land use designation of the General Plan.

(c) *VMU (Village Mixed-Use) District.* The VMU Zoning District is applied to areas suitable for the development of mixed-use residential and commercial land uses that support pedestrian or bicycle transportation modes and community interaction. The VMU Zoning District is consistent with the Village Mixed-Use land use designation of the General Plan.

(d) *M-1 (Light Manufacturing Industrial) District.* The M-1 Zoning District is applied to areas appropriate for complementary commercial and light manufacturing land uses. The M-1 Zoning District is consistent with the Commercial Manufacturing land use designation of the General Plan.

(e) *MPD (Manufacturing Planned Development) District.* The MPD Zoning District is applied to areas suitable for campus-like planned industrial and business parks. The district is intended to accommodate projects with compatible manufacturing, research and development, office headquarters, and other land uses that will be compatible with the surrounding community, and not create excessive impacts, including noise, dust, odors, vibration, glare, air pollution, and traffic. The MPD Zoning District is consistent with the manufacturing planned development land use designation of the General Plan.
(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 7, Ord. 826, eff. June 28, 2013, and § 12, Ord. 941, eff. November 10, 2023)

§ 10-2.503 **Commercial and manufacturing district land uses and permit requirements.**

Table 2-4 identifies the uses of land allowed by these Zoning Regulations in the commercial and manufacturing zoning districts, and the land use permit required to establish each use, in compliance with Section **10-2.303**.

Note: Where the last column in the tables ("Specific Use Regulations") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of these Zoning Regulations may also apply.

TABLE 2-4 Allowed Uses and Permit Requirements for Commercial and Manufacturing Zoning Districts	P	Permitted Use				
	MUP	Minor Conditional Use Permit Required				
	CUP	Conditional Use Permit Required				
	—	Use Not Allowed				
	PERMIT REQUIRED BY DISTRICT					Specific Use Regulations
ALLOWED USE (1), (5)	C-1	B-P	VMU	M-1	MPD	
MANUFACTURING & PROCESSING USES						
Agricultural processing, vegetable packing/shipping	—	—	—	P	—	
Clothing and fabric products	—	—	—	P	P	
Cosmetics and pharmaceuticals	—	—	—	P	P	
Electronics, equipment, instruments, & appliances	—	—	—	P	P	
Food and beverage products	—	—	—	P(3)	P	
Furniture/fixtures manufacturing, cabinet shop	—	—	—	P(3)	P	
Glass products	—	—	—	P(3)	P	
Handcraft industries, small-scale manufacturing	—	—	—	P	P	
Laundry, dry cleaning plant	—	—	—	P(3)	P	
Metal products, fabrication, machine/welding shop	—	—	—	P(3)	P	
Printing and publishing	—	—	—	P(3)	P	
Recycling facilities - Large collection facility	—	—	—	CUP	—	Title 10, Chapter 2, Art. 15 (Recycling Facilities)
Recycling facilities - Reverse vending machine	—	—	—	MUP	—	Title 10, Chapter 2, Art. 15 (Recycling Facilities)
Recycling facilities - Small collection facility	—	—	—	CUP	CUP	Title 10, Chapter 2, Art. 15 (Recycling Facilities)
Research and development	—	—	—	P	P	
Sign painting and manufacturing	—	—	—	P	P	
Stone and cut stone products	—	—	—	P(3)	P	
Storage or disposal of hazardous materials	—	—	—	P(3)	P	
Structural clay and pottery products	—	—	—	P(3)	P	
Textiles and leather products	—	—	—	P	P	
Upholstery shop	—	—	—	P	P	
Warehouses, wholesaling and distribution	—	—	—	P	P	

TABLE 2-4
Allowed Uses and Permit Requirements for Commercial and Manufacturing Zoning Districts

P	Permitted Use
MUP	Minor Conditional Use Permit Required
CUP	Conditional Use Permit Required
—	Use Not Allowed

ALLOWED USE (1), (5)	PERMIT REQUIRED BY DISTRICT					Specific Use Regulations
	C-1	B-P	VMU	M-1	MPD	
RECREATION, EDUCATION, & PUBLIC ASSEMBLY USES						
Art gallery	P	P	P	—	—	
Club, lodge, private meeting hall	P	P	CUP	P	P	
Community center	—	P	CUP	—	—	
Health/fitness facility	P	P	CUP	CUP	CUP	
Indoor amusement/entertainment facility	P	—	CUP	P	—	
Library, museum	P	P	CUP	CUP	CUP	
School - Specialized education and training	P	P	CUP	—	—	
Studio - Art, dance, martial arts, etc.	P	P	P	CUP	CUP	
Theater, auditorium	—	P	CUP	—	—	
RESIDENTIAL USES						
Caretaker or employee quarters	P	—	—	CUP	—	
Guest house	—	—	CUP	—	—	§ 10-2.1705 (Guest houses)
Home occupation	—	—	P	—	—	Title 10, Chapter 2, Art. 21 (Home Occupation Permits)
Emergency shelter	CUP	CUP	CUP	CUP	CUP	
Live/work unit	—	—	P	—	—	
Multi-family dwelling	—	—	P	—	—	
Multi-family dwelling, in a mixed use project	—	—	P	—	—	
Second residential unit	—	—	P	—	—	§ 10-2.1709 (Accessory dwelling units)
Single-family dwelling	—	—	P	—	—	
Residential care home	—	—	CUP	—	—	
RETAIL TRADE						
Accessory retail uses	P	P	P	P	P	
Agricultural equipment and supplies sales	P	—	—	P	—	
Alcoholic beverage sales, on-site	P	CUP	CUP	CUP(7)	—	
Art, antique, collectable, and gift sales	P	P	P	—	—	
Auto parts sales	P	—	—	P	—	
Auto sales and rental - New vehicles	CUP	—	—	—	—	§ 10-2.1706 (Motor vehicle sales)

TABLE 2-4
Allowed Uses and Permit Requirements for Commercial and Manufacturing Zoning Districts

P	Permitted Use
MUP	Minor Conditional Use Permit Required
CUP	Conditional Use Permit Required
—	Use Not Allowed

ALLOWED USE (1), (5)	PERMIT REQUIRED BY DISTRICT					Specific Use Regulations
	C-1	B-P	VMU	M-1	MPD	
Bakery, retail	P	—	CUP	P	—	
Bookstore	P	P	P	—	—	
Building material and hardware store	P	—	—	P	P	
Camera/photographic shop	P	P	P	—	—	
Candy/confectionary shop	P	P	CUP	—	—	
Construction equipment sales	—	—	—	P	P	
Convenience and liquor stores	P	—	—	P	—	
Delicatessen	P	P	CUP	P	P	
Department store	P	—	—	—	—	
Drive-in and drive-through sales	—	—	—	P	—	
Drug store/pharmacy	P	P	—	—	—	
Electronic equipment sales and service	P	—	CUP	—	—	
Equipment sales and rentals	—	—	—	P	P	
Farmers' market	CUP	—	CUP	—	—	
Florist	P	P	P	—	—	
Furniture, furnishings, & appliance store	P	—	—	P	—	
General retail	P	—	P	—	—	
Grocery store	P	—	—	—	—	
Gun shops	P	—	—	P	—	
Meat market	P	—	—	P	—	
Mobile home and RV sales	—	—	—	P	—	
Oil drilling equipment and supplies	—	—	—	P	—	
Pet store	P	—	—	—	—	
Plant nurseries and garden supply stores	P	—	—	—	—	
Pottery shops and sales	P	—	P	P	P	
Restaurant, café	P	P	P	P	P	
Restaurant, café - Outdoor dining	CUP	—	CUP	—	—	§ 10-2.1708 (Outdoor dining)
Service station	CUP	—	—	CUP	—	§ 10-2.1710 (Service (gasoline sales) stations) § 10-2.1711 (Service station conversion standards)

TABLE 2-4 Allowed Uses and Permit Requirements for Commercial and Manufacturing Zoning Districts	P	Permitted Use				
	MUP	Minor Conditional Use Permit Required				
	CUP	Conditional Use Permit Required				
	—	Use Not Allowed				
	PERMIT REQUIRED BY DISTRICT					Specific Use Regulations
ALLOWED USE (1), (5)	C-1	B-P	VMU	M-1	MPD	
Stationery store	P	P	CUP	—	—	
Tobacco shop	P	P	—	—	—	
Vending machines, outdoor	CUP	CUP	CUP	CUP	CUP	
SERVICES						
Ambulance services	P	P	—	P	—	
Auto repair and maintenance - Major	—	—	—	CUP	—	§ 10-2.1707 (Motor vehicle service centers)
Auto repair and maintenance - Minor	CUP	—	—	CUP	—	§ 10-2.1707 (Motor vehicle service centers)
Automated teller machine (ATM)	P	P	P(4)	—	—	
Banks and financial services	P	P	—	—	—	
Bed and breakfast inn	CUP	P	CUP	—	—	§ 10-2.1703 (Bed and breakfast establishments)
Business support services	P	P	—	P	P	
Car wash	—	—	—	P	—	
Day care center	CUP	CUP	CUP	CUP	CUP	§ 10-2.1704 (Day care facilities)
Contractor storage yard	—	—	—	P	—	
Hotel, motel, lodge, timeshare facility	P	P	P	—	—	
Maintenance and repair - Client site services	—	—	—	P	P	
Medical services - Clinic, laboratory	P	P	P	CUP	P	
Medical services - Hospital	CUP	CUP	—	CUP	—	
Offices - Processing and development	P	P	—	P	P	
Offices - Business, administrative and professional	P	P	P	P	P	
Offices - Real estate	P	P	—	P	P	
Personal services	P	P	P	P	P	
Repair services - Consumer products	P	—	—	P	P	
Security services, burglar alarms	—	—	—	P	P	
Storage - Accessory	P	P	P	P	P	
Storage - Outdoor	—	—	—	P	—	
Storage - Personal self-service (mini-storage)	—	—	—	P	P	

TABLE 2-4 Allowed Uses and Permit Requirements for Commercial and Manufacturing Zoning Districts	P	Permitted Use				
	MUP	Minor Conditional Use Permit Required				
	CUP	Conditional Use Permit Required				
	—	Use Not Allowed				
	PERMIT REQUIRED BY DISTRICT					Specific Use Regulations
ALLOWED USE (1), (5)	C-1	B-P	VMU	M-1	MPD	
Veterinarians, animal hospitals, kennels, boarding	—	CUP	—	P	—	
TRANSPORTATION AND COMMUNICATIONS USES						
Broadcast studios	P	P	—	P	—	
Parking facilities, private and public	P	P	P	P	P	
Telecommunications facilities	CUP	CUP	CUP	CUP	CUP	Title 10, Chapter 14 (Wireless Telecommunications Facilities)
Truck and freight terminals	—	—	—	P	—	

Notes:

(1) See Title 10, Chapter 2, Article 36 (Definitions/Glossary) for allowed use definitions. See Section 10-2.303 (Allowed land uses and permit requirements) regarding allowed uses not listed here.

(2) Permitted uses in commercial zoning districts may require a Design Review Permit (Art. 20).

(3) Use not allowed within 500 feet of a residential zoning district.

(4) Allowed in conjunction with another commercial use.

(5) This use shall be conducted within an enclosed structure unless granted a conditional use permit.

(6) Unless otherwise exempted, new commercial uses may require a growth allocation pursuant to Title 10, Chapter 11 (Commercial Growth Management Plan).

(7) Limited to conditionally permitted on-site sales of beer and wine to guests of legally existing transient occupancy and lodging uses.

(8) Unlawful short-term rentals are prohibited as specified in Section 4-24.02 and Section 10-2.1715. Short-term rentals or occupancies that occur at lawfully approved hotels, motels, and bed and breakfast inns operated in full compliance with all applicable Federal, State, and local rules and regulations including any and all required permits from the City are lawful.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by § 1, Ord. 774, eff. August 13, 2004, § 2, Ord. 856, eff. June 12, 2015, § 2, Ord. 871, eff. June 9, 2017, §§ 2, 3, Ord. 897, eff. June 15, 2019, § 13, Ord. 941, eff. November, 2023, § 4, Ord. 943, eff. November 10, 2023, and § 3, Ord. 950, eff. March 28, 2024)

☐ § 10-2.504 Commercial and manufacturing district general development standards.

(a) Subdivisions, new land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Table 2-5, in addition to the applicable development standards (e.g., landscaping, parking and loading, etc.) in Article 8 of this chapter.

(b) The following standards shall also apply to the VMU Zoning District:

(1) Subject to the limitations of subsection (b)(2), properties within the VMU Zoning District may be occupied by any combination of uses allowed by Section 10-2.503 (Commercial and

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 23, 2026**

SUBJECT: **First Amendment to Agreement with Ventura County Behavioral Health for Intensive Services Coordinator for FY 2026-2027**

RECOMMENDATION

Authorize the City Manager to execute the First Amendment to the Agreement with Ventura County Behavioral Health (VCBH) for continuation of Intensive Service Coordinator services for non-emergency mental health and case management for unhoused individuals citywide (Amendment No. 1), to extend the term of the Agreement by one year and increase the Agreement's Not-To-Exceed Limit by $177,647, funded equally by General Fund (OTT) and ERF Grant Funds, for a new total Not-to-Exceed Limit of $371,955, in a form approved by the City Attorney.

DISCUSSION

The City faces ongoing challenges with homelessness and unsheltered residents. To address this, staff recommends continuing to partner with VCBH and contracting for an Intensive Service Coordinator (ISC) for the Ojai Permanent Supportive Housing Project (OPSHP).

The ISC will work with VCBH's RISE program, which provides field-based case management for people with significant mental health needs who aren't connected to care. This initiative focuses on outreach, assessments, and sustained support, helping individuals access necessary services.

Including the ISC with the City's team strengthens support for unhoused individuals, especially within the OPSHP/Ojai Tent Town (OTT), and the wider community. The partnership aims to increase access to services, reduce emergency calls, and improve resident stability.

VCBH will continue to assign a full-time ISC to connect people with County resources. Duties include:

- Regular field engagement with unhoused individuals,
- Trauma-informed, strengths-based case management,
- Coordinating referrals to long-term care, housing, and social services,
- Helping OPSHP/Ojai Tent Town residents maintain housing and reach recovery goals.

The ISC does not provide crisis intervention or psychiatric emergency response but instead facilitates access to services and offers ongoing support. When construction of the OPSHP is complete, the ISC will help relocate Ojai Tent Town residents. This amendment supplements Help of Ojai Inc., which supplies two case managers who assist OTT participants and future OPSHP residents, supporting their transition to the new permanent facility.

The City entered into the original Agreement on May 1, 2025, to provide services for one year with up to two additional one-year extensions and for a total not-to-exceed amount of $194,308. Of the original not-to-exceed amount, $25,908 was designated for services provided in FY 2024-25 and $168,400 for FY 2025-26. Amendment No. 1 will exercise the first, one-year extension and increase the not-to-exceed amount by $177,647 for FY 2026-27.

CONCLUSION

The City is proposing VCBH Agreement Amendment No. 1 to invest in sustainable strategies addressing homelessness and mental health. By maintaining support for an Intensive Service Coordinator from the RISE program, the City will enhance outreach efforts and case management services targeting unhoused individuals with complex needs.

This collaborative approach benefits local initiatives such as OPSHP and Ojai Tent Town by providing trauma-informed care, promoting housing stability, decreasing dependence on emergency services, and encouraging recovery. Staff recommend that the City Council authorize the City Manager to execute Amendment No. 1 to the Agreement with VCBH to ensure continued coordinated and effective responses to homelessness.

COUNCIL GOALS ALIGNMENT

Goal No. 1 - Affordable Housing

OPTIONS

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

FISCAL IMPACT

The total contract amount for FY 2026-27 for the ISC is $177,647 and will be funded equally between two sources:

- $88,823.50 (50%) funded from the General Fund OTT (010-1110-0132-005)
- $88,823.50 (50%) funded from the ERF Grant OPSHP - Cabin Village Project (014-1110-0147-377).

This proposed VCBH Contract Amendment No 1 may be extended up to one (1) additional one (1) year term.

Prepared by: Michelle Johnson, ERF Grant Coordinator

ATTACHMENT(S)

B – VCBH Contract for Intensive Service Coordinator for FY 2025-26

AGREEMENT BETWEEN THE COUNTY OF VENTURA AND THE CITY OF OJAI FOR INTENSIVE SERVICES COORDINATOR SERVICES

This Agreement between the **COUNTY OF VENTURA** and the **CITY OF OJAI** for intensive service coordinator services (Agreement) is made and entered into this 1st day of May 2025 (Effective Date) by and between the County of Ventura, a political subdivision of the State of California, on behalf of its Ventura County Behavioral Health Department (COUNTY), and the CITY OF OJAI, a California general law municipal corporation (CITY). Hereinafter, COUNTY and CITY may be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

A. CITY desires to enter into this Agreement with COUNTY for the performance of certain non-emergent mental health field engagement and case management services within its boundaries, particularly for former and current participants of the Ojai Tent Town Project, the future residents of the CITY's planned Cabin Village Project (CITY's Cabin Village Project), and other individuals identified as unhoused by the CITY.

B. COUNTY, through its Ventura County Behavioral Health (VCBH) Department, has staff with the qualifications, training, experience, and resources to perform such services, and agrees to contract with CITY to perform such services on the terms and conditions set forth in this Agreement.

C. The performance by COUNTY for CITY of the services described herein will require COUNTY to incur certain costs and expenses, including but not limited to costs and expenses related to salary and benefits, services and supplies, administrative expenses, and liability and workers compensation insurance, for the COUNTY employee(s) designated to serve as the Intensive Services Coordinator (ISC) and perform such services pursuant to this Agreement.

D. It is the intent of the Parties that CITY assume all costs and expenses incurred by COUNTY related to its performance of services under this Agreement.

NOW THEREFORE, in consideration of the mutual promises, covenants, terms and conditions contained below and the above Recitals, the Parties agree as follows:

AGREEMENT

1. PERFORMANCE OF SERVICES

A. Subject to all of the terms and conditions of this Agreement, including but not limited to any additional terms and conditions contained in any exhibit hereto, COUNTY shall perform, and CITY shall be entitled to have COUNTY perform, such services for CITY as described in the attached Exhibit "A" (PROGRAM DESCRIPTION), incorporated by this reference.

B. The Parties believe that any person employed by COUNTY to fulfill the objectives of this Agreement are not eligible for CalPERS membership as such persons are subject to California Government Code section 20303. All persons performing such services for CITY pursuant to

this Agreement shall be employed by COUNTY. No person employed by COUNTY hereunder shall have any CITY pension, civil service, or other status or right.

C. No employee of COUNTY shall perform any service for CITY that falls outside the scope of their duties as an employee of COUNTY while performing services or functions for CITY.

D. No service except those described in Exhibit "A" shall be performed under this Agreement by an employee of COUNTY.

E. If COUNTY and CITY mutually agree as to the necessity for any such COUNTY employee to work within administrative offices in CITY, CITY shall, at its own cost and expense, provide or reimburse COUNTY for all necessary office space, furniture, furnishings and equipment, office supplies, stationery, notices, forms, and like materials. Any equipment or furnishings provided by CITY shall remain property of CITY.

2. PAYMENT FOR SERVICES

A. In consideration of COUNTY's performance of the services pursuant to this Agreement, CITY shall pay COUNTY according to this Section 2 and Exhibit "B" (PAYMENT PROVISIONS), attached hereto and incorporated herein by this reference.

B. Except as expressly provided herein, the total sum of all payments made by CITY to COUNTY for the performance of services under this Agreement shall not exceed **$ 194,308** (Not-To-Exceed Limit). CITY expressly reserves the right to deny any payment or reimbursement requested by COUNTY for any expense in excess of the Not-To-Exceed Limit. CITY acknowledges that COUNTY is under no obligation to perform services beyond the Not-To-Exceed Limit unless the Parties execute an amendment pursuant to Section 7.

3. TERM

A. The initial term of this Agreement shall be from May 1, 2025 through June 30, 2026 (Initial Term).

B. The Initial Term may be extended up to two (2) additional one (1) year terms with each term coinciding with COUNTY's fiscal year (July 1st to June 30th) upon the execution of an amendment pursuant to Section 7.

4. NATURE OF RELATIONSHIP

A. Independent Contractor. The Parties agree that the relationship created by this Agreement between COUNTY and CITY is that of an independent contractor. In performing the services described herein, COUNTY shall at all times act and perform as an independent contractor of CITY, and not as a partner, joint ventures, agent, or employee of CITY, and nothing contained herein shall be construed to be inconsistent with this relationship or status. COUNTY, by virtue of this Agreement, shall not have any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of CITY or to bind

the CITY in any manner. Except for any materials, procedures, or subject matter agreed upon between the Parties, COUNTY shall have complete control over the method, manner, details, and means of performing services pursuant to this Agreement. COUNTY shall be responsible to CITY only for the requirements and results specified in this Agreement and, except as provided herein, shall not be subjected to CITY's control with respect to the physical action or activities of COUNTY in performing services under this Agreement. Despite any provision of this Agreement that may appear to give CITY the right to direct COUNTY as to the details of performing the services required herein or to exercise a measure of control over such services the COUNTY will follow the direction of CITY as to the results of the services only and not the means by which those results are accomplished.

B. Non-Exclusivity. While this Agreement is in effect, COUNTY may, independent of its relationship with CITY and without breaching this Agreement or any duty owed to the CITY under this Agreement, render the same or similar services to any other entity. While this Agreement is in effect, CITY may, independent of its relationship with COUNTY and without breaching this Agreement or any duty owed to COUNTY, contract with other individuals and entities to perform or render to CITY the same or similar services performed by COUNTY under this Agreement.

5. ASSIGNMENT AND SUBCONTRACTORS

COUNTY shall not assign, sublet, or transfer this Agreement or any rights or responsibilities hereunder without the prior written consent of CITY. Any attempted assignment, sublease, or transfer in violation of this Agreement shall be null and void, and of no force and affect. Any attempted assignment, sublet, or transfer in violation of this Agreement shall be grounds for the CITY to terminate this Agreement immediately.

6. TERMINATION

A. Either Party may terminate this Agreement for any reason by giving the other Party thirty (30) days written notice of its intent to terminate.

B. In the event of any termination, CITY shall pay COUNTY for services performed prior to the effective date of such termination.

7. AMENDMENT

This Agreement may be amended or modified by the mutual agreement of the Parties if such amendment or modification is in written form executed on behalf of both parties.

8. NOTICE

Any notice, communication, amendment, or termination of this Agreement, including any change of address of either Party while this Agreement is in effect shall be in writing and may be personally served, sent by prepaid first-class mail, or email (if included below) to the respective Party as follows:

If to COUNTY:

Ventura County Behavioral Health Department
Attn: Loretta L. Denering, Director
1911 Williams Drive, Suite 200
Oxnard, CA 93036
PHONE: (805) 981-2214
EMAIL: BHhousingClerical@ventura.org

If to CITY:

City of Ojai
Attn: Ben Harvey, City Manager
401 S. Ventura Street
Ojai, CA 93023
PHONE:805 646-5581, ext. 102
EMAIL: ben.harvey@ojai.ca.gov

9. COMPLIANCE WITH LAWS

The Parties agree that its officers, agents, employees, and subcontractors will obey all local, State, and Federal laws and regulations in the performance of this Agreement, including, but not limited to laws and regulations related to the payment minimum wages, prohibitions against discrimination, and the use and disclosure of private and confidential health information and records.

10. REQUIRED LICENSES, CERTIFICATES, AND PERMITS

COUNTY and its officers, agents, employees and/or subcontractors shall secure and maintain in force while this Agreement is in effect, at COUNTY's cost and expense, such licenses, certificates, and permits as are required by law, in connection with the performance of services pursuant to this Agreement.

11. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Parties represent and agree that each of them does not and shall not discriminate against any employee or applicant for employment based on any protected categories, including but not limited to; race, religion, color, sex, or national origin, in accordance with California Constitution, Article 1, Section 31, and California Government Code Section 12940.

12. CONFIDENTIALITY AND PRIVACY

A. The Parties shall comply with all applicable Federal and State confidentiality and privacy laws and regulations related to member, patient, and student health information, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the substance abuse treatment program confidentiality regulations at 42 C.F.R. Part 2, the Lanterman Petris Short Act at California Welfare and Institutions Code section 5328, and the Confidentiality of Medical Information Act at California Civil Code section 56 et seq. The Parties shall ensure that all services performed under this Agreement comply with the requirements of these laws and regulations. In recognition of these laws, although COUNTY employee(s) or department(s) performing services under this Agreement may work closely with CITY's designated staff, communication between the Parties following an incident or encounter may be limited by COUNTY, in its sole and absolute discretion, until an appropriate authorization, consent, or release is obtained to allow use by or disclosure to CITY of confidential or protected health information (PHI).

B. The Parties acknowledge that COUNTY and CITY are both subject to the California Public Records Act (Gov't Code Sec.7920.000, et seq.) and the Ralph M. Brown Act (Gov't Code Sec. 54950, et seq.).

13. AUDIT OF RECORDS

COUNTY will maintain full and accurate records with respect to all services performed under this Agreement. Subject to the provisions and requirements of Section 12, CITY, upon reasonable advance notice, will have access to such records during COUNTY's normal business hours, the right to examine and audit the same and to make a transcript therefrom, and to inspect all data, documents, proceedings, and activities related to COUNTY's performance of this Agreement. COUNTY will retain such financial and program service records as required by applicable law after termination of and final payment under this Agreement.

14. INSURANCE

A. The Parties acknowledge and agree that each of them is a public agency and is self-insured. Each Party will maintain policies at coverage limits commensurate with its respective activities under this Agreement and as otherwise required by law. Each Party may, in its discretion, purchase commercial insurance to cover its exposure under this Agreement.

B. Upon the reasonable request of either Party, the Parties will provide to each other a certificate of insurance, or a substantially equivalent document, evidencing their workers' compensation insurance coverage and general liability insurance coverage.

15. INDEMNIFICATION

A. COUNTY agrees to indemnify, defend (with counsel acceptable to CITY), and hold harmless CITY, its officers, agents, employees and volunteers, from any and all costs, expenses, claims, suits, and liability including bodily or personal injury to or death of any person, and for injury to or lose of any property, resulting from or arising out of or in any way connected with any negligent or wrongful acts or omissions of COUNTY, its officers, agents, and employees, in performing or in failing to perform any services provided for, referred to in, or in any way connected with the services to be performed under this Agreement.

B. COUNTY, its officers, employee, agents, and department by this Agreement shall not assume any liability for the negligent or wrongful acts or omissions of CITY, nor any officer, agent, employee, or volunteer thereof, and CITY agrees to indemnify, defend (with counsel acceptable to COUNTY), and hold harmless the COUNTY, its officers, agents, employees, and volunteers from any and all costs, expenses, claims, suits and liabilities resulting, arising out of, or in any way connected with any negligent or wrongful acts or omissions of CITY, its officers, agents, and employees, in performing or authorizing the performance of or in failing to perform or authorize the performance of any services provided for, referred to in, or in any way connected with the performance of services under this Agreement.

16. DISPUTE RESOLUTION

The Parties shall cooperate in good faith to informally resolve any dispute or claim arising out of, relating to, or in connection with this Agreement, including but not limited to the performance of and payment for services described herein. Before pursuing any other remedy, representatives of the COUNTY CEO and the CITY Manager will complete an in-person meeting and engage in a good faith effort to resolve the dispute. If the Parties are unable to informally resolve a dispute within ninety (90) days of that meeting, then either Party may pursue any remedies available to it at law or in equity.

17. GOVERNING LAW AND VENUE

This Agreement shall be interpreted pursuant to the laws of the State of California, without regard to its law governing conflict of laws. Exclusive venue for any legal action involving or related to the interpretation or enforcement of this Agreement shall be the Superior Court of California for Ventura County.

18. ENTIRE AGREEMENT

This Agreement and its accompanying exhibits contain the entire agreement of the Parties, and no representations, inducements, promises, or agreements otherwise between the Parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless executed in separate agreement by the Parties executed pursuant to this Agreement.

19. BINDING EFFECT

This Agreement shall inure to the benefit and shall be binding upon all of the Parties and their respective successors in interest.

20. WAIVER OF DEFAULT

Waiver of any default by either Party shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in Section 7.

21. THIRD PARTY RIGHTS

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than COUNTY and CITY.

22. SEVERABILITY

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any Federal, State, or county statute, ordinance, or regulation, then the remaining provisions of this Agreement,

or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

23. SECTION AND PARAGRAPH HEADINGS

The headings of sections and paragraphs herein are inserted only for convenience and shall not be deemed to govern, limit, modify, or in any other manner affect the scope, meaning, or intent of the provisions of this Agreement or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.

24. AUTHORITY

The Parties represent and warrant that each of them has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Further, the Parties represent and warrant that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind their respective Party.

25. ELECTRONIC SIGNATURES

A. The Parties agree that this Agreement may be transmitted and signed by electronic or digital means by either Party or both Parties and that such signatures shall have the same force and effect as original signatures, in accordance with California Government Code Section 16.5 and California Civil Code Section 1633.7.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

COUNTY OF VENTURA

By: _____

Name: Loretta Denering

Title: VCBH, Director

Date: 4/28/2025

CITY OF OJAI

By: _____

Name: BEN HARVEY

Title: CITY MANAGER

Date: 4-22-25

EXHIBIT "A"
SERVICES DESCRIPTION

A. ISC Program; Generally

1. The purpose of this Agreement is to implement a (ISC) Program (Program) in and for the CITY for individuals who reside within the established City limits. As more fully described herein, the Program shall consist of COUNTY providing a single, full-time equivalent (FTE) staff member from its VCBH Rapid Integrated Support and Engagement (RISE) program team to work in conjunction and collaborate with CITY, to coordinate the provision of non-emergent mental health field engagement and case management services for former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified as unhoused by the CITY.

2. The Program is not a crisis intervention program, an emergency response program, nor does it include psychiatric mobile response, and the COUNTY staff member designated herein to serve as the ISC and work with CITY is not licensed or qualified to perform or provide, and shall not perform or provide, any of the following: (i) on-scene crisis intervention services; (ii) assessments or evaluations for involuntary detention of individuals that may be at risk of harming themselves or others; (iii) assessments or evaluations for involuntary detention of individuals that are unable to provide food, clothing, or shelter for themselves (i.e., gravely disabled); or (iv) any other similar type of mobile crisis response in the community.

B. ISC Designation

1. The COUNTY employee that implements the Program and performs the services described in this Agreement shall be referred to as the ISC.

2. The ISC shall be a member of the VCBH RISE program team and will possess the training, experience, and licenses/certifications, and will complete the background check, determined by the COUNTY to be necessary or appropriate for the implementation of the Program and performance of services under this Agreement.

C. COUNTY Role and Responsibilities. COUNTY will perform the following services and functions:

1. The COUNTY's ISC will collaborate and partner with CITY's designated staff, as designated pursuant to Section D(l) of this Exhibit "A," to provide non-emergent mental health field engagement services and case management services to former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified unhoused by the CITY. Services may include but not be limited to the following:

I. Meet and engage on a regular basis with identified individuals to determine mental health needs.

II. Provide non-emergent mental health case management activities services, including non-medical initial screenings, needs assessments, and referrals to providers of appropriate levels of care.

III. Provide basic non-medical follow-up care and case management services, as individually appropriate, in the field to ensure the appropriate linkage to mental health care and resources within the community of former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified unhoused by the CITY.

IV. Collaborate with CITY's Partnership Officer to identify and develop case files for former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified unhoused by the CITY.

2. Notwithstanding anything in this Exhibit "A" to the contrary, and consistent with Section 4 of the Agreement, COUNTY will determine the type and scope of services and ISC activities to be performed to implement and administer the Program and in the case of any particular individual or specific incident. COUNTY, in its sole and absolute discretion, may decide that the ISC will not provide or perform any service or function that is inconsistent with the job/position description, requires a specialized license or certification, violates applicable law, or jeopardizes the safety or welfare of the ISC.

3. The ISC will have the following weekly schedule:

Day of the Week	Hours of Work
Saturday and Sunday	Not in office
Monday	Off every other Monday, when on, 8:00 am-5:00pm
Tuesday through Friday	8:00 am – 6:00 pm

The Parties may change or update this schedule as necessary via an amendment pursuant to Section 7 of the Agreement.

4. Upon the reasonable request of CITY, COUNTY will provide CITY training on mental health services and applicable health and medical privacy and confidentiality laws and rules consistent with COUNTY policies and procedures.

5. COUNTY will protect, and will only use and disclose information related to , identified individuals according to applicable Federal and State confidentiality and privacy laws, including but not limited to HIPAA [Pub. L. No. 104-191], the substance abuse treatment program confidentiality regulations at 42 C.F.R. Part 2, the Lanterman, Petris Short Act at California Welfare and Institutions Code section 5328, the Confidentiality of Medical Information Act at California Civil Code section 56 et seq. and the implementing regulations thereof.

6. On a regular basis to be determined by the Parties, but not less than once per calendar year, COUNTY will meet with CITY to discuss and review the implementation and development of the ISC services, including but not limited to the budget and expenditures for services under this Agreement.

7. COUNTY shall not use or employ any volunteer or student worker to perform any services or functions under the Agreement.

D. CITY Roles and Responsibilities. CITY will perform and/or provide the following in support of the Program and the ISC's performance of services:

1. CITY will dedicate a CITY representative who shall either be a CITY employee or designee to serve as the single point of contact to collaborate and partner with the ISC and their performance of Program services. This person shall be referred to as the CITY's designated staff.

2. As soon as possible, following the execution of this Agreement, CITY will identify and prepare a case load of former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified unhoused by the CITY and provide a copy of that case load to the ISC for engagement and receipt of services. Thereafter, on an ongoing basis, the CITY's designated staff will identify additional individuals and/or prepare additional case files for referral to the ISC for engagement and the receipt of services.

3. CITY will promptly respond to requests made by COUNTY or the ISC for data and information related to the identified individuals to the extent permitted by State or Federal law (e.g., information and records related to utilization of services, history, arrests, incarceration).

4. Upon reasonable request of COUNTY, CITY will meet with COUNTY to discuss changes and updates to the ISC work schedule set forth in Section C (3) of this Exhibit "A."

5. CITY will participate in trainings provided by COUNTY or the ISC pursuant to Section C (4) of this Exhibit "A."

6. CITY's designated staff will attend and participate in all meetings of the Parties, including but not limited to any meetings requested by COUNTY or the ISC to discuss the performance of Program services as well as particular identified individuals and incidents. The CITY's designated staff and the ISC shall meet regularly to coordinate the needs of former and current participants of the Ojai Tent Town Project, residents of the CITY's Cabin Village Project, and other individuals identified as unhoused by the CITY.

7. CITY reserves the right to request that COUNTY remove and/or replace the COUNTY's employee designated to serve as the ISC from any CITY facility whose conduct or work

with identified individuals, CITY staff, or the public is not in accordance with CITY policies and procedures.

EXHIBIT "B"
PAYMENT PROVISIONS

The following provisions and requirements apply to CITY's payment for COUNTY's performance or provision of services or functions under the Agreement.

A. Compensation; Not-To-Exceed Limit. CITY shall pay COUNTY **$194,308.00** for COUNTY's satisfactory performance of the services performed pursuant to this Agreement. Of this amount, **$25,908.00** will be designated for FY 2024-25 and **$168,400.00** for FY 2025-26. CITY expressly reserves the right to deny any payment or reimbursement requested by COUNTY for any expense in excess of the Not-To-Exceed Limit.

B. Invoicing and Payment

1. On a quarterly basis, COUNTY shall submit to CITY an itemized statement of all Program services which were performed by COUNTY pursuant to this Agreement. Quarterly statements will cover the period from the first (1st) day of the three (3) preceding months through and including the last day of the preceding month. Quarterly statements will identify the date that services were performed; the employee(s) performed the services; the nature of the services performed; and the amount of time spent performing the services. Quarterly statements will be informative but concise regarding services and functions performed during that billing period.
The Parties agree that CITY may pay COUNTY on a quarterly basis.

C. Satisfactory Performance; Disputes

1. CITY may review COUNTY's performance of Program services to determine that services have been satisfactorily performed or provided pursuant to the Agreement.

2. Upon reasonable advance written notice, CITY may inspect and/or audit all records and other written material used by COUNTY in preparing the monthly statements submitted to CITY for payment.

3. If CITY determines that COUNTY has not satisfactorily performed Program services as provided in this Agreement, then CITY will alert COUNTY to that determination as soon as possible. CITY may withhold any disputed charge or amount until the services are satisfactorily completed or COUNTY amends the invoice statement. Notwithstanding the foregoing, under no circumstances shall CITY be entitled to refuse to pay or withhold the entire amount of an invoice or quarterly payment to COUNTY unless CITY asserts that none of the services listed on a particular monthly invoice or quarterly payment were satisfactorily performed by COUNTY.

4. Any dispute regarding COUNTY's performance of Program services under this Agreement and/or CITY's payment of monthly invoices or quarterly installments shall be resolved pursuant to Section 16 of the Agreement.

EXHIBIT "C"
BUSINESS ASSOCIATE AGREEMENT

All terms used herein have the same meaning as those terms in the Health Insurance Portability and Accountability Act (HIPAA) Rules.

I. Definitions

a. Business Associate shall mean **City of Ojai.**

b. Covered Entity shall mean the County of Ventura.

c. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and part 164.

II. Obligations and Activities of Business Associate

a. Business Associate agrees to not Use or Disclose Protected Health Information other than as permitted or required by the Agreement or as Required By Law.

b. Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 (the 'Security Rule") with respect to Electronic Protected Health Information, to prevent Use or Disclosure of the Protected Health Information, other than as provided for by this Agreement. Such safeguards and compliance with the Security Rule shall include compliance with the administrative, physical, and technical safeguards and documentation requirements set forth in 45 CFR 164.308, 164.310, 164.312, and 164.316.

c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of Protected Health Information by Business Associate in breach of the requirements of this Agreement.

d. Business Associate agrees to report to Covered Entity, in writing, within forty-eight (48) hours of the discovery of any Use, Disclosure, or Breach of the Protected Health Information not provided for by this Agreement of which it becomes aware, including any Breach of Unsecured Protected Health Information, as required by 45 CFR 164.410 (the "Data Breach Notification Rule"), and any Security Incident of which Business Associate becomes aware. Such notice shall include the identity of each Individual whose Protected Health Information or Unsecured Protected Health Information was or is reasonably believed by Business Associate to have been accessed, acquired, Used, or Disclosed during the Breach.

e. Business Associate agrees, in accordance with 45 CFR Parts164.502(e)(1)(ii) and 164.308(b)(2), to ensure that any agent, including a Subcontractor who creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate in connection with the services provided to Covered Entity, agrees to the same restrictions and conditions that apply through this Agreement, to Business Associate with respect to

such information, including Electronic Protected Health Information. If Business Associate knows of a pattern of activity or practice of a Subcontractor that constitutes a material breach or violation of the Subcontractor's obligations under the Agreement (or other arrangement) between Subcontractor and Business Associate, Business Associate will take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, Business Associate will terminate the Agreement (or other arrangement), if feasible.

f. Business Associate agrees to provide access, at the request of Covered Entity, to Protected Health Information in a Designated Record Set (including Protected Health Information that is maintained in one or more Designated Record Sets electronically), to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR Part 164.524.

g. Business Associate agrees to make Protected Health Information in a Designated Record Set available for amendment and incorporate any amendments to Protected Health Information as directed by Covered Entity pursuant to 45 CFR 164.526.

h. Business Associate agrees that to the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, Business Associate will comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligations.

i. Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the Use and Disclosure of Protected Health Information received from or created, maintained or received by Business Associate on behalf of Covered Entity available to the Covered Entity, or to the Secretary of the Department of Health and Human Services (Secretary), as applicable, for the purposes of the Secretary determining Covered Entity's compliance with the HIPAA Rules.

j. Business Associate agrees to maintain and make available the information required to permit Covered Entity to respond to a request by an individual for an accounting of Disclosures of Protected Health Information in accordance with 45 CFR 164.528.

k. Business Associate shall not directly or indirectly receive remuneration in exchange for any Protected Health Information concerning an Individual unless Business Associate obtains from the Individual, in accordance with 45 CFR 164.508(a)(4), a valid authorization that includes a statement that the disclosure will result in remuneration to the Business Associate (or Covered Entity, if applicable). This paragraph shall not apply to remuneration received in circumstances specified in 45 CFR 164.502(a)(5)(ii)(B)(2).

III. Permitted General Uses and Disclosures by Business Associate

a. Except as otherwise limited in this Agreement, Business Associate may Use or Disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the **ISC services agreement**.

b. Business Associate may Use or Disclose Protected Health Information as Required by Law.

c. Business Associate agrees that when Using or Disclosing Protected Health Information or when requesting Protected Health Information, it will make reasonable efforts to limit the Protected Health Information to the Minimum Necessary to accomplish the intended purpose of the Use, Disclosure, or Request, and will comply with the Minimum Necessary policies and procedures or Covered Entity.

d. Business Associate will only Use or Disclose Protected Health Information in a manner that would not violate the HIPAA Rules if done by Covered Entity, except for the specific Uses and Disclosures set forth herein.

IV. Specific Use and Disclosure Provisions

a. Except as otherwise limited in this Agreement, Business Associate may Use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

b. Except as otherwise limited in this Agreement, Business Associate may Disclose Protected Health Information received in its capacity as a Business Associate for the proper management and administration of the Business Associate, provided that the Disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is Disclosed that it will remain confidential and be Used or further Disclosed only as Required by Law or of the purpose for which it was Disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

c. Except as otherwise limited in this Agreement, Business Associate may Use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 45 CFR 164.504(e)(2)(i)(B).

d. Business Associate may De-Identify Covered Entity's Protected Health Information and Use and Disclosure the De-Identified information without restriction.

e. Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j) (1).

V. Obligations of Covered Entity

a. Covered Entity shall notify Business Associate of any limitation(s) in its Notice of Privacy Practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of Protected Health Information.

b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to Use or Disclose Protected Health Information, to the extent

that such changes may affect Business Associate's Use or Disclosure of Protected Health Information.

c. Covered Entity shall notify Business Associate of any restriction on the Use or Disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of Protected Health Information.

VI. Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under the HIPAA Rules if done by Covered Entity.

VII. Term and Termination

a. *Term.* This Agreement shall be effective as of **May 1, 2025**, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy the Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this section.

b. *Termination for Cause.* Business Associate authorizes termination of this Agreement and the **ISC services agreement** by Covered Entity if Covered Entity determines Business Associate has violated a material term of the Agreement and/or if Business Associate has not cured the breach or ended the violation within the time specified by the Covered Entity.

c. *Obligations of Business Associate Upon Termination*

1. Except as provided in paragraph (2) of this Section, upon termination of this Agreement for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created, maintained or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

2. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. If such return or destruction of Protected Health Information is not feasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information. To the extent it

later becomes feasible to return or destroy such Protected Health Information, Business Associate shall do so in accordance with paragraph (1) of this Section.

2. The rights and obligations under this Section shall survive the termination of this Agreement.

VIII. Miscellaneous

a. *Regulatory References.* A reference in this Agreement to a section of the HIPAA Rules means the section as in effect or as amended.

b. *Amendment.* The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the HIPAA Rules, or any other applicable law.

c. *Interpretation.* Any ambiguity in this Agreement shall be resolved to permit Covered Entity and Business Associate to comply with the HIPAA Rules.

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 23, 2026**

SUBJECT: **Concept Review for City of Ojai Speed Hump Policy *(City Council Direction)***

RECOMMENDATION

1. Review the recommendations for a City of Ojai Speed Hump Policy and provide feedback to staff; and,

2. Decide whether to adopt the policy at a future meeting or have it reviewed by the Public Safety Commission.

DISCUSSION

In direct response to guidance from the City Council and requests from community members, staff recommend that the City Council conduct a concept review of the draft speed hump policy. This recommendation is consistent with Public Safety Tactic 5.3, which specifically calls for the creation of a speed hump policy and designates the Public Works Department as the responsible entity for its development and implementation.

Staff conducted a review of speed hump policies from municipalities throughout the County of Ventura, with particular attention to the County of Ventura's Speed Hump Policy. This policy served as the reference standard for the Public Works Department, most notably during the installation of speed humps on Drown Ave. Ojai possesses unique characteristics that distinguish it from unincorporated county areas. As a result, staff recommends modifications to the County criteria to more closely align with Ojai's specific needs and context.

The key elements of the proposed draft policy, with Ojai-specific modifications noted, are as follows:

1. Policies (Modified from County of Ventura Speed Hump Policy)

Policy	County of Ventura Standard	Proposed Ojai Modifications
Petition	Minimum of 67% of the property owners along the street(s) listed must approve of the installation of these speed humps/cushions.	Minimum of 67% of the property owners along the street where the devices are to be installed as well as the residents on the immediately adjoining street(s) must approve of the installation of the speed humps
Installation/Removal	Additions, alterations, or removals of any or all speed humps/cushions may be directed at any time	None
Emergency Response	The County must notify Ventura County Fire Protection District, the Sheriff's Department, and the California Highway Patrol.	None
Speed Hump Costs	Must be paid by the property owners who sign the required petition	City will cover these costs
Policy Review	The Transportation Department will reassess the speed-hump/cushion program and report to the Board of Supervisors at approximately five-year intervals.	The Public Safety Commission will review the policy as they deem applicable or as requested by the City Council

2. Eligibility Criteria (Modified from County of Ventura Speed Hump Policy)

Criteria	County of Ventura Standard	Proposed Ojai Modifications
Street Classification	Residential and local roads only	None
Speed Limit	Only residential or local roads of 25mph or less	None
Speed Survey	More than 67 percent of motorist exceed the 25mph speed limit	None
Street Width	Must have a paved width of 40 feet or less and no more than two traffic lanes	None
Traffic Volume	The average week day traffic volume must exceed 1,000 vehicles in a 24-hour period.	None
Street Characteristics	No speed hump/cushion may be installed on any street with: - Severe horizontal or vertical curves - Inadequate sight distance to the humps/cushions - Excessive street downgrades	None

The policy also aligns with AB 43 (2021), which expanded local agencies' authority to set context-appropriate speed limits, particularly on streets with high pedestrian and cyclist activity. While AB 43 specifically addresses speed limit setting, the legislative intent of prioritizing vulnerable road users supports the adoption of physical traffic calming measures like speed humps.

All installations must comply with VCFPD Ordinance No. 34, Section D111.14.2, which requires Fire District approval of speed hump plans and compliance with Fire District standards. Speed bumps are prohibited on fire apparatus access roads.

Therefore, staff recommend Council review the recommendations for a speed hump policy and provide feedback to staff and decide whether to adopt the policy at a future meeting or have it reviewed by the Public Safety Commission.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety

OPTIONS

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

FISCAL IMPACT

The cost of speed hump installation varies depending on the type (temporary vs. permanent), material, and number of humps per street segment. Funds will be budgeted for next FY 26/27 in the Capital Improvement Fund in the amount of $100,000. Staff will return to Council with a specific budget request if demand exceeds available funds.

Prepared by: Lindy Palmer, Public Works Director

ATTACHMENT(S)

A. County of Ventura Modified Policy for City of Ojai
B. Comparison and Listing of Speed Hump Policies from Various Municipalities

SPEED HUMP/CUSHION GUIDELINES

CITY OF OJAI

PUBLIC WORKS DEPARTMENT

CITY OF OJAI

SPEED HUMP/CUSHION POLICY

Approved by the City Council on XX/XX/XXXX

	POLICIES
1	Speed humps/cushions will be installed only: • If the location meets the warrants established by the City Council. • Upon receipt of the required petition or when the Public Works Director or their designee initiates the proposal -and- • The City Council approves the request -and- • In conformance with the standard design in effect at the time of installation. A petition for installation of speed humps/cushions must be signed by a minimum of 67% of the property owners on the street or the portion of the street affected concurring in the proposed installation. The petition must contain language to the effect that, if the petition is approved, the petitioners must deposit with the Public Works Department funds in the estimated amount of the cost of installation of the speed humps/cushions before work will be authorized.
2	Since speed humps/cushions are in the travel way, additions, alterations, or removals of any or all speed humps/cushions may be directed at any time.
3	Prior to the approval of new speed humps/cushion on any street, the Public Works Director shall notify the Ventura County Fire Protection District, the Sheriff's Department, and the California Highway Patrol.
4	Speed-hump/cushion construction costs shall be paid by the property owners who sign the required petition. If the Public Works Director or their designee originates a proposal and the property owners concur, construction costs will be paid by the City.
5	The Public Works Department will reassess the speed-hump/cushion program and report to the City Council at approximately five-year intervals. Critical program issues that require Council action prior to the five-year review will be scheduled for policy guidance.

CITY OF OJAI

SPEED HUMP/CUSHION CRITERIA

Approved by the City Council on XX/XX/XXXX

	CRITERIA	Satisfied	
		Yes	No
1	The road must be either a residential road or a local road defined as follows: a. A residential road, or "residence district," as defined in California Vehicle Code Section 515 is that portion of a highway and the property contiguous thereto, other than a business district, (a) upon one side of which highway, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 13 or more separate dwelling houses or business structures, or (b) upon both sides of which highway, collectively, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 16 or more separate dwelling houses or business structures. A residence district may be longer than one-quarter of a mile if the above ratio of separate dwelling houses or business structures to the length of the highway exists. The "residence district" determination must be consistent with California Vehicle Code Section 240. Buildings must be located within 75 feet of the roadway curb face or edge of pavement and they must face and gain access from the road, to be considered as "fronting" on the road. b. A local road is defined for the purpose of this guideline as a road intended primarily to provide direct access to abutting residential buildings. Residential buildings Include separate dwelling houses, apartment buildings, or multiple dwelling houses.		
2	The speed limit on the road must be 25 miles per hour or less, established in accordance with State law or Board of Supervisors' action.		
3	A speed survey must show that 67 percent of the motorists exceed the posted miles-per-hour speed limit.		
4	The road must have a paved width of 40 feet or less and no more than two traffic lanes.		
5	The average traffic volume must be greater than 1,000 vehicles in a 24-hour period.		
6	No speed hump/cushion may be installed on any street where the Road Commissioner or his designee determines it cannot be safely installed due to: a. Severe horizontal or vertical curves b. Inadequate sight distance to the humps/cushions c. Excessive street downgrades		
7	No speed hump/cushion may be installed on any street where the Road Commissioner or his designee determines it will create equal or greater traffic problems by causing traffic diversion to a nearby residential or local road.		

City of Ojai

SPEED HUMP/CUSHION APPLICATION

PUBLIC WORKS D EPARTMENT

408 South Signal Street, Ojai, CA 93023
(805) 646-5581 ext. 200

THIS SECTION TO BE COMPLETED BY APPLICANT
The undersigned requests the construction of speed humps/cushions on the following City-maintained street: Street Name: _____
Between: and
I understand speed humps/cushions are still considered an experimental roadway feature and are an evolving technology. Therefore, I agree to fund the cost of construction and removal of speed humps/cushions on the street listed above. I understand a minimum of 67% of the property owners along the street(s) listed above or along the petition portion of the street(s) must approve of the installation of these speed humps/cushions. Attached to this application is a petition with the signatures of 67% of the affected property owners. I understand the Public Works Department will review the speed hump/cushion policy every five years. I understand the City may revoke this application and remove the speed humps/cushions at any time at the City's discretion. Applicant: _____ Number and Street: _____ City and Zip Code: _____ Phone: _____ Signature of Applicant: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION DEPARTMENT		
The Public Works Department approves this application for the activities described above subject to the special conditions listed below: Special Conditions: _____ Approved by: _____ Date: _____		
		CONTSRUCTION COMPLETION Inspector:
		Date:

When approved – copies to Applicant, Ventura County Fire Protection District, Ventura County Sheriff's Department, California Highway Patrol, emergency medical services agencies, and others as directed by the Public Works Director, City of Ojai.

CITY OF OJAI

PUBLIC WORKS

PETITION OF AFFIRMATION FOR THE INSTALLATION OF SPEED HUMPS/CUSHIONS

Before you sign this petition, know what you are signing. It is recommended that you first experience similar installations on other streets. You should also read the speed hump/cushion policies and speed hump/cushion guidelines.

We, the undersigned residents of _____, do hereby petition the Public Works Agency of the City of Ojai to install ___ speed humps/cushions on the subject street between _____ and _____Contact number for petition is (____) _____.

	SIGNATURE	PRINT NAME	PRINT ADDRESS
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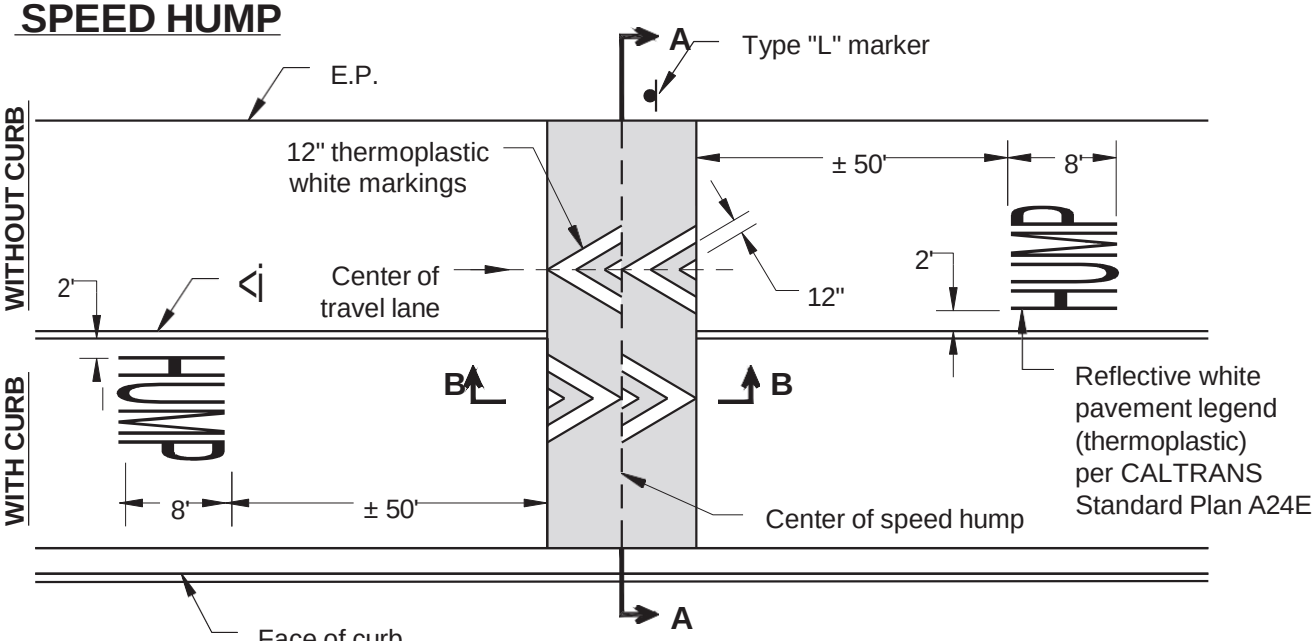
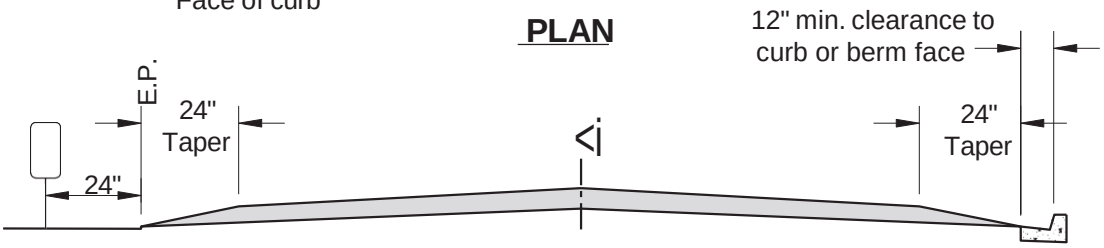
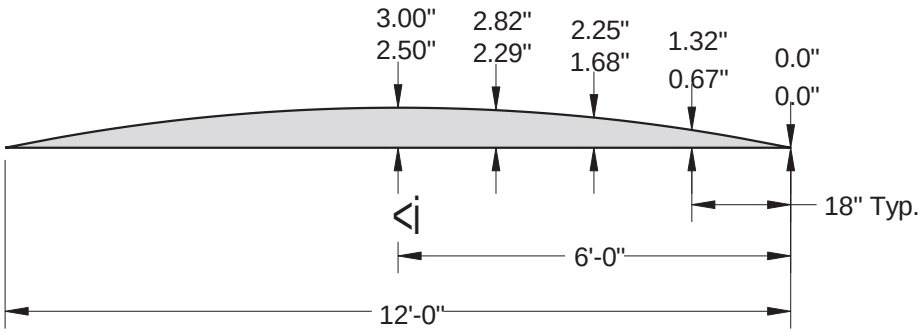
SPEED HUMP



PLAN



SECTION A-A



SECTION B-B

NOTES:

1. Speed humps may be installed only if approved by the City Council or their designee.
2. Speed hump height greater than 3" requires City Council approval for design & height.
3. A warning sign stating "Speed Hump" (W17-1) shall be placed at the approach to the first hump. Signs shall be of high intensity sheeting (30"x30"). Co-mount a W13-1 "10 MPH" (24"x24") warning sign per CALTRANS standards.

ADOPTED CITY COUNCIL : XX/XX/XXXX

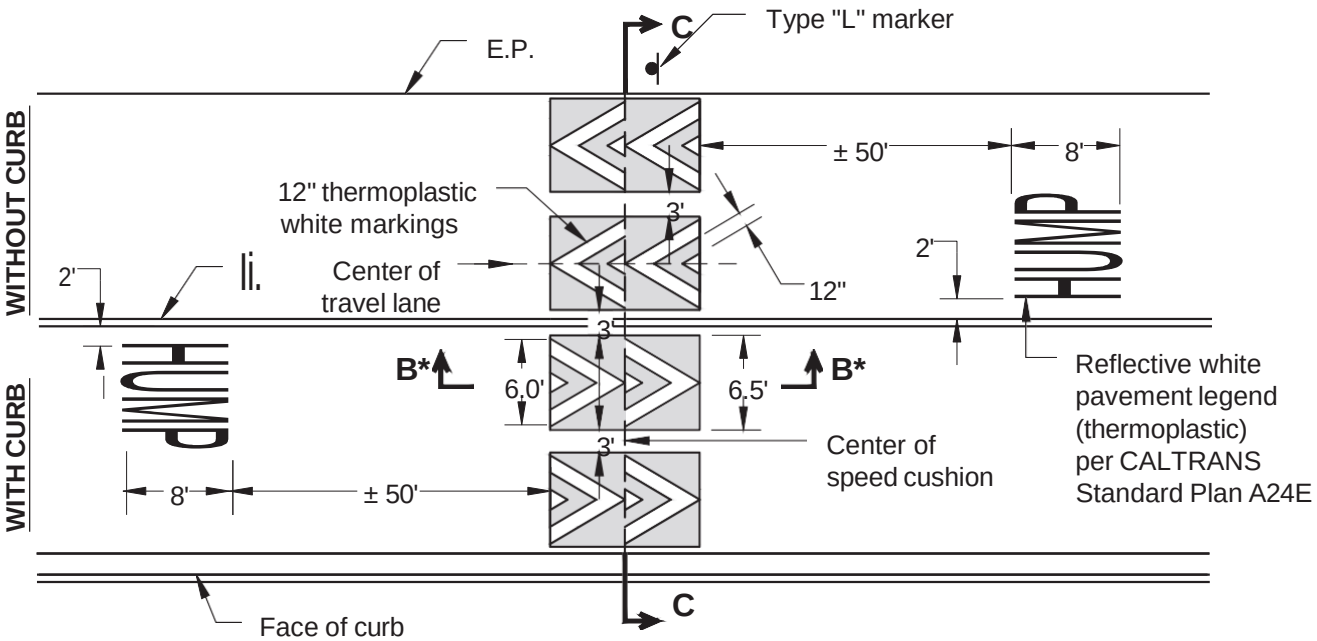
REVISION DATE:	DESCRIPTION:	APPROVED BY:
		RECOMMENDED BY:

CITY OF OJAI PUBLIC WORKS DEPT

ROAD STANDARDS

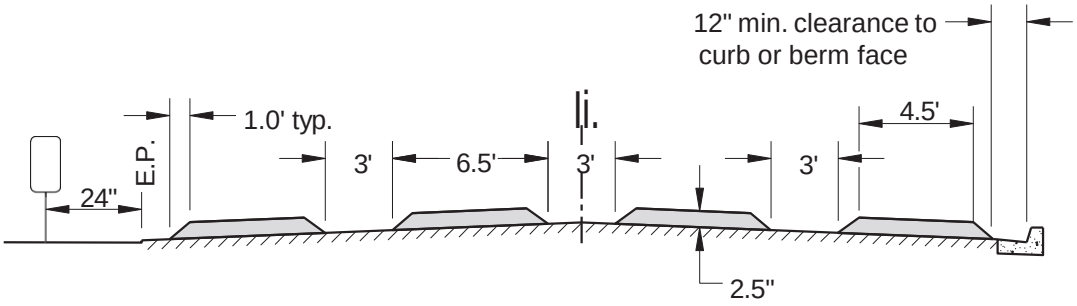
SPEED HUMP/CUSHION

SPEED CUSHION



PLAN

B* See Section B-B on
Speed Hump Road Standard
Plate E-9, sheet 1 of 4



SECTION C-C

NOTES:

1. Speed cushions may be installed only if approved by the City Council or his designee.
2. A warning sign stating "Speed Hump" (W17-1) shall be placed at the approach to the first cushion. Signs shall be of high intensity sheeting (30"x30"). Co-mount a W13-1 "10 MPH" (24"x24") warning sign per CALTRANS standards.
3. For two-lane roads with a traveled way width of 24' or less, use the design shown above while omitting the two outer speed cushions.

ADOPTED BY CITY COUNCIL: XX/XX/XXX			CITY OF OJAI PUBLIC WORKS DEPT
REVISION DATE:	DESCRIPTION:	APPROVED BY:	ROAD STANDARDS
			SPEED HUMP/CUSHION
		RECOMMENDED BY:	

COMPARISON OF SPEED HUMP POLCIES FROM VARIOUS MUNICIPALITIES

MUNICIPALITY	POLICY	CRITERIA
City of Agoura Hills	**Petition:** Requires 60% of property owners along the street(s) must approve. **Installation:** The construction, markings and warning of the hump shall comply to current standards developed by the City's Public Works Department. **Speed Hump Cost:** City covers cost. **Policy Review:** The City Council is to make the final determination on all speed humps.	**Street Classification:** Must be at least ¼ mile long. Must be local streets. Streets that extend from ones with existing humps may qualify, unless interrupted by an arterial road. **Speed Limit:** At least 60% of traffic must exceed the 25 mph limit. Specialized enforcement must be attempted first. **Traffic Volume**: Minimum of 2,000 vehicles per day or 200 vehicles per hour during peak periods. **Street Characteristics:** Streets with speed-related accidents or higher traffic volumes receive priority. Street grade must not exceed 6%, with limited exceptions up to 10% for very short segments.
City of Camarillo	No Formal Policy	
City of Fillmore	No Formal Policy	
City of Oxnard	**Petition**: The applicant must gather signatures from at least 67% (two-thirds) of designated area residents. **Installation:** Traffic Engineering staff shall prepare and maintain current design standards and installation in accordance with this policy. The final location of all speed humps will be determined by City staff in accordance with the City of Oxnard Standards. **Emergency Response:** The travel speed of emergency vehicles may be impacted by speed humps and the volume of emergency vehicles traveling through an area with speed humps may be reduced. **Speed Hump Cost:** Once returned, the application and petitions are reviewed, ranked, and submitted to the City Council for budget approval. **Policy Review:** Traffic Engineering staff will conduct the necessary traffic engineering studies and determine the street's eligibility for speed hump installation.	**Street Classification**: Must be a local road or residence district, not a major/minor arterial, collector, emergency, bus, or truck route. **Speed Limit:** Must have a posted speed limit of 25–30 MPH. Must have an 85th percentile speed at least 7 MPH over the posted limit, or at least 2 speed-related crashes in the past 12 months. **Speed Survey:** The Traffic Engineering Division will perform a traffic study of the area in question prior to making a determination. This process can take approximately two (2) months to complete. **Street width:** 44 feet or less, with no more than 2 lanes. Must not have sharp curves, steep grades (>5%), or poor visibility. Speed humps cannot be placed within 250 feet of intersections or traffic controls. **Traffic Volume:** Must carry over 500 vehicles per day. **Street Characteristics:** Minimum uninterrupted length: 1,000 feet (no stop signs/traffic signals).

COMPARISON OF SPEED HUMP POLCIES FROM VARIOUS MUNICIPALITIES

MUNICIPALITY	POLICY	CRITERIA
City of Santa Clarita	**Petition:** A property owner must submit a Speed Cushion Study Request Form and collect signatures from at least 10% of abutting property owners to initiate evaluation. If the street meets minimum criteria, the City sends a survey to all abutting property owners. At least 67% must support installation. **Installation:** If all criteria are met, the street is placed on the City's speed cushion priority list. Installation proceeds based on available funding and City Council approval. **Emergency Response:** City staff will collect traffic speed, volume, and accident data, and consult with the Sheriff's Department, Fire Department, and Transit Division to assess the request. **Speed Hump Cost:** The City is responsible for all costs associated with studying, formal surveying, and installing speed cushions and is also responsible for the ongoing maintenance of the speed cushions. **Policy Review:** City staff will conduct a formal evaluation, including collecting traffic speed and volume measurements and reviewing the traffic accident history for the subject street.	**Street Classification:** Residential streets. **Speed Limit:** Have a speed limit of 25 mph and 85% of vehicles travelling at 30 mph or greater. **Speed Survey:** City staff will conduct a formal evaluation, including collecting traffic speed and volume measurements and reviewing the traffic accident history for the subject street. **Street Width:** 34 to 40 feet. **Traffic Volume:** Have at least 1,500 vehicles using it every day, **Street Characteristics:** Be at least 500 feet long, have only one lane in each direction, and not exceed an average sustained grade of six percent.

COMPARISON OF SPEED HUMP POLCIES FROM VARIOUS MUNICIPALITIES

MUNICIPALITY	POLICY	CRITERIA
City of Santa Paula	**Petition:** A petition for installation of speed humps/cushions must be signed by a minimum of 67% of the property owners on the street or the portion of the street affected concurring in the proposed installation. **Installation:** Since speed humps/cushions are located in the travel way, additions, alterations, or removals of any or all speed humps/cushions may be directed at any time at the City's discretion. **Emergency Response:** Prior to the approval of new speed humps/cushions on any street, the City Engineer shall notify the Ventura County Fire Protection District, the City of Santa Paula Police Department, and the California Highway Patrol, and shall receive documentation of either approval or non-objection from these agencies. **Speed Hump Cost:** Petitioners must deposit with the Public Works Department funds in escrow in the estimated amount of the cost of installation of the speed humps/cushions before the work is authorized. Speed-hump/cushion construction costs shall be paid by the property owners who sign the required petition. **Policy Review:** The Public Works Department will reassess the speed-hump/cushion program and report to the City Council at approximately five-year intervals. Critical program issues that require City Council action prior to the five-year review will be scheduled for policy guidance.	**Street Classification:** Residential streets. **Speed Limit:** The speed limit on the road must be 25 miles per hour or less, established in accordance with State law or City Council action. **Speed Survey:** A speed survey must show that 67 percent of the motorists exceed the 25mph speed limit. **Street Width:** The road must have a paved width of 40 feet or less and no more than two traffic lanes. **Street Characteristics:** Speed humps shall not be located on sharp horizontal curves.

COMPARISON OF SPEED HUMP POLCIES FROM VARIOUS MUNICIPALITIES

MUNICIPALITY	POLICY	CRITERIA
City of Thousand Oaks	No Formal Policy	
City of Ventura	No Formal Policy	
City of Westlake Village	**Petition:** A request may be made in writing by any resident, any homeowner's association, or may be initiated by the City Council. The City will publish notice of a public hearing and have a mail notice to all property owners within 300' of the street segment involved. **Installation:** Speeds humps are still considered experimental roadway features. Therefore, additions, alterations, or removals or any or all speedhumps may occur at any time. **Speed Hump Cost:** If the installation is approved by the City Council and if funding is available, the City will design and install the speed humps. **Policy Review:** The request will be presented to the City Council at a noticed public hearing. After receiving testimony, the City Council will decide if the requested speed humps will be installed.	**Street Classification:** Residential streets. **Speed Limit:** The speed limit on the street must be 25 miles per hour established in accordance with State law or City Council action. **Speed Survey:** A speed survey must show that more than 67% of the motorists exceed the 25 mile per hour speed limit. **Street Width:** The street must have a paved width of 40 feet or less. The street must have no more than two traffic lanes. **Traffic Volume:** The average traffic volume must be greater than 1,000 vehicles, total in both directions, in a 24-hour period on an average weekday. **Street Characteristics:** The street segment on which speed humps are proposed must be at least 1/4 mile long. The street must generally have a longitudinal grade of 5% or less, although grades exceeding 5% may be acceptable for relatively short road segments.
County of Ventura	**Petition:** Requires 67% of property owners along the street(s) must approve. **Installation:** Additions, alterations, or removals of any or all speed humps/cushions may be directed at any time **Emergency Response:** The County must notify Ventura County Fire Protection District, the Sheriff's Department, and the California Highway Patrol. **Speed Hump Cost:** Must be paid by the property owners who sign the required petition. **Policy Review:** The Transportation Department will reassess the speed-hump/cushion program and report to the Board of Supervisors at approximately five-year intervals.	**Street Classification:** Residential and local roads only. **Speed Limit:** Only residential or local roads of 25mph or less. **Speed Survey:** More than 67 percent of motorist exceed the 25mph speed limit. **Street Width:** Must have a paved width of 40 feet or less and no more than two traffic lanes. **Traffic Volume**: The average week day traffic volume must exceed 1,000 vehicles in a 24-hour period. **Street Characteristics:** No speed hump/cushion may be installed on any street with: Severe horizontal or vertical curves, inadequate sight distance to the humps/cushions, excessive street downgrades.

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 23, 2026**

SUBJECT: ***Council Member Town Hall and Panel Policy (City Council Direction)***

RECOMMENDATION

Review and adopt the Town Hall and Panel Policy establishing guidelines for City sponsored and Council member hosted town community meetings, including the use of City resources and compliance.

DISCUSSION

The City Council directed staff to develop the Town Hall & Panel Policy because the City has not previously had a standardized framework governing how town halls or panel discussions are to be initiated, supported, or managed. Without a formal policy, staff and Council Members have relied on ad hoc processes, resulting in inconsistencies related to scheduling, use of City resources, noticing requirements, accessibility expectations, and legal compliance. The Council's request for a policy reflects a desire for clarity, fairness, and predictability for both elected officials and the public. Establishing uniform procedures will help ensure transparency, avoid misunderstandings regarding City involvement, and provide a consistent experience for community members.

The policy provides this needed structure by organizing all event types such as City-sponsored town halls, independently hosted Council Member community meetings, and hybrid/co-sponsored events into a clear, navigable framework. It defines the purpose of such events as promoting civic dialogue and community education while ensuring compliance with the Brown Act, ADA accessibility standards, and restrictions on political activity when City resources are used.

The policy also outlines the governance roles of the Council, Mayor, City Manager, and City Attorney. City-sponsored events require authorization under established channels, whereas independently hosted Council Member meetings may proceed without Council approval if held under standard public rental terms and without City staffing or branding. This distinction clarifies when City resources are appropriately used and ensures neutrality in publicly supported activities.

Operational standards are further established for scheduling, facilities, and resource allocation. The policy introduces a quarterly rotation to give each Council Member equitable access to City sponsored events and requires a minimum six-week lead time to allow staff

to manage event logistics, communications, and livestreaming. Kent Hall is designated as the default venue for City sponsored town halls, with independent organizers able to rent public facilities under standard terms. The policy also details staff roles, including noticing by the City Clerk, A/V support for livestreaming, communications through official City channels, and ADA accommodations.

Another significant component is Brown Act compliance. The policy clarifies when an event becomes a public meeting specifically when a majority of the City Council may attend or discuss City business and sets expectations for agenda posting, public comment, and avoidance of serial meetings. These standards help ensure legal compliance and prevent inadvertent violations.

Finally, the policy establishes rules for content neutrality, panelist selection, moderation, decorum, accessibility, safety, and required disclaimers. City-sponsored events must remain informational and balanced, with no campaigning or advocacy for or against candidates or ballot measures when City resources are used. Requirements regarding respectful conduct, recording by the public, and risk management review further ensure professional and inclusive event environments.

Overall, the Council's request for this policy and its adoption will provide a consistent, legally compliant, and transparent framework for community engagement efforts moving forward.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

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

FISCAL IMPACT

The policy formalizes the use of City resources any fiscal impact is expected to be moderate, predictable, and manageable within existing resources.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)

A. Draft Town Hall & Panel Policy

CITY OF OJAI
TOWN HALL & PANEL POLICY

DRAFT

I. POLICY PURPOSE

To establish a clear, consistent framework for City Council member driven town halls and panel discussions that:

- Encourage civic dialogue and community education;
- Clarify when City resources are used and what support is provided;
- Ensure compliance with the Brown Act, ADA, and other applicable regulations;
- Maintain neutrality and professionalism in public forums.

II. SCOPE

This policy applies to:

- **CITY SPONSORED TOWN HALLS & PANEL:** Events supported with City staff, facilities, livestream, and branding.
- **COUNCIL MEMBER HOSTED COMMUNITY MEETINGS:** Independently organized meetings by one Councilmember (or more) that use publicly available spaces under standard rental terms, with no City staffing or livestream.
- **HYBRID EVENTS:** Co-sponsored events with external organizations, where City resources may or may not be used.

III. DEFINITIONS

- **TOWN HALL**: An open public meeting primarily for community questions, updates, and dialogue.
- **PANEL DISCUSSION:** A moderated event featuring multiple subject matter experts or stakeholders discussing a defined topic.
- **CITY SPONSORED:** Supported by City staff, City communications channels, livestream/recording, and/or use of City logo/brand.
- **COUNCIL MEMBER HOSTED (INDEPENDENT):** Organized by a Council member without City staff support or City branding. Venue rental and logistics mirror standard public use.

- **QUORUM:** Three or more Council members present (or any majority of the body), which triggers Brown Act public meeting requirements if City business is discussed.

IV. GOVERNANCE & AUTHORITY

- **CITY SPONSORED EVENTS REQUIRE:** Council direction or City Manager authorization per Council action, with scheduling managed by staff.
- **COUNCIL MEMBER HOSTED EVENTS DO NOT REQUIRE COUNCIL APPROVAL:** if conducted under standard public space rental conditions and without City resource involvement.
- **LEGAL & COMPLIANCE REVIEW:** City Attorney (or designee) reviews event formats, notices, and materials as needed for Brown Act, ADA, electioneering restrictions, and risk management.

GUIDING PRINCIPLES

If City resources (staff, livestream, branding, security, translation, etc.) are involved, Council should provide direction and the City Manager should have clear authorization to proceed within adopted policy parameters. This policy does not require Council approval where staff conducts an informational meeting regarding City programs and policies that is not a town hall.

V. SCHEDULING & ROTATION (CITY SPONSORED)

- **ROTATION**: Offer each Council member a **quarterly** slot (or as Council determines), ensuring equitable access.
- **CALENDAR LEAD TIME**: Minimum **6 weeks'** notice to staff for planning and promotion.
- **FREQUENCY & CAPACITY:** Staff to propose annual calendar aligned with budget and availability of Kent Hall and streaming resources.

VI. VENUE & FACILITIES

- **KENT HALL:** is the default location for City-Sponsored events, barring exceptions approved by the City Manager.
- **COUNCIL MEMBER HOSTED:** These events may rent Kent Hall or other publicly available spaces under standard public rental terms and fees, with no City staffing or livestream support (unless specifically authorized).
- **ROOM SETUP:** Standard auditorium/theater or panel setup; podium; accessible seating; and assistive listening devices where available.

VII. CITY RESOURCE SUPPORT FOR CITY SPONSORED EVENTS

- **STAFFING**: City Manager team including City Clerk (or designee) for notice/agenda; and A/V crew for livestream..

- **LIVE STREAM/RECORDING:** Provided via City platforms; recordings archived in accordance with City retention schedules.
- **COMMUNICATIONS:** Event announcement via City website, calendar, social media channels, press advisories as needed.
- **ACCESSIBILITY:** ADA-compliant physical and digital access (ramps, seating, captioning for livestream, assistive devices, reasonable accommodations).

VIII. COUNCIL MEMBER HOSTED (INDEPENDENT) EVENTS

- **DISCLOSURE**: Clearly state:

  "This event is hosted by me, [Name], as an independent community meeting. It is not an official City of Ojai sponsored event. I am hosting this event in my individual capacity and not in my official capacity as a member of the Ojai City Council."

- **BRANDING:** No use of City logo or official branding. Council member may use personal channels for promotion.
- **STAFFING/LIVESTREAM:** Not provided by City. If Kent Hall is used, standard rental fees and rules apply.
- **COMPLIANCE:** If City business may be discussed and **three or more Councilmembers** plan to attend—or if the topic is likely to attract a quorum of City Council—**Brown Act noticing** must occur (see Section IX).

IX. BROWN ACT & NOTICING

- **TRIGGER:** If a majority (quorum) of Council may attend, or if discussion could reasonably involve City business among a majority, **notice and agenda** must comply with the Brown Act (e.g., posting 72 hours in advance for regular meetings; special meeting rules if applicable).
- **TWO OR FEWER COUNCIL MEMBERS:** If only one or two Council members attend a community meeting, Brown Act is typically **not** triggered; however, avoid serial discussions that could create a de facto meeting.
- **TOPIC SENSITIVITY:** If a topic is of clear interest to more than two Council members, staff should **notice it** as a public meeting when City resources or discussion of City business is anticipated.
- **REMOTE PARTICIPATION:** If applicable, follow Brown Act teleconferencing requirements for City Sponsored meetings.
- **PUBLIC COMMENT:** Provide reasonable time limits (e.g., 2–3 minutes per speaker) and a process for written comments.

NOTE: This policy is not a substitute for legal advice. The City Attorney should review event specific plans to confirm compliance.

DRAFT

X. CONTENT NEUTRALITY & POLITICAL ACTIVITY

- **CITY SPONSORED EVENTS:** Must be strictly informational or dialog based about City programs, services, and community issues; **no campaigning** or advocacy for/against candidates or ballot measures using City resources.
- **PANEL BALANCE:** Aim for viewpoints balance and subject matter expertise; disclose affiliations and potential conflicts where relevant.

XI. PANEL FORMATION & MODERATION (CITY SPONSORED)

- **PANELIST SELECTION:** Staff collaborates with the hosting Council member to propose a balanced roster (e.g., 3–5 panelists).
- **MODERATOR:** Neutral moderator (City staff or contracted facilitator) to maintain decorum and time management.
- **RUN OF SHOW:** Typical format: 5-min welcome; 10-min City updates; 35–45-min panel discussion; 30–40-min public Q&A; 5-min wrap-up.
- **MATERIALS:** Fact sheets; links; slide deck; all posted online post-event.

XII. DECORUM & RULES OF ENGAGEMENT

- **BEHAVIOR:** Respectful conduct required; no harassment, threats, discriminatory speech, or disruptions. Security or moderator may address disruptions.
- **TIME MANAGEMENT:** Facilitator enforces time limits for panel responses and public comments.
- **RECORDING BY PUBLIC:** Allowed subject to space and safety; must not obstruct access or disrupt proceedings.
- **ACCESSIBILITY & INCLUSION:** Priority seating for persons with disabilities; avenues for submitting questions in advance; remote participation when livestream allows.

XIII. RISK, SAFETY, AND INSURANCE

- **CITY SPONSORED:** City risk management review; security presence determined by expected attendance and topic sensitivity.
- **INDEPENDENT:** Organizer responsible for complying with venue rules, insurance (if required), and safety protocols.

XIV. PROMOTION & COMMUNICATIONS

- **CITY SPONSORED:** Announced via official channels (website, social media channels), with neutral messaging and clear topic outline.
- **INDEPENDENT:** Organizer uses personal channels; **must include disclaimer** that it is not City-sponsored and avoid City branding.

DRAFT

XV. COSTS & FEES

- **CITY SPONSORED:** Funded by City within approved budget (venue, staffing, A/V, interpretation). Extraordinary costs (e.g., special security) need City Manager approval.
- **INDEPENDENT:** Standard public rental fees apply; organizer bears all costs.

XVI. REQUESTS & APPROVALS (CITY SPONSORED)

- **SUBMISSION:** Council members submit a "Town Hall/Panel Request" to the City Clerk **≥6 weeks** in advance, including topic, desired date/time, format, and anticipated panelists.
- **REVIEW:** City Manager (with Clerk and Attorney) confirms compliance, staffing, and schedule fit; Mayor may be consulted for calendar equity.
- **APPROVAL:** Included on Council agenda (if direction needed) or proceed under delegated authority per adopted policy.

XVII. TEMPLATES & REQUIRED NOTICES

- **CITY SPONSORED DISCLAIMER** (if sensitive topics):

  "This City of Ojai event focuses on community information and dialogue. Campaigning or advocacy for candidates or ballot measures is not permitted."

- **INDEPENDENT EVENT DISCLAIMER:**

  "Hosted by Name as an independent community meeting. Not an official City of Ojai event. City staff will not be providing logistics or livestream. [Name] is hosting this event in their individual capacity and not in their official capacity as a member of the Ojai City Council.""

- **BROWN ACT NOTICE HEADER (for City-Sponsored or noticed meetings)**:

  "City of Ojai – Notice of Public Meeting (Town Hall/Panel)."
  Include date/time, location, accessibility/language access statement, agenda outline, and contact for accommodations.

DRAFT

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **June 23, 2026**

SUBJECT: **Adoption of Updated Social media Policy and Community Calendar Use Policy *(Operational Need)***

RECOMMENDATION

1. Adopt the updated City of Ojai Social Media Policy, including Appendices A – E; and
2. Adopt the BeWith Community Calendar Use & Posting Policy, to ensure consistent governance, public transparency, accessibility, and legally defensible content moderation practices.

DISCUSSION

The City of Ojai has expanded its use of social media and digital platforms as essential tools for public communication, engagement, and information-sharing. To support this growing role, the City Manager's Office has developed a comprehensive update to the City of Ojai Social Media Policy, ensuring that City communications remain accessible, accurate, professional, and legally compliant. The Policy establishes clear governance structures, expectations for public interaction, and internal processes for creating, managing, moderating, and archiving City social media content.

A core feature of the updated policy is the Community Code of Conduct (Appendix A), which outlines the standards for public participation on City social media pages. It authorizes the City to remove comments that violate requirements related to relevance, safety, profanity, discrimination, unlawful activity, or inappropriate content, and it permits blocking users who repeatedly fail to comply. These standards preserve a respectful, safe, and constructive digital environment for community dialogue.

The Policy also formalizes expectations for Authorized Users through a required acknowledgment form (Appendix B). This form ensures that staff responsible for posting on behalf of the City understand their obligations regarding content accuracy, records retention, moderation protocols, use of approved devices, credential protection, and compliance with the Employee Handbook.

To support consistent documentation and transparency in content moderation, the Moderation Log Template (Appendix C) provides a standardized format for recording actions such as hiding or removing comments. Each entry requires details on rule violations, actions taken, and associated documentation. This log supports compliance

with public records requirements and provides a defensible record of moderation decisions.

Additionally, the Policy introduces a formal process for the creation and approval of new City social media accounts through the Account Approval Form (Appendix D). This process requires departments to articulate the business need, identify administrators, establish a moderation and archiving plan, and ensure proper security measures before obtaining approval from department leadership and the City Manager's Office.

In circumstances where a social media account is no longer needed, the Deactivation Plan (Appendix E) outlines required steps to ensure continuity, including archiving content, posting sunset notices, redirecting users, removing links, and updating the City's centralized account inventory. This ensures accountable and transparent transitions across all platforms.

BeWith Community Calendar
The BeWith Community Calendar is a City-hosted public resource designed to strengthen community connection, civic participation, and overall well-being by helping residents discover local events aligned with these values. The Calendar serves as a centralized listing for community-oriented, noncommercial, and family-friendly activities, featuring cultural, educational, recreational, wellness, civic, youth, senior, and inclusive programming. Its purpose is to provide residents with a trusted, accessible platform to learn about happenings within the City limits and events that directly serve City residents.

The policy outlines eligibility criteria for organizations submitting events including: City departments, public agencies, nonprofits, faith-based organizations, civic clubs, neighborhood groups, and certain local businesses hosting free or low-cost events with clear community benefit. It also establishes expectations for content accuracy, accessibility information, non-discrimination, and limits on promotional or commercial messaging. Events must include complete logistical details, adhere to family-friendly standards, and meet safety and legal guidelines.

The Calendar is moderated to ensure clarity, safety, and alignment with program goals. The City may edit submissions for readability, decline non-compliant events, and suspend posting privileges when necessary. An appeals process allows organizers to request reconsideration within a defined timeline. By maintaining transparent, fair, and consistent review standards, the BeWith Calendar supports inclusive participation and fosters a vibrant and informed community.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 9 - Communication and Relationships

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

FISCAL IMPACT
There is no fiscal impact associated with the adoption of the updated Social Media Policy and BeWith Community Calendar Policy. Implementation of these policies will be carried

out using existing staff resources within the approved Fiscal Year 2025-2026 operating budget. No additional appropriations are required at this time.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)

A. City of Ojai Social Media Policy (updated June 2026)
   - City of Ojai Social Media Policy – Appendix A: Community Code of Conduct and Page Use
   - City of Ojai Social Media Policy – Appendix B: Authorized User Acknowledgement Form
   - City of Ojai Social Media Policy – Appendix C: Moderation Log Template
   - City of Ojai Social Media Policy – Appendix D: Account Approval Form
   - City of Ojai Social Media Policy – Appendix E: Deactivation Plan

B. BeWith Community Calendar – Use & Posting Policy

CITY OF OJAI SOCIAL MEDIA POLICY

I. PURPOSE

This Social Media Policy (Policy) establishes guidelines for the establishment and use of the City of Ojai (City) social media sites. The intended purposes of City social media sites are to:

- **Transparently share brief, usable information** related to the City's mission, activities, focus areas, and current issues.
- **Build collaboration** by sharing relevant content from City partners.
- **Engage with the community** through transparent online dialogue.

The City social media sites are intended to supplement official City communications and provide timely, accessible information to the community. The City has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content attributed to the City and its officials.

II. DEFINITIONS

- **Social Media:** any digital platform, website, or application that enables users to create, publish, share or interact with content or communicate with others over the internet. This includes, but is not limited to, social networking sites, content-sharing platforms, forums, messaging applications, as well as associated pages, accounts or channels maintained on such platforms (e.g. Facebook, Instagram, X (formerly Twitter), YouTube, LinkedIn, and Nextdoor), and any successor or substantially similar technologies.
- **City Social Media Sites:** Any social media pages, accounts, channels, or profiles established, authorized, owned, or managed by the City of Ojai for the purpose of conducting official City business, communicating with the public, or sharing information about City services, programs or activities. This includes accounts maintained by City Departments, divisions, or Authorized Users acting within the scope of their official duties, regardless of platform, and refers to social media sites that the City establishes and maintains.

- **Authorized Users:** City employees or contractors expressly designated by the City Manager or designee to create, review, publish, or monitor content on City social media sites.
- **Administrator:** The individual designated by the City Manager to manage the day-to-day operation and content of a City Social Media Site, assigned primary responsibility for day-to-day operation and oversight, and to ensure compliance with this policy and applicable laws.
- **City Officials:** City employees, officers and appointed representatives acting within the scope of their official duties.
- **Legislative Body:** the City Council and any board, commission, committee, or other body of the City created by charter, ordinance, resolution, or other formal action, whose members serve in an official capacity.
- **Post/Posting:** Information, articles, images, videos, links, or any other communication placed on a City social media site; the act of making a post on a City social media site..
- **Comment:** User-generated content submitted by members of the public on a City social media site.
- **Message:** A direct, private, or platform-based message sent to a City social media account.
- **Tag/Mention:** Use of a platform feature to label content with a topic or reference another account by handle.
- **Limited Public Forum:** A government-controlled space opened for public expression on certain topics where reasonable, viewpoint-neutral content rules may be enforced consistent with law.

III. GOVERNANCE & ACCOUNT MANAGEMENT

- **Oversight:** The City Manager's Office (CMO) oversees all City social media platforms and approves Authorized Users and Administrators.
- **Account Creation & Approval:** All new social media accounts require City Manager approval and must include a business need statement, proposed handle, staffing plan, archiving plan, and security plan. The Account Approval Form is attached hereto as Appendix D.
- **Account Inventory & Access:** The CMO shall maintain a centralized inventory of all City accounts and credentials.
- **Opening, Consolidating & Deactivating Accounts:** Authorized Users and Administrators shall submit the forms attached hereto in Appendix D and Appendix E, including all information required therein, and shall also ensure content is archived, and update the inventory accordingly.
- **Primary Web Presence:** The City's official website (www.ojai.ca.gov) is the primary means of online communication, and social media posts should link back to the website whenever possible.

- **Site Provider Rules & Third-Party Content:** City social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies. City social media sites may contain third-party content, including advertisements or hyperlinks, over which the City has no control; the City does not endorse such content.

IV. CONTENT GUIDELINES

- **Scope and Approval:** The content of City social media sites shall pertain to City-sponsored or City-endorsed programs, services, and events, and information that the City deems of value to the Ojai community. All of the content on City social media sites must be provided to the City Manager or their designee for review, approval, and subsequent posting, unless otherwise authorized. All content must be accurate, timely, accessible, and professional.
- **Rights & Permissions:** The City shall have full permission or rights to any content posted by the City, including photos and videos.
- **Employee Conduct on City Accounts:** Authorized Users shall not express their own personal views or concerns through official postings; postings shall only reflect the views of the City. Furthermore, Authorized Users shall not engage in back-and-forth debates or argumentative exchanges on behalf of the City. Lastly, Authorized Users agree to comply with all requirements of the Authorized User Acknowledgement Form attached hereto as Appendix B.
- **Prohibited Content:** Postings and comments made by Authorized Users on City social media sites shall NOT contain any of the following:
    - Comments that are not related to the posting being commented upon;
    - Comments in support of, or opposition to, political campaigns, candidates, or ballot measures;
    - Profane language, sexual content, pornography, obscenity, or links to any such content;
    - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, disability, sexual orientation/identity, political affiliations, citizenship, marital status, military/veteran status, or national origin;
    - Solicitations of commerce, including advertising of any business or product for sale;
    - Conduct in violation of any federal, state, or local law, or encouragement of illegal activity;
    - Information that may tend to compromise the safety or security of the public or public systems;
    - Comments on actual or potential legal claims, lawsuits, or other legal issues;
    - Defamatory or personal attacks;

- Comments which may reasonably interfere with, inhibit, or compromise law enforcement investigations, police tactics, police responses to incidents, or the safety of police staff and officers; or
- Content that violates the legal ownership or intellectual property interest of any other party.

V. PUBLIC INTERACTION & MODERATION

- **Forum Status & Disclaimer:** City social media sites are limited public forums; content will only be removed if it violates the content guidelines outlined in this Policy and the City of Ojai Community Code of Conduct and Page Use attached hereto as Appendix A. A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of or agreement by the City.
- **Moderation Workflow:** Administrators and Authorized Users will review, preserve, act, notify, escalate, and log actions regarding inappropriate content. The City may turn off commenting when sharing to non-City groups or platforms where comments cannot be archived by the City. The log for such actions shall be substantially in the form attached hereto as Appendix C.
- **Denial of Access (Blocking):** The City reserves the right to deny access to, or block, any individual who repeatedly violates the Social Media Policy, consistent with applicable law.
- **Monitoring and Emergencies:** These sites are not monitored 24 hours a day, and response times may vary based on Administrator or Authorized User availability, subject matter, and operational priorities. City social media sites are not intended to serve as the primary source for emergency notifications or urgent issues, and residents should not rely on social media to report emergencies or request emergency services.

VI. RECORDS MANAGEMENT & PUBLIC RECORDS

- **California Public Records Act (CPRA):** City social media sites are subject to the CPRA. Any content may be considered a public record subject to public disclosure.
- **Retention:** Content must be preserved and retained in accordance with the City's Records Retention Schedule.

- **CPRA Requests:** Administrators or Authorized Users should follow established City procedures when handling records request.**VII. CITY COUNCIL & COMMISSION SOCIAL MEDIA USE**

- **Brown Act Compliance:** Legislative body members must comply with the Brown Act and avoid serial meetings and deliberation via social media. A majority of members

cannot use social media to discuss, deliberate, or take action on an item within the body's subject matter jurisdiction.

- **Permitted Use:** Public officials may communicate on open and accessible social media platforms to answer questions, provide information to the public, or solicit information from the public regarding matters within their subject matter jurisdiction.
- **Prohibited Interactions with Other Members:** To prevent illegal serial meetings, a member is strictly prohibited from responding directly to any communication made, posted, or shared by *another* member of the same legislative body regarding a matter within their jurisdiction. This prohibition includes commenting, sharing, retweeting, or using digital icons and emojis (such as a "thumbs up", "like", or "dislike") to react to another member's post.
- **Due Process & Public Records:** Posts should inform and engage the public without pre-judging matters, as stating how an official intends to vote on a matter (e.g., a development project) could raise due process concerns regarding fair hearings. Furthermore, officials should assume their social media posts and comments regarding City business may be subject to disclosure under the California Public Records Act (CPRA).

VIII. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

- **Employees representing the City** on City social media sites shall conduct themselves as professional representatives of the City and in accordance with all City policies. Failure to do so may result in disciplinary action as outlined in the Employee Handbook.
- **Personal Use:** Employees may use personal social media off duty consistent with the Employee Handbook.
- **Confidentiality:** Employees must not disclose confidential information or represent personal views as official City positions.

IX. ACCESSIBILITY, PRIVACY & SECURITY

- **Accessibility:** Provide alt text and use accessible formats whenever possible.
- **Privacy:** Do not post confidential or personally identifiable information.
- **Security:** Administrators must use Multi-Factor Authentication (MFA) and strong passwords, and report any suspected compromise immediately.

APPENDICES

- Appendix A: City of Ojai Community Code of Conduct and Page Use
- Appendix B: Authorized User Acknowledgment
- Appendix C: Moderation Log Template
- Appendix D: Account Approval Form
- Appendix E: Deactivation Plan

Appendix A

City of Ojai Community Code of Conduct and Page Use

The City of Ojai welcomes respectful and constructive dialogue on its official social media pages. By commenting on or otherwise interacting with City of Ojai social media channels, you agree to follow this Community Code of Conduct.

To maintain a safe, informative and welcoming space for the Ojai community, the City may hide or remove posts, comments or messages that include any of the following:

- Comments that are not related to the topic of the original post
- References to political campaigns, ballot measures or partisan political issues
- Profane, obscene or vulgar language or content
- Sexual content or links to sexual content
- Commercial solicitations or advertising
- Conduct that promotes, encourages or involves illegal activity
- Information that is unlawful or could compromise public safety or the security of public systems
- Content that violates the intellectual property or legal rights of others
- Content that promotes or perpetuates discrimination or harassment based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, gender identity, sexual orientation or any other classification protected by federal, state or local law

The City of Ojai reserves the right to hide or remove content that violates this Code of Conduct and may block users who repeatedly fail to comply.

City social media pages are not monitored 24 hours a day, seven days a week. Responses to comments and messages may be delayed. For immediate assistance, please contact City of Ojai offices during regular business hours, Monday through Friday, at **805-646-5581**.

Appendix B

Authorized User Acknowledgment

City of Ojai – Authorized User Acknowledgment Form

I, _____, acknowledge and agree to the following:

1. I have received, read, and understand the **City of Ojai Social Media Policy**.
2. I agree to comply with all requirements, including but not limited to:
   • content accuracy and professionalism
   • records retention requirements
   • moderation and documentation rules
   • restrictions on personal opinions on City accounts
3. I understand that I am posting on behalf of the City of Ojai and that my actions must comply with all City policies, including the Employee Handbook.
4. I agree to use only approved devices, accounts, and authentication methods, and to protect login credentials.
5. I understand that noncompliance may result in removal of access and/or disciplinary action.

Authorized User Name: _____
Department: _____
Signature: _____
Date: _____

Approved by (City Manager or Designee): _____
Date: _____

Appendix C

Moderation Log Template

City of Ojai – Social Media Moderation Log

Date/Time	Platform	Post URL	Username/Handle	Rule Violated	Action Taken	Screenshot/File Reference	Staff Initials

Instructions:
• Complete one row for each moderation action (hide, remove, block, restrict, disable comments).
• Attach screenshot or archived copy when possible.
• Store logs consistent with the Records Retention Schedule.

Appendix D

Account Approval Form

City of Ojai – Social Media Account Approval Form

Department: _____
Proposed Account Name/Handle: _____
Platform(s): _____

1. Business Need Statement

Describe purpose, target audience, and expected value to the community:

---

2. Staffing & Moderation Plan

Identify administrators and Authorized Users:

---

3. Branding & Profile Setup

Proposed bio, profile image, links:

---

4. Records Retention & Archiving Plan

Approved archiving tool and process:

---

5. Security Plan

• MFA enabled
• Credential management method
• Device access plan

---

6. Department Director Approval

Name: _____ Signature: _____

Date: _____

7. City Manager's Office Approval

Approved / Denied (circle one)
Name: _____ Signature: _____

Date: _____

Appendix E

Deactivation Plan

City of Ojai – Social Media Account Deactivation Plan

Account Name/Handle: _____
Platform: _____
Department: _____

1. Reason for Deactivation

---

2. Archiving Confirmation

All content, comments, and metadata archived?
☐ Yes ☐ No
Details: _____

3. 30-Day Sunset Notice

Date posted: _____
Screenshot archived? ☐ Yes ☐ No

4. Redirect & Communication Plan

How users will be redirected (e.g., main City page):

---

5. Removal of Website Links

Completed by: _____ Date: _____

6. Account Inventory Update

Updated centralized registry:
☐ Yes ☐ No

7. CMO Final Approval

Name: _____ Signature: _____ Date: _____

CITY OF OJAI

BeWith Community Calendar – Use & Posting Policy (Public-Facing)

Effective Date: TBD
Owner: City of Ojai — Community Engagement / Communications

1) Purpose

The BeWith Community Calendar ("Calendar") is a City-hosted resource to help residents discover local events that build connection, well-being, and civic participation. It's intended for community-oriented, non-commercial, and family-friendly activities.

2) Scope & Eligibility

Eligible to submit:

- City departments and advisory bodies
- Public agencies and schools serving City residents
- Registered nonprofits, faith-based organizations, and civic clubs
- Neighborhood associations and mutual aid groups
- Local businesses hosting free or low-cost public events with clear community benefit (e.g., workshops, health fairs)

Events **must** be open to the public and held within City limits or clearly serving City residents.

3) What Qualifies as a "BeWith" Event

Preferred events:

- Community-building, cultural, educational, arts, recreation, health & wellness, volunteer opportunities
- Civic meetings and public forums

- Youth, senior, and inclusive programming
- Disaster preparedness, safety, and resource access

4) Content Standards

All postings must be:

- **Accurate & complete:** Event title, date/time, location, host, contact, cost (if any), accessibility details, and a short description.
- **Non-discriminatory & welcoming:** No harassment, hate, or exclusion on the basis of protected characteristics.
- **Family-friendly:** No adult or sexual content; no profanity or graphic imagery.
- **Respectful & lawful:** No incitement, threats, illegal activity, or misinformation.
- **Non-promotional:** Minimal advertising. Event descriptions should focus on the community benefit, not product/brand promotion.
- **Accessible:** Include ADA/access information (e.g., accessible entrance, ASL interpretation, quiet rooms, sensory-friendly notes).

5) Prohibited Content

Your event will not be posted (or may be removed) if it contains:

- Sexual content or age-inappropriate material
- Hate speech, harassment, or discriminatory messaging
- Defamation or malicious falsehoods
- Illegal activities or instructions for harm
- Purely commercial sales/marketing, lead-generation, or ticketed events lacking community benefit
- Fundraisers without transparent beneficiary information
- Partisan campaign activities (electioneering) or direct endorsements of candidates
- Calls to violence or content that risks public safety

6) Submission Requirements

Use the Calendar submission form and provide:

- Event title, date(s), start/end time
- Venue name, address (or virtual link)
- Host/organizer name and contact (email/phone)
- Cost (free/paid; include any fee waivers)
- Plain-language description (75–200 words)
- Image (optional): JPG/PNG, 1200×628 recommended; no text-heavy flyers
- External link(s): Official event page or registration
- Category tags (e.g., Civic, Arts, Youth, Wellness)

- Safety notes (if applicable)

7) Lead Time & Posting Window

- Submit at least **7 business days** before the event.
- Events are posted for a maximum of **60 days** prior to the event date.
- Recurring events may be listed in monthly batches; re-submit updates quarterly.

8) Moderation & Approval

- The City moderates submissions for compliance and clarity.
- Edits may be made for length, style, readability, and accessibility.
- The City may decline or remove posts at its sole discretion to maintain safety, compliance, and relevance.

9) Updates & Cancellations

- Organizers must notify the City of changes or cancellations within **24 hours** of decision.
- If the event changes substantially (location, time, cost, intent), a new review may be required.

10) Accessibility & Inclusion

- Organizers are encouraged to provide accommodations and note them clearly.
- If accommodations are needed, include contact information for requests at least **72 hours** before the event.

11) Images & Branding

- Use images you own or have permission to use; do not upload copyrighted or watermarked assets.
- No political logos, explicit branding, or overlaid text-heavy flyers.
- The City may add standard accessibility and safety icons.

12) External Links & Registration

- Link only to official event pages on reputable domains.
- No link-shorteners that obscure destination URLs.
- Registration pages must disclose fees and refund policies clearly.

13) Fees & Commerce

- Free and low-cost events prioritized.
- Events primarily intended to sell products/services or collect leads will be declined unless they clearly serve public interest (e.g., free health screenings).

14) Disclaimers

- **Neutral Platform:** Listing does not equal City endorsement.
- **No Liability:** The City is not responsible for external content, event changes, or attendee experience.
- **Right to Remove:** The City may edit, decline, or remove content without notice to protect public welfare.

15) Enforcement & Appeals

- Violations may result in removal and suspension of posting privileges.
- An appeal may be submitted within **10 business days** to norma.cervantes@ojai.ca.gov with clarifying documentation. The City's decision is final.

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **June 23, 2026**

SUBJECT: **Written Public Comments**

The attached public comments were submitted to the City Clerk prior to 3:00 p.m. the date before the meeting (referenced above) and are being posted to the City's website for public access.

Posted: June 22, 2026

PUBLIC COMMENT FOR CITY COUNCIL MEETINGS

Written/emailed public comments must be submitted no later than 3:00 p.m. on the day before the meeting.

The City encourages public participation. Members of the public who wish to make public comments may do so in person at the meeting, comment live via telewebinar software, or submit written public comments in advance of the meeting. Written public comment emails should be sent to cityclerk@ojai.ca.gov.

Communications to the City Council are public records and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications to the City Clerk's Office at 401 S Ventura St, Ojai Ca, 93023, or you may email the comment as an attached PDF to the email and request in the email to only include the attachment. If you do not want your contact information included in the public record, please do not include that information in your communication.

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.

June 22, 2026

Mayor and Members of the Ojai City Council
City of Ojai
401 South Ventura Street
Ojai, CA 93023

Re: Agenda Item No. 15 – Proposed Speed Hump Policy

Mayor and Council Members:

My name is Adam Kear and I reside at 925 Cuyama Road in Ojai. I appreciate the City's efforts to develop a formal speed hump policy and provide residents with additional tools to improve neighborhood safety. I have reviewed the staff report and Attachment A and respectfully offer the following comments and suggested revisions.

1. Petition Requirement for Adjoining Streets

The proposed policy would require approval from at least 67% of the property owners along the street where speed humps are proposed, as well as residents on the "immediately adjoining street(s)." While I understand the concern that traffic may be diverted onto neighboring streets, this requirement raises several practical and policy concerns.

First, the term "immediately adjoining street(s)" is not defined. It is unclear whether this means streets sharing an intersection, streets within a certain distance, or streets that Public Works believes could experience diverted traffic. Without a clear definition, applicants and City staff may have difficulty determining whose approval is required.

Second, whether traffic diversion is likely to occur and whether it would create a meaningful impact is fundamentally a traffic-engineering determination. The Public Works Director and staff are in the best position to evaluate traffic patterns, roadway connectivity, and the potential effects of a proposed traffic calming measure. Residents on adjacent streets generally do not have access to the information necessary to make that determination.

Third, neighboring residents may have a natural inclination to oppose any project that they believe could increase traffic on their street, regardless of whether a measurable diversion impact is likely to occur. Giving adjoining streets veto authority could prevent installation of speed humps even where Public Works concludes the overall public safety benefits substantially outweigh any potential traffic redistribution.

For these reasons, I recommend deleting the requirement for approval from adjoining streets and instead relying on the Public Works Director's professional determination regarding traffic diversion impacts. Attachment A already contains a provision allowing the Public Works

Director to deny a project where it would create equal or greater traffic problems by diverting traffic to nearby residential streets. That provision provides a more objective and technically sound safeguard.

2. Speed Humps Should Be Allowed as a Traffic Calming Tool Even When Speed Survey Thresholds Are Not Met

The proposed eligibility criteria require a speed survey showing that more than 67 percent of motorists exceed the posted speed limit.

While excessive speed is certainly an appropriate criterion, speed humps are also a recognized and effective tool for reducing cut-through traffic volume and discouraging non-local traffic from using residential streets as shortcuts.

According to the Caltrans Traffic Calming Guide, speed humps act as a deterrent because traversing a series of humps is inconvenient and increases travel time. As a result, non-local drivers often seek alternative routes on arterial roads better suited to carry through traffic. Transportation agencies have documented substantial reductions in traffic volume on residential streets following installation of speed humps.

For this reason, the policy should not limit eligibility solely to situations where speeding thresholds are exceeded. I recommend modifying Criterion No. 3 to read:

"A speed survey must show that more than 67 percent of motorists exceed the posted speed limit, or the Public Works Director has determined that speed humps are otherwise an appropriate traffic calming measure."

This revision would allow the City to address neighborhood traffic concerns where excessive traffic volume, cut-through traffic, pedestrian safety concerns, or other circumstances justify traffic calming measures even if speeding data alone does not meet the threshold.

3. Inconsistency Regarding Project Costs

The staff report states that speed hump installation costs will be paid by the City and that funding will be budgeted through the Capital Improvement Fund. However, several provisions within Attachment A continue to require petitioners and property owners to fund installation costs.

For example:

- Policy No. 1 requires petitioners to deposit funds equal to the estimated installation cost.
- Policy No. 4 states that construction costs shall be paid by the property owners who sign the petition.
- The application form requires applicants to agree to fund both construction and removal costs.

These provisions appear inconsistent with the staff report and could create confusion for residents and City staff. I recommend revising Attachment A so that all provisions regarding funding are consistent with the City's stated intent that installation costs be funded by the City.

4. Additional Minor Revisions

My redlined versions of the staff report and Attachment A contain several additional clarifying edits and typographical corrections for the Council's consideration. These revisions are intended to improve consistency between the policy document, application materials, and staff report.

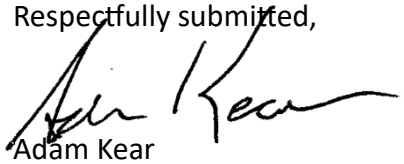
Conclusion

I support the City's effort to establish a speed hump policy and believe the proposed program can become an effective tool for improving neighborhood safety. However, I respectfully request that the Council direct staff to revise the policy to:

1. Remove the requirement for approval by adjoining streets and instead rely on Public Works' professional evaluation of traffic diversion impacts;
2. Allow speed humps where the Public Works Director determines they are an appropriate traffic calming measure, even if the speed survey threshold is not met; and
3. Resolve the inconsistencies regarding responsibility for installation and removal costs.

Thank you for your consideration of these comments.

Respectfully submitted,



Adam Kear

Administrative Report

TO: **Honorable City Council**

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

MEETING DATE: **June 23, 2026**

SUBJECT: **Concept Review for City of Ojai Speed Hump Policy *(City Council Direction)***

RECOMMENDATION

1. Review the recommendations for a City of Ojai Speed Hump Policy and provide feedback to staff; and,

2. Decide whether to adopt the policy at a future meeting or have it reviewed by the Public Safety Commission.

DISCUSSION

In direct response to guidance from the City Council and requests from community members, staff recommend that the City Council conduct a concept review of the draft speed hump policy. This recommendation is consistent with Public Safety Tactic 5.3, which specifically calls for the creation of a speed hump policy and designates the Public Works Department as the responsible entity for its development and implementation.

Staff conducted a review of speed hump policies from municipalities throughout the County of Ventura, with particular attention to the County of Ventura's Speed Hump Policy. This policy served as the reference standard for the Public Works Department, most notably during the installation of speed humps on Drown Ave. Ojai possesses unique characteristics that distinguish it from unincorporated county areas. As a result, staff recommends modifications to the County criteria to more closely align with Ojai's specific needs and context.

The key elements of the proposed draft policy, with Ojai-specific modifications noted, are as follows:

1. Policies (Modified from County of Ventura Speed Hump Policy)

Policy	County of Ventura Standard	Proposed Ojai Modifications
Petition	Minimum of 67% of the property owners along the street(s) listed must approve of the installation of these speed humps/cushions.	Minimum of 67% of the property owners along the street where the devices are to be installed as well as the residents on the immediately adjoining street(s) must approve of the installation of the speed humps *How will adjoining streets be defined? If the concern is re-direction of traffic, the Public Works Director is in the best position to determine that.*
Installation/Removal	Additions, alterations, or removals of any or all speed humps/cushions may be directed at any time	None
Emergency Response	The County must notify Ventura County Fire Protection District, the Sheriff's Department, and the California Highway Patrol.	None
Speed Hump Costs	Must be paid by the property owners who sign the required petition	City will cover these costs
Policy Review	The Transportation Department will reassess the speed-hump/cushion program and report to the Board of Supervisors at approximately five-year intervals.	The Public Safety Commission will review the policy as they deem applicable or as requested by the City Council

2. Eligibility Criteria (Modified from County of Ventura Speed Hump Policy)

Criteria	County of Ventura Standard	Proposed Ojai Modifications
Street Classification	Residential and local roads only	None
Speed Limit	Only residential or local roads of 25mph or less	None
Speed Survey	More than 67 percent of motorist exceed the 25mph speed limit	None*Suggest "More than 67 percent of motorists exceed the posted speed limit or the Public Works Director has determined speed humps to be an appropriate traffic calming measure.*
Street Width	Must have a paved width of 40 feet or less and no more than two traffic lanes	None
Traffic Volume	The average week day traffic volume must exceed 1,000 vehicles in a 24-hour period.	None

Street Characteristics	No speed hump/cushion may be installed on any street with: - Severe horizontal or vertical curves - Inadequate sight distance to the humps/cushions - Excessive street downgrades	None

SPEED HUMP/CUSHION GUIDELINES

CITY OF OJAI

PUBLIC WORKS DEPARTMENT

CITY OF OJAI

SPEED HUMP/CUSHION POLICY

Approved by the City Council on XX/XX/XXXX

	POLICIES
1	Speed humps/cushions will be installed only: • If the location meets the warrants established by the City Council. • Upon receipt of the required petition or when the Public Works Director or their designee initiates the proposal -and- • The City Council approves the request -and- • In conformance with the standard design in effect at the time of installation. A petition for installation of speed humps/cushions must be signed by a minimum of 67% of the property owners on the street or the portion of the street affected concurring in the proposed installation. The petition must contain language to the effect that, if the petition is approved, the petitioners must deposit with the Public Works Department funds in the estimated amount of the cost of installation of the speed humps/cushions before work will be authorized. *This is inconsistent with staff report that costs will be borne by City.*
2	Since speed humps/cushions are in the travel way, additions, alterations, or removals of any or all speed humps/cushions may be directed at any time.
3	Prior to the approval of new speed humps/cushion on any street, the Public Works Director shall notify the Ventura County Fire Protection District, the Sheriff's Department, and the California Highway Patrol.
4	Speed-hump/cushion construction costs ~~shall be paid by the property owners who sign the required petition. If the Public Works Director or their designee originates a proposal and the property owners concur, construction costs~~ will be paid by the City. *Edit to be consistent with staff report.*
5	The Public Works Department will reassess the speed- hump/cushion program and report to the City Council at approximately five-year intervals. Critical program issues that require Council action prior to the five-year review will be scheduled for policy guidance.

CITY OF OJAI

SPEED HUMP/CUSHION CRITERIA

Approved by the City Council on XX/XX/XXXX

	CRITERIA	Satisfied	
		Yes	No
1	The road must be either a residential road or a local road defined as follows: a. A residential road, or "residence district," as defined in California Vehicle Code Section 515 is that portion of a highway and the property contiguous thereto, other than a business district, (a) upon one side of which highway, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 13 or more separate dwelling houses or business structures, or (b) upon both sides of which highway, collectively, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 16 or more separate dwelling houses or business structures. A residence district may be longer than one-quarter of a mile if the above ratio of separate dwelling houses or business structures to the length of the highway exists. The "residence district" determination must be consistent with California Vehicle Code Section 240. Buildings must be located within 75 feet of the roadway curb face or edge of pavement and they must face and gain access from the road, to be considered as "fronting" on the road. b. A local road is defined for the purpose of this guideline as a road intended primarily to provide direct access to abutting residential buildings. Residential buildings Include separate dwelling houses, apartment buildings, or multiple dwelling houses.		
2	The speed limit on the road must be 25 miles per hour or less, established in accordance with State law or Board of Supervisors' action.		
3	A speed survey must show that 67 percent of the motorists exceed the posted miles-per-hour speed limit *or the Public Works Director has determined speed humps to be an appropriate traffic calming measure*.		
4	The road must have a paved width of 40 feet or less and no more than two traffic lanes.		
5	The average traffic volume must be greater than 1,000 vehicles in a 24-hour period.		
6	No speed hump/cushion may be installed on any street where the ~~Road Commissioner~~ *Public Works Director* or ~~his~~ *their* designee determines it cannot be safely installed due to: a. Severe horizontal or vertical curves b. Inadequate sight distance to the humps/cushions c. Excessive street downgrades		
7	No speed hump/cushion may be installed on any street where the ~~*Road Commissioner*~~ *Public Works Director* or ~~his~~ *their* designee determines it will create equal or greater traffic problems by causing traffic diversion to a nearby residential or local road.		

City of Ojai

SPEED HUMP/CUSHION APPLICATION

PUBLIC WORKS D EPARTMENT

408 South Signal Street, Ojai, CA 93023
(805) 646-5581 ext. 200

THIS SECTION TO BE COMPLETED BY APPLICANT
The undersigned requests the construction of speed humps/cushions on the following City-maintained street: Street Name: _____
Between: and
I understand speed humps/cushions are still considered an experimental roadway feature and are an evolving technology. ~~Therefore, I agree to fund the cost of construction and removal of speed humps/cushions on the street listed above.~~ I understand a minimum of 67% of the property owners along the street(s) listed above or along the petition portion of the street(s) must approve of the installation of these speed humps/cushions. Attached to this application is a petition with the signatures of 67% of the affected property owners. I understand the Public Works Department will review the speed hump/cushion policy every five years. I understand the City may revoke this application and remove the speed humps/cushions at any time at the City's discretion. Applicant: _____ Number and Street: _____ City and Zip Code: _____ Phone: _____ Signature of Applicant: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION DEPARTMENT		
The Public Works Department approves this application for the activities described above subject to the special conditions listed below: Special Conditions: _____ Approved by: _____ Date: _____		
		CONTSRUCTION COMPLETION Inspector: Date:

When approved – copies to Applicant, Ventura County Fire Protection District, Ventura County Sheriff's Department, California Highway Patrol, emergency medical services agencies, and others as directed by the Public Works Director, City of Ojai.

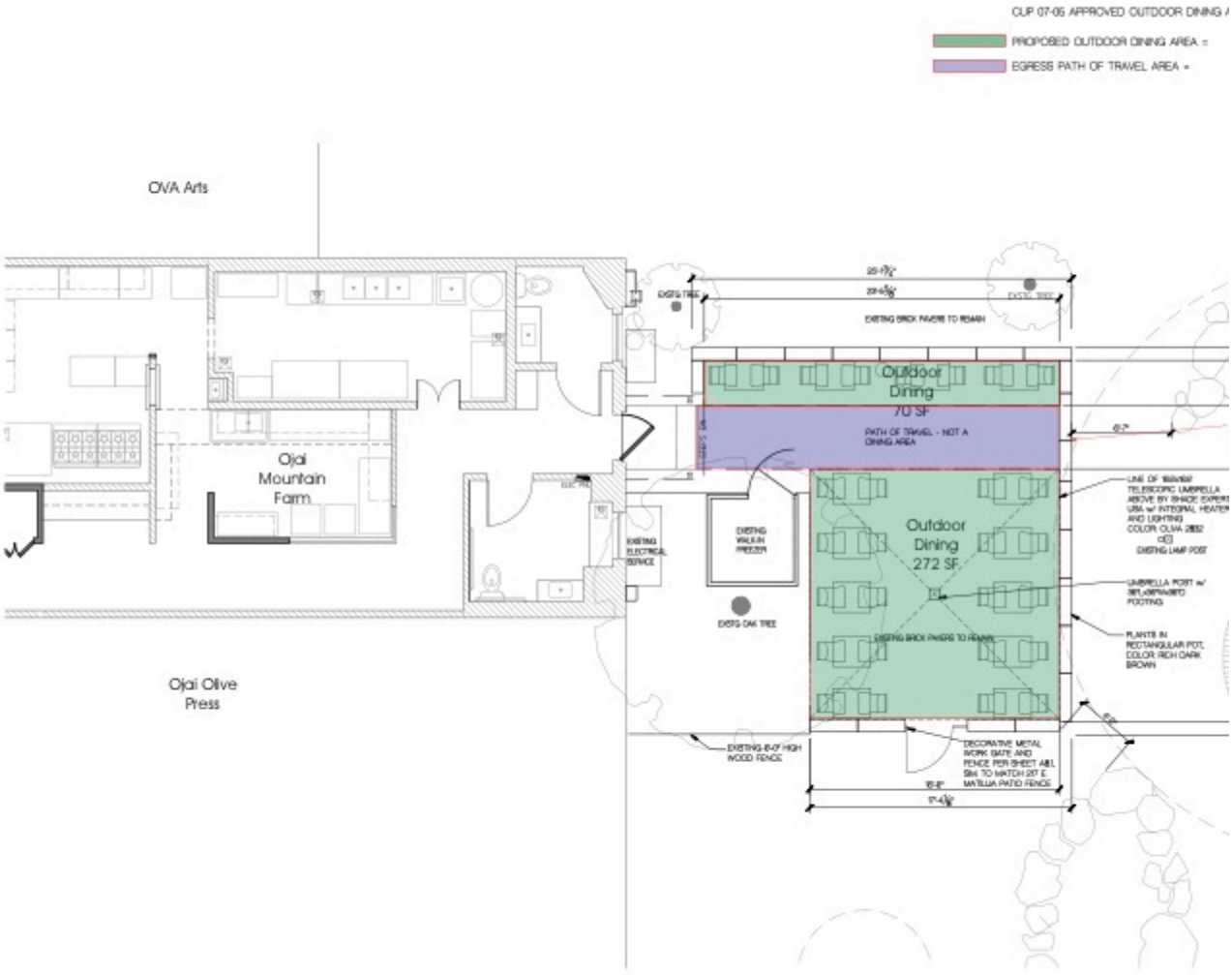
Weston Montgomery

From: Michael mendizza <michael@ttfuture.org>
Sent: Saturday, June 20, 2026 3:23 PM
To: City Clerk
Cc: tony@ojaimountainfarm.com
Subject: FW: Michael Mendizza Olive Press Ojai

Follow Up Flag: Follow up
Flag Status: Flagged

City Planning – Ojai
Tony Yanow, Ojai Mountain Farm, is requesting additional footage for outdoor dining. As the owner of Olive Press Ojai, adjacent to Tony's patio and he business most impacted by his patio plans, we have no objection to his requested expansion. In fact, we believe that it is an excellent use of this popular Ojai promenade.
Sincerely
Michael Mendizza

OUTDOOR DINING OCCUPANCY



41 Floor Plan
Scale: 1/4"=1'-0"

Weston Montgomery

From: Dan Parziale <dan.parziale@mesafarm.org>
Sent: Sunday, June 21, 2026 1:28 PM
To: City Clerk
Cc: Tony Yanow
Subject: City council meeting public comment

Follow Up Flag: Follow up
Flag Status: Flagged

Please accept this email and support of Tony Yanow and the Ojai Mountain Farm restaurant. Tony and his team have worked tirelessly to create a beautiful space in Ojai for our community and visitors. They have been intentional in the design and menu and I believe supports the overall culture we are continuing to build in our valley. I know that in time Tony aims to create a space that is welcoming both for residents in our town and for visitors and that the outdoor space will push that effort forward. I believe that having access to comfortable outdoor spaces adds so much vibrancy to our downtown and know that Tony will oversee the creation of a beautiful gathering spot. I support him and the Ojai Mountain Farm team in moving forward with a patio space that is supportive of community building and good times for all.
Dan Parziale

Dan Parziale
Executive Director/Co-Founder
www.mesafarm.org
PO Box 481 Ojai CA 93024
Cell: 323-308-0060

Cultivating Possibility for Young Adults Facing Homelessness
Get to Know Mesa

Weston Montgomery

From: Bill <wdmiley32@gmail.com>
Sent: Monday, June 22, 2026 3:34 AM
To: Weston Montgomery
Subject: Council meeting 6/23/26. Item 11...Mountain Farm Restaurant

Follow Up Flag: Follow up
Flag Status: Flagged

6/22/26
To: Ojai City Council
From: Bill Miley
Subject: council meeting 6/23/26. Item 11, Mountain Farm Restaurant…support

Hello.

I am mostly aware of the planning department issues involved here. And the review by the HPC commission. And the end decision 3-2 by the council to appeal the recent Planning Commission's denial.

I want to skip to the key question in my thinking…what is best for our city now and in its future. Our city centers the eastern end of the Ojai Valley. And certainly makes an impact there.

I would like to suggest that issues raised by the HPC could be worked out one by one…at least most. The facts of HPC compliance will not add a vibrance to Ojai City's economic future.

Only the success of a business like this one which serves locals and tourists will help. And certainly an important element is they, the farmers and restauranteurs are local folks. Growing their food, storing it and serving it.

The freezer….without it no restaurant exists, i understand.

The patio size….without some sort of expansion for customer tables and chairs the economics of cooking and serving patrons is questioned. That is the position of the owners.

The freezer… large for walk-in function. The owners say it will not fit effectively inside the current building size. Without it the Mountain Farm Restaurant is DEAD.

I WANT THIS BUSINESS TO SUCCEED AND BE PART OF OUR CITY ECONOMIC FUTURE. SO…

PLEASE CONSIDER WHAT MAKES OUR CITY ATTRACTIVE TO LOCALS AND TOURISTS. PLACES TO WALK, HIKE, VIEW, EXPERIENCE, EAT AND STAY. And remember the term EAT. And now a new issue … having an ARCADE that does not burn down.

ON OCCASION WE HEAR ABOUT AN INTEGRATED INDUSTRY OR BUSINESS. THEY SOURCE THEIR MATERIALS, FORM THEIR PRODUCT AND SELL THEIR RESULTS…THEY DO EVERYTHING. I AM SURE THEY ALSO BUY FROM OTHERS. The Mountain Farm Restaurant is one.

THIS BUSINESS IS AN INTEGRATED BUSINESS. FROM FARM TO MOUTH.

HERE IS WHAT I SUGGEST YOU CONSIDER FOR THE FREEZER…and RESTAURANT…

1. Location…allow it to be placed as is-outside next to the rear entrance.

2. Sound/noise…the city ordinance says for businesses 65 decibels with shorter times for noise spurts. THAT NOT THE PROBLEM.

THE PROBLEM IS THE SOUND IS GENERATED 24 hours each day, seven days a week. It is not a patron group of 4 folks for 2 hours. IT WILL BE HEARD ANYTIME THE COOLING MOTORS RUN TO KEEP IT BELOW 32 degrees. Even when THEY ARE closed.

There is an easy solution which neither the Commissions of Planning or HPC discussed…which was providing **sound insulation** for it walls and ceiling. A one-time act which pays off forever. The installed insulation will dampen sounds which, if the Freezer had a mind, it would say i don't want folks eating and enjoying their time here… "having to accommodate MY NOISE".
Up to 65 decibels are what folks talking and laughing produce. This freezer produces the same level…competing with voices. WITH TODAY'S TECHNOLOGY NO ONE HAS TO SUFFER THAT.

SO, PLEASE GIVE MOUNTAIN FARM A PERMIT (freezer) TO BE ON CITY OWNED PLAZA LAND. NOT A CUP… FOR THE LIFE OF THE RESTAURANT IF CERTAIN CONDITIONS ARE MET.

ALSO REQUIRE THE COVERING OF THE FREEZER TO ZERO OUT ITS FUNCTION TO PATRONS AND OTHERS., INCLUDING THE INSULATION.

REGARDING THE PLAZA EATING AREA EXPANSION, IT SHOULD NOT EXTEND TO THE GRASS AREA OF THE REAR PLAZA. BUT IT SHOULD BE ABLE TO BE VISUALLY SEEN AS BELONGING TO THE MOUNTAIN FARM RESTAURANT. ALSO ITS PERIMETER SHOULD BE CLEAR. NO PATRON WITH NEFARIOUS THOUGHTS CAN EASILY LEAVE THEIR TABLE AND DISAPPEAR BEFORE PAYING.

FOR OJAI CITY's FUTURE, PLEASE SERIOUSLY CONSIDER SAYING YES TO MOUNTAIN FARM AND ITS OUTDOOR FREEZER AND PATIO EXPANSION.

SINCERELY, BILL MILEY, Ojai since 1968

Weston Montgomery

From: Kali Coultas <kalicoultas@gmail.com>
Sent: Monday, June 22, 2026 8:01 AM
To: City Clerk
Subject: Strong Opposition to Appeal of Planning Commission Denial – Ojai Mountain Farm Encroachment at Arcade Plaza (242 East Ojai Ave)

Follow Up Flag: Follow up
Flag Status: Flagged

Dear City Clerk,

I am writing as a fourth-generation Ojai resident, business owner of Ojai Wellness (Ojai Garden Spa), and steward of regenerative practices on our family's 125-acre historic ranch. I strongly oppose the City Council's appeal of the Planning Commission's denial regarding the unpermitted additions and encroachments by Ojai Mountain Farm at the Arcade Plaza.

The Arcade Plaza is **public property** owned by the people of Ojai and maintained collectively by the shopkeepers who respect its historic integrity. The proposed (and already constructed) addition, including a large walk-in freezer, electrical panel, fencing, storage, and obstruction of the historic brick facade and original window represents an inappropriate takeover of shared public space. This not only violates the Arcade Plaza Design Guidelines but sets a dangerous precedent that could encourage other businesses to encroach similarly, eroding the unique character that defines downtown Ojai.

The Planning Commission, after careful review, denied the necessary permits (design review and conditional use) multiple times. Their decision should be upheld. Approving this after-the-fact would undermine the Commission's authority, reward non-compliance, and disadvantage businesses that follow the rules by keeping their storage and equipment inside their own buildings.

Beyond this specific encroachment, I have serious concerns about the broader impacts of this project on our community. Ojai's small-town charm, historic preservation, and equitable use of public resources must take priority over individual business expansions that compromise shared spaces and the visitor experience we all rely on.

I respectfully urge the City Council to uphold the Planning Commission's denial and reject the appeal at the June 23 meeting. Protecting the Arcade Plaza is essential to preserving Ojai's legacy for future generations.

Thank you for your service and for ensuring public input is considered. I am available for any questions.

Sincerely,

Kali Kealoha Coultas

Owner, Ojai Wellness / Ojai Garden Spa

8052562690

Come visit us at the Ojai garden spa, make time for you. #selflove
www.Ojaigardenspa.com

My Honey and ethically hive derived products here:
www.Darkmooresupplyco.com

Weston Montgomery

From: Debby Swetek <dswetek@yahoo.com>
Sent: Monday, June 22, 2026 8:04 AM
To: City Clerk
Subject: OMG Agenda item # 11

Follow Up Flag: Follow up
Flag Status: Flagged

Mayor Gilman and Council Members,

This is the addition on the Plaza that fronts "Ojai Mountain Farm" on the Arcade Plaza. The whole structure was placed on public property and includes a large walk-in freezer, electrical panel, fence, and storage area under the oak tree. The historic brick facade has been obstructed from view, with an original window boarded up. Other businesses on the Plaza keep their appliances and storage inside their building. The Planning Commission denied a permit for this encroachment twice, but here we are.
Why even have a Planning Commission and HPC if you are not going to respect their decisions? This is WRONG, you all know it is WRONG but you are trying to cover an employee's mistake. This is where the City of Ojai should be protecting our historic buildings. Do not pass this mess . It looks terrible, it's noisy and it's wrong.
The public has also written many letters against this.
This will be a future problem in the preservation on Ojai's buildings.
Also this buisness has had illegal signs out front on sidewalk advertising their business.
What else are you going to let them get away with?
Sincerely,
Debby Russell Swetek

ojai mountain farm
World Cup Games
Playing All Weekend
Thursday—Sunday
11:30am—11pm
grab and go treats
bar • deli • market

Weston Montgomery

From: Larry Steingold <larrysteingold@gmail.com>
Sent: Monday, June 22, 2026 8:07 AM
To: Weston Montgomery
Subject: Agenda Tuesday Council meeting agenda item 11

Follow Up Flag: Follow up
Flag Status: Flagged

To Weston Montgomery
From Leary Steingold
Re Mountain Farm Reject

Hello,

I am fully aware that the Planning Commission provided the applicant with an opportunity to make changes. Any changes may have altered the vote. However, the applicant did not offer to make any modifications.

Personally, I had hoped that the applicant would have reached an accommodation, such as installing brick panels to conceal the freezer so that it looks like the back wall of his space, and that this point would ask the City and my tax dollars to pay for it. This would have effectively eliminated the issue.

In my history, I have been seen and been involved in properties where hidden and camouflaged items resolved the issue at a minimal cost to the project. Why is this so difficult? Regrettably, such an accommodation was never publicly offered. Therefore, in my opinion, the owner has chosen to adopt a confrontational approach with the residents, forcing the issue, including the fence, and privatizing public land. This decision is unfortunate for all parties involved.

I am also aware that he is a resident of Ojai and that many who live within city limits don't think the freezer is an issue. It would not be an issue, aside from the exemption, for most, if it looked like it was part of the building, was soundproofed, and was not privatizing public land with a CUP.

The issues raised by HPC must be addressed comprehensively and not in isolated instances, as this entire episode demonstrates. One of the defining characteristics of Ojai is its history, aesthetics, and the preservation of its unique identity for both its residents and visitors. The Arcade is one of those jewels. This precedent will lead to similar occurrences elsewhere on City property, and not just in an area that is widely regarded as protected space and sacred, if not in reality, or in the view of all.

A no vote is not indicative of anti-business sentiment. It is a rejection of wrongdoing. It is unacceptable that this situation has occurred. This is not an isolated mistake; it was a deliberate act which has to be dealt with, even if it was “legal." Why didn’t he go through the process? Because it would have been most likely denied. I assume they went for an encroachment permit which is available for being on public land and if thats an acceptable avenue asked for, was denied. Someone thought of a work-around, and here we are. However, the vote here is not intended to deal with that as it will either be addressed publicly in full view of the community or in the confines of a closed meeting.

The City Council must prioritize the long-term best interests of the City, not short-term gains. Approving this proposal opens up the entire city. Precedent in this case signifies change and enables actions that

would have been denied but now might be approved after the fact because of fear of litigation, or some other fear.

It is widely acknowledged that there is a financial risk to our tax dollars, and the opportunity cost of denying it. That's an unfortunate result of being put into this position. At some point in one's political career, there are difficult decisions with significant ramifications, and this is one of those instances. Money can be replaced, but the Arcade and its future cannot, and precedents have a way of being never undone only changed and not always for the better.

The concept of a ground lease appears appealing, but in reality, any purchase of the business as a restaurant will likely include the freezer as part of the sale, and we will return to our current situation. However, if he relocates the freezer, or changes its appearance, addresses the noise issue, and removes the 8-foot fence, this situation will be resolved. Any transfer of the space to any entity must require a complete permit request. No CUP should be issued.

At this point, depending on your vote, will your rallying cry be "**Don't change Ojai, let Ojai change you**", or will it be **"Don't let Ojai change you, change Ojai"**

To reiterate what is evident to me, since the applicant has not attempted to reach a compromise, much sympathy has vanished. It's not his fault that he, we, and you were initially put in this position. I am sure he probably didn't expect it. You have others to thank for that. But because of the lack of compromise, he, you, and we are now at fault for what will happen next. I genuinely hope that everyone can find a compromise, which, if ignored and this proposal is approved, in my opinion will have long-term, unacceptable, and predictable consequences. You are in a position of creating real precedents, in addition to a real consequence overriding our commissions for reasons that have nothing to do with the reasons it was denied.

You are faced with a difficult decision. Vote to deny the appeal and accept the predictable consequences of being placed in this position with money at risk. Or vote to approve the project and accept the predictable consequences of being placed in an entirely different position and an acceptance for issuing exemptions, accepting workarounds to avoid commission denials for legitimate reasons, and privatizing public land use.

Simply put, we have all been put between a rock and a hard place on something that never should have occurred. This is truly unfortunate for everyone.

Always vote for Ojai. Vote to deny the appeal if there is no real compromise.

Sincerely

Larry Steingold

Weston Montgomery

From: Sunny Bower <sunny.bower@yahoo.com>
Sent: Monday, June 22, 2026 9:54 AM
To: City Clerk
Subject: Ojai Mt. Farm permit

Follow Up Flag: Follow up
Flag Status: Flagged

I am writing in protest to the expansion of Ojai Mountain Farm restaurant's expansion into the arcade courtyard.
This restaurant needs to keep their inventory within their building as all businesses before them in that location have done.
Also, allowing this eyesore expansion sets a terrible precedent for all other businesses who "need more space".
Please respect the building codes and standards already in place-for good reason!
Thank you, Sunny Bower

Yahoo Mail: Search, Organize, Conquer

Weston Montgomery

From: Chelsea Sutula <chelsea@sespe.org>
Sent: Monday, June 22, 2026 10:05 AM
To: City Clerk
Subject: Item 11 on 6/23/26 agenda - approve the proposed modifications for OMF

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings Mayor and City Council,

I'm writing to express support of OMF's application for repositioning their back patio and use of their outdoor freezer. The applicant has submitted changes that align with plaza design guidelines, so I urge your approval today.

Tony Yanow has opened a beautiful farm-to-table restaurant and it's in his own best interests to keep the back patio area looking beautiful and minimize the freezer noise impact to dining patrons. As a fellow small business owner, I applaud all the work the applicant has done to appease various commissions while trying to build a viable and thoughtfully designed business. It's not easy.

Thank you for your consideration and for approving the requested patio changes.

Chelsea Sutula
Owner/CEO Sespe Creek Collective Inc.
408 Bryant Circle, Unit C
Ojai CA, 93023
C10-0000028-LIC

Weston Montgomery

From: shannon nelson <patsydiamo@gmail.com>
Sent: Monday, June 22, 2026 10:55 AM
To: City Clerk
Subject: Subject: Yanow appeal

Follow Up Flag: Follow up
Flag Status: Flagged

June 22,2026

Mayor Gilman and members of City Council

Without going into all the ways that your vote to appeal the Planning Dept. decision regarding Mr. Yanow's freezer location on public property was in error, I direct you to listen again to the public comments from Craig Walker at the last council meeting. Craig's comments reflect a historical understanding of what has made Ojai such a desirable and attractive place to live. Your vote failed to support that.

City codes and standards are difficult in many ways, as are all restrictions on individual behavior. Someone always disagrees with them for one reason or another. However, they preserve the integrity of agreed upon aesthetics and help to ensure that chaos does not take over. What you have done invites that chaos in and will be a problem in the future preservation of the Ojai "look" and in decisions by future councils.

At one time my family was the largest contributor to the original Arcade Plaza redevelopment assessment and for 30 years we paid a substantial addition to our City taxes for the plaza area of the historical arcade. We did so on the promise that this area would adhere to agreed upon standards of aesthetics and for many years this promise was fulfilled. Please do not betray us now by allowing these standards to be ignored.

Shannon Nelson
1212 Forest dr.
Santa Paula, CA
93060

Weston Montgomery

From: River Sauvageau <riverjaguar@gmail.com>
Sent: Monday, June 22, 2026 11:21 AM
To: cityclek@ojai.gov; City Clerk
Subject: Encroachment on the public space behind the arcade

Follow Up Flag: Follow up
Flag Status: Flagged

I Vehemently oppose a private business and encroaching on the public space behind the arcade. Please do not approve Of Ojai Mountain home's fencing, storage, and refrigeration which is encroaching on public property. We love the beauty of our town and if they need that space, they should be in an industrial park, not in our downtown.

Thank you

River Sauvageau
Sent from my iPhone

Weston Montgomery

From: ANITA CRAMM <accramm@msn.com>
Sent: Monday, June 22, 2026 11:51 AM
To: City Clerk
Subject: June 23rd Agenda Item #11

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you for your service to our community.

Please deny the Ojai Mountain Farm request for expansion that will destroy or block historic features of the downtown historically significant building they wish to alter. Expanding into and taking over current community space should be rejected. That is our space, why would you give it to them? There is plenty of room to add more dining inside the restaurant. Currently, they are under using and wasting their indoor space, all while wanting to take over more. It seems that greed is a potent motivation.

The freezer they have placed in their outdoor dining space needs to be removed . It is noisy and an ugly eye sore. You can see the brown monstrosity from most vantage points across the entire backside of the Arboleda. This is unacceptable. It needs to go, or more of these breaches will pop up further denigrating the historic features of our town that need protection.

Our community is under tremendous pressures from restauranters, retailers and developers to reap financial reward from our quaint, historic town. In that process, they are destroying our quaint, historic town. When is enough, enough? How much more should we bend the knee to financial gain? The time to start saying no is now. If not, we will pass a tipping point, where it is too late. We are at risk of becoming a hollow soulless boutique town, catering to the money that comes here to be spent in tourist establishments marring our unique town. We will be void of character, history, culture - a mere plastic version of the town we love.

Just say no.

Thanks,
Anita Cramm
Ojai Resident

Weston Montgomery

From: Vickie Carlton-byrne <carltongallery@aol.com>
Sent: Monday, June 22, 2026 12:02 PM
To: City Clerk
Subject: Ojai Mountain Farm appeal

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Councilmembers,

I urge you to deny the appeal of Ojai Mountain Farm. The outdoor refrigerator is an eyesore, and the dining area encroaches on the public right-of-way. If Mr Yanow cannot fully realize his creative vision in the indoor space that he occupies, then he should find another space. An approval would set a terrible precedent.

Additionally, why is the City Council initiating an appeal in the first place? That should be left up to the applicant, not the council.

Please deny the appeal.

Vickie Carlton-Byrne
Ojai city resident

Weston Montgomery

From: Teena Broumand <teena.broumand@me.com>
Sent: Monday, June 22, 2026 12:37 PM
To: City Clerk
Subject: RE: Ojai Mountain Farm ENCROACHMENT

Follow Up Flag: Follow up
Flag Status: Flagged

Hello City of Ojai -
I am writing to you today regarding the structure(s) that have been placed in the COMMUNITY area behind the arcade by Ojai Mountain Farm. WE THE COMMUNITY have been very engaged on this issue, both with the Planning Commission and now with the city council.

SEVERAL individuals have written in, attended planning commission AND city council council meetings on the DISAPPROVAL to place UNSIGHTLY restaurant equipment in the community DOMAIN. Our arcade plaza is a place where we see people often enjoying this public space, with picnics, kids playing, or just enjoying the shaded community space.

We all want the businesses in Ojai to be successful. We understand that operating a restaurant is difficult in these economic times. HOWEVER they need to find a way to operate successfully within the footprint of the rented space of the INTERIOR of their restaurant.

PLEASE DO NOT ALLOW THE DECISION ALREADY MADE BY THE PLANNING COMMISSION TO BE RECONSIDERED.

The prioritization of business profits over the desires of the public and decisions already made by the planning commission sound an awful lot like someone is gleaning SPECIAL favors in terms of a second stab at decisions already made.

Is Mayor Gilman personal friends or acquaintances of the owners? If so, he needs to recuse himself from the decision making process. Has council member Rachel Lang been invited to the opening of the restaurant in order to “experience” their food or beverages? If she has stepped foot inside this establishment, she needs to recuse herself too.

Allowing RETAIL businesses and RESTAURANTS to overstep their bounds or expand their operational footprint into the public space **does not serve the wider community of ojai** - it picks favorites and has our local government handing out special favors.

please do not allow for an exception for this business nor its owners.
Thank you,
Teena Broumand

Weston Montgomery

From: Mary Nelson <mepenelso@icloud.com>
Sent: Monday, June 22, 2026 12:42 PM
To: City Clerk
Subject: Screwing up the plaza

Follow Up Flag: Follow up
Flag Status: Flagged

To Whom It May Concern,
Please remove the freezer and fence in back of the arcade. We had a large piece of property there and paid a fee every year to support that area. It's breaking the agreement we had with the city, it's OUR property so prepare for a lawsuit.
Sent from my iPhone

Weston Montgomery

From: mashedup@aol.com
Sent: Monday, June 22, 2026 1:01 PM
To: City Clerk; City Council
Subject: Additions to Arcade Plaza by "Ojai Mountain Farm".

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ojai City Clerk and Ojai City Council:

I'd like Ojai City Council, its Historic Preservation Commission, and its Planning Commission to read this old article before taking any votes concerning the recent additions (walk-in freezer, electric panels, fencing, and more) behind "Ojai Mountain Farm" in the Arcade Plaza.

After reading the article, I trust all will agree the additions should be removed immediately to be in compliance with the original intent of building the Arcade Plaza.

Sincerely,
T. Drew Mashburn
75 year Ojai Valley Native

http://ojaihistory.com/whats-new-downtown/

Weston Montgomery

From: Susan Karst <susankarst@gmail.com>
Sent: Monday, June 22, 2026 11:52 AM
To: City Clerk
Subject: Ojai Mountain Farm

Follow Up Flag: Follow up
Flag Status: Flagged

Dear City Council,
The business Ojai Mountain Farm should be required to eliminate the eyesore they have illegally constructed on city property. If their business cannot be contained within the legal perimeter of their store, they should relocate to a property capable of doing so. This additional structure is ugly and trashy looking. It has become a blight on the Arcade Plaza and must be removed!
Bruce and Susan Karst
805-320-8369

Weston Montgomery

From: Malcolm Brooks <malcolmbrooks75@gmail.com>
Sent: Monday, June 22, 2026 1:29 PM
To: City Clerk
Subject: Ojai Mountain Farm Patio - public comment

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ojai City Council Members,

I'm a resident of Ojai (Meiners Oaks) writing in support of Ojai Mountain Farm's application for a patio expansion. I regret that I will not be able to participate on Tuesday but I will be on a plane at the time of the meeting.

I believe this is a great addition to our downtown core for two main reasons.

First, we need more outdoor dining options in the area, especially in the Arcade Plaza. Patio space adds vibrancy and gives residents and visitors more ways to enjoy our town.

Second, supporting an ultra-local business like Ojai Mountain Farm strengthens our local economy and keeps Ojai's character intact.

Thank you for considering this application favorably.
Sincerely,

Malcolm Brooks
Ojai resident

Weston Montgomery

From: Leslie Hess <walkthecats22@gmail.com>
Sent: Monday, June 22, 2026 1:36 PM
To: City Clerk
Subject: Item #11 - Freezer etc.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mayor Gillman, Mayor Pro Tem Mang, and City Council Members:
Thank you for serving the city. The Ojai community appreciates your diligence in doing what is best for Ojai.
Please vote to have OMF remove the 8 ft. x 7 ft. freezer. Also, please vote no against this: "The current request seeks to amend the prior CUP approval from 360 square feet of patio area to allow for a total of approximately 580 square foot outdoor patio area." It doesn't make sense that because his freezer is taking up some of his seating space the city should allow more public land encroachment.
Perhaps Mr. Yanow may have the grace to make other arrangements for his freezer.
Please vote no.
Thank you,
Leslie Hess
Ojai

Weston Montgomery

From: Lynda Garrett <lyndacg@sbcglobal.net>
Sent: Monday, June 22, 2026 1:57 PM
To: City Clerk
Cc: Lynda Garrett
Subject: Oppose Ojai City Council Appeal & Resolution Re: OMF

Follow Up Flag: Follow up
Flag Status: Flagged

City Clerk,

Please note my strong opposition to the recent action of the Ojai City Council to appeal the Planning Commission denial of Ojai Mountain Farm request for outdoor storage and a walk in freezer on public property.

I also strongly disapprove of any consideration of a resolution approving the above rejected request.

The Planning Commission, after careful review, denied the necessary permits (design review and conditional use) multiple times. Their decision should be upheld. Approving this after-the-fact would undermine the Commission's authority, reward non-compliance, and disadvantage businesses that follow the rules by keeping their storage and equipment inside their own buildings.

I respectfully urge the City Council to uphold the Planning Commission's denial and reject the appeal at the June 23 meeting. Protecting the Arcade Plaza is essential to preserving Ojai's legacy for future generations.

Thank you,
Lynda Garrett Garibaldi
319 Raymond Street Ojai, CA
Ojai Native, Family here since 1920

Lynda Garrett-Garibaldi
lyndacg@sbcglobal.net
415-516-2799
Sent from my iPhone

Weston Montgomery

From: Susan <ohimyhm@yahoo.com>
Sent: Monday, June 22, 2026 2:10 PM
To: City Clerk
Subject: Arcade freezer debacle

Follow Up Flag: Follow up
Flag Status: Flagged

This should never have been built! You don't get to say " oops, sorry" and move on. It needs to be removed and the area completely restored to its previous state.

City clerk - please do your due diligence and make sure ALL emails concerning this issue are presented to the council!

Sent from my iPad

Weston Montgomery

From: Heidi Whitman <heidiw821@gmail.com>
Sent: Monday, June 22, 2026 2:24 PM
To: City Clerk; Weston Montgomery
Subject: Public Comment City Council Agenda June 23, 2026: Item #11 – Appeal of Ojai Mountain Farm Freezer

Follow Up Flag: Follow up
Flag Status: Flagged

22 June 2026

Re: City Council Agenda June 23, 2026: Item #11 – Appeal of Ojai Mountain Farm Freezer

Dear City Council members,

I am writing to ask that the City Council deny any appeal by Ojai Mountain Farms related to the freezer, fencing and other modifications to the historic building and make the applicant relocate the freezer to a place within the building footprint. I frankly cannot imagine how this was even considered by City staff as something that was possible as any of the following are not allowed anywhere in the City of Ojai.

1. This freezer has been installed on City property, property that neither the business owner nor the building owner own.

2. The freezer and its foundation have been installed within and immediately under the dripline of an oak tree.

3. A fence has been installed within and immediately under the dripline of an oak tree.

4. The back of the historic building is now covered up with items that you might find in an alley.

5. No CEQA process appears to have been followed.

6. The business owner has proposed expanding their seating area into yet more of the public space as well as the space behind other businesses because the freezer takes up so much of the dining space.

Any one of these things would stop a project.

Not to mention, did the applicant get a tree permit or an encroachment permit (and thus the required insurance) or approvals from the Planning Commission or the Historic Preservation Commission? It almost seems like all of the regular approvals were ignored.

City of Ojai residents spent a great deal of time and money developing the back of the Arcade as a welcoming public space. I have not heard any public explanation on how this could possibly happen, or any public acknowledgement that a mistake has been made, or any discussion of how we make sure this never happens again.

John Adams once said, *“Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictates of our passions, they cannot alter the state of facts and evidence."* It’s time for the City staff to explain what happened and deal with the consequences of their gross error in judgement. Please do not change the rules or mis-state what happened to cover up this mistake. Please remove the freezer from City property.

Sincerely,

Heidi Whitman

Weston Montgomery

From: Jack Davis <bcityrec@sbcglobal.net>
Sent: Monday, June 22, 2026 2:31 PM
To: City Clerk
Subject: "Ojai Mountain Farm"

Follow Up Flag: Follow up
Flag Status: Flagged

no fucking way

Thanks, Jack @ Beat City Records

Ojai City Council – June 23, 2026
Agenda Item 11: CITY COUNCIL RESOLUTION NO. 26-27
DESIGN REVIEW PERMIT (DRP 26-003) AND CONDITIONAL USE PERMIT (CUP 26-003)

I urge the City Council to reject outright the proposed staff resolution asking Council to overturn the prior rejections of this project by the Planning Commission. Before you is a de novo hearing to consider any issues associated with the appeal.

From the standpoint of a resident, the resolution cannot be amended sufficiently to be acceptable. The City should require removal of the freezer, redesign of outdoor dining without the freezer, and any required freezer should be moved inside the restaurant where it will not be an eyesore in the arcade.

Please consider the following:

- For more than a dozen years, a neighborhood and visitor favorite, Osteria Monte Grappa, operated as a full-service restaurant without requiring an outside freezer or refrigerator. So why does a limited-menu restaurant and bar require a large outdoor freezer?

- The staff report on this agenda item is one of the worst, and least transparent, planning documents I have ever seen from a Community Development Department. It minimizes community input from two public Commissions and from extensive public comment.

- If approved by Council, the proposed staff resolution would set a terrible precedent for any future applications in the arcade. We need to protect the visual and historic integrity of our downtown. This is not a back alley in a large urban downtown.

- The freezer unit is an eyesore and detracts from the beauty and historic uses in the arcade. The freezer was initially labeled as an unpermitted use, and it should NEVER have been permitted by city staff.

- I must blame both the applicant and our Community Development Department for getting us into this mess. A proper requirement to place needed cooking and storage functions inside the building should have been required from the beginning.

- The staff draft resolution is out-of-line with our community standards and community opinion. Please deny the applicant's request and staff resolution at the conclusion of the de novo hearing.

- My understanding is that the applicant wants such a large freezer due to not having sufficient (or any?) electric power at the ranch. In that case, the Arcade should not be the location for the storage freezer, and the applicant should either find some way to store his produce at the farm or at another commercial facility near town.

- Ojai is unique and projects like this threatens our character. The uniqueness and aesthetics are a large part of the visitor draw and financial viability of our city. Let's keep it that way and not establish precedents that diminish our uniqueness.

Respectfully,

Steven Colomé, Sc.D.
Ojai

EAST OJAI AVENUE

112

OVA ARTS

OJAI MOUNTAIN FARM
N.I.C.

OLIVE PRESS OJAI

DOWN HOME

YUME BURGER

THE HUB

CERCANA

SOUL TONIC

342 SF
OUTDOOR
DINING

575 SF
OUTDOOR DINING

LENNON'S
CLOSET

1357 SF
OUTDOOR
DINING

RAINBOW BRIDGE NATURAL FOOD

ALLEY WAY

SANCTUARY

MAGIC HOUR

SERENDIPITY TOYS

JANELLE INTERIORS

= Path of Travel

DRAWN BY: P+D
CHECKED BY:
APPROVALS: DATE:

PRINT DATE: Jun 17, 2026, 5:10pm
REVISIONS
NO. DATE: COMMENTS:

Paul Poirier + Associates
ARCHITECTS
156 West Alamar Ave. • Suite C • Santa Barbara, CA 93105
telephone (805) 682-8894
fax (805) 898-9683

Ojai Mountain Farm
Patio Renovation
CLIENT
Anthony Yanow
Ojai Mountain Farm
242 East Ojai Avenue
Ojai, CA 93023

THE POLLUTERS PAY STATEWIDE TOUR

Hitting the Road for Climate Justice!

Central Coast

JUNE 28, 12-2:30 PM
OXNARD, CA

OXNARD PERFORMING ARTS CENTER

Stories of climate resilience. Energetic **education** on our campaign. Concrete ways to **get involved**.

Family friendly. **Food and interpretation provided.**

Let's **MAKE POLLUTERS PAY**
and **INVEST IN OUR COMMUNITIES!**

cfrog

CAUSE
Central Coast Alliance United for a Sustainable Economy

BUEN VECINO

FOOD & WATER WATCH

MERITO FOUNDATION

LEARN MORE

bit.ly/central-coast-townhall

CITY OF OJAI
TREE PERMIT
401 S Ventura Street, Ojai, CA 93023

Permit No. T25-020

PAID
APR 18 2025
CC
By

Please determine if the tree you are applying for is on:

☐ Public Right of Way ☒ Private Property

If on Public Right of Way, please submit form to Public Works Department at pwpermits@ojai.ca.gov

If on Private Property, please submit form to Community Development at planningdept@ojai.ca.gov

TREE INFORMATION

Address/Location:
242 E.. Ojai Ave. Ojai, CA 93023

Tree Description (Type/Species): Mature Coast Live Oak (Quercus agrifolia)

Diameter of Tree: 22"

Tree Permit
APPROVED
Date: 5/6/2025
By:
Director/Planner/Technician

TREE PERMIT REQUIREMENTS

☒ Completed Application Form (Please fill out this sheet, do not leave fields blank)
☒ Arborist Report from ISA certified arborist- attach Report
☒ Photographs of the tree(s) in question
☒ Nesting Season – (Feb 1 – Aug 31), tree removal should be timed to avoid nesting season
☒ Mitigation Plan (if appropriate) – attach plan.

PROPOSED ACTION (State the Contractor Performing the Work Next to the Action)

☐ Removal/Destruction/Relocation of a Tree:
☐ Trimming/Pruning (Specify Diameter of Branches):
☒ Work in Drip Line: Jones & Jones Construction
☐ Routine Maintenance:
☒ Other: Soil Compaction - Jones & Jones Construction

Estimated Work Start and End Date: 5/15-6/1/25

List Encroachment Permit # (if any):

RECEIVED
APR 18 2025
Community Development Department

APPLICANT

Applicant: Jamie Snyder	
Address: 242 E. Ojai Ave. Ojai, CA 93203	
Phone: (323) 674-4398	Email: jamie@ojaimountainfarm.com

OWNER INFORMATION (fill out if tree is on private property)

Project Address: 242 E. Ojai Ave	Project I.D. # T 25-020
Assessor's Parcel # 021-0-140-370	Zone:

CITY OF OJAI
TREE PERMIT
401 S Ventura Street, Ojai, CA 93023

Permit No. 125-26

acceptable to the Community Development director, or (ii) under the direct field supervision of a certified arborist (Ojai Municipal Code Sec. 4-11.07).

- All pruning and trimming activities shall be performed in a manner consistent with ISA guidelines and recommendations. Excessive pruning or topping of trees is prohibited and may result in the assessment of tree replacement costs (Ojai Municipal Code Sec. 4-11.07).
- The name of the certified professional or supervising field arborist shall be provided to the City, along with proof of certification, prior to final authorization by the City and commencement of the tree work (Ojai Municipal Code Sec. 4-11.07).
- Climbing spurs and spikes shall not be used during tree pruning and trimming activities, except in cases of emergency, such as emergency utility work covered under Ojai, California Municipal Code Section 4-11.10 (Ojai Municipal Code Sec. 4-11.07).
- No chemical residues shall be disposed of within the drip lines of protected trees, including concrete washouts.
- Damage to roots shall be minimized. Roots encountered over 1 inch in diameter shall be cleanly cut perpendicular to growth (90 degree cut), rather than being left torn or crushed. Roots over 2 inches in diameter shall be avoided where possible or cut under the supervision of an ISA-certified arborist.
- An ISA-certified arborist shall be available on-call to assist with any concerns.

Note: Only electric-powered chainsaws are permitted within the City of Ojai. Any questions regarding the use of electric-powered chainsaws can be directed to Community Development Department staff at, (805) 646-5581 ext. 112.

Signature of Applicant

4.17.25
Date

Jamie Snyder
Print Name

Project Manager
Title (Print)

Director Approval

5/6/2025
Date

FOR OFFICE USE ONLY

PERMIT FEES	
Removal of Dead or Hazardous Tree	$
Annual Utility Tree Maintenance	$
All Others Work in Dripline	$ 225.-
TOTAL	$ 225.-

Paid Via: (Check One)		
Check	Credit Card	Cash

RECEIVED
APR 18 2025
Community Development Department

Arborist Report
Create an Arborist Report evaluating potential impacts to qualifying tree(s) and outlining steps required to protect qualifying tree(s) during construction.

Tree Protection Plan
Create a Tree Protection Plan that shows inventory information as well as qualifying tree locations and identifying numbers, root protection zones (dripline + 5'), and recommended measures to protect trees (protective fencing, construction access, etc.).

OBSERVATIONS

Site description:
The site is utility structure north of the building where the restaurant will be housed. It is attached to the back of the building and is currently a storage area enclosed by a 6' wooden fence with an access gate. Within that area there is a mature coast live oak (*Quercus agrifolia*).

Project description:
The proposed project will include the installation of a concrete pad (see attached drawing) for the cold box to be placed on, revisions to the existing fencing, and utilities connected to the cold box. The slab will be very close to the oak's trunk. It is unclear from the detail provided how deep below grade the slab will be placed.

Tree description: The subject tree is as follows:

Coast live oak
Trunk diameter: 22" at standard height
Height: ~35'
Canopy spread: 20' N, 21' east, 20' south, 13 feet west
Health: fair
Structure: good

Nesting birds: No active nesting birds were observed in this tree, and it is not believed that there would be any detrimental effects if nesting was present due to the minor construction and other activities planned. However, the trees should be evaluated again for nesting birds prior to construction, especially prior to any pruning on the trees.

IMPACTS

Impact assumptions:
The impact analysis below is based on several assumptions, as stated below. Should these assumptions prove to be incorrect, additional impacts could result from the project.

required depth to determine if there are significant roots in the way. ***When roots are encountered, or if no roots are encountered, the project arborist shall be called to the site to verify and instruct further action.***

Soil compaction- It is unclear if targeted soil compaction is required under the slab. If it is required it will only impact a small relatively unimportant area under the oak. No mitigation is required.

Clearance pruning- It may be necessary to do some minor pruning of lowest limb(s) in order to provide adequate clearance for the cold box. ***If pruning is required the project arborist must be present to discuss how this will be accomplished.***

Move in- Caution must be taken to avoid impacts to limbs or trunk of oak tree during the placement of the cold box. Project arborist shall be notified when this is scheduled.

Excavating post holes- As post holes are dug for the new fencing location if any roots larger than 2" are encountered the post must be moved to miss the root. ***All post holes will be dug manually, not by power auger.***

GENERAL TREE PROTECTION MEASURES

The following additional measures should be applied where they are relevant. If there is a conflict between the specific mitigation measures for this project (see above) and any of these general measures, the specific measures supersede.

1. All work conducted in the ground within the root protection zone of any protected tree should be accomplished with hand tools only. The root protection zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy.

2. Where structural footings are required and major roots will be impacted, the footing depth should be reduced to 12". This may require additional "rebar" for added strength. An alternative would involve bridging footings over roots and covering each root with plastic cloth and 2-4" of Styrofoam matting before pouring concrete.

3. Any required trenching which has multiple trench path options should be routed in such a manner to minimize root damage. Radial trenching is less harmful than tangential trenching because it runs parallel to tree roots rather than diagonal or perpendicular to them. Whenever possible trenching should work around roots rather than cutting them. Place pipes and cables below uncut roots, and utilize the same trench for as many utilities as possible.

CONCLUSIONS

This project could have very significant impacts on the protected oak tree. It is critical that the project arborist be kept informed as the process unfolds. If all work is done carefully and under to oversight of the project arborist it can be managed sufficiently to avoid serious damage. The placement of the cold box in this location is not ideal as it is extremely close to the oak tree and may need substantial in-ground excavation. ***This report should be attached as part of the conditional use permit.***

Please let us know if we can be of any further assistance or if you have any additional questions. Our goal is to satisfy our clients and help them to better care for their trees in the most effective way possible. We look forward to working with you toward that goal!

Sincerely,

Jan C. Scow
ASCA Registered Consulting Arborist #382
ISA Board Certified Master Arborist # WE-1972B

Attached:

Site Plan (Cold Box at Back Patio)
Slab Detail
Arborist Disclosure Statement
Arborist Qualification

Jan C. Scow Consulting Arborists, LLC
Disease and Pest Diagnosis, Hazard Evaluation, Restorative Pruning Advice, Value Assessment

401 N. Ventura St.
Ojai, CA 93023
(805) 272-8095

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

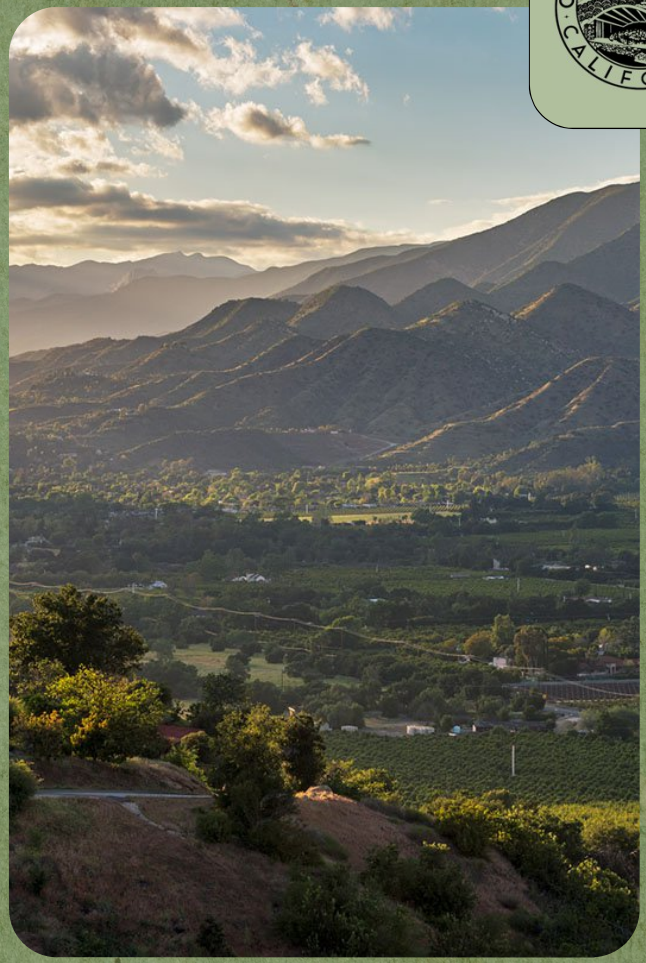
Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Please note the following important considerations:

- You should never authorize or do any work on any tree unless you are certain of that tree's ownership, and you have confirmed that you solely own the tree, or that anyone else having a claim to the tree has given you permission in writing authorizing your proposed action.
- Before removing a tree, be sure it is your tree to remove.
- Trees on property lines belong to both properties.
- Working on trees hanging into or over your yard that belong to a neighbor may result in "unreasonable damage" to their tree and could expose you to litigation.

OJAI CITY COUNCIL

Zone Change from BP to C-1 1124 Maricopa Highway



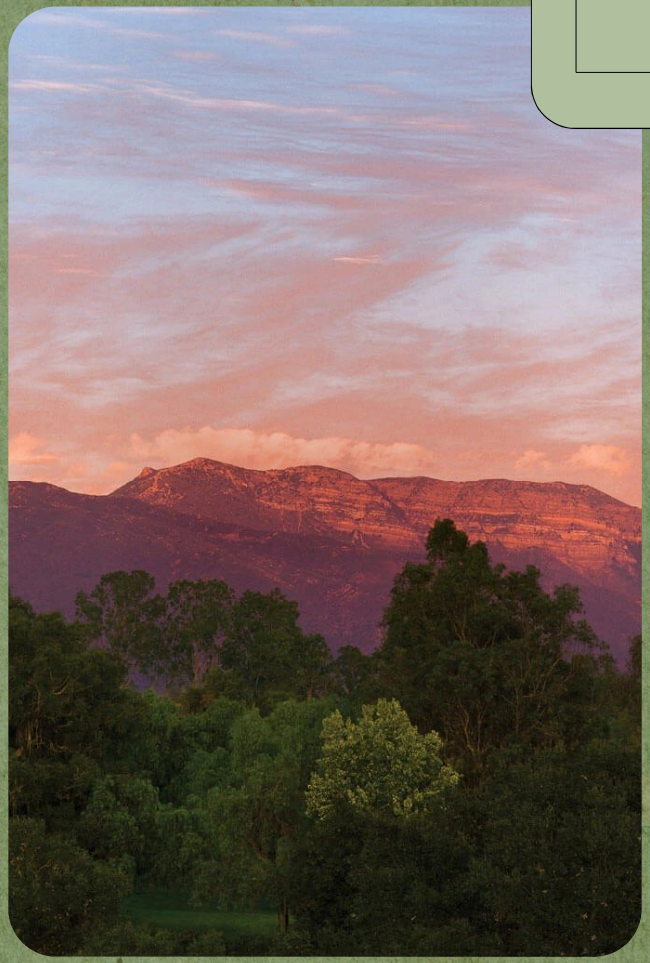
Public Hearing

Community Memorial Hospital – Ojai
BP zone
I-R-1 zone
N Carillo Rd
R-O zone
Del Norte Rd
Distance to Matilija Jr. HS approx.748 feet
Ojai Gas
1124 Maricopa Highway
BP zone
BP zone
C-1 zone
C-1 zone
Summer Camp
Vons
Valiero Ave
R-1 zone
HOME KITCHEN OF OJAI

Existing Site Plan and Exterior Photos

1124
Maricopa Hwy

Thank you!



FY 2026-27 PROPOSED BUDGET REVIEW

City of Ojai

June 23, 2026

CHANGES FROM JUNE 9TH MEETING

$7K for Ojai Day Mandala

$1M for Fire Safety & Mitigation

BUDGET IS A LIVING DOCUMENT

- The budget may be amended throughout the fiscal year to:
- Allow for the pursuit and achievement of City Council goals
- Respond to economic fluctuations and forecast changes
- Respond to unanticipated events and unexpected emergencies
- Reallocate funds
- Add new grant funded projects

BALANCED BUDGET POLICY

The City will maintain a balanced budget. This means that:

- Operating revenues must fully cover operating expenditures, including debt service;
- Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other “one-time”, non-recurring expenditures

MINIMUM FUND BALANCE:

- The City Council and City staff shall maintain a minimum fund balance of one hundred (100%) of the prior year’s General Fund Operating Expenditures as the City’s minimum General Fund Reserve.

GFOA recommends that governments maintain structural balance where recurring revenues are greater than or equal to recurring expenditures in the budget

FY 2026-27 GENERAL FUND SUMMARY

General Fund Budget	June 9th	June 23rd
Ongoing Revenues	18,668,490	18,668,490
Ongoing Expenditures	18,549,733	18,556,733
Structural Surplus	**118,757**	**111,757**
OUSD Grant Match	(125,000)	(125,000)
Historic Inventory Survey	(88,000)	(88,000)
Fire Mitigation & Safety	-	(1,000,000)
Decrease in Fund Balance	**(94,243)**	**(1,101,243)**

ESTIMATED GENERAL FUND BALANCE

FY 26/27 Projection	June 9th	June 23rd	Change
Beginning Balance	21,672,411	21,672,411	-
Revenues	18,668,490	18,668,490	-
Operating Expenditures	(18,549,733)	(18,556,733)	(7,000)
Non-Recurring; Capital	(213,000)	(1,213,000)	(1,000,000)
Ending Fund Balance	**21,578,168**	**20,571,168**	**(1,007,000)**
100% Reserve	(17,279,070)	(17,279,070)	-
Unallocated	**4,299,098**	**3,292,098**	**(1,007,000)**

GANN APPROPRIATIONS LIMIT

Appropriation Limit for FY 2025-26	$17,252,819
Adjustment Factors:	% Ratio
Population Factor	0.9932
Growth Factor	1.0495
Population Ratio x Economic Ratio	1.0424
Appropriation Limit for FY 2026-27	$17,984,338
Appropriation Under Allowed Limit	$895,880

QUESTIONS?

Thank you

CITY COUNCIL APPEAL of PLANNING COMMISSION DENIAL

Introduction

Outdoor Dining History (The Arcade Plaza):

-Original Approval for 242 E. Ojai Avenue through Director: 2007

* 360 sf
* 6 tables, 24 chairs

-One of Seven Approved Outdoor Dining Permits

-Outdoor dining areas range:

* 250 sf (Sam's Place) to
* 1,286 sf (Magic Hour)

Proposed Outdoor Dining Modification |

-Increase Outdoor Dining Area to approx. 580 sf
-Up to 14 tables, up to 28 chairs
-Include Unpermitted Outdoor Use of Freezer
-Screen the Freezer
-Modified Boundary Fencing Design

Introduction

Outdoor Dining History (The Arcade Plaza):

-First Approval | Rainbow Bridge – 1997

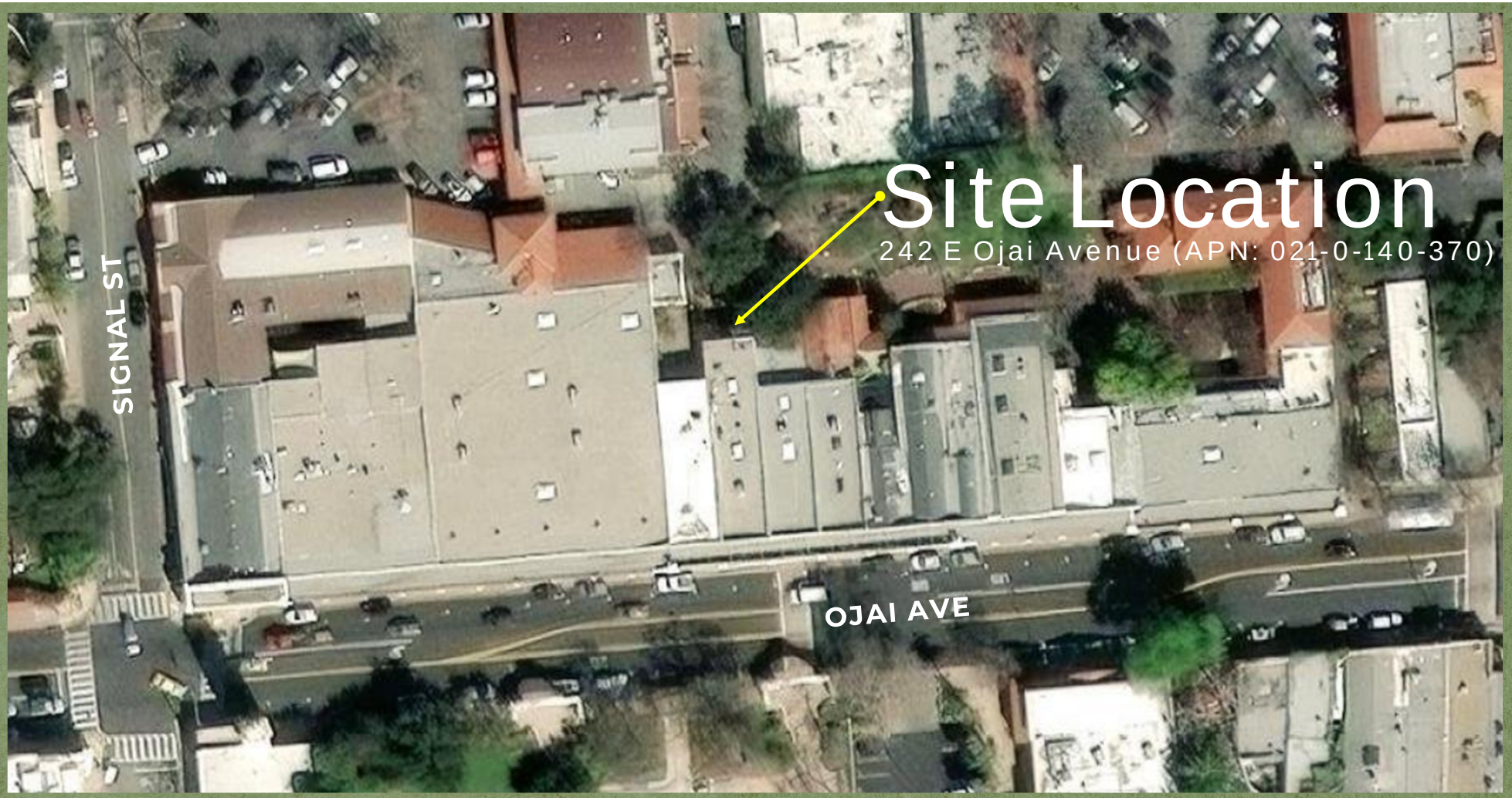
-Recent Approval | Bonnie Lu's – 2022

-Outdoor Dining Approval Requires Encroachment Permit – Public Works Dept.

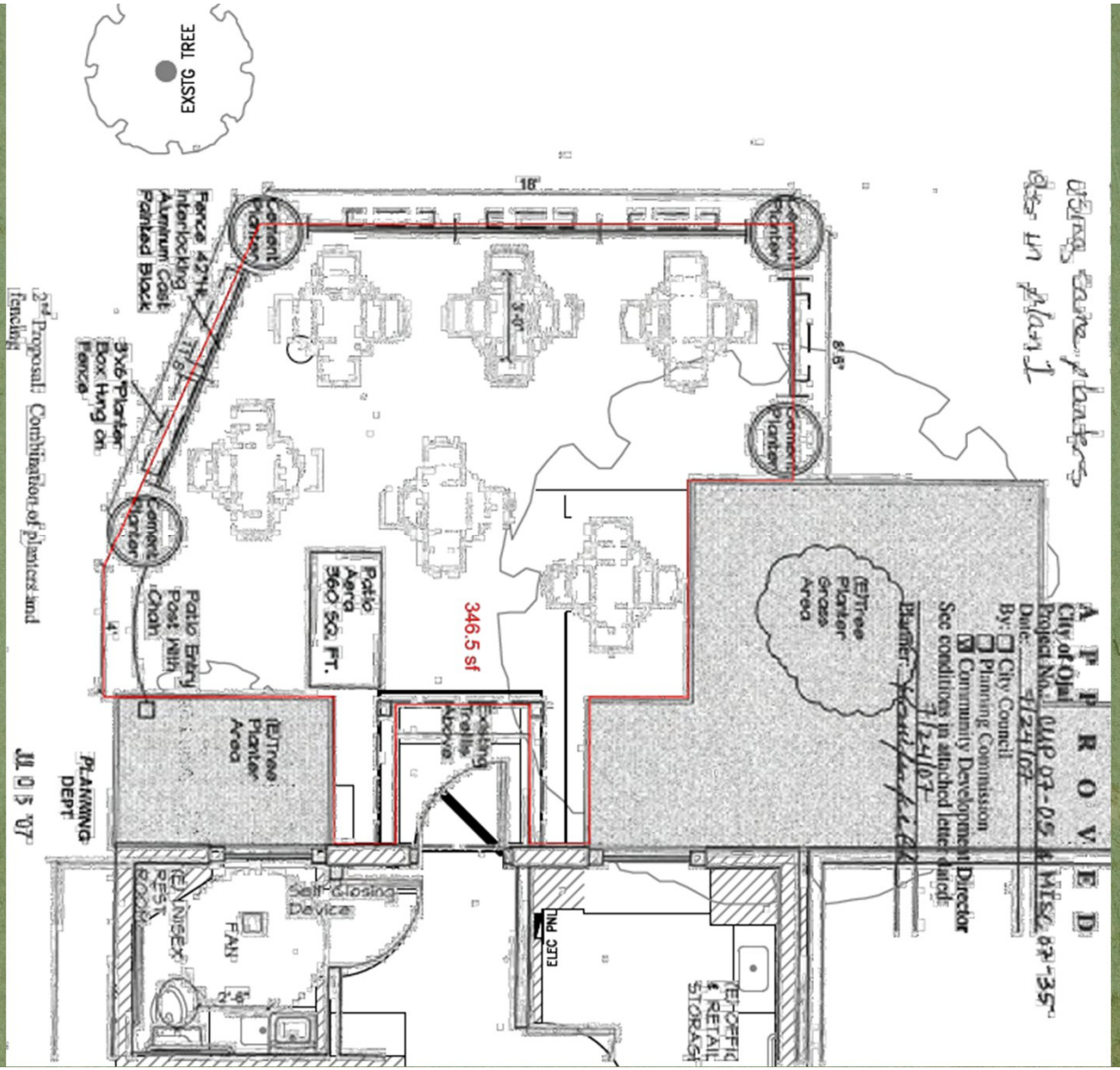
-CDD Recently Shifted to Proactive Code Compliance

-Previous Compliance Review conducted by Public Works Dept.

-Future Compliance Review being conducted by Community Development Dept.

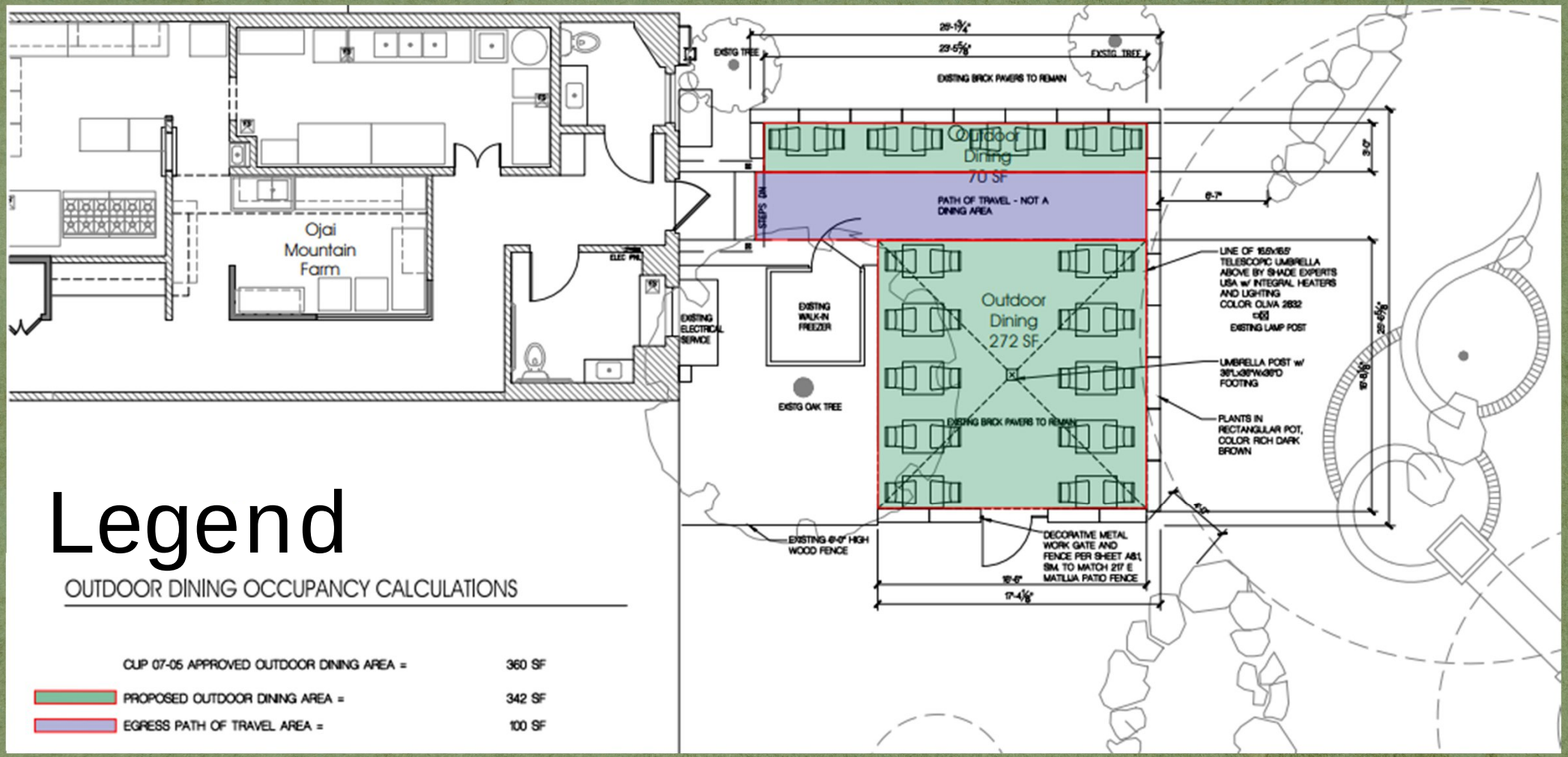

Site Location
242 E Ojai Avenue (APN: 021-0-140-370)
SIGNAL ST
OJAI AVE

Existing Outdoor Dining



Outdoor Dining Area |
-Boundary In RED
-~360 sf

Proposed Outdoor Dining



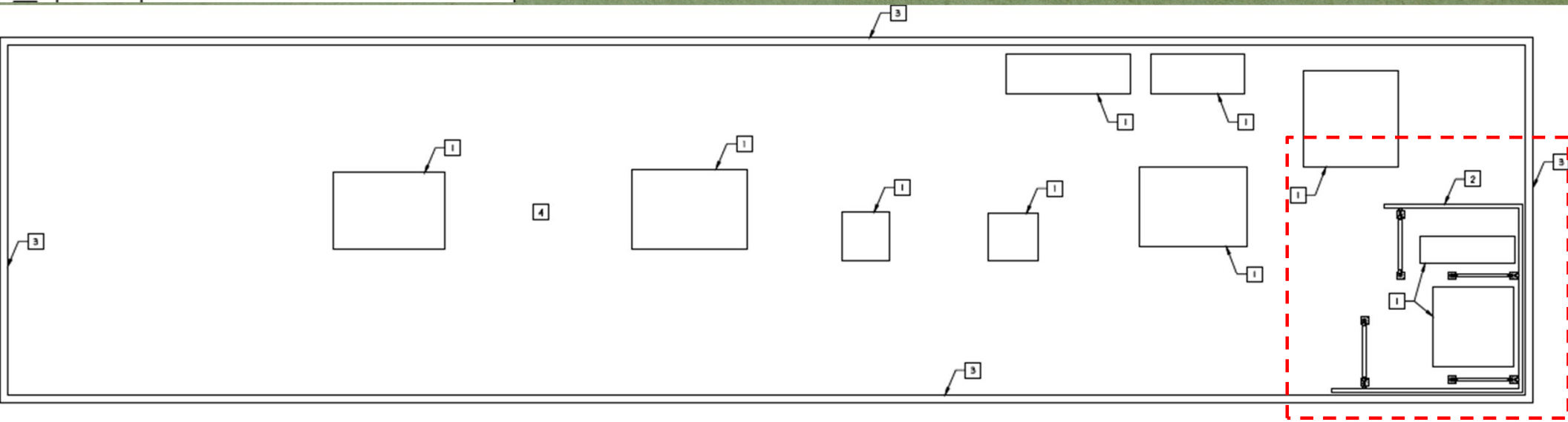
Legend

OUTDOOR DINING OCCUPANCY CALCULATIONS

CUP 07-05 APPROVED OUTDOOR DINING AREA =	360 SF
PROPOSED OUTDOOR DINING AREA =	342 SF
EGRESS PATH OF TRAVEL AREA =	100 SF

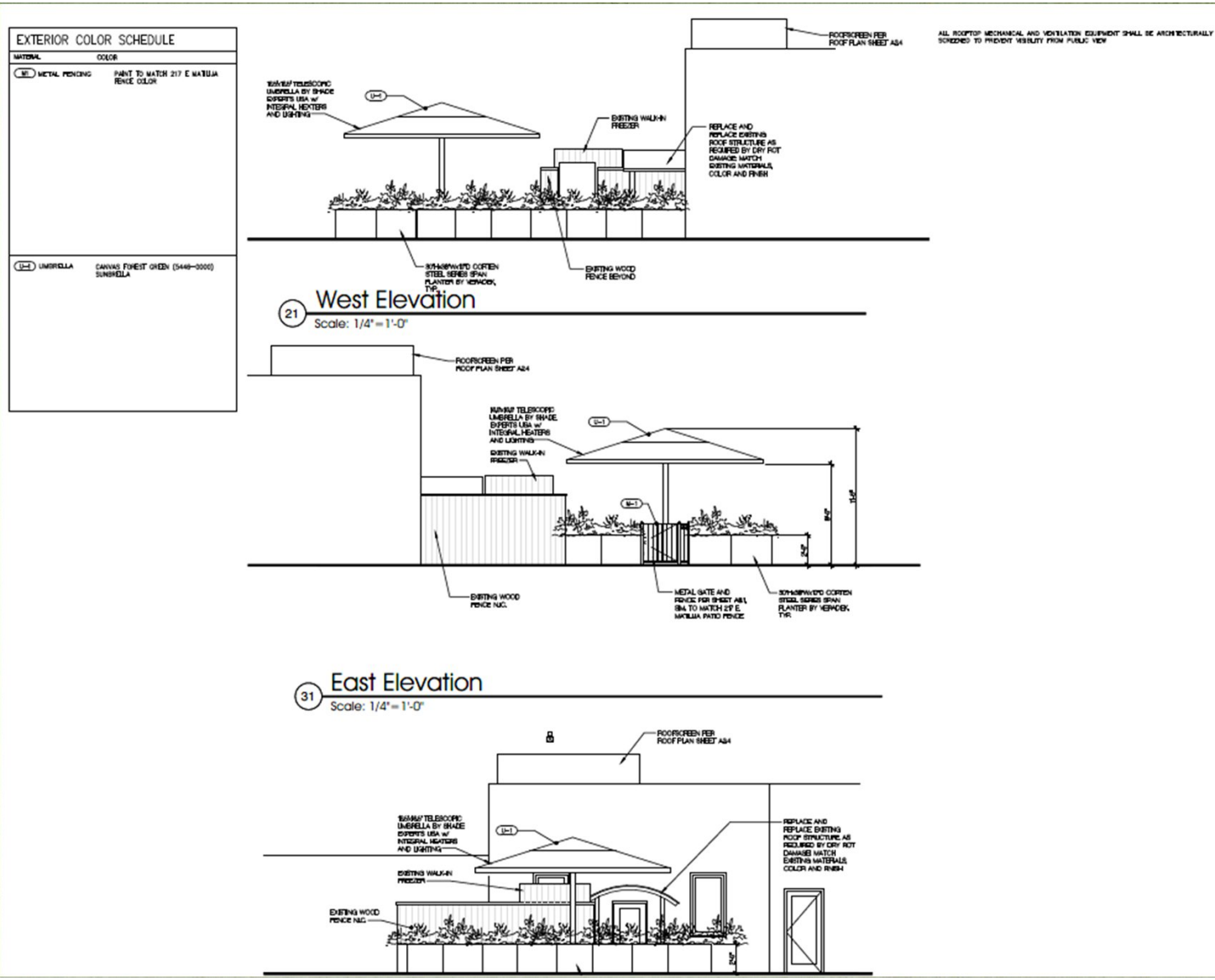
Proposed Roof Plan

KEYNOTES		
NO.	REF. DTL.	DESCRIPTION
1		(E) MECHANICAL UNIT TO REMAIN
2		5'-0" HT ROOFSCREEN SC3 FRAME BY ROOFSCREEN w/ ROTOLOCK SQUARE BASE SUPPORTS
3		(E) PARAPET WALL
4		(E) LOW SLOPE ROOF



41 ROOF PLAN
SCALE: 1/4"=1'-0"

Proposed Outdoor Dining Elevations



Walk-In Freezer

Looking West

Looking South

Looking East

Proposed Screening

- Overlap Lap Screen Panels
- Raised to the height of the Walk-In Freezer
- Use Existing Posts
- Light Weight Design to Minimize Existing Tree Impact
- Painted Dark Color to Match Outdoor Dining Area Boundary fencing

Project Findings

Conditional Use Permit |

Zoning Compliance, Consistent w/ [E] General Plan Land Uses, Access to Utilities, CEQA Compliance – No Potential Significant Negative Effect.

Design Review Permit |

Zoning Compliance (setbacks, height, floor area ratio, site coverage, parking), Lighting + Signage Compliance, Access to Utilities, walls, fencing, landscaping.

Key Conditions of Project

- Discontinued restaurant use for a period of six months shall result in removal of the freezer by the property owner of 242 E. Ojai Ave. [COA NO. 8]

- Required maintenance and repair of the freezer shall be required at property owner's expense within 30-days of diagnosis. Need for replacement shall result in replacement to within the building walls within 30-days by the property owner. [COA NO. 9]

CEQA

- Three Exemptions Apply To This Project |
  -Section 15301(E)(1) – Minor Alterations of existing public/private facilities (outdoor dining area)
  -Section 15303 (E) – Construction/location of small facilities or structures (walk-in freezer, screen and Umbrella)
  -Section 15311 – Construction/placement of minor structures accessory to existing restaurant facility (walk-in freezer, screen and Umbrella)

- The project is within a State Designated Historic Downtown District.

- The Existing Brick Façade is identified as a contributor to the State Designated Historic Downtown District

- The existing Edison Panel (Utility Panel), Walk-In Freezer and screen do visibly alter the view of the rear brick façade however, they do not alter the materially physical characteristics of the resource as they are temporary and reversable. They do not permanently modify the physical characteristics of the structure and thus, are not significant.

Recommendation

Consider the following |

- Receive the information and presentation provided by staff and the applicant;
- Open the Public Hearing for public comment and input;
- Consider the draft resolution and associated conditions of approval for the modifications of the outdoor dining area and use of the walk-In freezer as an outdoor use located at 242 East Ojai Avenue

Ojai's Social Media Policy

City Social Media Framework for respectful and secure public dialogue aligned with the law.

June 23, 2026

The Challenge: Audience Expansion Without Guidelines

Staff actively monitors these high-traffic channels, but without City Council-approved operating rules, staff cannot take action to moderate violations.

+172,749%
Instagram Organic Impressions*

+1,625%
Facebook Comments Growth

+760%
Instagram Followers Growth

+390,450%
Nextdoor Impressions*

**Impressions: are the number of times a post was shown on someone's screen.*

How It Works: Viewpoint-Neutral Enforcement

The policy focuses on conduct of speech, never the opinion expressed.

Grounds for removal (hiding content) would be strictly limited to:

- Public safety threats or illegal activity
- Obscenity or sexual content
- Discrimination or harassment
- Spam or commercial solicitation
- Interfering with law enforcement

Grounds for blocking user accounts:

- A last resort reserved strictly for severe, repeated violations.

Mandatory archiving:

- All actions are fully documented for California Public Records Act compliance.

Case Study: Pride Flag Raising Facebook Comments

Our June 2 Pride Flag Raising post drew over 202 comments. It demonstrated why staff need objective, legal boundaries to protect free speech while addressing clear safety violations.

Comment on Pride Post	Action Under Policy	Legal & Policy Justification
"The only flags raised should be state & USA... not a fake flag for sexuality."	Allowed	Protected Speech: Criticism of public policy, flag choices, or municipal activities must remain protected.
"Truly awful. Look at all the complicit employees... liberal clowns."	Allowed	Protected Speech: Public employees and local government are subject to criticism, regardless of tone.
"Torch it" / "Flag burning? I am in...."	Removed/Logged	Public Safety Threat: Prohibited under Section IV. Promotes or encourages illegal activity and physical arson.
"...abomination... Democrat Nazis Traitors" / "ghey brigades on loose"	Removed/Logged	Discrimination & Harassment: Violates the Community Code of Conduct targeting protected traits.

Operational Safeguards and Legal Compliance

Viewpoint Neutrality

We cannot hide comments because they are harsh, angry or critical of city decisions. The policy restricts only the *manner* of speech (direct safety threats, harassment, spam) but never the opinion itself.

State Compliance

Under Section VI, all social media interactions are subject to the California Public Records Act). Content must be preserved and retained in accordance with the City's Records Retention Schedule.

Approved Archiving Plans

Section III requires all accounts to have an approved archiving plan. To ensure transparency, any moderated comment must be recorded in an official, auditable Moderation Log.

Our Path Forward

1. Adopt Policy

Formally approve the Social Media Policy to secure our legal framework.

2. Post Public Rules

Post and pin the Community Code of Conduct on our pages so the public knows our safety guidelines upfront.

3. Train Page Moderators

Implement the Authorized User Acknowledgment so staff can uniformly separate protected criticism from safety threats.

4. Central Security

Centralize credential inventory and enforce Multi-Factor Authentication to secure all official accounts.